

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

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

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

**Report of the Meeting held on 20.06.2018**

**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 Internal Quality Assurance Cell was held on 20.06.2018. The meeting started at 02:00 P.M.

It was agreed upon by the Criterion Team Leaders that they would submit their report for the AQAR 2017-18 by 22.06.2018.

It was decided to update the Criterion Team Members' List for the academic year 2018-19.

It was decided to conduct the next meeting on 06.07.2018. In that meeting all Criterion Team Leaders would submit a report on 'Identified Activities and Requirements' based on AQAR and SSR Manual for the affiliated colleges (dated 31.07.2018). In addition, Presentation (Comparative Study) on SSR Manual for the affiliated colleges (dated 31.07.2018) meant for the meeting dated 11.04.2018, would also be discussed.

The meeting came to an end at about 02:30 P.M.

N. Anto  
20.6.18

CONVENER

20/6/18

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

Report of the Meeting held on 24.07.2018

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 24.07.2018. The meeting starts at 02:40 P.M.

Criterion II Team Leader Dr. S. Mary Helen pointed out that Criterion II Team Member was required from English Department in Mrs. S. Sheeba Regi's place. Criterion V Team Leader Dr. J.M. Sasi Premila pointed out that Dr. G. Sujin's replacement as Criterion Team Member from Commerce Department was yet to be made.

Dr. S. Mary Helen was given responsibility to make a presentation on API score at the next IQAC Meeting.

As the revised NAAC Accreditation Process requires updating of documents in large scale, the members felt the necessity of making a request to the Management on having a 3 in 1 (copier, printer, and scanner) machine in the College for that purpose.

The members felt the necessity of making the newly recruited teaching staff aware of the NAAC Accreditation Process. So it was decided that the respective Criterion Team Leaders would convene a meeting and introduce them their responsibilities towards NAAC Accreditation and the Convener also would speak at the next Common Staff Meeting regarding NAAC Accreditation.

It was decided to collect the Adhaar Number, Phone Number, Email ID of all the II year and III year U.G. students and II year P.G. students and the M.Phil students.

It was decided to ensure the registers submitted to the Departments are updated regularly.

It was decided to conduct the Academic Audit for the academic year 2017-18.

It was decided to collect all documents as required for the Quantitative Metrics ( $Q_nM$ ).

Criterion IV Team Leader Mr. Y.R. Berlin Raja Singh spoke about the challenges being posed by the ICT initiatives being undertaken by the Tamil Nadu State Government on Higher Education Institutes.

He also suggested that efforts to be taken to increase Library and E-resources usage by the Students.

The Criterion Team Leaders made a presentation on 'Quantitative Metrics'. Necessary suggestions for improvements were made.

The meeting came to an end around 04:00 P.M.

*M. Anto*  
24.7.18  
CONVENER

*M. Anto*  
24/7/18

**Internal Quality Assurance Cell**  
**AnnaiVelankanni College, Tholayavattam**  
**Accredited with B++ by NAAC**

Report of the meeting held on 26-09-2018

**Participants:**

- 1.Rev. Fr. Dominic M Kadatchadas, Joint Secretary, AnnaiVelankanni College Administrative Board/Management Representative to IQAC
- 2.Dr.J.Johnson, Principal/Chairperson
- 3.Dr.M.Anto, Department of Mathematics – Convener.
- 4.Mr.Y.R.Berlin Raja Singh, Department of Computer Science.
- 5.Mr.M.Mohanadhas, Department of Computer Science
- 6.Dr.S.Mary Helen, Department of Chemistry
- 7.Dr.G.DominicBabu, Department of Mathematics
- 8.Mr.D.AntoPravin Singh, Department of Business Administration
- 9.Dr.J.M.SasiPremila, Department of Bio Technology
- 10.Dr.S.Jeya, Department of Zoology
- 11.Dr.S.Justin Antony, Principal, Pope John Paul II College of Education, Mulagumoodu/Alumni Member – not present.

**Agenda:**

1. Convener's Report
- 2.Criterion Team Leaders' Report on 'Quantitative Metrics'
- 3.Qualitative Metrics
- 4.AQAR
- 5.Academic Audit
- 6.Other Issues

The first meeting of the Internal Quality Assurance Cell for the academic year 2017-18 was held on 26.09.2018 at 02:40 at Principal's Chamber. The Principal Dr.J.Johnson presided over the meeting. Rev. Fr. Dominic M Kadatchadas, Joint Secretary, AnnaiVelankanni College Administrative Board&Management Representative to IQAC took part in the meeting.

