Policy Recommendations of IQAC
2022-2023

INTERNAL QUALITY ASSURANCE CELL

1. OBE : CIA / ESE QUESTION PAPER (WITH EFFECT FROM 2022–2023 ONWARDS)

QUESTION PAPER SETTING WITH RBT LEVEL FOR UG

CONTINUOUS INTERNAL ASSESSMENT (CIA) TEST - I

Duration   : 2 Hrs   **Max.Marks   50**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	10 (MCQ)	ALL the questions	10 X 1 = 10	CO1	3 2	K1 K2
				CO2	3 2	K1 K2
B	5 (Descriptive)	Any FOUR 200 words/ 2 pages per question	4 x 5 = 20	CO1	1 1	K1/K2 K3/K4
				CO2	1 1	K1/K2 K3/K4
				CO1/CO2	1	K5/K6 (Compulsory Question)
C	3 (Descriptive)	All the questions each in 500 words/ 4 pages per question	2 x 10 = 20	CO1	1	K3
				CO2	1	K4
				CO1/CO2	1	K5/K6

CONTINUOUS INTERNAL ASSESSMENT (CIA) TEST - II

Duration   : 2 Hrs   **Max.Marks   50**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	10 (MCQ)	ALL the questions	10 X 1 = 10	CO3	3 2	K1 K2
				CO4	3 2	K1 K2
B	5 (Descriptive)	Any FOUR 200 words/ 2 pages per question	4 x 5 = 20	CO3	1 1	K1/K2 K3/K4
				CO4	1 1	K1/K2 K3/K4
				CO3/CO4	1	K5/K6 (Compulsory Question)
C	3 (Descriptive)	All the questions each in 500 words/ 4 pages per question	2 x 10 = 20	CO3	1	K3
				CO4	1	K4
				CO3/CO4	1	K5/K6

Note: K1-Remembering, K2-Understanding, K3-Applying, K4-Analyzing, K5-Evaluating, K6-Creating

Duration : 3 Hrs   **Max.Marks 70**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	15 (MCQ)	ALL the questions	15 X 1 = 15	CO1	2 1	K1 K2
				CO2	2 1	K1 K2
				CO3	2 1	K1 K2
				CO4	2 1	K1 K2
				CO5	2 1	K1 K2
B	7 (Descriptive)	FIVE Questions 200 words/ 2 pages per question	5 x 5 = 25	CO1	1	K1/K2
				CO2	1	K1/K2
				CO3	1	K3/K4
				CO4	1	K3/K4
				CO5	1	K5/K6
				CO1/CO2/CO3	1	K1/k2/K3
				CO4/CO5	1	K5/k6 (Compulsory Question)
C	3 (Descriptive)	ALL the questions each in 500 words/ 4 pages per question	3 x 10 = 30	CO1/CO2	1	K1/K2
				CO3/CO4	1	K3/K4
				CO5	1	K5/K6

QUESTION PAPER SETTING WITH RBT LEVEL FOR PG
CONTINUOUS INTERNAL ASSESSMENT (CIA) TEST - I

Duration : 2 Hrs   **Max.Marks 50**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	10 (MCQ)	ALL the questions	10 X 1 = 10	CO1	3 2	K1 K2
				CO2	3 2	K1 K2
B	5 (2 marks)	ALL the questions 50 words/ 5 lines per question	5 x 2 = 10	CO1	2 3	K1 K2
				CO2	2 3	K1 K2
C	2 (Descriptive)	ALL the questions 200 words /2 pages per question	2 x 5 = 10	CO1	1	K1/K2
				CO2	1	K3/K4
				CO1/CO2	1	K5/K6 (Compulsory Question)
D	2 (Descriptive)	ALL the questions 500 words / 5 pages per question	2 x 10 = 20	CO1	1	K3 / K4
				CO1	1	K4 / K6
				CO2	1	K3 / K4
				CO2	1	K5 / K6

Note: K1-Remembering, K2-Understanding, K3-Applying, K4-Analyzing, K5-Evaluating, K6-Creating

CONTINUOUS INTERNAL ASSESSMENT (CIA) TEST – II

Duration : 2 Hrs **Max. Marks 50**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	10 (MCQ)	ALL the questions	10 X 1 = 10	CO3	3 2	K1 K2
				CO4	3 2	K1 K2
B	5 (2 marks)	ALL the questions 50 words/ 5 lines per question	5 x 2 = 10	CO3	2 3	K1 K2
				CO4	2 3	K1 K2
C	2 (Descriptive)	ALL the questions 200 words /2 pages per question	2 x 5 = 10	CO3	1	K1/K2
				CO4	1	K3/K4
				CO3/CO4	1	K5/K6 (Compulsory Question)
D	2 (Descriptive)	ALL the questions 500 words / 5 pages per question	2 x 10 = 20	CO3 CO3 CO4 CO4	1 1 1 1	K3 / K4 K5 / K6 K3 / K4 K5 / K6

