



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan - 2013 – 2014

Date : 26.07.13

| Month | Date | Topics to be discussed |
|--------------|-------------|--|
| August | 03.08.13 | Framing of course profile and mark statements for readmitted candidates |
| | 17.08.13 | Disposal of ESE answer scripts of out gone batches |
| September | 07.09.13 | Evolving norms to collect breakage fee for all science courses |
| October | 05.10.13 | Norms for remedial coaching |
| November | 02.11.13 | Guidelines for PG Project |
| | 16.10.13 | Follow up of previous meetings |
| December | 07.12.13 | Provisions for Physically challenges students |
| January | 04.01.14 | Introduction of Smart class room for Effective Teaching-Learning Process |
| February | 01.02.14 | Norms for conducting comprehensive viva |
| | 15.02.14 | Follow up of previous meetings |
| March | 01.03.14 | Data collection for selecting best outgoing student and department |
| | 15.03.14 | Preparation of annual report |
| April | 05.04.14 | Preparation of AQAR 2013 – 14-Draft I |
| | 19.04.14 | Preparation of AQAR 2013 – 14- Draft II |
| May | 03.05.14 | Policy recommendations of IQAC |

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 03.08.13

1. Course profile for readmitted candidates

Minutes of the Meeting held on 03.08.13

1. Readmitted Candidates

- The HOD has to collect the course profiles of her dropout period and readmitted period.
- Check the credits and compare the courses of both the periods.
- If there is any change in no. of credits and courses, the changes can be implemented in consultation with the Controller of Examination, Core Committee, Principal and Director.

Action Taken for the Meeting held on 03.08.13

- Guidelines were circulated to all the departments and students are admitted as per the norms.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 17.08.13

1. Disposal of CIA and ESE answer scripts

Minutes of the Meeting held on 17.08.13

1. Disposal of CIA and ESE answer scripts

- Answer scripts of CIA can be disposed off from the departments after getting approval from Controller of Examination and submitting the galley to exam office.
- Answer scripts of ESE for previous one year and the supplementary exams to be maintained in the Controller office

Action Taken for the Meeting held on 17.08.13

- Answer scripts are maintained & disposed according to the guidelines.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 07.09.13

1. Evolving norms to collect breakage fee for all science courses

Minutes of the meeting held on 07.09.13

Norms for Laboratory Breakage Fees

For Physics, Chemistry & Biochemistry departments

- *For individual breakage*

- ♦ Actual cost of apparatus + 10% is to be collected as breakage fees.
- ♦ If the broken apparatus is newly bought during the Academic year, actual cost of apparatus will be collected.

- *For general breakage*

- ✓ The following amount to be distributed among the students using the lab.
 - ♦ Usage of instruments – 10% of actual cost to be paid by individual students divided equally.
 - ♦ Damages, items broken during handling, cleaning, etc
- ✓ The amount collected for the usage of instruments can be utilized for purchasing new instruments for the next academic year.
- ✓ Breakage amount to be collected after ESE practical / before issuing the Hall ticket.

For CS & CA departments

- ♦ The breakage amount is to be collected depending on the usage of the lab hours.
- ♦ The following is the number of hour's usage and the amount to be collected from students.

| Number of hours | Amount (Rs.) |
|-----------------|--------------|
| 1 – 2 | 25 |
| 3 | 50 |
| 4-5 | 75 |
| 6 | 100 |
| 7-8 | 125 |
| 9 | 150 |

| | |
|-------|-----|
| 10-11 | 175 |
| 12 | 200 |
| 13-14 | 225 |
| 15 | 250 |
| 16-17 | 275 |
| 18 | 300 |

- ◆ Rs. 50 is collected extra for the course Digital for I Computer Science students alone for the usage of Digital Lab.
- ◆ Breakage amount to be collected before ESE practical.

Action Taken for the Meeting held on 07.09.13

- Laboratory breakage fee for all science departments are collected as per the norms.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 05.10.13

1. Norms for conducting remedial coaching for the courses with less pass percentage

Minutes of the meeting held on 05.10.13

Norms for conducting remedial coaching for the courses less pass percentage

Purpose:

- ✓ To motivate the students to understand a subject, rather than feeling pressured to learn everything immediately.
- ✓ To make the students to clear all the papers.

I. Identifying the courses:

- ✓ Only allied Maths offered to Chemistry, Physics, Computer Science and Computer Application.
- ✓ Major & Allied Chemistry

II. Identifying the students:

- ✓ Remedial coaching can be given for slow learners in each course offered by chemistry and mathematics department by identifying the students those who secured below 40% in Entry behavior test and CIA test I for I year students.
- ✓ End semester Examination, CIA and classroom performance for II and III year students.

III. **Course-in-charge** – as suggested by HoD.

IV. **Monitoring** – concerned Department Heads

Remedial Measure:

I. Time and Period

- ✓ Special class can be conducted outside the class hours
Outside the class hours:
Time: 4.30pm – 5.30pm
- ✓ Test in Hostel for the students residing in hostel
1 week prior to CIA test I & II.
10 days before the End Semester Examination
- ✓ Study material, question banks and unsolved question papers of the previous years are provided and repeated tests can be conducted regularly to improve and assess performance.

Note:

- ✓ Schedule to be prepared by the course in charge in consultation with HoD.
 - ✓ Course teacher is responsible for conducting regular remedial class.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 05.10.13

1. Guidelines for PG project

Minutes of the IQAC Meeting held on 05.10.13

Guidelines for PG project

On campus

- The Guide to engage the students during the project hour to make it more effective.
- The Faculty to make themselves free in the project hour. So the project hour to be incorporated in such a way in the time table.
- The Guide
 - To obtain a weekly plan and report from the students and to file it regularly.
 - To maintain a separate attendance for their project hour.
 - To submit the weekly report to the Director.

