



THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)
VILUPURAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan 2020 – 2021

Date: 03.08.2020

| S.No | Month | Date | Item /Title of the quality initiative by IQAC |
|------|-----------|------------|---|
| 1 | August | 05.08.2020 | Revision of CIA & ESE Mark Guidelines Organisation of webinar |
| | | 28.08.2020 | Ph. D. admission |
| 2 | September | 11.09.2020 | Freshers day orientation through You tube Conduct of Academic Council Meeting TNSCST Student Project |
| 3 | October | 09.10.2020 | Usage of DST FIST Instrumentation centre |
| | | 23.10.2020 | Autonomy proposal preparation |
| 4 | November | 02.11.2020 | Orientation Programme for fourth Curriculum Revision. |
| 5 | December | 09.12.2020 | Plan of Action for Academic and Research Activities Presentation on Autonomy proposal Revision of guidelines for research publication |
| | | 23.12.2020 | Conduct of National level Seminars by the department |
| 6 | January | 05.01.2021 | Collaboration with IBM CIA Practical through Microsoft teams |
| | | 29.01.2021 | NAAC module updation |
| 7 | February | 08.02.2021 | Registration for Self Study paper Women's Day Celebration Evolving TACW Model for fourth Curriculum Revision |
| | | 25.02.2021 | NIRF Ranking Report Presentation Autonomy Report Preparation Guidelines for Publication of Papers |
| 8 | March | 09.03.2021 | TACW Innovation Hub Career Expo 2020 |
| | | 23.03.2021 | Procedure for Conduct of ESE April 2021 |
| 9 | May | 08.05.2021 | Online CIA Practical and Theory I UG & I PG APRIL 2021. |

B. S. K.

Principal
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IQAC CO-ORDINATOR

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILLUPURAM

IQAC MEETING MINUTES

Date : 05.08.2020

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Revision of CIA & ESE Mark Guidelines
- Organization of Webinar

Minutes of the Meeting

- Instructed to submit the proposal to conduct Webinars with International/National level Experts.
- As per Thiruvalluvar University guidelines - CIA & ESE mark conversion for the publication of I, II year UG and I year PG ESE April 2020 results through mastersoft ERP.

| Component | TACW | Thiruvalluvar University |
|-----------------------------|------------|--------------------------|
| Internal (CIA – April 2020) | 30 | 70 |
| External (ESE – Nov 2019) | 70 | 30 |
| Total | 100 | 100 |

1. Internal - Major and Language theory courses (April 2020)

| Components | Existing Pattern (30 marks) | | To be Changed (70 marks)* |
|-------------------|-----------------------------|------------------------|---------------------------|
| | Original | Conversion (Weightage) | |
| CIA I | 40 | 8 | 25 |
| CIA II | 40 | 8 | 25 |
| Component III | 5 | 5 | 3 |
| Component IV | 5 | 5 | 3 |
| Component V (MCQ) | 20 | 4 | 14 |

* 70% of the marks is taken for each component from the original marks and given as conversion for 70 marks.

2. **External** - Major and Language theory courses (Nov 2019)

| Mark | Existing (70 marks) | | To be changed (30 marks) |
|---------|---------------------|------------|-----------------------------|
| | Original | Conversion | |
| Maximum | 100 | 70 | 30 |

3. **Internal** - Allied and NME courses (April 2020)

| Components | Existing Pattern (30 marks) | | To be Changed (100 marks) |
|----------------------|-----------------------------|---------------------------|------------------------------|
| | Original | Conversion (Weightage) | |
| CIA I | 40 | 8 | 30 |
| CIA II | 40 | 8 | 30 |
| Component III | 5 | 5 | 15 |
| Component IV | 5 | 5 | 15 |
| Component V (MCQ) | 20 | 4 | 10 |

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 05.08.2020

Agenda: Revision of CIA & ESE Mark Guidelines

Organization of Webinar

Minutes of the IQAC meeting was approved by the members

| S.No. | Name of the Faculty | Designation & Department | Signature |
|-------|---------------------|---|-----------|
| 1 | Dr.M.Britha | Principal | |
| 2 | MS.V.S.Selvi | Vice Principal and Head of Mathematics | |
| 3 | Dr.C.R.Uthra | Dean of Research & Assistant professor of Mathematics | |
| 4 | Ms.S.Akila | IQAC Coordinator & Assistant professor of Mathematics | |
| 5 | Ms.B.Sridevi | Controller of Examination and Head of Biochemistry | |
| 6 | Dr.J.Kalaimathi | Associate Professor of Biochemistry | |
| 7 | Dr.S.Mamimegalai | Assistant professor of CS | - |
| 8 | Dr. Manikandan | Hod of Tamil | |
| 9 | Ms. R. Shobiya | Hod of English | |
| 10 | Ms. B. Vasuki | Hod of Bus. Admin. | |
| 11 | Dr. S. Selvakumar | Hod of Commerce | |
| 12 | Dr. A. Muniyappan | Hod of Physics | |
| 13 | Dr.G.Suresh | Hod of Psychology | |

