



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan - 2016 – 2017

Date : 10.07.16

S.No	Month	Date	Items for Discussion
1.	July	14.07.16	<ul style="list-style-type: none">Promotion of ICT Enabled teaching methodology
		29.07.16	<ul style="list-style-type: none">Guidelines / Provisions for Ph.D. Registration on working in TACW
2.	August	03.08.16	<ul style="list-style-type: none">AQAR SubmissionIntroduction of Online Courses
		26.08.16	<ul style="list-style-type: none">Establish R&D cell and its Functions and ResponsibilitiesProject Proposal Submission to Funding Agencies
3.	September	09.09.16	<ul style="list-style-type: none">Publication of M.Phil. Research Article in Journal
		23.09.16	<ul style="list-style-type: none">IQAC meet with external members.
4.	October	03.10.16	<ul style="list-style-type: none">Self study paper as extra credit earning provision
		27.10.16	<ul style="list-style-type: none">Communicative English in campus
5.	November	11.11.16	<ul style="list-style-type: none">Implement Entire College Automation System
		25.11.16	<ul style="list-style-type: none">Follow up of Previous Meeting
6.	December	09.12.16	<ul style="list-style-type: none">National seminar and Webinar on quality related themes.
7.	January	08.01.17	<ul style="list-style-type: none">Revised guidelines for best student & department award
8.	February	10.02.17	<ul style="list-style-type: none">Selection of best students & department – 1
		24.02.17	<ul style="list-style-type: none">Selection of best students & department – 2
9.	March	02.03.17	<ul style="list-style-type: none">Follow up of Previous Meeting
			<ul style="list-style-type: none">Submission of Annual Reports of Administrative Officers

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 14.07.16

1. Promotion of ICT Enabled Teaching Methodology

Minutes of the Meeting held on 14.07.16

- To enhance the ICT enabled teaching, it is decided that every faculty has to deliver a lecture through ppt, you tube, online course materials etc from 01.08.2016 for at least one topic in each unit.
- Smart Class Rooms, Seminar Hall, Auditorium and BPO Laboratory can be utilized for the teaching purpose.
- HoDs ensure the progress of the teaching as per plan.

Action Taken for the Meeting held on 14.07.16

- ICT Teaching plan is collected from each department.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 29.07.2016

1. Guidelines / Provisions for Ph.D Registration on working in TACW

Minutes of the Meeting held on 29.07.2016

- It is decided that preference will be given to the TACW faculty for Ph.D. registration.
- Research Coordinator and Head of the Department can motivate the faculty to do Ph.D. degree.

Action Taken for the Meeting held on 29.07.2016

- Meeting conducted about Ph.D. registration.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 03.08.2016

1. AQAR Submission
2. Introduction of Online Courses

Minutes of the Meeting held on 03.08.2016

- It is decided to submit the AQAR for the Academic Year 2015-2016 on or before December 15th 2017.
- IQAC Coordinators and members are asked to prepare the AQAR.
- It is decided to introduce Online Courses by the Departments to the students.

Action Taken for the Meeting held on 03.08.2016

- AQAR is prepared and submitted to NAAC.
 - College recognized as NPTEL Local Chapter, IIT Madras to facilitate to offer the Online Courses to the students.
 - Establishment of Nodal Resource Centre of Spoken Tutorial, IIT, Bombay.
 - Orientation programme is conducted to the faculty about Online Courses.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 26.08.2016

1. Establishment of R&D Cell and its Functions and Responsibilities
2. Project Proposal Submission to Funding Agencies

Minutes of the Meeting held on 26.08.2016

- It is decided to establish the Research and Development Cell.
- The functions and responsibilities of R&D cell is defined as follows to promote research. The functions are as follows:
 - ✓ Faculty/ Students Research Publications

- ✓ Faculty / Student participation in Seminar/ Conferences/ Workshops
 - ✓ Faculty /Student Off Campus activities.
 - ✓ Sending Project Proposals to funding agencies
 - ✓ Organizing National / International Seminar in various disciplines of the College.
- It is decided to submit project proposal to various funding agencies by the Faculty, PG students and M.Phil Research Scholars.

