

**Internal Quality Assurance Cell**  
**ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM**  
(Accredited by NAAC with B++)

**Report of the first meeting for the academic year 2017-18**

Participants:

1. Rev.Fr.Dr.E.John Kulandai, Correspondent.
2. Rev.Fr. Dominic M.Kadatchadas, Joint Secretary, Annai Velankanni College Administrative Board & Management Representative to IQAC.
3. Dr.S.Maria John, Principal/Chairperson.
4. Mr.M.Anto, Department of Mathematics – Convener.
5. Mr.Y.R.Berlin Raja Singh, Department of Computer Science.
6. Mr. M.Mohanadhas, Department of Computer Science.
7. Dr.S.Mary Helen, Department of Chemistry.
8. Mr.G.Dominic Babu, Department of Mathematics.
9. Mr.D.Anto Pravin Singh, Department of Business Administration.
10. Dr.J.M.Sasi Pramila, Department of Bio Technology.
11. Dr.S.Jeya, Department of Zoology.
12. Dr.S.Justin Antony, Principal, Pope John Paul II College of Education, Mulagumoodu,  
Alumni-member: not present

The first meeting of the Internal Quality Assurance Cell for the academic year 2017-18 was held on 02.08.2017 at 02:30 P.M. at the Principal's chamber. The Principal Dr.S.Maria John presided over the meeting. Rev.Fr.Dr.E.John Kulandai, the Correspondent and Rev.Fr. Dominic M.Kadatchadas, the Joint Secretary, Annai Velankanni College Administrative Board & the Management Representative to IQAC attended the meeting. In his inaugural address, the Correspondent Rev.Fr.Dr.E.John Kulandai insisted that activities being carried out in the name of NAAC Accreditation should not be carried out for the sake of doing things but it should be ensured that the activities bear fruits for the holistic development of the students; he also brought to the attention of the members that for the I Cycle we started from scratch and for the II Cycle we had with us all the experience gathered for the I Cycle and hence, he reiterated, we could put up a far better performance for the II Cycle. Rev.Fr. Dominic M.Kadatchadas had a, sort of, brainstorming session in place. He asked the members to identify the one single experience they remembered of the I Cycle of NAAC Accreditation. All the members responded with their views. He rounded off the brainstorming session with his take that NAAC Accreditation was all about making big difference by paying attention to small things.

The convener submitted a report which covered the following:

1. Functions of IQAC
  2. Five core values of NAAC
  3. Recommendations of NAAC Peer Team that visited the College on 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> of Dec 2016.
  4. Benchmarking: Guidelines to Departments
  5. Action Plans of IQAC for the Year 2017 -18
  6. Topics for Discussion
- Decisions regarding Development and Application of Quality Benchmarks and Parameters by Departments:
- ✓ The Departments are requested to develop and apply quality benchmarks and parameters as per the guidelines given.

- ✓ IQAC would provide the Departments support and the Departments may contact IQAC whenever they feel it necessary regarding the development of quality benchmarks and parameters.
- ✓ The Criterion Team Leaders would follow up and report at IQAC monthly meetings regarding the development and application of quality benchmarks and parameters by the Departments.
- ✓ The Management Representative along with the Principal and the Convener would visit the Departments and the Departments are expected to be ready with an Action Taken Report at that time regarding the development and application of quality benchmarks and parameters.
- Decisions regarding Action Plans of IQAC for the Year 2017 -18
  - ✓ It was decided to take efforts at right earnest for the fulfilment of all the Action Plans.
- Decisions regarding schedule of Meetings
  - ✓ IQAC would meet once in a month.
  - ✓ IQAC would meet the Heads of the Departments once in a month.
  - ✓ IQAC would meet the Conveners of the Committees once in a month
  - ✓ IQAC would meet the individual Departments and Committees as and when required.
- Decisions regarding Fundéd Projects
  - ✓ All Ph.D holders would be required to send atleast one project proposal every year
  - ✓ As impressive publication records stand them in good stead in getting funded projects, all Ph.D holders are expected to be active with their publications.
- Decisions regarding Faculty Development Programmes
  - ✓ As a refresher course being of 21 days in length and an orientation programme being of 28 days in length, the Faculty Development Programmes sponsored by UGC known to provide the much wanted refurbishment to the Teaching faculty of the Higher Education Institutes, it was decided to request the Management to encourage the faculty to attend UGC sponsored Faculty Development Programmes.
- Decisions regarding Post evaluation of major activities at College/Department/Committees Level
  - ✓ The respective units to have post evaluation after the completion of all major programmes and at all levels.
- Other Issues
  - ✓ All possible encouragement and support to be extended to the students, who represent the College at Competitions, be it a holiday or a working day.
  - ✓ IQAC Newsletter would be released on 15.08.2017.
  - ✓ Support from Parishes to be utilised optimally in carrying out extension activities.
  - ✓ Efforts would be taken to familiarise 'Full Bright Scholarships' among the Staff and Students
  - ✓ Criterion Team Leaders, except Criterion II, asked for one supporting member to be included. It was decided to take necessary steps to include additional members.