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

IQAC MEETING MINUTES

Date : 28.08.2020

Time : 10.30 pm

Venue : PG Seminar Hall

Agenda

- Ph.D., Admission Promotion

Minutes of the Meeting

- Instructed to follow the Ph.D., Guidelines and promote more number of Admission in Research
- Selection has to be done as per the norms of Thiruvalluvar University.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 28.08.2020

Agenda: Ph.D., Admission Promotion

Minutes of the IQAC meeting was approved by the members

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| 4 | Ms.S.Akila | IQAC Coordinator & Assistant professor of Mathematics | |
| 5 | Ms.B.Sridevi | Controller of Examination and Head of Biochemistry | 29/8/2020 |
| 6 | Dr.J.Kalaimathi | Associate professor of Biochemistry | |
| 7 | Dr.S.Mamimegalai | Assistant professor of CS | - |
| 8 | Dr. Manikandan | Hod of Tamil | 28.8.20 |
| 9 | Ms. R. Shobiya | Hod of English | - |
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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

IQAC MEETING MINUTES

Date : 11.09.2020

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Conduct of Freshers Day orientation Programme through college Youtube channel.
- Conduct of Academic Council Meeting through Microsoft Teams.
- TNSCST student Project Presentation.

Minutes of the Meeting

- Invitation and Programme Schedule were discussed in the Meeting.
- Programme Profile (UG, PG & M.Phil) and Syllabi of first two semesters has to be revised based on the Board of Studies recommendation.
- The corrected syllabus has to be submitted before 15th September 2021.
- Academic Council Meeting was scheduled on 24th & 25th September 2021.
- Science Department HoDs to submit their student Proposal before 20th September 2021.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 11.09.2020

Agenda: Conduct of Freshers Day orientation Programme through college You tube channel, Conduct of Academic Council Meeting through Microsoft Teams, TNSCST student Project Presentation.

Minutes of the IQAC meeting was approved by the members

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IQAC MEETING MINUTES

Date : 09.10.2020

Time : 10.30 pm

Venue : PG Seminar Hall

Agenda

- Usage of DST FIST Instrumentation centre

Minutes of the Meeting

- Manuals of DST FIST Lab were discussed and Orientation to the Faculties and Students was given.

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Date: 09.10.2020

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IQAC MEETING MINUTES

Date : 23.10.2020

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Autonomy proposal preparation

Minutes of the Meeting

- Administrative officers has to submit the Academic, Research, Student and Examination Progression for the last six years.
- Academic, Research Activities undertaken are to be submitted to Dean A office.
- The Autonomy Extension proposal to be send to UGC before 30th December 2020.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 23.10.2020

Agenda: Autonomy proposal preparation

Minutes of the IQAC meeting was approved by the members

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IQAC MEETING MINUTES

Date : 02.11.2020

Time : 10.30 pm

Venue : PG Seminar Hall

Agenda

- Orientation Programme for fourth Curriculum Revision

Minutes of the Meeting

- Presentations were made for the following Points by the external expert Dr.K.Karunakaran.
- Sri Ramakrishna College of Arts & Science, Coimbatore Programme Profile.
- Learning Outcome Based Curriculum frame work
- New Education Policy
- Top ten Skills for Students
- Scope for Future Education.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 02.11.2020

Agenda: Orientation for Fourth Curriculum Revision

Minutes of the IQAC meeting was approved by the members

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IQAC MEETING MINUTES

Date : 09.12.2020

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Plan of Action for Academic and Research Activities
- Presentation on Autonomy proposal
- Revision of guidelines for research publication

Minutes of the Meeting

I. Academic

- Implementation of one Skill Orientation Programme offered by Govt. of India certified minimum one by all the departments.
- Registration of Study Course/ Experimentation (Working Model)/ Software Testing (minimum five depends on the Department Strength)
- Placement Training for III UG & IIPG weekly thr

