



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
**UGC-PARAMARSH MENTOR INSTITUTION**  
 Autonomous & Affiliated to Bharathiar University  
 Accredited at A<sup>+</sup> Grade by NAAC  
 Udumalpet – 642128, Tamil Nadu.



Workshops on various topic pertaining to NAAC - IIQA & SSR Preparation, Quality Enhancement of HEI were conducted on / off line for the Mentee institutions.

S.No.	Date	Topics	Pg.No.
<b>Online Workshops</b>			
1.	13.05.2021	Digital Tools for Online Teaching	101
2.	17.05.2021 & 18.05.2021	Outcome Based Education	106
3.	21.05.2021 – 23.05.2021	Three Day Workshop on “Interactive Video Content Development through Mobile Applications”	110
4.	28.06.2021- 30.06.2021	Enhancing the Best Practices: 3 Day Virtual Workshop on Internalisation of Quality Culture and Institutionalization of Best Practices - Life Skills	119
		28.05.2021 - Yoga & Meditation	
		29.06.2021 - First Aid – Personal Empowerment in Emergency Response	
		30.06.2021 - Physical Fitness	
		30.06.2021 Promotion of Sports in HEI	
<b>Offline Workshops</b>			
5.	26.02.2021	Office Documentation & Maintenance of Laboratory Stock registers at GVG Visalakshi College for Women, Udumalpet	123
6.	30.07.2021	Office Documentation at Sree Abiraami Arts & Science College for Women, Gudiyattam	126
7.	30.07.2021	Office Document Management at Maharani Arts and Science College, Dharapuram	130

8.	05.08.2021 & 06.08.2021	Mentoring on IIQA & SSR Presentation at Sree Abiraami Arts & Science College for Women, Gudiyattam	134
9.	10.08.2021 &11.08.2021	Mentoring on IIQA & SSR Presentation at Rev.Jacob Memorial Christian College, Ambillikai	142
10.	17.08.2021 & 18.08.21	Mentoring on IIQA & SSR Presentation at Maharani Arts & Science College, Dhrapuram	149
11.	18.08.2021 &19.08.21	Mentoring on IIQA & SSR Presentation at RVS Kumaran Arta & Science College, Dindugul	155
12.	21.09.2021 & 22.09.2021	Mentoring on IIQA & SSR Presentation at Pollachi College of Arts & Science, Pollachi	161
13.	24.09.2021 & 25.0.2021	Workshop on Fine tuning of SSR at Sree Abiraami Arts & Science College, Gudiyttam	167
14.	30.09.2021	Culmination of UGC Paramarsh Scheme – Review Meeting & Document Presentation at Sri GVG Visalakshi College for Women, Udumalpet	179



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**Topic:** Digital Tools for Online Teaching

**Date:** 13<sup>th</sup> May, 2021 (10.30 a.m. to 12.30 p.m.)

**Platform:** Video conferencing through Google Meet

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 Accredited at A+ Grade by NAAC (4th Cycle)  
 UGC- PARAMARSH MENTOR INSTITUTION  
 An ISO 9001:2015 Certified Institution  
 Udumalpet-642 128  
 Tamilnadu

*The Management, Principal & Faculty members invite you to the  
 IQAC Organised Workshop on*

**DIGITAL TOOLS FOR ONLINE TEACHING**

*under  
 UGC Paramarsh Scheme*

**Resource Person**  
**Dr. B. SURENDRANATH REDDY**  
 Assistant Professor  
 School of Mathematical Sciences  
 S. R. T. M. University  
 Nanded, Maharashtra

**THURSDAY | MAY 13 | 2021**  
 at 10.30 a.m.  
**GOOGLE MEET**  
<https://meet.google.com/hiy-pddp-het>

**Organizing Committee**  
 Dr. N. RAJESWARI, Principal and Accreditation Ambassador  
 Mrs. B. NIRMALA, IQAC Coordinator-UGC Paramarsh Scheme  
 Dr. M. KALAVATHI, IQAC Coordinator  
 Dr. P. GEETHA, Associate Professor of Economics  
 Dr. S. SHENBAGAVALLI, Associate Professor of History  
 Dr. B. KAVITHA, Assistant Professor of Physics  
 Mrs. S. SHOBANA,, Associate Professor of Computer Science  
 Mrs. A. PARAMESWARI, Assistant Professor of Commerce (CA)

**Teach @ Ease!**

The Workshop was organized with the aim to provide the faculty of Mentee institutions training in Digital tools for online teaching. A total of 100 participants comprising Principals, IQAC coordinators, faculty members of Mentee colleges attended the Workshop.

The Webinar started at 10.30 a.m. with welcome to the Resource Person and participants by Dr. P. Geetha, Associate Professor of Economics. She also introduced the Speaker.

Dr. Surendranath Reddy explained the various platforms available for online teaching, the Learning Management Systems, conduct of online exams and analysis through various ICT tools, the technique of generating certificates. He demonstrated the creation of video lectures using Open Broadcast software (OBS). The expert elaborated installing OBS, adding display capture, Video capture, audio capture and changing the background. In his demo he also shown you tube live streaming, provide streaming and its key features. He clearly explained uploading a video without losing the quality using Handbrake Software - Open Source Video Transcoder. He also described how to take class using OneNote. He also informed the usage of Pen tabs in taking classes for subjects with extensively requires the usage of Black/Green Board.

In the Interactive Session, the clarifications and queries of the participants were addressed by the Resource Person. The programme ended with the concluding remarks and Vote of Thanks by Dr. B. Kavitha.

More than 95 participants from the mentee institutions were benefited from the workshop.

**Expected outcome of the Workshop:**

1. e-content development by the participants
2. Uploading the same in the college website

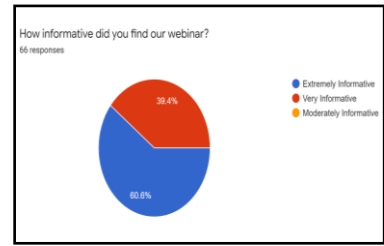
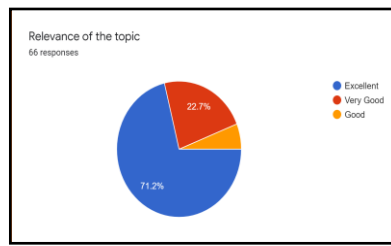
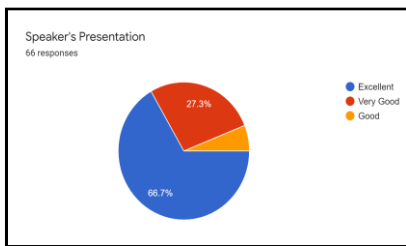
### PROFILE OF THE RESOURCE PERSON



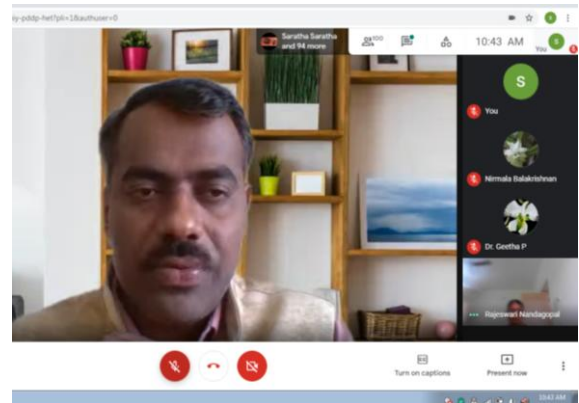
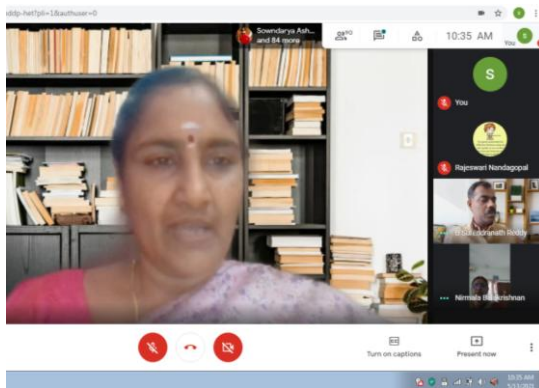
Name	: Dr. B. Surendranath Reddy
Current designation	: Assistant Professor School of Mathematical Sciences Swami Ramanand Teerth Marathwada University, Nanded, Maharashtra.
Qualifications	: B.Sc. from S.V. University, Tirupati, 2001-04.  M.Sc. from Hyderabad Central University, 2004-06  Ph.D. from Hyderabad Central University, 2006-11  under the guidance of Prof. V. Suresh (Bhatnagar Awardee)
Research Area	: Algebra, analysis, soft set theory.
Research papers index, 1	: 20 research papers with 36 citations, 3 h-index, 1 i10-index.
Research guidance Ph.Ds	: 2 M.Phil and 3 Ph.D. student awarded and 5 Under guidance
Project	: Minor Project: Rajiv Gandhi Science and Technology Commission (RGSTC) project on “Awareness and Training on Free Open-Source Mathematical Software”.
Coordinator	: 1. Online Courses, SRTM University 2. PTMT-2015
Organized	: 3 FDPs on ICT tools - Trained 17000 teachers  Delivered more than 20 talks during COVID-19 Pandemic

## Feedback Analysis

The feedback was received from 67 participants. The relevance of the topic was considered excellent by 71.2 per cent and 22.4 per cent expressed to it be very good. The speaker's presentation was stated as excellent by nearly 70 per cent and very good by 27.3 per cent. 60 per cent participants found the workshop to be extremely informative and the remaining reflected very informative.



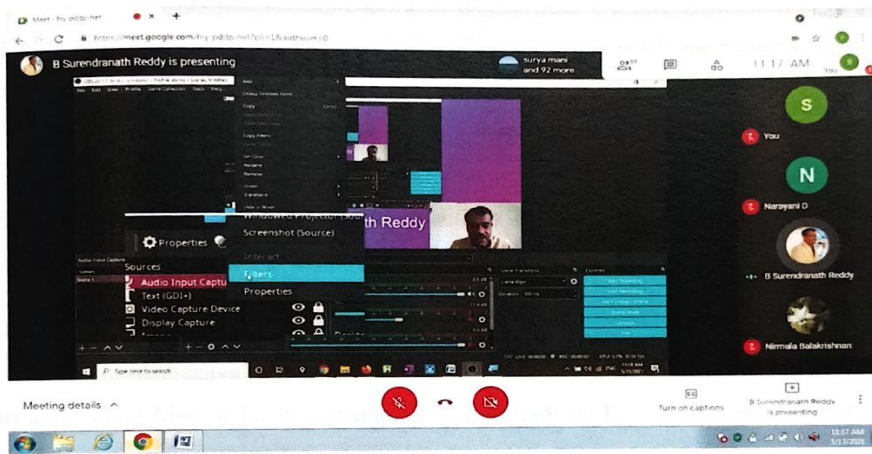
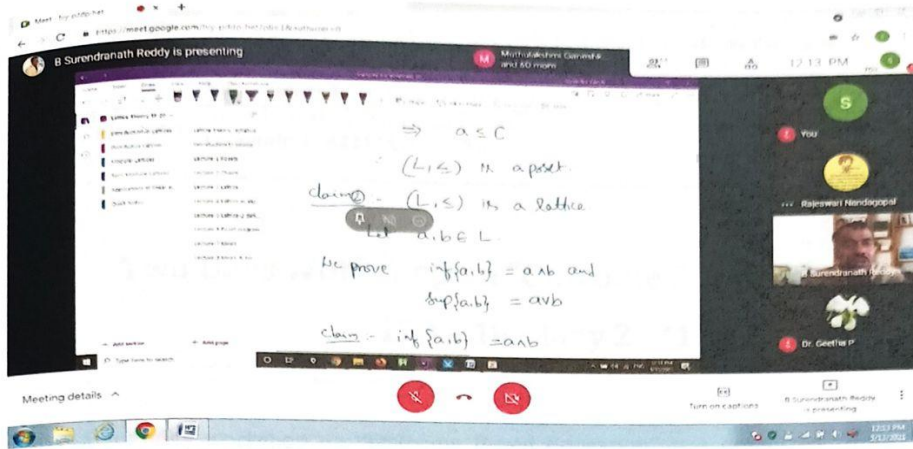
## Glimpses of the Workshop



**1. Platforms for online lecture**

Sr. No.	ICT tools	Demonstration Link
1	Microsoft Teams	<a href="https://youtu.be/PzgyQ0WpigQ">https://youtu.be/PzgyQ0WpigQ</a>
2	Zoom & Google Meet	<a href="https://youtu.be/zwWsWe_py9w">https://youtu.be/zwWsWe_py9w</a>
3	Cisco Webex	<a href="https://youtu.be/cBUHvRGc79M">https://youtu.be/cBUHvRGc79M</a>
4	OBS Studio for recording and live streaming	<a href="https://youtu.be/1hmmwePINeg">https://youtu.be/1hmmwePINeg</a>
5	OBS explained in Hindi	<a href="https://youtu.be/StWEcmYHM3A">https://youtu.be/StWEcmYHM3A</a>
6	Smartphone as webcam for online lecture	<a href="https://youtu.be/kr1-lnKloXc">https://youtu.be/kr1-lnKloXc</a>
7	Remove Background	<a href="https://youtu.be/veoKZiH9W1o">https://youtu.be/veoKZiH9W1o</a>

Annexure VII



*B. Neeva*  
**Mrs. B. Nirmala**  
 IQAC Coordinator (Paramarsh)  
**Mrs. B. NIRMALA**  
 IQAC Coordinator - UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

*Rajeswari N*  
**Dr. N. Rajeswari**  
 Principal & Accreditation Ambassador  
**Dr. N. RAJESWARI**  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
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## Two Days Workshop on "Outcome Based Education"

17<sup>th</sup> – 18<sup>th</sup> May 2021

A two day workshop on “Outcome Based Education” was organized from 17.05.2021 to 18.05.2021 through virtual mode to build the capacity of the faculty members in institutionalizing OBE for the quality enhancement of the Teaching-Learning academic process. The main objectives of this workshop were i) Nurturing the importance of OBE – Student Centric Teaching & Learning methodology ii) Orientation on the main components of OBE - .Programme Educational Objectives, Programme Outcomes, Course Outcomes and CO-PO Mapping. iii) Adoption of pedagogical initiatives to achieve stated objectives and outcomes iv) Selection and use of appropriate tools for measuring CO & PO attainment.

.Day 1:

Dr.S.Shenbagavalli, Associate Professor of History welcomed the participants from Mentee institutions and Mentor institution and she introduced the Resource person Dr.S.Aram, Curriculum Development Cell (CDC) Convener and Associate Professor of Physics, Sri G.V.G Visalakshi College for Women, Udumalpet.

Dr.S.Aram, explained how Outcome Based Education is different from our traditional education system and emphasized the need for paradigm shift from Teacher centric system to Student centric system, to improve the academic standards, it is necessary to consider: the graduate attributes, Programme outcomes and Course outcomes while framing the curriculum, understanding level of the learners at different stages, needs and expectation of the learners.

She gave detailed explanation about

- i) Washington accord
- ii) Components of OBE
- iii) Vision & Mission of the Institution & Programme



- iv) Programme Educational Objectives(PEO) & Programme Outcomes(PO)
- v) Course Outcomes (CO)
- vi) Bloom's Domain of Learning- Cognitive Domain, Affective Domain, Psychomotor Domain.

Mrs. A.Parameswari, Assistant Professor of Commerce(CA) proposed vote of thanks on behalf of all the faculty members and the organizing committee of Paramash, Sri G.V.G Visalakshi College for Women, Udumalpet.

The screenshot shows a Google Meet window with a presentation slide titled "OBE Design". The slide content is as follows:

- At the top: Vision and Mission.
- Below that: Programme Educational Objectives (PEO).
- Below that: Programme Outcomes (PO), with a box labeled "Graduate Attributes" pointing to it.
- At the bottom: Three Course Outcomes (CO).
- A vertical arrow on the left side of the slide is labeled "design".

The meeting interface shows "aram kamaraj is presenting" and a list of participants: aram kamaraj, Nirmala Bal..., Dr.S.Karupp..., Rajeswari N..., reena akila, and shenbagava... The meeting details bar shows "aram kamaraj is presenting" and "Turn on captions".

The screenshot shows a Google Meet window with a presentation slide titled "CURRICULUM PLANNING & DESIGNING". The slide content is as follows:

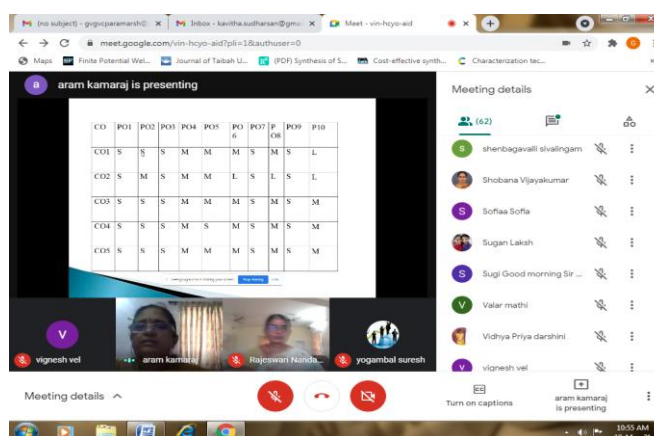
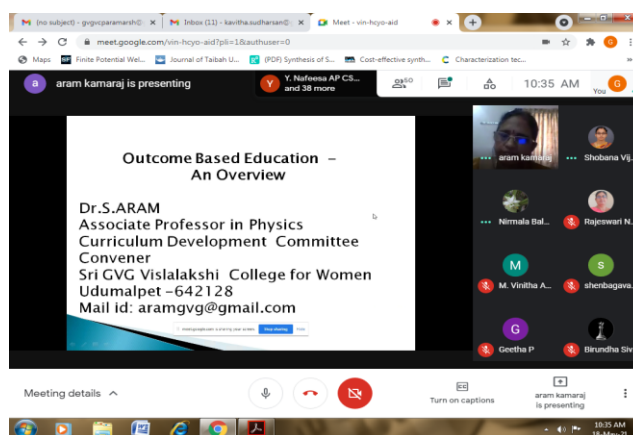
- CURRICULUM PLANNING & DESIGNING:** Curriculum is Planned & Designed According to the Needs of Today's Students.
- TEACHING PROCESS:** Teachers are Focused on Helping Students Develop New Skills.
- FINAL OUTCOME ASSESSMENT:** Students Knowledge Assessment is Done on the "Levels" that Track Their Learning & Skills.
- CURRICULUM PLANNING & DESIGNING:** Some Curriculum is Passed From the Previous Generation to Next Generation.
- TEACHING PROCESS:** Teachers are Focused on Completing the Syllabus by the End of the Session.
- FINAL OUTCOME ASSESSMENT:** Students Knowledge is Assessed as per their Obtained Grades.