*A. K.*  
23.8.17

*Som*  
19/8/17

*N. Kalyan*

CONVENER

**Internal Quality Assurance Cell**  
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**Report submitted at the meeting held on 02-08-2017**

❖ **CONTENTS**

1. Functions of IQAC
2. Five core values of NAAC
3. Recommendations of NAAC Peer Team
4. Benchmarking: Guidelines to Departments
5. Action Plans of IQAC for the year 2017-2018
6. Topics for Discussion

**1. Functions of IQAC**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through Management Information Systems (MIS) for the purpose of maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Colleges based on the AQAR;

- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

## **2. Five Core Values of NAAC**

1. Contributing to National Development
2. Fostering Global Competencies among Students
3. Inculcating a Value System among Students
4. Promoting the use of Technology
5. Quest for Excellence

### **3. Recommendations of NAAC Peer Team that visited the College on 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> of December 2016**

- Efforts to be made to get UGC 2(f) & 12(b) status.
- Library automation be taken upon priority with more number of computers and subscribe to academic journals.
- ICT based teaching and learning be strengthened. Computer facilities with high speed internet access be created and every student be given computer exposure.
- New posts of Professor and Associate Professor created.
- Encourage faculty for major/minor research projects with various funding agencies like DST, ICSSR etc.
- Long term perspective plan with future vision may be prepared and taken up in a phased manner.
- Strengthen Science Laboratories with required equipments and other facilities.
- Encourage students to participate in various sports competitions at National Level.
- Strengthen Transport, Health and Hostel facilities.
- Visiting Professor be invited from time to time.

## **4. Benchmarking: Guidelines to Departments**

### **❖ CURRICULUM**

- Supplementing and enriching University's Curriculum
  - ✓ To take initiatives to supplement/enrich University's Curriculum
    - College – Curriculum gap
    - Institute – Industry gap
    - Recent trends/developments
    - Potential Research Area
- Provisions with reference to Academic Flexibility( within & beyond Curriculum)
  - ✓ How it has to be helpful to students in terms of Skill Development?
    - Relevant to regional and global employment markets
    - To improve potential for employability
    - Progression to Higher Studies
    - Research Aptitude
    - Entrepreneurship
    - Academic Mobility

- ✓ Options to be available to the students for acquiring additional skills and supplementary and enrichment courses along with their regular curricula(UG degree + certificate, PG degree + diploma)
- ✓ To specify the goals and objectives of the Certificate/ Diploma/Skill Development Courses
- Departments may do well to select optional / electives keeping in mind the following
  - Subjects/papers that would fulfil the requirements of the employment market
  - Subjects/papers that would provide exposure to the global scenario
  - Subjects/papers that would provide exposure to research
  - Subjects/papers that would provide exposure to an inter-disciplinary area.
  - Subjects/papers that would provide exposure to Entrepreneurship Skills
- Departments to conduct as many guest lectures as possible to supplement the teaching programme.
  - To invite resource persons/guest lecturers from universities/ other colleges/industry / public sector/former faculty/former student
  - Attracting eminent scientists/researchers
  - Our own staff as resource person
- BoS Members/Contribution of Departments in the Design and Development of the University Curriculum.
  - To contribute to the development of Curriculum of the University – from the perspective of the interests of the students.
  - Analysis of the Curriculum Feedback to be taken into account.
    - Student feedback, Teacher feedback, Stakeholder feedback on Curriculum
    - Specific suggestions made to the University
- To develop Curriculum for any of the Courses offered( other than those offered by the affiliating University)
- Combining face to face and Distance mode of education
  - Students who are discontinuing studies due to Employment ( ex: military) : They may be ensured to join the Distance Education Courses through the Centre functioning at our College.
- ❖ **TEACHING, LEARNING & EVALUATION**
  - Teaching and learning process to be in consistent with the Goals and Objectives of the Institution
  - Improvement of Teacher Quality/Teachers to upgrade their knowledge and skills
    - Skill Development Programmes for Staff, as expected by UGC
      - Faculty Development Programmes/Teacher Recharge Programmes ( at the College/ by outside agencies)
      - Refresher courses
      - Faculty Improvement Programme
      - HRD programmes
      - Orientation programmes
      - Faculty exchange programmes
      - Summer / Winter schools, Workshops, etc.
    - Staff training conducted by the University
    - Staff training conducted by other Institutions

