

**IQAC – PLAN OF ACTION 2018-2019**

- NIRF: Details to be prepared and uploaded on the NIRF Website to get the ranking status.
- To provide free transport facility for the women of the institution to ensure their safety.
- To support digital teaching, staffs are advised to use ICT tools at least for one unit per subject.
- The staff members are encouraged to complete their Doctoral degree/NET/SET.
- To re-constitute library committee.
- To register NCC cadets and receive their approval.
- The IQAC has planned to continue remedial classes and these remains as the major examination strategy of the institution.
- Various workshops and seminars are planned to be conducted in this academic year.
- The Heads of the Department are asked to submit their Department wise action plan with inclusion of activities for this academic year.
- Faculty Development Programme will be conducted for this academic year.
- Commission for new course affiliation- Department of Physics.
- The faculties and PG students of the institution will be encouraged to register for an online course on Swayam, MOOC or NPTEL.
- Academician meet has to be conducted for this academic year.
- Employability skill training programme is planned to be conducted for the final year students.
- As a community outreach programme Public Health Check-up camp has been planned by the institution on Chairman's birthday.

1. Min

## **IQAC Coordinator**

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

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## Principal

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

## **IQAC - Meeting**

### **Agenda**

**Date: 29.06.18**

1. Welcoming
2. Approval of previous minutes
3. Briefing of completed activities of IQAC for the academic year 2017-18.
4. NCC - Status
5. Action plan of IQAC for the academic year 2018 – 19.

### **Minutes of Meeting**

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

The chair person of IQAC Dr. Kamala Balakrishnan welcomed The Chairman Chev. Dr. N. R. Dhanapalan, The Secretary N. R. D. Premkumar, Joint Secretary Dr. P. E. R. Premchand, Vice Principal Mrs. Japhia Solomon and members for the first meeting of the academic year 2018 – 19.

#### **Agenda 2: Approval of Previous minutes**

The previous minutes of the meeting held on 20.01.2018 were read by Dr. Umasarulatha, HOD, Department of Commerce and it was unanimously approved.

#### **Agenda 3: Briefing of completed activities of IQAC for the academic year 2017-18.**

IQAC Coordinator Dr. L. Parimala briefed about completed action report.

1. AQAR report was submitted on 9.4.18
2. Feedback system has been applied and followed for parents, students and alumni.
3. Two new diploma courses has been completed – ISTAR, DMLT.
4. Bar coding system has been implemented in LIBRARY for distribution of books.
5. Examination strategy – TWEAK classes were conducted for the CIA- revision on the previous day of the exam.

**Agenda 4: Department Activities according to the college calendar 2018-19**

S. No	Department	Clubs & Cells	Programme	Scheduled Date	Status
1.	English	Literaria Club	Drama- “Regional Indian Literature in Translation”	27 <sup>th</sup> September 2018	Approved
		Literaria Club	Seminar- “Rediscovering Your Self through Literature”	15 <sup>th</sup> December 2018	Approved
		Literaria Club in Collaboration with Chennai Literary Association	Workshop- :Film and Literature”	9 <sup>th</sup> January 2019	Approved
2..	Biochemistry and Chemistry	BIOGEN and QUARTZ	Inter school Competition	In the Month of August 2018	Approved
			Industrial Visit to CIPET: Institute of Plastics Technology	18 <sup>th</sup> January 2019	Approved
3.	Information System Management and BBA		Seminar- Awareness on Security Markets	14 <sup>th</sup> September 2018	Approved
			Intercollegiate Vio-Fest	8 <sup>th</sup> February 2019	Approved
			Seminar- Motivation leads to Success	12 <sup>th</sup> February 2019	
4.	Computer Science and BCA		National Conference	In the Month of August 2018	Approved
			Faculty Development Programme	In the month of June 2018	Approved
5.	B.Com General	Wiscom	Entrepreneurial Development	27 <sup>th</sup> September	Approved

