



N.K.T. National College of Education for Women

(Autonomous)

Report of the Work done by the Internal Quality Assurance Cell

2016-2017

The IQAC is a nodal agency of the Institution for quality-related activities consisting of the Principal as the Chairperson, an Administrative Officer, Teaching Faculty members, College Secretary as Management Member, nominees from Local Society, Student nominees, nominees from the Alumni and an IQAC Member Co-ordinator.

The Internal Quality Assurance Cell (IQAC) is focused on maintaining the standards of the Institution and encompasses all aspects of the functioning of the Institution. The IQAC initiates appropriate measures to keep up the academic standards of the Institution and the Annual Quality Assurance Report (AQAR) is submitted to the National Assessment and Accreditation Council (NAAC) annually.

The IQAC functions with the following objectives:

- to act as a change agent in the Institution;
- to create a learner-centric environment conducive for quality education;
- to systematize feedback mechanism from students, parents and other stakeholders;
- to coordinate and improve internal communication;
- to ensure quality assurance towards its stakeholders;
- to develop, apply and monitor quality benchmarks and parameters for the various academic, outreach and administrative activities of the College;

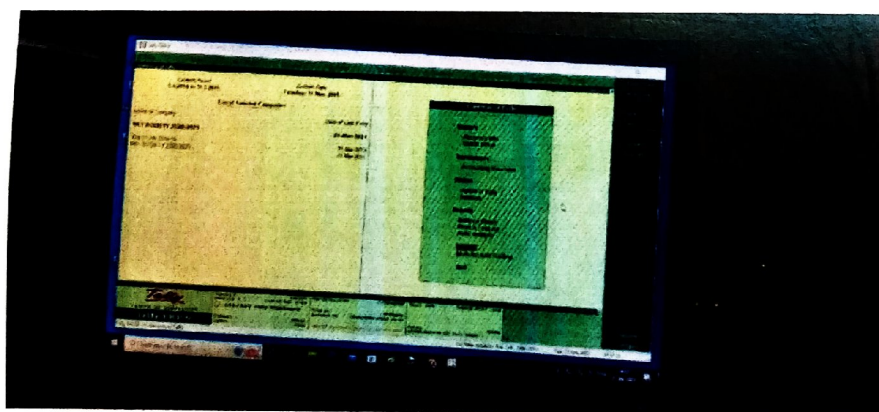
- to guarantee psychological and emotional well-being of the students and faculty;
- to organize inter and intra Institutional workshops, seminars on related themes; and
- to document various programs and activities of the College, leading to quality improvement.

Activities of the IQAC during the Academic Year 2016-2017

The IQAC ensures Total Quality Management and is instrumental in initiating and implementing various quality measures. The IQAC conducts meetings every quarterly to review the academic and outreach activities through the quarterly gone by and have an overview of the course of action for the next quarterly. During the IQAC meetings, Academic and Outreach programmes are reviewed and suggestions offered by the members, if any, are considered for further course of action and approval. Each academic and outreach programme passes through the scanner of the IQAC. Initiatives have been taken by the Institution to implement the suggestions and recommendations of the IQAC.

List of Quality Initiatives undertaken by the IQAC during 2016-2017

1. Implementation of E-Governance in Admission, Administration and Finance



E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence, the purpose of e-governance

is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

The College uses online official communications for planning and development and it is realized through e-mails, MIS modules, fax and messages. Proposals for infrastructural development, R&D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through participative management system to concerned organizations including state government and sanctions are obtained through the same mode. Necessary budget allocations for various schemes including research projects are also realized digitally through net-banking and other online modes.

The necessary budgetary allotments for implementation of government schemes such as e-shakti, skill development and digital awareness are provided by the Government and proper utilization is ensured with utmost transparency within time limits.

Similarly, the College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. E-governance is followed for management of e-service books of employees, supervision of various scholarship schemes, maintenance and disclosure of comprehensive information on the College web-page, development of ICT based infrastructure in the College, supervision of all service modules in the office through MIS software, disbursing salary to Government approved faculty members and non-teaching staff through HRMS software, payment of salary to Management support Teaching and Non-teaching staff through net banking, etc.