- Updating Subject knowledge
    - To be in tune with recent developments
  - To register for Ph.D
  - Publishing/Presenting Research Papers
  - Participating in Seminars/Conferences
  - Post doctoral Research Activities
  - Efforts to become qualified
    - SET/NET
  - Other efforts
- Quality Improvement strategies for 'Teaching & Learning'
- ✓ To keep pace with latest developments in Teaching Pedagogies.
    - Evolve student centric teaching methods/innovative teaching methods
  - ✓ Learning activities that place the students at the centre of teaching – learning process
  - ✓ Technologies deployed that place the students at the centre of teaching – learning process
    - access to on-line teaching
    - access to on-line learning resources
    - ICT enabled classrooms
    - to develop computer aided teaching- learning materials
  - ✓ To demonstrate creativity and innovation in Teaching
  - ✓ The Teachers to learn
    - to develop and deploy action plans for effective implementation of the Curriculum.
    - to effectively translating the Curriculum and improving the Teaching Practices
    - to ensure effective Curriculum Delivery and Transaction.
    - to analyse/ensure the stated objectives of the Curriculum
    - to operationalise the Curriculum effectively.
    - student-centered teaching methods & innovative teaching methods
    - basic educational psychology
    - to formulate learning outcomes
    - to incorporate ICT in teaching methods
    - to develop computer aided teaching- learning materials
    - to incorporate latest technologies in teaching methods
    - to use the methodologies such as the ones given below, for enhancing learning experiences.
      1. Experiential Learning, Participative Learning, Interactive Learning, Collaborative Learning, Independent Learning and Problem Solving Methodologies.

- ✓ Teaching staff to aspire and achieve National Level Recognitions and Awards
  - Curricular, co-curricular, extra-curricular fields
    1. Awareness
      - What you can achieve?
      - How you can achieve?
    2. Efforts
    3. Progress
    4. Outcome
- ✓ Course plan to be prepared well before the commencement of the Semester and adherence to course plan.
- ✓ Each Department to have its own Innovations and Best Practices – especially in ‘Teaching, Learning and Evaluation’ methods.
- ICT enabled Class Room Teaching
  - ✓ at least one topic per unit
  - ✓ CDs to be kept as evidence
  - ✓ Entry in the Class Committee Register/Course Diary
- Technology enabled learning spaces
  - ✓ Need Analysis
    - identify all possible technology enabled learning practices
    - out of which, identify that are suitable for implementation in our College.
- Specialised facilities and equipment for teaching and learning
  - ✓ Need Analysis
    - identify and list out such facilities
    - out of which, identify that are suitable for implementation in our College.
- Technologies and facilities available and used by the faculty for effective teaching
  - Virtual laboratories
  - E-learning resources from
    - NPTEL( National Programme on Technology Enhanced Learning)
      - Heads of the Departments to identify the right type of online courses for their students and ensure 5 to 10 students undergo a course in a year. Heads to render all sorts of cooperation to the NPTEL SPOC.
    - NME-ICT( National Mission on Education through Information and Communication Technology)
    - Open Educational Resources
    - Mobile Education
- Departments to have clearly stated Learning outcomes.
- Learning outcomes for each subject too
- Ensuring optimal utilisation of working days/class hours
- Evaluation
  - Formative and Summative assessment approaches to be adopted to measure student achievement
  - Continuous Assessment System to be in place
    - In addition to Internals and Model Exam every semester, every faculty continue to assess their students and keep them in ‘preparation mode’ for the university exams so that they would do well in university exams
    - Example: class test, snap test, one mark test, one question test, quizzes
    - tests should be at regular intervals

- to be documented
- progress of each and every student to be monitored
- objective/impact
  - slow learners to pick up
  - fast learners to become more proficient
- Weightages assigned for the over all development of the students
  - Weightages for behaviorial aspects
  - Independent learning
  - Communication skills
- Grievances redressal mechanism with reference to evaluation at the Department Level
- The College/Departments may conduct as many State/National Level/UGC sponsored Seminars/ Conferences as possible in different disciplines.

