

# Internal Quality Assurance Cell

## AnnaiVelankanni College, Tholayavattam

Accredited with B++ by NAAC; recognized under sections 12b and 2f of UGC act, 1956

### Report of the IQAC Meeting held on 05.07.2021

There was a meeting of the Management along with the members of IQAC on 05.07.2021 at Hall No. C.0.8 starting at 10:00 A.M. Dr.M.Xavier James Raj, President, Annai Velankanni College Administrative Board presided over the meeting in the presence of Rev. Fr. Dr. E. John Kulandai, Secretary/Correspondent, Dr. Gladys Lilly I.R.S., Treasurer, Rev.Fr. Dóminic M Kadatchadhas, Joint Secretary. Principal Dr. J. Johnson welcomed the gathering. Dr. S.R. Brintha, Vice Principal, Dr.J.M. Sasi Premila, Convener, IQAC, Dr. T. Vijaya Kumar, Asistant Convener, IQAC, Dr. F. Meena Theresa, Dr. S. Mary Helen, Dr. G. DominicBabu, Mr. Y.R. Berlin Raja Singh, Dr. A. Darlin Mary, Dr. D. AntoPravin Singh, Mrs.G. Jasmine Christabel and Dr.M. Anto attended the meeting.

Dr. J.M. SasiPramila, Convener, IQAC, Dr. Meena Therese, Team Leader, Criterion I, Dr. S. Mary Helen, Team Leader, Criterion II, Dr.G. Dominc Babu, Team leader, Criterion III, Mr. Y.R. Berlin Raja Singh, Team leader, Criterion IV, Dr. Darlin Mary, Team Leader, Criterion V, Dr. D.Anto Pravin Singh, Team Leader, Criterion VI and Mrs. G..Jasmine Christabel, Team Leader, Criterion VII made presentations at the meeting about the progress made regarding the NAAC accreditation.

Criterion I Team Leader Dr F Meena Therese, in her presentation, identified similarity in response to Feedback by students, getting Feedback from employers and BOS related Documentation as the issues. There was a discussion on the definition of Employer. It was decided to confirm the definition.

Criterion I Team Leader Dr F Meena Therese told that the Feedback related pending works would be completed within two weeks.

Criterion II Team Leader Dr S Mary Helen identified Key indicator 2.6: Student Performance and Learning Outcomes as the weak area. She further added that all works related to Performance and Learning Outcomes could be over within three weeks' time. She also said that Student Satisfaction Survey for the year 2020-21 was completed. Fr. Dominic M Kadatchadhas felt that the Mentor-mentee system in the college could be strengthened. A whatsapp group could be formed for the Mentor –Mentee group and meetings could be conducted online on a regular basis. Fr.Dominic M Kadatchadhas also insisted to have a Examination related Grievances Redressal Mechanism in the college and to address online examination related issues also.

Criterion III Team Leader Dr G Dominic Babu's presentation showed that there were lots of improvements to be made in areas of Research, Funded Projects, MOUs, Extension awards and recognition, and outreach programs.

It was decided that all Research Departments should ensure atleast one functional MOU before 31.07.2021.

The teachers were told to publish more research papers and the teachers of our College should publish the papers in the name of the college; atleast two papers are to be published before the end of the coming semester.

And the teachers working in our college should not indulge in carrying out research (Ph.D)as full-timers which goes against the norms of the college as well as that of the University..

Criterion IV Team Leader Mr. Y.R. Berlin Raja Singh, in his address, brought to the attention of the Management the following requirements.

1. All Classrooms to be made smart classes.
2. Indoor auditorium
3. Gymnasium
4. Library automation
5. Purchase of computers on a regular and frequent basis.

It was resolved to complete all works connected with the automation of the College Library before 31.08.2021.

It was resolved to improve library usage by staff and students.

All existing computers in the college would be made operational.

It was resolved to complete the process of fully automating the Library before 31.07.2021

To a specific question by the Correspondent Rev Fr Dr. E John Kulandai, Criterion IV Team Leader Mr. Y.R. Berlin Raja Singh responded that there was a need of 20 computers in the college at the moment.

Fr.Dominic M Kadatchadhas suggested organizing a Computer Class for the students of nearby villages every Sunday.

Criterion IV Team Leader Mr. Y.R. Berlin Raja Singh suggested having an augmentation policy regarding the purchase of computers.

Criterion V Team Leader Dr. A Darlin Mary told that the scholarship-related documents would be over by 31.07.2021. She also told that collecting documentary evidence regarding

placement of passed-out students was very difficult as students hardly responded. There was a suggestion to assign responsibility to one teaching staff for every 10 passed-out students to collect placement-related documentary evidence. Another opinion was a stronger and pro-active Mentor-Mentee system would pave the way for the smooth and easy collection of documentary evidences from passed-out students. She further told that she would all pending documentation related works within 31.07.2021.

