



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan - 2017-2018

Date : 15.07.2017

S.No	Month	Date	Items for Discussion
1.	July	26.07.17	Academic Enrichment Programme
2.	August	09.08.17	ONLINE Courses Enrollment
		23.08.17	OFF Campus Participation (Seminar/Workshop/Conference)
3.	September	12.09.17	Research proposal
		20.09.17	Effective Class Room Teaching
4.	October	12.10.17	Remedial Measures to Reduce Failures.
5.	November	27.11.17	Strengthening of Parents – Teachers Meet for Student Enrichment
6.	December	12.12.17	Extension activities
7.	January	09.01.18	Placement Promotion Activities
8.	February	07.02.18	Guidelines for Academic and Administrative Audit
		21.02.18	New Recommendations for Student Award 2018
9.	March	27.02.18	New Recommendations for Best Department Award 2018.
10.	April	26.04.18	Preparation of AQAR 2017 – 18-Draft I
11.	May	16.05.18	Preparation of AQAR 2017 – 18- Draft II

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 26.07.17

1. Academic Enrichment Programme

Minutes of the Meeting held on 26.07.17

To improve the quality of teaching learning process and overall development of students, it is decided the plan of action for the academic year 2017-18 was proposed in the meeting:

- Organization of National Level Conferences/ Seminars
- To plan to start new certificate and Diploma courses with consultation with HOD
- To promote faculty members to undertake research projects
- To Plan to encourage for upgrading faculty qualification
- To Plan to send the faculty for abroad conference and paper presentation
- To promote higher studies in abroad, our management wishes to take students interested in abroad university visits

Action Taken for the Meeting held on 26.07.17

- 8 Faculty have visited Singapore for International Conference during 27th to 28th December 2018 to expose their Academic Excellence
 - 5 students along with one faculty went to Singapore Nanyang University during 22th January 2018 to 25th January 2018 to motivate students for abroad studies.
 - 1Faculty has upgraded their Educational Qualification (SET Qualified)
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 09.08.17

1. Online Courses Enrollment

Minutes of the Meeting held on 09.08.17

NPTEL

- Head of the Departments and Mentors are to be expected to monitor and motivate the students to appear for exams registration.

- Mentors are to be expected to monitor the students for assignment submission.
- All the HoD's are requested to monitor the online course enrolled students report and it should record in the department meeting

Spoken Tutorial

- Proposals are invited to offer online courses with International collaboration
- Mentors and Faculty motivate the students in this regard

Action Taken for the Meeting held on 09.08.17

Orientation was given to the students who enrolled the NPTEL & spoken Tutorial Course

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 23.08.17

1. OFF Campus Participation (Seminar/Workshop/Conference)

Minutes of the Meeting held on 23.08.17

- Teachers and students are expected to participate off campus participation minimum :
- Five/ semester and ten / year and Create opportunity to expose their knowledge in outside colleges.

Action Taken for the Meeting held on 03.08.13

Faculties were sent for off campus Training to various reputed institutions

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Agenda for IQAC meeting on 12.09.17

1. Research promotion activities

Minutes of the Meeting held on 12.09.17

- The R&D activities for academic year was discussed in detail and she suggested to take steps to improve the project funding from various agencies like TNSCST,UGC,DST-FIST,INSA etc
- A minimum of one publication by all Ph.D holders in UGC approved Journals during this academic year and for non Ph.D holders Presentation in conferences by all other Faculty is made mandatory
- R&D member to collect a list of UGC approved journals in their subjects (The list is vast and cost effective if chosen Indian publisher) and inform the faculty of the department and make them give a topic and title for proposed publication.

Funding Proposal

- Considerable mail received from DST-FIST funding of one Core project which is submitted on June 20th 2017.
- Orientation on UGC guidelines for conducting a National Seminar was done for selected staff members from all departments and proposals have been prepared for submission.
- To Set up Science Research Centre for Promoting Interdisciplinary Research

Action Taken for the Meeting held on 12.09.17

- Guidance given to the HoDs who are moderate research activities
- Received grant from TNSCST Students Project Scheme and DST-FIST

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 20.09.17

1. Effective Class Room Teaching

Minutes of the Meeting held on 20.09.17

1. Lesson Plan for five units should be prepared before semester begins and get approval from HoD, Dean(A) and Principal.
2. The portion completion status as per lesson Plan should be submitted to Dean A duly signed by Head of the Department on every month end through Academic Affairs of each department.
3. Subject Allotment and Time Table should be prepared before 15 days of Semester Commencement and submitted to Time Table Coordinator.
4. ICT Enabled teaching aids should be used for minimum 2 topics per Unit. A separate course file should be maintained for each course by the course teacher.
5. Last 15 minutes of each class should be engaged as follows:
 - First 10 minutes – Students to go through the prescribed text book for the currently taken topic and clarify their doubts from the prescribed text book for previous day's topic.
 - Last 5 minutes – Students should draw the mind map of the currently taken topic.
6. Class notes should be prepared by referring text books, reference books and from e-resources by the course teacher.