## ❖ RESEARCH

- *Quality Improvement Strategies for Research and Development*
  - Post Doctoral Research - Ph.D holders to continue research activities as, one should remember, Ph.D is the gateway to research.
    - Projects
      - / • to submit **research proposals to funding agencies** like UGC/DST /DBT/ UGC/ICSSR/ ICHR/ ICPR/ UNESCO/UNICEF for Major and Minor Research Projects
    - Research supervision
    - Publications/Presentations
  - Department/Faculty to take initiatives for the establishment of specific Research Units/ Centers by Funding Agencies / Universities.
  - Departments to take initiatives to receive research grants from external agencies for major and minor projects.
  - Projects sponsored by the industry / corporate houses to be availed by the Department.
  - Departments to take initiatives to enhance Research facilities through research projects.
  - Efforts to be taken for the receiving of Research awards and recognition by the faculty and students from reputed professional bodies and agencies
    - Awareness
      - What you can achieve?
      - How you can achieve?
    - Efforts
    - Progress
    - Outcome
  - Recognition( National/ International Level) received by the faculty from reputed professional bodies and agencies
    - Awareness
      - What you can achieve?
      - How you can achieve?
    - Efforts
    - Progress
    - Outcome



- Research Scholarships
  - Awareness
    - What you can achieve?
    - How you can achieve?
  - Efforts
  - Progress
  - Outcome
- A significant number of research articles to be published in reputed/ refereed journals – staff & students
  - Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Efforts to publish books and proceedings based on research work of the faculty
- Those who are pursuing Research, to complete as early as possible
- Others to register for Ph.D
- Teachers/students to participate in Seminars, Symposia, Workshops and Conferences (International/National/State).
- Teachers/students to make presentations in Seminars, Symposia, Workshops and Conferences( International/National/State ).
- Teachers to attend in Orientation/Refresher Courses as required of College Teachers by UGC.
- Teachers to publish in peer reviewed Research Journals
- Teachers to act as Chairpersons/Resource Persons/Experts in Seminars, Symposia, Workshops and Conferences (International/National/State).
- Publications in Seminar and Conference Proceedings (ISBN).
- Publications of Books(ISBN), Articles
- Translations
- Acting as Editor/member of Editorial Boards
- Referee in International Journals/Reviewer in International Journals
- Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers
  - proposals from Departments to the management
- Workshops/Training Programmes/Sensitisation Programmes with focus on capacity building in terms of research and infusing research culture among staff and students
- Lab to Land
  - Initiatives to be taken up by the institution in creating awareness/advocating/transfer/ of relative findings of research of the institution and elsewhere to students and community
- Nurturing critical thinking, creativity, scientific temper, research culture and aptitude to be developed among staff and students
- Collaborative Research facilities developed/created
  - Laboratories/Library/Instruments/New technology
- Major research achievements of the staff and students
  - Patents obtained and filed( process and product)
  - Original research contributing to product improvement
  - Research studies or surveys benefitting the community or improving the services
  - Research inputs contributing to new initiatives and social development

- Collaboration and Interaction with Research Laboratories, Institutes, Industry for research activities
  - Collaborative Research
  - Staff Exchange
  - Sharing facilities and equipment
- Inter Disciplinary Research
  - Departments to undertake inter departmental / inter disciplinary research projects
- Publications by faculty and students
  - Publications per faculty
  - Number of papers published by faculty and students in peer reviewed Journals( National/International)
  - Number of publications listed in International database ( Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
  - Monographs
  - Chapter on books
  - Books edited
  - Books with ISBN/ISSN with details of publishers
  - Citation Index
  - SNIP
  - SJR
  - Impact Factor
  - h-index
- Student Projects
  - TNSCST
    - Efforts being taken
    - Progress
    - Outcome
- *List of expertise in the Department ( for the I Cycle, we listed Ph.D holders – for want of expertise)*
  - Not just a Ph.D holder; someone who is a lifelong learner; who is too busy with his post-Ph.D research activities; someone who is a real expert in his area of study/specialisation; someone who keeps updating.
- *To develop Research Culture*
  - ✓ Encouragement for Research Activities
  - ✓ Encouragement for Research Publications
  - ✓ Post Doctoral Research
  - ✓ Financial assistance from funding agencies
  - ✓ Re-activating the process of publishing the Research Journal.
  - ✓ Collaborative Research Activities
  - ✓ Research orientation to Staff and Students
  - ✓ Faculty involvement in active research
    - Guiding student research
    - Leading research projects
    - To engage in individual/collaborative research activity
  - ✓ Research Orientation to the Students

#### ❖ EXTENSION

- ✓ Planning and organisation of extension programmews

- ✓ Department- Neighbourhood – Community network contributing to
  - student engagement
  - contributing to good citizenship
  - service orientation
  - holistic development of students
  - involvement of students in various social movements/activities which promote citizenship roles
- ✓ Constructive relationship forged with other institutes of the locality
- ✓ Involvement of the Community in extension activities

