



A.P.C.Mahalaxmi College for Women

Thoothukudi - 628002



Internal Quality Assurance Cell

Committed to holistic development of students through quality teaching, and in order to meet the requirements of all the stakeholders, the institution has constituted an effective Internal Quality Assurance System. The Internal Quality Assurance Cell was established in 2004. As a post-accreditation quality sustenance activity, the IQAC was restructured in June 2014 after obtaining 'A' grade during the second cycle of reaccreditation in February 2013. A Steering Committee was formed in March 2018 to prepare for the third cycle of reaccreditation.

VISION

Enhancing quality and achieving excellence through quality assurance initiatives, thus leading the institution to great heights.

MISSION

- Promoting quality initiatives for institutional growth
- Implementing quality-oriented activities with overwhelming dedication and incredible integrity

ROLE OF IQAC IN INSTITUTIONAL FUNCTIONING

The members of the IQAC meet before the reopening of the college to chalk out the Action Plan for the year. Periodical meetings are conducted to monitor the activities of the various Associations, Clubs and Forums.

ORIENTING THE FRESHERS AND THEIR PARENTS

General orientation is extended regarding

- Syllabus
- Examination norms and regulations
- Project if any
- Values and ethics
- Rules and regulations
- Discipline



ORGANIZING BRIDGE COURSE

Conducted at the beginning of the academic year focusing on

- Basic Grammar
- Spoken English
- Reading and writing skills

Objectives:

- To bridge the gap between secondary education and tertiary education
- To make students acquainted with their batch mates
- To enable students adapt themselves to a new social and academic environment
- To prepare students face challenges in life



CONDUCTING FRESHERS TEST

Monitors their entry level competency in language, literature and general knowledge.

COLLECTING STUDENT PROFILE

A detailed profile is collected to identify their

- Social background
- Economic background
- Areas of interest/curricular/co-curricular
- Entry level competency
- Specialization if any

ARRANGING FOR PARENTS TEACHERS MEET

Parents are apprised of the performance of their wards

- ❖ attendance
- ❖ conduct
- ❖ internal and external marks



INSISTING UPON MAINTANENCE OF LOG BOOK

Making a note of all activities ensures

- regular recording of data
- updated website

FACULTY DEVELOPMENT AND ORIENTATION

PROGRAMMES

Periodical interactive sessions for teaching and non-teaching faculty

- ✧ help hone their skills
- ✧ enlighten them on recent trends in communication
- ✧ serve as a means for rejuvenation.
- ✧ come as a welcome break

S.No	Date	Topic	Resource Persons
1	26.10.2013	Team building breaking the barriers Time Management	Dr.C.Ramasubramanian, M.D.,D.P.M., Professor in Psychiatry, Coordinator, Mental Health Programme for Ramnad and Madurai Districts
2	04.09.2014	Google Applications	Mr.Muthurajapal, The proprietor, The Consultanzy, Tirunelveli
3	17.10.2014	Research and Women Empowerment in Higher Education	Dr. Rita John, M.Sc., M.Phil., PhD Department of Theoretical Physics, University of Madras, Guindy campus, Chennai-600 025
4	06.02.2015	How to use Smart Board	Mr.Sathish, Trainer

5	27.10.2015	Redesigning Pedagogy for the Digital learners: What, Why and How	Dr.S.Senthil Nathan, Asst. Prof and Deputy Co-ordinator, UGC – SAP (DRS), Department of Educational Technology, Bharathidasan University, Trichy
6	29.02.2016	Stress Management	Dr.R.C.Vasuki, Principal. A.P.C.Mahalaxmi College for Women, Thoothukudi
7	02.03.2016	Personality Development	Dr.K.Palani, Assoc. Prof of Mathematics, A.P.C.Mahalaxmi College For Women, Thoothukudi
8	16.09.2016	La Tex – A document preparation tool for Research Papers	Mrs.Subbulakhsmi, Asst. Prof of Information Technology, St.Francis Xavier College for Engineering, Tirunelveli
9	31.03.2017	Soft Skills	Dr.D.Sankary, Assoc. Prof of English, A.P.C.Mahalaxmi College for Women, Thoothukudi
10	11.04.2017	Towards Quality Enhancement and Sustenance	Dr.A.Nellai Murugan, Co ordinator, IQAC, Prof & Head, Research Dept of Maths
11	31.01.2018	Personality Development	Dr.R.C.Vasuki, Principal. A.P.C.Mahalaxmi College for Women, Thoothukudi
12	17.02.2018	Preparation of Self – Study Report for NAAC	Dr.V.Joseph Albert, Deputy Principal & Assoc. Prof. of English, St.Xavier’s College, Palayamkottai



CARRYING OUT ACADEMIC AUDIT

Internal Academic Audit

- * Conducted by members of IQAC.
- * Data is checked and documents are verified.
- * Actions are recommended.