The meeting interface shows "aram kamaraj is presenting" and a list of participants: aram kamaraj, Nirmala Bal..., Dr.S.Karupp..., BBA DEPAR..., and shenbagava... The meeting details bar shows "aram kamaraj is presenting" and "Turn on captions".

**Day 2:**

Mrs.B.Nirmala, Associate Professor of Physics & Coordinator, IQAC-UGC Paramarsh Scheme welcomed the participants gathered and the resource person. Dr.S.Aram handled the session on the topics:

- i) PO - PEO Mapping & PO-CO Mapping
- ii) Direct and indirect assessment methods
- iii) Selecting suitable methods and tools for measuring CO & PO attainment.
- iv) Case study: Python Programming
- v) Preparation of self assessment report



Dr.B.Kavitha, Assistant Professor of Physics proposed vote of thanks.

## Annexure VII

**Expected Outcome of the Workshop:**

- Able to write Course Outcomes & Programme outcomes
- Prepare Course articulation matrix & Programme articulation matrix
- Identify direct and indirect assessment methods
- Select and adopt suitable tools to measure CO & PO attainment

**Beneficiaries**

The Principals, IQAC coordinators, IQAC members, the senior faculty members and Criteria in-charge faculties from the Mentee Institutions attended. The standing committee members of Paramarsh team responded to the queries and doubts raised by the mentee institutions.



**Mrs.B.Nirmala**  
**IQAC Coordinator (Paramarsh)**  
 Mrs.B.NIRMALA  
 IQAC Coordinator-UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128



**Dr.N.Rajeswari**  
**Principal & Accreditation Ambassador**  
 Dr.N.RAJESWARI  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
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### **Three Days Workshop on Interactive Video Content Development through Mobile Applications**

**Date:** 21.05.2021 to 23.05.2021

The Workshop was organized for the faculty members of the mentee institutions focusing on

- i) Making familiar with e -Tools for online teaching
- ii) Preparation of e-Content

Mrs.B.Nirmala, IQAC Coordinator of UGC Paramarsh Scheme welcomed and introduced the Resource persons. Mrs.R.Chitradevi and Mrs.V.Anitha, Assistant Professors, Department of Chemistry Sri G.V.G Visalakshi College for Women, Udumalpet were the Resource persons.

Day - I : Canva, Live White board and WPS Office applications were demonstrated.

Day - II : Benime, Screen Cast O Matic and AZ recorder were demonstrated

Day – III : e content preparation was enlightened and hands on experience were given to the participants.

The sessions were very insightful and informative for the Mentee institutions. Mrs.A.Parameswari, Assistant Professor and Head, Department of Commerce (CA) delivered the vote of thanks. Nearly 100 faculty members from Mentee Institutions were the beneficiaries.

#### **Outcome :**

- The participants demonstrated the contents prepared by them using the applications taught
- e-Content were prepared

**21st - 23rd May 2021  
at 10 a.m.  
Through Online**

**Workshop on  
Interactive Video Content Development  
Through Mobile Applications**

**Resource Persons**



**Mrs.R.Chitradevi &  
Mrs.V.Anitha  
Assistant Professors  
Department of Chemistry  
Sri GVG Visalakshi College for Women  
Udumalpet**





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**GVGVC: Not for Self;But for all**

**Workshop on  
Interactive Video Content Development  
Through Mobile Applications**

**Programme Schedule**

<b>21.05.2021</b>	<b>Visualization tools for Content preparation Liveboard, PowerPoint/Slides, WPS office, Canva</b>
<b>22.05.2021</b>	<b>Video to GIF conversion, Screen recording and Video editing Tools - Screencast-O-Matic, AZ recorder, Benime</b>
<b>23.05.2021</b>	<b>Interactive video making - Ed puzzle</b>

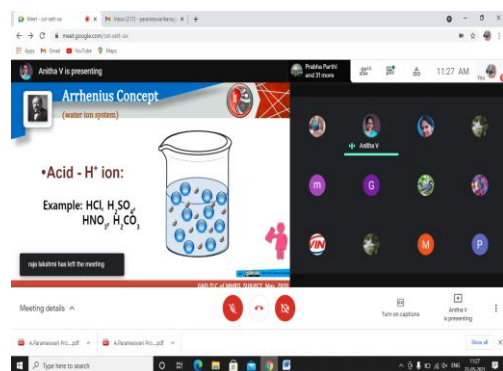
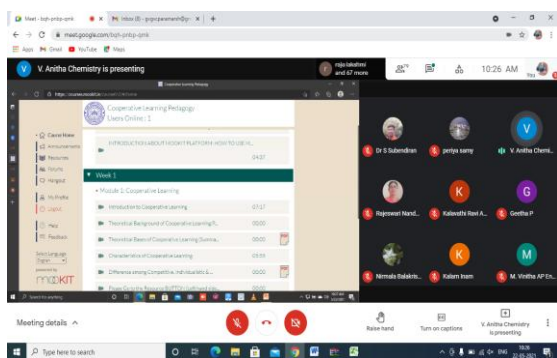
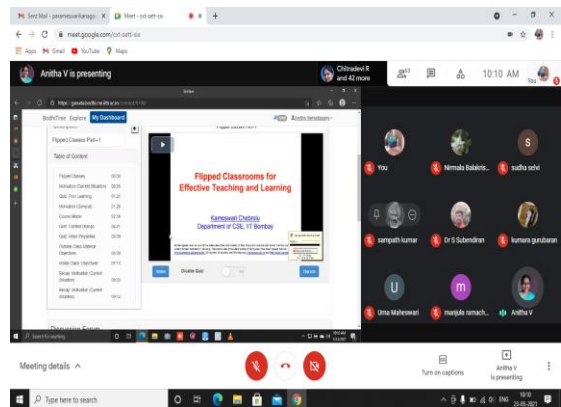
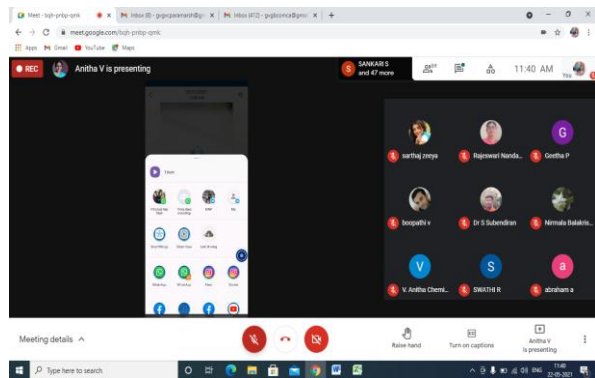
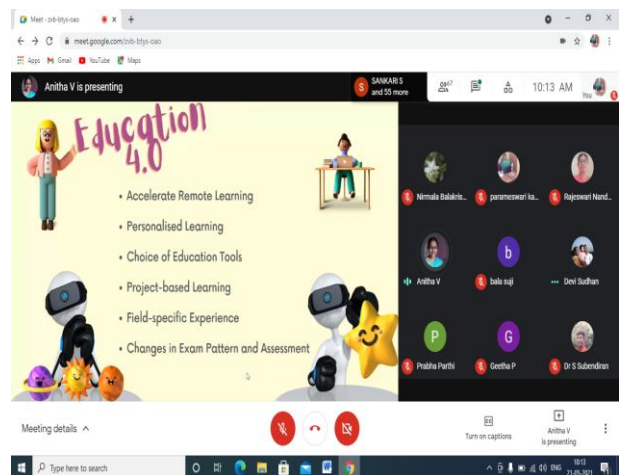
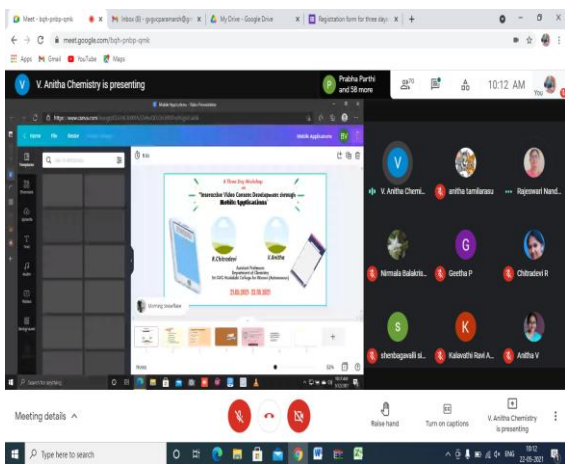
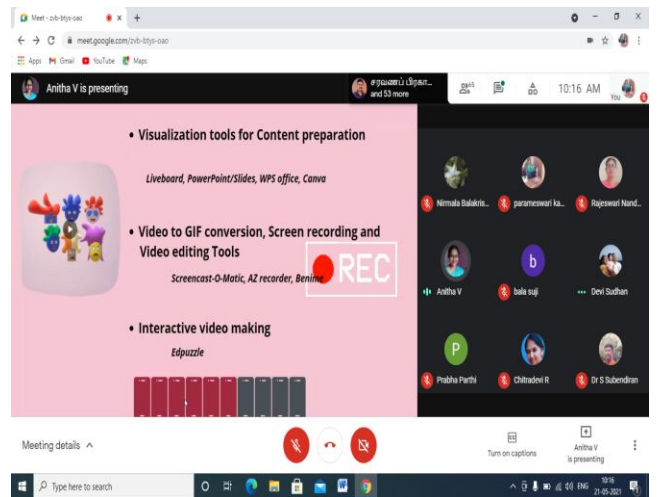
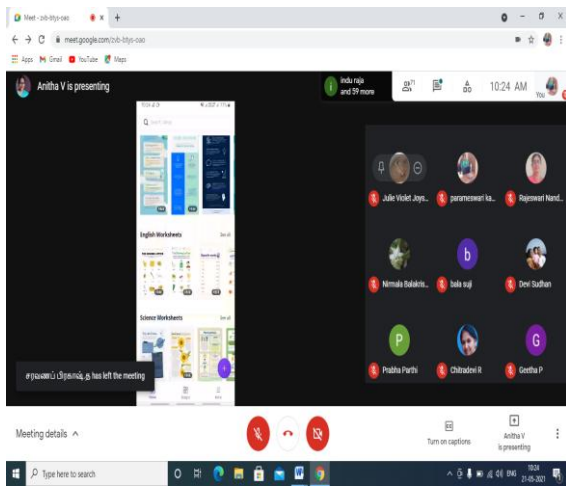


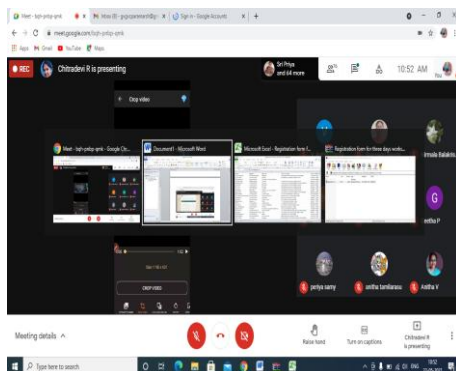
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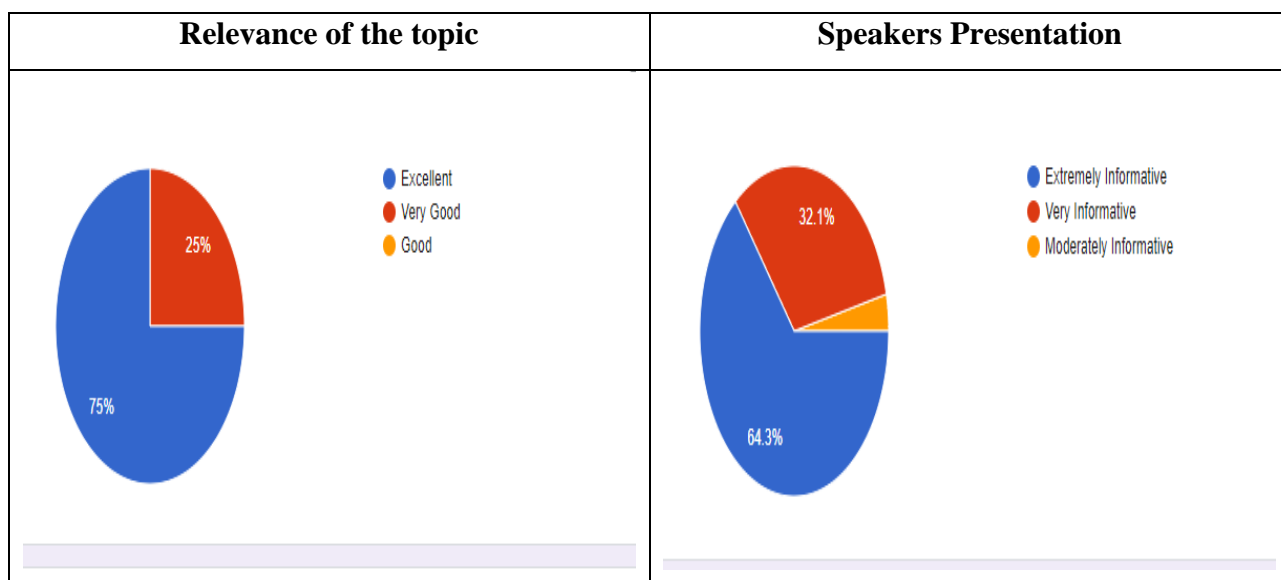
**GVGVC: Not for Self;But for all**

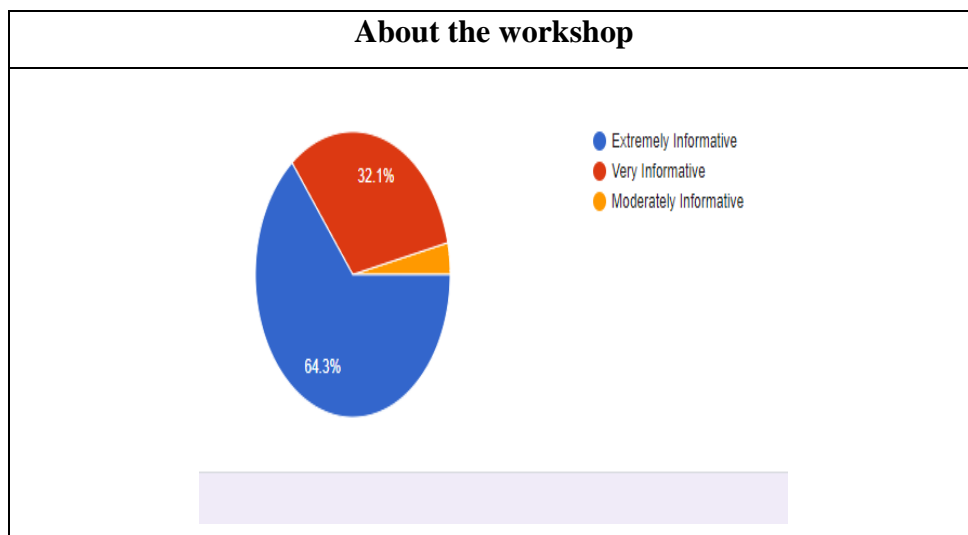




### Feedback Analysis

Feedback received from the participants reveals that 75% of the faculty expressed as the relevance of the topic was excellent and 25% as very good. Regarding expert's presentation, 64% expressed as extremely informative and 32% as very informative. More than 60% of the participants found the workshop was extremely informative and the remaining expressed very informative.





### List of Participants

Name	Name of the College	E-mail Id	Mobile Number
Dr. M. Sakthivel	Sree Abiraami Arts And Science College For Women	msakthi81986@gmail.com	8148216174
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Jp.Jaishri Varsha	Sree Abiraami Art's And Science College For Women	jaiteacher14@gmail.com	9361868693
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Anitha.T	Pollachi College Of Arts And Science, Poosaripatti.	animbarn@gmail.com	8754146448
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Mrs. B. Nirmala	Sri GVG Visalakshi College For Women, Udumalpet	nirmala2730@gmail.com	9865043379
S.Saranya	Rvs Kumaran Arts&Science College	Lakshmisaran333@gmail.com	9659230226
Manoj Moorthy. G	Rev. Jacob Memorial Christian College, Ambilikkai	manojmoorthygj@gmail.com	9486940094
R.Sudha Selvi	Rev Jacob Memorial Christian College Ambilikkai	sudhaselvradhakrishnan@gmail.com	9585555232
V. Boopathi	Pollachi College Of Arts And Science	vboopathi3@gmail.com	9976757645
Dr. D.Sathyasanthy	Cherran College For Women, Tirupur	sathyasanthy@gmail.com	9865553534
Dr.S.Subendran	Rev. Jacob Memorial Christian College ,Ambilikkai	yes.subii@gmail.com	9787182737
S. Anitha	Pollachi College Of Art And Science	anithamahaashree82	824 867

## Annexure VII

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Parthipan S	Maharani Arts & Science College	parthiright@gmail.c om	9788875400
Ms. V. Megala	Rev. Jacob Memorial Christian College	Kavisuryadk3@gmai l.com	9025407077
Jayanthipriya.K	Rec.Jacob Memorial Cristion College	jayampriya22@gmai l.com	7373035151
Dr.M.Deepa	Cherran College For Womens	mdeepardhayalan@ gmail.com	9677659754

*B. Nirmala*

**Mrs. B. Nirmala**  
**IQAC Coordinator (Paramarsh)**  
**Mrs. B. NIRMALA**  
 IQAC Coordinatc:-UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

*Rajeswari*

**Dr. N. Rajeswari**  
**Principal & Accreditation Ambassador**  
**Dr. N. RAJESWARI**  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128



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**UGC-PARAMARSH MENTOR INSTITUTION**  
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 Udumalpet – 642128, Tamil Nadu.



