



Scott Christian College (Autonomous)

INTERNAL QUALITY ASSURANCE CELL



Action Taken Report on the Minutes of the IQAC Meeting held on 12 Sep 2019

Action Taken on the Minutes (2019-20/1-5 are given hereunder.

Minute No	Minutes and Actions
2019-20/1	<p>Vision-Mission and logo of IQAC</p> <p>Visions and Missions of IQAC have been declared in consonance with the NAAC's guidelines with the motto of 'QUALITY SUSTENANCE AND EXCELLANCE' and were prominently displayed in IQAC office.</p> <p>Vision</p> <ul style="list-style-type: none">• Institutional excellence through consistent & continuous quality improvement with the involvement of teachers and students.• Distinction in ranking and rating by internalizing and institutionalizing the best academic and administrative practices. <p>Mission</p> <ul style="list-style-type: none">• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.• Faculty maturation to adopt innovative and ICT enabled teaching and learning methods.• Feedback on curriculum from students, teachers, parents, alumni and employers.• Dissemination of the information on various quality parameters of the institution.• Organizing seminars and workshops on quality related initiatives.• Establishing a digital system of documentation and management information.• Conducting Academic and Administrative Audit (AAA) of departments to promote quality, accountability and transparency.• Submitting the Annual Quality Assurance Report (AQAR) as per guidelines of NAAC.• Establishing inter- institutional link to facilitate resource sharing and promotion of research.

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2019–20/2	<p>Benchmarking on various NAAC parameters.</p> <p>IQAC has developed quality benchmarks/parameters for the various academic and administrative activities of the College. A sincere effort has been made to rationalize the benchmarks by investigating the metric-wise data and the scores obtained by different other Colleges in the recent A&A of NAAC. IQAC has subsequently disseminated the benchmarks for the 136 quality parameters among the faculty members by organizing several Department-level interactions.</p>
2019–20/3	<p>Conduct Academic and Administrative Audit</p> <p>IQAC has conducted Academic and Administrative Audit (AAA) for the academic year 2018 – 2019 in a similar way of NAAC's RAF. IQAC has come out with modalities for conducting the AAA with 70% of QnMs by system generated score (SGS) and the remaining 30% QIMs with External peer-team assessment.</p> <p>The first step of data collection for AAA was made on both digital and physical form. The Departments and Units had a freedom of submitting the data either digital mode or physical mode. In order to maintain the accuracy and reliability of the data, IQAC team verified thoroughly each metric with the documents submitted for proof. The collected data have been fed to the computer through a system developed by IQAC to generate score for all QIMs.</p> <p>External peer-team, comprising Dr V. Bala Murugan – Director IQAC, Monomania Sundaranar University and Dr A. Lourdasamy – IQAC Director, St. Xavier's College (Autonomous), Tirunelveli, visited our college on 18th October 2019, physically audited all the 17 Departments, 10 Administrative Units, 10 Clubs/Cells and 10 Extension Units and finally submitted the report along with the scores for QIMs.</p> <p>Understanding the value of critical information that impacts strategic decision making, IQAC adhered to a data quality strategy wherein the collected data have been validated, processed and stored in computer database with proper data integration. Grading of all Departments, Administrative Units, Clubs/Cells and Extension Units have been made after due consolidation of SGS and peer team assessment. Reports for every individual units of the College have been generated according to NAAC RAF methodology.</p> <p>AAA report 2018 – 2019 has been published in November 2019 as book consisting of grade-sheets, radar-charts, bar-charts and strengths and weaknesses for College, Departments, Administrative Units, Clubs/Cells and Extension Units.</p>
2019–20/4	<p>IQAC Newsletter</p> <p>Publication of the IQAC News Letter has been delayed owing to data digitization and AAA related works. Now the efforts are underway for the publication of IQAC Newsletter for dissemination of quality parameters and quality-related activities, including adoption and dissemination of best practices to all its stake holders shortly.</p>
2019–20/5	<p>Conduct of seminars and workshops</p> <p>Following inter/intra collegiate seminars/workshops were organized by IQAC for the benefit of the faculty members.</p> <ul style="list-style-type: none"> • Workshop on Constructive use of Social Media Venue : Conference Hall Date & Time : 23 September 2019 & 10.00 pm Resource Person : Dr. Samuel Johnson No. of Participants : 33

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- Workshop on Plagiarism**
 Venue : Conference Hall
 Date & Time : 25 September 2019 & 10.00 pm
 Resource Person : Dr. D. Hudson Oliver
 No. of Participants : 16
- Planning and Preparatory meeting of Academic and Administrative Audit 2018–2019**
 Venue : Conference Hall
 Date & Time : 16 October 2019 & 12.30 pm
 Resource Person : Dr. C. James
 No. of Participants : 50
- Faculty Development Programme: Outcome Based Education and Innovative Teaching – Learning Methods**
 Venue : Physics Library
 Date & Time : 25 October 2019 & 10.00 am
 Resource Persons : Dr. C. James - Outcome Based Education
 Dr. D. Hudson Oliver - Innovative Teaching – Learning Methods
 No. of Participants : 37
- Professional Development Programme: Workshop on Outcome Based Education**
 Venue : Eastaff Hall
 Date & Time : 29 November 2019 & 9.30 am
 Resource Persons : Dr. Nivetha Martin
 No. of Participants : 5 ext + 150 int
- Administrative Training Programme: Workshop on Administrative Practices**
 Venue : Eastaff Hall
 Date & Time : 31 November 2019 & 9.30 am
 Resource Persons : Dr. V. Balamurugan, Director – IQAC, MSU, Tirunelveli.
 Mr. S. Muthukrishnan, Deputy Collector (Rtd), Tirunelveli
 No. of Participants : 10 ext + 82 int
- Faculty Development Programme: Workshop on Research Based Pedagogy Tools and its Applications**
 Venue : Conference Hall
 Date & Time : 11 February 2020 & 10.00 am
 Resource Persons : Dr. A. Malar Retna, Assistant Professor of Chemistry, SCC
 No. of Participants : 15

Date: 14 Feb. 2020


 Dean IQAC

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