



NEW PRINCE SHRI BHAVANI ARTS & SCIENCE COLLEGE

(Co - Educational & Affiliated to University of Madras)

Patel Road, Medavakkam, Chennai-100.

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report based on IQAC Meeting for the year 2016-2017

S. No.	Agenda Item	Resolution in IQAC Meeting	Action Taken
1	Quality Policies and objectives	The IQAC Coordinator briefed the Vision, Mission, value of frame work and objectives, functions and benefits of IQAC	The IQAC was constituted as per NAAC guidelines on 10/06/2016 with due consideration given to composition.
2	Academic year Plan	1. Discussed to submit the academic year course plan, staff time table and workload 2. Planned to customize the academic College calendar 3. Discussed to stick on as per the College calendar the College reopening, closing date for winter holidays and internal exams	Academic calendar was prepared by IQAC team and Principal circulated to all departments.
3	Academic and Administrative Audit	To admit students as per the Guidelines given	The review of admission process taken.
4	Student Representative	Planned to select the student representatives	Process is completed.
5	Orientation, Refresher Program	To conduct orientation programme for the first year students, Refresher programme for Teaching and Non-Teaching Staff Members.	Successfully organized
6	Workshop, FDP and Seminar	Discussion on workshops and seminars to be organized.	❖ IQAC Organized FDP on 13/8/2016 ❖ IQAC Organized Staff Workshop on 10/11/2016 ❖ IQAC Organized Seminar on 19/04/2016 ❖ Workshop, Seminar, FDP Conducted by all the Department.



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7	Enhance infrastructure	<ol style="list-style-type: none"> 1. To discuss Clean environment to be maintained by keeping colored coded bin in front and back of the college campus, 2. To Plant more saplings, and irrigation arranged for all the plants, 3. To install Sanitary napkin vending machines in women restroom and the waste is used as Bio-manure 4. To fix CFL bulbs to minimize energy consumption and improve the environmental quality 5. To make campus Wi-Fi enabled 6. To Install CCTV Camera 	Essential items and devices approved for its retention.
8	Extension Activities	To organize various outreach programme in the neighbourhood community by stakeholders	<p>❖ 23 outreach programme arranged like Youth Red Cross program, plastic Plastic Free Zone campaign ,Visited various Old age homes and orphanages...etc by NSS, YRC, Nature Club, Department of CS, Commerce, ECS, Life Science.</p> <p>❖ 956 Students participated in the Extension Activities</p>
9	NSS, Nature Club and Consumer Citizenship Club	<p>To conduct Orientation Programme for NSS Volunteers</p> <p>To conduct various programmes By NSS, Citizen Consumer Club and Natural Club team</p>	Successfully conducted
10	Student Parent Feedback Form	To analyze students feedback on teaching.	Students feedback on teaching has been analyzed
11	Insist FDP	To plan FDP	Organized



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12	Inter And Intra College Competition	To increase Extracurricular activities and give opportunities to social interaction and new relationship development.	During 2016-17 year, 45 students of our College participated and 17 Students won prizes in different events conducted by NPSB Arts and Science College the following institutions. 1. Hindustan Arts and Science College 2. Saveetha University 3. Asan Memorial College 4. Amet University 5. Sri Ramachandra University
13	Revised format Course Plan and Mentor Book	Staff members are intimated to prepare Course Plan and Mentor Book	It was prepared as per standard format by staff members.
14	Discuss various MOUs	For better relations MOUs are planned	MOUs are made with different consultants.
15	Student Scholarship	Planned to allot the existing scholarship scheme for students by Management Trust.	Approved scholarship
16	Cash award for University rank holders	To discuss revision of cash award for University rank holders	Cash award is announced to promote competitiveness.
17	Concession in Tuition fees to merit students.	To discuss concession in Tuition fees to meritorious student	Rs.2000/- offered to meritorious students.
18	Faculty Research activities	Staff members are asked to present more papers	Papers presentation/Publications are done by staff.
19	Department Enrichment activities	To conduct Seminars, Workshops and Guest Lecture by all departments.	As per plan those programmes are periodically conducted
20	To upgrade the library digitally	Suggested to maintain more copies of reference books.	Accepted and kept more book in the library
21	Sports activities	To encourage students to achieve more awards in sports activities compared to previous year.	Students participated in sports at College level, district level