As a basic ingredient of e-governance concept and as per instructions of the Government, the salaries of employees including examination remunerations are paid online through NEFT/ RTGS and by cheques. Not only is that, the payment of

scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at the College level-

- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- All kinds of payments including salaries to Teaching and Non-teaching Staff-members
- Disbursement of salary slips & accounting of GPF
- Hands-on disclosure of budgetary/ financial data on College web-page
- Conduction of Computer Awareness Programmes for Non-Teaching staff
- Management of College accounts and many such functions as required

2. Analysis of Stakeholder Feedback to Strengthen Academic and Administrative Setup

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)
Triplacane, Chennai - 600 005

MINUTES
STAKEHOLDER FEEDBACK ANALYSIS COMMITTEE MEETING

The Stakeholder Feedback Analysis Committee met on 10th January 2020 at 11 a.m.

Members Present

Dr. S. Channundeswari	Principal
Dr. N. Kalai Arasi	Associate Professor of Computer Science - Education
Dr. S. Malathi	Associate Professor of Education
Dr. V. Jayashree Priyadharsini	Assistant Professor of Biological Science-Education
Ms. P. Sangeetha	Assistant Professor of English-Education
Mrs. A.H. Komaia	Assistant Professor of Economics-Education

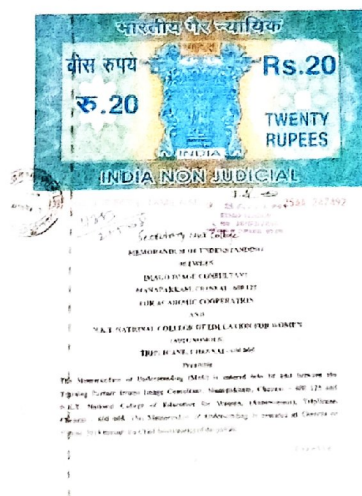
The meeting commenced with a silent prayer and the Principal welcomed all members present for the meeting.

The Principal presented before the Committee the results of the Analysis of Semester-wise Feedback of Stakeholders on Curricular Aspects and the Semester-wise Student Feedback on the Teaching Performance of Faculty Members pertaining to Semester-I (2019-2021) and Semester-II (2019-2020).


The College seeks the feedback of all stakeholders for enhancing the curriculum of B.Ed., B.Ed. Special Education and M.Ed. Programmes. The feedback of stakeholders encourages stakeholder engagement, thereby maintaining the commitment and cooperation of all. Soliciting stakeholder feedback helps in

strengthening communication loops and the College values the input of all stakeholders. The feedback of stakeholders is highly important for the improvement of the College as valuable insights can be derived from all of them. Reviewing incoming comments, questions and suggestions from the stakeholders enables the College to address the problems more quickly. On understanding the glitches that occur, the College can focus on resolving the issues with highest priority. The College receives feedback from Students, Teachers, Employers, Alumni, Heads of Practice Teaching Schools and Parents on Curricular Aspects, Academic Programmes, Outreach Programmes, Institutional Autonomy, Teaching Performance of faculty members, Campus Basic Facilities and Hostel Facilities. And having received feedback from stakeholders, the College analyses their responses both positive and negative and arrives at a set of results for further improvement and development.

3. Networking with Industries: Skill Training Partners



Experiencing success in education not only builds knowledge and skills but also builds confidence that can translate to success on the job. To reduce the gap between curricular inputs and expectations in the Teaching Profession, networking with other educational institutions is one of the best practices of the Institution in vogue. To enhance the skills required to excel in the teaching profession, with better exposures leading to enriched performance, collaboration with Organizations for skill enhancement was initiated.


 PRINCIPAL
 N.K.T. NATIONAL COLLEGE OF EDUCATION
 FOR WOMEN (AUTONOMOUS),
 TRIPPLICANE, CHENNAI-600 005.

The Institution signed Memorandum of Agreement with Skill Training Partners, Be Positive Academy, Chennai and Imago Image Foundation, Chennai.



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.