



### **IQAC – PLAN OF ACTION 2017-2018**

- To organize orientation program for staff and students
- To conduct FDP / Workshop / seminar / symposia / conference
- Planning to introduce MOUs
- To introduce online feedback system.
- To continue Mentor-Ward system and Remedial classes
- It is proposed to train the faculty to attain proficiency in the use of ICT based tools and enhance the teaching-learning process.
- It is proposed to increase number of Certificate Courses in the college
- To improve the student support and progression programmes-CMS
- To organize development programmes for supporting staff.
- To conduct regular meeting with clubs & Cells Coordinators in order to enhance effective working.
- It is proposed to conduct SWOT analysis at departmental level
- To conduct more skill based programs for second and final year students
- Wi-Fi connectivity throughout the campus.
- Conduct meeting with alumni and emphasis on contributions that can be raised through alumni association.
- To introduce value quotes display boards on each floors.
- Department wise action plan to be prepared for this academic year.
- Introduction of online journal in commerce.
- The IQAC of the institution has planned to increase the number of books in the department library.
- Planning for eco friendly green campus.
- Academic Internal and external audit to be conducted as per ISO procedures.
- To improve girl students ratio.



**ANNAI VIOLET ARTS AND SCIENCE COLLEGE, AMBATTUR, CHENNAI – 600 053**  
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- To maintain track record of performance for toppers and remedial students regularly.
- Staff members are advised to increase their publication.
- Timely submission of AQAR to NAAC

**IQAC Coordinator**

**IQAC Coordinator**

**Annavi 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.**

## IQAC – Meeting

### Agenda

Date: 06.07.2017

- Welcoming of the members by IQAC Coordinator
- Approval of previous minutes of meeting
- ~~Introduction of new IQAC coordinator~~
- Handing over the old documents to new IQAC co-ordinator
- Ways to improve and monitor students performs in curriculum and extra-curriculum.
- Suggestions

### MINUTES OF THE MEETING

#### Agenda 1: Welcoming of the members by IQAC Coordinator

The chairperson of **IQAC**, **Dr. Kamala Balakrishnan** welcomed the secretary, Joint secretary & **IQAC** coordinator, **Mrs. Japhia Solomon** & members for the first meeting of the academic year 2017-18.

#### Agenda 2: Approval of previous minutes of meeting

Previous minutes of the meeting was read by **Mrs. Vanisree**, the head dept of BBA.

#### Agenda 3: Introduction of new IQAC coordinator.

The chairperson introduced the new **IQAC** coordinator **Dr. Parimala** Dept of Bio-chemistry.

Resolution: It was resolved, that the board here by authorizes **Dr. Parimala** Dept of Bio-chemistry as **IQAC** coordinator for next 3 years.

#### Agenda 4: Handing over the old documents to new IQAC coordinator

- New **IQAC** coordinator briefed about the roles & responsibilities, which would be carried out by members, criteria wise.
- Details regarding the previous minutes of the meeting and **NAAC** documents were handed over by Vice- Principal to the new **IQAC** co-ordinator.

#### Agenda 5: Ways to improve and monitor students performs in curriculum and extra-curriculum.

The joint secretary **Dr. P. E. R. Premchand** addressed the meeting and following points were discussed.

- Repeated announcement to be made by principal, on insisting students to attended remedial classes regularly without fail.
- Parents to be updated with students performance in test regularly and ensure that they attend the remedial classes.
- To reinforce all the activities in **SUPW**.
- Steps to be taken to the introduce Silambam & NCC.

Resolution: It was resolved to conduct mentor – ward system for advance learners. Resolved to conduct remedial classes to all I, II yrs after **CAT-I** examination result.

#### **Agenda 6: Suggestions**

- To enhance the effective working of all clubs, it was suggested to conduct regular meeting for club coordinators, by vice principal **Mrs. Japhia Solomon**.
- It was advised to conduct regular meeting for alumni and emphasize on contributions that can be raised through Alumni Association.
- The Secretary, Mr. N.R.D. Premkumar insisted on inculcating values among students by introducing value quotes display boards on each floors.