**Three Days Virtual Workshop on Internalization of Quality Culture and Institutionalization of Best Practices - Life skills**

**Date: 28<sup>th</sup> – 30<sup>th</sup> June 2021**

**Sri GVG Visalakshi College for Women (Autonomous)**  
 Affiliated to Bharathiar University, An ISO 9001:2015 Certified Institution  
 Accredited at A+ Grade by NAAC (4th Cycle)  
 UGC-PARAMARSH MENTOR INSTITUTION  
 Udumalpet - 642 128 - Tamilnadu

**Three days Virtual Workshop on Internalisation of Quality Culture and Institutionalisation of Best Practices – Life Skills**  
**28th -30th June 2021**

**Organised by IQAC under UGC Paramarsh Scheme**

**28.06.2021 @ 10:30 AM**  
**Yoga and Meditation**  
 Mrs.M.Vijayalakshmi, Faculty, Art of Living International Foundation, Bangalore

**29.06.2021 @ 2:00 PM**  
**First Aid – Personal Empowerment in Emergency Response**  
 G. Dileep Raj, General Secretary, ALERT- NGO, Chennai

**30.06.2021 @ 10:00 AM**  
**Physical Fitness**  
 Dr.R.Saravana Prabha, Head, Dept. of Physical Education Avinashilingam University, Coimbatore

**30.06.2021 @ 11:00 AM**  
**Promotion of Sports in HEI**  
 Dr.B.Sujatha, Director of Physical Education Sri GVG Visalakshi College for Women, Udumalpet

**Zoom Platform : Meeting ID:861 6363 8072**  
**Passcode: GVGPARAM**

**Organized by Members of UGC Paramarsh Committee**

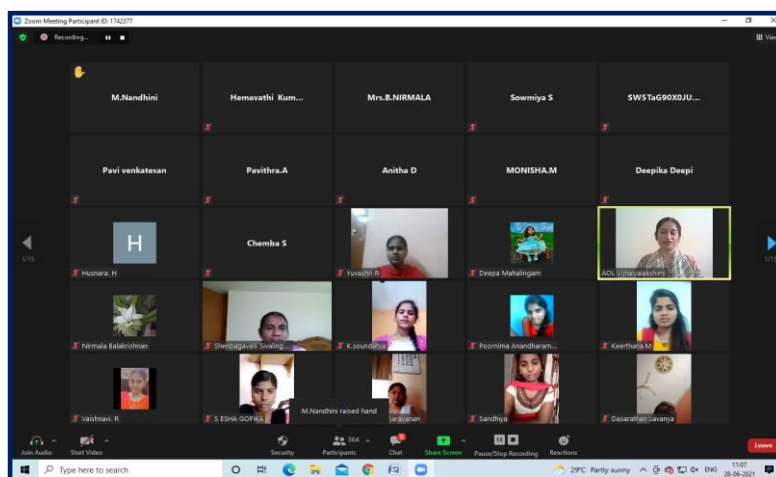
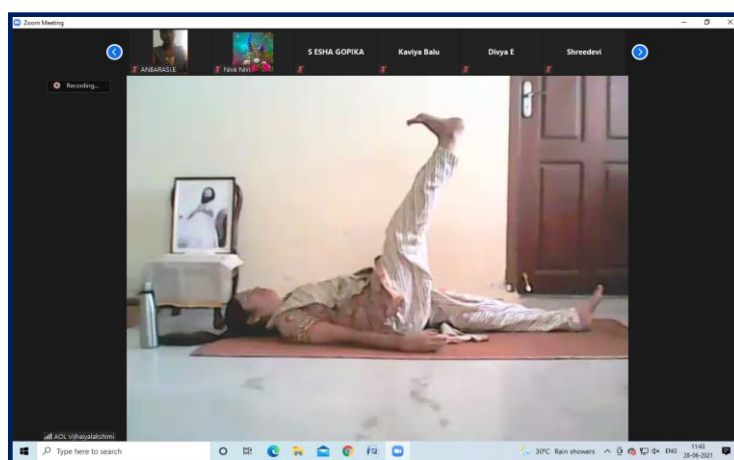
**Objective:**

To promote and enhance best practices in Mentee Institutions

The faculty members and the students of Sree Abiraami College for Women, Gudiyattam & Rev. Jacob Memorial Christian College, Ambillikkai attended the workshop.

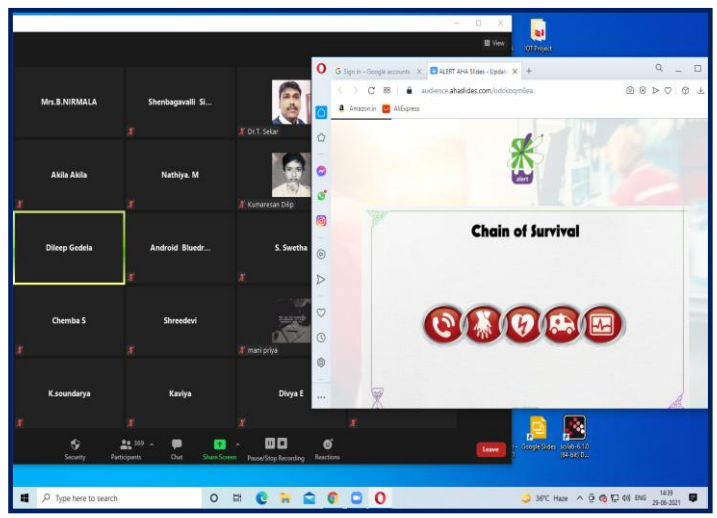
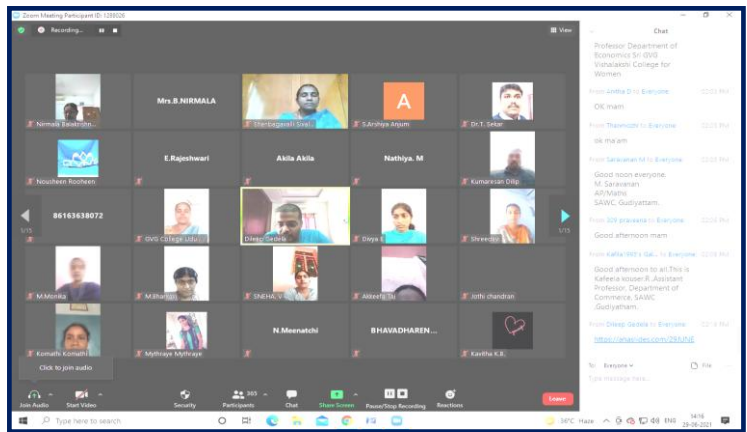
**28.06.2021 @ 10.30 a.m:**

Three day Virtual Workshop started with Prayer song followed by Welcome address by Dr.S.Shenbagavalli, Standing Committee Member- UGC Paramarsh Scheme. Mrs.M.Vijayalakshmi, Art of Living, International Foundation, Bangalore addressed to the faculty members and the students on Yoga and Meditation. In her address she narrated the need and the importance of Yoga in our daily life especially during Covid time, for stronger immunity. She demonstrated various Asanas and Pranayama. The faculty and the students enthusiastically involved in practicing Asanas.



**Date: 29.06.2021 @ 2 p.m.**

The virtual exposure on First Aid – Personal Empowerment in Emergency Response was given by Mr. Dileep Raj, General Secretary, ALERT, NGO, Chennai. The Resource Person with his extreme mastery skills and knowledge enhanced the information among the participants and highlighted the first aid rules and guidelines to be compulsorily taken into consideration during action. He explained the basic steps and procedures to be followed while providing first aid services to the victim.



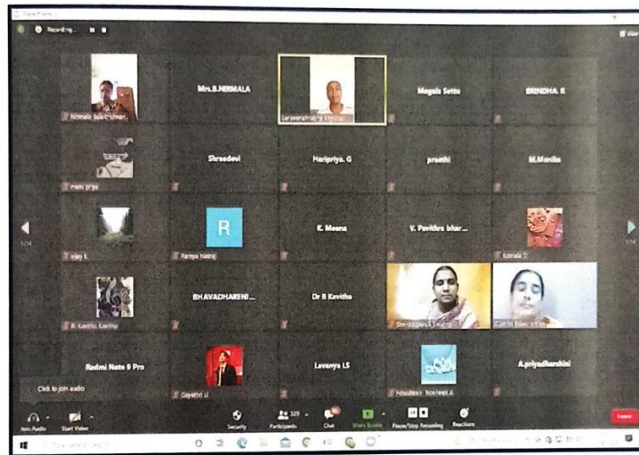
## Annexure VII

Date: 30.06.2021 @ 10 a.m.

Dr.R.Saravana Prabha, Head of the Department of Physical Education Avinashilingam University, Coimbatore enlightened the participants on Physical Fitness.

During the second session of the Workshop, Dr. Sujatha, Physical Director, Sri GVG Visalakshi College for Women, Udumalpet delivered special lecture on promotion of Sports in HEI.

Later insisting the importance on physical fitness, Aerobics was demonstrated by Dr.M.Mary Glory Ponrani, Assistant Professor, Avinashilingam University. The faculty and the students of the mentee institutions actively involved in aerobics & exercises. At the end of the session Dr.Sakthivel from Sree Abiraami College for Women, proposed vote of thanks.



*B. Nirmala*  
**Mrs.B.Nirmala**  
 IQAC Coordinator (Paramarsh)  
**Mrs.B.NIRMALA**  
 IQAC Coordinator-UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

*Rajeswari N*  
**Dr.N.Rajeswari**  
 Principal & Accreditation Ambassador  
 Dr.N.RAJESWARI  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128



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 Udumalpet – 642128, Tamil Nadu.



**Topic:** Office Documentation Procedures & Maintenance of Laboratory Registers

**Date:** 26<sup>th</sup> February 2021

**Venue:** Mentor Institution

The objective of the workshop was to guide the faculty, office staff and laboratory assistants, on office documentation, Maintenance of files and Laboratory Stock Registers.

In the first session, Mr.Nagaraj, Office Superintendent (Senior) and Mrs. R. Subathra, Office Superintendent and Office Assistants from the Mentor Institution explained the office documentation procedures. They provided valuable information regarding Admission Registers, Scholarships, Appointment orders, Letters, Relieving orders, College affiliation letter, Programme sanction letters/ Communications, Purchase Registers, leave letters and Attendance Register. They also explained the maintenance of College accounts.

In the second session Dr. M. Nirmala and Dr,B,Kavitha, Faculty, Department of Physics, explained in detail about the Maintenance of Laboratory Stock Registers, Accession Registers, Consumable Registers, Laboratory Manuals, Laboratory Log Books, Breakage Register, Service Registers. They also detailed on Dos & Don'ts, safety and security inside the laboratory. .

The faculty and Administrative staff from mentee institutions enthusiastically involved in the workshop and clarified their doubts.





Annexure VII



Workshop on 'Office Documentation, Procurement and Maintenance of Laboratory Register' - 26.02.2021

1. B. Jagathi	Cheran College for women	Assistant Professor	jeeminiroshay@gmail.com	98589026	
2. J. Saravanan	Manavaranthorai Science College	office staff	Sudratharajus@gmail.com	7501780000	
3. J. Subramanyam	Madhavai Arts & Science College	lab programmer	babyanitha@gmail.com	8667348970	
4. M. Kanchi K. Prabu	Rev. Kanneesan Arts and Science College	Admin	apoorvaka@gmail.com	8878913133	
5. Mrs. K. Subalalitha	Rev. Kanneesan Arts and Science College	H.O. Dept of Computer	aashika111@gmail.com	918057372	
6. Jessy Oberian	Rev. Jacob Memorial Christian College	office staff	Punithadep@gmail.com	9482118578	
7. D. Pruthi	Rev. Jacob Memorial Christian College	office staff	sathya@gmail.com	9716663003	
8. P. Sathya	Cheran College for women	office Admin	sathya@gmail.com	9537005567	
9. P. S. Subramaniam	Pepparu College of Arts & Science	Head, Dept of Comp. Science	selvamandhini@gmail.com	9791245447	
10. P. Srinivas	"	Head, Dept of Mathematics	hinatha.park@gmail.com	6382235080	
11. Anthonalaxhari	Sri GVG Visalakshi College for women	OFFICE		04252 220019	
12. P. Velupillai	"				
13. R. Saritha	Sri G.V.G. Visalakshi college for women	office Superintendent	Subathar.14@gmail.com	958247588	

B. Nirmala

Mrs. B. NIRMALA  
IQAC Coordinator-UGC Paramarsh Scheme  
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**B. Nirmala**  
Mrs. B. Nirmala  
IQAC Coordinator (Paramarsh)  
Mrs. B. NIRMALA  
IQAC Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128

**Rajeswari N**  
Dr. N. Rajeswari  
Principal & Accreditation Ambassador  
Dr. N. RAJESWARI  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



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### **Topic: Office Documentation**

**Date: 30<sup>th</sup> July 2021**

Workshop on Office Documentation was organized for the Mentee Institution at Sree Abiraami Arts and Science College for Women, Gudiyattam.

The objective of the workshop was to guide the faculty and office assistants regarding the documentation procedures of office files and Maintenance of Registers.

In the first session, Mrs.R.Nagaraj, Office Superintendent (Senior) from the Mentor Institution explained the office documentation procedures. He provided valuable information regarding Admission Registers, Appointment orders, Letters, Relieving orders, College affiliation letter, and Programme sanction letters/ Communications. She also explained the maintenance of College accounts.

In the second session Mr.Anantharaman, from the Mentor Institution explained the maintenance of Scholarships, Salary Registers, Purchase Registers, Leave letters and Attendance Register.

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 UGC Paramarsh Mentor Institution  
 Udumalpet-642128

**WORKSHOP ON  
 OFFICE DOCUMENTATION**

Resource person Mr.R.Nagaraj Office Superintendent (SF) Sri G.V.G Visalakshi College for Women Udumalpet	Resource person Mr.Anantharaman Office Assistant Sri G.V.G Visalakshi College for Women Udumalpet
--	---

Date: 30.07.2021      Time:10.00 a.m

Venue: Sree Abiraami Arts and Science College for Women,  
 Gudiyattam

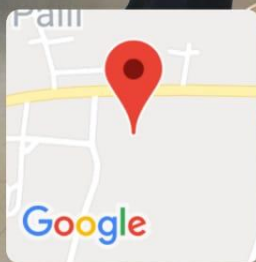
Made with PosterMyWall.com

Snapshots of the Workshop



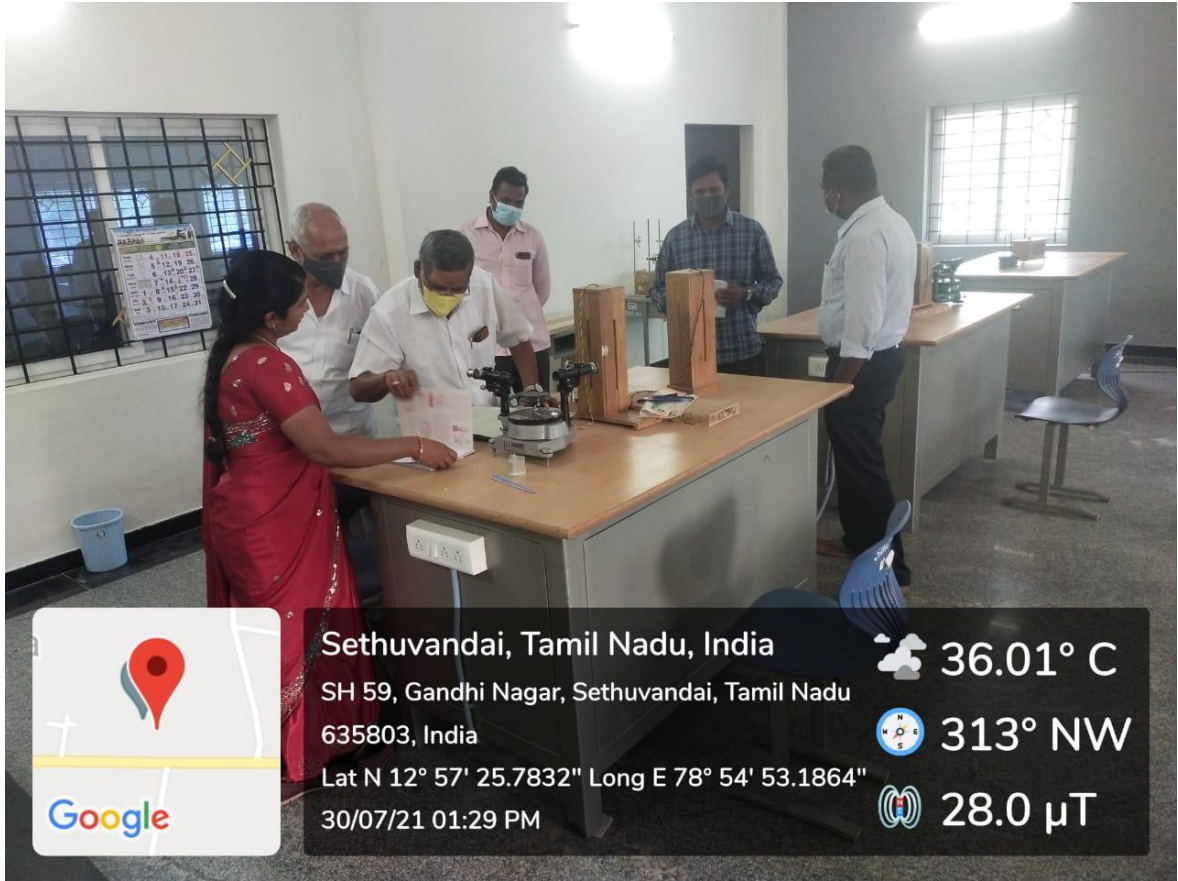
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 SH 59, Gandhi Nagar, Sethuvandai, Tamil Nadu  
 635803, India  
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 30/07/21 10:57 AM

32.13° C  
 223° SW  
 29.0 μT



Chennarayana Palli, Tamil Nadu, India  
 Chennarayana Palli Bus Stop, National Highway  
 234, Chennarayana Palli, Tamil Nadu 635803, India  
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 30/07/21 01:51 PM

36.01° C  
 190° S  
 50.0 μT



Sethuvandai, Tamil Nadu, India  
 SH 59, Gandhi Nagar, Sethuvandai, Tamil Nadu  
 635803, India  
 Lat N 12° 57' 25.7832" Long E 78° 54' 53.1864"  
 30/07/21 01:29 PM

36.01° C  
 313° NW  
 28.0 μT


20 Workshop on Office Documentation organised at Sri Abirami Arts and Science College for  
 Qualitywomen  
 Date: 30.07.2021 Time: 9.30 - 4.30 PM.