#### ❖ **COLLABORATION/LINKAGE/INTERACTION/MOU**

- *MOU/Collaboration/Linkage/Interaction*
  - Research bodies, industries, laboratories, reputed libraries, other higher educational institutes.
  - Collaboration/Linkage/Interaction to move towards MOU
  - Curriculum Development /**enrichment**/ Faculty exchange and Professional Development /**Research/ Consultancy/ Publications**/ Twinning Programmes/ Introduction to new courses/ Student exchange/Any other
  - Students' projects in collaboration with Industries
- Collaborative Research facilities to be developed/created
  - Laboratories/library/instruments/new technology
- Collaboration and Interaction with Research Laboratories, Institutes, Industry for research activities
  - Collaborative Research
  - Staff Exchange
  - Sharing facilities and equipment
- MOU with Institutions of National Importance
- MOU with other Universities
- MOU with Industries
- MOU with Corporates
- MOU with NGOs
- MOU with Research Bodies
- MOU with Laboratories
- MOU with Reputed Libraries
- MOU with Higher Educational Institutes
- MOU with Eminent Scientists/Eminent Academicians
- How MOUs/ Linkages/Collaborations contribute to the development of the Department?
- Purpose behind the MOUs/ Linkages/Collaborations
- Activities carried out
- Impact
- Industry – Institution – Community interactions
  - establishment/creation/up-gradation of academic facilities
  - establishment/creation/up-gradation of infrastructure facilities of the institution
    - laboratories
    - library
    - new technology
    - placement services
  - student and staff support

## ❖ CONSULTANCY

- Institution to undertake consultancy initiatives/Initiatives for Corporate consultancies
- Consultancy
  - ✓ Departments/Faculty to become a consultant and to generate revenue through consultancy
  - ✓ Departments/Faculty to render consultancy services to industries
  - ✓ Departments/Faculty to render consultancy services to Government / Non- Government organizations/community/ public.

## ❖ INFRASTRUCTURE AND LEARNING RESOURCES

- Optimal Usage of facilities
  - Laboratory usage
  - Library usage
  - Other facilities

## ❖ STUDENT SUPPORT

- Exposure of students to other institutions of higher learning/corporate/business houses etc.
- Assistance to the Students at the time of Medical Emergencies
- Making students employable
  - ✓ Support for students' progress to higher education/employment/self employment
  - ✓ Placement Initiatives
  - ✓ Number of students who appeared/qualified in examinations like UGC-CSIR-NET, SLET, GATE/CAT/CRE/TOEFL/GMAT/central/State services defence, civil services, competitive examinations etc.
    - Efforts taken
    - Outcome
- Major Student Achievements
  - ✓ Identification and encouragement of Talents – making them participate in competitions and bring laurels to the College.
    - Curricular, co-curricular and extra-curricular fields
      1. Efforts
      2. Progress
      3. Outcome
- Process and number of students benefitted
  - ✓ Academic Support
  - ✓ Personal Support
  - ✓ Psycho-social Support
  - ✓ Guidance services
    - Professional Counselling
    - Mentoring
- Department Magazine
  - ✓ Need not be a replica of the College Magazine – Departments to think 'out of the box'
  - ✓ Students may be given more space in Department Magazines.
    - Role in Editorial Board
    - as contributors – they can contribute with
      1. subject related articles
      2. socially oriented articles
      3. articles on ' Environmental Issues'

4. articles on ' Gender Issues'
  5. articles on 'Human Rights'
  6. articles on the 'Promotion of Communal Harmony'
  7. articles on ' Placement and Career guidance'
  8. contemporary issues
- Special Supports in place for those students who represent the College in Sports/cultural meets
    - ✓ Additional academic support
    - ✓ Flexibility in examinations
    - ✓ ~~Special dietary requirements~~
    - ✓ ~~Sports uniform and materials~~
    - ✓ Any other
  - Department Level Quiz Competitions, Debates and Discussions, Cultural Activities /Literary Competitions/Paper Presentation/Poster Presentation/Wall Magazines/Model Making, etc.
  - Departments to have constant and continuous interaction with their former staff and students.
    - ✓ Follow up till they are employed
    - ✓ How does the Department seek and use data and feedback from its graduates and employers, to improve the performance and quality of the Institutional Provisions?
    - ✓ As resource persons
  - Departments to identify students at risk of dropping out and to take efforts to check
  - Mechanism to be put in place to keep track of the progression of passed-out students to Higher Education/Employment/Any other
  - Mechanism to be put in place to keep track of the progress made by the students who fail to pass-out at the completion of the course.
  - Mechanism to be put in place to keep track of the progress made by the students who have arrears in their University Examinations during the course.
  - Departments to address the learning needs of Slow Learners/ Advanced Learners
  - Encourage students to take part in – and bring laurels to the College
    - Workshops
    - Seminars
    - Competitions
    - Debates
    - Quizzes
    - Sports and games
    - all literary competitions
    - Fine Arts
    - All Curricular, co-curricular and extra-curricular activities
  - How does the Department seek and use data and feedback from its graduates and employers, to improve the performance and quality of the Institutional Provisions?

