A REPORT ON THE ONE DAY SENSITIZATION PROGRAMME ON REVISED NAAC ACCREDITATION HELD ON 29th DECEMBER 2018

SUBMITTED TO

NAAC, BENGALURU

ORGANISED BY

INTERNAL QUALITY ASSURANCE CELL
MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI, 627 012
A Report on the One Day Sensitization Programme on Revised NAAC Accreditation Framework

The NAAC, Bengaluru vide its letter No. NAAC/SR/ LP/2018 dated 2\textsuperscript{nd} November 2018, has asked the Manonmaniam Sundaranar University, Tirunelveli, Tamilnadu to organise a one day sensitization programme and to designate the University IQAC Coordinator for liasoning with NAAC.

The University vide its letter No. MSU/R/IQAC/NAAC/2018/01 dated 10\textsuperscript{th} November 2018, designated Dr. V. Balamurugan, Director, IQAC to liaison with NAAC, Bengaluru.

Based on the above references, the University has organised a one day program on Revised NAAC Accreditation Framework to sensitize the accreditation process among all the affiliated colleges. The objectives and expected outcomes of the program was as follows:

Program Objectives:

At the end of the program the participants will:

- Understand the importance of the Accreditation
- Understand the Revised Accreditation Process Flow
- Understand the importance of the IQAC
- Apply the process and procedures in their institutions
- Be in a position to prepare Self Study Report effectively

Expected Outcomes:

- Development of Self Study Report Preparation Skill
- Effective Documentation Skill
- Establishment of IQAC at all the affiliated colleges
- Quality Enhancement at the affiliated colleges

A total number of 97 faculty members (including 6 principals) of 52 affiliated colleges and 3 participants of a non affiliated engineering college took part in the programme.

The registration process was started at 0900 Hours and the Inaugural function was held between 1000 Hours to 1045 Hours. The session commenced with invocation and lighting of traditional lamp. The gathering was welcomed by Dr. P. Madhava Somasundaram, Member, Syndicate and it was followed by an inaugural address of Dr. S. Santhosh Baboo, Registrar of the University. The presidential address was delivered by Prof. Dr. K. Baskar, Vice Chancellor of the University. The forenoon sessions were handled by Dr. Devender S
Kawday, Deputy Advisor NAAC. These sessions covered the several aspects of the revised accreditation framework that includes the following:

1. The Need for Quality in Higher Education
2. Comparative analysis of previous and revised accreditation process
3. The objectives of NAAC Accrediation
4. Metrics
5. Complete Accreditation Processes
6. Evaluation Process

The afternoon sessions were handled by Dr. M.G. Sethuraman, Professor/Chemistry, Gandhigram Rural Institute, Dindigul, Tamilnadu. His sessions were focusing on the initiatives to be taken to achieve a better score by focusing on the key indicators and also on the effective preparation of Self Study Report. A 10 points participant’s feedback on 5 scales participants have been collected and analyzed. The feedback indicates that the program fulfilled its objectives and outcomes as all the participants responded with “Excellent” and “Very Good”. Some of the participants responded with comments as shown below:

1. Very useful program.
2. This kinds of programs are to be conducted frequently.
3. As the contents are more the duration of the program should be for two days.

(A sample feedback is enclosed here).

The Valedictory session commenced at 1615 Hours with a welcome address of Dr. N. Krishnan, Dean, Faculty of Science, followed by the valedictory address of Dr. S. Santhosh Baboo, Registrar. A feedback session followed by the certificate distribution was done. The valedictory session was concluded with the vote of thanks by Dr. V. Balamurugan, Director, IQAC, followed by National Anthem.
In order to have quality oriented academic, there should be an administrative background.
Manonmaniam Sundaranar University
Tirunelveli - 627 012
Internal Quality Assurance Cell & NAAC, Bengaluru

Cordially invite you to

A ONE DAY SENSITIZATION PROGRAM ON REVISED NAAC
ACCREDITATION FRAMEWORK

to be held on 29th December 2018, at 10 a.m

Venue: Sundaranar Hall
PROGRAM SCHEDULE

1000 – 1030 INAUGURAL FUNCTION
  1001 – Invocation & Lighting the Traditional Lamp
  1005 – Welcome & Introductory Speech – by Dr. P. Madhava Somasundaram, Syndicate Member, M.S.U
  1010 – Honouring the Chief Guest
  1012 – Inaugural Address – by Dr. S. Santhosh Baboo, Registrar, M.S.U
  1020 – Presidential Address – by Dr. K. Baskar, Vice Chancellor, M.S.U

1030 – 1130 SESSION I - NAAC’s Revised Accreditation Framework
  – An overview - by Dr. Devendar S Kawday, Dy. Advisor, NAAC

1130 – 1140 COFFEE BREAK

1140 – 1245 SESSION II - NAAC’s Revised Accreditation Framework... Continues

1245 – 1345 LUNCH BREAK

1345 – 1500 SESSION III - NAAC Criterions & Key Indicators
  – Dr. M.G. Sethuraman, Professor, Gandhigram Rural Institute, Dindigul, Tamilnadu

1500 – 1515 COFFEE BREAK

1515 – 1615 SESSION IV - Effective SSR Preparation
  Dr. M.G. Sethuraman, Professor, Gandhigram Rural Institute

1615 – VALEDICTORY FUNCTION

1615 – Welcome Address – Dr. N.Krishnan, Dean, Faculty of Sciences, M.S.U

1620 – Honouring the Guest – Dr. S. Santhosh Baboo, Registrar, M.S.U

  Valedictory Address – Dr. S. Santhosh Baboo, Registrar, M.S.U

1630 – Feedback Session

1635 – Certificate Distribution

1645 – Vote of Thanks – Dr. V. Balamurugan, Director, IQAC, M.S.U

1650 – National Anthem
A one day Sensitization Program on NAAC Accreditation Framework