Resource Persons  
 1. R. NAGARAJ  
 2. S. ANANDHA PAVANI

Sl.No	Name of the Participant	Designation	mail id	Phone No	Signature of the Participant
1	Dr. S. PETHIL	Principal	velviti2@gmail.com	932566444	[Signature]
2	D. SUMATHI	Asst. prof. Tamil	m.sumathi510@gmail.com	7305262870	[Signature]
3	S. SANKARI	Asst. Prof. Tamil	SanKavishi@gmail.com	9786428853	[Signature]
4	D. NARAYANI	Asst. Prof. Computer Science	d.narayani@saucollege.com	9802286418	[Signature]
5	Dr. E. KUMARAVAN	Asst. Prof. Mathematics	KumaravaniEppa@gmail.com	9003135732	[Signature]
6	Dr. M. SANKARAN	Asst. Prof. Chemistry / Cytology - III	m.sankar@saucollege.com	8145216174	[Signature]
7	K. SUGANTHI	Asst. Prof. English	kgu2537@gmail.com	9789256636	[Signature]
8	V. RAJESH	Asst. prof. BCA/CS	rajesh20.vrca@gmail.com	9840590787	[Signature]
9	P. MALAVISHI	Asst. Prof. EBA	malavishu@gmail.com	8122327074	[Signature]
10	R. Lakshmi	Asst. prof. BIA/CS	lak25kathir@gmail.com	9790548532	[Signature]
11	P. VIVEK	Asst. Prof. BBA	vivekraj.kha02@gmail.com	9643800945	[Signature]
12	Dr. M. Sumanman	Asst. Maths	sumanman0623@gmail.com	978932216	[Signature]
13	V. Vijayalakshmi	Clerk / Principal office	vijayarajeev@gmail.com	8102248668	[Signature]
14	M. Pradeepa	Clerk / Principal office	moorthy.pradeepa93@gmail.com	9159417243	[Signature]
15	M. Piyanka	Clerk / Principal office	Piyanka.moorthy99@gmail.com	8122269174	[Signature]

B.N.M.

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## SREE ABIRAAMI

**ARTS AND SCIENCE COLLEGE FOR WOMEN**  
(Affiliated to Thiruvalluvar University, Vellore)  
Keelathur, Gudiyattam - 635803.  
☎ 04171-290222 / 7639003546  
E-Mail: abiraami.college@gmail.com / Website: www.sawcollege.com


Date: 30.07.2021


### Report of the Workshop


The workshop on office documentation was jointly organised by Sree Abiraami Arts and Science College for Women and Sri GVG Visalakshi Arts and Science College for Women on 30.07.2021 at 11.00 AM in the college premises. The Workshop was systemized with the aim to give the maintenance of Documents, Laboratories Department Files and Library. All the IQAC member and Non Teaching Staff attended the workshop and the welcome address was given by Dr.E.Kumaresan IQAC Coordinator.

**SESSION [11.00-12.00 PM]** Mr.R.Nagaraj Office Superintendent explained detail about the Lab Maintenance of Chemistry and Physics, who gave the guidelines regarding the usage of spirit in the Lab, getting of License and renewal of License. He has also explained that how to maintain the department records and bills.

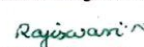
**SESSION [12.00-01.00 PM]** Mr.S.Ananantharaman, Senior Accountant explained about stock register, sales register, UG & PG Admission Committee, Students fee collection and student's scholarship details. He has explained about office documentation.


  
**IQAC Coordinator**  
(Dr.E.Kumaresan)



  
**PRINCIPAL**  
(Dr.R.S.Vetrivel)  
**PRINCIPAL**  
SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN  
GUDIYATTAM - 635 803,  
VELLORE DISTRICT.


1. **Mr.R.Nagaraj,**  
Office Superintendent,  
Sri GVG Visalakshi Arts and Science College for Women.
2. **Mr.S.Ananantharaman,**  
Senior Accountant,  
Sri GVG Visalakshi Arts and Science College for Women.

  
**Dr.N.Rajeswari**  
 Accreditation Ambassador - UGC Paramarsh Scheme  
 Sri G.V.G. Visalakshi College for Women  
 Udumalpet, Tiruppur (Dt), Tamilnadu - 642 128.



**Mrs.B.Nirmala**  
IQAC Coordinator (Paramarsh)  
MRS. NIRMALA  
IQAC Coordinator, Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tiruppur (Dt), Tamilnadu - 642128

GVGVC Paramarsh Progress Report



**Dr.N.Rajeswari**  
Principal & Accreditation Ambassador  
Dr.N.RAJESWARI  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128

128



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 Udumalpet – 642128, Tamil Nadu.



### **Topic: Workshop on Office Document Management**

**Date: 30<sup>th</sup> July 2021**

Workshop on Office Documentation management was organized for the Mentee Institution at Maharani Arts and Science College, Dharapuram with an objective to guide the faculty and office assistants on office documentation and Record Keeping.

In the first session, Mrs.R.Subathra, Office Superintendent from the Mentor Institution demonstrated the documentation procedures on Student Profile, Fee particulars, Scholarship, Admission Register, Faculty Appointment / Reliving Orders, University Communications on College Affiliation, Programme Sanction Letters etc.

In the second session Mrs.Dhanaklakshmi, from the Mentor Institution elaborated on the maintenance of Salary / Purchase / Attendance Registers, Leave letters , College Accounts etc.,

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 Udumalpet-642128

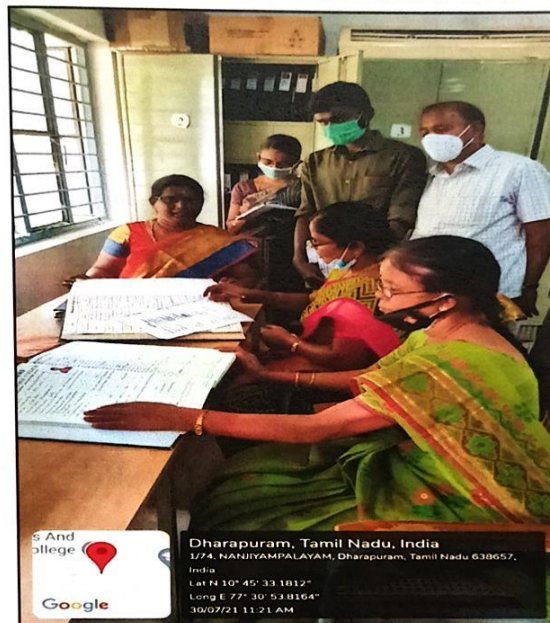
**WORKSHOP ON  
 OFFICE DOCUMENT MANAGEMENT**

Resource person Mrs.R.Subathra Office Superintendent Sri G.V.G Visalakshi College for Women Udumalpet	Resource person Mrs.Dhanalashmi Office Assistant Sri G.V.G Visalakshi College for Women Udumalpet
---	---

Date: 30.07.2021      Time:10.00 a.m

Venue: Maharani Arts and Science College, Dharapuram

Annexure VII



They verified the office documents and suggestion were given for improvement.

*B. Neema*  
**Mrs. B. Nirmala**  
**IQAC Coordinator (Paramarsh)**  
Paramarsh Scheme  
Sri GVG  
Udumalpet  
642128

*Rajeshwari D*  
**Dr. N. Rajeswari**  
**Principal & Accreditation Ambassador**

**Dr. N. RAJESWARI**  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128





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### Topic: Mentoring on IIQA and SSR Preparation

Two Days Workshop on “Mentoring on IIQA & SSR Preparation” were organized for the Mentee institutions with an objective to impart knowledge on IIQA & SSR preparation.

Date	Name of the Institution	Resource Persons from Mentor Institution
05.08.2021 & 06.08.2021	Sree Abiraami Arts & Science College for Women, Gudiyattam	Day 1 & 2 : Mrs.B.Nirmala, Dr.P.Geetha, Dr.S.Shenbagavalli, Dr.B.Kavitha Mrs.A.Pameswari
10.08.2021 &11.08.2021	Rev.Jacob Memorial Christian College, Ambillikai	Day 1: Mrs.B.Nirmala, Dr.M.Kalavathi Dr.Angel Joy Day 2: Dr.P.Geetha, Dr.S.Shenbagavalli Dr.B.Kavitha
17.08.2021 & 18.08.21	Maharani Arts & Science College, Dhrapuram	Day 1: Mrs.B.Nirmala, Dr.S.Shhenbagavalli Dr.B.Kavitha Day 2: Dr.S.Shenbagavalli Dr.B.Kavitha Dr.J.Bhuvaneswari

18.08.2021 &19.08.21	RVS Kumaran Arta & Science College, Dindugul	Day 1: Mrs.B.Nirmala, Dr.P.Geetha Mrs.A.Pameswari Day 2: Dr.M.Kalavathi Dr.P.Geetha, Dr.J.Bhuvaneswari
21.09.2021 & 22.09.2021	Pollachi College of Arts & Science, Pollachi	Day 1: Dr.M.Kalavathi Dr.Angel Joy Mrs.A.Pameswari Dr.J.Bhuvaneswari Day 2: Dr.P.Geetha, Dr.S.Shenbagavalli Dr.B.Kavitha Mrs.Dhanalakshmi

**Sree Abiraami Arts & Science College for Women, Gudiyattam**

**Date: 05.08.2021 & 06.08.2021**

**Day 1: 05.08.2021**

<b>Session</b>	<b>Time</b>	<b>Title</b>
Session I	10:00 -11:00 a.m.	Mentoring on IIQA and SSR Process – An Introduction
Session II	11:00 - 11:30 a.m.	Criterion I - Curricular Aspects
Session III	11:45 - 12:45 p.m.	Criterion II -Teaching, Learning & Evaluation
Session IV	12:45 - 01:15 p.m.	Criterion IV - Infrastructure and Learning Resources
Session V	02:30 - 05:30 p.m.	Document Verification in Departments

**Day 2: 06.08.2021**

<b>Session</b>	<b>Time</b>	<b>Title</b>
Session VI	09:30 – 10:30 a.m.	Criterion V – Student Support & Progression
Session VII	10:30 - 11.30 a.m.	Criterion III – Research, Innovation & Extension
Session VIII	11.30-12.30 p.m.	Meeting with Principal, IQAC Team - Discussion on Criterion VI - Governance, Leadership & Management and Criterion VII - Institutional Values & Best Practices
Session IX	12.30-01.30 p.m.	Meeting with Management
Session X	02.30-03.30 p.m.	Exit Meeting

Registration

22

Two Day Workshop on "Mentoring on JEEA  
Since Abinavuni Arts and Science College  
Date: 05.08.2021 & 06.08.2021

23

Workshop Preparation at Resource Persons  
for Women, Gudiyalathur

1. Mrs. A. NIRMALA
2. Dr. P. GEETHA
3. Dr. S. SHENTHA GAYATHI
4. Dr. P. KAYITHA
5. Mr. A. PARASIT SURET

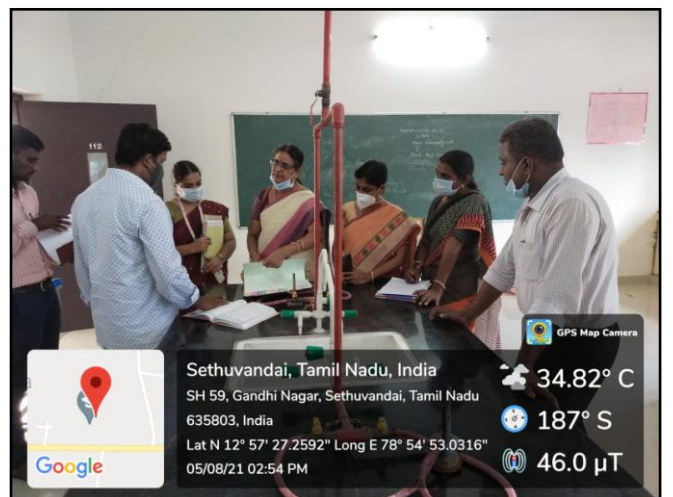
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Mrs. B. NIRMALA  
NAC Coordinator - MOC Paramarsh School  
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**SRI G.V.G. VISALASKHI COLLEGE FOR WOMEN**  
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**UGC-PARAMARSH MENTOR INSTITUTION**  
**Udumalpet - 642 128**



**Mentoring to Sree Abiraami Arts and Science College for Women,  
 Gudiyattam on IIQA & SSR Preparation**

**Dates: 05.08.2021 & 06.08.2021**

**Resource Persons from Mentor Institution:**

Mrs.B.Nirmala, IQAC Coordinator-UGC Paramarsh Scheme & Head, Department of Physics

**Standing Committee Members, UGC Paramarsh Scheme**

Dr.P.Geetha, Associate Professor of Economics

Dr.S.Shenbagavalli, Assistant Professor of History

Dr.B.Kavitha, Assistant Professor of Physics

Mrs.A.Pameswari, Assistant Professor of Commerce with Computer Applications

**Day 1: 05.08.2021**

**Session I - 10:00 - 11:00 a.m.**

**Mentoring on IIQA and SSR Process – An Introduction**

- Why going for NAAC Assessment?
- NAAC Accreditation – A Mandatory
- Benefits of Accreditation
- Process of NAAC Assessment
  - Registration in the NAAC website
  - Institutional Information for Quality Assessment (IIQA)
  - SSR submission on acceptance of IIQA
  - Data Validation & Verification (DVV) process
  - Preparation towards the Student Satisfaction Survey (SSS)
  - Peer Team Visit - NAAC
  - NAAC announces the Institutional Grading
- Explanation on Preparation of Institutional Information for Quality Assessment (IIQA)
- Registration fee Details
- Documents for IIQA
- Data Requirements for filling up SSR

- Executive Summary
- Profile of the Institution
- Extended Profile of the Institution
- Quality Indicator Framework
- Data Templates / Documents - Quantitative Metrics (QnM)

#### **Session II : 11:00 – 11:30 a.m.**

##### **Criterion I – Curricular Aspects**

- Key Indicators
  - Curricular Planning and Implementation
  - Academic Flexibility
  - Curriculum Enrichment
  - Feed Back
- Documents to be maintained

#### **Session: III – 11:45 – 12:45 p.m.**

##### **Criterion II: Teaching, Learning & Evaluation**

- Key Indicators
  - Student Enrolment and Profile
  - Catering to Student Diversity
  - Teaching-Learning Process
  - Teacher Profile and Quality
  - Evaluation Process and Reforms
  - Student Performance and Learning Outcomes
  - Student Satisfaction Survey
- Documents to be maintained

#### **Session: IV – 12:45 – 1:15 p.m.**


##### **Criterion IV - Infrastructure and Learning Resources**

- Key Indicators
  - Physical Facilities
  - Library as a Learning Resource
  - IT Infrastructure
  - Maintenance of Campus Infrastructure
- Documents to be maintained


#### **Session V: 2:30 – 5:30 p.m. -**

##### **Document Verification in Departments**

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 IQA & SSR Preparation**

**Dates: 05.08.2021 & 06.08.2021**

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 Dr.B.Kavitha, Assistant Professor of Physics  
 Mrs.A.Pameswari, Assistant Professor of Commerce with Computer Applications

**OBSERVATIONS AND SUGGESTIONS**

**Strength of the Institution:**

- Serene Campus
- Supportive & Magnanimous Management
- Enthusiastic Management & Principal towards Quality enhancement of the Institution
- Free Education offered to the Students by the Management
- Gaz Lit- magazine by Literature Dept
- Curriculum Implementation (CIA plan) well documented in Chemistry Department
- Consumable Register well maintained in Chemistry Department
- Scholarship details well documented with all evidences in Maths Department
- Rank Holders from BBA Department
- Department Association and Activities
- Log in Register in Computer Department well maintained
- Appreciable participation by the Students in ICT workshops

**Weakness:**

- Strengths of the Institution are not properly maintained
- Visio, Mission statements of the institution not defined
- Lack of Team Spirit and coordination
- No notable progression after Preliminary audit during February 2021
- Seminars, Workshop, Invited Talks, Competitions organized are few.
- Office Documents: Admission, Government Scholarship, University Communications are not documented systematically
- Financial Audited Statements



➤ **Laboratories**

- Stock Register – to be rewritten in Physics and Computer labs as per the given format
- Log in Register to be maintained in Physics and Chemistry labs
- Do's and don'ts are to be displayed in all labs
- Lab Manuals to be prepared
- First aid kit to be made available
- Electrical power cable in Physics labs – safety measures to be taken
- Appointment of Lab Assistance in all labs
- Stock Verification to be made and duly signed
- Name Board for the labs
- Computer: Student ratio not as per NAAC requirement. To have more number of Computers with necessary software.
- Computer Lab is to be strengthened with the addition of UPS, Printer, Server.

➤ **Library**

- Appointment of Librarian and Assistant
- Library Automation is mandatory
- Subscription of Journals
- Purchase of Text / Research / Reference books in all subjects.
- Provision for Inflibnet / Delnet / e Journals / e Shodhganga Membership

➤ **Other Infrastructure**

- Bandwidth of Internet connection with not less than 10 MBPS
- Smart Classrooms with LCD Projector
- Disabled friendly Wash rooms
- Display / sign posts.
- Ramp / Lift – access to class room for disabled

➤ **Auditing**

- Alumni Audited Statement
- Internal and External Financial audit
- Green Audit
- Energy Audit
- Environment Audit

➤ **General**

- Appointment of Physical Director/ Directress
- Separate Room for IQAC with Computer, Printer, Cupboards
- IQAC Minutes to be properly documented
- Mentor Guidance & Activities documentation
- Office - Maintenance of Files lacking

➤ **Department**

- Deputing faculty for each Criterion
  - At department level each faculty has to consolidate the data for allotted criteria and forward the same to IQAC Criterion Incharge
  - WhatsApp group to be created for each criterion

➤ **Documents to be maintained**

## Annexure VII

**EXPECTED OUTCOME**

- Online Presentation on every Wednesday – 1:30-3:30 pm
- The Criterion Managers of IQAC have to present the data of the allotted metrics with evidences as per NAAC.
- All IQAC Members and criterion in charges in the departments have to compulsorily present during the presentation.
- All these Presentations are to be documented.
- SSR process is to be completed before October 1 week.
- **IIQA is to be positively submitted during II week of October**

*B.Neef*  
6/8/21

Mrs. B. Nirmala  
IQAC Coordinator, UGC Paramarsh Scheme

Mrs.B.NIRMALA  
IQAC Coordinator-UGC Paramarsh Scheme  
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*[Signature]*  
Dr. R. S. Vetrivel  
Principal  
Sree Abiraami Arts and Science College for Women  
Gudiyattam

**PRINCIPAL**  
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GUDIYATTAM - 635 803,  
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Udumalpet, Tamilnadu

*Rajeswari N*  
Dr.N.Rajeswari  
Principal & Accreditation Ambassador

Dr.N.RAJESWARI  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



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 Udumalpet – 642128, Tamil Nadu.



