8.4 Training Programmes:


Invitation:
**NAAC AWARENESS SEMINAR/TRAINING PROGRAMME on QUALITY SYSTEM IN HIGHER EDUCATION**
Co-Sponsored by National Assessment & Accreditation Council (NAAC), Bengaluru

**REGISTRATION FORM**

| 1. Name: |
| 2. Age & Sex: |
| 3. Designation: |
| 4. Institution: |
| 5. Qualification: |
| 7. Address for Communication: |
| 8. Phone/Mobile: |
| 9. E-mail: |

Date: Signature of the applicant

**SPONSORSHIP CERTIFICATE**

Dr./Mrs. ____________________________ (Designation)

is sponsored to attend the NAAC Awareness Seminar/Training Programme on "Quality System in Higher Education" during 20th and 30th September 2016 at Anna University, Chennai.

Date: ____________________________
Signature of the Sponsoring Authority & Seal

**REGISTRATION FEE**

The Registration fee for the programme is Rs.500/- per participant. The fee may be paid through money transfer as per the following details:

Account Name: Internal Quality Assurance Cell
SB A/c No: 32066037065
Bank: State Bank of India
Branch: Anna University Campus
IPS Code: 600643

The filled-in Registration form (hard copy) may be submitted to the Coordinator not later than 19.08.2016. The soft copy of the form may be mailed to igac@annauniv.edu at the email. Selection intimation will be sent by e-mail on 20.08.2016.

**ADDRESS FOR COMMUNICATION**

The Director, IQAC & Convener, QSHE, Internal Quality Assurance Cell, CUCIC, Anna University, Chennai 600025, Ph: 044-2235 8968-8993, Mobile: 9789977929. Email: igac@annauniv.edu

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**AIM**
The basic requirement of an institution is to be sufficiently equipped with regard to necessary intellectual, academic and infrastructural resources in order to provide a conducive environment for effective teaching-learning process. Apart from this, an intention for higher education and learning should develop and apply quality benchmarks / parameters to achieve excellence. The objective of this 2-day seminar is to acquaint the participants with the need for assessment and accreditation so as to succeed in the above activities.

**FOCUS**
The seminar focuses on dissemination of information on the various quality parameters required for Higher Education Institutions. The topics covered in the programme are designed to dig up the institutions to face the challenges in this 21st century with regard to the following aspects:

- Change Management
- Academic Excellence
- Effective Documentation & Presentation
- Assessment and Evaluation Methodology
- Quality Sustainence
- Quality Enhancement through Internalization of Quality Culture
- Institutionalization of Best Practice

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**ORGANIZING COMMITTEE**

**PATRON:**
Dr. S. Ganesan, Registrar, Anna University, Chennai.

**CONVENER:**
Dr. T. Thangarajan, Professor, II, MIT Campus & Director, IQAC

**COORDINATORS:**
Dr. K.R. Sirlankami, Professor, SAP Campus
Dr. K.V. Radha, Associate, Prof., Chem Engg, ACT Campus
Dr. S. Meenakshmi, AP, Management, CUCIC
Dr. Sundara Ramakrishnan, AP (SG), IE, MIT Campus & Deputy Director, IQAC

**VENUE**
Mini Auditorium, CUCIC, Anna University, Chennai - 25.

**IMPORTANT DATES**

- Selection intimation by mail: 20.09.2016
- Participant confirmation by mail: 21.09.2016
REPORT on the
NAAC AWARENESS (STATE LEVEL) SEMINAR/TRAINING
PROGRAMME on
"QUALITY SYSTEM IN HIGHER EDUCATION INSTITUTION"
(29th & 30th SEP 2016)

The Internal Quality Assurance Cell (IQAC) of Anna University organized a 2-day seminar cum training on “Quality Systems in Higher Education” with financial assistance with National Assessment and Accreditation Council (NAAC) for the benefit of Engineering Colleges affiliated to Anna University.

