



IQAC PLAN OF ACTION 2019-2020

- Reconstitution of IQAC
- To approve and upload AQAR
- Schedule for 2nd cycle accreditation.
- Introduction of certificate courses In MOOCA, SWAYAM, NPTEL and Life science courses and MSME projects to be increased.
- To get qualification approval for newly appointed staff members.
- To conduct Faculty development Programme/seminar/workshops.
- The staff members are encouraged to complete their Doctoral degree/NET/SET.
- Staff members are advised to increase their publication
- Various workshops and seminars are planned to be conducted in this academic year.
- CIA Examinations to be conducted.
- The IQAC has planned to continue remedial classes
- Various workshops and seminars are planned to be conducted in this academic year.
- Library to be renovated.
- Installation of new LCD Projectors.
- Installation of water coolers
- Canteen Renovation.
- Academic Internal and external audit to be conducted as per ISO procedures.


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.

IQAC – Meeting

Venue: Conference Room

Time: 3:00 pm

Agenda

Date: 02.08.19

- Welcoming
- Previous Minutes of the meeting approval
- AQAR Approval
- Reconstitution of IQAC
- One day workshop on IQAC to be organized on 20.08.2019
- Schedule for 2nd cycle Accreditation
- Introduction of Certificate courses

Minutes of Meeting

Agenda 1: Welcoming of the members by IQAC Coordinator

IQAC Coordinator Dr. L. Parimala, Head Department of Biochemistry welcomed The Secretary Mr.N. R. D. Premkumar, Joint Secretary Dr. P. E. R. Premchand, Chair Person, Principal Dr. Kamala Balakrishnan, Vice Principal Mrs. Japhia Solomon and committee members for second meeting of this academic year 2019-2020.

Agenda 2: Approval of previous minutes of meeting

The previous minutes of the meeting was read by Mrs. Meenakshi, Head, Department of computer Science and it was confirmed and recorded.

Agenda 3: AQAR Approval

The IQAC chair person informed the team that AQAR has to be approved.

Resolution 1: It was resolved by the committee that AQAR after consultants consent.

Agenda 4: Reconstitution of IQAC

The chairperson adhering to the request of the present coordinator appealed to reconstitute the team with the new IQAC coordinator.

Resolution 2: It was resolved by the committee that Mrs. Japhia Solomon, Vice Principal will be reconstituted as new coordinator and Ms. Gayathri, student president will be the student representative as per NAAC requirement.

Agenda 5: One day workshop on IQAC to be organized on 20.08.2019

It was stated by the Chairperson that a one day workshop on “NAAC Accreditation for Quality and Sustainability” for IQAC coordinators of various colleges is to be conducted as per NAAC requirement.

Resolution 3: It was Resolved that a one day workshop on IQAC will be organized on 20th August 2019.

Agenda 6: Schedule for 2nd cycle Accreditation

IQAC chairperson presented the preplan schedule of second cycle accreditation and informed that work has to be carried out as per schedule.

Resolution 4: It was an interactive session where the team contributed towards a better understanding, in order to assess the preparedness of club and cells in term of documentation of various activities and information needed to be furnished for NAAC purpose. It was resolved to carry out the work as per the schedule.

Agenda 7: Introduction of Certificate courses

The chairperson proposed that new courses in ED should be introduced to build life skills among students.

Resolution 5: It was resolved by the committee that UG students also must be encouraged to take up online certificate courses in MOOCA, Swayam & NPTEL and Life skill courses and MSME projects should also be increased.


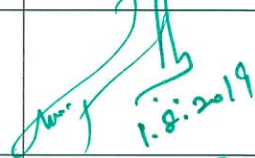



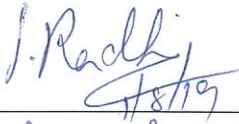
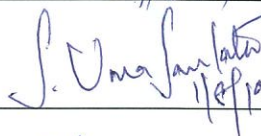


Meeting concluded with a vote of thanks by Mrs. Japhia Solomon, IQAC coordinator.

IQAC Meeting – II

Date: 01.08.2019

Venue: College

Members Present:

S.No	Name	Designation	Signature
1	Mr.N.R.D.Premkumar	Secretary Annai Violet Arts & Science College	
2	Dr.P.E.R.Premchand	Joint Secretary Annai Violet Arts & Science College	 1.8.2019
3	Dr .Kamala Balakrishnan	Principal (IQAC Chairperson) Annai Violet Arts & Science College	 11/8/2019
4	Mrs. Japhia Solomon	Vice Principal Annai Violet Arts & Science College	 11/08/19
5	Dr. L.Parimala	Head, Department of Chemistry (IQAC Coordinator)	 L. Parimala
6	Dr.S.Radha	Head, PG & Research Department of Commerce	 11/8/19
7	Dr.S. Uma Sarulatha	Head, Department of Commerce	 11/8/19
8	Mrs.M. Vanishree	Head, Department of B.Com., Corporate Secretaryship	 11/8/19
9	Mrs.S.Meenakshi	Head, Department of Computer Science	 11/8/19



