

**MADURAI SIVAKASI NADARS PIONEER MEENAKSHI WOMEN'S COLLEGE**  
**POOVANTHI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING - I - 06.06.2020**  
**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

**AGENDA**

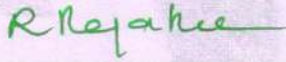
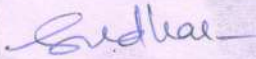
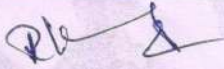
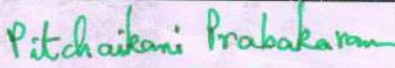
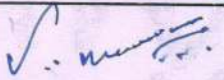
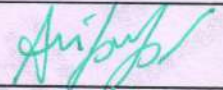

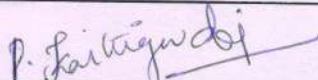
1. Creating a domain for the college
2. TCSiON Digital Glassroom
3. A session on "Online Teaching and Evaluation Skills"
4. SSR Preparation for the NAAC II Cycle
5. Workload for the academic year 2020 - 2021
6. E-Resource/E-Content to be prepared
7. Webinar/Online Quiz to be conducted by all the Departments

Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Creating a domain for the college in .edu.in	Dr.R.Raja Rajeswari, Principal suggested that an exclusive domain for the college- to be created in .edu.in	<ul style="list-style-type: none"> <li>Accepted by the Committee. The Head of the Departments will collect data about the faculty members and the students to create e-mail id in our new domain Mrs. Sankareswari, Assistant Professor of IT will be the Domain administrator.</li> </ul>
TCSiON Digital Glassroom	Ms.K.Sudharani informed that the Onboarding Template for TCSiON Digital Glassroom has been collected from the departments and sent to the coordinator from TCS	<ul style="list-style-type: none"> <li>Appreciated by the Committee.</li> </ul>
To enhance the Digital Skills of the Faculty	Ms.C.Ramalakshmi suggested to conduct a session on "Online Tools in Teaching and Evaluation" for the faculty members	<ul style="list-style-type: none"> <li>Accepted by the Committee. The session will be conducted separately for the staff members belonging to the Arts Discipline and Science Discipline. The IQAC will arrange for the session.</li> </ul>
Workload for the academic year 2020 - 2021	Dr.R.Poongkuzhali informed the committee to decide the workload for the academic year 2020 - 2021	<ul style="list-style-type: none"> <li>Due to the COVID '19 pandemic, the head of the departments are requested to prepare the work load for the academic year 2020 - 2021 based on "ONLINE CLASS" hours for the odd semester and the staff requirements will be decided later.</li> </ul>



Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
E-Resource/E-Content	Ms.C.Ramalakshmi suggested to prepare E-Resource/E-Content for all the subjects	• Accepted by the Committee.
Webinar/Online Quiz	Ms.K.Mahalakshmi suggested all the Departments to conduct Webinar/Online Quiz on various topics	• Accepted by the Committee. Each and every department should conduct atleast one webinar and online quiz may be conducted on various topics of their choice.
SSR Preparation	Dr.R.Raja Rajeswari, Principal suggested to have a discussion about SSR to get prepared for the II Cycle of NAAC	• Accepted by the Committee.

**Approval of the Minutes by the Members:**

Name of the Person	Designation	Signature
Dr.R.Rajarajeswari	Chair Person	
Ms.K.Sudharani	Coordinator	
Ms.R.Kalaivani	Technical Coordinator	
<b>External Experts</b>		
Ms.Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	
Mr.V.S.Manimaran	President, Maditssia 1/4	
<b>Community Representative</b>		
Ms.A.Vijaya Arumugam	Panchayath Chairman, Poovanthi	
<b>Management Member</b>		
Mr.J.Ashok	Secretary & Correspondent	
<b>Alumnae Members</b>		
Ms.P.Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	



Internal Members		
Dr.R.Poongkuzhali	Head, Research Department of Tamil	<i>Dr. R. Poongkuzhali</i>
Ms.J.Kavitha	Head, Department of English	<i>J. Kavitha</i>
Ms.C.Ramalakshmi	Head, Department of Mathematics	<i>C. Ramalakshmi</i>
Ms.M.Muthulakshmi	Head, Department of Physics	<i>M. Muthulakshmi</i>
Ms.K.Mahalakshmi	Head, Department of Information Technology	<i>K. Mahalakshmi</i>
Ms.S.Nithya	Head, Department of Commerce	<i>S. Nithya</i>
Ms.N.Gomathi	Head, Department of Commerce (CA)	<i>N. Gomathi</i>
Administrative Staff		
Ms.N.Indu	Office Superintendent	<i>N. Indu</i>
Student Representatives		
Ms.R.V.Sivaranjani	Union President	<i>R.V. Sivaranjani</i>



