



**N.K.T. National College of Education for Women  
(Autonomous)**


**Report on the Work Done by the Internal Quality Assurance Cell  
2019-2020**

The IQAC is a nodal agency of the Institution for quality-related activities consisting of the Principal as the Chairperson, Administrative Officers, Teaching Faculty members, the College Secretary as the Management Member, nominees from Local Society, Student nominees, nominees from the Alumni, Stakeholder nominees 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 upkeep 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 stakeholders;
- to coordinate and improve internal communication;
- to facilitate implementation and 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 ensure Total Quality Assurance and facilitate a better understanding of problems;
- to affirm if Institutional Policy Guidelines are followed to the letter;

  
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- 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 2019-2020



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.

The last quarterly meeting for the academic year 2018-2019 was held on 4<sup>th</sup> July 2019 to discuss on the activities conducted during the academic year 2018-2019 and to plan for the upcoming year 2019-2020.

The four quarterly meetings for the academic year 2019-2020 were held on 11<sup>th</sup> October, 2019, 21<sup>st</sup> January and 28<sup>th</sup> August, 2020 respectively. The third and fourth

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quarterly meetings were merged together, owing to the pandemic lockdown. During the IQAC meetings, Academic and Outreach programmes are reviewed and suggestions offered by the members, if any, were considered for further course of action and approved. Each academic and outreach programme passes through the scanner of the IQAC.

The IQAC Expert team reviewed the academic and administrative processes in the Institution and the Audit Report was presented for discussion in the IQAC meeting held on 28<sup>th</sup> August, 2020. Toward the end of the academic year 2019-2020, the Peer Reviewed Internal Academic and Administrative Audit (AAA) was submitted by the IQAC Expert Team on 2<sup>nd</sup> September, 2020. 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 2019-2020**

#### **1. Institutional Policy Guidelines to streamline the activities of the Institution:**



Institutional Policy Guidelines of the College are plans or course of action developed by the Institution to guide its actions and activities. The Policy Guidelines of the

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Institution have been prepared by appropriate Committees and are approved by the College Committee before being implemented by the Principal. The Institutional Policy Guidelines have the following broad applications throughout the College:

- involves a subject matter specific to one area that has direct financial or operational influence to the work of other offices across the college,
- has budgetary impact and requires review and approval by a member of the senior staff,
- seeks to ensure compliance with applicable laws, ethical norms, accepted best practices, promotion of operational efficiencies, enhancement of the College's mission, and/ or reduction of institutional risks, and mandates or constrains actions.

The following Institutional Policy Guidelines were implemented on 1<sup>st</sup> June 2019 during the academic year 2019-2020:

- Institutional Policy Guidelines for Condemnation and Disposal of Electrical and Electronic Equipments and Furniture
- Institutional Policy Guidelines for Environmental Sustainability
- Institutional Policy Guidelines for the Administration & Functioning of the College Library
- Institutional Policy Guidelines for the Welfare of Teaching & Non-Teaching Staff
- Institutional Policy Guidelines for Promotion of Research Culture
- Institutional Policy Guidelines for Grievance and Redressal
- Institutional Policy Guidelines for Purchase, Maintenance and Utilization of Physical, Academic & Support Facilities
- Institutional Policy Guidelines for Resource Mobilization
- Institutional Policy Guidelines for Anti-Ragging
- Institutional Policy Guidelines for Prevention of Sexual Harassment
- Institutional Policy Guidelines for Stakeholder Feedback and Response Mechanism
- Institutional Policy Guidelines for Community Extension & Outreach Activities
- Institutional Policy Guidelines for Constitution & Functioning of NKT Student Union



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➤ Institutional Policy Guidelines for Examination and Evaluation

**2. Establishment of Research Eco System and Research Colloquium at the R & D Centre for promotion of research culture**



Research and Development Centre of the College revolves around Educational Research for the development and upliftment of the stakeholders and community at large. The R&D Centre invigorates and probes into the research findings to promote observation and repeated testing in the field till the objectives are realised. As the College has been focusing on imparting education to students with the best possible means and techniques, one such avenue is through innovations at the institution. The innovations involved the delivery of content, exposures to students, personality development sessions, sensitizing to the needs of the community, etc., and all such avenues equip students with a better hold on their prospective career. The Institution nurtures the student development to an extent that innovations become a part of the regular affairs rather an initiative. As technological intervention, faculty profiling, students interest, etc., help to deliver better than before and to large extent different than before, and it is realized that Innovations in Education will lead to a brighter learning world.

Thus, Innovation Eco System at the Research and Development Centre has been established at the R & D Centre on 16<sup>th</sup> July 2019 to create an active flow of information and resources for the implementation of ideas in order to provide the means to create knowledge.