Criterion V Team Leader made the following two suggestions: There could be separate entries for the financial help extended to the students of AVC by the Management (FOK) and the Placement Cell could be strengthened.

The presentation of Dr. D. Anto Pravin Singh, Team Leader, Criterion VI was as follows.

➤ **Work Completed**

- ✓ AQAR- work is completed up to the academic year **2019-2020**
- ✓ SSR- Department Level (2 Questions) – **Work Completed**
- ✓ SSR- Office Level (4 Questions) - **Partial Work is completed** because already we have collected the same data for AQAR questions only for this academic year we have to collect the information and update it in excel format.

➤ **Work to be completed**

- ✓ In SSR- IQAC Level (4) Questions- Data is available in the IQAC office the IQAC has to sit with the team and write answers for the questions- **Work Pending due to Covid - 19.**
- ✓ In SSR, Management (4 Questions) and Principal Level (1Question) – I have discussed the questions with IQAC Convener and Co-Convener and they have given their data requirement to the Management- **Work pending due to Covid-19**
- He further noted that there was a need to have a discussion with our External Expert Dr C. James, Dean, IQAC, Scott Christian College( Autonomous), Nagercoil, regarding certain QIMs

Mrs. G. Jasmine Christabel, Team Leader, Criterion VII , in her presentation, listed the works assigned to her.

➤ **To collect QIM data from Departments/Committees**

- ✓ 7.1.1 Gender equity Programmes
- ✓ 7.1.8 Environment Consciousness
- ✓ 7.1.9 Sensitization of the students – some programme related to human values , rights
- ✓ 7.1.11 Celebration of International Days

➤ **General Comments/Observations from the Management**

- ✓ There need to be time-bound planning and execution; all schedules/deadlines to be adhered to.

- ✓ Weaker areas to be identified and strengthened.
- ✓ Each Criterion Team to assess their progress and do the needful to accomplish whatever is required to achieve our objective of A/A+
- ✓ Management is ready to support; any requirement/difficulty to be brought to the notice of the Management.
- ✓ Criterion Team Leaders to own responsibility, act and ensure things
- ✓ Action Plans required for accomplishing things.

The meeting came to an end at about 02:00 P.M.

05.07.2021

*M. L. L.*  
CONVENER

*J. J.*  
5/7/21  
PRINCIPAL

**PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT**



**Internal Quality Assurance Cell**  
**Annai Velankanni College, Tholayavattam**  
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**Report of the IQAC Meeting held on 16.07.2021**

A meeting of IQAC was conducted on 16.07.2021 at 11:00 A.M. at IQAC Office. Dr. M. Anto, Convener, IQAC presided over the meeting. Dr. F. Meena Theresa, Dr. S. Mary Helen, Dr. G. Dominic Babu, Mr. Y. R. Berlin Raja Singh, Dr. D. Anto Pravin Singh, and Mrs. G. Jasmine Christabel attended the meeting.

**I. Convener's address to the Criterion Team Leaders**

1. Due to COVID-19 situation, NAAC extended the completion of the academic year 2020-21 to 31.12.2021 ( definition for the academic year 2020-2021 is from 1st June 2020 to 31st December 2021 for **NAAC Self-Study Report (SSR) and Data Validation Verification (DVV) purposes only** – as per NAAC Circular dated 14.05.2021).
2. Our objective is A/A+
3. Teachers alone can achieve, as 85% of the metrics are Teacher-oriented. Even though the remaining 15% are Management-oriented, those metrics require contribution from the Teachers for their optimal usage.
4. All teaching staff to work as a team and to discharge their respective responsibilities; to dedicate themselves; to be ready to put up efforts in the excess of 100%.
5. There is a possibility of achieving A/A+; hence we are duty bound to make it happen in the face of the threats that looms large over the college in the forms of National Education Policy and Competition.
6. Criterion Team Leaders to show lot of patience with the Team Members; to make things easier for them; to explain things very clearly without any room for any confusion or doubt. As Team Members are the ones who make things happen, it is our responsibility to guide them sincerely and seriously so as to make them work efficiently and effectively.
7. To keep in mind that the available time is too short.
8. Criterion Team Leaders to be ready with all their Homework/Preparation/Action Plans and be in a position to guide their Team Members for the coming semester now itself as we would be hard-pressed for time once the Academic Year begins.
9. Before the start of the Academic Year, there would be a meeting of our IQAC team with Dr. James, Dean, IQAC, Scott Christian College, Nagercoil.