ACTION TAKEN REPORT 2019-2020

ACTIVITIES	IN CHARGE	DATE	ACTION TAKEN
All India Survey On Higher Education		22.01.2019	Documents submitted to All India Survey On Higher Education
CIA EXAMINATIONS	Examination Committee	08/07/2019- 12/07/2019 CIA 1 Examination 16/08/2019- 22/08/2019 CIA 2 Examination 27/09/2019 TO 11/10/2019 CIA 3 Examination Even Semester 16/12/2019 – 20/12/2019 CIA 1 Examination 02/02/2020- 07/02/2019 CIA 2 Examination 02/03/2020- 12/03/2020- CIA 3 Examination With Revision	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	26/09/2019 TO 10/09/2019 Even Semester 02/03/2020- 12/03/2020- CIA 3 Examination with Revision	Top scorers were trained to secure university ranks. Slow learners were asked to attend the remedial classes



FACULTY DEVELOPMENT PROGRAM	All faculty members	10/06/2019- FDP on new guidelines of NAAC	IQAC organised a Faculty Development Programme on “New Guidelines of NAAC” for the staff members on 10 th June 2019. Around 60 staff members attended the programme.
		11/06/2019- Faculty orientation programme: Importance of communication skills	An Orientation Programme on the topic “Importance of Communication Skills” was organised on 11 th June 2019. 58 faculty members took part in the orientation programme.
		17/06/2019- ISO Induction training	An ISO Induction Training was conducted on 17 th June 2019.
		20/08/2019- workshop on NAAC Accreditation and quality and sustainability	A Workshop on NAAC Accreditation and Quality & Sustainability was organised for the faculty members on 20 th August 2019. Around 39 members attended the workshop.
		30/11/2019- ISO Internal auditors training	ISO Internal Auditors Training was conducted for 21 faculty members on 30 th November 2019.
		07/12/2019- FDP on role of teacher redefined	A Faculty Development Programme on the title “Role of Teacher Redefined” was organised on 7 th December 2019. Around 69 faculty members were benefitted out of the programme.
		14/12/2019 – FDP on intellectual property rights and innovations	A Faculty development Programme on Intellectual Property Rights and Innovations was organised on 14 th December 2019. 61 faculty members took part in the programme.



CONFERENCE AND WORKSHOP	HODs and Faculty members	05/06/2019 and 06/06/2019- ENGLISH CONFERENCE “Contemporary reflections on English literature.”	Aim: Is to allow an academic dialogue between the academicians and students to analyze the transition in contemporary reflections. Contemporary reflections on English literature. 88 Participants, from 21 city college and 62 participants from department of English.
		31/08/2019- CHEMISTRY WORKSHOP Emerging trends in nano science and nanotechnology.”	Aim: To discuss about various jobs and research opportunities in the field of nano science and nanotechnology. A workshop on emerging trends in nano science and nanotechnology.
		18/10/2019- 19/10/2019- TAMIL CONFERENCE “Thirukkural payilarangam”	Thirukkural payilarangam The conference happened in six sessions under the topics world piece and moral thoughts. Individual moral aspects in Thirukkural. Thirukkural and Science. Theism in Thirukkural and so on.
		07/09/2019- BBA Guest lecture “Business ideas and development.”	The lecture aims on opportunities for the students to bring on innovative products and new businesses. Moreover it gave inputs on various factors to be concentrated to start a business.



		23/09/2019- 24/09/2019 COMPUTER SCIENCE WORKSHOP “PYTHON Programming”	The workshop aims on students to explore knowledge on basics on PYTHON programming through practical hands on training. Their skills in programming proficiency, problem solving and programming capability were enhanced.
		13/03/2020- LITERARIA “Theme: Tribal literature”	The drama club emerges with the theme and encourages the students to enact place, thus enabling students to improve their speaking and theatre skills.
		23/01/2020- COMMERCE NATIONAL CONFERENCE “Digital Commerce 360°”	The conference enabled and ensures the platform for 360° approach of expert digital marketing services which expands the horizons of the business.
LIBRARY		02.01.2020 – Inauguration of renovated library	The library was shifted to the first floor in the year 2014. The existing library was renovated and inaugurated on 02.10.2020. The spacious reading area is accommodated in a computerized and WIFI enabled space and its opened on all working days. The library provide excellent ambience to both staff and students.
LCD CLASSROOMS			Projectors enable teachers to create bulleted PowerPoint presentations or other highly organized notes for the class and also it provides Greater Teaching Versatility.



WATER COOLER	IQAC Coordinator	July 2019	To avoid dehydration in students and to avoid water born disease amongst students, faculties and supporting staffs.
CANTEEN	IQAC Coordinator	March 2020	The canteen provides adequate nutrition which gives students and staff high energy levels with proper sanitation.

Japna

IQAC Coordinator

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B. V. S.

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