



## **ANNUAL REPORT 2014 – 2015**

Faculty Training Programme on the Sustainability Platform (TSP) – Capacity Building Initiative was organized by IQAC on 16<sup>th</sup> June 2014 and 235 staff benefitted.

The core committee members of IQAC attended several meetings on 27<sup>th</sup> June; 1<sup>st</sup>, 4<sup>th</sup> and 8<sup>th</sup> July 2014 to discuss and consolidate the data for AQAR report. The report for the academic year 2013 – 2014 was posted on 10<sup>th</sup> July 2014.

An orientation on Library usage was done for the I UG / PG/ M.Phil. Students (1329) from 30<sup>th</sup> June to 4<sup>th</sup> July 2014.

As a Quality Initiative the Internal and External Marks are statistically correlated and the Reports are communicated to the Departments for every semester. Z values are calculated comparing the marks of I and Final semester for U.G. programmes and I and Final semester for P.G. programmes. The Reports are communicated to the Departments.

The members of core committee met on 14<sup>th</sup> July 2014 to plan and prepare the Academic calendar for 2014 – 2015, to conduct the orientation programme for the newly recruited staff and to revise the format of feedback forms from different stake holders – Parents, Present students, Alumnae, User agencies to fulfill the requirements of NAAC.

An IQAC Initiative for this Academic year was to train faculty on SMART classes. A series of training sessions were conducted for the staff as follows.

- Training on SMART Board on 11<sup>th</sup> August 2014
- Introduction on SMART Board Technology on 18<sup>th</sup> August 2014
- Training on usage of SMART Board on 13<sup>th</sup> October 2014
- Programme on advantages of SMART Board on 3<sup>rd</sup> February 2014

On 13<sup>th</sup> August 2014, the core committee met to prepare templates for documenting the Departmental activities according to the NAAC parameters, to address the Student Council Members (SCM) to constitute the quality circles and reconstitute sub-committees along with representatives from each Department for IQAC.

The meeting of the IQAC members was held on 19<sup>th</sup> December 2014 to discuss the plan to collect information from Departments as per the AQAR format for the academic year. It was decided that

filled in templates need to be sent to IQAC by the 1<sup>st</sup> week of every month and the core committee has to check and verify the proof during the month of March.

**Suggestions given by the members**

- Department wise representatives for each parameter
- Staff representatives for Shift II to be included as IQAC members
- Group e-mail ID to be created for each subgroup of the NAAC parameter
- Heads of the Departments to inform staff to collect the documents for all extended services and linkages offered by the Departments

Orientation programme on “My College and its Activities” for Science and Arts faculty (70) with less than 5 years of service in Shift II and recent recruits of Shift I was organized by IQAC on 28<sup>th</sup> and 29<sup>th</sup> January 2015. Rev. Dr. (Sr.) Jeusin Francis, Principal addressed the gathering and emphasized the responsibilities of a good teacher. The faculty were oriented towards “College Culture” by Sr. Christina Bridget, HoD of Commerce, “Curriculum Designing” by Dr. A. Leema Rose, Dean of Science, “Teaching and Learning Methods” by Dr. M.” by Dr. S. Vasanthi, Associate Professor of Commerce and “Extension Activities” by Dr. S. Lilly Rosari, Associate Professor of Commerce. Mary Jayanthi, Assistant Professor of English, “Evaluation Techniques” by Dr. S.M. Pushpa Rani, Dean of Arts, “Research Development. The sessions were highly interactive and participative and enabled the teachers to refresh themselves and learn new strategies and techniques to improve their career. Feed-back forms were distributed to all the participants and the responses were consolidated.

Feedback from Students, Parents and Self-Appraisal from Teachers was done and Feedback from parents was collected during Parent-Teacher meet conducted by different Departments.

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