Dr. S. P. Thyagarajan, Former Vice Chancellor, University of Madras inaugurated the seminar. Dr. S. Ganesan, Registrar of Anna University delivered the presidential address. Dr. T. Thyagarajan, Director- IQAC welcomed the participants and informed that the topics covered in the Seminar were designed to prepare the institutions to face the challenges in this 21st century with regard to the following aspects: Academic Excellence, Effective Documentation & Presentation, Assessment and Evaluation Methodology (NAAC perspective), Quality Sustenance and Quality Enhancement through Internalization of Quality Culture, Institutionalization of Best Practice and Outcome based Education.

The two-days NAAC Awareness Seminar / Training Programme had 8 sessions of one-and-half hours duration each, with lectures delivered by senior professors and academic leaders having expertise and experience in maintaining quality systems in Higher Educational Institutions.

Dr. Sabitha Ramakrishnan, Deputy Director of IQAC informed that around 120 participants from around 44 engineering colleges affiliated to Anna University and from the other institutes across India participated in the 2-day Seminar. She also said that, a short Pre-Test of 30 minutes duration will be conducted before the commencement of the seminar for the delegates. Dr. K.R. Sitalakshmi (SAP Campus Coordinator) introduced the Chief Guest. Dr.K.V. Radha (AC Tech Campus Coordinator) proposed the vote of thanks. Dr. S. Meenakumari (CEG Campus Coordinator) acted as the Master of Ceremony.
The following were the topics covered during the 2 days of the Seminar:

- Dr. S.P. Thyagarajan, Former Vice Chancellor, University of Madras: "Assessment and Evaluation Methodology".
- Dr. T.V. Geetha, Director - Academic Courses, Anna University: "Academic Excellence in Higher Education Institutions (CBCS)"
- Dr. T. Thyagarajan, Director - CUIC/IQAC: (i) Need & Process for Accreditation & (ii) Role of IQAC"
- Dr. J. Prakash, Professor & Head, Dept. of Instrumentation Engg, MIT Campus: "Outcome Based Education"
- Dr Sabitha Ramakrishnan, Deputy Director- AU-IQACL "(i) Quality Sustenance through participation of Stakeholders & (ii) Institutionalization of Best Practices".
- Dr. K. Narasimhan, Director - AUTVS Centre for Quality Management: "Quality Enhancement through Internalization of Quality Culture".
- Dr. T. Kalaiselvan, Addl. Director, CUIC: “Need and Importance of Change Management”.
- Dr. T. Thyagarajan, Director - CUIC / IQAC on "Effective Documentation and Presentation"

Dr. P. Narayanaswamy, Dean- CEG campus delivered the valedictory address and also distributed the Course Material-CD & Certificates to all the participants. During the feedback section, the participants gave a good feedback about the topics, resource persons, course material and over all arrangements made by the organizers.
NAAC Awareness (State Level) Seminar/Training Programme: Photographs

Pre-Test Q&A and Training Session

Valedictory Session & Certificate Distribution

Group photo with Participants
Training Programme on Modern Office Management:

Brochures:

AIM
The main objective of the training programme is to inculcate the procedures and processes to be followed for Modern Office Management in the change in times. The expectations of the stakeholders are invariability increasing in this scenario, it is highly essential to impart certain skills and modern techniques to the administrative members of the University ecosystem.

FOCUS
The 2 weeks training programme focuses on dissemination of information on the various techniques and behavioral components in order to maximize the human potential in delivering services for the University Excellence. The topics covered during the training programme will enhance the competency of the individual to meet the challenges and demands of the 21st century.

TOPICS
* Need and Development of Training
* Effective Communication Skills for Administrators
* Presentation Skills and its Importance
* Leadership Skill / Time Management
* Managing Emotions / Anger
* Email Etiquette & File Managements for easy retrieval
* Problem Solving & Decision Making / Concept of Team & Conflict Management
* ‘Managing Change’ in Change-in-Times

PARTICIPANTS OF THE PROGRAMME
* Junior Assistant
* Assistant
* Superintendent

RESOURCE PERSONS
The lectures will be delivered by Professors and Thought Leaders with expertise and experience in behavioral and modern office management.