Action Taken for the Meeting held on 26.08.2016

- Research and Development Cell is established and functions are defined.
 - Projects submitted and received fund.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 09.09.2016

1. Publication of M.Phil Research Article in Journal

Minutes of the Meeting held on 09.09.2016

- It is mandatory that M.phil departments can publish atleast three papers in National / international journals with ISBN, citation index with impact factors.
- M.phil research supervisor can ensure that research articles will be submitted by the students to the National / International journals.
- After publication, the copy of the article will be submitted to CoE office.

Action Taken for the Meeting held on 09.09.2016

- M.Phil. scholars published research articles in the journals.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 23.09.2016

1. Conduct External IQAC Meeting

Minutes of the Meeting held on 23.09.2016

- It is decided to conduct IQAC meeting with external members.
- It is decided to have a member list consisting of Management, Principal, IQAC Coordinators, Experts, Alumni and Students.
- It is decided to conduct the meeting during the month of March.

Action Taken for the Meeting held on 23.09.2016

- Proposal and member list submitted to Management to conduct external IQAC Meeting.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 03.10.2016

1. Self Study paper as extra credit earning provision

Minutes of the Meeting held on 03.10.2016

- All the departments have to offer self study paper as extra credit earning provision to all UG and PG programmers.
- The department can offer the courses during the below mentioned period.
 - For UG – 3rd to 6th semester.
 - For PG- 2nd to 4th semester.
- Core papers can be offered as self study paper.
- Syllabus to be framed with duration of 26 hours and 2 credits.
- Students have to register the course along with the regular course.
- Component I and II to be submitted before the regular CIA test I and CIA test II.
- Department have to depute one teacher to guide the students

- Evaluation components(Theory/practical) by Internet.

Component	CIA
Component	20
Component	20
Comprehensive Test	50
Viva voce	10
Total	100

Comprehensive Test

Section A (10 X 1Markd)	-10
Section B(5 X 2 Marks)	-10
Section C(3 X 10 Marks)	-30

50

Project/ Mini Project

Criteria	CIA
Research Proposal	10
Review of Literature	10
Collection of data/ Experimentation	20
Analysis of Data/ Experimentation result	20
Project Report	30
Viva voce	10
Total	100

Action Taken for the Meeting held on 03.10.2016

- Departments has introduced Self Study Paper for UG and PG.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 27.10.2016

1. Communicative English in Campus

Minutes of the Meeting held on 27.10.2016

- All the students and faculty have to interact only through English.
- If any teacher / students violating the rules fine will be collected.
- A team comprising of 9 members (1 from each department) will be functioning to monitor and collecting the money.
- The fine amount will be utilize for student welfare.
- Credit will be given to the departments if a student / teacher not registered any fine.

Action Taken for the Meeting held on 27.10.2016

- Followed by Teachers and Students.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 11.11.2016

1. Upgrade College Automation System

Minutes of the Meeting held on 11.11.2016

- It is decided to upgrade College Automation System for the following process.
 - Student Admission
 - Attendance
 - Examination Process
 - Faculty Profile
 - Finance Section
 - Transport Management
 - Hostel
 - Library
 - Others

Action Taken for the Meeting held on 11.11.2016

- MoU signed with Mastersoft ERP for Implementation.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 09.12.2016

1. Conduct National Level Seminar and Webinar on Emerging Trends

Minutes of the Meeting held on 09.12.2016

- It is decided to conduct one National Level Seminar in each department.
- The topic focuses on Emerging Trends.
- Eminent personalities will be invited as experts.
- Students, Faculty, Researchers and Industry persons all over the country can be invited for the seminar.
- It is also decided to conduct Webinar for all the departments to promote ICT enabled teaching and learning methodology.
- The following minimum Hardware Configurations can be set up for facilitating Webinar.