Guidelines:

- The project hours can be incorporated in the time table as follows
 - I hr of the week - Guide hour
 - II hr - Library hour
 - III & IV hr - Field work/ Library hour

Note : In case all Faculty in the department are acting as a guide, they can exchange the first two hours of the week with the prior approval of the Director.

Off Campus

- The students to submit the weekly schedule of their field work to their respective guides in advance and to submit the report of the same immediately after the field visit.
- Supporting evidence of the field work to be submitted along with the weekly report.

Acton taken report of the IQAC Meeting held on 05.10.13

- PG project work was carried out as per the guidelines.

| Academic Enrichment Programmes | Physically Challenged Students | Deaf & dumb | Visually challenged students |
|--------------------------------|---|--|------------------------------|
| Seminar | <ul style="list-style-type: none">• Assignment can be submitted.• Case study can also be submitted by Commerce and Business administration students.• Internet exercise can also be submitted for Management papers. | | No Exemption. |
| Comprehensive Viva (III UG) | No exemption | The exemption is granted. The total credit for them is 139 (instead of 140). | |
| Project work | UG & PG <ul style="list-style-type: none">• The students can use college data for their project work and undertake projects by applying their own discipline.• The Tamil and English major students can undertake Literature based survey rather than field study. M. Phil <ul style="list-style-type: none">• No exemption. | | |
| Project Viva voce | No exemption. | Students may be asked to fill in the Questionnaire. | No exemption. |

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 07.12.13

1. Provisions for Physically challenges students

Minutes of IQAC meeting held on 07.12.13

Provisions for Differently-abled Students (UG, PG & M. Phil.)

- Willing students may take the regular component as such.
- For the students claiming exemption, medical certificate may be produced. The following provisions are applicable for the exempted students.

PROVISIONS FOR RETEST / IMPROVEMENT TEST FOR I UG and I PG (Semester I)

| Categories | Provisions |
|------------------------|---|
| Late admissions | The students can appear for retest for CIA I. No registration fee. |
| Failed in CIA | They can appear for Improvement I/ II or both. No registration fee. |
| Absent for CIA | <ul style="list-style-type: none">• They can appear for Retest I or II and not for both the tests.• Registration fee of Rs. 50 per paper to a maximum of 2 subjects. |

Action Taken for the Meeting held on 07.12.13

- Recommended provisions were followed to the above mentioned category.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 04.01.14

1. Introduction of Smart class room for Effective Teaching-Learning Process

Minutes of IQAC meeting held on 04.01.14

ICT Enabled Teaching

- Faculty of all departments is encouraged to use ICT for teaching and adequate facilities are provided on-campus. Teachers are recognized for their efforts in the college day program arranged annually.
- Use of video sessions from reputed institutions and use of online and ICT tools for science subjects.
- College is adopting the following ICT enabled Teaching
 - ✓ Video conferencing
 - ✓ Webinar
 - ✓ Teaching through power point presentation
 - ✓ Virtual Lab and Learning
- Teachers are asked to submit the details in the prescribed format

ICT ENABLED TEACHING (2013-2014)

Department _____

Name of the Course Teacher _____

| Course Teacher | Class & Major | Topic | Date | YouTube / PPT/ Net material |
|--|---------------|-------|-----------------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| Signature of the Course Teacher | | | Signature of the HoD | |

Action taken report of IQAC meeting on 04.01.14

- Guidelines & Formats are circulated and followed as per the schedule.
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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 01.02.14

1. Norms for conducting comprehensive viva

Minutes of IQAC meeting held on 01.02.14

Norms for Comprehensive viva

Eligibility

- Final UG students are eligible to appear for Viva.
- Students should have paid all fees (term fees, exam fees, vocational fees)
- Minimum required attendance for even semester is 75%. In case of 65 - 74% attendance, the students can appear for Viva on payment of condonation fee of ` .375/-

Assessment

The marks to be allotted by the External Examiner as per the following criteria

| | | |
|-----------------------|---|-----------------|
| Understanding | - | 10 marks |
| Response to questions | - | 10 marks |
| Communication skill | - | 5 marks |
| Total | | <u>25 marks</u> |

Guidelines

HoD

- Submission of three choices of External examiners to COE office.
- HoD to depute Class teacher to accompany the examiner during Viva.
- HoD to monitor the alternate class arrangement done by Class teacher

Class teacher

- The class-in-charge is responsible for submitting
- Evaluation form,
- Student attendance sheet,
- Claim form
- Feedback form of the external examiner to Examination office on the same day.

General

- The questions will be from the subjects of all semesters.
- The viva to be conducted by the External examiner.
- A minimum of 2 questions to be asked from any five subjects (Choice of the students).

- Total -10 questions.
- Duration of Viva for a student is 15 mins.
- 20 students for a session

Follow up action for the meeting held on 01.02.14

- Guidelines were approved by the members.
- Circular was sent to all the departments.
- Comprehensive viva was conducted successfully to all UG students.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 03.05.13

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

Minutes of IQAC meeting held on 03.05.13

Policy Recommendations of IQAC

Supplementary Exam of UG –Sem VI & PG –Sem.IV (Replaces the resolution found in page 53 of Academic council Booklet –IV)

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/ Semester IV

Follow up action for the meeting held on 03.05.13

- Passed in academic council meeting, approved and implemented
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