External Academic Audit

- Conducted by external experts
- Department Self-study report is studied
- Documents are verified.
- Based on the report and the presentation, the Best Department is judged and awarded.
- Actions are recommended.



REGULATING FEEDBACK MECHANISM

Feedback is collected on all aspects from all stakeholders.

- ❖ Feedback is analysed.
- ❖ Actions are recommended.

IDENTIFYING, DIESSEMINATING AND INSTITUTIONALIZING BEST PRACTICES

Best practices of the departments are identified

- * The practices are discussed
- * All the Departments are encouraged to follow the practice
- * The success is recorded

COLLABORATED ACTIVITIES

- * National Level Workshop – Empowering Youth for Employment on 20th December 2016



- * Motivational Talk on Women Empowerment on 9th September 2016



- * Motivational Talk on The Value of Values on 2nd February 2018



- * Workshop on Intellectual Property Rights on 13th January 2018



- * International Level Seminar on Prospective Areas of Research in Computer Science with Health Care Data on 8th and 9th August 2018



✧ **International Level Conference on Recent Trends in Multi – Disciplinary Research on 20th and 21st December 2018**



ROLE OF IQAC IN INSTITUTIONAL GROWTH

- ❖ Formation of Apcian Research Forum
- ❖ Women Empowerment Cell



- ❖ Incubation Centre



INITIATIVES OF THE IQAC

A workshop on Self Development conducted by Rexona Confidence Academy, Hindustan Unilever Limited organized by IQAC on 22nd January 2019.



TRADITIONAL PRACTICES AND SCIENCES: A CULTURAL EXTRAVAGANZA

A three day cultural festival was initiated by IQAC as a move towards making the present generation aware of the scientific principles behind traditional practices

The gola event celebrated from 4th to 6th October 2018 was to create awareness of our traditional, culture and customs to the present generation and disseminate the same to the society.

Gender Sensitivity Awareness Programmes

SCHEME

- S – Safety and Security
- C – Complaints and Remedies
- H – Health Issues
- E – Econ Conservation
- M – Mental Health
- E - Ethics

Inauguration – Mr.Murali Rambha, Superintendent of Police, Thoothukudi District on 04.01.2019.



Safety and Security

Road Safety Guest Lecture on 24.01.2019.



Complaints and Remedies



7



Health Issues

Awareness Programme on Food Safety on 21.01.2019.



Eco Conservation

Green Belt Development programme on 12.12.2018.



Mental Health

A Guest Lecture on 04.01.2019 and Awareness program on 19.01.2019.



Ethics

Model Making Competition on 24.9.2018 and Guest Lecture on 05.01.2019.



BEST PRACTICES

Interdisciplinary Programmes

Collaborative activities between department allows for synthesis of ideas and synthesis of characteristics from many disciplines leads to greater creativity.

Such Programmes foster love of learning and addresses students' need of tasting knowledge in all fields. The Department of History and Department of English together organized National Women's Day on 13.02.2019.

Sharing Best Practices

Adapting and adopting best practices from other institution is a healthy practices being followed in our institution. One such practices is a formation of the EXCEL (Excellent Communication in the English Language) Club where students are training in communication skills.

The IQAC also identifies the best practices followed in the various departments and encourages other department to follow them.

Three such practices are

- ❧ Slip test is recommended to enable slow learners capture the key points of all lessons
- ❧ Open book test is suggested to ensure that students become thorough with the text.
- ❧ LIVE (Lessons In Value Education) classes impart value and ethic to students

Working diligently for the fulfillment of the mission and goals of the institution, the IQAC enlivens and enriches the ambience, resulting in the general well – being of the institution. The relentless efforts of the entire APCian Family has paved the way for the smooth preparation for the third cycle of reaccreditation.