**MADURAI SIVAKASI NADARS PIONEER MEENAKSHI WOMEN'S COLLEGE**  
**POOVANTHI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING - II - 24.11.2020**  
**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

**AGENDA**

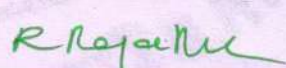
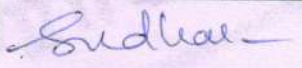
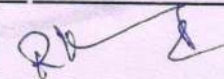
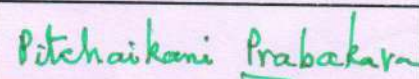
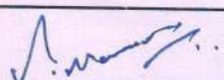
1. Online Classes through College Domain
2. TCSiON Digital Classroom
3. NPTEL Translation
4. Training
5. Workload for the Even Semester

Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Recording the previous month's activities	Ms.K.Sudharani, IQAC Coordinator presented all the activities from the month of June to November	<ul style="list-style-type: none"> <li>Recorded with appreciation</li> </ul>
Online Classes through College Domain	Dr.R.Raja Rajeswari, Principal informed that as the email id for the staff and students has been created with reference to our domain by Ms.K.Sankareswari, Assistant Professor of Information Technology, now we can conduct our online classes through the college domain mail id through Google Class Rooms.	<ul style="list-style-type: none"> <li>The Committee appreciated the work of Ms.K.Sankareswari.</li> </ul>
TCSiON Digital Classroom	Ms.K.Sudharani, Head, Department of Computer Science informed that the Onboarding Template for TCSiON Digital Classroom has been collected from the departments and sent to the coordinator from TCS	<ul style="list-style-type: none"> <li>Commented by Ms.C.Ramalakshmi, Head, Department of Mathematics</li> </ul>
	Ms.C.Ramalakshmi, Head, Department of Mathematics suggested that as the TCSiON Digital Classroom application is not user friendly, we are unable to use that.	<ul style="list-style-type: none"> <li>Accepted by the Committee.</li> </ul>
	Dr.R.Raja Rajeswari, Principal suggested that as we have google class rooms instead of TCSiON. We need not follow TCSiON Classes	<ul style="list-style-type: none"> <li>Accepted by the committee.</li> </ul>


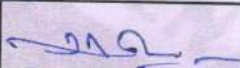
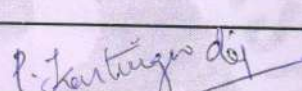
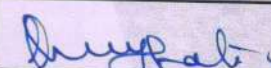
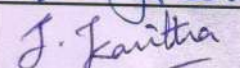

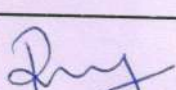
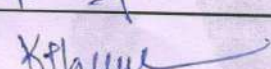
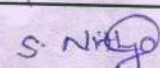
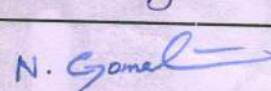
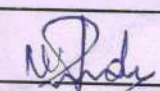
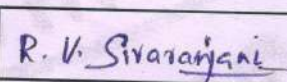


Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
NPTEL Translation	Dr.R.Raja Rajeswari, principal informed that applications are invited for translation of course material in the regional language by NPTEL. The following staff members may apply for that: 1. Ms.C.Ramalakshmi, Head of the Department, Department of Mathematics 2. Ms.K.Sudharani, Head of the Department, Department of Computer Science 3. Ms.K.Mahalakshmi, Head of the Department, Department of Information Technology	<ul style="list-style-type: none"> <li>Accepted by the Committee and Concerned members are advised to apply for the same.</li> </ul>
Training	Ms.C.Ramalakshmi suggested to conduct a session on "Online Tools in Teaching and Evaluation" for the faculty members	<ul style="list-style-type: none"> <li>Accepted by the Committee. The session will be conducted separately for the staff members belonging to the Arts Discipline and Science Discipline. The IQAC will arrange for the session.</li> </ul>
Workload for the Even Semester	Dr.R.Poongkuzhali asked the committee to decide the workload for the academic year 2020 - 2021	<ul style="list-style-type: none"> <li>Due to the COVID '19 pandemic, the head of the departments are requested to prepare the work load for the academic year 2020 - 2021 based on "ONLINE CLASS" hours for the even semester and the staff requirements will be decided later.</li> </ul>