**II. The Criterion Team Leaders were told the following at the Meeting.**

1. To carry out all NAAC Accreditation related activities continuously and regularly at the right earnest.
2. To strictly adhere to all instructions given and to keep in mind all comments made by the Management at the Meeting dated 05.07.2021
3. To adhere to all due dates as decided at the Meeting dated 05.07.2021
4. To submit to IQAC a copy of the list of inputs given to SSR Team.
5. To identify the metrics that can be opted out.
6. To identify those metrics which require Infrastructure/Management support.
7. To identify the metrics those remain untouched.
8. To identify the metrics for which there is no further improvement required.
9. To identify the metrics for which there is still room for improvement
10. To activate all UNITS of the college
11. To identify and list the requirements for your criterion area which require Management's attention
  - Criterion Team Leaders told that they would submit a list to IQAC.

12. All reports to the Principal to be well-written, well-formatted and accurate.
13. All meetings conducted by Criterion Team Leaders to be well-documented (Circular, attendance and report – copy of the report to iqac.avct@gmail.com).
14. To equip themselves by reading a lot of literature connected with their respective criteria

**III. Proposals to Management suggested at the Meeting**

1. WINTECH Plagiarism Software
2. Language Lab
3. Gymnasium
4. Indoor Stadium
5. Learning Management System ( Google Classroom / Moodle / Microsoft)
  - Moodle preferable
6. Day Care Centre
7. Common Waiting room for girls
8. Solar Energy
9. Sensor based energy conservation
10. Use of LED bulbs/power efficient Equipment
11. Financial Support to attend conferences /workshops and towards membership fee of professional bodies

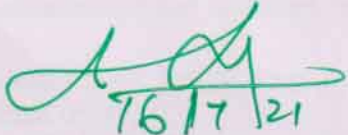
**IV. Other Suggestions made at the Meeting by the Criterion Team Leaders**

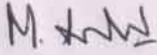
1. To circulate the report of the I Cycle NAAC Visit to all Criterion Team Leaders and Heads
2. All NAAC Accreditation activities to become routine and regular affairs of the College; NAAC Accreditation activities to become part and parcel of the College Mainstream.
3. At the moment the Teachers are familiar with that single Criterion that they deal; we need to reach a position where all teachers are familiar with all Criteria.
4. There was a suggestion to make all teaching staff attend the College at least once in a week so that NAAC Accreditation related works could be carried out. It was decided to wait for one more week so that Government's intentions regarding starting the Academic Year would be known by then.

The meeting came to an end at about 01:00 P.M.

16.07.2021



  
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KANYAKUMARI DISTRICT

  
CONVENER

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**Report of the IQAC Meeting held on 22.07.2021**

A meeting of IQAC was conducted on 22.07.2021 at 01:00 P.M. at IQAC Office. Dr.M.Anto, Convener, IQAC presided over the meeting. Dr.F.Meena Theresa, Dr.S.Mary Helen, Dr.G.Dominic Babu, Mr.Y.R.Berlin Raja Singh, Dr. A. Darlin Mary, Dr.D.AntoPravin Singh, Mrs.G.Jasmine Christabel and Dr. T. Vijayakumar, Assistant Convener attended the meeting.

It was decided to collect the Quantitative Metrics related data for the Academic year 2020-2021 in prescribed format before 31.07.2021.

The Criterion Team Leaders were told to submit the following details, regarding their metric, as a report before 25.07.2021. The details to be included would be as follows:

- i. The metric to be opted out of Criterion Nos: III, IV, V and VI
- ii. The metrics left untouched
- iii. The metrics that require improvement
- iv. The metrics that require no further improvement
- v. The metrics that require support from Management
- vi. Inputs submitted to SSR writing Teams,, regarding qualitative metrics.
- vii. List of Q<sub>n</sub>Ms for which improvements are still possible

The Criterion Team Leaders who hadn't submitted the reports of the Criterion Level Team Meetings, so far, were told to submit before 25.07.2021. They were, once again, reminded to document their Meetings without fail.

As all Criterion Team Leaders had submitted list of requirements from their respective Criteria, it was decided to consolidate those lists along with the list finalized at the last Meeting (dated 16.07.2021) and submit the list to The Management.

It was resolved to organize the Team Leaders' Meeting once in week so that the progress of the NAAC Accreditation related works would be kept track.

It was resolved to have a Meeting of Dr.J.M.SasiPramila, Dr.T.Vijaya Kumar, Dr.D.AntoPravin Singh and Dr.M.Anto to chalk out IQAC-specific activities, coming under Criterion VI.