  
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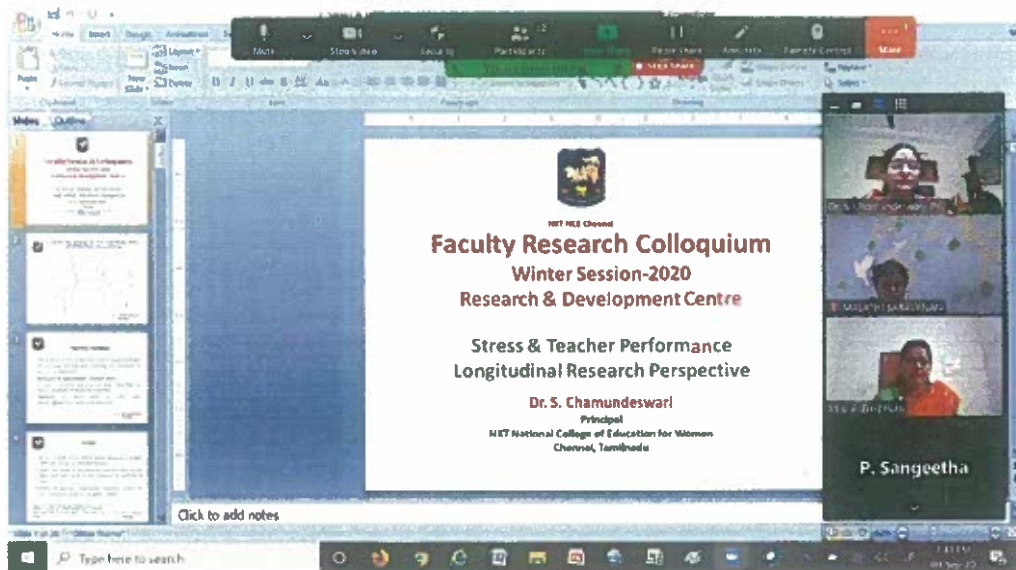
At the Institutional level the innovations have been revolving more around the curriculum deployment and with the realization that the product is the student's knowledge rather accumulated scores. As personality development of students is the crux of education today, the main objective of the Innovation ecosystem is to revolve around to make students a competent personality, to encourage Faculty members and students to nurture their talents through research and exploration to experience something new and to foster problem solving to ensure creative and fruitful outcomes as a result of Innovation in Education.

With the vision to meet the evolutionary and dynamic challenges in Education, the R&D Centre of the College organises sessions for incubating innovative ideas for performance improvement. The sessions are held to brainstorm ideas for innovative practices relating to performance improvement in Research and Outreach performances of the Institution.

The supervisory committee for the Innovation Eco System at the R&D Centre is the Research Committee consisting of experienced and knowledgeable experts drawn from academia and industry, apart from the Principal and Faculty members of the Institution. The Committee meets periodically to define the operational strategies, develop the road map, approve, monitor the performance of the R&D Centre in respect of the identified drivers and outcome concerning the Innovation Eco System and provide feedback on the development of goals and implementation of corresponding processes to achieve the predetermined measures of performance of the R&D Centre.



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Research Colloquium was initiated at the R&D Centre for deliberating on the nuances of research methodology and catalysing discussion on research topics, methodology, techniques, issues and concerns, followed by question and answer session. During Research Colloquium, cutting-edge concerns are dealt with and solutions are arrived for implementation. The College conducts Research Colloquium twice a year to enable the research scholars to share drafts of their papers with their research supervisors and the rest of the group for feedback and constructive criticism. Research Colloquium enables scholars to present their original work, which showcases not only their specialized knowledge but also analytical and writing skills. It is an ideal forum for research and drafting of research proposals. To start with, the senior faculty members of the College presented and discussed a few research topics for the budding research scholars to gain knowledge regarding the shades and nuances of research. It was followed by scholars presenting their research topics, selection of variables, sampling techniques, establishing reliability and validity of samples, data collection, etc., and the scholars were able to modify their tentative topic. Based on their presentation, the research supervisors render their suggestions, explanation and clarifications.

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### 3. Initiation of the NKT Centre of Excellence



The initiation of the NKT Centre of Excellence was placed in the IQAC meeting on 11<sup>th</sup> October, 2019. As an innovative venture, the NKT Centre of Excellence was initiated on 8<sup>th</sup> November, 2019 by the Hon. Secretary of the College, Dr. M. Arumugam for the benefit of Students, Faculty members and the Non-Teaching Staff. The NKT Centre of Excellence aims at enhancing the quality of Teacher Education by providing additional input outside the curriculum to equip our student-teachers with an edge over the others. This Centre actively engages students and faculty members to participate in SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) and MOOC (Massive Online Open Courses).

A UGC Autonomous Grant Guest Lecture on SWAYAM was organized for the student-teachers on 12<sup>th</sup> November, 2019. Dr. M. Mahalakshmi, Librarian, Stella Maris College was the resource person. A National Webinar on Exploring SWAYAM' was conducted on 23<sup>rd</sup> May, 2020. Mr. J. Arumugam, Librarian, PSG College of Technology was the resource expert.


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Yet another programme organized at the NKT Centre of Excellence was the Certificate Course on Teacher Eligibility Test (TET) Coaching in collaboration with the Dhosth Academy, Chennai. The TET coaching was conducted during weekends to enable students to attend the same. The TET coaching was well-structured with a set time-table, regular tests and adequate learning materials.