The report of the previous meeting was submitted by the Convener Dr.M.Anto and the report was reviewed at the meeting. The proceedings of the were as follows.

It was decided to prepare a schedule of the following meetings, namely,

- (1) IQAC
- (2) IQAC's Meeting with Heads of the Departments
- (3) IQAC's Meeting with conveners of various Committees
- (4) Criterion Team Leaders' Meetings.

In the first meeting with the Heads of the Departments, they would be required to come with the work done report based on 'Benchmarking: Guidelines to Departments' along with the plan for the next month.

Regarding inculcation of Research Culture among students, Management Representative told that all possible steps to be taken to identify and encourage and trigger young minds.

As part of promotion of Research Culture among the Teaching Staff, the Management Representative suggested to organize 'Invited Talks' by experts for the Ph.D holders and Research Scholars.

It was felt that the faculty and the students could be motivated, encouraged and appreciated so that they could exceed their limits in carrying out Quality Initiatives.

Management Representative suggested that a Formative Programme could be arranged for the newly recruited teaching staff. The Management Representative also felt that the Resource Person for the programme could be our own Teaching Staff. The Principal informed that the Management had planned to have a programme for the newly recruited Teaching Staff and one of the sessions could be allotted for this purpose.

The Management Representative insisted to have an evaluation by the Department/Committee responsible after the programmes they would organize and the Department/Committee to attach evaluation report also along with the report they would be otherwise submitting to IQAC.

Management Representative suggested to have a Mock Visit so that all the staff, teaching and non teaching, could be tuned towards NAAC Accreditation Works. The Principal opined that the Mock Visit could be conducted at the Semester end.

Management Representative told the Criterion Team Leaders that their request for additional support would be considered after the proposed Mock Visit.

The Management Representative told that the list of those not attending Criterion Team Meetings had to be handed over to him.

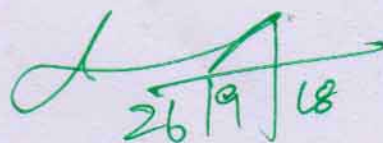
Regarding VET, the Criterion V Team Leader Dr.J.M.SasiPremila was told to identify courses such as Plumbing, Wiring etc which would be beneficial and suitable to our students; The Principal opined that the services of the Friends ITI staff could be utilized in this regard. Criterion III Team Leader and former Add-on Courses Convener told when efforts were taken during the I Cycle, students were not willing to join the Courses.

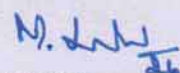
To a query regarding the maintenance of accounts as per NAAC requirements by Criterion IV Team Leader Mr.Y.R.Berlin Raja Singh, he was told to discuss the issue with the College Bursar first.

In connection with the query raised by Criterion I Team Leader Mr.M.Mohanadhas, regarding the conduct of 'Transferable and Life Skill classes', it was told to revamp the programme which was in practice, for a semester, during the I Cycle.

It was also told the Seminars and Association Meetings could be conducted in a manner befitting the stature and standing of the College as a Research Institute; in particular, efforts to be made to ensure that the papers presented at the Seminar/ Conferences find place in UGC listed Journals and to make it a habit to bring out Proceedings of the Seminars/Conferences conducted.

It was told that the Departments to take steps in the right earnest to increase the usage of Library and all the online facilities available in the Library such as INFLIBNET/ SOTHGANGA. The Meeting came to an end at about 04:30 P.M.

  
26/9/18

  
26.9.18  
CONVENER

**Internal Quality Assurance Cell**  
**AnnaiVelankanni College, Tholayavattam**  
**Accredited with B++ by NAAC**

**Report of meeting held on 04-10-2018**

**Participants:**

- 1.Rev. Fr. Dominic M Kadatchadas, Joint Secretary, AnnaiVelankanni College  
Administrative Board/Management Representative to IQAC – not present
- 2.Dr.J.Johnson, Principal/Chairperson
- 3.Dr.M.Anto, Department of Mathematics – Convener.
- 4.Mr.Y.R.Berlin Raja Singh, Department of Computer Science.
- 5.Mr.M.Mohanadhas, Department of Computer Science
- 6.Dr.S.Mary Helen, Department of Chemistry
- 7.Dr.G.DominicBabu, Department of Mathematics
- 8.Mr.D.AntoPravin Singh, Department of Business Administration
- 9.Dr.J.M.SasiPremila, Department of Bio Technology
- 10.Dr.S.Jeya, Department of Zoology
- 11.Dr.S.Justin Antony, Principal, Pope John Paul II College of Education,  
Mulagumoodu/Alumni Member – not present.

