



Collaborative Quality Initiatives with Other Institutions

Internal Quality Assurance Cell St Joseph's College (Autonomous), Trichy-2

PARAMARSH

Visit to Mentee Institution

Sri PSG Arts & Science College for Women, Sankari, Salem

Date: 30.11.2020 (Monday)

Time: 10.00 a.m. to 4.15 p.m

Report on the Mentee institution visit based on the Presentation by IQAC regarding, QnM and QIM Data Collection

Mentor Institution Standing Committee Members:

1. Dr. D. Ravindran, Associate Professor
2. Dr. A. Rose Venis, Dean-IQAC
3. Dr. R. Qurshid Begum, Asst. Dean-IQAC
4. Dr. V. Jude Nirmal, Assistant Professor

The criterion coordinators and members were divided into QnM and QIM groups. The coordinators presented the data collection by the college with evidences.

Based on the presentation the following recommendations were given by the standing committee members of mentor institution.

The team Informed IQAC to prepare Extended Profile Data since it will act as denominator during QIF metric response calculation.

QnM

Criterion I

- Asked to collect Affiliating University letter stating implementation of CBCS (1.2.1)
- Need to work on Feedback Metrics (1.4.1 & 1.4.2)
- Except few metrics data presented with evidences are acceptable

Criterion II

- To collect evidences for many of the metrics, based on data presented
- To collect reservation policy document from State Govt. (2.1.2)
- Data to show Ratio of Mentor to students (2.3.3)
- Need to work on evidences on many of the metrics
- Asked to conduct a trial on Student Satisfaction Survey (2.7.1)

Criterion III

- Data is very poor in many of the metrics
- Staff can be encouraged by providing incentives for publications in UGC Journals or giving OD for presenting papers in National /International Conferences (3.3.2. 3.3.3)
- May be some more data can be pooled for 3.3.3
- In Extension Activities only NSS related activities are present. Asked to include activities of other clubs (3.4.3)
- Asked to work on Collaborative Activities (3.5.2)

Criterion IV

- Since Data is poor the team is not able to present the data
- Management Support is needed more for many of the metrics in this criterion including Audit Statement preparation and providing infrastructure related data
- Need few more LCDs for ICT Facilities available in the Institution (4.1.3)
- Asked CS Department staff to work on Library Management System Software if possible
- To collect all data and evidences for this criterion

Criterion V

- Asked the team to rework on Management Scholarship/Free ships (5.1.2)
- Asked to explore the possibility of Bus Services provided by the Institute
- Asked to improve on Career Counselling given to Students (5.1.4)
- Need to properly pool the data on Student Grievances (5.1.5)
- Asked to rework on Placement data (5.2.1)
- Asked to collect data about International Karate Player (5.3.1)

Criterion VI

- Since Data is poor the team is not able to present the data
- Management Support is needed more for many of the metrics in this criterion
- To collect all data and evidences for this criterion

Criterion VII

- Data and Evidences seems to be okay
- Anyone of the Audit Reports (Green Audit/Energy Audit) can be created
- With few additions this criterion will come into shape

QIM

To Prepare

- 1) Vision mission statement for departments
- 2) Orgonogram
- 3) Energy audit & green audit
- 4) To revamp the College website and add all details to the website
- 5) To create Feedback system from all the state holders
- 6) To collect information and evidences about new initiatives
- 7) To identify at least 15 Best practices and choose the best from it
- 8) To improve ICT infrastructure
- 9) To collect final audit statements based on NAAC requirements
- 10) To carry out all Transactions like staff salary etc through bank
- 11) Conduct of Value added courses
- 12) To create Appraisal system (Like online teaching...)
- 13) To identify Distinctiveness (Discussion on Women Empowerment with management)
- 14) Board of Management with Principal and Heads as members (For participative management)
- 15) Formation of various Committees and add in college calendar and put in college website
- 16) Incentives for paper publishing/attending conferences (TA/Registration Fees)
- 17) Identification of at least 10 practices and ordering them
- 18) Creation of Students' Council and giving them some responsibility like conducting events/competitions etc
- 19) Getting information about students placement and progression to higher studies
- 20) Library - automation and updating the accession register - e-journals – inflibnet etc
- 21) Policy documents for
 - i) Promotion of Research
 - ii) Infrastructure
 - iii) Consultancy
 - iv) Code of Ethics
 - v) Recruitment/promotion and grievance management
 - vi) Staff welfare
 - vii) Performance appraisal
 - viii) Resource/fund mobilization
 - ix) Core values of the institution

General views:

- Headers giving apt information on the evidence attached should be added.
- No. of courses had been confused with the number of programmes.
- Programme Code has to be defined by the institution.
- PAN numbers of all the staff to be collected.
- The Management can issue a percentage (preferably 50%) of the Registration Fee to enable the staff to present papers in conferences.
- Conferences on IPR, Research Methodology and Entrepreneurship can be organised by the Institution.

We as members of mentor institution felt the enthusiasm among the staff members in pooling the data, but at the same time we expect management to offer its support which will make the data pooling process along with the evidences a much better one.



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Internal Quality Assurance Cell

PARAMARSH – Visit to Mentee Institution

AIMAN College of Arts and Science for Women, Trichy

Report on the Presentation by IQAC regarding QnM and QIM Data Collection

Date: 10.12.2020 (Thursday)

Time: 10.30 a.m. to 4 p.m.

