

## 8.4 Training Programmes:

### NAAC Awareness Seminar/ Training on Quality Systems in Higher Education: 29<sup>th</sup> & 30<sup>th</sup> September, 2016

#### Invitation:

  
**Internal Quality Assurance Cell (IQAC)**  
Anna University  
Chennai - 600 025.

Cordially invites you to the inaugural function  
of

**NAAC Awareness Seminar / Training on  
QUALITY SYSTEM IN HIGHER EDUCATION**  
(Co-sponsored by NAAC, Bengaluru)

on  
29<sup>th</sup> & 30<sup>th</sup> September 2016 (Thursday) at 9:00 A.M  
at  
**CUIC Mini Auditorium**  
Anna University, Chennai - 600 025.  
**Dr. S. P. Thyagarajan**  
Former Vice Chancellor, University of Madras  
inaugurates

**Dr. S. Ganesan**  
Registrar, Anna University, Chennai  
presides

**Dr. T. Thyagarajan**  
Director - IQAC

**PROGRAMME**

**Date : 29-09-2016** **Time : 9.00 a.m.**

**Venue : CUIC Mini Auditorium**

Invocation  
Welcome Address  
About the Seminar / Training  
Presidential Address  
Introduction of Chief Guest  
Inaugural Address  
Vote of Thanks  
National Anthem

**Dr. T. Thyagarajan**  
Director - IQAC

**Dr. Sabitha Ramakrishnan**  
Deputy Director - IQAC

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

**Dr. K.R. Sitalakshmi**  
SAP Campus, Coordinator - IQAC,  
Anna University

**Dr. S.P. Thyagarajan**  
Former Vice Chancellor,  
University of Madras

**Dr. K.V. Radha**  
ACT Campus, Coordinator - IQAC,  
Anna University

**Speakers :**

Dr. S.P. Thyagarajan, Former Vice Chancellor, University of Madras  
Dr. T. Thyagarajan, Director- IQAC  
Dr. T. V. Geetha, Director- Academic Courses  
Dr. K. Narashiman, Director - AU TVS  
Dr. J. Prakash, HoD- IE- MIT Campus  
Dr. T. Kalaiselvan, Addl. Director- CUIC  
Dr. Sabitha Ramakrishnan, Deputy Director- IQAC

**Facilitator :**

Dr S. Meena Kumari, CEC Campus Coordinator, IQAC

## Brochure:

**NAAC AWARENESS  
SEMINAR/ TRAINING PROGRAMME  
on  
QUALITY SYSTEM IN HIGHER  
EDUCATION**

**29<sup>th</sup> & 30<sup>th</sup> Sep, 2016**

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./Mr./Mrs. \_\_\_\_\_  
(Designation)

is sponsored to attend the NAAC Awareness Seminar/Training Programme on "Quality System in Higher Education" during 29<sup>th</sup> and 30<sup>th</sup> 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 : 32996637663  
Bank : State Bank of India  
Branch : Anna University Campus  
IFS Code : SBIN 0006463

The filled-in Registration form (hard copy) may be submitted to the Coordinator not later than **19.09.2016**. The soft copy of the form may be mailed to [iqac@annauniv.edu](mailto:iqac@annauniv.edu) at the earliest. Selection intimation will be sent by e-mail on **20.09.2016**.

**ADDRESS FOR COMMUNICATION**

The Director-IQAC & Convener-QSHE,  
Internal Quality Assurance Cell,  
CUIC Building, Anna University,  
Chennai 600025, Ph: 044-2235 8989/ 8993,  
Mobile: 9789977989,  
Email: [iqac@annauniv.edu](mailto:iqac@annauniv.edu)

**NAAC AWARENESS  
SEMINAR/TRAINING PROGRAMME  
on  
QUALITY SYSTEM IN HIGHER  
EDUCATION**

**29<sup>th</sup> & 30<sup>th</sup> Sep, 2016**




Co-Sponsored by  
**National Assessment & Accreditation  
Council (NAAC), Bengaluru**

**Convener**  
**Dr. T. Thyagarajan,**  
Director, IQAC

**Organized by**  
**Internal Quality Assurance Cell,**  
**Anna University, Chennai-600025.**

**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 institution 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 rig up the institutions to face the challenges in this 21<sup>st</sup> century with regard to the following aspects:

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

**TARGET AUDIENCE**

Faculty members from Higher Education Institutions who are engaged in the implementation and management of Quality System.