**Agenda:**

1. Follow up activities based on the minutes of the Meeting held on 26.09.2018.
- 2.Other Issues

The second meeting of the Internal Quality Assurance Cell for the academic year 2017-18 was held on 04.10.2018 at 02:40 at Principal's Chamber. The Principal Dr. J. Johnson presided over the meeting. In his introductory speech, The Principal Dr. J. Johnson told the members to attain the work standards of the I cycle and Principal's office would always be available to help them overcome hurdles, if any, in attaining those standards.

It was proposed to have a zero hour every cycle; the hour could be utilized to do NAAC related works by the teaching staff; for the students, the Department would plan to engage them in some kind of an activity, like making them using the library or some similar work, which could make them utilize the zero hour fruitfully. The Department could decide upon the choice of the hour, from among the 'sixth' hours.

Dr. S. Mary Helen, Criterion Team II Leader, pointed out that the activities, now being carried out, remained at the level we introduced for the I cycle; but the requirement was advancement of what we have carried out for the I cycle; She pointed out the example of SAVE (Social Activities for Village Empowerment) activities to support her arguments.

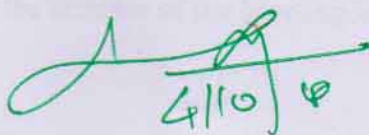
The responsibility of ensuring the NAAC Accreditation related activities and their documentation and timely submission of reports lay with the Heads of the Departments, The

Principal said. Heads also to make sure that the new criterion team members to fit into the scheme of things and start carrying out of the activities of their predecessors without loss of any time, he added.

It was decided to conduct IQAC meeting at the Principal's Chamber on the last working day of the first week of every month. And a joint meeting of IQAC and the Heads of the Departments would be held on the last working day of the second week of every month. The Criterion Team leaders would meet their respective Criterion Teams on seven consecutive working days beginning from 15-10-2018. Before that the convener would have a one-one meeting with the Criterion Team Leaders on 12-10-2018. It was also decided to arrange an Orientation Programme with Dr. Prakash Vincent as Resource Person, which would be conducted in two sessions of which one would deal with Research Motivation and the other would deal with 'Funded Projects'.

It was decided to conduct a formative programme for the newly recruited teaching staff on 26-10-2018, which would be in three sessions, of which in one of the sessions, the Principal would address them, and the other two by our own teaching staff, on relevant topics.

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

  
4/10/18

M. Subh  
4.10.18  
CONVENER

**Internal Quality Assurance Cell**  
**AnnaiVelankanni College, Tholayavattam**  
**Accredited with B++ by NAAC**

Report of the meeting held on 11-12-2018

**Participants:**

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

**Agenda:**

1. Report of the Previous Meeting
2. Criterion Team Leaders' Report
3. Other Issues

**Date:** 11.12 2018

**Time :** 02:00 P.M.

**Venue:** Principal's Chamber

The third meeting of the Internal Quality Assurance Cell for the academic year 2018-19 was held on 11.12.2018 at 02:00 P.M. at Principal's Chamber. The Principal Dr.J.Johnson presided over the meeting. Rev. Fr. Dominic M Kadatchadas, Joint Secretary, AnnaiVelankanni College Administrative Board&Management Representative to IQAC took part in the meeting.

The report of the previous meeting was submitted by the Convener Dr.M.Anto and the report was reviewed at the meeting. The proceedings of the meeting were as follows.

The Principal informed that a workshop was being planned to be organized as per the feedback received from the faculty in connection with the Staff Development Programme conducted on 08.12.2018 ( '*ICT for Education*' by Dr.V.SahayaSajan, Professor, Department of Physics, P.S.N.College of Engineering and Technology, Melathediyoor, Tirunelveli 627152 & '*Tools for ICT Classrooms and Teaching Pedagogies*' by Dr.M.Deepa Lakshmi, Professor, Department of Computer Science, P.S.N.College of Engineering and Technology, Melathediyoor, Tirunelveli 627152).

The Principal informed that financial assistance from the Management for the conduct of Seminars/Conferences would be provided to the Departments only if proceedings were published.