Organized by
NAAC, Bengaluru & Internal Quality Assurance Cell,
Manonmaniam Sundaranar University, Tirunelveli-12.
Date: 29.12.2018

Feedback Form
Name of the Participant: D V K BALASUBRAMANIAN
College / Department: The M.D T Hindu College, Puddu

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<th>S.No</th>
<th>Description</th>
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<th>V.Good</th>
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<td>Session III &amp; IV</td>
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<td>Lunch &amp; Refreshment</td>
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<td>Outcomes accomplishment</td>
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(Please put Tick Mark to indicate your agreement with the following statements)

Suggestions to improve the quality of the program:
- Suggest to conduct a two-days workshop, it is helpful to acquire more things about new frame-NAAC

Signature: D V K BALASUBRAMANIAN
INTERNAL QUALITY ASSURANCE CELL
MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12
A ONE DAY SENSITIZATION PROGRAM ON NAAC ACCREDITATION
29TH DEC 2018

Program Coordinator: Dr. V. Balamurugan, Director, IQAC
Reception Committee:
Dr. Muthulakshmi, Asst. Prof/ CSE, Convenor
Mrs. Karpagavalli, Research Scholar/ CSE
Ms. Muthulakshmi, Research Scholar/ CSE
Ms. Vennila, Research Scholar/ CSE
Ms. Krishnammal, Research Scholar/CSE

Registration Committee:
Dr. E. Enanala Periyar, Asst. Professor/ Criminology, Convenor
Dr. Venkatesh.S, Asst. Professor/ Bio-Technology
Mr. Marimuthu, Research Scholar/ CSE
Mr. Devakumar, Research Scholar/ CSE

Master of Ceremony:
Dr. P. Arockia Jansi Rani, Director/ Online Courses, Convenor
Mrs. Karpagavalli, Research Scholar/ CSE
Ms. Muthulakshmi, Research Scholar/ CSE

Lunch & Refreshments:
Dr. E. Enanala Periyar, Asst. Professor/ Criminology, Convenor
Dr. V. Sabarinathan, Asst. Professor/ Physics
Mr. Marimuthu, Research Scholar/ CSE
Mr. Devakumar, Research Scholar/ CSE
Mr. Arumugam, IQAC
Mr. Murugesan, Department of CSE

KIT, Momento, Banner Design & Display:
Mrs. S.R. Vijaya, Superintendent, IQAC, Convenor
Mr. Devakumar, Research Scholar, Department of CSE
Mr. Arumugam, IQAC
Mr. Murugesan, Department of CSE

Press:
Dr. P. Arockia Jansi Rani, Director/ Online Courses, Convenor
Dr. V. Sabarinathan, Asst. Professor/ Physics
Mr. Marimuthu, Research Scholar, IQAC

Feedback, Schedule, Invitation:
Dr. G. Murugeswari, Asst. Professor/CSE, Convenor
Ms. Vennila, Research Scholar/CSE
Ms. Muthulakshmi, Research Scholar/CSE

Finance:
Mrs. S. R. Vijaya, Superintendent, IQAC, Convenor
Mrs. Sulochana, IQAC

Hall Arrangement:
Mrs. S. R. Vijaya, Superintendent, IQAC, Convenor
Mrs. Sulochana, IQAC
Mr. Arumugam, IQAC

VIP Liaison & Hospitality:
Dr. Kalidas, Director, Directorate of Vocational Edn., Convenor
Dr. V. Balamurugan, Director, IQAC
ROLE AND RESPONSIBILITIES OF COMMITTEES

Reception:
To make the necessary arrangements for reception.
Prepare the list of required items and get it.
Submit the bills.
To receive the participants and guests.

Registration:
Get the print outs of registered participants.
Provide instruction stating the particulars will be essential for preparation of certificates.
Get their signature after checking the particulars.
Get the list of non registered participants.
Inform the catering committee the strength.
Write the particulars in the certificates.

Master of Ceremony:
Get the program schedule.
Prepare the script.
Practice it well.
Provide necessary instructions to the participants.

Catering:
Get the strength from the Reception.
Inform the service provider about the menu and strength.
Note the tea timings and lunch timings
Arrange the service points.
Ensure the availability of dust bins, drinking water, serving personnels, etc.
Get the bill and submit it to the coordinator.

KIT, Momento, Banner
Get the strength and purchase the kit items
Get the momento
Arrange the banner by noting the size.
Get the required shawl.
Display the banner one day in advance.

Press:
Inform the communication department for photography.
Send the advance intimation to press.
Get the photos, Prepare the contents and get it approved by the Registrar.
Inform the press.

Feedback, Invitation and Schedule:
Prepare the feedback format and distribute it to the participants in the tea break.
Collect it and summarize it.
Prepare the invitations and distribute it to the HODs and Directors.
Submit it to the IQAC for spiral binding.

Finance:
Collect the bills and settle the payments.
Prepare the vouchers.

**Hall Arrangements:**
Inform the Registrar section regarding the Hall needs.
Get the traditional lamp.
Inform the C&M regarding the Hall, Audio, Systems, etc.
Bring the items back after the events.
Ensure sufficient chairs are available.
Arrange the stage and ensure the availability of schedule and invitations.

**VIP Liaison**
Get the itinerary of Resource persons.
Book the Guest House/Rooms
Ensure the availability of vehicles to pick and drop.
Receive the guest and to be available at their contact for any needs.
Ensure the proper lodging and boarding arrangements.
Submit the bills.