**RESOURCE PERSONS**

The lectures will be delivered by Senior Professors and Academic leaders with expertise and experience in maintaining quality systems.

**ORGANIZING INSTITUTION**

Anna University was established on 4th September 1978 as a unitary type of University and is currently an affiliating University with 604 affiliated Engineering Colleges. It offers higher education in engineering, technology and allied sciences relevant to the current and projected needs of the society. Besides promoting research and disseminating knowledge gained therefrom, it fosters cooperation between the academic and industrial communities.

**ORGANIZING CENTRE**

The Internal Quality Assurance Cell (IQAC) is a participative cell of Anna University that works on evolving strategies to remove deficiencies and enhance quality, thus channelizing the efforts of the University towards achieving holistic academic excellence

**ORGANIZING COMMITTEE**

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

**CONVENER:**  
**Dr. T. Thyagarajan,**  
Professor, IE, MIT Campus &  
Director, IQAC

**COORDINATORS:**  
**Dr. K.R. Sitalakshmi,**  
Professor, SAP Campus  
**Dr. K.V. Radha**  
Assoc. Prof, Chem Engg, ACT Campus  
**Dr. S. Meenakumari**  
AP, Mgmt, CEG Campus  
**Dr. Sabitha Ramakrishnan,**  
AP (SG), IE, MIT Campus &  
Deputy Director, IQAC

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

**IMPORTANT DATES**

Application submission : 19.09.2016  
Selection intimation by mail : 20.09.2016  
Participant confirmation by mail : 21.09.2016  
Dates of the Seminar : 29.09.2016  
& 30.09.2016

**REPORT on the**  
**NAAC AWARENESS (STATE LEVEL) SEMINAR/TRAINING**  
**PROGRAMME on**  
**"QUALITY SYSTEM IN HIGHER EDUCATION INSTITUTION"**  
**(29<sup>th</sup> & 30<sup>th</sup> 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 21<sup>st</sup> 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:

**2 Weeks Training Programme on  
"MODERN OFFICE  
MANAGEMENT"**

**02.11.2016 TO 11.11.2016  
2.00 P.M. TO 5.00 P.M.  
(ON WORKING DAYS)**

Organised by  
**Internal Quality Assurance Cell (IQAC)  
& Centre for University Industry  
Collaboration (CUIC)**

**REGISTRATION FORM**

1. Name :

2. Age & Sex :

3. Designation:

4. Institution :

5. Qualification:

7. Address for  
Communication:

Phone / Mobile:

E-mail:

Date: Signature of the applicant

**SPONSORSHIP CERTIFICATE**

Dr/Mr/Mrs. \_\_\_\_\_,  
\_\_\_\_\_(Designation)

is sponsored to attend the 2-weeks Training Programme on "Modern Officer Management" from 2<sup>nd</sup> November to 11<sup>th</sup> November 2016 at CUIC, Anna University, Chennai.

Date: Signature of sponsoring authority & Seal

**REGISTRATION**


The completed Registration form may be submitted to the Coordinator not later than 01.11.2016.

**ADDRESS FOR COMMUNICATION**

The Director-IQAC & CUIC,  
Internal Quality Assurance Cell,  
CUIC Building, Anna University,  
Chennai - 600 025.  
Ph: 044-2235 8989/8999.  
Email: [cuic@annauniv.edu](mailto:cuic@annauniv.edu) /  
[cuic.annauniv@gmail.com](mailto:cuic.annauniv@gmail.com)

**2 Weeks Training Programme on  
"MODERN OFFICE  
MANAGEMENT"**

**02.11.2016 TO 11.11.2016  
2.00 P.M. TO 5.00 P.M.  
(ON WORKING DAYS)**



**Convener**  
**Dr. T. Thyagarajan,**  
Director, IQAC, Anna University

**Coordinator 1**  
**Mr. E. Parthasarathy, Deputy Registrar**

**Coordinator 2**  
**Dr. T. Kalaiselvan, Addl. Director, CUIC**

**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 stake-holders are invariably increasing in this scenario, it is highly essential to impart certain skills and modern techniques to the Administrative members of the University Eco System.