Action Taken for the Meeting held on 20.09.17

- Effective Class room teaching taken place

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Agenda for IQAC meeting on 12.10.17

1. Remedial Measures to Reduce Failures

Minutes of the Meeting held on 12.10.17

Instructions to the Faculty

1. The Course Teacher should classify the Students based on their marks in CIA – I. The report to be submitted to Remedial Coordinator within 5 days of paper distribution.
2. Two sets of question paper should be prepared by the course teacher in each remedial hour. The question paper contains maximum of 20 marks. Course teacher can take any questions of their choice duly signed by Course Teacher and Head of the Department.
 - i. Set 1 – Excellent and Best Students
 - ii. Set 2 – Average and Below Average Students
3. Remedial Mark register will be maintained by the course teacher. HoD should verify the mark register during the weekly meeting in the Department. The same should be submitted to Dean (A) during the last week of every month.
4. The Second and Fourth Saturday will be utilized for the students who appear for Supplementary Examination. Schedule should be prepared by the course teacher who taught the subject.
5. The course teacher who taught the course will be responsible for conducting remedial classes for the supplementary students.
6. Attendance and Mark Register will be maintained separately for them.
7. Dates of Remedial classes on 2nd & 4th Saturdays will be communicated to the parents.
8. Instructions to the Students
 - Students should follow the Remedial Schedule and utilize the classes effectively.
 - Attendance is compulsory for the students. Permission letter should be obtained in prior from Head of the Department if emergency.
 - Students should prepare and attend the tests without fail.

Action Taken for the Meeting held on 12.10.17

- Continuous evaluation of students were made by conducting CIA tests, ESE examination
 - Remedial classes be arranged in a planned and regular manner for the laggard section of students
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Agenda for IQAC meeting on 09.08.17

1.Strengthen of Parents – Teachers Meet for Student Enrichment

Minutes of the Meeting held on 09.08.17

1. Departments have to plan two Parents-Teachers Meet in each semester. Academic Affair, Respective Class In-Charges and Head of the Department should take responsibility to conduct the meeting.
 - i. Meeting I – After CIA I (Within 10 Days)
 - ii. Meeting II – After CIA II (Within 10 Days)
2. Class In-Charges should inform the Meeting Date, Time and Venue one week ahead to the Parents through Message in Automation Software.
3. All the Parents can be invited. Class In-charges ensure the presence of Parents at the meeting. Students Volunteers can be allotted to guide the Parents.
4. Meeting should be conducted in a Hall (Class Room – More than one Hall can be utilized). Head of the Department and Class In-Charges must address the Parents. If necessary Course In-Charges may be addressed to the Parents.
5. A separate meeting should be arranged for III, II, I Year and PG Students.
6. Attendance Percentage, CIA Marks, Co and Extra Curricular activities of the students should be discussed with the Parents.
7. Report should be submitted to the Dean (A) office after completion of meet in the following format.

Action Taken for the Meeting held on 09.08.17

Parent – Teachers meet conducted by all the departments

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Agenda for IQAC meeting on 12.12.17

1. Extension activities

Minutes of the Meeting held on 12.12.17

- Extension activities meeting will be held on every Wednesday's at 4.30 pm.
- All club coordinators and members are asked to attend the meeting and submit the extension plan and materials on the same day itself.
- All the club coordinators and members are asked to attend the extension activities without fail.
- Extension cum social activities should be coordinated at the level of Dean of Student affairs concerned and in collaboration with District/State authorities wherever necessary

Action Taken for the Meeting held on 12.12.17

Extension activities were completed to all the clubs

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Agenda for IQAC meeting on 09.01.18

Placement Promotion Activities.

Minutes of the Meeting held on 09.01.18

- Creation of placement cell with Coordinators and Members (Faculty & Students)
- One Faculty from each department should be appointed as a member of the placement cell.

- Placement and Training Programmes should be arranged every month for final year UG & PG through placement cell.
- On-Campus Drive should be arranged for the final year UG and PG students.
- Facilitate the students to participate Off-Campus Placements.
- Regular Coaching classes should be arranged for all the willing students who appear Competitive Exams, Bank Exams and TNPSC Exams by External Resource Person.
- Conduct of courses in line with National Skill Development Corporation (NSDC) providing certification and employment.