It was resolved to have an one-to-one Meeting with Criterion VII Team Leader on 26.07.2021 to speed up the Criterion Level Activities.

It was resolved to continue with the practice of collecting the evidences connected with the placement of outgoing students through the class tutors; the services of the Mentors could be availed after the Mentor- mentee system became strengthened.

There was a suggestion from Dr.S.Mary Helen that efforts could be made to have an MOU with Mar Ephraem College of Engineering, ElavuVilai as there was an effort during I Cycle.

Dr.S.Mary Helen also suggested that the college could think of having its own Research Journal.

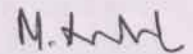
There was a reminder from Dr. T. Vijaya Kumar that the works connected with the publication of IQAC Newsletter could be speeded up.

The Criterion Team Leaders were reminded of the pending works as reported by them at 05.07.2021 dated Meeting and to complete them within the time-frame agreed by them at the meeting.

The Convener told the Criterion Team Leaders to take all necessary follow-up actions to carry out all decisions/instructions found place in reports of IQAC Meetings.

The Meeting came to an end at about 03:30 P.M.

22.07.2021



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**Report of the IQAC Meeting held on 28.07.2021**

A meeting of IQAC was conducted on 28.07.2021 at 11:00 A.M. at IQAC Office. Dr.J.Johnson, Principal presided over the meeting. Dr. F. Meena Theresa, Dr. S. Mary Helen, Dr. G. Dominic Babu, Mr. Y. R. Berlin Raja Singh, Dr. A. Darlin Mary, Dr. D. Anto Pravin Singh, Mrs. G. Jasmine Christabel, Dr. T. Vijayakumar, Assistant Convener and Dr. M. Anto, Convener took part the meeting.

Principal announced that there would be a meeting of IQAC with Management on 31.07.2021 at 10:30 P.M.; it would be a review meeting; the Criterion Team Leaders would be required to make presentations; the presentations to deal with metric-wise progress; to show that where do we stand now metric-wise; to show a clear picture of where do we intend to reach by 31.12.2021 and its route map. Principal further added that a review meeting with Management would be conducted on the second Saturday of every month.

In addition to the review meeting with the Management, it was resolved to have one regular IQAC meeting, one joint Meeting with the Heads and one joint meeting with the Conveners every month.

It was resolved that the Criterion Team Leaders would be in a position to provide metric-wise guidance ( i.e., to be able to list out metric-wise requirements/programmes/activities to be carried out) so that the coming semester could be fully utilized by all the teaching staff to attain our intended objective of getting A/A+ grade.

It was resolved that the Criterion Level Meeting Reports would be required to be posted in IQAC and Heads Whatsapp group to keep the Heads in the know.

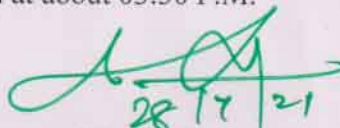
It was resolved that attendance in meetings to be ensured; absentees at meetings to be brought to the attention of the Principal; in case of someone unable to attend the meetings, someone else from the Department would attend in his/her place.

It was resolved to organize all Criterion Team Meetings on a single day next week and to have a Meeting with the Heads also the same day to brief them.

As the evaluation of Criterion I, II and III were completed before March, 2021 (Announcement of lockdown), it was now resolved to continue with the evaluation for the other Metrics.

The Meeting came to an end at about 03:30 P.M.

28.07.2021

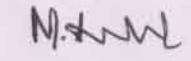
  
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**Report of the IQAC Meeting held on 31.07.2021**

There was a meeting of the Management along with the members of IQAC on 31.07.2021 at Hall No. C.0.8 starting at 10:00 A.M. Dr.M.Xavier James Raj, President, Annai Velankanni College Administrative Board presided over the meeting in the presence of Rev. Fr. Dr. E. John Kulandai, Secretary/Correspondent and Dr. Gladys Lilly I.R.S., Treasurer. Principal Dr. J. Johnson welcomed the gathering. The Team Leaders Dr.F. Meena Theresa, Dr. S. Mary Helen, Dr.G. Dominic Babu, Mr.Y.R. Berlin Raja Singh, Dr. A. Darlin Mary, Dr. D. Anto Pravin Singh, Mrs. G. Jasmine Christabel, Dr.T. Vijaya Kumar, Assistant Convener, IQAC, and Dr.M. Anto, Convener, IQAC attended the meeting.

The report of the previous meeting (dated 05.07.2021) of IQAC with Management was submitted by the Convener Dr.M.Anto.

