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CRITERION - VI
GOVERNANCE LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System



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6.5.3 IQAC Activities for Quality Assurance - Other Initiatives 2020-2021

- > Events Conducted on Quality
- Orientation Programs on Quality Issues

★ Conferences, Seminars, Workshops on quality conducted

S. No.	Month and Year	Conferences/Seminars/Workshops on quality conducted
1.	05-05-2021	Workshop on Intellectual Property Rights and IP Management for Start-ups
2.	24-06-2021 To 25-06-2021	Two Day National Webinar on Role of Ranking Frame work in Quality Enhancement in HEI

1. Workshop on Intellectual Property Rights and IP Management for Start-ups on 05-05-2021



Ms. VijayaShree Pandit, Principal Attorney (consultant), was the resource person for the event. The session was moderated by Dr. Khairunnisa Amreen, SAIPRC Co-ordinator. Ms. Srikala D, Head Department of Statistics, Additional co-ordinator IQAC, Vice-president IIC, delivered the welcome address. Dr. S. Nagapoornima, Associate professor, member SAIPRC, introduced our resource person and offered virtual green greetings. The technical session was taken over by the speaker. Detailed information about intellectual properties like patents, trademarks, copyrights, designs were given. Geographical locations of IPR offices based on region were shown. What is tangible and intangible things regarded as IP were explained. Patent act and rules by the Indian government was explained. Who can apply for the patent and in what name, what is



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novelty, and the essential ingredients for patents was shown. The non-patentable objects in India were also explained. Patent offices in India, i.e., Mumbai, Chennai, New Delhi and Kolkata, address and details were given. Patent filling requirements, procedure for grant in India was explained. IP management for startup in terms of industrial designs, trademarks, geographical indications, copyright, relations between IPR, and logos of India's leading startups was shown. The speaker gave detailed information of the start-up India action plan initiative of the Indian government. Facts and figures of need to startup India, Stand up India was discussed. Schemes and facilitation initiative for startup IP were explained. Problems related to IP management in startups were discussed. Financial support and challenges were also pointed. Strategies for protection and exploitation of IPR in startups were addressed. Model and approach followed for the confidentiality process in IPR for startups was explained. The facilitators provided by government of India for IPR of startup founders, their role and the list of facilitators in Hyderabad, their details were given. The session was concluded by explaining role of entrepreneur. Post the technical session, an interactive question answer session was carried out. Several participants interacted with the resource person and cleared their doubts. The session concluded with vote of thanks by the moderator.









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2. Two Day National Webinar on Role of Ranking Frame work in Quality Enhancement in HEI 24-06-2021 To 25-06-2021



The main **objective** of the National Level Online Webinar was to mentor the participants to get acquainted with the various parameters in NIRF process in every educational institution. Sessions highlighted on the importance of National Institutional Ranking Framework (NIRF) and emphasis on its key factors for a higher-ranking framework in every educational institution.

Technical Session I-Impact of Teaching, Learning and Resources on Ranking Frameworks

Resource Person – Dr. K. Kamala Rani, Chief Academic Guidance Officer, Institute of Academic Excellence, Hyderabad.

Dr. K. Kamala Rani highlighted on Impact of Teaching, Learning and Resources on ranking frame works which is one of the important parameters of NIRF ranking. Teaching and learning are the areas to be focused in NIRF ranking wherein the quality of these areas decides learning. Various key areas like emerging dimensions in higher education, fundamental principles of NEP 2020 and an overview of NIRF have been covered in the session. Dr. Kamala Rani stated that all the colleges should be accountable to meet the expectations of the stakeholders like Students, Parents, Industry and Government and to provide good education and best opportunities to the students should be the ultimate objective of any college. The performance of Top 5 colleges across sub-parameters Teaching, Learning and Resources were highlighted in the session.