Action Taken for the Meeting held on 09.01.18

Organized campus drive through Indian BPO Services for III UG and II PG students

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 07.02.18

1. Guidelines for Academic and Administrative Audit

Minutes of the meeting held on 07.02.18

Academic Audit Guidelines

Objectives

1. To assess the Quality of existing system functioning.
2. To evolve parameters for academic performance
3. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units.
4. To improve the functioning on par with Global standard.
5. To suggest the methods for improvement and for overcoming the weaknesses of teaching, learning and evaluation, student support and progression.
6. To ascertain rate / rank / grade / assess the functioning of Departments are functioning efficiently and effectively with proven records of capacity building, research projects and publications.

7. To evaluate the optimum utilization of financial and other resources
8. To suggest the opportunities for academic reforms, administrative reforms and examination reforms for a long term progression with excellence and to face the challenges of Internationalization in Higher education.
9. To suggest the methods of improvement for maintaining quality in higher education.

Academic Audit Units

Academic Units

1. Department / Common course committees VE. Soft, Skill, Extension / Exam & Dean (A) office.
2. Thrust Area/ Academic Matters
3. Curriculum designing, Teaching – Learning, Evaluation, Academic Enrichment, Department club activities. Research Promotion & publication.
4. Documents
5. Process for continual improvement
6. Auditing – checking, correcting and improving
7. Target– Achievement – NCS – Rectification.
8. Guidelines
9. Academic Audit should be conducted once in every year by External Expert during the month of March.

Internal Committee comprises of IQAC Coordinators, IQAC Members and Management Representatives (Head of Departments) should perform the Audit once in every semester.

Inspection is to be done at three levels:

- (i) Interaction with Faculty Members of the Department,
- (ii) Inspection and Checking the Documentary Evidence present in the Department and
- (iii) SWOT Analysis-presentation by faculty.

The Inspection Report should contain

- (i) Department Report and
- (ii) Individual Faculty Report
- (iii) Report on review mechanisms of Academic and co-curricular process

Action Taken for the Meeting held on 07.02.18

- Recommendations were followed to the above mentioned category. The training should be provided to the Faculty members for conducting Academic Audit.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 21.02.18

1. New Recommendations for Student Award 2018

Minutes of the meeting held on 21.02.18

New Recommendations for Best Student Award 2018

UG **Marks**

1.NPTEL / Spoken Tutorial : 3

(Each Cleared Course)

2.Self Study : 3

(Each Theory / Project /

Experimentation/Anyother cleared)

3.Contribution

College Student Council Office Bearer : 3

Department (Representative/ Assembly /

Dept Club etc) : 2

Other than Office Bearer /

Dept Contribution if any : 2

Visit to foreign Universities : 2

PG

1.Publication / Proceeding

i.Individual : 2

ii.Group : 1

iii.More than 1 Proceedings:

Individual : 3

Group : 2

2.Sponsored Research Projects

Project Submitted : 2

Project Sanctioned : 5

3.NPTEL / Spoken Tutorial : 3

(Each Cleared Course)

4.Self Study : 3

(Each Theory / Project /
Experimentation/Anyother cleared)

5.Contribution

College Student Council Office Bearer : 3

Department (Representative/ Assembly /
Dept Club etc) : 2

Other than Office Bearer /
Dept Contribution if any : 2

Visit to foreign Universities : 2

Action Taken for the Meeting held on 21.02.18

Guidelines were circulated to all the departments and followed the departments

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 27.02.18

1. New Recommendations for Best Department Award

Minutes of IQAC meeting held on 27.02.13

New Recommendations for Best Department Award 2018

The following new recommendations are approved by the members of the meeting to incorporate with the existing guidelines

New Recommendations for Best Department Award 2018

1.Participation of the Faculty off campus

Publication / Presentation

Each Publication – 1 Marks

More than 5 (5 Marks)

Attended

1 – 4 (3 marks)
More than 6 (5 Marks)

2.Funded Project**Submission**

1 to 2 – 2 Marks
More than 2 –3 Marks

Sanctioned

1 to 2 – 4 Marks
More than 2 – 5 Marks

3.Online Course Exam Cleared**a. NPTEL****Exam Cleared**

Upto 30% (3 marks)
31-50% (5 marks)

b.Spoken Tutorial

Exam Cleared
Upto 40% (3 marks)
41-50% (5 marks)

4.Anyother (Max 10 Marks)

Creation of Endowment
Innovative Practices
Overall Championship
Resource Person
Other Achievements

Action Taken for the Meeting held on 27.02.18

Guidelines were circulated to all the departments and followed the departments