The Convener, in his address, brought to the attention of the Management two issues being faced by IQAC, viz.,

1. The IQAC team is aware that there is a possibility of attaining A, but no knowledge about exactly how long it remains to be covered to attain A.
2. There is mechanism required to monitor documentation related works at regular intervals.

The President Dr.M.Xavier James Raj told that Dr.S.Jeya, the former Criterion VII Team Leader would be required to assist the incumbent Criterion Team Leader Mrs. G.Jasmine Christabel and attend all IQAC Meetings. The Treasurer Dr.Gladys Lilly told the following to the Criterion VI Team Leader:

- The Camera as requested by IQAC was purchased and handed over to the Principal on 11.07.2021
- Works connected with Solar Energy would be started in a short while
- All necessary improvements would be made to the rain water harvesting pits;
- Recent tree plantation drive could be included as an activity of Eco Club.
- NSS
- Management is ready to support; requests to be submitted at least 48 hours in advance
- Advised the Team Leaders to stop with the habit of approaching the Management in the last moment

The Correspondent Rev.Fr.Dr.E.John Kulandai told that NO ENTRY signboards could be displayed to restrict the entry of vehicles inside the campus.

The President Dr.M.Xavier James Raj observed that the presentation of Criterion VII Team Leader required improvement and to a specific question by the President, the Criterion VII Team Leader responded that she would ensure completion of all pending works by the end of August.

In his presentation, Dr.D.AntoPravin Singh, the Criterion VI Team Leader told that to discuss the qualitative metric 6.1.2 dealing with decentralization and participative management, **Internal Examinations** had been chosen as the Case Study.

One example of activities chosen to show the successful implementation of Perspective /Strategic Plan based on the strategic plan was **to make the College a full-fledged Higher Education Institution, as a University**. The Correspondent corrected the example as **to make the College a full-fledged Higher Education Institution, as an Autonomous Institution**.

Regarding 6.5.1, the two chosen examples of best practices, that contributed significantly for institutionalizing the quality assurance strategies and processes, were **COC** and **Smart Classrooms**.

During the presentation by the Criterion VI Team Leader Dr.D.AntoPravinSingh, the President and the Secretary/Correspondent told that the internal audit was being carried out. And maintained that the College was a minority one.

President told the Team Leaders the write-ups could be handed over to the Correspondent or the Treasurer to make improvements.

President told to the Criterion V Team Leader Dr.A.Darlin Mary the following

- to collect documentation for the lockdown period also.
- HODs to ensure completion of pending works at Department level.
- To handover a copy of the presentation to Criterion Team members

Correspondent Rev.Fr.Dr.E.John Kulandai that the presentation of Dr.A.Darlin Mary had shown improvement and she had grown in self confidence. The President and the Correspondent had sought details about the functioning of Students' Welfare Fund.

President was of the opinion that having only 30 placements during the past five years was a bit low a number and hence an all out effort was required to collect complete details regarding placements of outgoing students.

President was of the view that spoken English classes could be handled during the lockdown period also.

A copy of the presentation could be handed over to the Criterion Team Members and the Heads.

Fine Arts Committee could organize programmes online.

Correspondent complemented the Criterion V Team Leader that her presentation improved a lot and she grew in self confidence too.

Criterion IV Team Leader told that for the norms governing the size of Classrooms and other related infrastructure, he would search the UGC website for UGC guidelines.

The Team Leader is the authority to ensue the metrics of his particular criterion.

Verification data is the job of Criterion Team Leaders.

Library Automation still remain a disappointment.

The Team Leader could get the Audit report from the Accountant and the necessary data could be obtained from it.

The SSR Writing Team could start writing

All library related expenditures could be collected from the Librarian.

Library usage to show improvement and to be well documented.

Some of the Departments having their own Libraries and usage there also could be documented and taken into account.

➤ Presentation of Criterion III

- No MOUs with nearby Colleges - Departments of Bio Tech and Computer Science yet to sign MOUs.
- 3.4.2.1 Could be opted out.
- 3.2.2.1 At least one seminar in the coming semester – in AQAR, there is subject related Seminar.
- Principal informed that Mr.Leo would be visiting the College next week and would be having a meeting with Criterion Team Members regarding Incubation Centres.
- There were suggestions to have MOUs with Scott Christian College, Nagercoil and Mar Ephraem College, ElavuVilai.
- Lot of work, connected with Criterion III, is pending.
- COVID-19 Vaccination Camp could be included
- Extension activities in collaboration with external agencies – a lot more work required to be completed.