Operating system – *Windows 7*

Web browser - *Google chrome V34*
 - *Mozilla firefox V34*
 - *Internet Explorer V8*
 - *Apple safari V6*

Internet Connection - *1MBPS*

Software - *Go To Webinar(desktop app.)*
 - *Javascript(enabled)*

Hardware - *2GB (or) more and RAM*
 - *Microphone and Shearers (USB Headset)*

Action Taken for the Meeting held on 11.11.2016

- National Level Seminar is conducted by all the Departments. Webinar conducted by Department of Computer Science.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 08.02.2017

1. Revised Guidelines for Best Student and Best Department

Minutes of the Meeting held on 08.02.2017

- It is decided to revise the guidelines of Best Student and Best Department as follows:

Best Student

It is decided to give marks for each Paper Presentation / Publication

Best Department

It is decided to give marks for each innovative activity organized by the department.

Action Taken for the Meeting held on 08.02.2017

- Guidelines revised for best student and best department and circulated to all the departments for application submission.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 10.03.2017

1. Selection of Best Student

Minutes of the Meeting held on 10.03.2017

- Applications are scrutinized for best student award.

Action Taken for the Meeting held on 10.03.2017

- Best Outgoing student for the academic Year 2016-2017 is selected.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 14.03.2017

1. Selection of Best Department

Minutes of the Meeting held on 14.03.2017

- Applications are scrutinized for best department award.

Action Taken for the Meeting held on 14.03.2017

- Best Department for the academic Year 2016-2017 is selected.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 20.03.2017

1. Follow up of Previous Meeting

2. Submission of Annual Reports of Administrative Officers

Minutes of the Meeting held on 20.03.2017

- It is decided to submit the Annual Report of all the Administrative Offices on or before 25.03.2017 to Principal Office.

Action Taken for the Meeting held on 20.03.2017

- Annual Report submitted.

Theivanai Ammal College for Women (Autonomous), Villupuram

Minutes of External IQAC Meeting

I/2017 IQAC Meeting Held on 27.05.2017 at 10.00 A.M in the Seminar Hall

- 0.0. The meeting started with Prayer by Dr. Sheeja S. Rajan, Dean(S) & Assistant Professor of Bio chemistry Department
- 1.0. Dr. A.V. Aruna Kumari, Principal welcomed the members of the IQAC.
- 2.0. Ms. B. Sridevi, Dean(A) and Head of the Department of BioChemistry introduced the experts
- 3.0. Mr. S. Senthilkumar, Secretary of the College welcomed the External and Internal members of IQAC .He introduced the TACW internal members with qualification .
- 4.0. The session was taken over by the Registrar Dr. Kasthuri Bai Dhanasekaran.She welcomed the gathering and especially the external experts of IQAC.
 - She proudly presented the Landmarks of TACW such as state/National/Global Recognition, Sponsored Programmes, Awards ,Distinction and Campus Facilities.
- 5.0. The external expert Dr. Paul P.Appasamy expressed his view on Quality in Higher Education in current scenario. He expressed the below mentioned views:
 - The students are heterogeneous in terms of their nature, behaviour, skills, family background and economic conditions.
 - Special attention is important for the students in Quality Higher Education.
 - The role of higher education institute is to Produce “Productive Members” of Society.
 - Institute has to maintain strong bond with Alumnae.
 - Design curriculum and syllabi in accordance with current trend and industry expectations.
 - Assessment of the students are carried out by conducting various types of seminars, tutorials and examinations
 - Identify and facilitate opportunities for interdisciplinary research, inter departmental and inter institutional cooperation
 - Invite external professors periodically and have discussion about curriculum and syllabus design.

- Develop and monitoring the criteria, including metrics and proxies to measure institutional research performance and the success of research initiatives
- Motivate teachers to register for Ph.D and to appear for NET/SET examination
- Regularly collect feedback from students in all aspects.
- Faculty and Students visit the Industry to gain practical exposure.
- Provide more skills in practical oriented learning.

