

## **IQAC PLAN OF ACTION 2020-2021**

### **Online classes.**

- Academic Internal and external audit to be conducted as per ISO procedures.
- ~~Schedule for NAAC accreditation.~~
- To get qualification approval for newly appointed staff members.
- The staff members are encouraged to complete their Doctoral degree/NET/SET.
- Staff members are advised to increase their publication
- CIA Examinations to be conducted through online
- The IQAC has planned to continue remedial classes through.
- Academic Internal and external audit to be conducted as per ISO procedures.
- Guidelines for online university examinations.
- To conduct revision classes through online.
- To conduct national, international conferences/webinars/FDPs through online platform.
- Discussion on clubs and cells activities.
- To make an effective transition from in-person learning to remote learning.
- Faculties are trained quickly to use technology to aid their students continued learning.
- Academic plan for online classes were discussed.
- Syllabus updation.
- Examination committee was framed for online examination.



### On-campus classes

- Discussion on SOP for Covid-19.
- University communication to start the academic year.
- To get prepare for internal and external audit as per ISO procedures.
- To get ready for NAAC peer team visit.

Based on the suggestions given by the NAAC team, future plans will be discussed for the discussion.

*Japhia*

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

*B.K.S.*

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

## IQAC Minutes of Meeting

Date - 29.5.2020

Venue-Zoom meeting

Time -11.30.pm

### **Welcoming of members by IQAC chairperson:**

*IQAC chairperson Dr.Kamala Balakrishnan welcomed joint secretary, IQAC coordinator & members for the first meeting of this academic year 2020-21.*

### **Approval of previous minutes of meeting:**

*Previous minutes of meeting was read by IQAC member Dr. Parimala which was confirmed and recorded.*

### **Agenda1: Summarisation of Activities conducted during the lockdown period.**

*IQAC chairperson summarized the report on activities completed from 8/5/2020 to 28/5/2020 on webinar, quiz competitions organised by various departments during the lock down period and appreciated the team effort. Furthermore it was stated that the ultimate aim of conducting the webinar's is to acquaint our students into digital world.*

### **Agenda 2: Online FDP programme for faculty members**

*IQAC chairperson mentioned that online FDP on "Digital Technology" to be organized for faculties to adapt their teaching methodology towards online technical learning. Likewise IQAC coordinator Mrs. Japhia Solomon suggested Mrs. Meenakshi –member of IQAC to arrange an instructor through ICT academy. It was desired by members to impart hands on training in google classroom and you tube video recording which aids for an effective teaching.*

### **Agenda 3: Admission strategies for 2020 – 21**

*Chairperson invited suggestions from members to admit students for the academic year 2020-21. It was suggested by members to contact students and provide personalized communication by assurance of hike in incentives (after approval) as it would be an appropriate source to increase admission during this prevailing situation.*

*The chairperson voiced another strategy to increase admission through conducting competitions for plus-two students with the support of contacting headmasters through whats app or email, and stated that prize money can also be awarded (after approval of secretary) to encourage students participation.*

*Joint secretary Dr.P.E.R chand affirmed that he would assist in providing the contact details of headmaster of various schools.*

### **Agenda 4: Academic planning for 2020 – 21 post COVID 19**

*Joint secretary enquired about action plan to conduct classes for students during post covid*

*The following suggestions were given by members.*

- *To conduct model exam under batch system – Dr.Parimala*
- *Revision followed by test to be conducted – Dr.S.Uma Sarulatha*
- *Assignment can be considered for rewarding marks – Dr.Radha*
- *To catergorise students as average and below average and advice them to take up test. – Mrs.Meenakshi*



- *Online test can be conducted – Mr.Yuvnesh*
- *Joint secretary recommended to conduct online revision classes specifically for UG -final year students and PG- final year students, further raised his concern by stating that faculties should contact students individually and discuss Question bank as a moral support to encourage them to attend their exams without fear.*

Any other information:

It was stated by Principal that the primary responsibility of the members is to check the updation of website on a regular basis.

Admission fees can be waived for women candidate if proved that she is single child.

Subscribing our You tube channel to be made mandatory for staff and students to increase the number of viewers from 600 to 1700.

B.K. S  
24/12/2020

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## ACTION TAKEN REPORT 2020-2021

ACTIVITIES	IN CHARGE	DATE	ACTION TAKEN/ STATUS
ISO		15.02.2021	ISO internal and external audits were completed as per ISO procedure.
CIA EXAMINATIONS	Examination Committee	CIA 1 19.10.2020 – 23.10.2020 CIA 2 07.12.2020 – 11.12.2020	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	Revision 14.12.2020 – 18.12.2020	
FACULTY DEVELOPMENT PROGRAM		12.06.2020	FDP on Usage of EDTECH to connect # EDTECH
		18.06.2020	FDP on Beyond Covid beyond College – Converting stress to strength
CONFERENCE AND WORKSHOP	HODs and Faculty members	08.05.2020	COVID 19 An Insight
		08-05-2020	Webinar on "COVID 19 An Insight"
		11.05.2020	Webinar on Data in Digital Era



		12.05.2020	Webinar on Economic impact on Covid19
		13.05.2020	Med Talk on Combating Covid 19
		21.05.2020	Webinar on Entrepreneurship Opportunities in Atmanirbhar Bharat Abhiyan
		27.05.2020	Webinar on Application of Language Tools
		08.06.2020	Future of Finance and way forward to students and Professionals
		09.06.2020	Webinar on IoT and its Applications”
		10.06.2020	GST an overview & way forward for students to emerge as GST Practitioners
		20.06.2020	Webinar on Gender equality and Women’s Right
		20.06.2020	Yoga at Home and Yoga with family
		25.07.2020	Webinar on Data Science & its Application





		27.07.2020	Webinar on Teaching with Emotional Intelligence
		28.07.2020	Webinar on Accounting Practices & Principles in Various sectors
		29.07.2020	Webinar on 3 Pillars- Professional courses
		30.07.2020	Co-operative Enterprises A Resilient Model in time of COVID-19
		03.08.2020	Webinar on E-commerce and opportunities now and beyond post Covid-19
		06-08-2020	Resilience during uncertain times
		07.08.2020	Webinar on Applications of Vedic Mathematics
		10-08-2020	Webinar Series on "A Glimpse Of Forensic Science"
		17.08.2020	Webinar on Practical Approaches to understand English Literature
		31.07.2020	Webinar on Emerging Sectors of Emerging Indian Economy
		19.08.2020	Webinar on Linguistics and its Nexus





		21.08.2020	Webinar on Literature matters :Literary Appreciation and Interpretation
		15.10.2020	Virtual Webinar on Research- The need of the Hour
		20.10.2020	Webinar on Consumer safety & standards
		29.10.2020	Webinar on Vigilant India Prosperous India
		07.11.2020	Virtual International Conference on ""Importance of Microorganisms in Research – ICIMR-2020""
		24.11.2020	Nanotechnology in Biomedical Research
		24.11.2020	Transcriptomics for understanding of life functions
		24.11.2020	An insight into pathogenesis of Helicobacter pylori induced Autoimmune Thyroiditis
		24.11.2020	Oligonucleotide Therapeutics





		25.11.2020	Digital Advancements in Biomedical Devices
		25.11.2020	Carcinogens: The key role players in Cancer
		25.11.2020	Perspectives of material science and its diverse applications
<b>CANTEEN</b>			Canteen has been renovated.

  
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