				2018	
6.	B. Com CS		National Conference – Recent Advancement in Commerce, Management and Economics	1 <sup>st</sup> & 2 <sup>nd</sup> February 2019	Approved
7.	B.Com A&F		Alumni Interaction- Interview Tips	26 <sup>th</sup> July 2018	Approved
			Workshop – Best Study Practices	30 <sup>th</sup> August 2018	Approved
			Guest Lecture – Money Market and Stock Exchange	In the month of January 2019	Approved
8.	M. Com		Industrial Visit- Hindustan Coco-Cola Beverage	In the Month of July 2018	Approved
			Workshop – Filing of IT Return	In the month of August 2018	Approved
			Workshop- Research Methodology & Data Analysis	In the month of January 2019	Approved
9.	Mathematics		Seminar- Statistical Methods	29 <sup>th</sup> August 2018	Approved
			Seminar- Operations Research	29 <sup>th</sup> January 2019	Approved
10.	Tamil		Inter School Competition	14 <sup>th</sup> August 2018	Approved
			Seminar- Kaalamthodum Tamil	4 <sup>th</sup> September 2018	Approved
			Seminar	11 <sup>th</sup> February 2019	Approved
			Inter School Competitions	11 <sup>th</sup> January	Approved

				2019.	
11.	Microbiology		Guest Lecture- The Role of Antibiotics in Modern Society	12 <sup>th</sup> October 2018	Approved
			Industrial Visit	In the month of January 2019	Approved
			Guest Lecture- Tuberculosis: the Global Emergency	13 <sup>th</sup> February 2019	Approved

**Agenda 4:** IQAC Chairperson Dr. Kamala Balakrishnan explained the NCC process status.

**Agenda 5:** Action plan of IQAC for the academic year 2018 – 19.

IQAC Chairperson briefed about the action plan to be implemented for this academic year.

1. Course plan - Subject wise one unit to be handled with the support of ICT tools.
2. Examination strategy – continuation of tweak classes – CIA- revision on the previous day and the revised subject exam on the following day. Revision includes recapping the notes as well discussion of previous year question papers.
3. NCC application has been submitted and awaiting for approval.
4. It has been proposed to conduct a workshop on “work life balance” during the month of November.
5. Each department workshop/seminars/conference to be conducted on Saturdays.
6. Joint secretary addressed that, twenty five students need to be identified as advanced learners and to be encouraged to secure University ranks.
7. Department wise calendar to be prepared with inclusion of activities for this odd semester.

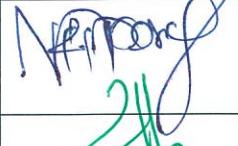
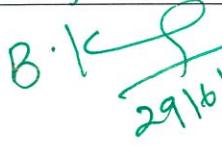
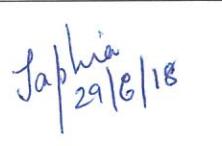
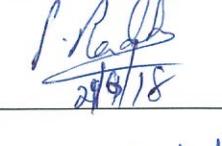
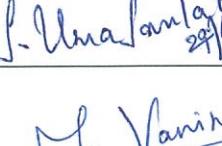
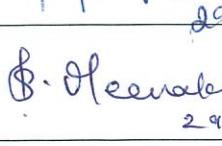
Meeting concluded with vote of thanks by Dr. L. Parimala, IQAC Coordinator.

## Minutes of the IQAC Meeting

Date: 29.06.2018

Venue: College

### Members Present:

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



**IQAC Action Taken Report**

<b>Meeting No., Academic year &amp; Date of Meeting:</b>	01, 2018-19 & 21.04.2018	<b>Time &amp; Venue:</b>	04.00 p.m., Conference Room
<b>1. Previous Meeting Agenda (20.1.18)</b>			
1. Finalization of AQAR submission date. 2. Briefing- NIRF Status. 3. Approval of action plan for each criteria. <ul style="list-style-type: none"> <li>▪ Adaptation of ICT tools</li> <li>▪ Updation on staff progression.</li> <li>▪ Library Committee.</li> </ul>			
<b>2. Action Taken Report</b>			
<p>The Principal briefed the management and members on the ATR of the previous IQAC meeting as follows:</p>			
Agenda	Action Taken/ In-Charge		Status
AQAR Submission	Final submission of AQAR for the Academic year 2017-18 was completed and submitted on 9/04/18.		Completed
NIRF Status	Details were uploaded on NIRF Website and awaiting for ranking status.		In Progress
Free Transport	An initiative of providing free transport facility for women students from nearby station to college has been implemented from this Academic year, June 2018-19. Currently, as on date 29/06/18, 30% of women candidates have availed this facility.		Completed
Adaptation of ICT tools	To enhance in-class participation as decided by the committee, staff has been directed to use ICT tools at least for one unit per subject. This was carried out successfully by inclusion of the same in Pre-lesson plan which has been monitored by HOD'S of all Departments.		In-Progress
Updation on staff Progression	Staff publication and achievements: <ul style="list-style-type: none"> <li>• Dr.R.Santhanakrishnan- Conferred the doctoral in Department of Tamil.</li> <li>• Dr.Niveditalakshmi conferred the doctoral in Department of Chemistry.</li> </ul>		Completed
Library Committee	Library committee has been re-constituted with both staff and student representatives from stream of commerce, arts and science.		Completed