#### ❖ GOVERNANCE, LEADERSHIP AND MANAGEMENT

- Class Committee to be activated and strengthened
- Meetings of Department Level Representatives – at regular intervals.
- Student Secretary for Associations
- Maintaining Department Chronicle
- Leadership Roles for the Students
- Participatory Management at Department Level

- Update 'Evaluation Report' of the Departments at the end of every academic year and let the Evaluation Report reflect the growth of the Department.
- SWOC analysis once in a year – along with the updating of the Evaluation Report.
- Self Appraisal Reports/ Personal Profile should be submitted to Principal at the end of every Semester/Year
  - Formats will be given
- Short, Mid, Long-term plans for the Department
  - Perspective Planning (15/20/25 year plan)
    - Five year Plan/What you want your Department to be in five years' time?
    - What you want your Department to be in year's time?
  - Goals to be accomplished within this academic year/every year.
- Major Achievements of the Department for the Year
  - Visualise and plan ahead
- Regular Conduct of the Department Meetings
  - Discussion on Curriculum( whenever there is a change in Curriculum)
  - Feedback Analysis (especially, the curriculum feedback)
  - Annual plan to be finalized at the last meeting of the previous academic year. Annual plan to be reviewed at all Department Meetings.
  - Subject allotment to be done at the last meeting of the previous Semester.
  - Complete details of the subject allotment to be found place in the minutes.
  - Projects/ Dissertations ( M.Sc / M.Phil) allotment among the faculty to be found place in the minutes.
  - Complete details about assigning responsibilities with name of the faculty /students and role – to be found place in the minutes.
  - Funds Management
  - The Principal's instruction that a Department Meeting be convened by the Heads immediately before and after a Staff Council to be adhered to.
  - Review of the report of the previous meeting to be taken place.
  - Post evaluation of major activities of the Departments to be taken place.
  - University Results to be analyzed.
  - Performance of the Students at the Internals and Models to be analyzed and necessary follow up to be planned.
  - Appreciation for Student achievers to be found place in the minutes.
  - Department requirements to be discussed at Department Meetings. Requirements that are fulfilled/yet to be fulfilled by the Management to be recorded at the minutes.
  - Admission
    - Student Profile to be analysed
    - Demand Ratio, Minimum and Maximum Marks of the students admitted. Increase/decrease in demand, reason for increase/decrease, remedial measures, if any may be analyzed.
  - To explain to the faculty the inputs from IQAC
  - List is indicative; not exhaustive
- To review
  - Reviewing of the Course File
  - Reviewing and revamping of Tutor-Ward System
  - Review of the conduct of Seminars/Conferences/Symposia
  - Review of the conduct of Association Meetings
  - Review of the conduct of Welcome/Farewell Meetings

- Review of the conduct of the Bridge Course/Entry Level Test
- Review of Continuous Assessment System
- Review of Industrial Visits
- Review of the Remedial Classes being conducted for the slow learners
- Review of the support in place for the advanced learners
- To show improvement
  - Admission rate to show improvement
    - students/parents are the best ambassadors of the college; so make them speak on our behalf by our deeds
  - Results
    - The Department to acquire top positions/ranks in university examinations consistently
    - The Department to acquire good results in university examinations consistently
    - Over all pass percentage and number of University Rank holders to show improvement every year
  - Usage of Library/INFLIBNET/Reference to show improvement
  - Number of Publications per Faculty/Students
    - Impact Factor
    - Citation Index
    - SNIP values of Journals
    - SJR values of Journals
  - H-index of faculty
  - Number of presentations by Faculty/Students at Seminars/Conferences/Symposia
  - Percentage of faculty invited as Resource Persons
  - Percentage of faculty nominated for Staff Development Programmes.
  - Number of Faculty Training Programmes organised at the College
  - Number of Faculty Training Programmes attended by the faculty at other Colleges.
  - Percentage of students progressing to Higher Education and Employment
  - Number of Seminars/Conferences/Workshops conducted at the College
  - Number of Seminars/Conferences/Workshops attended by the faculty
  - Number of Orientation Programmes/ Awareness Programmes conducted for the Students
  - Number of qualified Teaching Staff
  - Any special grants or finances from the industry or other beneficiary agency for developing research facility.
  - Research funds from various funding agencies, industry and other organisations
  - Research Studies / Surveys benefitting the Society.
  - Number of publications listed in International Database
  - Books(ISBN) authored/edited by faculty
  - Research Awards received by the faculty
  - Research Achievements by the faculty
  - Consultancy Initiatives
  - Revenue generated from consultancy
  - Eminent Personalities invited as resource persons

