



### **IQAC – PLAN OF ACTION 2016-2017**

- To apply for permanent affiliation.
- Organize FDP for faculty
- To encourage faculty for paper publications in various National and International Seminars
- Staff to involve in research activities.
- To encourage Faculty to apply for PhD programs and take up SET/NET
- To encourage Faculty to deliver lectures using LCD/PPTs
- To maintain interaction with Industry and identify their requirements at department level.
- To Enhance the Teaching Learning Process
- To improve Library services
- To conduct inter-collegiate athletic meet.
- To apply for new UG and PG courses.
- Employability skill training programmes to be conducted for the final year students.
- To Introduce of add on courses.
- Organizing Lectures ,Seminars , Conferences on Research Methodology and allied topics
- To prepare the perspective plan
- Review of ISO audit
- Installation of CCTV camera for overall security of the college.
- To complete office automation.
- Review Conduct of value added / career oriented programmes at departmental / interdepartmental level in the college.
- Timely submission of AQAR to NAAC.
- Feedback and suggestions from faculty members / students, Alumni & parents on University Curriculum

  
**IQAC Coordinator**

**IQAC Coordinator**  
**Annai Violet Arts and Science College**  
**No: 53, Violet College Road,**  
**Menambedu, Ambattur,**  
**Chennai-600 053.**

  
**Principal**

**PRINCIPAL**  
**ANNAI VIOLET ARTS AND SCIENCE COLLEGE,**  
**AMBATTUR, CHENNAI - 600 053.**

## Minutes of the IQAC meeting

Date: 6<sup>th</sup> Feb 2017

Venue: Conference Room

Dr Kamala Balakrishnan , Principal and Chairperson of IQAC , welcomed the management representatives – Secretary Mr N.R.D.Premkumar, Joint Secretary Dr.P.E.R. Premchand, IQAC Coordinator Mrs Japhia Solomon and the members of the IQAC.

### Members Present:

■ Mr.N.R.D.Premkumar	Secretary
■ Dr.P.E.R.Premchand	Annai Violet Group of Institution Joint Secretary
■ Dr.Kamala Balakrishnan	Annai Violet Group of Institution Principal (Chairperson,IQAC)
■ Mrs Japhia Solomon	Annai Violet Arts & Science College Vice Principal (Coordinator,IQAC)
■ Dr Parimala	Annai Violet Arts & Science College Head, Dept of Chemistry & Biochemistry
■ Dr.Radha	Head, PG & Research , Commerce
■ Mrs Uma Sarulatha	Head, Department of Commerce
■ Mrs Vanishree	Head, Dept of Business Administration
■ Mrs Meenakshi	Head, Dept of Computer Science

### Agenda For Discussion :

- AQAR Submission Date
- AQAR Review Meeting Date Finalization
- Science Laboratory Up Gradation
- Certificate Courses
- Seminar Hall and Library Extension
- ICWA/CPT Course
- Addition of Smart Classroom and LCD projectors

- Discipline
- NAAC Peer Team Report Review
- Research and Development

➤ AQAR Submission Date:

The Committee after speculation decided April 15<sup>th</sup> the date to upload the AQAR on the College Website. The official last date to upload is 31<sup>st</sup> May 2017.

➤ AQAR Review meeting :

Since the AQAR has to be presented in the Statutory body, the completed AQAR will be presented to the Management on 10<sup>th</sup> April 2017 for Discretion and Approval of the Management.

➤ Science Laboratory Up gradation :

Computer Laboratory –

- At present 30 computers are as per the required configuration the remaining 33 Computers can be up graded to the required Configuration.
- One Server is required for the 60 Computers

**Suggestion:** Dr Kamala Balakrishnan, Principal, suggested students can be asked to work on individual Laptops, after discussion based on the technical aspects and insufficient classroom Space it was **resolved**- to be introduced to the PG students and not for UG students.

Biochemistry Laboratory-

- All manual equipments to be converted to digital instruments
- Electronic Balance can be purchased
- Lab Assistant required

**Resolution:**

- Equipments quotation to be requested (min 3 quotes)
- Lab assistant can be appointed – Degree holder salary can be fixed at Rs 10,000/- or 12<sup>th</sup> Std candidate can be paid Rs 8,000/-
- Computer with Net connection to be given immediately

- Equipments with high cost can wait will be purchased in future when required funds are there

➤ Certificate Course:

- Add on or Value added courses can be decided from each department
- These courses can be conducted for our students and outsiders
- The Courses can be basics in short duration
- Curriculum to be framed by the Department
- MHRD / NSDC Courses can be recommended

**Resolution:**

- Mrs Vanishree who is incharge of the University Certificate course can take responsibility of value added courses
- Certificates will be issued by the College
- Department Heads to frame curriculum along with course plan and required hours of teaching and duration
- The courses can be conducted in the month of May
- Curriculum and Course plan submission last date 15<sup>th</sup> April 2017
- MHRD/NSDC courses registration to be carried out immediately

Seminar hall and Library extension:

- Extension of seminar hall or Library is required
- Complete electrical fittings and projector to be planned
- Library Books procurement to be increased
- 3 Racks to be purchased for the library

**Resolution:**

- Resolved to extend only the Seminar hall for this year
- LCD Projector and White Board for Seminar hall to be decided
- Library Books Purchase to be increased every year
- Department Library to be setup Seminars Conducted to be recorded and uploaded on You tube for public view
- Link of the above to be given on our official Website

➤ ICWA/CPT Courses:

- Orientation program for now not possible since students are busy preparing for their exams.
- Dr Radha Incharge of ICWA and Mrs Uma Sarulatha Incharge of CPT Course

**Resolution:**

- Resolved that the Orientation Programm will be conducted in the Month of April 2017
- Advertisement and Pamphlet Distribution can be started immediately
- Pilot Study to be carried out as to assess the area for demand

➤ Addition of Smart Classromm and LCD Projectors:

**Resolved that -**

- Smart Board to be Synchronized
- LCD projectors in the Second Floor Left Wing (small Classrooms)
- Classes to be allotted for PG Students
- LCD Projectors for each Department

➤ Discipline:

- Girls and Boys Discipline to be strictly monitored
- Timings for boys and Girls to be followed
- Faculty to be strict in Discipline matters
- Students who are found in Disciplinary issues to be counseled.

**Resolutions:**

- Tutor to meet their class once in a week and have a moral instruction talk
- Girls to use only College Transportation
- Station Duty staff to monitor the students on enroute too
- Staff to accompany Girls when commuting to station or bus stop
- Principal and Vice Principal to have regular talks with the students regarding moral values
- Van for girls principal to come up with strategies to follow
- Stickers for student and staff transport parking inside the campus

➤ Research and Development :

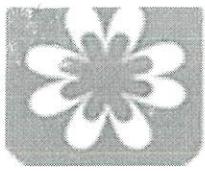
- Research work to start in college
- ~~Paper Presentation and Publication work is on the process~~
- Biochemistry required equipment to be purchased
- Budget for research to be allocated

**Resolution:**

- Equipment quotation to be received
- Dr Parimala to prepare the required Budget for research and submit to the Principal – In a week's time for approval from Management.

**Joint Secretary's Address:**

- Department wise Budget to be prepared and submitted to the Principal
- Budget will include all the activities planned for the academic year (for each program planned)
- Staff meeting to be held every fortnight with the management
- Alumni Association to be reactivated and Mr Yuvanesh to be nominated as president of the Association
- PA System for every floor wing wise is to be procured
- Utility room to be started in college immediately as it is a long pending work
- IQAC meeting – 2 in a year in the presence of the Chairman and IQAC review meeting once in 2 weeks with the Secretary and Joint Secretary
- Registers and files to be consolidated and monitored by IQAC Coordinator.
- Result analysis and NAAC Report detail discussion in the next meeting
- Next Meeting Scheduled on 24<sup>th</sup> Feb 2017 @ 3:00 pm .

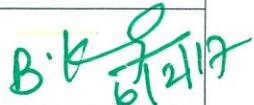
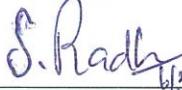
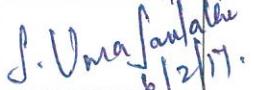
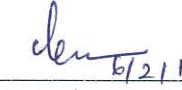
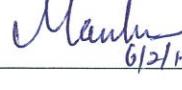


# ANNAI VIOLET ARTS AND SCIENCE COLLEGE

(Affiliated to the University of Madras, Co-Ed)

NAAC Accredited Institution

IQAC members present for the meeting on 06.02.2017

S. No	Name	Designation	Signature
01.	Dr. Kamala Balakrishnan	Chairperson	
02.	Mr. N.R.D. Premkumar	Management	Mr. N.R.D. PREMKUMAR
03.	Dr. P.E.R. Premchand	Management	Dr. P.E.R. PREM CHAND
04.	Mrs. Japhia Solomon	IQAC Co-ordinator	
05.	Dr. S. Radha	Member	
06.	Dr. S. Uma Sarulatha	Member	
07.	Dr. L. Parimala	Member	
08.	Mrs. S. Meenakshi	Member	
09.	Mrs. M. Vanisree	Member	
10.	Mr. Arun Prasad	Alumni Member	
11.	Mr. G. Loganathan	Admin Officer	
12.	Mr. K. Mahesh Khanna	Student Member	



## **ACTION TAKEN REPORT 2016-2017**

<b>ACTIVITIES</b>	<b>IN CHARGE</b>	<b>DATE</b>	<b>ACTION TAKEN/STATUS</b>
<b>AQAR</b>		24.06.2016	Submission of AQAR.
<b>All India Survey On Higher Education</b>		02.02.2017	Documents submitted to All India Survey On Higher Education
<b>ISO</b>			Internal and external audit completed as per ISO procedures
<b>Permanent Affiliation</b>	IQAC Coordinator		Applied
<b>CIA EXAMINATIONS</b>	Examination Committee		The subject knowledge of the students was analyzed based on the marks which they secured in their examination. Remedial classes were conducted for the slow learners.
<b>REVISION</b>	Subject In-charge and Heads of the Department		Top scorers were trained to secure university ranks. Slow learners were asked to attend the remedial classes