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22	Placement Details	Initiatives to be taken career development by Placement Cell.	<ul style="list-style-type: none">❖ Skill Development Programme - Developing and honing in Soft skill❖ Technical Training - Technology Upadates now❖ Mock Interview Session❖ Placement Awareness Programme -Career Goals & Orientation Session❖ Expectation of IT people towards students
23	Women Empowerment Cell	To train women to acquire wide range of skills and knowledge and to develop and increase their social, economic and intellectual capacities	<ul style="list-style-type: none">❖ One day Yoga training programme on 22/11/2016❖ Debate on the topic "Work life Balance" on 27/3/2017❖ Workshop on "Awareness about Mental, Sexual Harassment & Grooming" on 8/3/2017


IQAC Coordinator




PRINCIPAL



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About IQAC Cell

Internal Quality Assurance Cell (IQAC) was established at New Prince Shri Bhavani Arts and Science College on **10th June 2016** for its major UG & PG programmes as a post accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance.

The IQAC has to make a significant and meaningful contribution in the post-accreditation phase through channelizing the efforts and measures of an institution towards academic excellence.

Objective:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities of the Institute, leading to quality improvement
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality



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- Development of Quality Culture in Institute

Composition of IQAC

The IQAC at New Prince Shri Bhavani Arts and Science College was formed in the year 2016. With the new guidelines published by NAAC in 2019, College made the required amendments and fortified the IQAC as per the new guidelines.

INTERNAL QUALITY ASSURANCE CELL

S. No.	Name of the Member	Designation	Position in IQAC
1	Dr. V. UMADEVI	Principal	Chairperson
2	Mr. L. NAVEEN PRASAD	Vice Chairman	Management Representative
3	Dr. M. PRABHAKARAN	Director Admin	Senior Administrative Officer
4	Dr. V. KARUNANITHI	Director Academic	Senior Administrative Officer
5	Mrs. A. MARIA PIUS PACHELLI	Vice Principal	Staff Representative
6	Dr. K. M. RAJENDIRAN	Associate Professor Dept. of ECS	IQAC Coordinator
7	Dr. R. AZHAGU SENTHIL RADHA	Head, Dept. of Microbiology	Faculty Member
8	Dr. N. SANTHI	Head, Dept. of Bio Technology	Faculty Member
9	Mrs. K. MEERA	Head, Dept. of Commerce	Faculty Member
10	Mrs. K. SHOBA	Head, Dept. of Biochemistry	Faculty Member
11	Dr. G. RAMESH	Associate Professor, Dept. of Microbiology	Faculty Member
12	Dr. R. VEERACHAMY	Assistant Professor, Dept. of Economics	Faculty Member
13	Mr. A. RANJITH KUMAR	Asst. General Manger, Algance Group	Industrial Expert
14	Dr. S. INDUMATHI	Alumni	Alumni Representative
15	Mr. V. VISHAL	Student	Student Representative



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To help the Departments in monitoring following activities

1. Tutorials
2. Assignments
3. Seminars
4. Add on content-Theory & Lab
5. Remedial classes
6. Make up tests
 - Collection of CMF with all required data and documents at the end of the semester
 - Collection of teaching outcome feedback (course assessment) from students at the end of the semester
 - Collection of exit feedback from final year students at the end of the academic year

To help the Departments/professional bodies in collection and analysis of feedback from:

1. Parents
2. Industry Experts/Academicians who are visiting the college
3. Executives of professional bodies.
4. Alumni
 - To help the Department in the preparation of various rubrics regarding feedback from students and stakeholders, examination result, Course assessment, placement etc. and based on that to provide various statistical inputs to respective DAC at the beginning of each semester to chalk out the policy for that semester.
 - To suggest various value added programs to T&P cell and to coordinate the execution of the same
 - To suggest various ways to the Departments to strengthen their Incubation centres/centre of excellence and to enhance the technical skills of the students
 - To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of GB/CAC/DAC for further guidelines
 - Collection and compilation of self appraisal forms from faculty members at the end of academic year
 - To consolidate the information about funding agencies, their norms and passing the same to R&D centre and respective Departments.