**Approval of the Minutes by the Members:**

Name of the Person	Designation	Signature
Dr.R.Rajarajeswari	Chair Person	
Ms.K.Sudharani	Coordinator	
Ms.R.Kalaivani	Technical Coordinator	
<b>External Experts</b>		
Ms.Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	
Mr.V.S.Manimaran	President, Maditssia	



Name of the Person	Designation	Signature
<b>Community Representative</b>		
Ms.A.Vijaya Arumugam	Panchayath Chairman, Poovanthi	
<b>Management Member</b>		
Mr.J.Ashok	Secretary & Correspondent	
<b>Alumnae Members</b>		
Ms.P.Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	
<b>Internal Members</b>		
Dr.R.Poongkuzhali	Head, Research Department of Tamil	
Ms.J.Kavitha	Head, Department of English	
Ms.C.Ramalakshmi	Head, Department of Mathematics	
Ms.M.Muthulakshmi	Head, Department of Physics	
Ms.K.Mahalakshmi	Head, Department of Information Technology	
Ms.S.Nithya	Head, Department of Commerce	
Ms.N.Gomathi	Head, Department of Commerce (CA)	
<b>Administrative Staff</b>		
Ms.N.Indu	Office Superintendent	
<b>Student Representatives</b>		
Ms.R.V.Sivaranjani	Union President	



**MADURAI SIVAKASI NADARS PIONEER MEENAKSHI WOMEN'S COLLEGE**  
**POOVANTHI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING - III - 27.01.2021**  
**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

**AGENDA**

1. Recording the reason for the delay submission of SSR for second cycle
2. Appointing the coordinators for various criteria's
3. General discussion about data collection

Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Recording the previous month's activities	Ms.K.Sudharani, IQAC Coordinator presented all the activities from the month of November to January	<ul style="list-style-type: none"> <li>Recorded with appreciation</li> </ul>
Recording the reason for the delay submission of SSR for second cycle.	Dr.R.Raja Rajeswari, Principal, with regret submitted the fact that due to lock down , college could not collect data for SSR of second cycle, so there is a delay in the submission. She requested the faculty to cooperate and to get done by June 2021.	<ul style="list-style-type: none"> <li>The committee accepted and asked the members to complete it at least now, by the stipulated time.</li> </ul>
NAAC Coordinator	It was suggested by the principal, that Ms.C.Ramalakshmi, Head of the Department, Department of Mathematics, can be appointment as the NAAC coordinator and asked her to suggest the coordinators of each criteria.	<ul style="list-style-type: none"> <li>The committee appreciated the selection of the NAAC coordinator by the principal.</li> </ul>

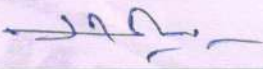
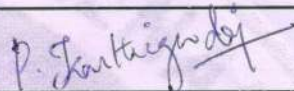
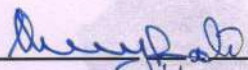
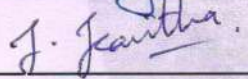
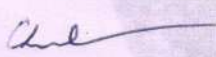

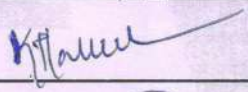
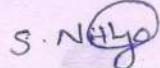
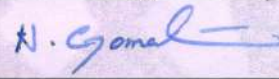
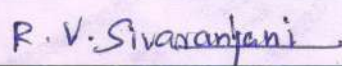


Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Recommendations by the NAAC Coordinator	Ms.C.Ramalakshmi, Head of the Department, Department of Mathematics suggested her recommendations	<ul style="list-style-type: none"> <li>It was accepted and the list was reordered as given below.</li> <li>1. Criteria 1 - Ms.S.Nithya, Head of the Department, Department of Commerce &amp; Ms.N.Gomathi, Head of the Department, Department of Commerce (CA)</li> <li>2. Criteria 2 - Ms.J.Kavitha, Head of the Department, Department of English</li> <li>3. Criteria 3 - Dr.R.Poongkuzhali, Head of the Department, Research Department of Tamil</li> <li>4. Criteria 4 - Ms.P.Karthigai Selvi, Assistant Professor, Research Department of Tamil</li> <li>5. Criteria 5 - Ms.K.Mahalakshmi Head of the Department, Department of Information Technology and Ms.R.Kalaivani, Assistant Professor, Department of Information Technology</li> <li>6. Criteria 6 - Ms.K.Sudharani, Head of the Department, Department of Computer Science</li> <li>7. Criteria 7 - Ms.C.Ramalakshmi,</li> </ul>