He concluded that IQAC is not for the purpose of NAAC, UGC and ISO, but it is really to enhance the quality of higher education.

6.0. Dr.Mangal Sundar Krishnan, IIT, Chennai pointed out on Online courses and Online study materials

- He stated that Learning is open and free in today's Internet world.
- Students have opportunity to learn many things themselves from the Internet.
- No limit for learning and learning materials.
- Use latest technologies like Internet, Online Materials, and Online Tutorials as teaching aids.
- Traditional way of teaching using chalk, board and slides need supplementary materials .But now-a-days the latest technologies like Internet, Online Materials, and Online Tutorials to be used as teaching aids.
- Encourage the students to learn through Internet and Online.
- Interact with the students by providing online assignments, projects and problems.

He has given the suggestions for offering Online courses to our students.

- Stay with our curriculum and syllabus.
- Syllabus topics were taught by online materials.
- He mentioned that teacher is a first learner and online courses are beneficial for the teachers than the students.
- Students participation in online courses are important and necessary for current situation.
- Online courses give students the opportunity to plan their study time around the rest of their day, instead of the other way around. Students can study and work when they are at their peak energy, whether that's early morning or late at night. Course material

is always accessible online, so there's no need to schedule special trips to a library either. All the online learning a good option for students who need to balance their work and family commitments.

- Even the most basic online course requires the development of new computer skills, as students learn to navigate different learning management systems (LMS) and programs. The skills students learn to participate in their online courses translate to many professions, including creating and sharing documents, incorporating audio/video materials into your assignments, completing online training sessions, etc.
- Self learning is to be motivated.
- Institution has to maintain strong bond with alumnae.
- Students in online degree programs are able to manage their time, learn the materials that are presented, and complete assignments as per their own schedules.
- MOOCS and FOSS were practiced in Institutes.
- He concluded that many education channels are provided by IITs. Students and faculty can make use of those channels.

Dr.Kasthuribai Dhanasekaran, Registrar ESKK Educational Charities of the Institute presented the Strategic Vision of TACW

1. Curriculum Designing

- Incorporating the courses in curriculum
- Introduction of new degree/diploma programs(Fashion Technology, Interior design and Journalism & Mass Communication)
- Introduction of research programs-M.Phil/Ph.D/Post Doctoral Research
- Twinning/Dual Degree Programs(in collaboration with Reputed Institute/Universities of India and Overseas)
- Credit Transfer

2. Teaching, Learning and Evaluation

- Digital Learning(NPTEL,Spoken Tutorial Project)
- Experiential Learning
- Summer Internship
- Smart Class room
- Evaluation Reforms

- Digital Assessment and Overseas Initiatives

3. Research, Consultancy & Extension

- Research & Development (Collaborative Research Project - UGC,DST,ISRO etc...)
- Consultancy Services. For example Water and Soil Testing, Blood Grouping, Cyber Security , Tally Training to SHG and Community College
- Government School Collaboration(School Teachers Orientation,Career Counseling to Plus Two Students etc.)
- Green Villupuram(Collaboration With Government and NGOs)

4. Infrastructure

- Smart Class Rooms
- Exam Hall
- Digital Assessment Centre
- Establishment of Administrative Offices
- Use of Solar Panels(Canteen,Hostel and Labs)

5. Student Support and Progression

- Career Guidance and Placement
- Academic Foundation for Coaching(Week end Programs such as SET,NET,UPSC,TNPSC,GATE,TOFFEL etc.

6. Governance & Leadership

- SWOT Analysis(Annual Exercise & Follow up)
- Creation of Administrative Structure in Organisational Chart such as R & D Cell,HRD Cell,Gender Sensitisation Cell etc.

7. Innovative Best Practices

- Youth Creative Forum(Creation,Sharing,Dissemination)
- Digital Learning for Alumnae and Women Managers
- Farmer Training etc.