**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 21<sup>st</sup> 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. Thyagarajan,**  
Professor, IE & Director, IQAC

**CO-COORDINATORS:**  
**Mr. E. Parthasarathy, Deputy Registrar**  
**Dr. T. Kalaiselvan, Addl. Director, CUIC**

**VENUE**

**Mini Auditorium, CUIC**  
**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"**  
**02<sup>nd</sup> to 11<sup>th</sup> 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):  
29<sup>th</sup> to 2<sup>nd</sup> February, 2018**

**Brouchure:**

<p><b>TRAINING PROGRAMME ON CAPACITY BUILDING</b></p> <p><b>29<sup>th</sup> January to 2<sup>nd</sup> February, 2018</b> (3.00 P.M. to 5.00 P.M.)</p> <p><b>REGISTRATION FORM</b></p> <p>1. Name :</p> <p>2. Age &amp; Sex :</p> <p>3. Designation :</p> <p>4. Institution :</p> <p>5. Qualification:</p> <p>7. Address for Communication:</p> <p>Phone / Mobile:</p> <p>E-mail:</p> <p>Date: Signature of the applicant</p>	<p><b>SPONSORSHIP CERTIFICATE</b></p> <p>Mr./Mrs. _____ _____(Designation)</p> <p>is sponsored to attend the training programme on "Capacity Building" during 29<sup>th</sup> January to 2<sup>nd</sup> February 2018 at Anna University, Chennai.</p> <p>Date: Signature of Sponsoring Authority &amp; Seal</p> <p><b>REGISTRATION FEE</b></p> <p>No Registration fee</p> <p>The completed Registration form may be submitted to the Coordinator not later than 27.01.2018. The scanned copy of the form may be mailed to <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a>. The selection intimation will be sent by e-mail on 28.01.2018.</p> <p><b>ADDRESS FOR COMMUNICATION</b></p> <p>The Director-IQAC &amp; Convener-TPCB, Internal Quality Assurance Cell, CUI Building, Anna University, Chennai 600025, Ph: 044-2235 8989/8993. Email: <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a></p>	<p><b>TRAINING PROGRAMME on CAPACITY BUILDING (for admin. staff)</b></p> <p><b>29<sup>th</sup> January to 2<sup>nd</sup> February, 2018</b> (3.00 P.M to 5.00 P.M)</p>  <p><b>Convener:</b> <b>Dr. T. Thyagarajan,</b> Director, IQAC, Anna University</p> <p><b>Coordinators:</b> <b>Dr. K. V. Radha, CC-ACT</b> <b>Mrs. R. Rajeswari, CC-SAP</b></p> <p><b>Organized by:</b> <b>Internal Quality Assurance Cell,</b> <b>Anna University, Chennai-600025.</b></p>
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**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. T. Kalaiselvan, Additional Director, CUIC: 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<sup>th</sup> to 09<sup>th</sup> February, 2018)**