➤ . Presentation of Criterion III

- Teachers alone to contribute; no management role
- SC/ST scholarship low for SF Colleges.
- No ST Students in our college.
- Assessing Learner Levels – 05.08.2021 is due
- Mentor-Mentee documentation could be completed when students start coming to the college.
- CO/PO workshop to be conducted.
- E-content Development

➤ Presentation of Criterion III

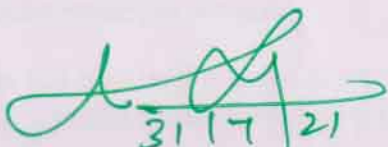
- To give responsibilities to Heads regarding Employer Feedback
- Website – online feedback
- NPTEL – students to encouraged to join.

The Meeting came to an end at about 01: 00 P.M.

31.07.2021

M. L. M.  
CONVENER



  
31/7/21  
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**Report of the IQAC Team Leaders Meeting held on 06.09.2021**

A meeting of IQAC was conducted on 06.09.2021 at 03:30 P.M. at IQAC Office. Dr. M. Anto, Convener, Dr. T. Vijayakumar, Assistant Convener, IQAC, Dr. F. Meena Theresa, Dr.S. Mary Helen, Dr.G. Dominic Babu, Dr. A. Darlin Mary, Dr.D. Anto Pravin Singh, Dr.S. Jeya took part in the meeting.

For the next sitting of interaction with Dr C James, Dean, IQAC, it was resolved to be ready with the 'Qualitative Metrics' in PPT in addition to 'Quantitative Metrics'.

It was resolved to conduct the Internal Academic Auditing in stages. As the first stage of the Internal Academic Auditing, it was resolved to organize a Power Point Presentation of the Heads regarding the 'Quality Assurance Measures' taken at the Department Level during the past FIVE years.

For the review meeting planned for 11.09.2021, it was resolved to be ready with the 'progress' made after the last review meeting, adherence to due dates, newer proposals made to Departments and Committees along with the PPT presented at the last review meeting.

The meeting came to an end at about 04:30 P.M.

06.09.2021

*M. Anto*  
CONVENER

*[Handwritten Signature]*  
6/9/21  
PRINCIPAL

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**Report of the IQAC Meeting held on 23.09.2021**

**Proceedings of the Meeting:**

1. The Convener placed the *Draft Annual Plan 2021-22* at the meeting. The members had a deliberation on the draft and proposed to include *Internal Academic Audit*. It was resolved to include *Internal Academic Audit* in the Annual Plan 2020-21 and to pass the Annual Plan 2021-22.
2. It was resolved to conduct *Internal Academic Audit* on the first week of January 2022.
3. The Convener placed the *Draft Action Plans for the Academic Year 2021-22*. Discussion ensued. Based on the discussions, the following resolutions were made at the meeting
  - i. It was resolved to pass the *Draft Action Plans for the Academic Year 2021-22* for implementation.
  - ii. It was resolved to conduct Socio Economic Survey at the villages being adopted.
  - iii. It was resolved to encourage the Departments to take efforts to receive EDP related Funded Projects
  - iv. It was resolved that Student Exchange and Faculty Exchange programmes to be a TWO way affair and each and every Department to have a self- introspection in that respect and to be in a position to contribute to the Institution with which we collaborate; each and every Department to have concrete plans to give back to our collaborating Institutions qualitatively and quantitatively.
  - v. It was resolved to have Awards/Appreciations/Recognitions at College Level as an encouragement to our own staff.
  - vi. It was resolved to have a Best Department Award on the basis of Semester wise presentations; the Awardee Department would be decided on the basis of pre-set criteria; IQAC would formulate criteria.
  - vii. It was resolved to discuss with the Placement Cell to find ways to increase the number of students getting selected at Competitive Examinations, like TNPSC.
4. It was resolved to impart training to our teaching staff on Online Teaching Tools.

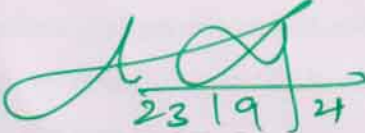
5. It was resolved to initiate a discussion on the *Identification of the Future Plans of the College* at all levels of the College and the inputs to be collected and reported at the next Meeting of IQAC.
6. It was resolved to have a Brainstorming Session on
  - *Distinctiveness of the College*
  - *Best Practices of the College*
  - *Programme Outcomes/Course Outcomes*
7. Rev. Fr. Dominic, the Management Representative to IQAC, told the members the following
  - i. The Management is taking steps to improve the number of students getting selected to Uniformed/Armed forces; there is plan to have a tie-up in this regard.
  - ii. Our College is selected to host the University Level Athletic meet this academic year; he further added that the 400 meters track facility, in our College, is one among the three available in the district.
  - iii. Action plans to be supported by well laid-out and concrete plan of actions; one should be able to quantify outcomes.
  - iv. Make efforts to receive Full Bright Scholarships.
  - v. The Criterion III Team Leader to have continuous and constant monitoring over the Departments on the progress being made in applying for Funded Projects.
  - vi. The Criterion III Team Leader to have continuous and constant monitoring over the Departments on the activities being carried out under MOUs.
  - vii. Failure is part of life; never be afraid of failure; try without any let-up; you will reap the fruits.
  - viii. The developing of the College website is to the responsibility of the Department of Computer science; the Department first needs to pool the expertise available within the campus, both staff and students, in this regard and to make all efforts to develop the Website. As and when we find it necessary, external assistance would be sought.