END SEMESTER EXAMINATION (ESE)

Duration   : 3 Hrs **Max. Marks 70**

Section	Total No. of questions	To be Answered	Total Marks	Category		
				Course Outcomes	No. of Questions	Blooms Level
A	10 (MCQ)	ALL the questions	10 X 1 = 10	CO1	1	K1
					1	K2
				CO2	1	K1
					1	K2
				CO3	1	K1
					1	K2
				CO4	1	K1
					1	K2
				CO5	1	K1
					1	K2
B	7 (2 marks)	Any FIVE questions 50 words/ 5 lines per question	5 x 2 = 10	CO1 CO2 CO3 CO4 CO5 CO1/CO2 CO3/CO4/CO5	1 1 1 1 1 1 1	K1 K1 K2 K2 K2 K1/K2 K1/K2
C	5 (Descriptive)	ALL the questions 200 words /2 pages per question	5 x 4 = 20	CO1 CO2 CO3 CO4 CO5 (Compulsory Question)	2 2 2 2 2	K1/ K2 K2/ K3 K3/ K4 K3/K4 K5/ K6 (Compulsory Question)
D	3 (Descriptive)	ALL the questions 500 words / 5 pages per question	3 x 10 = 30	CO1 CO2 CO3 CO4 CO5 CO5	1 1 1 1 1 1	K1/K2 K3/ K4 K1/K2 K3/K4 K3/K4 K5/K6

1. **GUIDELINES FOR RESEARCH PUBLICATIONS**

   (a) The TACW follows the UGC norms for research articles and accepts Journals indexed with UGC Care as the minimum standard for publishing in a journal with high index and high impact factor (We expect our research fraternity to aim higher)

   (b) The primary responsibility of the Research Supervisor is to ensure the quality, authenticity and originality (absence of unacceptable plagiarism) of any research/ review article.

   (c) Articles published in cloned/ predatory journals will not be accepted and may also invite punitive action against the Candidate. Due diligence is to be exercised before submitting a paper to any journal.

   (d) Repeated submissions to such journals may lead to the assumption that the Supervisor is not monitoring the publication process and may invite punitive action against the Supervisor.

   (e) For award of Ph.D. a candidate has to publish two research articles related to her research topic / award of M.Phil. a candidate has to publish one research article related to her research topic.

   (f) For award of B.Sc.,/M.Sc., a candidate shall publish one research article related to her research topic

   (g) Review Article(s) related to the Ph.D. work **may be accepted for course work** (on the recommendation of Faculty Research Committee) but will **not fulfill the publications requirements** for award of Ph.D. to the Candidate.

   (h) Review/ research article(s) **not related to the research topic** shall count towards the Faculty's total research output but will **not fulfill the publications requirements** for award of Ph.D. to the Candidate.

   (i) **Authorship:**

   - **First Author:** The student from whose work the research/ review article has been written shall be the First Author.

   - **Last Author:** The Supervisor shall be the Last Author **and also the Corresponding Author. Student will not be the corresponding author.** This will ensure due credit to the Supervisor as well as quality control of paper.

   - Authors in between the First Author (Student) and the Last Author (Supervisor) shall be arranged in a sequence proportionate to their contribution to the work being published in the paper

     a. Corresponding author position should be always in the last (if complete research work is carried out in the TACW)

b. In case of equal contribution of two corresponding authors, TACW author position should be listed before the corresponding author in the authors list (if partial research work is carried out in the TACW)

c. There will not be any consideration for more than two corresponding authors (TACW) since it is difficult to identify the author & contributions and takes away the credits of all authors in the publication.]

- Bogus authorship or gift authorship to people working at the same place or inthe same laboratory but who are not contributors to the work being published is to be avoided.
- Prefixes like Prof./ Associate Prof./ Asst. Prof./ Dr./ Mr./ Ms./ Mrs. are not to be put in front of the name in the paper.

(j) Affiliation:

The affiliation to TACW shall be written in full as, **Department of_____, Faculty of _____, Theivanai Ammal college for women(A), Villupuram, Tamilnadu, INDIA.**

For example:

Arun Kumar[1], Jaya Pandey[2], Ankur Nigam[1], Hari Om Sharan[1]*

[1] Department of ------------------------, Theivanai Ammal college for women(A), Villupuram, Tamilnadu, India-605401.

For example:

[2] Centre for Physics, IIT Delhi, New Delhi, INDIA.