- Students' projects in collaboration with Industries
- Number of Extension/Outreach programmes
- Collaborations/Interactions/Linkages/MOU
- Number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE/ CAT/ GRE/ TOFEL/ GMAT/ Central/ State services, Defence, Civil Services, etc.
- Number of students placed through campus interviews
- Endowments/Scholarships/Awards
- Fully qualified teaching staff
- Number of Ph.D holders
- Interaction with former faculty
- Interaction with former students
- Achievement by Students
  - Curricular, Co-Curricular, Extra-Curricular
- To show a decrease
  - Drop-out rate of students

#### ❖ INNOVATIONS AND BEST PRACTICES

- Departments to continue to maintain the Gardens assigned to them
- Each Department to have its own Innovations and Best Practices based on the Seven Criteria
  - Criterion I : Curricular Aspects
  - Criterion II : Teaching, Learning and Evaluation
  - Criterion III : Research, Consultancy and Extension
  - Criterion IV : Infrastructure and Learning Resources
  - Criterion V : Student Support
  - Criterion VI : Leadership, Governance and Management
  - Criterion VII : Environment Consciousness

### **5. Action Plans of IQAC for the year 2017-2018**

- ✓ Submitting AQAR
- ✓ Publication of bi-annual IQAC Newsletter
- ✓ Reviewing Academic Audit – Academic Audit every semester
- ✓ To put in place a mechanism to monitor and evaluate 'Teaching, Learning & Evaluation'
- ✓ To put in place a mechanism to monitor and evaluate the quality of the Supplementary/Enrichment Programmes
- ✓ To put in place mechanism to ensure work efficiency
- ✓ To improve teacher quality – in the light of NAAC Accreditation
- ✓ To improve College-Community interaction
- ✓ To improve Industry- Institute Interaction
- ✓ To make the students progress towards Employment and Higher Education
- ✓ Formally stated quality policy for the Institution
- ✓ Perspective Plan for the Development of the College
- ✓ Reviewing and revamping Performance Appraisal System – evaluation – follow up
- ✓ Reviewing and revamping Feedback System– evaluation – follow up
- ✓ Quality Improvement strategies for 'Teaching & Learning'
- ✓ Quality Improvement strategies for 'Research & Development'
- ✓ Quality Improvement strategies for 'Community Engagement'
- ✓ Quality Improvement strategies for 'Human Resource Management'
- ✓ Quality Improvement strategies for 'Industry Interaction'



- ✓ Formulation of institutional policy regarding quality assurance
- ✓ To provide training to its staff for effective implementation of the quality assurance procedures
- ✓ To achieve faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform

## 6. Topics for Discussion

- ✓ Review of the Report
  - Item No.4: Benchmarking: Guidelines to the Departments
  - Things listed under Item No.4 can be categorised into four heads
    1. Things that can be quantified straightaway
      - numbers
    2. Things that cannot be quantified straightaway
      - planning and execution
      - numbers
    3. Things that require a system to be in place
      - System
      - numbers
    4. Things which require help from IQAC
      - They can approach IQAC
- ✓ All meetings to be documented
  - Circular
  - Report
- ✓ Schedule of IQAC Meetings
  - Meetings of IQAC once in a month
  - IQAC to meet the Heads of the Departments once in a month
  - IQAC to meet the Conveners of the Committees once in a month
  - IQAC to meet individual Departments and Committees as and when required
- ✓ Funded Projects
  - All Ph.D holders to send at least one Project Proposal every year
  - Ph. D holders with impressive publication history stand a good chance of getting Projects; so Ph.D holders are expected to be active with their publications
- ✓ Attending Faculty Development Programmes
  - Encouraging Teaching Staff to attend Faculty Development Programmes
    - Leave Facility
- ✓ Post evaluation of major activities at College/Department/Committees Level
- ✓ Other Issues

S. Manoj  
28/17

N. K. Kulkarni  
21/10/2017  
Convener

**Internal Quality Assurance Cell**  
**ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM**  
Accredited by NAAC with B++

Report of the Meeting dated 11.08.2017

Date: 11.08.2017

Agenda:

1. AQAR Submission
2. Other Issues.

Participants:

1. Dr S Maria John, Principal/Chairperson
2. Mr M Anto. Department of Mathematics – Convener
3. Mr Y R Berlin Raja Singh, Dept of Computer Science
4. Mr. M Mohanadhas, Department of Computer Science
5. Dr S Mary Helen, Department of Chemistry
6. Mr G Dominic Babu, Department of Mathematics
7. Mr D Anto Pravin Singh, Department of Business Administration
8. Dr J M Sasi Pramila, Department of Bio Technology
9. Dr S Jeya, Department of Zoology

A Meeting of IQAC was held at Principal's Chamber at 03:30 P. M. on 11.08.2017, presided over by the Principal. All members of IQAC were present at the Meeting.