### Rev.Jacob Memorial Christian College, Ambillikai

**Day 1: 10.08.2021**

Session	Time	Title
Session I	10:00 -11:00 a.m.	Mentoring on IQA and SSR Process – An Introduction
Session II	11:00 - 11:30 a.m.	Criterion I - Curricular Aspects
Session III	11:45 - 12:45 p.m.	Criterion II -Teaching, Learning & Evaluation
Session IV	12:45 - 01:15 p.m.	Criterion VI - Governance, Leadership & Management and Criterion VII - Institutional Values & Best Practices
Session V	02:30 - 05:30 p.m.	Document Verification in Departments

**Day 2: 11.08.2021**

Session	Time	Title
Session VI	09:30 – 10:30 a.m.	Criterion V – Student Support & Progression
Session VII	10:30 - 11.30 a.m.	Criterion III – Research, Innovation & Extension
Session VIII	11.30-12.30 p.m.	Meeting with Principal, IQAC Team - Discussion on Criterion IV- Infrastructure and Learning Resources
Session IX	12.30-01.30 p.m.	Meeting with Management
Session X	02.30-03.30 p.m.	Exit Meeting

Registration

26

Two Day Workshop on "Mentoring on DDO and SSR Preparation" at Resource Persons  
Rev. Jacob Memorial Christian College, Ambalikkai.

Date: 10.8.2021 & 11.8.2021.

Day 1.

27

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2. Dr. H. Kalavathi  
3. Dr. R. Angel Thy.

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DAY 2

DATE: 11.08.2021

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UGC-PARAMARSH MENTOR INSTITUTION

Udumalpet - 642 128



### Mentoring to Rev. Jacob Memorial Christian College, Ambilligai on IQA & SSR Preparation

Dates: 10.08.2021 & 11.08.2021

#### Resource Persons from Mentor Institution:

Mrs.B.Nirmala, IQAC Coordinator-UGC Paramarsh Scheme & Head, Department of Physics

#### Standing Committee Members, UGC Paramarsh Scheme

Dr.M.Kalavathi, IQAC Coordinator & Associate Professor of Commerce

P.Geetha, Associate Professor of Economics

Dr.S.Shenbagavalli, Assistant Professor of History

Dr.B.Kavitha, Assistant Professor of Physics

#### OBSERVATIONS AND SUGGESTIONS

##### Strength of the Institution:

- Supportive and Enthusiastic Secretary & Principal towards Quality enhancement of the Institution.
- Education to downtrodden sections of the society.
- Good number of student welfare measures - Book donation, financial assistance from society, government and non-governmental scholarships
- Activities related to the promotion of Entrepreneurial spirit by BBA department
- University Rank holders in Biochemistry, B.Com & BBA departments.
- 100% results in BBA department
- CIE Timetable & Invigilation list maintained in the departments.
- Files and records are well documented in the library.
- Laboratory Stock registers well maintained by Bio Chemistry department.
- Excellent documentation of files and records by office.

##### Weakness:

- Feedback analysis related to curriculum to be documented properly.
- Students data base and Faculty profile maintained in the department has to be modified as per NAAC requirements.
- Remedial measures for slow learners, motivational measures for Advanced learners and Bridge course for first year UG are not properly documented.
- Students progression to be updated for all the five years.

- Department general time table to be maintained in the department.
  - Supporting documents for Internship /Project / Field work to be maintained in the department.
  - Soft copies & Xerox copies of the certificates for Add-on-courses are to be maintained.
  - Do's and don'ts are to be displayed in the laboratories.
  - Lab Manuals and SOP for CIE are to be prepared
  - First aid kit to be made available.
  - Stock Verification to be made and duly signed
  - Login register, stock verification register, Service & Maintenance registers are to be maintained.
  - Purchase committee reports to be maintained in the office. (Composition of Purchase committee: Management representative, Principal, One of the Senior faculty from the institution as Convener, one or two faculty members, Office superintendent)
  - Alumni database and placement details to be updated.
  - Activities, supporting documents and minutes for NSS, Sports, YRC, RRC & Clubs /Associations to be maintained / updated properly.
  - Minutes Note Book to be maintained: IQAC, Paramarsh Mentorship activities, College Committee, Admission Committee, Department Meetings, Mandatory committees.
- **Infrastructure**
- Bandwidth of Internet connection with not less than 10 MBPS
  - Smart Classrooms with LCD Projector
  - Disabled friendly Wash rooms
  - Display / sign posts.
  - Ramp / Lift – access to class room for disabled
  - Spacious office room
  - Name Board for the labs, Class rooms & seminar hall
  - Provision for Inflight / Delnet / e Journals / e Shodhganga Membership
  - Journals Subscription may be increased
- **Auditing**
- Alumni Audited Statement
  - Financial Audited Statements
  - Internal and External Financial audit
  - Green Audit
  - Energy Audit
  - Environment Audit
  - Cupboards & Files for IQAC
  - Files to the departments for documentation of NAAC files
- **Department**
- Deputing faculty for each Criterion
    - At department level each faculty has to consolidate the data for allotted criteria and forward the same to IQAC Criterion Incharge
    - WhatsApp group to be created for each criterion
- Documents to be maintained.



## Annexure VII

**EXPECTED OUTCOME**

- Online Presentation on every Thursday – 1:30-3:30 pm
- The Criterion Managers of IQAC have to present the data of the allotted metrics with evidences as per NAAC.
- All IQAC Members and criterion in charges in the departments have to compulsorily present during the presentation.
- All these Presentations are to be documented.
- SSR process is to be completed before October 1 week.
- **IIQA is to be positively submitted during II week of October**



**Mrs. B. Nirmala**  
IQAC Coordinator, UGC Paramarsh Scheme

Mrs. B. NIRMALA  
IQAC Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**Dr. Jessan George**  
Principal  
Rev. Jacob Memorial Christian College  
Ambilligai

Dr. JESSEN GEORGE M.Sc., Ph.D.,  
PRINCIPAL  
Rev. Jacob Memorial Christian College  
Santhipuram, Ambillikkai, Oddanchatram  
Dindigul - Dist - 624 612.



**Mrs. B. Nirmala**  
QAC Coordinator (Paramarsh)  
MRS. B. NIRMALA  
Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**Dr. N. Rajeswari**  
Principal & Accreditation Ambassador

Dr. N. RAJESWARI  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
**UGC-PARAMARSH MENTOR INSTITUTION**  
 Autonomous & Affiliated to Bharathiar University  
 Accredited at A+ Grade by NAAC  
 Udumalpet – 642128, Tamil Nadu.



### Maharani Arts & Science College, Dhrapuram

**Day 1: 17.08.2021**

Session	Time	Title
Session I	10:00 -11:00 a.m.	Mentoring on IQA and SSR Process – An Introduction
Session II	11:00 - 11:30 a.m.	Criterion I - Curricular Aspects
Session III	11:45 - 12:45 p.m.	Criterion II -Teaching, Learning & Evaluation
Session IV	12:45 - 01:15 p.m.	Criterion IV - Infrastructure and Learning Resources
Session V	02:30 - 05:30 p.m.	Document Verification in Departments

**Day 2: 18.08.2021**

Session	Time	Title
Session VI	09:30 – 10:30 a.m.	Criterion V – Student Support & Progression
Session VII	10:30 - 11.30 a.m.	Criterion III – Research, Innovation & Extension
Session VIII	11.30-12.30 p.m.	Meeting with Principal, IQAC Team - Discussion on Criterion VI - Governance, Leadership & Management and Criterion VII - Institutional Values & Best Practices
Session IX	12.30-01.30 p.m.	Document Verification in Departments Meeting with Management
Session X	02.30-03.30 p.m.	Exit Meeting

Registration

32

TWO DAYS WORKSHOP ON 'MENTORING ON IQAA & SSR PREPARATION  
MAHARANI ARTS & SCIENCE COLLEGE, DHARAPURAM

Dates: 17.08.2021 & 18.08.2021

33

1. Mrs. B. Nirmala  
2. Dr. S. Sankarapalli  
3. Dr. B. Kavita  
4. Dr. V. Bhuvaneshwari

S.No	Name of the Faculty	Designation	Mail ID	Mobile Number	Signature
1.	Mrs. P.R. MUTHULAKSHMI	ASST. PROF & HEAD DEPT. OF BCA	muthu.6 lakhmiganeshkumar@gmail.com	9047775811	P.R. M. [Signature]
2.	Mrs. S. PARAMESHWARI	ASST. PROF & HEAD DEPT. OF ENGLISH	Paramarshchavathi31@gmail.com	7373169313	S. Param [Signature]
3.	Mrs. J. JAYARAJ	Asst. Prof & HEAD DEPT. OF CS	jayarambujji@gmail.com	99AA446655	J. Jayaraj [Signature]
4.	Mrs. S. SOFIA PARVEEN	Asst. Prof Dept. of Commerce CA	Sofialthaf@gmail.com	9600538507	S. Sofia [Signature]
5.	DR. K. VALARMAITHI	Asst. Prof Dept. of Commerce	kvaramaithi@gmail.com	9976095289	K. Valar [Signature]
6.	MRS. N. YOGANBAL	Asst. Prof & Head Dept. of BBA	yoganbaln@gmail.com	8489747877	N. Yoganbal [Signature]
7.	Mrs. N. NITHYA	ASST. PROF & HEAD DEPT. OF MATHS.	nithya_nachias@gmail.com	7308835558	N. Nithya [Signature]
8.	G. SANDIETHA	Asst. Professor Dept. of Mathematics	gsandiet@gmail.com	9095962695	G. Sandi [Signature]
9.	Ms. P. RATESHWARI	Asst. Professor	rateshwari1997@gmail.com	9629223168	P. Rateshwari [Signature]

34

S.No	Name of the Faculty	Designation	Mail ID	Mobile Number	Signature
10.	Dr. K. HEMALATHA	ASST. PROF. OF ENGLISH	hemalathakankaraj@gmail.com	9655854826	K. Hemalatha [Signature]
11.	Ms. R. GIYATHRI	ASST. PROF. OF ENGLISH	giyathri1987@gmail.com	9003666193	R. Giyathri [Signature]
12.	Dr. M. VASANTHI	ASST. PROF. OF TAMIL	vasanthimurugesan@gmail.com	8925752526	M. Vasanthi [Signature]
13.	Mrs. C. HEMALATHA	ASST. PROF. OF COMMERCE	hemalathachandrasekaran@gmail.com	9626168229	C. Hemalatha [Signature]
14.	Mrs. P. KONSALYADEVI	ASST. PROF. OF PHYSICS	konsalyadevi@gmail.com	9688222260	P. Konsalyadevi [Signature]
15.	Ms. M. HEMALATHA	ASST. Prof of Commerce	hemalatham@gmail.com	8760201806	M. Hemalatha [Signature]
16.	Ms. B. SOFIA	Asst. Prof of English	sofiab@gmail.com	7010520746	B. Sofia [Signature]
17.	Dr. B. DIMIRAGESHWARI	Asst. Prof of Commerce	dimirageshwari@gmail.com	9600481410	B. Dimirageshwari [Signature]
18.	Mr. P. DHANU THORAN	Asst. Prof of Commerce	dhanu33@gmail.com	8838730941	P. Dhenu [Signature]
19.	Ms. S. MATHI KUNJAR	Asst. Prof of Tamil	mathikunjar@gmail.com	9442928926	S. Mathi [Signature]
20.	Mr. T. RAJESH	Asst. Prof of Mathematics	rajesh1987@gmail.com	7272343436	T. Rajesh [Signature]
21.	Ms. S. PREET	Asst. Prof of Mathematics	preet1987@gmail.com	9344447446	S. Preet [Signature]
22.	K. Anurag	Asst. Prof of Commerce CA	anurag1987@gmail.com	9788875400	K. Anurag [Signature]
23.	S. Parthiban	Asst. Prof of Mathematics	parthiban1987@gmail.com	768261161	S. Parthiban [Signature]
24.	S. Saranya	Asst. Prof of Mathematics	saranyas@gmail.com	9788555296	S. Saranya [Signature]
25.	Dr. S. TAMIL SELVI	Principal	tamilselvi@gmail.com	9487996601	S. Tamil Selvi [Signature]

35

Dr. Nirmala  
Mrs. B. NIRMALA  
IQAC Coordinator, UGC Paramarsh College  
St. GVG Visalakshi College for Women  
Uthamapalayam, Tamil Nadu - 642136



Palani Road, Udumalaipettai, Tamil Nadu 642128, India

Latitude  
10.5780919°

Longitude  
77.2654602°

Local 01:03:20 PM  
GMT 07:33:20 AM  
30.16°C

Tuesday, 08-17-2021  
86.29°F



Dharapuram, Tamil Nadu, India

42E, Kamarajapuram, Dharapuram, Tamil Nadu 638656, India

Lat N 10° 45' 12.1392"

Long E 77° 31' 7.5576"

18/08/21 12:10 PM



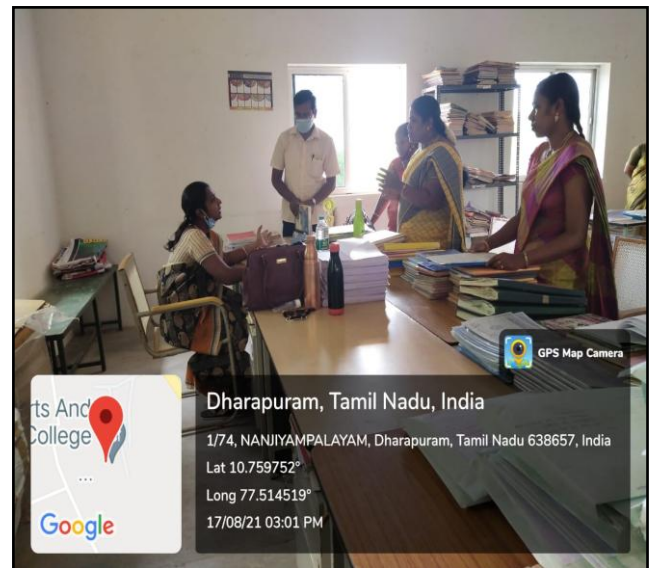
Dharapuram, Tamil Nadu, India

42E, Kamarajapuram, Dharapuram, Tamil Nadu 638656, India

Lat N 10° 45' 12.1392"

Long E 77° 31' 7.5576"

18/08/21 12:51 PM



Dharapuram, Tamil Nadu, India

174, NANJIYAMPALAYAM, Dharapuram, Tamil Nadu 638657, India

Lat 10.759752°

Long 77.514519°

17/08/21 03:01 PM



## SRI G.V.G. VISALASKHI COLLEGE FOR WOMEN

Autonomous & Affiliated to Bharathiar University

Accredited at A<sup>+</sup> Grade by NAAC (4<sup>th</sup> Cycle)

UGC-PARAMARSH MENTOR INSTITUTION

Udumalpet - 642 128



### Mentoring to Maharani College of Arts and Science Dharapuram on IQA & SSR Preparation

Dates: 17.08.2021 & 18.08.2021

#### Resource Persons from Mentor Institution:

Mrs.B.Nirmala, IQAC Coordinator-UGC Paramarsh Scheme & Head, Department of Physics  
Dr.S.Shenbagavalli, Assistant Professor of History, Standing Committee Members, UGC Paramarsh Scheme  
Dr.B.Kavitha, Assistant Professor of Physics, Standing Committee Members, UGC Paramarsh Scheme  
Dr.J.Bhuvanewari, Assistant Professor of Chemistry

#### OBSERVATIONS AND SUGGESTIONS

##### Strengths of the Institution:

- Green Campus
- Supportive Management
- Vibrant & dedicated Principal working hard to upgrade the status of the Institution.
- Freeships provided to the Students by the Management.
- Record of University Rank Holders.
- Functioning of Student Council in the name of College Forum.
- Lesson Plan, Work Load, Result Analysis and Examination Invigilation well maintained.
- Student magazine by English and Tamil Departments
- Student Bio-data excellently documented
- Availing Central Government Scholarship
- Costume Design & Fashion Department Activities – Fashion Parade Show

##### Weakness:

- Vision and Mission of the departments are to be framed.
- Maintenance of Documents - Remedial Coaching Register, Extension file, Students Activities- Programme organized & participation file.
- Analysis on Feedback- Students, Alumni, Industry experts to be recorded.

### Recommendations & Suggestions

- **Laboratories**
  - Stock Register – to be rewritten in Physics and Computer labs as per the given format.
  - Log in Register to be maintained in Physics and Computer labs.
  - Do's and don'ts are to be displayed in all labs.
  - Lab Manuals to be prepared.
  - First-aid kit to be made available.
  - Appointment of Lab Assistants in all labs.
  - Stock verification to be made and duly signed.
  - Name Board for the labs.
  - Computer: Student ratio not as per NAAC requirement. The number of computers with necessary software to be increased.
  - Computer Lab is to be strengthened with the addition of UPS, Printer, Server.
- **Library**
  - Library Automation is mandatory.
  - Subscription of Journals.
  - Purchase of Text / Research / Reference books in all subjects.
  - Provision for Inflibnet / Delnet / e Journals / e Shodhganga Membership.
- **Other Infrastructure**
  - Bandwidth of Internet connection with not less than 10 MBPS
  - Smart Classrooms with LCD Projector
  - Disabled friendly wash rooms
  - Display / sign posts.
  - Ramp / Lift – access to class room for disabled.
  - Computer with Printer for each Department.
  - Cupboards for Departments.
- **Auditing**
  - Alumni Audited Statement
  - Internal and External Financial audit
  - Green Audit
  - Energy Audit
  - Environment Audit
- **General**
  - Appointment of Physical Director/ Directress
  - Separate Room for IQAC with Computer, Printer, Cupboards
  - IQAC Minutes to be properly documented
  - Mentor Guidance & Activities documentation
- **Department**
  - Deputing faculty for each Criterion
    - At department level each faculty has to consolidate the data for allotted criteria and forward the same to IQAC Criterion in-charge.
    - WhatsApp group to be created for each criterion
- Documents to be maintained

**EXPECTED OUTCOME**

- Online Presentation on every Tuesday – 1:30-3:30 pm
- The Criterion Managers of IQAC have to present the data of the allotted metrics with evidences as per NAAC.
- All IQAC Members and criterion in charges in the departments have to compulsorily present during the presentation.
- All these Presentations are to be documented.
- SSR process is to be completed before October I week.
- **IIQA is to be positively submitted during III week of October**

*B. Neema*

**Mrs. B. Nirmala**  
IQAC Coordinator, UGC Paramarsh Scheme

Mrs.B.NIRMALA  
IQAC Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128

*S. Tamil Selvi*  
**Dr. S. Tamil Selvi**  
Principal  
Maharani Arts and Science College  
Dharapuram

*B. Neema*  
**Mrs.B.Nirmala**  
**IQAC Coordinator (Paramarsh)**  
Coordinator-UGC Paramarsh Scheme  
GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128

*Rajeswari*  
**Dr.N.Rajeswari**  
**Principal & Accreditation Ambassador**  
Dr.N.RAJESWARI  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
**UGC-PARAMARSH MENTOR INSTITUTION**  
 Autonomous & Affiliated to Bharathiar University  
 Accredited at A+ Grade by NAAC  
 Udumalpet – 642128, Tamil Nadu.