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Administrative Activities

To help the Principal Office in the preparation of schedule of following meetings:

- Governing Body (once in a semester)
- College Academic Council (Once in a week/two weeks)
- To help the principal Office (PO) in constituting committees and cells for decentralization of work and effective functioning of the Institute
- To help the P.O. in the preparation of guidelines and schedule of periodic meetings of these Committees
- To help the P.O. in the process of record maintenance and documentation (nomenclature of Departmental and central files D1 - 27 and P1 - 28)
- To coordinate the activity of budget allocation based on the requirement of the Departments
- To coordinate the activity of printing of various stationary items based on the requirements of Department and Laboratories
- To prepare/modify various application/information formats at least once in a year
- To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
- To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities / achievements
- To coordinate the process of preparation and submission of Activity Record files by various forums after the activity
- To coordinate the process of audio-visual recording of all the major activities and submission of the CD at the central library
- To help the P.O. in periodic review of policy book of the Institute
- To collect all the files/documents from all the Departments / P.O. at the end of the academic year
- To give periodic inputs to website incharge / administrator regarding updating of information
- To discuss innovative concepts and ways of execution with coordinators of various forums
- To help the P.O.in the preparation of schedule of stock verification of various laboratories/Library at the end of the year.



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Year wise Quality Initiatives Taken / Proposed by I.Q.A.C. for Promoting Quality Culture

S. No.	Year	Different Sub-Issues Proposed by IQAC	Whether approved by the G.B. of the College or Not	Present Status
1	2016	Academic & Administrative Audit by IQAC	Approved	Every year Conducted
2	2016	Proposal for increasing the departmental seminar budget from Rs. 2000/- to Rs. 5000/- per department.	Approved	In Practice
3	2016	More ICT enabled class-rooms.	Approved	2 classrooms made ICT enabled
4	2016	Roof Treatment of the college building	Approved	Completed
5	2016	Renovations of Students & Teachers (Gents) wash room.	Approved	Completed and in use
6	2016	Inter College Competition	Approved	Every year conducted
7	2016	Nature Club	Approved	Successfully conducted
8	2016	Citizen Consumer Club	Approved	Successfully conducted
9	2017	Renovation of Library along with Student's Reading room & Library automation	Approved	Renovation complete, Automation in process.
10	2017	New Canteen facilities	Approved	Work in Progress
11	2017	Renovation of Auditorium	Approved	Renovation completed
12	2017	FDP / Seminars / workshops to be Organized on Departments, Personality Development of Students	Approved	Successfully Organized
13	2017	Introduction of new certificate course	Approved	Introduced in all departments
14	2017	Feedback and suggestions from	Approved	Collected, analyzed and suggestions



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		faculty members / students, Alumni & parents on University Curriculum & Evaluation process		were submitted to the Governing Council & University of Madras
15	2017	Use of renewable energy – Installation of Solar Power Plant	Approved	Installed and in use
16	2017	❖ Orientation Programme for NSS Volunteers ❖ Various programmes by NSS and YRC	Approved	Successfully conducted
17	2017	Revise the format Course Plan and Mentor Book	Approved	Revised
18	2017	Tuition fees concession and Cash award	Approved	In Practice
19	2017	Management Scholarship	Approved	In Practice
20	2017	Sports activities	Approved	Successfully conducted
21	2017	Placement Details ❖ Skill Development Programme - Developing and honing in Soft skill ❖ Technical Training - Technology Updates now ❖ Mock Interview Session ❖ Placement Awareness Programme -Career Goals & Orientation Session Expectation of IT people towards students	Approved	Successfully conducted
22	2017	Women Empowerment Cell	Approved	Successfully conducted
23	2017	Green audit	Approved	Successfully conducted
24	2018	Registration of Alumni Association.	Approved	Registration completed
25	2018	Faculty Research activities	Approved	Papers presentation/Publications are done by staff
26	2018	Cash award for University rank	Approved	Rs.5, 000 Cash award is given to



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		holders		promote competitiveness
27	2018	Tuition fees concession for meritorious student	Approved	Rs.2000/- offered to meritorious students
28	2018	Relevant courses (Add on) introduced in all departments	Approved	In Practice
29	2018	Importance of getting ISO certification for NAAC is highlighted	Approved	ISO certificate is obtained certificate No.IN115480A valid till 18 Feb 2022
30	2018	The requirements of ISO regulations are strictly adhered	Approved	In Practice
31	2019	Revise the cash reward for University rank holders	Revised	(I Rank, Rs.3,000, II Rank Rs.2000, III Rank Rs.1,000) given for University rank holders

IQAC Coordinator

Principal