7.0. Annual plan 2017-2018 was presented by Ms.B.Sridevi, Dean(A).

8.0. Research and Development and list of project funding agencies were presented by Ms.B.Sridevi, Dean(A)

1. Promotion of Research

- Establishment of R&D cell.
- Appointment of exclusive Dean of Research.
- Interdisciplinary Research Unit for promoting faculty paper publications in cited journals.
- Identifying the thrust area of research from each department.
- Conduct of discipline oriented research conference.
- Workshop on research tools, currents trends in research etc...
- Making the faculty to attend refresher courses on research.
- Drafting proposals to receive grants from extra mural sources.
- Publication of research work in reputed journals.

2. Research mobilization

- Publications in reputed journals.
- Research project proposal
- Proposal writing as per the guidelines of various funding agencies.
- Science Research Centre.
- Collaborative research with funding agencies/ universities/ research institutes etc.

3. Strengthening of research

- Publication of papers in peer reviewed journals(ISBN/ISSN) by students and faculty (national / international) .
- Publication of Monographs, Chapters in Books ,Editing Books
- Publication in Journals National/International (Web of Science, Scopus, Humanities International Complete, Dare Database -International Social Sciences Directory, EBSCO host, etc.)

Funding agencies

Major Funding agencies in India	Discipline
UGC – University Grants Commission	Arts and Science
CSIR – Council for Scientific & Industrial Research	Science
DST – Department of Science & Technology	Science and Technology
MOEF – Ministry of Environment & Forest	Science and Environmental Issues
DBT – Department of Biotechnology	Science
ICAR – Indian Council of Agricultural Research	Science
Ministry of Earth Science	Science
Socio Economic Research Division	Economics
The International research Foundation	English
Central Institute of Classical Tamil	Tamil

9.0. Ms. Akila, Dean(A) presented the Digital Learning & Assessment programmes.

ABOUT NPTEL

- National Program on Technology Enhanced Learning (NPTEL)
- Funded by Ministry of Human Resource Development (MHRD), Government of India.
- IITs and IISc (All over India)
- Open Online Course
- Proctored Exam Certification

List of Courses in NPTEL

4 weeks – 10 hrs			
Department	Course Title	Faculty	Institute
English	Great Experiments In Psychology	Rajlakshmi Guha	IIT Kharagpur
Biochemistry	Bioreactors	Gk Suraishkumar	IIT Madras
	Human Molecular Genetics	S. Ganesh	IIT Kanpur
Computer Science	Introduction To Modern Application Development	Gaurav Raina And Tanmai G	IIT Madras

8 weeks – 20 hrs			
Department	Course Title	Faculty	Institute
English	Speaking Effectively	Anjali Gera Roy	IIT Kharagpur
Business Administration	Knowledge Management	K B L Srivastava	IIT Kharagpur
Commerce	Principles Of Human Resource Management	Aradhana Malik	IIT Kharagpur
Physics	Fiber Optics	Vipul Rastogi	IIT Roorkee
Chemistry	Chemistry I: Introduction To Quantum Chemistry And Molecular Spectroscopy	Mangal Sunder	IIT Madras
Biochemistry	Medical Biomaterials	Mukesh Doble	IIT Madras
	Bioenergy	Mainak Das	IIT Kanpur
Computer Science	Programming, Data Structures And Algorithms Using Python	Madhavan Mukund	CMI

12 weeks – 20 hrs			
Department	Course Title	Faculty	Institute
Commerce	Financial Statement Analysis And Reporting	Anil K. Sharma	IIT Roorkee
Mathematics	Introductory Course In Real Analysis	P D Srivastava	IIT Kharagpur
	Introduction to Commutative Algebra	A.V.Jayanthan	IIT Madras
Chemistry	Transport Processes I: Heat And Mass Transfer	V. Kumaran	IISc Bangalore
Computer Science	AI: Knowledge Representation And Reasoning	Deepak Khemani	IIT Madras

ABOUT Nodal Research Centre (Spoken Tutorial Project)

- National Mission on Education Through ICT (NMEICT)
- Funded by MHRD, Govt. of India.
- No Course Registration Fee.
- Spoken Tutorial is an audio-video tool used to teach Open Source Software in an interactive manner.