Mentor Institution Standing Committee Members:

1. Dr D Ravindran, Associate Professor, Dept. of Computer Science
 2. Dr A Rose Venis, Dean IQAC
 3. Dr R. Qurshid Begum, Additional Dean-IQAC
 4. Dr V. Jude Nirmal, Assistant Professor, Dept. of Computer Science
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QnM

1. Informed IQAC to prepare Extended Profile Data since it will act as denominator during QIF metric response calculation.
2. IQAC Coordinator informed the College Website is maintained by 3rd Party. We informed to have it in on-premises.
3. Following are the Criterion wise observations / suggestions given during the interaction:

Criterion I

- Asked to remove entries on participation of faculty in other than affiliating university (1.1.3)
- Asked to list the programmes that come under CBCS. Currently all courses are shown. (1.2.1)
- Asked to include Field Work data, reported by BBA department. (1.3.1)
- Asked to include Curriculum related questions in Students, Alumnae and Employer Questionnaire. Instructed to prepare 3 filled in Questionnaires under each category (1.4.1)
- Asked to include Action taken either from Department or College and informed them to upload the details in College Website (1.4.2)
- This metric seems to be okay with few corrections to be incorporated.

Criterion II

- Asked to keep correct evidence year wise for the document relating to Sanction of intake from affiliating university (2.1.1)
- Asked to highlight the reservation details paragraph in the Reservation Policy document from State Government. (2.1.2)
- There is mismatch in the students numbers for the years 2018-19 and 2017-18 and asked to collect Divyangjan proof (2.1.2)
- Even though the template at present does not have column for Divyangjan, we requested them to keep the data ready (2.1.2)
- Criterion II coordinator states they are redesigning the mentor programme by including reports and circulars from 2019-20 onwards(2.3.3)
- In the beginning the IQAC coordinator informed there is 60 full time staff. During the discussion we came to know that there are 2 GLs. Hence we conclude the total staff for the Last Academic year is 58 (2.4.1)
- The data shows staff with PhD comes around 12. We suggested to Principal and Director to ask the PhD holders to get Ph.D guide ship. They stated their difficulty as they are affiliated institution and they have to create tie-up with other autonomous institutes to get guide ship (2.4.2)
- Asked to conduct a trial on Student Satisfaction Survey (2.7.1)
- This metric also seems to be okay with few corrections to be incorporated.

Criterion III

- Data is very poor in many of the metrics
- Metrics 3.1.1, 3.1.2, 3.1.3, 3.2.2, 3.3.1, 3.5.1 contains no data
- Some more data can be pooled on 3.2.2
- Asked to provide correct link to UGC Journals (3.3.2)
- Three important awards related to extension is missing in the data template (3.4.2)
- Asked to work correctly on MoU and try to have record for activities to make it functional. Informed to include PARAMARSH MoU. (3.5.2)

Criterion IV

- Data not Shown for 4.1.3, 4.2.2
- Asked to have evidences for continuous 5 days on footfalls of library usage (4.2.4)
- Criterion Coordinator informed though they have 60 computers for student's purpose, they have bills for only 20. We asked to have bills for all the computers (4.3.2)
- Criterion Coordinator informed they have Broadband Internet connection whereas SOP states only leased line connectivity in the name of HEI. This is a concern. (4.3.3)
- Management Support is needed for many of the metrics in this criterion including Audit Statement preparation and providing infrastructure related data.

Criterion V

- Data shows Government Scholarship are decreasing (5.1.1)
- Asked to restructure the entries in the data template 5.1.3. Informed activities related to this metric should be available in College Website (5.1.3)
- Asked to include the four placement entries shown in 5.1.4 into 5.2.1 also
- Need to properly pool the data on Student Grievances (5.1.5)
- Asked to collect selection orders on Placement data. The data may be poor at present may be improved after the collection of selection orders (5.2.1)
- Awards for Sports and Cultural shown is not as per SOP. Need to rework (5.3.1)
- Asked to group the activities and make it as single event (5.3.3)
- Criterion members need to revisit few metrics for improvement.

Criterion VI

- Even though the number of QnMs are less this metric, needs to be strengthened since it focus on Governance.
- Cash Vouchers are shown as evidences but asked them to collect evidences related to how management is providing the financial support (6.3.2)
- Asked to include ICT Academy Payment (6.3.2)

- Asked to collect staff attending professional programmes through Online (6.3.4)
- Asked not to include amount shown in other metrics and duplicate here also (6.4.2)
- Asked to apply for NIRF ranking (6.5.3)

Criterion VII

- Data and Evidences seem to be okay
- Anyone of the Audit Reports (Green Audit/Energy Audit) can be obtained.
- With a few additions, this criterion will come to good shape.

General Observations:

- Headers giving apt information on the evidence attached should be added.
- No. of courses had been confused with the number of programmes.
- Programme Code has to be defined by the institution.
- PAN numbers of all the staff to be collected.
- Need to group the evidences in correct order which will reduce the time taken to submit during interaction
- Suggest how to rename files and pool the data into correct directory structure

QIM

The mentee institution is requested

To Prepare

- 1) College profile
- 2) Vision mission statement for departments
- 3) Orgonogram
- 4) Energy audit & green audit
- 5) To revamp the College website and add all details to the website
- 6) To create Feedback system from all the state holders
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- 8) To identify at least 15 Best practices and choose the best from it
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- 20) Library - automation and updating the accession register - e-journals – inflibnet etc
- 21) Alumni association registration
- 22) Policy documents for
 - i) promotion of Research
 - ii) Infrastructure
 - iii) consultancy
 - iv) Code of Ethics
 - v) Recruitment/promotion and grievance management
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