Knowledge management is one of the most crucial yet overlooked aspects of workplace progress. When employees fail to get access to the knowledge necessary for completing the tasks, the institution suffers. Knowledge sharing in the workplace can increase productivity, social interaction and trust among the team. Hence, the College creates knowledge sharing environment in the campus for increased interactions, team building exercises and collaborations through the forum for strategic planning.

  
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Sharing of knowledge helps in enhancement of oneself and the people around. The senior most faculty members of the College share their knowledge and expertise to all the faculty members through the forum. Having the privilege of attending orientation and refresher programmes, they acquire tremendous load of recent and necessary information and knowledge pertaining to all arcs of teaching and for one's professional development. As the College provides opportunities for all faculty members to attend faculty development programmes, capacity building programmes and academic outreach programmes, they imbibe knowledge for growth, development and sharing of knowledge to all other fraternity and in turn to all students. As and when they get new insights, tips, recommendations or suggestions and more knowledge pertaining to teaching profession, they share the acquired knowledge to all through the forum. Sharing of knowledge is not merely a neutral exchange of information, but it affects distribution of power, working relationships, models of influence and changes how individual identify their responsibilities.

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The Forum for Strategies and Operations Planning is a platform at the NKT Centre of Excellence to address and deliberate on topics for sharing knowledge and expertise among Students, Faculty members and Non-Teaching Staff. One of the topics for deliberation in this forum was the UGC Guest Lecture on Credit Based Academic System on 7<sup>th</sup> February, 2020. During the lockdown, a series of topics were deliberated in the E-Forum from 13<sup>th</sup> to 25<sup>th</sup> April, 2020.

#### 4. Initiation of the NKT Centre for Outreach



The initiation of the NKT Centre for Outreach was placed in the IQAC meeting on 11<sup>th</sup> October, 2019. The NKT Centre for Outreach was initiated on 8<sup>th</sup> November, 2019 for the benefit of the model school and the community. A number of programmes were organized through this Centre. The NKT Centre for Outreach caters to the students of NKT Girls Higher Secondary School and other neighboring schools by providing reading and leisure activities for them. The kids drop in after

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school hours to enjoy the Ambulimama Library, the Indoor Games area and the Thiruvalluvar Padasalai. Academic and Social Outreach are also a segment of NKT Centre for Outreach. Many programmes are conducted to engage the community, keeping in line with the 12<sup>th</sup> Plan Guidelines of the UGC scheme on 'Establishment of Centres for fostering Social Responsibility and Community Engagement.

**5. 'Go Green Project' to ensure a clean, green and healthy campus:**



The College promotes Green Cover aesthetically and purposefully. The Project Go Green NKT was initiated to reduce the carbon-footprint, and maintain a Plastic free green cover. The manure prepared inside the campus aids the growth of the trees and herbal plants. The College promotes Herbal Garden in the Model School to kindle interest among younger generation regarding traditional medicines and herbs indigenous to the environment. The NKT Science Club organizes the Maram Nadum Vizha every year, wherein about 25 saplings are planted in the College campus by student-teachers.

Green landscapes at Dr. Muthulakshmi Reddy Medicinal Garden', 'Padma Shri Chinna Pillai Green Zone', 'Savithribai Phule Porch', 'BenoZephine Garden',

'AndalNandhavanam', 'PunithavathiPoonjolai' and 'Kalpana Chawla Green Trail' are well maintained by different clubs of the College which attracts the attention of stakeholders. The greenery in the campus calms the mind and provides a healthy and pollution free atmosphere in the campus. A variety of potted plants are maintained to enhance aesthetic sense and create awareness to keep the environment beautiful.

The Go Green Project was initiated on 6<sup>th</sup> December, 2019. The Go Green Campaign focuses on avoiding plastics with the emphasis on 'Say No to Plastics'. This has increased sensitivity in creating a plastic-free zone. This initiative has worked towards a paperless administration where circulars, feedback and learning resources have gone paperless. Other green practices include Rain Water Harvesting, Waste Water Recycling, Use of e-bicycles, Segregation of Waste, Energy Conservation, Vermi composting and extending the Green Cover. Ensuring Environmental Sustainability is one of the developmental goals of the Institution and the related Institutional policy has ensured the same. The Institution has also an Energy Consumption Monitoring Committee, a Water Management Committee and a Waste Management Committee that includes representation from all levels of the Institution.

## 6. 'You Share and We Care' Counselling Online Services



The Guidance and Counselling Cell extended counselling services online under the logo 'You Share and We Care'. Sharing through this platform helps students build an environment of confidentiality and security, whilst giving them a sense of belonging. The team gives adequate insight into the crucial areas encountered during the pandemic. The team is receptive 24/7 to the needs of the students and analyze their

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problem in a stepwise manner and offer the best practical solution. This makes the clients feel strengthened mentally, emotionally and psychologically. This Counselling was very valuable to students who were emotionally disturbed due to various reasons during the pandemic.



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