ORGANIZING COMMITTEE

PATRON:
Dr. S. Ganesan,
Registrar, Anna University, Chennai

CONVENER:
Dr. T. Thivagarajan,
Professor, IE & Director, IQAC

COORDINATORS:
Mr. E. Parthasarathy, Deputy Registrar
Dr. T. Kalaiselvan, Addl. Director, CUC

VENUE
Mini Auditorium, CUC
Anna University, Chennai - 600025

IMPORTANT DATES
Application submission: 01.11.2016
Commencement of the Training Programme: From 02.11.2016 to 11.11.2016
REPORT on the
TWO- WEEK TRAINING PROGRAMME for
UNIVERSITY ADMINISTRATIVE STAFF on
"MODERN OFFICE MANAGEMENT"
02nd to 11th November 2016

The Internal Quality Assurance Cell (IQAC) and the Centre for University – Industry Collaboration (CUIC) of Anna University organized a two week training programme on “Modern Office Management” for the benefit of University Administrative Staff from 02. 11. 2016 to 11. 11. 2016.

Dr. S. Ganesan, Registrar, Anna University, inaugurated the seminar. Dr. T. Thyagarajan, Director- IQAC welcomed the participants and informed that the topics covered in the Seminar were designed to enhance and motivate the participants to perform better in the modern office environment. The following aspects were to be covered in the course of the program: Effective Communication Skills for Administrators, Presentation Skills and its Importance, Leadership Skills, Email Etiquette, Records and File Management, Problem Solving and Decision Making and the Concept of Team and Conflict Management.

The two week Training Programme had 2 sessions per day of one-and-half hours duration each, with lectures delivered by senior professors and academic leaders having expertise and experience in Modern Day Office Management.

Mr. E. Parthasarathy, Deputy Registrar, Anna University, delivered the valedictory address and also distributed the certificates to all the participants. During the feedback section, the participants gave a good feedback about the topics, resource persons, and course material and over all arrangements made by the organizers.
"Modern Office Management" Training Programme: Photographs

Training Sessions

Participants

Valedictory Session
Training Programme on Capacity Building (for Admin. Staff):
29th to 2nd February, 2018

Brouchure:

REPORT ON THE TRAINING PROGRAMME on
CAPACITY BUILDING (for administrative staff)
(29.01.2018 to 02.02.2018)

The Internal Quality Assurance Cell (IQAC) of Anna University organized a Training Programme on “Capacity Building” for the benefit of the Administrative Staff of Anna University during the period 29th January to 2nd February, 2018.

Dr. S. Ganesan, Registrar, Anna University, inaugurated the seminar, and delivered the inaugural address. Dr. J. Kumar, Director, Planning and Development, Anna University, delivered the presidential address. Dr. T. Thyagarajan, Director, IQAC and the Convenor of
the Training Programme, welcomed the participants and gave a brief overview on the need and value of the training programme to the administrative staff of Anna University.

Dr. K.V. Radha, IQAC Campus Coordinator – AC Tech, highlighted the topics to be covered in the following sessions namely: Need and importance of Quality Assurance in Higher Educational Institutions, Team Building for Institutional Excellence, Budgeting/ Auditing/ Financial Management, Best Practices for Quality Assurance in Higher Educational Institutions, Best Practices for Quality Assurance in Higher Educational Institutions.

Dr. Sabitha Ramakrishnan, Deputy Director, IQAC, introduced the Chief Guest, and Ms. R. Rajeswari, IQAC Campus Coordinator – SAP, proposed the vote of thanks.