**Brochure:**

<p style="text-align: center;"><b>TRAINING PROGRAMME on COMPETENCY DEVELOPMENT</b></p> <p style="text-align: center;"><b>Seminar</b> <b>05<sup>th</sup> to 9<sup>th</sup> February, 2018</b> (3.00 p.m to 5.00 p.m)</p> <p style="text-align: center;"><b>REGISTRATION FORM</b></p> <p>1. Name :</p> <p>2. Age &amp; Sex :</p> <p>3. Designation:</p> <p>4. Institution :</p> <p>5. Qualification:</p> <p>7. Address for Communication:</p> <p>Phone / Mobile:</p> <p>E-mail:</p> <p>Date: _____ Signature of the applicant</p>	<p style="text-align: center;"><b>SPONSORSHIP CERTIFICATE</b></p> <p>Mr/Mrs: _____ _____ (Designation) is sponsored to attend the training programme on "Competency Development" during 5<sup>th</sup> to 9<sup>th</sup> February 2018 at Anna University, Chennai.</p> <p>Date: _____ Signature of Sponsoring Authority &amp; Seal</p> <p style="text-align: center;"><b>REGISTRATION FEE</b></p> <p>No Registration fee</p> <p>The completed Registration form may be submitted to the Coordinator not later than <b>01.02.2018</b>. The scanned copy of the form may be mailed to <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a>. The selection intimation will be sent by e-mail on 02.02.2018.</p> <p style="text-align: center;"><b>ADDRESS FOR COMMUNICATION</b></p> <p>The Director-IQAC &amp; Convener-TPCD, Internal Quality Assurance Cell, CUIC Building, Anna University, Chennai 600025, Ph: 044-2235 8989/8993. Email: <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a></p>	<p style="text-align: center;"><b>TRAINING PROGRAMME on COMPETENCY DEVELOPMENT (for Technical Staff)</b></p> <p style="text-align: center;"><b>5<sup>th</sup> to 9<sup>th</sup> February, 2018</b> <b>(3.00 P.M to 5.00 P.M)</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Convener:</b> <b>Dr. T. Thyagarajan,</b> Director, IQAC, Anna University</p> <p style="text-align: center;"><b>Coordinators:</b> <b>Dr. K. V. Radha, CC-ACT</b> <b>Dr. S. Meena Kumari, CC-CEG</b></p> <p style="text-align: center;"><b>Organized by:</b> <b>Internal Quality Assurance Cell,</b> <b>Anna University, Chennai-600025.</b></p>
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**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 5day 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 4.30pm. The Training Program was inaugurated



by Dr. L.Karunamirthy , Member Syndicate and Chairman, Faculty of Mechanical Engineering Anna University, Chennai. Dr.T.Thygarajan -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.Thygarajan, 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

## One- Day Workshop on Quality Assurance in Higher Education Institutions: 13<sup>th</sup> March, 2018

<p style="text-align: center;"><b>ONE-DAY WORKSHOP ON QUALITY ASSURANCE IN HIGHER EDUCATION INSTITUTIONS</b></p> <p style="text-align: center;"><b>13<sup>th</sup> March, 2018</b></p> <p style="text-align: center;"><b>REGISTRATION FORM</b></p> <p>1. Name :</p> <p>2. Age &amp; Sex :</p> <p>3. Designation :</p> <p>4. Institution :</p> <p>5. Qualification:</p> <p>6. Address for Communication:</p> <p>7. Phone / Mobile:</p> <p>8. E-mail:</p> <p>Date: _____ Signature of the applicant</p>	<p style="text-align: center;"><b>SPONSORSHIP CERTIFICATE</b></p> <p>Mr/Mrs. _____ _____(Designation)</p> <p>is sponsored to attend the One-day Workshop on Quality Assurance in Higher Education Institutions, scheduled on 13<sup>th</sup> March 2018 at Anna University, Chennai.</p> <p>Date: _____ Signature of Sponsoring Authority &amp; Seal</p> <hr/> <p style="text-align: center;"><b>REGISTRATION FEE</b></p> <p>No Registration fee</p> <p>The completed Registration form may be submitted to the Coordinator not later than 9.3.2018. The scanned copy of the form may be mailed to <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a>. The selection intimation will be sent by e-mail on 10.3.2018.</p> <p style="text-align: center;"><b>ADDRESS FOR COMMUNICATION</b></p> <p>The Director-IQAC &amp; Convener-WQAHEI, Internal Quality Assurance Cell, CUIC Building, Anna University, Chennai 600025, Ph: 044-2235 8989/8993. Email: <a href="mailto:iqac@annauniv.edu">iqac@annauniv.edu</a></p>	<p style="text-align: center;"><b>ONE-DAY WORKSHOP ON QUALITY ASSURANCE IN HIGHER EDUCATION INSTITUTIONS</b></p> <p style="text-align: center;"><b>13<sup>th</sup> March, 2018</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>Convener:</b> <b>Dr. T. THYAGARAJAN</b> Director, IQAC, Anna University</p> <p style="text-align: center;"><b>Coordinator:</b> <b>Dr. SABITHA RAMAKRISHNAN</b> Deputy Director, IQAC, Anna University</p> <p style="text-align: center;"><b>Organized by:</b> <b>Internal Quality Assurance Cell, Anna University, Chennai-600025.</b></p>
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### 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 & convener 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:

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

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