Procedure for Enrolling Students

- Master Batch Update List
- Semester Training Planner(STP) – duration of the course (July – Dec & Jan- June)

- Participants List
- 2 hrs demo given to the students.

List of Courses Offered Under Spoken Tutorial

Branch	Course offered
UG, PG Comp. Sc., IT, BCA, MCA	Libreoffice, Firefox, Linux, Java, C, C++, Perl, Python, Scilab, PHPMySQL (Web development, Database management)
	Blender, GIMP, Inkscape, Audacity
For all Branches	Libreoffice, Firefox, Linux
Physics, Mathematics,	Scilab (similar to Matlab) – Matlab costs 7-8 lakh Rs. Scilab is free
Chemistry, Bio Sciences	JMol, GChempaint (understand molecules and chemical structures)
Bioinformatics	Biopython, python
Arts, Commerce, Economics, Social studies, other Humanities	Linux, LibreOffice (like MS-Office), Tuxtyping, k-turtle, Java for comm, IT
PG, PhD students and Teachers	LaTeX – best for report writing
PG students from all the different Colleges of the university (for their project/ thesis writing & data management work	LaTeX for their report writing and Scilab for Statistics, LO Calc (UG) LO Base for Collection, classification, Tabulation of statistical data – frequency distribution, diagrammatic and graphical representation of data.

TACW as Spoken Tutorial Project

- Course Selection by the Student “Libre Office Suit (Calc, Impress, Writer)”
- Enrollment of students - 1641
- 2 hrs demo given to the students.
- SELF-Training (Spoken Tutorial based Education and Learning through Free FOSS) through audio-video tool with Open Source Software.
- Course Completion Certification.

10.0. She explained the issues and challenges of the online courses

- Time bound not accommodate with our Semester System.
- Approval can be obtained from Board of Studies through Email.
- Courses as Mandatory / Self – Study / Vocational Courses.
- Credits / Extra-Credits – to be carry over in Consolidated Mark statements.

11.0. Dr. Mangal Sundar Krishnan stated that Institute to take steps for credit transfer courses and inculcate ICT based Teaching-learning process. He suggested to conduct Regular

meeting of IQAC and discuss various measures related to quality enhancement in which the recommendations made by Planning and Evaluation Board, Board Of Studies, Academic Council, Governing Body for further improvement.

12.0. Ms.Arulnangai, Overseas Officer, presented about overseas study initiatives, career counselling, placement, TNPSC and UPSC exams.

- She stated that college has initiated to introduce twining programs and credit transfer programmes.
- Dr.Paul Appasamy noted that twinning program needed UGC approval and Credit transfer needed University approval.

13.0. The session was handed over to Ms.Lalitha, social welfare officer, Villupuram.

14.0. She focused on the following

- Gender related issues.
- Women discrimination
- Roles and responsibilities of women in a society
- Green Villupuram.

15.0. Mr.Kangeyan, PG Asst, Government Higher Secondary School, Villupuram and Member, Rotary club, insisted that extra-curricular activities are more important for students to maintain good physical health.

- He explained the mentality of students with mathematical calculations and formulas.
- He said that teaching with practical examples help the students to get more marks.

16.0. Ms.Sankari, Finance Manager, Ford, Chennai shared her views.

- She felt proud of being an Alumnae of our college.
- She recalled the quality of curriculum, syllabus, teaching and college.

17.0. Ms. Afrasiman II B.C.A and Ms. Kanishka I M.A English (the students of TACW) shared her views.

- They felt happy to study in TACW.
- They mentioned that curriculum, syllabi and vocational courses are very useful for placement

18.0. The meeting ended with formal vote of thanks by Ms. Akila, Dean(A).