



CRITERION 6

SSR CYCLE IV

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5. Internal Quality Assurance System

6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

**ORIENTATION / STUDENT INDUCTION PROGRAMME
FOR FRESHERS**

2018 - 2023

2018 - 2019**A.P.C. Mahalaxmi College for Women, Thoothukudi.****Orientation to Freshers****2018-2019****18.06.2018****Report**

Orientation Programme for freshers was organised by the Internal Quality Assurance Cell of the College on 18th June 2018 in the Auditorium to:

- Orient the students about the rules and regulations followed by the institution.
- Make them aware of the various student support services offered by the institution.
- Inform the students about the internal and external assessment systems, and extension activities.
- Create a pleasant environment to make the students feel comfortable and enthusiastic.

Dr. K. Sathya Bama, Principal of the College delivered the welcome address and explained the vision and mission of the institution. She also highlighted the initiatives taken by the institution for the betterment of the student and the importance of education for women. She advised the students to maintain discipline in the campus and wished the students success in all their endeavours. The heads of the departments belonging to arts and science discipline addressed the students on topics such as rules and regulations of the college, code of conduct to be followed by the students, internal and external examinations, extension activities, sports, fine arts, scholarships, additional courses offered, and amenities available in the college. Students were insisted not to involve in activities such as ragging and that they should respect other students and teachers. Students were informed about the statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment. They were motivated to take part in various co-curricular and extra-curricular activities. 690 new entrants of I UG attended the orientation programme. The orientation programme came to an end with the vote of thanks proposed by Dr. T. Lilly Golda, Coordinator, Internal Quality Assurance Cell.

K. Sathya Bama

PRINCIPAL
A.P.C. Mahalaxmi College For Women
TUTICORIN-2.

2019 - 2020

**A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI****Orientation for Freshers and PTA Meeting****2019 – 2020****Report****Name of the Programme: Orientation for Freshers and “The Art of Parenting”****Date: 15.06.2019****Venue: Classrooms****Time: 10am to 12.30pm****Organized by: Internal Quality Assurance Cell (IQAC)****Objectives:** To provide positive atmosphere for learning as well as harmonious relationship between parents, teachers and students.**Addressed by: HODs and second senior most faculty of all the Departments****Topics Discussed:** Rules and Regulations, College timings, dress code, attendance, Mentor mentee system, Syllabus, Internal tests, Classroom activities, Rank card, Infrastructure, Bridge courses, Fine arts, Scholarships, Extension activities, Add on courses, Value added courses, Grievances Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell, Health and Hygiene, Eco Consciousness, Associations, Clubs and Forums, Prizes, IQAC awards etc.**Highlight of the programme:** Online feedback was collected from the parents about college campus and this programme.**Beneficiaries:** 738 students (First Year students of all programmes)**Outcome:** Made them to know about all the activities and offered students and parents a glimpse of our college that will play a defining role. Provided guidance, as well as equipping parents with a more accurate mental picture of about their ward and made them comfortable with navigating the campus.*N. Naanarumani***PRINCIPAL**

PRINCIPAL

*A.P.C. Mahalaxmi College For Women
TUTICORIN-2.*

2020 - 2021

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
Internal Quality Assurance Cell
Student Induction Program - Report
2020-2021

The first academic year for the new entrants commenced on 9th September 2020. The Internal Quality Assurance Cell of the college organized a week-long Student Induction Program from the commencement date of the new academic session through online mode. The main objective of the Student Induction Program is to make the students feel comfortable in their new environment, open up them, explore their academic interests and activities, create bonding within them as well as between faculty and students, give broader view of life and build character.

Orientation program was arranged for both freshers and their parents on 9th September, 2020 at 9.30 a.m. Due to COVID 19, the program was held virtually. The primary goals of the orientation program are as follows:

- Aid new students in making the transition from their previous environment to APCM campus.
- Acquaint new students and their families with the vision, mission, programs, and services of the college.
- Inform students of campus services and resources that will enhance their academic success and overall college experience.
- Acquaint and educate students of their rights and responsibilities within the campus community
- Enhance students' understandings of strategies for success and begin to understand their own potential and challenges
- Enable students to begin to feel connected to the college and feel confident and excited about their college choice

The Principal Dr. N. Meenakumari welcomed the new entrants and parents. All the Heads of the Department and the members of IQAC oriented the freshers on the following topics.

- Discipline of the students (College timings, Class hours, Attendance etc.,)
- Infrastructure facilities available in the college
- Internal & External examinations
- Extension activities like NCC, NSS, YRC and sports

- Student amenities available in the campus
- Add on Courses like Major Add on, Apcian Academy courses, BDU courses offered by the college.
- Various Awards given to students like proficiency prizes, best student award, promising star award, full attendance award
- Government & Private Scholarships
- Association and Club Activities
- Co-curricular activities
- Student Support Services
- Library facility
- Statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment

The program came to an end at 11.0.a.m with the vote of thanks proposed by Dr.T.Lilly Golda, Coordinator, IQAC. The students and parents were asked to join the orientation program in Microsoft Teams. Totally 856 students and parents were benefited.

Department orientation programs were conducted after the common orientation program to give information about the subjects, faculty, online class timings, internal exams, attendance, submission of assignments, English bridge course and department bridge course timings, bridge course test and freshers test. The date of commencement of regular classes through online mode was informed to the students. Parents were insisted to monitor their ward's education and discipline and to view the messages posted by the department in Parents WhatsApp Group.

At the end of the day of Student Induction Program, Bridge Course test in English and Freshers Test were conducted to evaluate the entry level knowledge of freshers. Finally, the online feedback form prepared by IQAC as circulated to the students. Even though the program was conducted in an online platform, it went on smoothly without any technical problems and the freshers enjoyed the program.