<b>FACULTY DEVELOPMENT PROGRAM</b>	All faculty members	09.06.2016	FDP on “ Innovation in Teaching and Research”. Dr. Rita John, Professor and head, Theoretical Physics, University of Madras was the chief guest, who explored various levels of Research sectors in the competitive world.
<b>STAFF ACHIEVEMENTS</b>			<ul style="list-style-type: none"><li>More than 35 papers were published and Presented by the staff.</li><li>Two faculties have been awarded doctorate from “University of Madras”</li><li>8 faculties have cleared their state eligibility test.</li></ul>
<b>INTRODUCTION OF NEW COURSES</b>	Bridge course		The academic year started its classes with an effective step in promoting bridge course to the students.
<b>CONFERENCE AND WORKSHOP</b>	HODs and Faculty members	03.08.2016	The department of English organized “Literaria” with the theme “The Victorian Age”
			The Department of English Published their first spoken English book Spoken English Level-1“
		12.01.2017	Department Tamil conducted Narumugai
		26.09.2016	Department of Biochemistry organized a seminar on the topic “Anticancer drug discovery and its targets”.



	03.02.2017	The Department Biochemistry and Chemistry together conducted a seminar on the topic “Cancer Awareness Programme-Causes and prevention of cancer”
	17.02.2017	Department of Microbiology conducted a seminar on “Modern trends in Biological Sciences”
	23.07.2016	Department of Mathematics organized a seminar on “Statistical Methods in various fields in day today life”
	24.02.2017	Department of Mathematics conducted a seminar on “How to face competitive examinations”
	22.07.2016	Orientation programme on Microsoft Office Certified courses and job opportunities for the final year students of Science
	27.01.2017	Workshop on “Java and Web Applications” for final year students.
	24.02.2017	Department of Computer Science and Computer Application conducted a seminar on “Ethical Hacking” for the final year students
	11.08.2016 & 12.08.2016	Department of Business Administration conducted a two day workshop on “Motivation and Leadership Qualities”
	21.02.2017	Department of Business Administration conducted a Seminar on “Mutual funds”



	13.02.2017	Department of Business Administration, workshop on “Entrepreneurial Awareness and development programme”
	01.03.2017	Department of Commerce and Business Administration conducted Conclave on the topic “The role of young Entrepreneurs in future India”
	12.07.2016	Department of Commerce organized a seminar on “Product Promotion”
	02.09.2016	Department of Commerce organized a seminar on “Company Profiles”
	12.09.2016	Department of Commerce organized a seminar on “Effective communication, the ways and means”
	23.09.2016	Department of Commerce organized a seminar on “Role of women Entrepreneurs”
	30.07.2016	Department of Accounting and Finance organized a workshop on “SEBI”
	24.02.2017	Department of Accounting and Finance organized a workshop on “Motivational talk on carrier options”
	21.02.2017	Department of Accounting and Finance organized a seminar on “Banking and its procedures”
	20.02.2017	Department of Corporate Secretaryship organized a seminar on “Awareness on financial Markets”



		19.10.2016	Department of Corporate Secretaryship Seminar on “Awareness about Cancer”
		07.02.2017 and 08.02.2017	A workshop was conducted on “Thesis writing and statistical analysis” by PG & Research Department of Commerce.
		06.02.2017	Department of Commerce conducted a workshop on the title “Tips on How to clear SET and NET”.
<b>Employability skill training programme</b>		14.12.2016-19.12.2016	Employability skill training was conducted for the final year students.
<b>New Letter</b>		01.03.2017	Newsletter “The Talk” was introduced by the Department of Commerce
<b>Add on course</b>			In progress
<b>Perspective Plan</b>			Prepared and Uploaded
<b>CCTV Camera</b>			Installed
<b>Office Automation</b>			In Progress
<b>Online feedback system</b>			In progress



<b>Mentor-Ward system</b>			In progress
<b>ICT Training</b>			In progress
<b>Using LCD/PPT's</b>			Teachers started to use the LCD projects by creating PPT'
<b>Clubs &amp; Cells</b>			Regular Activities were conducted as planned by clubs and cells
<b>WI-FI</b>			Work in Progress
<b>Display board</b>			Work Completed
<b>Library</b>			Number of books were increased in library
<b>Green campus</b>			Increase in plantation of saplings.
<b>Girl students ratio</b>			Girls students ratio was increased considerably.

*Saphia*  
IQAC Coordinator

IQAC Coordinator  
Annavi Violet Arts and Science College  
No: 53, Violet College Road,  
Menambedu, Ambattur,  
Chennai-600 053.

*b. P. S*  
Principal

**PRINCIPAL**  
ANNAI VIOLET ARTS AND SCIENCE COLLEGE, 6  
AMBATTUR, CHENNAI - 600 053.