The Principal informed that there were practical difficulties in engaging the students fruitfully in productive activities during zero hour; the modalities of putting in place the zero hour was still being worked out, he added.



The Principal informed that work was in progress to get International Standard Book Number (ISBN) for the College.

The Principal informed that External Academic Audit (Mock Visit) would be held at the end of the even semester.

Principal informed that efforts were being taken to put in place a system for the conduct of '*Transferable and Life Skill Programmes*' this semester.

Rev.Fr. Dominic M. Kadatchadhas, the Management Representative told that he would take efforts to be present on all Wednesdays at the College to have a follow-up of NAAC Accreditation related activities.

Principal told that there was a proposal to start a '*Farmers' Club*' under the leadership of Dr.Kirubha of Zoology Department, with an intention of making farmers out of our students; the vast expanse of the college campus would be utilized for the purpose; the manual labour of students would be utilized and paid. - **It was decided to implement the proposal.**

Management Representative Rev.Fr.DominicM.Kadatchadhas suggested the creation of a Question Bank by students at Department Level to create interest in studies among the students ; students could be asked to identify and collect tough, difficult, complicated and frequently asked questions; and this Question Bank would be there along with the Question Bank already maintained by Department. -**It was decided to create a Question Bank by students at Department Level.**

The request made by the residents of Simon Colony, where the Department of English undertook its Outreach Programme, was widely discussed. Management Representative Rev.Fr.DominicM.Kadatchadhas suggested taking it as a mission involving all stakeholders, voluntary organizations and the concerned local body.-**It was decided to make a feasibility study.**

The Principal informed that there was a Department Level Research Committee in place to plan the conduct of Seminars/Conferences, encourage and increase the number of participation/presentation in Seminars/Conferences and publication of Research Articles. The Management Representative added that the Research Publications to take into account the following two aspects, viz., the publications to have social implications and to identify and address a problem and to suggest solution to it.-**It was decided to communicate to the Departments for further action.**

The Management Representative reminded about the Fullbright scholarships and wanted the faculty and students to be made aware of this scholarship and be motivated and encouraged to make an attempt to avail it.-**It was decided to take necessary steps.**

The Principal informed that the Departments were told to conduct a Survey this semester in the places where they carry out Outreach Programmes; the focus of the survey would be identification of the local issues so that the Departments could focus on addressing those issues as part of their Outreach Programmes.

The Management Representative suggested to create awareness on Rain water Harvesting/Charging of Borewells/Planting Palm Trees in places where the Departments carry out Outreach Programmes to prevent the ground water level going down and sea water

from entering inlands. He further added that the same thing could be carried out inside the campus too so that not only the ground water level would be raised but the practice would create awareness among the students. – **It was decided to take necessary steps for implementing.**

It was decided to take efforts for the faculty and students make achievements and bring laurels to the College – like receiving awards, recognition, fellowships at State, National, International level from Government and recognized bodies - in their respective field of activity; for that to materialize, as the first step, the faculty and the students to become aware of the awards in place in their field of activity and what it took to winning those awards. In the case of NSS, the programme officers would identify the awards in place at various levels and lead their Units towards achieving them.

Regarding Health & Hygiene, as the girls are predominant in our College, the Management Representative stressed the need for girls-specific initiatives. He suggested the following.

- Camps may be organized to find the Hemoglobin count for the girls
- Cancer Awareness programmes
- Healthy and balanced diet
- Having health charts
- Services of Primary Health Centre, Tholayavattam/  
St. Luke's Hospital, Thengapattanam/St. Xavier's Catholic College of Nursing,  
Chunkankadai could be utilized
- Collaboration with the above Institutions at regular intervals to move towards MOU.

**It was decided to assign responsibility to the Counselling and Healthcare Cell functioning in our College.**

'Journal Club', the initiative of the Chemistry Department in connection with publication of Research Articles in reputed journals was appreciated and it was decided to recommend it to the other Departments to follow.

The Management Representative wanted efforts to be taken to improve the Campus Language. As only through practice, one could improve Campus Language, efforts to be taken in that direction, he added. He had the following suggestions to make in this regard.

- Campus speaking student of the month
- Campus speaking staff of the month
- One minute reflex ion

**It was decided to put into practice what the Management Representative suggested.**

**It was decided to conduct the Academic Audit on the 12<sup>th</sup> of January 2019.**

In connection with e-governance, the Principal told that the College website had a portal exclusively meant for Admissions 2018-19. But there were not many takers, he added. Principal opined that the Department Level & College Level Communications could be sent through Emails.