- ix. The list of the staff members attending 5 day FDP on *Online Teaching Tools* to be collected and the expertise received by them would be utilized to train our staff.
8. Dr.F.Meena Theresa, Criterion I Team Leader and Associate Professor, Department of English brought to the attention of the Management Representative that the Spoken English Skills among the staff could be improved.
9. Dr.G.Dominic Babu, Criterion III Team Leader, reported that the Departments of Mathematics, Chemistry and Bio Technology submitted TNSCST funded projects for students.
10. Dr S Mary Helen, Criterion II Team Leader pointed out that Funded projects have been dried up and it was very difficult to receive funds; she further added that one could make attempts to get funds from EDP.
11. Principal Dr. J. Johnson brought to the attention of the Management Representative the College becoming the member of a consortium of 20 reputed Colleges headed by Nehru College of Arts and Sciences, Coimbatore through an initiative of the Department of Commerce of our College.Principal further added that a one hour slot is provided to our College to conduct a live programme as part of the initiative of the Consortium to organize a 24 hour long academic programme with the objective finding place in Asian Book of Records.

23.09.2021

M. L. L.  
CONVENER



  
23/9/21  
PRINCIPAL  
**PRINCIPAL**  
**ANNAI VELANKANNI COLLEGE**  
**THOLAYAVATTAM - 629 157**  
**KANYAKUMARI DISTRICT**



**Internal Quality Assurance Cell**  
**AnnaiVelankanni College, Tholayavattam**  
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**Report of the IQAC Meeting held on 29.11.2021**

A meeting of the Heads of the Departments and the Criterion Team Members from the Departments was conducted by IQAC on 29.11.2021 at M.0.2 at 12:00 Noon. Principal Dr J Johnson presided over the meeting. In his address, Principal underlined the necessity of inviting the Heads to the Meeting along with the Criterion II Team Members of the Departments as Criterion II deals with Teaching Learning and Evaluation which would completely be carried out by the Teachers. Principal also touched upon the importance of Outcome Based Education (OBE) as the concept was in vogue in the Colleges that took part in the consortium of 20 reputed Colleges headed by Nehru College of Arts and Sciences, Coimbatore and the necessity of our Teachers getting familiar and getting trained in that regard.

Convener Dr M Anto spoke. His address included the following.

- The Departments could follow the Mechanism as finalized by the Team Leader in her discussion with the Team Members to classify the Slow Learners and Advanced Learners.
- Departments to identify and carry out atleast THREE special programmes for slow learners of which atleast one would be an enrichment programme and atleast THREE special programmes for Advanced learners of which atleast one would be an enrichment programme.(A special programme would be required to be a programme conducted inside the classroom involving Teacher and Students and that run through the Semester at frequent and regular intervals).
- Departments to identify and carry out THREE Programmes each under Experiential Learning, Participative Teaching and Problem Solving Teaching Methodologies. Here also the programme would be required to be a programme conducted inside the classroom involving Teacher and Students and that run through the Semester at frequent and regular intervals).
- Departments to utilize and exploit the interactive boards completely; suitable and relevant ICT Tools and Software's to be identified and used as and when required; each Teacher to have a clearly defined curriculum delivery plan that incorporate suitable tools and software's appropriately. At this point of time, Principal told the Heads to ensure the full use of the interactive board by providing opportunity to other clauses also and to keep a register to regulate the usage of the interactive boards by all colleges of the Departments.
- The mentors would be required to take all efforts to gain the trust and confidence of their mentees so that the mentees would feel free to divulge issues with the

mentors. As per SOP, a mentor-wise list of issues identified and resolved would be required.

- On the Open Day, Departments would ensure that all the students could check all answer sheets of all the students of all the subjects of a particular class; the Convener suggested that on the Open Day, this could be ensured through the Class Representative.
- The Subject Teachers would be required to record all corrections made at the instance of the students during the Open Day.
- The HOD would be required to report to the Principal after the Open Day, had there been NO grievances.
- Regarding Course Outcomes and their attainment, a training programme would be arranged for the Teachers soon.