The Training Programme was coordinated by Dr. V. Radha, IQAC Campus Coordinator – AC Tech and Ms. R. Rajeswari, IQAC Campus Coordinator – SAP. The Training Programme consisted of 5 sessions of 2 hours duration each starting from 3.00p.m to 5.00pm, spread over five days. The sessions were delivered by Senior professors and academic leaders having expertise and experience in maintaining quality in Higher Educational Institutions. The topics covered were as follows:

- Dr. T. Thyagarajan, Director, IQAC: Need and importance of Quality Assurance in Higher Educational Institutions
- Dr. T. Kalaiselvan, Additional Director, CUIC: Team Building for Institutional Excellence
- Mr. R. Sekar, Finance Officer, Anna University: Budgeting/ Auditing/ Financial Management
- Dr. Sabitha Ramakrishnan, Deputy Director, IQAC: Best Practices for Quality Assurance in Higher Educational Institutions

Dr. S. Selladurai, Additional Registrar, delivered the valedictory address and distributed the Certificates to all the participants. Feedback was taken from all participants who expressed their satisfaction with the topics covered, resource persons and overall arrangements made for the training programme.
Training Programme on Capacity Building (for admin staff): Photographs

Inaugural Ceremony and Inaugural Session

Technical Sessions

Valedictory Session and Certificate Distribution
Training Programme on Competency Development (for Technical Staff):
(05\textsuperscript{th} to 09\textsuperscript{th} February, 2018)

Brochure:

REPORT OF TRAINING PROGRAMME on COMPETENCY DEVELOPMENT
(For Technical Staff of Anna University)
(05.02.2018 to 09.02.2018)

The Internal Quality Assurance Cell (IQAC) of Anna University organised 5-day Training Program on Competency Development for Technical Staff members of Anna University. The Training Program was Coordinated by Dr. K.V. Radha, IQAC -Coordinator, A. C. Tech Campus and Dr. S. Meenakumari, IQAC-Coordinator, CEG Campus, Anna University.

The Training Programme on Competency Development consists of 5 sessions of 2 hours duration each starting from 2.30p.m to 4.30p.m. The Training Program was inaugurated
by Dr. L. Karunamirthy, Member Syndicate and Chairman, Faculty of Mechanical Engineering, Anna University, Chennai. Dr. T. Thyagarajan - Director, IQAC delivered the welcome address. Dr. K. V. Radha, IQAC-Coordinator, A.C. Tech Campus briefed about the five days Training Program to the audience. Dr. Sabitha Ramakrishnan, Deputy Director, IQAC introduced the Chief Guest of the Program. Dr. L. Karunamirthy, Member Syndicate and Chairman, Anna University, Faculty of Mechanical Engineering, Anna University delivered the Presidential Address. Dr. Meenakumari, IQAC-Coordinator CEG- Campus proposed the vote of thanks.

Immediately after the inaugural function, first training session was conducted by our esteemed Director, Dr. T. Thyagarajan, Director, IQAC on the topic "Need and importance of Quality Assurance in Higher Educational Institution". We had the tea session followed by the lecture.

The following were the topics covered during the five days of Training Program:

- Dr. T. Thyagarajan, Director, IQAC: Need and importance of Quality Assurance in Higher Educational Institutions
- Dr. T. Kalaiselvan, Additional Director, CUIC: Team Building for Institutional Excellence
- Mr. R. Sekar, Finance Officer, Anna University: Budgeting/ Auditing/ Financial Management
- Dr. Sabitha Ramakrishnan, Deputy Director, IQAC: Best Practices for Quality Assurance in Higher Educational Institutions
- Dr. T. Kalaiselvan, Additional Director, CUIC: Managing Conflicts

A total of 40 Technical Staff members attended the Training Program. Dr. N. Rajendran, Director, Center for International Affairs delivered the valedictory address and distributed the certificates to all participants. During the Feedback section, the participants gave a good feedback about the topic, resource persons and overall arrangements made by the organizers.
Training Programme on Competency Development (for technical staff): Photographs

Inaugural Ceremony

Technical Sessions

Valedictory Session and Certificate Distribution
REPORT ON THE ONE-DAY WORKSHOP ON “QUALITY ASSURANCE IN HIGHER EDUCATION INSTITUTIONS”

(13.03.2018)

The Internal Quality Assurance Cell (IQAC) of Anna University organized a One-day Workshop on “Quality Assurance in Higher Education Institutions” on 13.3.2018, for the benefit of the IQAC Department coordinators of Anna University. About 37 participants attended this one-day workshop.