II. Research

- Faculty Publication mandatory in Scopus/ web of science / UGC –care (minimum one Publication by all faculty members)
- All Research department should file atleast one patent.
- All the eligible faculty to apply for awards and reviewer for Journals.
- Faculties are asked to register in Arpit (Refresher Course).
- Dean of Academic Affairs presented the Autonomy Proposal and it was discussed with College Development Council.
- Guidelines were prepared and Discussed for the Research Publication for giving seed money to the Faculty members.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 09.12.2020

Agenda: Plan of Action for Academic and Research Activities
Presentation on Autonomy proposal
Revision of guidelines for research publication

Minutes of the IQAC meeting was approved by the members

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Date : 23.12.2020

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Conduct of National level Seminars by the departments

Minutes of the Meeting

- HoDs were asked to present the National Level Seminar Proposal to Research and Development Cell.
- Minimum 200 participants are expected from each Department.
- Seminar to be conducted in the offline mode.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 23.12.2020

Agenda: Conduct of National level Seminars by the departments

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IQAC MEETING MINUTES

Date : 05.01.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Collaboration with IBM
- CIA Practical through Microsoft teams

Minutes of the Meeting

- Faculty Members were intimated about the IBM Collaboration and CIA Practical through Microsoft Teams.
- Departments are requested to submit the list of students for Registration of Courses offered by IBM.
- Cyber Security course has been preferable for our UG students.
- CIA Practical exam guidelines circulated to all the Departments.

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Date: 05.01.2021

Agenda: Collaboration with IBM

CIA Practical through Microsoft teams

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IQAC MEETING MINUTES

Date : 29.01.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- NAAC module updation in Master Soft ERP.

Minutes of the Meeting

- Academic Affair members were asked to update student and Faculty profile for NAAC module.

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Date: 29.01.2021

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IQAC MEETING MINUTES

Date : 08.02.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- Registration for Self Study paper
- Women's Day Celebration
- Evolving TACW Model for fourth Curriculum Revision

Minutes of the Meeting

- Asked the concern Class teachers to inform the students about the Self study paper/Case study/Project/Experimentation offered under Extra credit earning Provision.
- Presentations were made for UG & PG Course Structure based on LOCF and TANSICHE.

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Agenda: Registration for Self Study paper
Women's Day Celebration
Evolving TACW Model for Fourth curriculum revision
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IQAC MEETING MINUTES

Date : 25.02.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- NIRF Ranking Report Presentation
- Autonomy Report Preparation
- Guidelines for Publication of Papers

Minutes of the Meeting

- NIRF Co coordinator presented the NIRF Report and Autonomy Extension Report (IDraft)
- Management Seed money for Research publications

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 25.02.2021

Agenda: NIRF Ranking Report Presentation /Autonomy Report Preparation/Guidelines for Publication of Papers.

Minutes of the IQAC meeting was approved by the members

| S.No. | Name of the Faculty | Designation & Department | Signature |
|-------|---------------------|---|-----------|
| 1 | Dr.M.Brintha | Principal | |
| 2 | MS.V.S.Selvi | Vice Principal and Head of Mathematics | |
| 3 | Dr.C.R.Uthra | Dean of Research & Assistant professor of Mathematics | |
| 4 | Ms.S.Akila | IQAC Coordinator & Assistant professor of Mathematics | |
| 5 | Ms.B.Sridevi | Controller of Examination and Head of Biochemistry | |
| 6 | Dr.J.Kalaimathi | Associate professor of Biochemistry | |
| 7 | Dr.S.Mamimegalai | Assistant professor of CS | |
| 8 | Dr. Manikandan | Hod of Tamil | |
| 9 | Ms. R. Shobiya | Hod of English | |
| 10 | Ms. B. Vasuki | Hod of Bus. Admin. | |
| 11 | Dr. S. Selvakumar | Hod of Commerce | |
| 12 | Dr. A. Muniyappan | Hod of Physics | |
| 13 | Ms.R.Bharani | Hod of Psychology | |

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

IQAC MEETING MINUTES

Date : 09.03.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- TACW Innovation Hub
- Career Expo 2020
- Proposal Presentation for ARIIA
- Autonomy Report Presentation Draft I

Minutes of the Meeting

- Instructed to submit the proposals for the Department Start ups for TACW Innovation Hub.
- List of Companies/ Institution were finalized for conducting the Job fair.
- Approval was obtained from the Concerned Institutions.
- Coordinator Proposed the presentation for ARIIA
- First draft of Autonomy report was presented

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IQAC Coordinator

IQAC CO-ORDINATOR
Theivanai Ammal College for Women
(Autonomous)
Vilupuram - 605 401.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 09.03.2021