Technical Session II– Publications and Citations- Attributes for Assessments & Ranking Framework



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Resource Person – Dr. K. Chitra, Professor & Assistant Director, RAAC, VIT, Chennai Campus

Dr. K. Chitra highlighted the impact of and role of publications and citations for the NIRF framework. She explained about how the growth of an educational institution can take place by enhancing the quality especially for higher education institutions. Madam explained in detail about the NIRF parameters accounted for assessment like global appeal like Research output, Research impact, Learning environment, etc.— apart from other parameters like infrastructure, students, faculty, sports etc. The yearly activity timelines and various ranking categories of NIRF was also explained. The weightage and significance of research and progress in ranking was explained. The formulae and procedure for calculations based on quality of publication were explained by her. Collection of databases from third party, citations details from database like google scholar, scopus etc. was explained. The h-index, i-index, ORCID, patenting, citations, authorships and their role in ranking was explained.

Technical Session III- A Strategic Approach to Excellence in NIRF

Resource Person: Dr.A.Xavier Mahimairaj, Assistant Professor PG and Research Department of Commerce Loyola (Autonomous) College, Chennai TN.

Dr. Xavier begin the session with decode what is the strategies of higher education in our country and how we can make use of the quality framework and quality enhancement sustain and assurance. Dr. Xavier showcased the importance of various parameters such as Teaching, Learning &Resources, Research and Professional Practice, Graduation Outcomes, Outreach & Inclusivity, and Perception in the National Institutional Ranking Framework (NIRF). He enlightened the participants with the various strategies points such as Set Goals & Targets, Plan & Measure, Assemble the right team, and Automate the process.

Technical Session IV - Academia-Industry Collaboration for Improved Graduation Outcomes. Resource Person- Mr. Veera Reddy Patlolla ,Vice President-Global Head of HR and Training, Cigniti Technologies, Hyderabad, Telangana

Shree Veera Reddy, Vice President and Global Head of HR for Cigniti has started the session with an experiential sharing. Graduate Outcomes (GOs) is an umbrella term uses to cover a range of outcomes related to the knowledge, skills, values acquired through higher education.

He has highlighted on what colleges teach and what students wants. He has discussed and suggested to ensure that any curriculum renewal processes include strong leadership from senior management, departmental and programme levels; the assistance of academic or educational developers in facilitating conversations about Graduation outcomes and teaching towards them; ownership of the process by the teaching staff; the development of a contextualised graduate profile for the programme; a focus on generating learning outcomes and assessment well aligned



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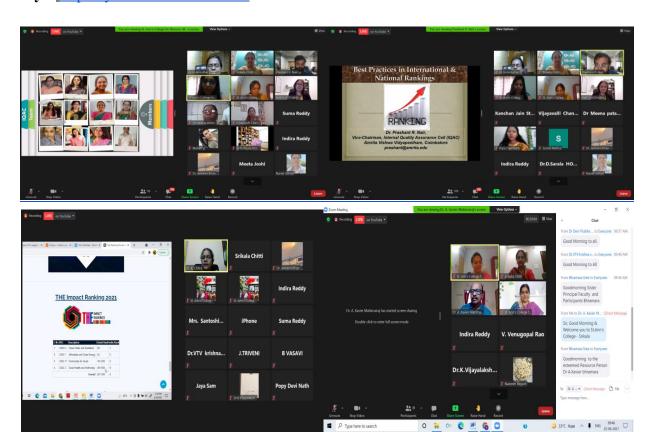


with the graduate profile. He has also highlighted what industries want from freshers, such as –knowledge; work attitude; strong analytical; listening and communication skills; problem analysis; team player etc.

Outcomes:

The NIRF Seminar helped to expose various Framework uses several parameters for ranking purposes like resources, research, and stakeholder perception. These parameters have been grouped into five clusters and these clusters were assigned certain weightages. Overall, this seminar gave depth knowledge of various parameters in NIRF.