### RVS Kumaran Arta & Science College, Dindugul

**Day 1: 18.08.2021**

Session	Time	Title
Session I	10:00 -11:00 a.m.	Mentoring on IQA and SSR Process – An Introduction
Session II	11:00 - 11:30 a.m.	Criterion I - Curricular Aspects
Session III	11:45 - 12:45 p.m.	Criterion II -Teaching, Learning & Evaluation
Session IV	12:45 - 01:15 p.m.	Criterion VI - Governance, Leadership & Management
Session V	02:30 - 05:30 p.m.	Document Verification in Departments

**Day 2: 19.08.2021**

Session	Time	Title
Session VI	09:30 – 10:30 a.m.	Criterion V – Student Support & Progression
Session VII	10:30 - 11.30 a.m.	Criterion III – Research, Innovation & Extension Criterion IV - Infrastructure and Learning Resources
Session VIII	11.30-12.30 p.m.	Meeting with Principal, IQAC Team - Discussion on and Criterion VII - Institutional Values & Best Practices
Session IX	12.30-01.30 p.m.	Meeting with Management
Session X	02.30-03.30 p.m.	Exit Meeting



Registration

TWO DAYS WORKSHOP ON "MENTORING ON TIGAR SSR PREPARATION"

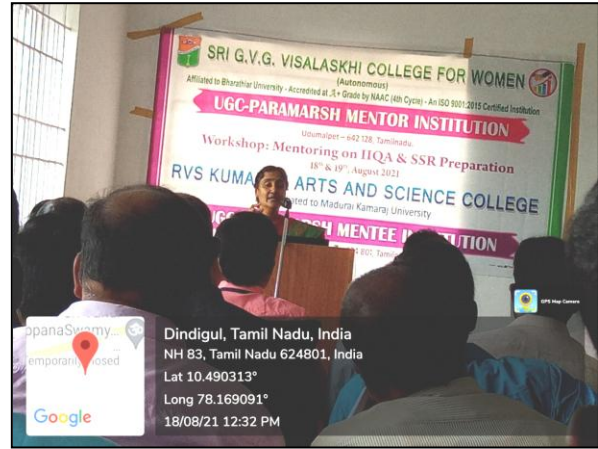
RES. KUMARAN ARTS & SCIENCE COLLEGE, AYYALUR, DISTRICT

Dates: 18-08-2021 & 19-08-2021

S.No	Name of the faculty	Designation	Mail ID	Mobile Number	Signature
1	B. Sakthibala	Asst. prof. of Maths	sakthiba@gmail.com	950022571	B. Sakthi
2	T. Lakshmi	Asst. prof. of Maths	lakshmi031@gmail.com	883808627	T. Lakshmi
3	S. Sengatha	Asst. prof. of Maths	sengatha5@gmail.com	73736865	S. Sengatha
4	M. Parakkila	Asst. prof. of Banking	parakkila@gmail.com	9790247657	M. Parakkila
5	B. Natheem Basha	Asst. Prof. of Business	bnathebasha@gmail.com	9345337634	B. Natheem
6	K. Brennan Karala	Asst. prof. of Tamil	krennanbasha@gmail.com	790444053	K. Brennan
7	P. Anja	Asst. prof. of Tamil	anjanjan9@gmail.com	883831055	P. Anja
8	P. Ramasuganthi	Asst. Prof. of English	ramasuganthi2@gmail.com	7639774744	P. Ramasuganthi
9	D. Pennalagu	Asst. Prof. of History	pennalagu1029@gmail.com	905028153	D. Pennalagu
10	P. PUSHPALATHA	ASSISTANT PROF. OF COMPUTER	lothalakshita7@gmail.com	8524070529	P. PUSHPALATHA
11	V. NATHIYA	Asst. Prof. of English	nathiyanathiya@gmail.com	9944240691	V. NATHIYA
12	P. Chitra	Asst. Prof. in Physics	chitrapk@gmail.com	961885975	P. Chitra
13	R. Yogapriya	Asst. Prof. in Comp. Sci	pryog17@gmail.com	830062203	R. Yogapriya
14	G. Divya	Asst. Prof. in Comp. Sci	divyambhiksha@gmail.com	9311684017	G. Divya
15	M. Alamelumangili	Asst. Prof. in Comp. Sci	irajayagan10@gmail.com	9944907079	M. Alamelumangili
16	Dhanya S	Asst. Prof. in Computer	dhanyasncs9@gmail.com	994450508	Dhanya S
17	R. Kala	Asst. Prof. in Chemistry	kalarengasany87@gmail.com	9211935202	R. Kala
18	A. VIJAYALAKSHMI	Asst. Prof. in BBA	vijayalaxmiannadurai7@gmail.com	8838320036	A. VIJAYALAKSHMI
19	D. PRIYA	Asst. Prof. in Computer	priyadivya@gmail.com	7627587716	D. PRIYA
20	P. BANU PRIYA	Asst. prof. in Commerce	banupriya1989@gmail.com	84289-34631	P. BANU PRIYA
21	P. RATHIYA	Lab. Incharge (Computer)	rathiyarubiya@gmail.com	9943486264	P. RATHIYA
22	S. PAUTHRA	Lab. Incharge (Computer)	paugunaratj@gmail.com	7845216326	S. PAUTHRA
23	A. Aashika	Asst. Prof. in Computer	aashika18@gmail.com	978952222	A. Aashika
24	K. RAJARAM	Asst. Prof. in History	rajaram057@gmail.com	9003836451	K. RAJARAM
25	G. CHANDRABALA	Asst. prof. in Commerce	chandrakala07@gmail.com	9750429237	G. CHANDRABALA
26	Dr. A. GANESAN	Asst. prof. in Commerce	sujibabu62@gmail.com	9050281467	Dr. A. GANESAN
27	M. Mani Anand	Asst. Prof. in English	manianand315@gmail.com	9843170410	M. Mani Anand
28	P. Muthu	Asst. Prof. in English	MuthuTejva7587@gmail.com	9025116066	P. Muthu

S.No	Name of the faculty	Designation	Mail ID	Mobile No.	Signature
29	Charles M	Asst. Prof. Commerce	mcharlesmohil@gmail.com	99422-68165	Charles M
30	Dr. T. RAMACHANDRAN	Asst. prof. of Computer	ramachandran@gmail.com	956155732	Dr. T. RAMACHANDRAN
31	S. RAJ KUMAR	Asst. prof. of Psychology	rajkumar78@gmail.com	9994058023	S. RAJ KUMAR
32	K. PERIYASAMI	Asst. Prof. of Computer	periyasami@gmail.com	7787886944	K. PERIYASAMI
33	U. PALANISAMI	Asst. Prof. of Computer	palanisami@gmail.com	8475154691	U. PALANISAMI
34	K.P. SAKTHIYAL	Asst. Prof. of Mathematics	sakthiyal02@gmail.com	9940968926	K.P. SAKTHIYAL
35	G. Suresh	Asst. Prof. of Physics	sureshgmail@gmail.com	781363128	G. Suresh
36	K. MATHURAMANI	Asst. Prof. of English	mathuramani.k@gmail.com	9789841446	K. MATHURAMANI
37	I. Nagesan	Asst. Prof. of History	inagesan@gmail.com	770844005	I. Nagesan
38	Dr. P. Anand	Asst. prof. of Maths	nathubathi4579@gmail.com	200023032	Dr. P. Anand
39	P. Periyasami	Asst. prof. of Maths	periyasami@gmail.com	8610431093	P. Periyasami
40	Abhishek Kumar	Asst. prof. of Maths	abhishek29@gmail.com	948618411	Abhishek Kumar
41	Rajesh P	Asst. Professor	rajeshp@gmail.com	9791283745	Rajesh P
42	M. Siva Kumar	Librarian	mstrakumar6129@gmail.com	7602030323	M. Siva Kumar
43	Dr. Anandaraman	Assistant Professor	spandana123@gmail.com	9579771973	Dr. Anandaraman
44	P. Jeevanandhan	Assistant Professor	jevanandhan@gmail.com	9789638516	P. Jeevanandhan
45	P. Manojkumar	A.P. in Commerce	manojkumar23@gmail.com	994310481	P. Manojkumar
46	Dr. J. THIRUMARAN	Principal	rvskca@rvsgroup.com	98422 93054	Dr. J. THIRUMARAN

Mrs. B. NIRMALA  
NAC Coordinator UGC Paramarsh Scheme  
St. GVG Visalakshi College for Women  
Vandavasi, Tamil Nadu - 605008





## SRI G.V.G. VISALASKHI COLLEGE FOR WOMEN

Autonomous & Affiliated to Bharathiar University

Accredited at A<sup>+</sup> Grade by NAAC (4<sup>th</sup> Cycle)

UGC-PARAMARSH MENTOR INSTITUTION

Udumalpet - 642 128



### Mentoring to RVS Kumaran Arts & Science College, Ayyalur on IIQA & SSR Preparation

Dates: 18.08.2021 & 19.08.2021

#### Resource Persons from Mentor Institution:

Dr. M. Kalavathi, Associate Professor of Commerce, IQAC Coordinator & Standing Committee Member, UGC Paramarsh Scheme

Dr. P. Geetha, Associate Professor of Economics, Standing Committee Member, UGC Paramarsh Scheme

Dr. M. Nirmala, Assistant Professor of Physics

Mrs. A. Parameswari, Assistant Professor of Commerce with Computer Applications

#### OBSERVATIONS AND SUGGESTIONS

##### Strength of the Institution:

- Serene Campus
- Supportive & Magnanimous Management
- Enthusiastic Management & Principal towards Quality enhancement of the Institution
- Free Education offered to the Students by the Management
- Gaz Lit- magazine by Literature Dept
- Curriculum Implementation (CIA plan) well documented in Chemistry Department
- Consumable Register well maintained in Chemistry Department
- Scholarship details well documented with all evidences in Maths Department
- Rank Holders from BBA Department
- Department Association and Activities
- Log in Register in Computer Department well maintained
- Appreciable participation by the Students in ICT workshops

##### Weakness:

- Strengths of the Institution are not properly maintained
- Visio, Mission statements of the institution not defined
- Lack of Team Spirit and coordination
- No notable progression after Preliminary audit during February 2021
- Seminars, Workshop, Invited Talks, Competitions organized are few.
- Office Documents: Admission, Government Scholarship, University Communications are not documented systematically
- Financial Audited Statements

➤ **Laboratories**

- Stock Register to be rewritten in Physics and Computer labs as per the given format
- Log in Register to be maintained in Physics and Chemistry labs
- Do's and don'ts are to be displayed in all labs
- Lab Manuals to be prepared
- First aid kit to be made available
- Electrical power cable in Physics labs – safety measures to be taken
- Appointment of Lab Assistance in all labs
- Stock Verification to be made and duly signed
- Name Board for the labs
- Computer: Student ratio not as per NAAC requirement. To have more number of Computers with necessary software.
- Computer Lab is to be strengthened with the addition of UPS, Printer, Server.

➤ **Library**

- Appointment of Librarian and Assistant
- Library Automation is mandatory
- Subscription of Journals
- Purchase of Text / Research / Reference books in all subjects.
- Provision for Inflibnet / Delnet / e Journals / e Shodhganga Membership

➤ **Other Infrastructure**

- Bandwidth of Internet connection with not less than 10 MBPS
- Smart Classrooms with LCD Projector
- Disabled friendly Wash rooms
- Display / sign posts.
- Ramp / Lift – access to class room for disabled

➤ **Auditing**

- Alumni Audited Statement
- Internal and External Financial audit
- Green Audit
- Energy Audit
- Environment Audit

➤ **General**

- Appointment of Physical Director/ Directress
- Separate Room for IQAC with Computer, Printer, Cupboards
- IQAC Minutes to be properly documented
- Mentor Guidance & Activities documentation
- Office - Maintenance of Files lacking

➤ **Department**

- Deputing faculty for each Criterion
  - At department level each faculty has to consolidate the data for allotted criteria and forward the same to IQAC Criterion Incharge
  - WhatsApp group to be created for each criterion
- Documents to be maintained

## EXPECTED OUTCOME

- Online Presentation on every Friday – 1:30-3:30 p.m
- The Criterion Managers of IQAC have to present the data of the allotted metrics with evidences as per NAAC.
- All IQAC Members and criterion in charges in the departments have to compulsorily present during the presentation.
- All these Presentations are to be documented.
- SSR process is to be completed before October 1 week.
- **IIQA is to be positively submitted during II week of October**



**Mrs. B. Nirmala**  
IQAC Coordinator, UGC Paramarsh Scheme

**Mrs. B. NIRMALA**  
IQAC Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**Dr. J. Thirumaran**  
Principal  
RVS Kumaran Arts & Science College  
Ayyalur, Dindigul  
**PRINCIPAL**  
RVS Kumaran Arts and Science College,  
Ayyalur, Dindigul - 624801.



**Mrs. B. Nirmala**  
**IQAC Coordinator (Paramarsh)**  
**Mrs. B. NIRMALA**  
Coordinator-UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**Principal & Accreditation Ambassador**

**Dr. N. RAJESWARI**  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
**UGC-PARAMARSH MENTOR INSTITUTION**  
 Autonomous & Affiliated to Bharathiar University  
 Accredited at A+ Grade by NAAC  
 Udumalpet – 642128, Tamil Nadu.



### Pollachi Arts and Science College, Poosaripatti

**Day 1: 21.09.2021**

Session	Time	Title
Session I	10:00 -11:00 a.m.	Mentoring on IQA and SSR Process – An Introduction
Session II	11:00 - 11:30 a.m.	Criterion I - Curricular Aspects
Session III	11:45 - 12:45 p.m.	Criterion VI - Governance, Leadership & Management and Criterion VII - Institutional Values & Best Practices
Session IV	12:45 - 01:15 p.m.	Criterion III – Research, Innovation & Extension
Session V	02:30 - 05:30 p.m.	Document Verification in Departments

**Day 2: 22.09.2021**

Session	Time	Title
Session VI	09:30 – 10:30 a.m.	Criterion V – Student Support & Progression
Session VII	10:30 - 11.30 a.m.	Criterion II -Teaching, Learning & Evaluation
Session VIII	11.30-12.30 p.m.	Criterion IV - Infrastructure and Learning Resources
Session IX	12.30-01.30 p.m.	Meeting with Principal, IQAC Team Meeting with Management
Session X	02.30-03.30 p.m.	Exit Meeting

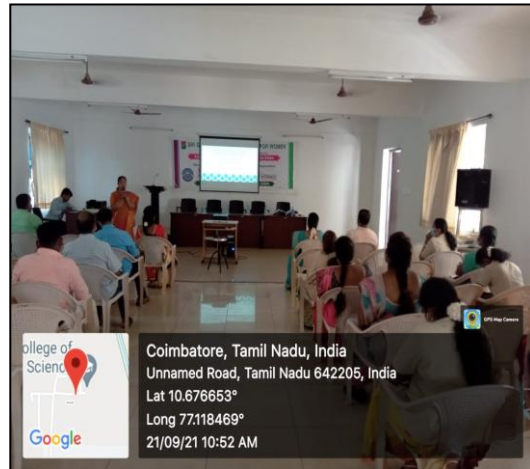
Registration

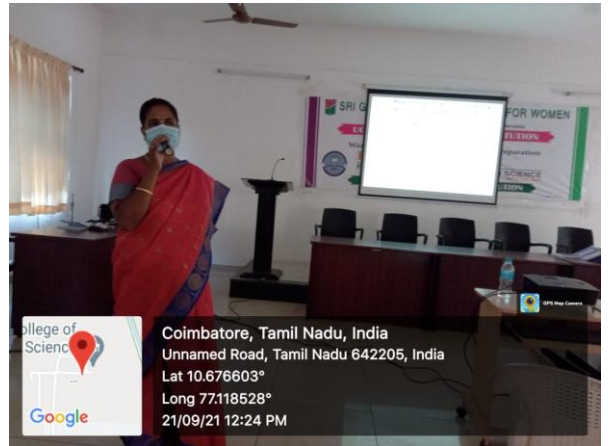
"Two DAYS WORKSHOP ON  
Date: 21/09/2021 & 22/09/2021"

"MENTORING ON IIOAR SSR PREPARATION"  
Venue: Pollachi College of Arts and Science.