The workshop was inaugurated at 9.00 AM. on 13th March 2018. Prof. T.Thyagarajan, Director – IQAC & convenor of the workshop, welcomed the gathering. Dr. Sabitha Ramakrishnan, Deputy Director – IQAC & coordinator of the workshop, briefed the participants about the schedule of the workshop. Prof. S. Ganesan, Registrar, delivered the presidential address. Dr. K.V.Radha, IQAC-ACT campus coordinator introduced the chief guest Prof. T.V.Geetha, Member – Convener Committee and Dean – CEG Campus. Prof. T.V.Geetha delivered the inaugural address. Dr. S.Meena Kumari, IQAC-CEG campus coordinator, proposed the vote of thanks. The Master of Ceremony of the inaugural function
was Mrs. R.Rajeswari, IQAC-SAP campus coordinator. The workshop sessions were scheduled as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Resource Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 AM – 10.00 AM</td>
<td>Inauguration</td>
<td>-</td>
</tr>
<tr>
<td>10.00 AM – 11.00 AM</td>
<td>Quality Assurance in HEIs – NAAC/NIRF perspectives</td>
<td>Dr. T. THYGARAJAN (Director, IQAC)</td>
</tr>
<tr>
<td>11.00 AM – 11.15 AM</td>
<td>Tea Break</td>
<td>-</td>
</tr>
<tr>
<td>11.15 AM – 12.15 PM</td>
<td>Assessment and Accreditation – NBA perspective</td>
<td>Dr. J. PRAKASH (Prof. &amp; Head, Instr. Engg.)</td>
</tr>
<tr>
<td>12.15 PM – 1.15 PM</td>
<td>Best Practices for Quality Assurance in HEIs</td>
<td>Dr. SABITHA RAMAKRISHNAN (Deputy Director, IQAC)</td>
</tr>
<tr>
<td>1.15 PM – 2.15 PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>2.15 PM – 3.15 PM</td>
<td>Quality Assurance in Budgeting and Financial Management</td>
<td>Mr. R. SEKAR (Finance Officer)</td>
</tr>
<tr>
<td>3.15 PM – 4.15 PM</td>
<td>Team Building For Institutional Excellence</td>
<td>Dr. T. KALAISELVAN (Additional Director, CUIC)</td>
</tr>
<tr>
<td>4.15 PM – 4.30 PM</td>
<td>Tea Break</td>
<td>-</td>
</tr>
<tr>
<td>4.15 PM – 4.30 PM</td>
<td>Valedictory Function</td>
<td>-</td>
</tr>
</tbody>
</table>

A pre-test was conducted by Prof. T. Thyagarajan before the beginning of the workshop sessions. The top scorers in the test were given prizes after his lecture. Dr. T.Kalaiselvan and Dr. Sabitha Ramakrishnan organized some individual and group activities during their lectures. Dr. Sabitha Ramakrishnan briefed about the roles and responsibilities of IQAC–Department Coordinators, as part of her lecture. The participants were provided registration kits, course material (in soft copy)

The valedictory function was conducted at the end of the five sessions. Prof. R. Jayavel, Director – Research, the chief guest, delivered the valedictory address and distributed the certificates to the participants. The participants gave a positive feedback about the workshop and thanked the Director, IQAC for giving them an opportunity to enhance their knowledge regarding quality assurance in higher education institutions. The workshop was concluded with national anthem.
Workshop on “Quality Assurance In Higher Education Institutions”: Photographs

Inaugural Ceremony

Technical Session and participants

Valedictory Session – Group photo