Day-1 https://youtu.be/8bhcOAijtHQ & https://youtu.be/ZzSll3CzoPO





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★ Orientation programs on quality issues for teachers and students

S.No.	Month and Year	Orientation programme on quality issues for teachers and students organised by the institution, Date (From -To) (DD-MM-YYYY)
1.	31-07-2020	Faculty Induction program on Digitalization
2.	01-08-2020	Orientation Program for II and III year Under Graduate students on Digital Classes
3.	30-09-2020	Induction Program for New Faculty on Online Teaching
4.	01-10-2020 To 03-10-2020	Online Induction Program for Under Graduate I Year students
5.	23-11-2020	Online Orientation programme about Inter Disciplinary Courses (IDC) to Under Graduate III year students
6.	05-12-2020	Online Orientation Session on Telangana Academy for Skill and Knowledge (TASK)
7.	07-12-2020	Online Orientation Program about Skill Oriented Courses (SOC) to Under Graduate I year students
8.	14-12-2020	Online Orientation Program about Co-Curricular Activities (CCA) to Under Graduate I year students
9.	16-02-2021	Online Orientation Program about Career Oriented Courses (COC) to Under Graduate II year students





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1. Faculty Induction program on Digitalization on 31-07-2020

To prevent academic loss and to provide quality education in view of COVID 19 Pandemic, Online Education has been introduced by IQAC of the college in order to achieve academic continuity. A new Centre for Excellence – SELF – St. Ann's e- Learning Focus in the year 2020-21 was formed by IQAC. The SELF Committee is headed by Dr. Nirmala Xavier, Dean Student Affairs PG and Head Department of Mathematics.

SELF Team Members –

Dr.Nirmala Xavier (Convener), **Mrs.Mahita** (Coordinator – Commerce), **Mrs.Jyoti** (Coordinator - RC Courses), **Mrs.Saba** (Coordinator – Physical Sciences), **Mrs. Aparna** (Physical Sciences), **Ms.Nazia Fathima** (Coordinator – Life Sciences), **Ms.Popy** (Coordinator BA) – **Dr.Pratyusha** (Coordinator – Languages) and **Mrs.Keerthi** (Coordinator PG Courses).

- The Team has successfully formulated the guidelines for Faculty and Students.
- The Faculty Induction Program was conducted for faculty to familiarize them about the Digital Classes by detailed discussion on the following guidelines.
- The faculty were oriented on Google Classroom, Video Conferencing, Communication through WhatsApp, Preparing and uploading E Resources.
- Commencement of Online Classes for Second and final Year commenced from 7th August and for first year UG students from 5th October Onwards using Google meet was highlighted by Dr.Sr.P. Amrutha, Principal.
- Before the commencement of Online classes, Class in charges had conducted online meeting with parents and
- Students of their classes, and all student numbers has been verified and added up in official WhatsApp groups.

Guidelines

- Faculty are expected to familiarize themselves with the online platform (Google Meet / Jio Meet/Zoom) being used for conduct of classes
- o Class in Charge lecturers are requested to create an official WhatsApp group for their class inclusive of all subject teachers and students of that class.
- Title of class group should have batch Number followed by Year and combination (Ex: R20 I MSCS)
- Faculty must involve online team members and convener in WhatsApp groups.
 It is mandatory for all students to be included within the official class group
 Faculty must schedule their classes as per the timetable and circulate the links to students
- o one day before in advance in Google classroom (Not in WhatsApp group) Faculty must schedule recurring links so that students can record it.
- Faculty must post the links in the timetables circulated one week before the commencement of classes.



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 Any changes in links due to technical reasons should be clearly communicated to students and committee.

- Links given to committee must tally with the links posted in classroom. All faculty
 members should create Google classrooms for their respective subjects (on their
 department drive folders) and ensure that all their students enrol in the classroom and must
 cross verify all names.
- o Google classroom should be used to share any form of content with students like syllabus, notes, presentations, videos, links, eBooks etc.
- Faculty encountering any kind of offensive behaviour from students on online platforms are requested to capture necessary details (like student name, hall ticket number, nature of offence, screen shots if possible) and report it to Online class committee immediately.
- o Faculty are expected to start their class on time and ensure that class is taken for a period of 50 minutes and must leave the class on time (Do not exceed time limit)
- o Capturing attendance is mandatory for every class. Faculty are expected to maintain a hardcopy/softcopy of daily attendance along with topic taught.
- o Faculty experiencing any technical difficulties have to bring it to the notice of Online class committee and make alternate arrangements for conduct of classes
- o Faculty are encouraged to implement blended learning techniques to make online teaching/learning more effective.
- o If any lecturer wants to take a leave, must take prior permission from Sister Principal after adjusting the classes for the day with colleagues.
- o Faculty are encouraged to have live interactive session in their online classes and actively involve students on regular basis.