S.No	Name of the faculty	Registration	Mail ID	Mobile no	Signature
1	Dr. D. Kannon	Principal	kd.kannon@gmail.com	950096146/744253693	[Signature]
2	Dr. B. Selvanandhini	HOD/CS	selvanandhini@gmail.com	9791247407	[Signature]
3	K. Manganam	HOD / Maths	reka.maths@gmail.com	802738016/807267074	[Signature]
4	Dr. Karuppathal	Assistant professor	karuppathal@gmail.com	978719244	[Signature]
5	P. Parvathasri	Assistant professor	parvathasri.p@gmail.com	877894991	[Signature]
6	K. RENUKA	Assistant professor	renulb.km@gmail.com	9095995223	[Signature]
7	N. Rajalathasi	Assistant Professor	rajiccas@gmail.com	9942380310	[Signature]
8	K. Kavitha	HOD/ Commerce	kavitha@pollachi.ac.in	9965976374	[Signature]
9	T. ANITHA	Assistant Professor	animbar@gmail.com	8754146448	[Signature]
10	K. PAVITHRA	Assistant professor	paviseethi.sinha@gmail.com	9966113071	[Signature]
11	R. Latha	Assistant Professor	rilathas@gmail.com	6380799376	[Signature]
12	S. Anitha	Assistant Professor	anithamambaswetha@gmail.com	8248670649/994250480	[Signature]
13	C. Rajasekar	Assistant Professor	crajsekar90@gmail.com	9952564262	[Signature]
14	E. Aravindasam	Assistant Professor	earcas@gmail.com	9750215381	[Signature]
15	C. Selvakumar	Assistant Professor	Cst.selva91@gmail.com	9965370373	[Signature]
16	PUNIVARASU A	SYSTEM ADMIN	punivarasu@gmail.com	8973790098	[Signature]
17	P. Sambathu Kumari	Assistant professor	illankavisanpatti@gmail.com	9940881696	[Signature]
18	P. Sathishkumara	Assistant Professor	sathishkumara@gmail.com	9677166215	[Signature]
19	Dr. Srinivasan	Asst. Professor in Economics	srinivasan@gmail.com	8853587730	[Signature]
20	M. Venkatesubramanian	Office manager	omlensat@yahoo.com	9790636108	[Signature]
21	Rajkumar Bharathi R S	Assistant Professor	rajkumarbharathi@gmail.com	7502966681	[Signature]
22	C. BALAKUMAR	Asst. Prof & In-charge	balakumarpr@gmail.com	9843039091/9698100745	[Signature]

Mrs. B. NIRMALA  
IIOAC Coordinator-IIOAC Paramarsh Scheme  
Sri VVG Vokkalachi College for Women  
Pollachi, Tamil Nadu - 642178









## SRI G.V.G. VISALASKHI COLLEGE FOR WOMEN

Autonomous & Affiliated to Bharathiar University

Accredited at A<sup>+</sup> Grade by NAAC (4<sup>th</sup> Cycle)

UGC-PARAMARSH MENTOR INSTITUTION

Udumalpet - 642 128



### Mentoring to Pollachi College of Arts & Science, Pollachi on IQA & SSR Preparation

Dates: 21.09.2021 & 22.09.2021

#### Resource Persons from Mentor Institution:

##### Standing Committee Members, UGC Paramarsh Scheme

Dr.M.Kalavathi, IQAC Coordinator & Associate Professor of Commerce

P.Geetha, Associate Professor of Economics

Dr.S.Shenbagavalli, Assistant Professor of History

Dr.B.Kavitha, Assistant Professor of Physics

Mrs.A.Parameswari, Assistant Professor of Commerce Applications

##### Other faculty from the Mentor Institution

Dr.Anjel Joy, Associate Professor of Mathematics

Dr.J.Bhuvaneswari, Assistant Professor of Chemistry

#### OBSERVATIONS

##### Strength:

- Supportive and Enthusiastic Secretary
- Vibrant & Dedicated Principal working for the Quality enhancement of the Institution.
- Very interactive faculty members
- Students admission for the academic year 2021-2022 is 100%.
- Excellent consolidation of documents for Criterion V by Mrs.Masaniammal.
- Canteen facilities are good
- Green Campus

##### Weakness:

- Criterion managers to be allocated for all 7 Criteria
- Students data base, Faculty profile are not maintained as per NAAC requirements.
- No proper documentation for Criteria II, III, IV, VI & VII
- No separate office room for PCAS
- Lack of office assistants
- Vision and Mission not framed
- Faculty Strength

## SUGGESTIONS

## General

- Separate room for IQAC
- Criteria I-Feedback analysis related to curriculum not maintained properly.
- Remedial measures for slow learners, motivational measures for Advanced learners and Bridge course for first year UG are not properly documented.
- Department general time table are not documented.
- Soft copies & Xerox copies of the certificates for Add-on-courses are to be maintained.
- Do's and don'ts are to be displayed in the laboratory.
- CIE Timetable & Invigilation list are to be maintained in the departments.
- SOP for CIE need to be prepared
- Activities, supporting documents and minutes for NSS, Sports, YRC, RRC & Clubs /Associations to be maintained / updated properly.
- More faculty to be recruited to maintain Student faculty ratio.
- Placement and alumni data need to be strengthened.
- Website has to be updated in all aspects as per NAAC requirements.
- Library records and registers to be maintained
- Librarian to be appointed
- Separate office room is to be provided
- Office assistants to be recruited
- Office documents to be maintained properly.
- Minutes Note Book to be maintained: IQAC, Paramarsh Mentorship activities, College Committee, Admission Committee, Department Meetings, Mandatory committees.
- Remedial Coaching Register to be properly maintained.
- Vision and Mission of the department are to be framed
- Extension file to be perfectly maintained

## ➤ Infrastructure

- Bandwidth of Internet connection with not less than 10 MBPS
- Smart Classrooms with LCD Projector
- Disabled friendly Wash rooms
- Display / sign posts.
- Ramp / Lift – access to class room for disabled
- Spacious office room
- Name Board for the labs, Class rooms & seminar hall
- Provision for Inlibnet / Delnet / e Journals / e Shodhganga Membership
- Journals Subscription may be increased
- Cupboards for all departments

## ➤ Auditing

- Alumni Audited Statement
- Financial Audited Statements
- Internal and External Financial audit
- Green Audit
- Energy Audit
- Environment Audit
- Cupboards & Files for IQAC
- Files to the departments for documentation of NAAC files

➤ Department  
Deputing faculty for each Criterion

- At department level each faculty has to consolidate the data for allotted criteria and forward the same to IQAC Criterion in-charge
- WhatsApp group to be created for each criterion

➤ Documents to be maintained.

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**EXPECTED OUTCOME**

Online Presentation on every Thursday - 1.30-3.30 pm

The Criterion Managers of IQAC have to present the data of the allotted metrics with evidences as per NAM

All IQAC Members and criterion in charges in the departments have to compulsorily present during the presentation.

All these Presentations are to be documented.

SSR process is to be completed before October 1 week.

**IIQA is to be positively submitted during II week of October**

*B. Nirmala*  
**Mrs. B. Nirmala**  
IQAC Coordinator-UGC Paramarsh Scheme

*Dr. Kaffan*  
**Dr. Kaffan**  
Principal  
Pollachi College of Arts & Science  
Pollachi

PRINCIPAL  
Pollachi College of Arts and Science  
Pookaripatty, Pollachi - 642 205

*B. Nirmala*  
**Mrs. B. Nirmala**  
**IQAC Coordinator (Paramarsh)**  
**Mrs. B. NIRMALA**  
Coordinator-UGC Paramarsh Scheme  
VG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128

*Rajeswari N*  
**Dr. N. Rajeswari**  
**Principal & Accreditation Ambassador**  
**Dr. N. RAJESWARI**  
Principal & Accreditation Ambassador  
UGC Paramarsh Scheme  
Sri GVG Visalakshi College for Women  
Udumalpet, Tamilnadu - 642128



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
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**Topic: Fine tuning of SSR at Sree Abiraami Arts & Science College, Gudiyttam**

**Date : 24.09.2021 & 25.0.2021**

**Two Days Workshop on Fine Tuning of SSR**

**Dates: 24.09.2021 & 25.09.2021**

**Resource Persons from Mentor Institution:**

Dr.N.Rajeswari, Principal & Accreditation Ambassador, UGC Paramarsh Scheme

Dr.M.Kalavathi, IQAC Coordinator, Standing Committee Member of -UGC Paramarsh Scheme & Associate Professor of Commerce

Dr.R.Angel Joy, IQAC Member & Associate Professor of Mathematics

Dr.C.Pushpalatha IQAC Member & Associate Professor of Commerce

Mrs.M.Devipriya, Assistant Professor and Head, Department of Commerce(e-Commerce)

Mrs.A.Parameswari, Standing Committee Member of -UGC Paramarsh Scheme & Assistant Professor and Head of Commerce with Computer Applications

**Resource Person from other Institution:**

Dr.S.Preetha, Associate Professor of Computer Science, Ramakrishna Arts and Science College for Women, Coimbatore

**Day 1: 24.09.2021**

**Session I - 10:00 - 11:30 a.m.**

**“Building Quality Culture through academic audits”**

**Resource Person:**

Dr.N.Rajeswari, Principal & Accreditation Ambassador, UGC Paramarsh Scheme

- Assessment and Accreditation Process
- Role of IQAC in Academic Audit

- Standard Operating Procedures

**Session II : 11:45 a.m – 12.45 p.m.**

**“Guidelines for Hassle Free submission of SSR”**

**Resource Person:**

Dr.S.Preetha, Associate Professor of Computer Science, Ramakrishna Arts and Science College for Women, Coimbatore

- Guidelines for IIQA Submission
- Document Management
- Submission of SSR

**Session III: 1:45 – 4:15 p.m.**

**Document Verification in Departments**

**Resource Person:**

Dr.N.Rajeswari, Principal & Accreditation Ambassador, UGC Paramarsh Scheme

Dr.M.Kalavathi, IQAC Coordinator, Standing Committee Member of -UGC Paramarsh Scheme & Associate Professor of Commerce

Dr.R.Angel Joy, IQAC Member & Associate Professor of Mathematics

Dr.C.Pushpalatha IQAC Member & Associate Professor of Commerce

Mrs.M.Devipriya, Assistant Professor and Head, Department of Commerce(e-Commerce)

Mrs.A.Pameswari, Standing Committee Member of -UGC Paramarsh Scheme & Assistant Professor and Head of Commerce with Computer Applications

Dr.S.Preetha, Associate Professor of Computer Science, Ramakrishna Arts and Science College for Women, Coimbatore.

**Session IV: 4.30 pm – 5.30pm**

**Meeting with the Management**

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**Day 2: 25.09.2021**

**Session V –9:30 a.m. – 11:00 a.m.**

**Meeting with the Principal**

**Session VI: 11.15 a.m. - 12.30 p.m.**

**“Role of IQAC in the preparation and submission of SSR”**

**Resource Person:** Dr.M.Kalavathi, IQAC Coordinator, Standing Committee Member of -UGC Paramarsh Scheme & Associate Professor of Commerce

- Role of IQAC
- Composition of IQAC
- Fine tuning of Institutional Vision and Mission statements

**Session VII – 1.30 p.m. - 3.30 p.m.**

**Document Verification in Departments**

**Resource Person:**

Dr.M.Kalavathi, IQAC Coordinator, Standing Committee Member of -UGC Paramarsh Scheme & Associate Professor of Commerce

Dr.R.Angel Joy, IQAC Member & Associate Professor of Mathematics

Dr.C.Pushpalatha IQAC Member & Associate Professor of Commerce

Mrs.M.Devipriya, Assistant Professor and Head, Department of Commerce(e-Commerce)

Mrs.A.Parameswari, Standing Committee Member of -UGC Paramarsh Scheme & Assistant Professor and Head of Commerce with Computer Applications.

As a follow up activity of the previous visit to the mentee institution on 5.8.2021 and 6.8.2021, the documents pertaining to all the seven Criteria has been verified and the following are the suggestions given to the IQAC:

## FILES TO BE MAINTAINED

All the Departments/ Committees / IQAC have to maintain/update the Files under the following heads given:

### Criterion I - Curricular Aspects

#### Curricular Planning & Implementation

- Remedial coaching with report
- PTA meeting report
- Bridge course
- Work Arrangement during Absence or Leave

#### 1. Academic Flexibility

- List of Programmes
- Certificate/ Add-on programs - Brochure , List of all Courses ,Approval in College committee, Duration , Timetable, Attendance, List of students enrolled (with signature of students), Syllabus, Objectives & Outcomes , Assessment procedures year-wise ,Marks , Feedback, Certificate, Course coordinator ,Summary report of each program year wise along with their outcome.

#### 2. Curriculum Enrichment

- Description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.
- Curriculum frame work highlighting Project/ Internship/ Field work ,Syllabus of the courses, MoU's .
- List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. Certificate (with duration) Permission letter, Report of the Project.

#### 3. Feed Back System

- Students , Teachers , Employers , Alumni
- Analysis , Action Taken Report, Web link

### Criterion II - Teaching, Learning & Evaluation

#### Catering to Student Diversity

- Remedial Coaching Details for Slow Learners with Progression
- Programs for Advanced Learners
- Mentor- Mentee Register

**1. Teaching-Learning Process**

- Circular from IQAC relating to assigning Mentors

**2. Teacher Profile and Quality**

- Appointment Letters
- Relieving Orders of Resigned Faculty

**3. Evaluation Process and Reforms**

- Mark Register

**4. Student Performance and Learning Outcomes**

- POs and COs for all Programmes
- Attainment of COs and POs
- Result sheet published by the affiliating university attested by the Principal.

**Criterion III - Research Innovation & Extension**

1. Workshop / Seminar organized on Research Methodology, IPR, Entrepreneurship
2. Awards received by Teachers National/ International Fellowship
3. Major / Minor Project
4. Seed money to Teachers / Grants received by teachers
5. Consultancy
6. Extension & Outreach Programme
7. Activities
8. Details of Participants
9. Awards
10. YRC, RRC, NCC Activities
11. Collaborative activities:
12. Research / Faculty Exchange / Student Exchange / Internship / on-the-Job Training / Project Work / MoU

**Criterion IV – Infrastructure and Learning Resources**

**Physical Facilities**

- Facilities for Cultural Activities, Sports, Games

**1. Library as a Learning Resource**

- Integrated Library Management System
- Subscriptions to library e-resources



- Expenditure on purchase of books, journals, etc
- Per day usage of Library by Teachers and Students

## **2. IT Infrastructure**

- Wifi Details – Bandwidth connection with Documents
- Student – Computer Ratio
- Expenditure on Maintenance of Infrastructure
- Procedures for Maintenance of Labs, Library, Classrooms and computers

## **Criterion V – Student Support & Progression**

### **1.Placement Details**

- Details of the recruiter
- Call Letter/ Appointment Order
- Salary Details
- Students Name list with the name of the Company placed

### **2. Students Redressal, Sexual Harassment , Anti Ragging Committee**

- Formation
- Activities
- Policy documents, Minutes addressing the issues

### **3. Student Union**

- Formation
- Activities
- Minutes

### **4. Alumni Association**

- Audited Statement
- Database
- Contribution – Financial / Academic

## **Criterion VI – Governance, Leadership & Management:**

### **1. Institutional Vision and Leadership**

- Vision and Mission statement of the institution
- College Committee Minutes

## **2. Strategy Development and Deployment**

- Administrative Policies
- Strategic Plan – Year wise
- Implementation of E-Governance: Administration, Finance & Accounts, Students support, Admission and Examination

## **3. Faculty Empowerment Strategies**

- Welfare Measures for Teaching and Non-teaching staff
- Financial Support to Faculty to attend Conference/ Workshops
- Membership Fee for Registering in Professional Bodies
- Professional Development/ Administrative Training Programmes organized for faculty and non-teaching staff (Details of the Programmes organized)
- FDP attended by the Faculty
- Performance Appraisal for teaching and non-teaching staff.

## **4. Financial Management and Resource Mobilization**

- Internal and External Financial Audit
- Funds received from Individuals/ Philanthropist / NGOs (5 Years)
- Audited Annual Statement of Accounts
- Resource Mobilization Policy

## **5. Internal Quality Assurance System**

- Quality Initiatives – 5 years
- Report of Incremental Quality Improvement in the Teaching Learning Process for the last 5 years
- IQAC minutes
- Feedback Analysis and improvements carried out
- Collaborative quality initiatives with other institutions
- UGC Paramarsh Mentor Activities – Minutes and Report

## **Criterion VII - Institutional Values and Best Practices**

### **1. Institutional Values and Social Responsibilities**

- Measures for the promotion of **Gender Equity** – Annual Gender Sensitization Action Plan, Facilities for safety and security, counseling, common room, Day Care Centre for Women

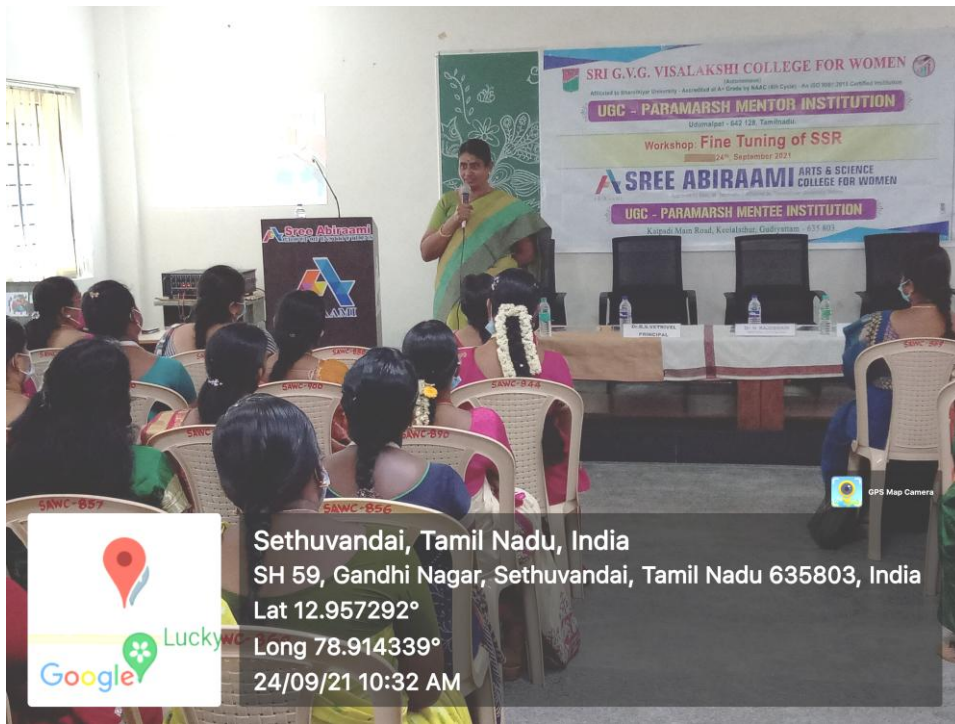
- Facilities for Alternative Sources of Energy and its conservation measures: Solar Energy, Bio Gas, Wheeling to the Grid, sensor-based energy conservation, Use of LED bulbs
- Energy Audit
- Green Audit
- Environment Audit
- Solid, Liquid, chemical, e-waste management
- Water Recycling System
- Water Conservation Facilities – Rain Water Harvesting, Open well/ Borewell Recharge, Water Tanks, Waster Water Recycling, Maintenance of Water bodies and Distribution in the campus
- Green Campus initiatives – Clean and Green Campus Awards
- Activities related to Constitutional, Values, Rights and Duties of Students
- Student Council
- Professional Ethics Programmes for Students, Faculty and Administrative Staff – Report
- Report of the celebration of National/ International commemorative days, events and Festivals
- Code of Conduct – Policy Document and Web Link