N. Maanapumari

PRINCIPAL

PRINCIPAL

**A.P.C. Mahalaxmi College For Women,
TUTICORIN-2.**

2021 - 2022**A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI****Orientation to Freshers & Parents****06.09.2021**

Online Orientation programme was arranged for both freshers and their parents on 6th September, 2021 at 9.30a.m. in order to:

- Enable them to understand the motto, vision and mission of the College.
- Make them aware of the rules and regulations of the college, student welfare and support services provided by the Institution.
- Explain about the internal and external assessment systems.

The programme was conducted as a part of Student Induction Programme and began with the Prayer Song, followed by the Welcome Address of Dr. K. Bala Deepa Arasi, Member, IQAC. Dr. N. Meenakumari, Principal of our College addressed the audience about the motto, vision and mission of the college and gave a brief introduction about the history of our college. The following Heads of the Departments and members of IQAC gave speech on the following topics:

- Discipline of the students by Dr. S. Banumathi, Head & Associate Professor of PG & Research Department of Tamil.
- Infrastructure facilities available in the college by Dr. Monica Ramraj, Head & Associate Professor of PG & Research Department of English.
- Internal & External examinations by Dr. K. Palani, Head & Associate Professor of PG & Research Department of Mathematics.
- Extension activities including sports by Dr. H. Kobila Subathra Christy, Head & Associate Professor of PG & Research Department of Chemistry.
- NCC by Mrs. P. Muthukani, Head of the Department of Zoology.
- Student amenities available in the campus by Dr. S. Vanitha, Head & Associate Professor of PG & Research Department of Commerce.
- Add on Courses like Major Add on, Apcian Academy courses, BDU Courses offered by the college by Dr. V. Shyamala Susan, Head & Assistant Professor of PG Department of Computer Science.

- Various Awards given to students like proficiency prizes, best student award, promising star ward by Dr. V. Sornalakshmi, Head of the Department of Botany.
- Government & Private Scholarships by Dr. K. Chitra Chellam, Head of the Department of Commerce.
- Club Activities and Statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell, Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment by Dr. L. Sangeetha, Head of the Department of History.
- Co-curricular activities by Dr. R. Rajeswari, Head of the Department of Mathematics (Unaided)
- Student Support Services by Ms. D. Mariselvi, Head of the Department of Physics
- Library facility by Mrs. B. Ganapathi Sankari, Librarian
- Instructions to students by Dr. R. Selvalatha, Member, IQAC

The programme came to an end at 11.20.a.m with the vote of thanks proposed by Dr. T. Lilly Golda, Coordinator, IQAC. Dr. R. Samundeswari and Dr. P. Yogeswari Nithya, Members of IQAC compered the programme. The students and parents were asked to join the orientation programme in Zoom and to watch the video in You Tube Channel 938 students and parents attended the oriented programme.

Department orientation programmes were conducted after the common orientation programme to give information about the subjects, faculty, online class timings, internal exams, attendance, submission of assignments, English bridge course and department bridge course timings, bridge course test and freshers test. The date of commencement of regular classes through online mode was informed to the students. Parents were insisted to monitor their ward's education and discipline and to view the messages posed by the department in Parents WhatsApp Group.

N. Naanakumari

PRINCIPAL

PRINCIPAL

A.P.C. Mahalaxmi College For Women
THOOTHUKUDI-2.

2022 - 2023

**A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI – 2****Report on Student Induction Programme for newly admitted students**

The new academic session for the first-year UG Students began on 28-07-2022. Student Induction Program was initiated by the Internal Quality Assurance Cell of the college for seven days to make the fresher feel comfortable, adjust to the new environment, inculcate in them the ethos of the institution, build relations between teachers and students and promote bonding among themselves. A seven days schedule was drawn by the IQAC and shared with the departments. On the first day, the students for PG held placards bearing the names of the various departments and directed the freshers to their respective classrooms. The freshers were greeted by their seniors with roses and sweets. The Heads of Departments introduced the faculty to the students and also gave them an orientation on the rules and regulations and activities of the respective department. A general orientation was given to the students in the auditorium. The Principal Dr. P. Bala Shanmuga Devi welcomed the students. All the heads of departments addressed the students on discipline, internal and external examinations, various support services offered to students and the other activities of the college. Students were insisted not to involve in activities such as ragging and that they should respect other students and teachers. Students were informed about the statutory bodies such as Grievances Redressal Cell, Anti-Ragging Cell and Internal Complaints Cell functioning in the college to ensure a pleasant and hassle-free learning environment. Dr. T. Lilly Golda, Coordinator, IQAC, proposed a vote of thanks.

Students were taken on a tour of the campus too. The faculty of the Department of English handled Bridge Course in English. Bridge Course in the Major subject was conducted by the respective departments. During the week-long induction programme sessions on Health & Hygiene, Youth & Civic Responsibility & Eco consciousness and motivational talk by alumna were organized by the respective departments. The freshers were taken to the library to create an awareness about the books, magazines, journals and newspapers available for their respective subjects in the library. The Librarian

motivated the students to increase the frequency of using the library both for academics as well as to gather information about current affairs. She also oriented the students as to how to use the library and requested the students to participate in the competitions conducted by the Library Advisory Committee.

On the last day of the SIP, Bridge Course test in English and Freshers Test were conducted. Students were asked to give their feedback on the SIP. Oral feedback and feedback in Google forms were collected from the students. To the freshers, it was a memorable event as the programme gave them the Opportunity to get acclimatized to a new environment. During these seven days of Student Induction Programme, the freshers were able adapt to the new learning environment by creating and developing good rapport not only with their seniors but also with the faculty.



PRINCIPAL
PRINCIPAL

A.P.C. Mahalaxmi College For Women
TUTICORIN-2.