



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan - 2014 – 2015

Date : 14.07.2014

Month	Date	Topics to be discussed
August	6/08/2014	Inclusion of experiential learning in the curriculum.
September	12/09/2014	Introduction of Discipline oriented Value added courses
October	5/10/2014	Preparation of Feedback forms for all stake holders.
November	19/11/2014	Visit to reputed autonomous colleges
January	21/01/2015	Evolving TACW Autonomy model ,
	27/02/2015	Supplementary Exam of UG –Sem VI & PG –Sem IV
March	20/03/2015	Syllabi revision in Preparatory course for NET/ SET.
April	13/04/2015	Scale of punishment for Malpractice in CIA and ESE
	15/04/2015	Revaluation for UG Courses (2015-2016 onwards)
May	20/05/2015	Preparation of AQAR

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 06.08.14

1. **Inclusion of experiential learning in the curriculum.**

Minutes of the Meeting held on 06.08.14

- The HODs has to submit the list of Training institutes/ Industries/Companies./ Hospitals for their Courses .
- Duration of time mentioned and report to be submitted.
- The Marks has to be taken as one of the Evaluation Components of CIA.

Action Taken for the Meeting held on 06.08.14

- **The departments of Tamil , Commerce, Physics , Bio-Chemistry, Chemistry and Computer Science were incorporated.**
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 12.09.14

- 1.**Introduction of Discipline oriented Value added courses**

Minutes of the Meeting held on 12.09.14

- The HODs has to submit the list of Value added Courses.
- The Courses can be Job/Skill/Practical oriented .
- MoU to be signed with Reputed Industries/ Institutes/ Companies.
- The duration of the course is maximum of 80 hrs.
- Certificate can be issued for all the completed students.

Action Taken for the Meeting held on 12.09.14

- **All the departments were introduced the Discipline oriented Value added courses.**

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 05.10.14

1. Approval of Feedback forms

Minutes of the Meeting held on 05.10.14

- Presentation of feed back form for Curriculum Revision by Student, Parents, Employers/Industrialists/Academicians/Experts , Alumni , Faculty, Department .
- All the forms were approved and distributed to the concerned Hods/ Co-ordinators.
- Filled forms to be submitted to the IQAC Co-Ordinators.

Action Taken for the Meeting held on 05.10.14

- Feedback form were received from all the stakeholders
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 19.11.14

1. Visit to reputed autonomous colleges for revision of Curriculum.

Minutes of the Meeting held on 19.11.14

- Planned to visit Reputed Institutions like Lady Doak College (Autonomous), Loyola College (Autonomous), Chennai, Ayya Nadar Janaki Ammal College (Autonomous), Sivakasi, Bishop Heber College (Autonomous), Trichy. St Josepsh's College (Autonomous) Trichy. Ethiraj College for Women (Autonomous) Chennai for the purpose of Curriculum revision.
- After the visit, the concerned faculty member has to Present the report of Curriculum Designing process, Teaching & Learning and Evaluation.

Action Taken for the Meeting held on 19.11.14

Seven Faculties were Visited six reputed Institutions and presented their reports

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 21.01.15

1. Evolving TACW Autonomy Model

Minutes of the Meeting held on 21.01.15

- The faculty those who visited reputed autonomous institutions presented their reports as per the following category
 - I. Curriculum Designing
 - II. Teaching
 - III. Evaluation
 - IV. Governance
 - V. Research, Development and Extension Programmes
 - VI. Student Progression
 - VII. Infrastructure
 - VIII. Library
- From the presentation, it is recommended to include the following revision in TACW Autonomy Model
 - Offer Value Education in Odd Semester
 - Offer Soft Skill in Even Semester
 - Introduce extra hours for Major / Core papers
 - Paper presentation (Minimum one)and /or publication of Articles in journals is mandatory for submission of dissertation
 - Women studies paper is revised in PG

Action Taken for the Meeting held on 21.01.15

- Evolved TACW Autonomy Model and syllabus revision were made by Booklet Seven.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 27.02.15

1. Supplementary Exam of UG –Sem VI & PG –Sem IV

Minutes of the Meeting held on 27.02.15

- III UG / II PG Students can appear for supplementary exam for courses offered in semester V (UG /Semester III (PG)) only in April/ May Examination(i.e) Semester VI

Action Taken for the Meeting held on 27.02.15

- Replaces the resolution found in page 53 of academic council booklet- IV and the resolution was incorporated in the Booklet VI
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 20.03.15

1. Syllabi revision in Preparatory course for NET/ SET.

Minutes of the Meeting held on 20.03.15

- Based on UGC Curriculum design ,the concerned coordinators are asked to revise the Preparatory course for NET/ SET in PG.

Action Taken for the Meeting held on 20.03.15

- Syllabi revision was made in Preparatory course for NET/ SET (Academic Council Booklet VII)

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 13.04.15

1. Scale of punishment for Malpractice in CIA and ESE.

Minutes of the Meeting held on 13.04.15

The following items are discussed in minutes of meeting

Category	Corresponding Punishment	
	CIA Test	ESE
A. Within the Examination Hall		
Using identification marks: Using colour thread/ Marking in colour pencil/Candidates name/ Reg.No.in other pages/College Name /any other special marking.	Warning	Warning / Cancellation of examination of that particular paper.
Letter of appeal with promise for consideration of any form.	Cancel the test and put zero marks in that particular subject.	Cancel the examination in that particular subject.
Possession of any materials(related/not related to the Exam Paper) inside the examination Hall / Writing on scale, Calculator,		Cancel the written examination of particular paper.
Helping others for copying or getting help from others in the examination Hall in any form for all the student involved in this.		Cancel all the written examination of that session.
Willfully changing register number.		Cancel the particular examination on taken in that semester.
Exchange of question paper with answer		Cancel that examination for involved students.
Insertion of answer sheets brought from outside.		Cancel all the examinations taken in that semester.
Threatening the Hall Superintendent.		
Any violent behavior		
B. Outside the Examination Hall		
Put staff/ HOD Signature in the Practical Record Book by herself/ any other persons.	Redo the record and submit with next batch.	Not eligible to appear for the particular examinations.
Marks Changed in her CIA test answer scripts by herself.	Put zero mark in that CIA test.	---
Appeal for favour with/ without any promise of consideration.	Warning	Warning

Change of mark for any CIA component marks in the answer sheet / mark register/ mark statement.	Put zero mark in that CIA test	---
C. Repetition of Malpractice		
If the same person continues to do malpractice (more than one time).	Cancel the test and put zero marks in all papers	Cancel all examinations taken for that session.

Action Taken for the Meeting held on 13.04.15

- Scale of punishment for Malpractice in CIA and ESE were included in Academic calendar and the students were oriented before the CIA and End semester examination.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 15.04.15

1. Revaluation for UG Courses (2015-2016 onwards)

Minutes of the Meeting held on 15.04.15

- Revaluation will be done by internal teachers for all UG courses

Action Taken for the Meeting held on 15.04.15

- The guideline was followed by controller of Examination office.