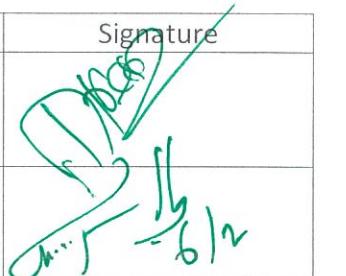
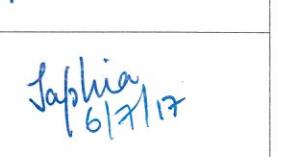
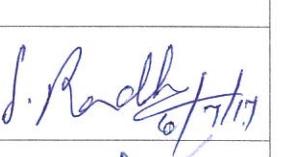
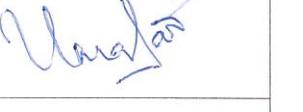
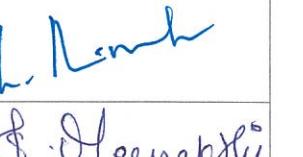
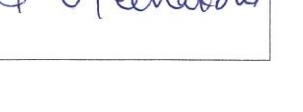
The meeting concluded with vote of thanks by Dr. Parimala the new **IQAC** coordinator and special gratitude was given by Vice -Principal **Mrs. Japhia Solomon**.

## Minutes of the IQAC Meeting

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

Venue: Conference Hall

### Members Present:

S.No	Name	Designation	Signature
1.	Mr.N.R.D.Premkumar	Secretary Annai Violet Group of Institution	
2.	Dr.P.E.R.Premchand	Joint Secretary Annai Violet Group of Institution	
3.	Dr Kamala Balakrishnan	Principal (IQAC Chairperson) Annai Violet Arts & Science College	
4.	Mrs Japhia Solomon	Vice Principal (IQAC Coordinator) Annai Violet Arts & Science College	
5.	Dr Radha	Head, PG & Research	
6.	Dr Uma Sarulatha	Head, Department of Commerce	
7.	Mrs Vanishree	Head, Department of Business Administration	
8.	Dr. Parimala	Head, Department of Biochemistry & Chemistry	
9.	Mrs Meenakshi	Head Department of Computer Science	



## ACTION TAKEN REPORT 2017-2018

ACTIVITIES	IN CHARGE	DATE	ACTION TAKEN/STATUS
AQAR		11.05.2017	Submission of AQAR
All India Survey On Higher Education		03.02.2018	Documents submitted: All India Survey On Higher Education
NIRF		11.11.2017	NIRF Ranking
ISO			Internal and external audit completed as per ISO procedures
CIA EXAMINATIONS	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.
REVISION	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
FACULTY DEVELOPMENT PROGRAM	All faculty members	08/06/2017- Faculty Orientation Programme	Dr. Sridevi, Assistant Professor, CTTE college for women was the resource person of the day. The guest deliberated on "Performance Excellence-Self appraisal and accreditation."



		09/06/2017- ISO Orientation	Training was given to staff members on ISO Protocol.
		25.09.2017 & 26.09.2017	Department of Computer Science in Association with ICT Academy organized a 2 days FDP on "R Programming". Mr. Ravi Chandran, Senior Technical Trainer from ICT Academy was the Resource person.
<b>ACADEMICANS MEET</b>		10/02/2018	60 academicians from various schools situated in and around Chennai, Thiruvallur and Ponneri district participated and the leadership impact award was given for 37 selected academicians
<b>STAFF ACHEIVEMENTS</b>			<p>Dr. Kamala Balakrishnan, Principal &amp; Dr. S. Radha, Head, PF &amp; Research Department "Entrepreneurial Development" Srivari Publication, 2017. ISBN: 978-93-83061-03-7</p> <p>Published her Ph.D thesis entitled "Retail Marketing of Textile &amp; Apparel Products in Chennai City – A study with Reference to Consumer Behaviour" by Advance Academic Publisher. ISBN: 978-93-84698-34-8.</p> <p>Mrs. M. Vanisree, Head Department of Business Administration "Business Taxation", Thakur Publication Pvt. Ltd., 2017. ISBN: 978-93-87093-82-9.</p>