Then the Criterion Team Leader Dr S Mary Helen spoke. Her address covered the following.

- She narrated the mechanism to classify the Slow Learners and Advanced Learners.
- She narrated Blended Learning and Flipped Classroom Learning and suggested that the Heads and Team Members could incorporate as a Curriculum Delivery Plan as that would help them to make the classes Student- Centric.
- She explained about the Unit Plan being introduced in the Department of Chemistry to the Heads and the Team Members and told them to introduce it in their respective Departments.
- She described the modalities of documentation connected with Mentor-Mentee System

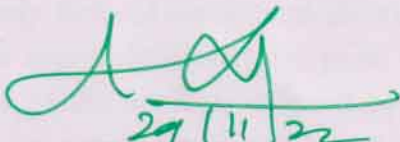
For a clarification raised by Dr J M Sasi Premila, Head, Department of Bio Technology, regarding Master Plan/Unit Plan the Convener responded that the final word regarding Master Plan/Unit Plan would be given to the Departments in a week's time.

The Meeting came to an end at about 01:45 PM.

29.11.2021

M. L. S.  
CONVENER



  
29/11/22  
PRINCIPAL  
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**Report of the IQAC Meeting held on 12.04.2022**

A meeting of the Team Leaders of IQAC was held on 12.04.2022 at 01:30 P.M. at the IQAC Office. The proceedings of the meeting were as follows.

- Dr S Mary Helen, Team Leader, Criterion II, told about the 4 crore fund received by Institution Innovation Council(IIC) of Francis Xavier College of Engineering under Medium Small Micro Scale Enterprises(MSME) scheme of the central government and Francis Xavier College of Engineering college could distribute the fund to eligible colleges of the locality and hence our college also could take efforts for getting funds from them by proving our credentials.
- Mr. Y R Berlin Raja Singh, Team Leader, Criterion IV suggested to upload the sports activities of the college in Fit India Movement Portal.
- Mr. Y R Berlin Raja Singh, Team Leader, Criterion IV suggested that the greenery of the College Campus could be one distinctiveness of the college.
- Dr T Vijayakumar told about the proposed visit of the Students and Teachers of the Home Science College, Tuticorin, with which the Commerce Department of our college is having an MOU, to AnnaiVelankanni College, Tholayavattam.
- Dr G Dominic Babu told the meeting the Departments of Physics and Chemistry received funds to the tune of Rs 7500/- each under TNSCST Projects.
- The Convener told the meeting the plan of the Incubation Centre to conduct Idea Competition before the end of April,2022.
- The Convener told the Meeting that the Memorandum of Understanding (MOU) with Scott Christian college (Autonomous), Nagercoil would be signed before the end of April,2022.
- The Convener suggested 'Operations & Maintenance' as one of the Best Practices for the coming cycle.
- It was resolved to bring to the attention of the Management the resolution passed at the 23.09.2021 IQAC Meeting.

- Regarding the Best Department Award, it was resolved that the convener would submit a draft on the criteria to be followed.
- It was resolved to convene a meeting of the Placement Cell to discuss about creating awareness among the students regarding TNPSC competitive examinations.
- It was resolved to take efforts to get Full Bright Scholarships/Awards for our Students and Teachers.
- It was resolved to conduct regular IQAC Meeting before the end of April,2022.
- It was resolved to organize one Professional Development Programme before the end of this semester.
- It was resolved to do SWOT Analysis once in every semester both at College and Department Level.
- It was resolved to get feedbacks for the Odd Semester of 2021-22 through Google Forms.
- It was resolved to take all possible efforts popularize the IQAC AVC YouTube Channel among the students, alumni, parents and the public.
- It was resolved to complete the works connected with the analysis of the Performance Appraisal Reports before the end of April,2022.
- It was resolved to conduct Administrative and Academic Audit during the First Week of May, 2022 and other quality audits(Energy Audit, Green Audit, Environmental Audit) before the end of May,2022.
- It was resolved to bring to the attention of the Principal in connection with the improvements to be made to the functioning of the Students' Council.
- It was resolved to organize Beyond the Campus Awareness Programmes' through Eco Club.

12.04.2022

*M. L. M.*

CONVENER



*A. A.*  
12/4/22

PRINCIPAL

**PRINCIPAL**  
**ANNAI VELANKANNI COLLEGE**  
**THOLAYAVATTAM - 629 157**  
**KANYAKUMARI DISTRICT**