**2. Best Practices**

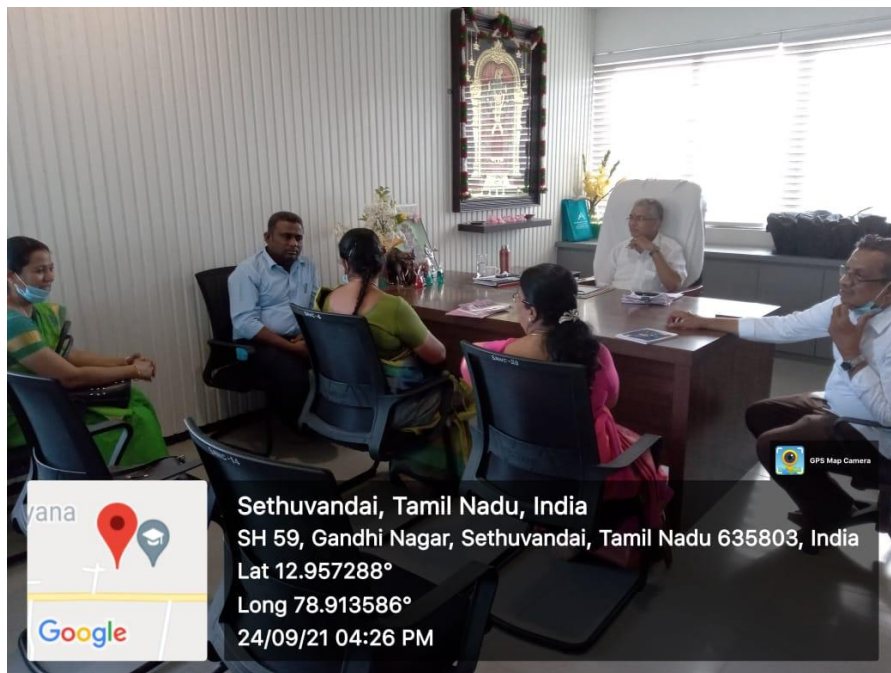
- Identify 2 Best Practices for the Institution and Present it in the Prescribed Format

**3. Institutional Distinctiveness**

- Identification and Report







## Annexure VII

## SUGGESTIONS

The following are the suggestions for the perusal of the Management:

- Fine tuning of Vision and Mission Statements
- Quality Policy to be framed
- Procedure to be followed in the Appointment of faculty
- Addition of Computer Lab with broadband
- Establishment of Language Lab
- Steps to sign MoUs for Solid, Liquid, chemical, e-waste management
- Seed money to Teachers for research article and book publication
- FDP to be organized for E-Content Development

## EXPECTED OUTCOME

The Criterion Managers of IQAC have to present the data of the allotted metrics with supportive documents as per NAAC guidelines.

Department Files to be updated.

IQAC is to be submitted in the month of October.

Filing of SSR by the month of November.

*M. Kalavathi*  
 IQAC Coordinator  
 Standing Committee Member, UGC Paramarsh Scheme

*B. Neelam*  
 Principal  
 Sri GVG Visalakshi College for Women  
 Udumalpet

*B. Neelam*

**Mrs. B. Nirmala**  
**IQAC Coordinator (Paramarsh)**

**Mrs. B. NIRMALA**  
 IC Coordinator-UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

*Rajeswari D.*  
**Dr. N. Rajeswari**

**Principal & Accreditation Ambassador**

**Dr. N. RAJESWARI**  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

GVGVC Paramarsh Progress Report

177



**SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN**  
**UGC-PARAMARSH MENTOR INSTITUTION**  
Autonomous & Affiliated to Bharathiar University  
Accredited at  $\mathcal{A}^+$  Grade by NAAC  
Udumalpet – 642128, Tamil Nadu.



**Workshop on Culmination of UGC Paramarsh Scheme  
and Review Meeting  
at  
Sri GVG Visalakshi College for Women, Udumalpet**

**Date : 29.09.2021 and 30.09.2021**

On 29<sup>th</sup> September 2021, the faculty members of the mentee institutions visited all the departments, Centres, Laboratories, Library, viewed the files, discussed with administrative staff, IQAC members and faculty on data presentation, documentation and SSR metrics presentation.

On 30<sup>th</sup> September 2021, during the first session the faculty members of the mentee institutions attended Online Guest Lecture given by Dr.V.Balavijayalakshmi, Assistant Professor of Physics and IQAC Coordinator, PSGR Krishnamal College for Women, Coimbatore.

Review meeting was conducted in the second session. The meeting commenced with opening remarks by Dr.M.Kalavathi, IQAC Coordinator wherein she extended her warm welcome to the participants. Dr.J.Manjula, Former Principal and Standing Committee Member in her Presidential Address emphasized and motivated the Mentee Institutions to work collectively to improve quality of higher education. She also stressed on the importance of truthful submission and for the authenticity of data. Manuals and SOPs pertaining to the Mandatory Committees, Laboratories and other centres/Clubs prepared by the Mentor Institution were given.

Dr.N.Rajeswari, Principal & Ambassador presented the glimpse of the activities organized and the observations of the audit conducted. She appreciated the involvement and efforts of the faculty and appealed for the representation of all the required data for the claim made by HEI to get a good grade from NAAC. She wished “The Pathway for Accreditation-NAAC Journey “of the Mentee Institutions a great Success.





## SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN

Autonomous & Affiliated to Bharathiar University

Accredited at A<sup>+</sup> Grade by NAAC (4<sup>th</sup> Cycle)

UGC-PARAMARSH MENTOR INSTITUTION

Udumalpet, Tamilnadu - 642 128



### Consolidated Report of UGC Paramarsh Scheme Activities

Sri GVG Visalakshi College for Women, Udumalpet (Accredited at A+ Grade by NAAC) identified as one of the Mentor institutions by UGC for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education.

The main objective of the scheme is to enhance the overall quality of the mentee institutions by Mentoring the Non-Accredited Higher Educational Institutions to enable them to get accredited.

Under UGC Paramarsh scheme the College has six Mentee Institutions

- Maharani Arts and Science College, Dharapuram
- Sree Abiraami Arts and Science College for Women, Gudiyattam.
- Pollachi College of Arts and Science, Pollachi
- RVS Kumaran Arts and Science, College, Ayyampalayam, Dindigul.
- Cheran College for Women, Arasampalayam, Tiruppur
- Rev. Jacob Memorial Christian College, Ambilikkai.

For the smooth and effective implementation of the scheme,

- MoU was exchanged between the Mentor and the Mentee institutions
- A Standing committee was constituted
- The basic profile and the status of the institution were analysed during the pilot study .

GVGVC - UGC PARAMARSH SCHEME

### Topics Covered

#### ➤ NAAC Process - IIQA & SSR :

1. Role of IQAC in Higher Educational Institutions
2. NAAC Guidelines for Assessment & Accreditation Process – A Road Map
3. Mentoring on IIQA & SSR Presentation
4. Guest Lecture on SSR Preparation & Submission – Filling the gap
5. Workshop on Fine tuning of SSR

#### ➤ Criterion I :Curricular Aspects

1. Course and Curriculum Design in Higher Education
2. Extended Profile & Curricular aspects
3. Design and Implementation of Curricular Aspects – A Road Map
4. Two days virtual workshop on Outcome Based Education

#### ➤ Criterion II: Teaching, Learning & Evaluation

1. Innovative Teaching Learning Process in the Digital Era
2. Teaching, Learning & Evaluation
3. ICT Tools
4. Mentor System
5. Hands-on-Training on Student Centric teaching Methods
6. Digital Tools for Online Teaching
7. Three days Workshop on “Interactive Video Content Development through Mobile Applications.
8. E-learning and MOOCs in Higher Education and New Roles of Teacher
9. Admission Procedures & Documentation in HEI
10. Demonstration of LMS
11. Innovative Teaching Learning Process in the Digital Era

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➤ **Criterion III: Research, Innovation & Extension**

1. Webinar on Research and Publications
2. Forging New Pathways: Skill Based Education & Collaborations
3. Outreach and Extension Activities
4. Research Collaborations for Quality Research
5. Webinar on “Overview of Criteria III”
6. FDP on Research and Extension: Challenges & Opportunities
7. Fostering Social Responsibilities in Youth Through Extension & Outreach Activities

➤ **Criterion IV : Infrastructure & Learning Resources**

1. Webinar on Library, E Resources & Documentation
2. Workshop on Office documentation & Maintenance of Laboratory Stock registers - Training in Mentor Institution
3. Workshop on Office Documentation & Upkeep of Records in respective Mentee Institution

➤ **Criterion V : Student Support & Progression**

1. Student Support & Progression
2. Role of HEI in Promoting Holistic Development and Progression of Students
3. Guidance towards students support: Government and Non-Government Scholarships
4. Financial Aid for Higher Education
5. Three Day Virtual Workshop on Internalisation of Quality Culture and Institutionalisation of Best Practices - Life skills

➤ **Criterion VI : Governance, Leadership & Management**

1. Institutional Quality Achievement, Maintenance and Sustenance
2. Quality Management Strategies in Academic and Administrative Aspects of HEI
3. Performance Improvement Plan

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➤ **Criterion VII : Institutional Values and Best Practices**

1. Benchmarking Quality Enhancement through Institutional Values & Innovative Best Practices
2. Innovative and Distinctive Best Practices

➤ **Audits conducted:**

1. Preliminary Audit of NAAC related files, documents
2. Verification of documents at the Mentee institution
3. SSR Key Metrics Presentations (Online )  
Rev.Jacob Memorial Christain College on 26.08.2021 &09.09.2021  
RVS Kumaran Arts & Science College on 13.09.2021 &14.09.2021  
Sree Abiraami Arts & Science College for Women on 01.09.2021,  
15.09.2021 & 23.09.2021

- **Visit of Accreditation Ambassador** : Review on the Impact of Paramarsh activities

**Resource Persons from other Institutions**


1. Dr.N.Priya Narayanan, Assistant Adviser, NAAC
2. Dr. Jyothi Patil, Principal, Renuga College, Nagpur, Maharashtra
3. Dr.P.Pitchappan, Director, Digital Information Research Lab, Chennai
4. Dr.N.Ponpandian, IQAC Coordinator, Professor & Head,, Department of Nanoscience & Technology, Bharathiar University, Coimbatore.
5. Prof. Dr.S.Sivasubramanian, Former Vice Chancellor, Bharathiar University, Coimbatore, & Noorul Islam University, Tamilnadu
6. Dr.R.Latha Nair, Associate Professor of English, St.Teresa's College, Kochi, Kerala.
7. Dr.Bernard D'Sami, Dean of School of Excellence & Senior Fellow at LISSTAR, Loyola College, Chennai & Guest Faculty, IIT, Madras, Tamilnadu.
7. Dr.Vimal Rarh, Project Head and Joint Director, GAD TLC of MHRD
8. Dr. Horne Iona Averal, IQAC Coordinator, Holy Cross College, Trichy, Tamilnadu.
9. Dr.K.Indirani, State President, Tamil Nadu Unit of Shiksha Sanskriti Uttan Nyas & Associate Professor and Head (Retd.), Department of Mathematics, Nirmala College for Women, Coimbatore, Tamilnadu.
10. Dr.Vimal Jerald, Assistant Professor of Computer Science, St.Joseph's College, Trichy..
11. Dr.M.Dorairajan, Librarian, St.Joseph's College, Trichy, Tamilnadu.
12. Dr.Arun Nagendran, Associate Professor of Zoology & IQAC Coordinator,  
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## Annexure VII

**Reciprocation by the Principals of the Mentee Institutions:**

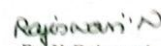
- » **Dr. S. Tamilselvi, Principal, Maharani Arts and Science College, Dharapuram,** acknowledged whole heartedly the guidance given by the Mentor institution. She assured that they would submit their IQA by the second week of November 2021.
- » **Dr. R.S. Vetrivel, Principal, Sree Abiraami Arts and Science College for Women, Gudiyattam,** recorded his indebtedness for the motivation and counselling received from the Mentor institution. The IQA was proposed to be submitted by the second week of November 2021.
- » **Dr. D. Kannan, Principal, Pollachi College of Arts and Science, Pollachi,** appreciated and thanked the Mentor institution for facilitating them with insightful inputs for the accreditation process. He promised that with the support of the highly motivated team of the Mentor institution they would be ready with the IQA by the second week of November 2021.
- » **Dr. J. Thirumaran, Principal, RVS Kumaran Arts and Science, College, Ayyampalayam,** Dindigul profusely thanked the Mentor institution for the consistent support, guidance and encouragement in preparing the documents and making them ready for the accreditation process. They would be going for the assessment by the second week of November 2021.
- » **Dr. Jessen George, Principal, Rev. Jacob Memorial Christian College, Amblikkal** expressed his heartfelt thanks to the Mentor institution for accepting them as their mentee and for the constant support and guidance which propelled them towards quality enhancement. The second week of November 2021 is the target period for the submission of IQA.
- » **Dr.K.Madhavi, Principal, Cheran College for Women, Arasampalayam, Tiruppur** recorded her deep sense of gratitude to the mentor institution for the untiring efforts and valuable suggestions.

**Dr. P. Geetha, Associate Professor of Economics & Standing Committee Member of UGC Paramarsh Scheme** proposed vote of thanks and wished them great success for the successful submission of SSR.

  
**Dr. M. Kalavathi**  
 IQAC Coordinator



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**Dr. N. Rajeswari**  
 Principal & Accreditation Ambassador  
**Dr. N. RAJESWARI**  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

## Annexure VII

1. **Dr. S. Tamilselvi**  
Principal  
Maharani Arts and Science College  
Dharapuram..

*[Handwritten Signature]*  
30/11/21

2. **Dr. R.S. Vetrivel**  
Principal  
Sree Abiraami Arts and Science College for Women, Gudiyattam

*[Handwritten Signature]*  
30/11/21

3. **Dr. D. Kannaan**  
Principal  
Pollachi College of Arts and Science  
Pollachi

*[Handwritten Signature]*  
30/11/21  
PRINCIPAL  
Pollachi College of Arts and Science  
Poosaripatty, Pollachi - 642 205.

4. **Dr. J. Thirumaran**  
Principal  
RVS Kumaran Arts and Science, College  
Ayyampalayam, Dindigul

*[Handwritten Signature]*  
PRINCIPAL  
RVS Kumaran Arts and Science College,  
Ayyalur, Dindigul - 624 331

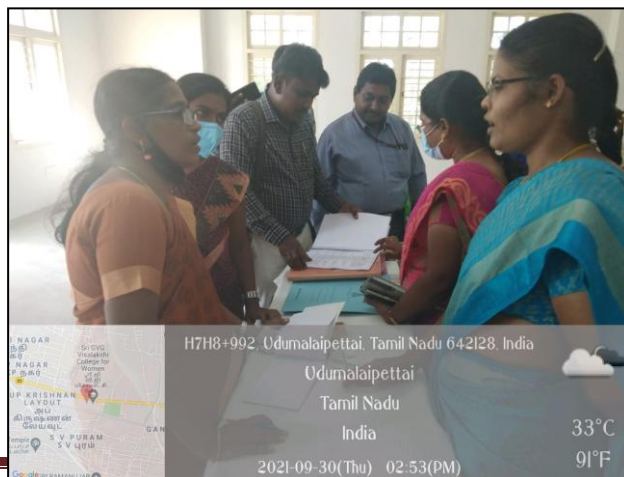
5. **Dr. Jessen George**  
Principal  
Rev. Jacob Memorial Christian College  
Ambilikkai.

*[Handwritten Signature]*  
PRINCIPAL  
REV. JACOB MEMORIAL  
CHRISTIAN COLLEGE  
AMBILIKKAI - 624 612  
Dindigul Dt, Tamilnadu

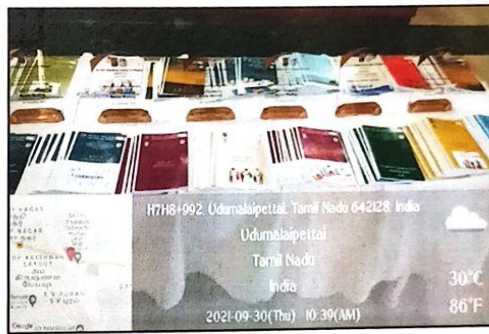
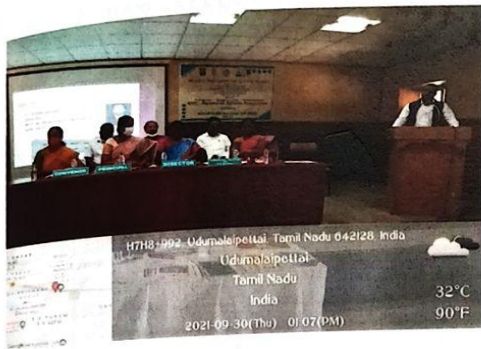
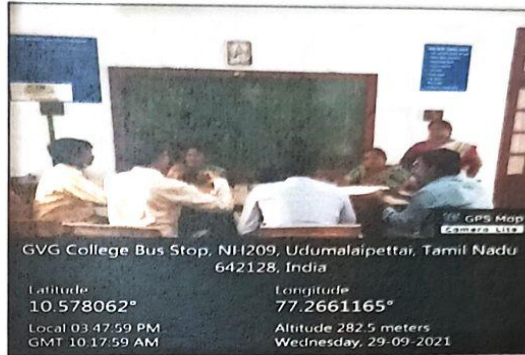
6. **Dr. K. Madhavi**  
Principal  
Cheran College for Women  
Arasampalayam, Tiruppur

*[Handwritten Signature]*  
PRINCIPAL  
CHERRAN COLLEGE FOR W  
Kangayam Road,  
Arasampalayam (Po), TIRUPUR - 64

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Annexure VII



*B. Nirmala*

**Mrs.B.Nirmala**  
**IQAC Coordinator (Paramarsh)**  
 Mrs.B.NIRMALA  
 Coordinator-UGC Paramarsh Scheme  
 GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128

*Rajeswari N.*

**Dr.N.Rajeswari**  
**Principal & Accreditation Ambassador**  
 Dr.N.RAJESWARI  
 Principal & Accreditation Ambassador  
 UGC Paramarsh Scheme  
 Sri GVG Visalakshi College for Women  
 Udumalpet, Tamilnadu - 642128