E Bank for e Learners

- Following links are the videos highlighting how to create forms, links, and attendance via online mode.
- https://youtu.be/1r Ad4B7uFA
- https://youtu.be/Tyecagr-JlM
- https://youtu.be/Dq5E2Mi1fso
- https://youtu.be/-91MrCpz7k8
- https://youtu.be/A9VO-NQmN6E





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2. Orientation Program for II and III year Under Graduate students on Digital Classes on 01-08-2020

The Orientation Program on Online Classes was conducted on 01-08-2020 at 10am for II- and III-Year students on Implementation of Digitalization in view of COVID 19 Pandemic and to prevent Academic Loss and to achieve academic continuity.

The Virtual Orientation program was hosted on Zoom Platform inviting Parents to familiarize them about the guidelines and requirements of online education.

Dr.Sr.P. Amrutha, Principal Addressed the gathering about the academic Scenario.

The Students and Parents were briefed up about the survey being conducted on Implementation of Online education by Mrs. Jyothi, Head, Department of Microbiology, Additional Controller of Examinations and Member SELF Committee.

The students were oriented on the Examinations by Dr.S. Radhai, Controller of Examinations by releasing the Alamnac which was followed by the detailed insights on online classes, Timetable, Guidelines by Dr. Nirmala Xavier, Convener, And SELF Committee.

Following Guidelines have been Discussed and Implemented for the smooth conduct of Online Classes-

- Timetable will be given by class in-charges before the commencement of classes.
- Online classes timings are from 9:00am to 2:40pm (Monday to Saturday)
- Lunch break for all days & No. of classes per day-3/4 classes with a duration of 50min.
- It is mandatory for all the students to attend online classes and stay throughout as the student activity is monitored.
- Automated Attendance apart from manual attendance to monitor student activity.
- Candidates must maintain the decorum of the class during the class hours. Candidates failing to obey the rules will be immediately removed from the class and strict action will be taken for violating the rules.
- Please join the classes from your desktop/laptop/tablet/ smartphone (Preferrable is desktop/laptop if available)
- Any technical glitch or health issue can be immediately informed to class in charge. Irrelevant discussions are not allowed in WhatsApp groups.
- Meeting link will be shared with you all in Google classroom
- Do not share this link with anyone (Follow it strictly due to cyber security reasons)
- Login at least 5 min before the class begins.



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 Login with your name along with last 3-digit hall ticket number (Example -Afeefa012@gmail.com) which will help the faculty to identify and admit you into the class.

- Ensure you give your attendance before leaving the class since it will be counted for attendance calculation
- All the participants are supposed to mute their audio and disable their video during the class
- To ensure that discipline is maintained and class is not disturbed, students will be permitted only for the first 10 min to attend the class.
- If any technical issue at your end, post in Class WhatsApp group.
- Doubts /Discussion to be initiated at the end of the class.
- Don't unmute the microphone and interrupt when the class is going on.
- If a candidate is absent for the class, a message will be sent every day to the registered mobile number.



Orientation Program

3. Induction Program for New Faculty on Online Teaching on 30-09-2020

Platform – Zoom

IQAC has conducted Induction Program for New Faculty Joined in the Year 2020 to orient about the Mode of Online Classes, Timetables, and Teaching Pedagogy.

The Induction Program began with a prayer to Invoke Almighty's Blessing followed by a prayer song. Dr.Sr. Principal welcomed new Faculty by giving brief insights about the College Followed by the address of Dr. Smita Asthana, Dean Academics and IQAC Coordinator covering the theme Scaling Challenges and Implementation of E-Learning in view of COVID 19 Pandemic.

Dr. Nirmala Xavier, Convener of SELF Committee welcomed the new faculty and introduced the SELF Team followed by the Guidelines on Online classes to ensure smooth learning environment.



