

**AUXILIUM COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
**REGUNATHAPURAM**  
**WORKSHOP ON “EFFECTIVE DOCUMENTATION & CRITERIA 1 & 2 OF RAF”**  
**07.03.2020**  
**ORGANIZED BY**  
**IQAC, AUXILIUM COLLEGE (AUTONOMOUS) – VELLORE**  
**UNDER PARAMARSH SCHEME OF UGC**

In Auxilium College of Arts And Science Regunathapuram, (Mentee) IQAC team of Auxilium College (Autonomous) Vellore (Mentor) organized One Day Workshop on 07.03.2020. In the title of “**DOCUMENTATION AND CRITERIA 1& 2 OF RAF**” for a better understanding of our faculties towards document preparation and its website updates. In this workshop three experts in the accreditation of HEIs are **Dr. S. Alfred Cecil Raj, IQAC- Co-Coordinator** Department of Physics St. Joseph College, Trichirappalli, **Dr. Ordetta Mendoza, Xavier Board Bangalore**, Former Head And Professor, Department of Bio-Informatics, Stella Mary’s College (Autonomous) Chennai and **Dr. Joe Jesudurai Accreditation Ambassador**, Former Head and Professor Department of Physics, Loyola College (Autonomous) Chennai were the resource persons in this workshop. The workshop started sharply at 9.30 a.m. with a small prayer song followed by that **welcome speech** was given by **Mrs. M. Julie** Assistant Professor Department of Commerce.



## **SESSION – I**

Session – I was taken by **Dr. Alfred Cecil Raj** on the topic of “**Institutional Preparedness**”.

He gave a small introduction about Revised Accreditation Framework, core values, and quality assurance in the institutional levels after he continued the session with the institutional core values preparation how to be documented in “pre-submission, during sub-mission and post-sub-mission. He highlighted the following points that have to be followed in quality assurance and quality enhancement at institutional levels. They are

### **QUALITY ASSURANCES**

- Qualification of teaching staff- SET, NET, with Ph.D
- Learning resources – library, e. books, online resources
- Policy and procedures- admission policy
- Assessment of students- SSS

### **QUALITY DIMENSIONS**

- Tangible
- Competence
- Attitude
- Content
- Delivery
- Reliability

### **CORE VALUES OF NAAC ACCREDITATION**

- Contribution national development-friendly ecosystem, usage of Led bulb, solar system
- Fostering global competencies among students – MoUs with neighborhood agencies, bodies
- Inculcating value system – skill development among the students
- Promoting the use of technology- ICT enabled campus
- Quest for excellence – using SSR

He differentiated between RAF and prior NAAC assessment models and also he explained some of the new parameters introduced in RAF. Finally, he concluded the session with the support needed for accreditation at the institutional level.

Such as i) institutional support ii) staff-level support iii) student-level support.



## SESSION – II

**Dr. Ordetta Mendoza**, who is very resourceful and an expert in academic and administrative audit started her session at 11.30. she presented slides on seven criteria wise key indicators and their weightage for better understanding about **Self Study Report preparation, data templates with the necessary information for preparation of document in excel format, formulas for computing percentage, and averages in different cases**, what is to be included and is to be avoided in the preparation of SSR. She enriched our faculties in the following key indicators

- Curricular aspects – CBCS, elective course system
- Value-added course, certificate course,
- Gender equity program, human values
- Feedback system
- Student enrollment and their profile
- The ratio of students and teachers
- Evaluation process and reforms
- ICT Classrooms – Google classroom, smart classes, interactive videos
- Governance
- Reservation of admission
- Best practices – mentor and mentees ratio.

## INTERACTION OF FACULTIES

Our faculties clarified their doubts in the log book and minutes of meetings, reservation of admissions in minority institution, skill-based electives and value added course, the difference between mentor and tutor, what are clubs and cells have to be created, and its members, through this clarification we got clear ideas for the preparation of NAAC.

### SESSION- III

#### CLARIFICATIONS AND DISCUSSIONS

In this session, **Dr. Joe Jesudurai NAAC Accreditation Ambassador** concluded the workshop with our interactions and doubts. He insisted our institution prepare documents without any fake data. He gave assurance his guidance and support for our institution to appear for the first submission of NAAC accreditation.

Finally, all the **resource persons** Dr. Alfred Cecil raj, Dr. Ordetta Mendoza, and Dr. Joe Jesudurai were **honored with shawl** by **Our Principal, IQAC coordinator, and core members**.