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Note: Authors should follow the journal's style for writing the name (e.g., A. Kumar/ Kumar A/ Arun Kumar/ Arun K etc.). This guideline illustrates only the order of authorship and establishing the corresponding author of the paper.

Science Departments:

The faculty is advised to do project and they should be invariably acknowledge the usage of DST FIST lab in the upcoming paper publications.

Acknowledgements

The author gratefully acknowledges the Theivanai Ammal College for Women (A), Villupuram, Tamilnadu, India for providing the DST-FIST lab.

3. ESE ANSWER SCRIPT VALUATION FOR THE COURSEPROFESSIONAL ENGLISH

Professional English course is introduced to assess the language skills of the students in their profession as per TANSCHE guidelines. Exemptions can be given for this course in ESE question paper setting and valuation of the answer scripts with InternalTeacher instead of external.

4. FLIPPED CLASS ROOM

Aim

The college introduces the flipped classroom to the computer Science and Commerce programmes in order to felicitate (effective class room teaching, interactive, learning, group discussion, prior to the class, (self-learning), students understanding, Higher level cognitive activities and to promote the Blended learning.

Segments of flipped class

Each flipped class hour is expected to categorize into

1. Pre-Assessment   - 05 mins
2. Correction of mistakes - 10 mins
3. Problem solving   - 30 mins
4. Summary   - 05 mins

1. **Pre-Assessment:**
   - It is to assess the knowledge of the students based on the video watched a day before of the class.

2. **Correction of mistakes**:
   - Based on the pre assessment made, Faculty are expected to elaborate and give detail explanation on the particular content.

3. **Problem solving**:
   - A faculty has to explain about the problem, and then assign to the students to solve the particular problem with a group work/ individually in the class itself. And then assign same model problem as homework to the students.
   - In addition to this, faculty is expected to give content explanation with real life examples on comparison, distinguish and classify the topics. If needed, hands on training to the students can also provide using the links of NPTEL/ e-PG Pathasala / Virtual lab/ IIT Virtual labs / N List etc.,
   - For problem-based courses, a faculty is expected to teach and explain the problems and then assign the problems as home exercise.

4. **Summary**:
   - Making the students to re-call all the points which was discussed on the day of the class by raising questions.

5. **Google form design through Microsoft teams:**
   - Assessment quiz at least 5 to 10 for the particular class**.** This is also considering component marks for the students.

General Instruction to prepare the content
- The video content has to be recorded in the Open Broadcast Software (OBS) Studio and avoid giving entire screen recording, select windows only.
- The duration of the video content should be minimum of 6 mins and maximum of 10 mins.
- The explanation of the content should be clear and precise and the faculties are not allowed to read the content as it is in the PPT.
- The PPT content has to be presented in bulleted points with max 5 to 7 points in a slide not in a paragraph.
- The PPT background should be in white based and reading to be visible.
- The video should be present in the right top or bottom.
- Inclusion of components III & IV: The topics should be innovative and individual assignment / problem solving / project-based activity / case studies etc.,
- All the faculty are expected to be in the class on time.
- All the course teachers have to send the course content (e – material) / Power point / Recorded video in the CIMS portal according to the class schedule covering all the five units.
- For installing software / demo faculty can contact CS lab Assistant.
- For writing purpose, use white board with temporary marker avoid writing on the smart board.
- Proper login and logout should be maintained for both Computer and Projector.

Scrutiny Members
Quality of the content has to be ensured and to be approved by
Commerce   : HoD, Dean A and Principal
Computer Science   : HoD, Dean CS and Principal

Maintenance of smart class:
- The data in the system has to be cleared weekly once.
- Both Morning and evening the unit has to be locked properly.

Semester Plan

- All faculty have to submit the course plan of class teaching on or before second week of every month through HoD in the prescribed format.

Record of Class Work

Sl. No	Date	Day Order	Hour	Unit	Topic	Outcome	Classroom Activity	Pre- Class Activity	Post Class Activity	Blooms Level
							oup discussion / Debate / Demonstration / Lecture Method	Assignment / case study / problem solving	e content / e video – link	K1, K3, K5
1.										
2.										

- The lesson plan will be compared with the record of class work of every month.
- If the faculty is on leave, the class should engage with the video of the content along with google form link MCQ/ short answer link to be provided on the day under the supervision of lab assistant.
- Monthly Record of classwork (completed) has to be submitted on the last working day of every month through HOD.
- Syllabus completion report to be submitted with the class representative signature and to be submitted 3 days before the CIA Test.
- Feedback report about flipped class to be collected from the students and faculty for every month.

Convenor   : Dean A / COE
Co-ordinator   : Head of Computer Science