Agenda: TACW Innovation Hub/ Career Expo 2020/ Proposal Presentation for ARIIA/
Autonomy Report Presentation Draft I

Minutes of the IQAC meeting was approved by the members

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| 3 | Dr.C.R.Uthra | Dean of Research | |
| 4 | Ms.S.Akila | IQAC Coordinator & Assistant professor of mathematics | 9/3/2021 |
| 5 | Ms.B.Sridevi | Controller examination and Head of Biochemistry | 9/3/2021 |
| 6 | Dr.J.Kalaimathi | IQAC Member, Associate professor, Biochemistry | |
| 7 | Dr.R.Suguna | IQAC Member, Assistant professor, CS | - |
| 8 | Dr. Manikandan | Hod of Tamil | 9.3.21 |
| 9 | Ms. R. Shobiya | Hod of English | |
| 10 | Ms. B. Vasuki | Hod of Bus.Admin. | |
| 11 | Dr. S. Selvakumar | Hod of Commerce | |
| 12 | Dr. A. Muniyappan | Hod of physics | |
| 13 | Ms. R. Bharani | Hod of Psychology | 9/3/21 |

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

IQAC MEETING MINUTES

Date : 23.03.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

- **Procedure for Conduct of ESE April 2021**

Minutes of the Meeting

I) III UG & II PG ESE April 2021

1. Practicals & Comprehensive viva:

- ESE Practical, project and comprehensive viva can be conducted from 26.03.2021 to 31.03.2021 with external examiners in regular mode.

II) All UG & PG

1. Theory

- ESE & CIA both can be conducted in online with single pattern with maximum of 50 marks for 2 hours as per the scheduled date from 08.04.2021 to 16.04.2021.
- Question paper pattern
 - Section - A (No Choice) : Two Marks – $10 \times 2 = 20$
 - Section - B (Answer any six out of seven) : Five Marks - $6 \times 5 = 30$
- Question paper setting can be done by senior internal faculty.

Note:

- For Maths department question paper can be uploaded in CIMS.
- Students can upload the scanned copy of written answer script in teams app.
- Faculty can valuate & enter the marks in foil sheet.

2. Practical

- Practicals also can be conducted in online for I, II UG & I PG with internal examiner.
- Question Paper can be done by Senior Internal Faculty.

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A. J. S.
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THEIVANAI AMMAL COLLEGE FOR WOMEN
RE-ACCREDITED BY NAAC WITH 'A' GRADE & ISO 9001:2008 CERTIFIED

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 23.03.2021

Agenda: Procedure for Conduct of ESE April 2021

Minutes of the IQAC meeting was approved by the members

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

IQAC MEETING MINUTES

Date : 08.05.2021

Time : 03.00 pm

Venue : PG Seminar Hall

Agenda

Online CIA Practical and Theory I UG & I PG April 2021.

Minutes of the meeting

I. Practical

Mode : Microsoft teams App

Date : 10.05.2021 – 12.05.2021

Time : 09.00 am – 03.00 pm

Duration : 3 Hours per batch with maximum of 30 students Procedure.

- a. Science Programmes – Writing Procedure and Uploading (10), Viva (5)
- b. Computer Science - Programme writing (10), Viva (5)
- c. Arts & Humanities - Presentation on the topic / (10), Viva (5)

Last date for submitting the marks (DPA & CIA) : 13.05.2021

II. Theory

Mode : CIMS Portal (ITLE Menu)

Date : 13.05.2021 – 20.05.2021

Time : 10.00 am – 04.00 pm

Duration : 2 Hours per slot

Max. Marks : 50

QP Pattern : 10 two marks and 6 five marks

Last date for submitting the question paper and uploading : 11.05.2021

Last date for mark submission and entry : 21.05.2021

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[Signature]
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THEIVANAI AMMAL COLLEGE FOR WOMEN

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 08.05.2021

Agenda: Online CIA Practical and Theory I UG & I PG April 2021.

Minutes of the IQAC meeting was approved by the members

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THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)

VILUPURAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report 2020-2021

| S.No | Date | Agenda | Action Taken |
|------|------------|--|---|
| 1. | 05.08.2020 | <ul style="list-style-type: none">Revision of CIA & ESE Mark GuidelinesOrganization of Webinar | <ul style="list-style-type: none">The Guidelines implemented in the next semester.All departments submitted their Proposal and also conducted the webinar as per the plan |
| 2. | 28.08.2020 | <ul style="list-style-type: none">Ph.D., Admission Promotion | <ul style="list-style-type: none">One Ph.D. Research Scholar was admitted in Tamil Department |
| 3. | 11.09.2020 | <ul style="list-style-type: none">Conduct of Freshers Day orientation Programme through college Youtube channel.Conduct of Academic Council Meeting through Microsoft Teams.TNSCST student Project Presentation. | <ul style="list-style-type: none">Freshers Day was celebrated with the motivational Speaker Professor Parveen Sulthana Orator, Editor, Writer for all the I UG students.Academic Council Meeting XIII was successfully conducted through Microsoft Teams.Science Students projects were sent to TNSCST for getting financial assistance |
| 4. | 09.10.2020 | <ul style="list-style-type: none">Usage of DST FIST Instrumentation centre | <ul style="list-style-type: none">Science Department Faculties and students followed the manual instructions and orientation was given. |
| 5. | 23.10.2020 | <ul style="list-style-type: none">Autonomy proposal preparation | <ul style="list-style-type: none">Academic, Research and Examination Progression and Activities undertaken were submitted by the respective offices.Presentation was made by the Co-ordinator of Extension of Autonomous status. |
| 6. | 02.11.2021 | <ul style="list-style-type: none">Orientation Programme for fourth Curriculum Revision | <ul style="list-style-type: none">TACW Curriculum model evolved based on the LOCF and TANSCH guidelines |

| | | | |
|-----|------------|---|--|
| 7. | 09.12.2020 | <ul style="list-style-type: none"> Plan of Action for Academic and Research Activities Presentation on Autonomy proposal Revision of guidelines for research publication | <ul style="list-style-type: none"> Academic and Research activities implemented as per the plan Suggested corrections were carried out in the Proposal. Extension of Autonomy Proposal was finalized and to be send before 31st December 2021 Students and Teachers were Published papers in the reputed International Journals. Seed Money was given to the faculty by the Management on 18.05.2021. |
| 8. | 23.12.2020 | <ul style="list-style-type: none"> Conduct of National level Seminars by the departments | <ul style="list-style-type: none"> All the Departments were conducted the National level seminar in the recent topics with eminent experts. |
| 9. | 05.01.2021 | <ul style="list-style-type: none"> Collaboration with IBM CIA Practical through Microsoft teams | <ul style="list-style-type: none"> Faculties followed the instruction to conduct practical exams through Microsoft Teams App. CIA Practical conducted successfully through Microsoft Teams. |
| 10. | 29.01.2021 | <ul style="list-style-type: none"> NAAC module updation in Master Soft ERP. | <ul style="list-style-type: none"> Updated the student and faculty details in NAAC Module for the academic year 2021. |
| 11. | 08.02.2021 | <ul style="list-style-type: none"> Registration for Self Study paper Women's Day Celebration Evolving TACW Model for fourth Curriculum Revision | <ul style="list-style-type: none"> III UG students of Mathematics, Biochemistry and Computer Science were registered for Self Study Paper. Women's Day was celebrated on 08th March 2021 in the Auditorium with Dr. Damodharan District Industries Centre, Villupuram as the resource person. Three best women entrepreneurs among our alumnae shared their experience in Business. TACW Course Structure Model circulated to all the Departments Based on the TACW Model Department framed the Programme Profile and incorporated in the Academic Council Booklet |

| | | | |
|-----|------------|--|--|
| 12. | 25.02.2021 | <ul style="list-style-type: none"> • NIRF Ranking Report Presentation • Autonomy Report Preparation • Guidelines for Publication of Papers | <ul style="list-style-type: none"> • NIRF Ranking was applied and uploaded in our College website. • Autonomy Presentation was made and approval obtained from the College Development Council. • Seed Money was given to the faculty by the Management for their research publications (Elsevier, scopus, web of science & UGC care list journals) |
| 13. | 09.03.2021 | <ul style="list-style-type: none"> • TACW Innovation Hub • Career Expo 2020 • Proposal Presentation for ARIIA • Autonomy Report Presentation Draft I | <ul style="list-style-type: none"> • HoDs submitted their Department proposal to establish the Innovation Hub • Career Expo was conducted through online and many of our students received Placement letters. • Extension of Autonomous Report Presentation was made before the College Development Council. |
| 14. | 23.03.2021 | <ul style="list-style-type: none"> • Procedure for Conduct of ESE April 2021 | <ul style="list-style-type: none"> • End Semester April 2021 was successfully conducted through cims Portal |
| 15. | 08.05.2021 | <ul style="list-style-type: none"> • Online CIA Practical and Theory I UG & I PG April 2021. | <ul style="list-style-type: none"> • End Semester April 2021 was successfully conducted through cims Portal for I UG & PG Students. |

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