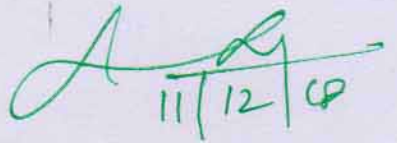
The Principal also told that the faculty are encouraged to undergo online refresher courses, atleast one per year. He further added that from the academic year 2019-20 onwards, the University would make students to undergo online courses as part of curriculum.

Staff Development Programmes would be organized at the Institutional Level; there was a plan to organize one programme every month, Principal told. In addition IQAC also would organize Staff Development Programmes.

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

M. Lohu  
11.12.19

CONVENER

  
11/12/19

**Internal Quality Assurance Cell**  
**AnnaiVelankanni College, Tholayavattam**  
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**Report of the meeting held on 24.04.2019**

**Participants:**

1. Rev.Fr.Dominic M. Kadatchadhas, Joint Secretary, AnnaiVelankanni College  
Administrative Board & Management Representative to IQAC
2. Dr.J.Johnson, Principal
3. Dr.M.Anto ( Department of Mathematics), Convener
4. Mr.Y.R.Berlin Raja Singh ( Head, Department of Computer Science)
5. Mr.M.Mohanadhas ( Department of Computer Science)
6. Dr.S.Mary Helen (Head, Department of Chemistry)
7. Dr.G.DominicBabu (Department of Mathematics)
8. Mr.D.AntoPravin Singh ( Department of Business Administration)
9. Dr.J.M. SasiPremila ( Head, Department of Bio Technology)
10. Dr.S.Jeya ( Department of Zoology)
11. Dr.S.Justin Antony, Principal, Pope John Paul II College of Education,  
Mulagumoodu – Alumni – Not Present.

**Agenda:**

1. Convener's Report
2. Future Plan 2019-20
3. SWOC Analysis of the Institution
4. AQAR 2018-19 Submission
5. Other Issues

**Date:**24.04.2019

**Time:** 02:00 P.M.

**Venue:**P.G.Computer Science Lab

The fifth meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2018 -19 was held on 24.04.2019 at 02:00 P.M.at P.G. Computer Science Lab. The Principal Dr.J.Johnson presided over the meeting. The second sitting of the meeting was conducted on 03.05.2019 at 02:00 P.M. at P.G.Computer Science Lab.

The report of the previous meeting was submitted by the Convener Dr.M.Anto and the report was reviewed at the meeting. The proceedings of the meeting were as follows.

The issue, connected with the role of Criterion Team Leaders/Members in connection with the Qualitative Metrics, raised by the Heads of the Departments at the joint meeting dated 23.04.2019, was discussed. It was reiterated that identifying and ensuring activities connected with the Qualitative Metrics was not the responsibility of any single individual; it was the collective responsibility of the whole Department; it was the responsibility of the

Heads to ensure contribution forthcoming from all faculty members of the Department; Criterion Team Leaders/Members would continue to ensure activities and documentation regarding Quantitative Metrics; once the Departments settled down with the Qualitative Metrics; it would be possible for the Criterion Team Leaders/Members to ensure the activities and documentation connected with Qualitative Metrics.

The need to conduct the joint meeting of the Conveners of various committees with the IQAC, to track the progress being made by them, was felt. It was decided to conduct the meetings at regular intervals and conduct the first meeting during the week before the reopening of the coming academic year, during which time the Bridge Course Classes for the First Year U.G.Students would be going on.

It was decided to use the questionnaire associated with the Student Satisfaction Survey (SSS) to collect feedback on Teaching, Learning and Evaluation so that the Teachers as well as the students would be acquainted with the Student Satisfaction Survey (SSS) to be carried out by NAAC as part of NAAC Accreditation Process.

It was decided to conduct the Student Satisfaction Survey (SSS) associated with the AQAR at the beginning of the coming academic year, before 30.06.2019; the responsibility to prepare the required *Questionnaire on Institutional Performance* was given to the Convener; the Questionnaire would be placed at the first meeting of the IQAC of the coming academic year.

The Criterion Team Leaders were informed that the due date for the Departments and Committees to submit the updated AQAR for the academic year 2018-19 was 15.06.2019. They were told to collect the updated AQAR in time.