			<p>Around 50 publications were made at this year by our faculties on various departments.</p>
<b>INTRODUCTION OF NEW COURSES</b>			<p>The college has come out with two new courses (M.A English and B.A English) and certificate courses like DMLT from BSS, Web designing, Hindi Prathamik from Dakshin Bharath Hindi Prachar Sabha</p>
<b>CONFERENCE AND WORKSHOP</b>	HODs and Faculty members	14.07.2017	<p>PG &amp; Research Department of Commerce conducted a seminar on “Carrier opportunities in financial market” Mt. M. Jaya Prakash, Director from MCUBE Academy of skills limited PVT</p>
		11.08.2017	<p>PG &amp; Research Department of Commerce conducted a seminar on “Recent trends in HR” in which Mr. Kamalakannan, Assistant Professor of Commerce, Vels University was the chief guest.</p>



		20.09.2017	Seminar on “Impact of GST in Indian Industries”. The resource person Mr. T. Sivashankaran, Chartered Accountant addressed the students.
		22.09.2017	One day workshop on “Research Methodology and Data analysis using SPSS” Dr. G. Vijaya Kumar, Assistant Professor and Research Supervisor from Sir Theagaraya College, Explained the methods in data analysis using SPSS.
		25.01.2018	Seminar on “Work life balance” to students of M.Com, M.A., and M.Sc., the resource person of the day was, Mrs. Jerusha Irene Chitra, Womens Christian College, She briefed about Strategies and Techniques of Work life Balance
		29.08.2017	Seminar on “Advertising Regulations”. Chief guest of the day Dr. Mary Sujatha, Assistant Professor, Soka Ikeda College.
		10.08.2017	Seminar on “Financial Planning”. Dr. A. Shameem, Resource person on SEBI was the chief guest.
		19.12.2017	Seminar on “India-The growth leader” the Chief for the day was Dr. C. D. Balaji, from LIBA
		31.08.2017	Seminar on “Recent trend and Challenges in Information Technology” Dr. Suseendran, Associate Professor, School of Computer Science, Vels University was a resource person.



		08.09.2017	Technical seminar on “Normalization in Big Data”. The seminar was inaugurated by Dr. V.R Elangovan, Asst. Prof. A.M Jain College was the Resource Person.
		27.09.2017	Department of Microbiology organized a seminar on “ Scope of Microbiology” . The Resource Person was Dr. K Krishna Prema, Head, Department of Microbiology, Ethiraj College for Women.
		28.11.2017	Department of Microbiology and Biochemistry together organized an international seminar on “Recent Advances in Biomedical Instrumentation”. The Resource person was Ms. Aparna Balakrishnan, Intuitive Surgicals, Connecticut, U.S.A.
		27.02.2018	Department of Microbiology organized an seminar on “ Tissue Culture”. Mrs. Everest Helen Rani, Associate Professor, Jaya College of Arts and Science enlightened the students on the culture of tissues.
		30.08.2017	Department of Biochemistry organized an international Seminar on “ Biochemical Techniques and its application”.
		19.09.2017	Department of Biochemistry organized an international Seminar on the topic “ Role of Antioxidants in Breast Cancer”.
		28.09.2017	Department of Biochemistry organized an international Seminar on “ Recent Advances in Biomedical Instrumentation”.



		23.02.2018	Department of Biochemistry organized an Seminar on “ Nanotechnology- Application in Life science”.
		12.02.2018	Department of Mathematics organized a seminar on “ Basic Analysis” . Mr. Ramesh Kumar, Sastha Engineering college was the resource person.
		22.09.2017	Guest Lecture on Post Colonial Literature in English”. Asst. Prof Dr. Sunitha , Pachiyapas college was the Resource Person.
		24.01.2018	Literaria- “ Children’s Literature” . The chief guest of the day was Prof. I.A.J. Jeyadoss, Associate Professor, Department of English, Loyola college.
		28.07.2017	Seminar on “Industrial application of Chemistry” The Chief guest Dr. V. Rajalakshmi explained about the Industrial Application of Chemistry.
<b>Online feedback system</b>			Online feedback system was introduced. Feedback forms were collected from students/parents, analysed and action were taken accordingly.
<b>Mentor-Ward system</b>			Mentor-Ward system was continued this academic year. Mentees were monitor by respective mentors.
<b>ICT Training</b>		25.09.2017 & 26.09.2017	Department of Computer Science in Association with ICT Academy organized a 2 days FDP on “R Programming” .



			Mr. Ravi Chandran, Senior Technical Trainer from ICT Academy was the Resource person.
<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.

**IQAC Coordinator**  
QAQC Coordinator

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**Principal**

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