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The new faculty was suggested to get familiarize with basic Ms Office, Google Extensions, capturing attendance, video lectures through G Meet, Zoom platform.

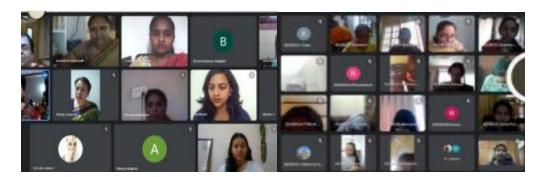
New faculty were trained by the SELF Committee members on How to create, upload and share links.

The first Year class in charge lecturers were trained to create Google Classroom for effective communication and guide students before the commencement of Online classes from 5th October 2020.

The Timetables for respective classes were circulated by the SELF Committee with GMeet links lecture wise according the scheduled timings.

Following links are the videos highlighting how to create forms, links, attendance via online mode.

- https://youtu.be/1r_Ad4B7uFA
- https://youtu.be/Tyecagr-JlM
- https://youtu.be/Dq5E2Mi1fso
- https://youtu.be/-91MrCpz7k8
- https://youtu.be/A9VO-NQmN6E
- https://youtu.be/ktx5p-jsMQw
- https://www.youtube.com/watch?v=VbGbEsqHxlM



4.Online Induction Program to Under Graduate I Year students: (R 20), 01-10-2020 to 03-10-2020

In view of COVID-19 pandemic, the academic year has started online. The academic year for Under Graduate I year students has started with an online induction program from 01-10-2020 to 03-10-2020, separately for each program

As 2020-21 is a pandemic year and the college started operating in online mode. conducted an induction program for first-year students - October 1st - 3rd, 2020. Sr. Principal Dr.P.Amrutha addressed the gathering by sharing the extraordinary performance of the college in past years and also about the International & National Seminars and Conferences, Guest lectures, Workshops,



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Training programmes organized by the college. She said about Placements, Sports and the importance of attendance in college.

Dean Administration Dr.Meena Patangay explained the foundation of the college and briefed about the infrastructure of the college, competitions and Annofesta, Library, NRC, CWS, Health Centre, Gym, etc.

Dean Academics, Dr.Smitha Asthana spoke about NAAC, IQAC, Autonomy features, Semester System, i.e., choice based credit system and the details regarding total number of credits given in semesters as well as extra programs like NPTEL and ALP.

Dr. Radhai, Controller of Examinations gave details regarding the evaluation and grading system of semester examinations and also about the marks and timings for internals, practicals and ESE. She discussed about the examination rules and importance of Non Core Courses.

Deans, Student Affairs spoke about various student facilities like Drushya —digital recording studio, Media studio, Health centre, NRC, Diet counseling cell, Student clubs, i.e., Cheers, Eco, Dhruva, Equinox, Rotaract, Science clubs and St. Ann's consumer cell and also student services like student counseling cells, student mentorship, financial assistance, SQAC, anti-ragging and the expectation of punctuality, discipline, cleanliness, etc, from the students.

Dr. Nirmala Xavier, Head, Dept. of Statistics enlightened the students about the online teaching-learning process at St.Ann's College. She gave the details of time tables, the modality of attending the classes, rules and regulations, etc.

E-handbook has been released by the Principal, which will be of great help to the students.

5.Online Orientation programme for Inter Disciplinary Courses for UG III year students 23-11-2020

Interdisciplinary courses were available to students in semester V. Each student chose a course from a different field to gain knowledge in a subject. Upon successful completion of the course, students will get one credit.

There were 27 Inter Disciplinary Courses available in 2020 from various departments. There were around 35 students in each course, with 30 hours of online classes.