It was decided to conduct the Internal Academic Audit for the Academic Year 2018-19 before 30.06.2019. The responsibility to prepare the *checklist* for the Internal Academic Audit, based on the revised SSR/AQAR was given to the Convener. The *checklist* would be placed at the first meeting of the IQAC of the coming academic year.

After the completion of Internal Academic Audit, the Departments and the Committees would be required to update their respective parts of the SSR for the academic year 2018-19. After the completion of the consolidation of the SSR, the External Academic Audit would be conducted. The time of conduct of the External Academic Audit was provisionally fixed to be December 2019.

It was decided to put in place a Performance Appraisal System for both Teaching and Non Teaching Staff of the Institution. The responsibility to prepare a format for the purpose was given to the Convener. The format would be placed at the IQAC meeting during the coming semester.

It was decided to prepare a strategic/perspective plan for the Institution; the Convener was given charge of preparing the plan; the plan proposal would be placed at the IQAC Meeting during the coming semester.

It was decided to conduct Orientation Programmes for the Teaching Staff on the following topics at the beginning of the coming academic year; the topics identified were

1. Intellectual Property Rights
2. Incubation Centres
3. Programme Outcomes, Programme Specific Outcomes and Course Outcomes
4. Effective Curriculum Delivery
5. Student Centric Teaching Methods
6. Innovation and Creativity in Teaching and Learning

It was decided to organize one programme (Lecture/Orientation Programme) every year inviting participants from nearby colleges. It was decided to organize one such programme at the beginning of the coming academic year.

The two best practices to be included in this year's (2018-19) AQAR were identified. They were

1. Utilization of the Institution's Infrastructure by outside agencies
2. Institutional Scholarships

The optional metrics that could be opted out were identified. They were as follows.

Sl.No	Metric Number	Metric	Weightage
1	2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years	20
2	3.1.1	Grants for research projects sponsored by the government and non government sources such as industry, corporate houses, international bodies, endowment, Chairs in the institution during the last five years (INR in Lakhs)	3
3	3.1.3	Number of research projects per teacher funded by government and non government agencies during the last five years	4

4	4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	1
5	5.1.5	Average percentage of students benefitted by Vocational Education and training (VET) during the last five years	5

The Criterion Team Leaders expressed the opinion that it would be better to retain the Conveners of committees throughout an accreditation cycle.

The Criterion Team Leaders expressed the opinion that for carrying out documentation related activities, an hour per order, especially the zero hour, could be allotted.

The Criterion Team Leaders felt the need to increase the library usage by Teachers as well as the Students; to increase the number of students using library, a system could be put in place to utilize the free hours arising out of the availing of Leave by Teaching Staff.

The Criterion Team Leaders expressed the opinion that the Parent Teacher Association and Alumni Association could play more active role in the development of the institution by means of financial and non financial contributions.

Facilities such as a Crèche, a Store, Low Cost Photocopying and Spiral Binding could be provided, the Criterion Team Leaders felt.

The Criterion Team Leaders expressed the opinion that *Environment Friendly Practices could* be followed more vigorously; they suggested a ban on all kinds of plastics, paper plates, paper cups and thermocols inside the campus.

The Criterion Team Leaders felt that the duration of lunch interval is inadequate.

The Criterion Team Leaders felt that the canteen could undergo improvement in the following aspects; hygiene, infrastructure facilities, timing, noon interval services (lunch) and could be shifted to a prominent and suitable place.

The Criterion Team Leaders expressed the opinion that the Career Orientation Courses (COC), Subject related Certificate Courses and other Certificate/Diploma Courses could be outcome oriented.

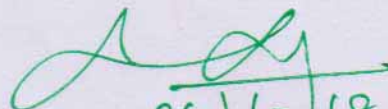
The Criterion Team Leaders reminded their request to include additional members to the IQAC.

The Criterion Team Leaders expressed their opinion to include more topics to the *Transferable and Life Skill Programmes*.

The Criterion Team Leaders expressed the need to sensitize the boy students with regard to Issues connected with *Gender Equality*.

For want of time, it was decided to have a second sitting of this meeting on 03.05.2019 at 02:00 P.M. at P.G.Computer Science Lab and continue with SWOC Analysis and Future Plan 2019-20.

The meeting (first sitting) came to an end at about 04:30 P.M.

  
24/4/18

M. S. S. S.  
24.4.18  
CONVENER