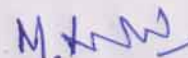
Principal told the meeting that as the academic year 2016-17 was over, the AQAR for the period to be submitted to NAAC before December, 2017 and hence he wanted IQAC to start the works at the right earnest.

The Convener told that as the AQAR to be placed before the Administrative Board at its November, 2017 Meeting, all works would required to be over by 31.10.2017. And hence, the Team Leaders would be required to complete the consolidation and updating works within 31.10.2017.

It was resolved to complete all AQAR 2016-17 submission related works before 31.10.2017.

Dr S Mary Helen made a proposal to have a full fledged Health centre at the College; the members suggested taking the proposal to the notice of the Management.

The Meeting came to an end at about 04:15 P.M.



CONVENER



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Report of the Meeting dated 25.10.2017

Date: 25.10.2017

Agenda:

1. Academic Audit
2. Other Issues.

Participants:

1. Dr S Maria John, Principal/Chairperson
2. Mr M Anto. Department of Mathematics – Convener
3. Mr Y R Berlin Raja Singh, Dept of Computer Science
4. Mr. M Mohanadhas, Department of Computer Science
5. Dr S Mary Helen, Department of Chemistry
6. Mr G Dominic Babu, Department of Mathematics
7. Mr D Anto Pravin Singh, Department of Business Administration
8. Dr J M Sasi Pramila, Department of Bio Technology
9. Dr S Jeya, Department of Zoology

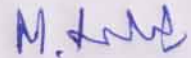
A Meeting of IQAC was held at C.0.8 at 03:30 P. M. on 11.08.2017, presided over by the Principal. All members of IQAC were present at the Meeting.

It was decided to Academic Audit for the Academic Year 2016-17 during the December, 2017/ January, 2018.

The Team Leaders are requested to be ready with the Checklists by 30.11.2017.

The Principal appreciated the Team Leaders for carrying out the activities related with the submission of AQAR 2016-17 sincerely and since updating works still incomplete, told the Team Leaders to complete the remaining works by 07.11.2017.

The Meeting came to an end at about 04:00 P.M.



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**Internal Quality Assurance Cell**  
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Report of the Meeting held on 22.03.2018

Participants:

1. Dr. M. Anto, Department of Mathematics – Convener
2. Mr. Y. R. Berlin Raja Singh, Department of Computer Science
3. Mr. M. Mohanadhas, Department of Computer Science
4. Dr. S. Mary Helen, Department of Chemistry
5. Dr. G. Dominic Babu, Department of Mathematics
6. Mr. D. Anto Pravin Singh, Department of Business Administration
7. Dr. J. Sasi Pramila, Department of Bio Technology
8. Dr. S. Jeya, Department of Zoology.

The meeting of IQAC was held on 22.03.2018. The meeting starts at 02:00 P.M.

Presentation on *SSR Manual for the affiliated colleges* (dated 31.07.2018) by the Criterion Team Leaders would be on 11.04.2018.

The Convener, IQAC made a presentation on *Revised Assessment and Accreditation Framework*. It was decided to have an Awareness Programme for the Teaching Staff on *Revised Assessment and Accreditation Framework*.

It was decided to send a reminder to the Teaching Staff regarding the keeping of Personal File/Eminence of Faculty.

The Team Leaders reminded the decision taken to include additional members in IQAC and requested to take necessary steps at the earliest so that works can be carried out effectively and efficiently. The Team Leaders preferred to include the members who were already part of the NAAC Steering Committee and to give representation to the Departments which are not represented in IQAC.

Checklist based on *SSR Manual for the affiliated colleges* (dated 31.07.2018) to be ready by 12.04.2018. Criterion Team Leaders to prepare checklist for the respective *Quantitative Metrics* (Q<sub>n</sub>M) and the Convener would prepare checklist for the *Qualitative Metrics* (Q<sub>1</sub>M) of all the seven criteria.

Regarding the preparation and submission of AQAR 2017-18, Criterion Team Leaders would meet the members of their respective teams during Model Examinations.

Regarding the collection of data, for the academic years 2016-17 and 2017-18, as per the requirements of *SSR Manual for the affiliated colleges* (dated 31.07.2018), it was decided to conduct Academic Audit during the first week of next academic year and then to collect data. It was also decided to start the groundwork towards realizing that end.

It was also decided to invite an expert to conduct an Orientation Programme for our Teaching Staff on *Qualitative Metrics* (Q<sub>1</sub>M).

The meeting came to an end around 03:30. P.M.

  
CONVENER

  
22/3/18