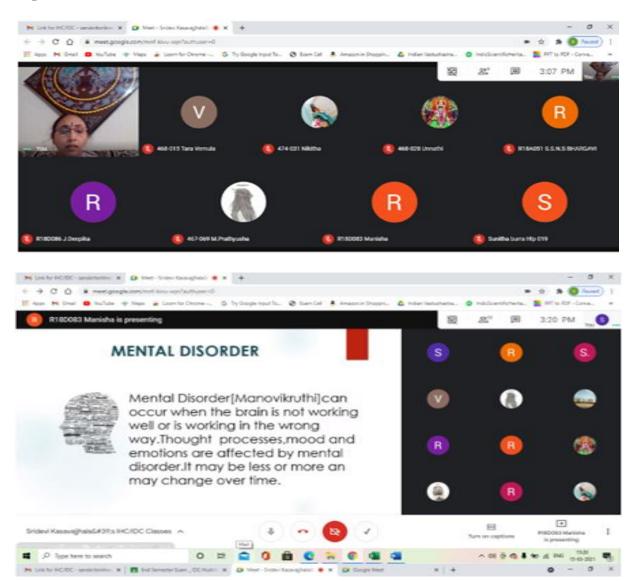
The students received a virtual orientation on 23/11/2020 using voice over power-point presentation. Google form had been issued for IDC registrations. All of the students had received instruction on the significance of the course, regular attendance in class, and timely completion of homework.



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Snapshots



6. Online Orientation Session on Telangana Academy for Skill and Knowledge (TASK) on 05-12-2020

Venue: Zoom Platform

Timings: 2:00pm to 3:30pm

Resource Person: Ms. P.Prashanthi, Assistant Professor, Department of MCA.



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Telangana Academy for Skill and Knowledge (TASK) was established by the Government of Telangana for enhancing skills and synergy among institutions of Government, Industry & Academia.

It is providing student to access to industry relevant skilling modules on technology skills, personal skills and organization skills, giving access to MOOCs, providing career development workshop and mentor talks.

Placement Cell organized Online Orientation Talk on Telangana Academy for Skill and Knowledge on December 5th 2020 from 2:00pm to 3:30pm by TASK Incharge Ms.P.Prashanthi, Assistant Professor, and Department of MCA.

99 students got registered from different streams and attended the online session. They cleared their doubts regarding Skill Oriented jobs and how to register and apply for different jobs.

Glimpses:



7.Online Orientation Program about Skill Oriented Courses (SOC) to Under Graduate I year students on 07-12-2020

REPORT

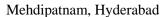
Venue: Online mode

Skill Oriented Courses orientation was conducted in online mode due to the pandemic situation. Orientation explained the objectives, Rules and regulations, Registration process, Evaluation and Credit points.



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8.Online Orientation Program about Co-Curricular Activities (CCA) to Under Graduate I year students on 14-12-2020

Virtual orientation was organized for all first-year students in this academic year

Platform: Official what's-app groups, orientation video was circulated

Presented by: AM Sylaja, CCA Coordinator

Students are oriented towards the importance of co- curricular activities in their curriculum and how it is built into the curriculum as NCGPA courses. Upon completion of these course spread over two semesters in their first year, they will be awarded 2 credits. Details like the objectives, outcomes and highlights are presented. End Semester Exam, internal assessment and Evaluation pattern of the respective courses are also discussed.

9. Online Orientation Program about Career Oriented Courses (COC) to Under Graduate I year students on 16-02-2021

As a part of the regular academic activity of the college, Career Oriented Courses Committee conducts an Orientation Programme for all the second-year students of UG. In the year 2020-21 due to COVID pandemic a virtual orientation session was planned on 11th Feb 2021. In this virtual orientation programme, the Convener of the COC Committee deliberated about the COC Courses offered by all the undergraduate departments of the institution.

Virtual Orientation has highlighted the following points to the students:

- 1. Importance /Significance of Career Oriented Courses(COC)
- 2. List of COC Courses Offered by Departments
- 3. COC Courses Objectives & Outcomes & Details of Course Coordinators
- 4. General Details (Time table & Attendance Rules)
- 5. Evaluation Scheme of the Courses & Registration Process

You tube Video link of the virtual session is shared with the students in WhatsApp groups since it is a fast and effective way to convey important information to the students in an online mode during the pandemic time. This orientation helped the Students to enroll into a COC Course of their choice in 2020-21 and pursue them successfully.

You Tube Link of Orientation Session: https://www.youtube.com/watch?v=0SxkAYVWqrl



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