**IQAC Coordinator**

**Principal**

**IQAC Action Taken Report**

<b>Meeting No.</b> <b>Academic year &amp; Date of Meeting:</b>	02, 2018-19 & 09.10.2018	<b>Time &amp; venue:</b>	02.30 p.m., Conference Hall
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**1. Previous Meeting Agenda (21.4.18)**

1. Action plan of various departments for the academic year 2018-19
2. NCC – Status
3. Exam Strategy
4. Workshop
5. Action plan for Intra-Departmental activities

**2. Action Taken Report**

<b>Agenda</b>	<b>Action Taken/ In-Charge</b>	<b>Status</b>
The Principal briefed the management members and invitees on the ATR of the previous IQAC meeting as follows:		
Action plan of various departments for the academic year 2018-19	Activities have been conducted as per the college calendar for the odd semester and remaining activities will be conducted as per the schedule.	In Progress
NCC Status	Application has been submitted to register NCC cadet and awaiting for approval.	In Progress
Exam Strategy	Continuation of Tweak classes.	On-going
Workshop	The workshop on "Science of Happiness – Choose happiness at work" was completed on 18 <sup>th</sup> August 2018.	Completed
Intra- Departmental activities	Department wise action plan prepared with inclusion of activities for the odd semester was submitted to the academic coordinator and was carried out as planned.	Completed



**IQAC Coordinator**

**Principal**

**IQAC Action Taken Report**

<b>Meeting No., Academic year &amp; Date of Meeting:</b>	04, 2018-19 & 26.06.2019	<b>Time &amp; Venue:</b>	3.30 p.m., Conference Hall
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**1. Previous Meeting Agenda (16.03.2019)**

1. Academic calendar for the year 2019-2020 and AQAR (ATR) approval
2. Commission for new course affiliation
3. Composition of New IQAC members
4. Online courses for staff

**2. Action Taken Report**

<b>Agenda</b>	<b>Action Taken/ In-Charge</b>	<b>Status</b>
The Principal briefed the management members and invitees on the ATR of the previous IQAC meeting as follows:		
FDP-Orientation	IQAC organized and completed an Orientation program on "Quality system in Higher education" on 7 <sup>th</sup> June 2018. The resource person was Prof. Dr. Sivasubramaniam, Former Vice-chancellor of Bharathiar University.	Completed
Commission for new course affiliation	Awaiting for the commission of B.Sc Physics.	On-going
Composition of new IQAC members	Circular notification has been circulated and approved.	Completed
Online Courses for faculties	It was made mandatory for all the faculties to register for an online course on Swayam, MOOC or NPTEL.	On-going



**IQAC Coordinator**

IQAC Coordinator,  
**Annavi Violet Arts and Science College**  
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**Principal**

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**ANNAI VIOLET ARTS AND SCIENCE COLLEGE,**  
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**IQAC Action Taken Report**

<b>Meeting No., Academic year &amp; Date of Meeting:</b>	03, 2018-19 & 16.03.2019	<b>Time &amp; Venue:</b>	10.30 a.m., Conference Hall
<b>1. Previous Meeting Agenda (16.03.2019)</b>			
1. Academicians Meet 2. Registration for online courses 3. Employability Skill training and placement. 4. Public Health Check-up camp.			
<b>2. Action Taken Report</b>			
<b>Agenda</b>	<b>Action Taken/ In-Charge</b>	<b>Status</b>	
Academicians Meet	Academician meet was conducted as planned.	Completed	
Registration for online courses	PG students registered for online courses and undergoing the course	On-going	
Employability Skill training and placement	Employability skill training programme was conducted for the final year students in two batches.	Completed	
Public Health Check-up camp	Public Health Check-up camp was organized on Chairman's birthday through Apollo hospital, Prime hospital, Sight care foundation, MeenakshiAmmal Dental College and Chennai Heritage Hospital.	Completed	

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