**Approval of the Minutes by the Members:**

Name of the Person	Designation	Signature
Dr.R.Rajarajeswari	Chair Person	<i>R.Rajarajeswari</i>
Ms.K.Sudharani	Coordinator	<i>Sudharani</i>
Ms.R.Kalaivani	Technical Coordinator	<i>R.Kalaivani</i>
<b>External Experts</b>		
Ms.Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	<i>Pitchaikani Prabakaran</i>
Mr.V.S.Manimaran	President, Maditssia 3/7	<i>V.S.Manimaran</i>
<b>Community Representative</b>		
Ms.A.Vijaya Arumugam	Panchayath Chairman, Poovanthi	<i>A.Vijaya Arumugam</i>



Name of the Person	Designation	Signature
<b>Management Member</b>		
Mr.J.Ashok	Secretary & Correspondent	
<b>Alumnae Members</b>		
Ms.P.Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	
<b>Internal Members</b>		
Dr.R.Poongkuzhali	Head, Research Department of Tamil	
Ms.J.Kavitha	Head, Department of English	
Ms.C.Ramalakshmi	Head, Department of Mathematics	
Ms.M.Muthulakshmi	Head, Department of Physics	
Ms.K.Mahalakshmi	Head, Department of Information Technology	
Ms.S.Nithya	Head, Department of Commerce	
Ms.N.Gomathi	Head, Department of Commerce (CA)	
<b>Administrative Staff</b>		
Ms.N.Indu	Office Superintendent	ABSENT
<b>Student Representatives</b>		
Ms.R.V.Sivaranjani	Union President	



**MADURAI SIVAKASI NADARS PIONEER MEENAKSHI WOMEN'S COLLEGE**  
**POOVANTHI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING - IV - 11.06.2021**  
**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

**AGENDA**

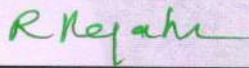
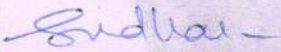

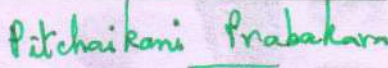
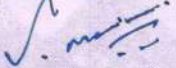

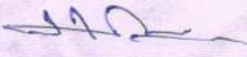
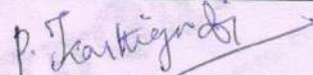
1. Recording the previous month's activities
2. AQAR for the year 2019 - 2020
3. E-Resources/E-Contents
4. Workload for the academic year 2021 - 2022
5. SSR Preparation & Submission
6. Faculty Development Programme
7. Action Plan for the academic year 2021 - 2022

Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Recording the previous month's activities	Ms.K.Sudharani, IQAC Coordinator presented all the activities from the month of January to May	<ul style="list-style-type: none"> <li>Recorded with appreciation</li> </ul>
AQAR for the year 2019 - 2020	Dr. R. Raja Rajeswari, Principal informed that the Annual Quality Assurance Report for the year 2019 - 2020 has been completed and the same will be uploaded in the month of August	<ul style="list-style-type: none"> <li>Accepted by the Committee</li> </ul>
E-Resources/E-Content Preparation	Ms. C. Ramalakshmi suggested all the departments to prepare E-Resources/E-Content for all the courses	<ul style="list-style-type: none"> <li>Accepted by the Committee. The E-Resource/E-Content will be submitted in the form of pdf/ppt</li> </ul>
Workload for the academic year 2021 - 2022	Dr. R. Poongkuzhali informed the committee to decide the workload for the academic year 2021 - 2022	<ul style="list-style-type: none"> <li>Accepted by the Committee. The head of the departments are requested to prepare the work load for the academic year 2021 - 2022</li> </ul>
SSR Preparation / Submission	Dr. R. Raja Rajeswari informed that the SSR preparation work is going on. It has been planned to submit the SSR during the month of September 2021	<ul style="list-style-type: none"> <li>Accepted and Appreciated by the Committee</li> </ul>



Subject/ Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion / Action Taken
Faculty Development Programme	Dr. R. Raja Rajeswari, Principal advised the committee to conduct a Faculty Development Programme for seven days	• Accepted by the Committee.
Action Plan for the next academic year 2021 - 2022	Dr. R. Raja Rajeswari, Principal advised the departments to prepare a sketch of activities for the upcoming academic year	• Accepted by the Committee

**Approval of the Minutes by the Members:**

Name of the Person	Designation	Signature
Dr.R.Rajarajeswari	Chair Person	
Ms.K.Sudharani	Coordinator	
Ms.R.Kalaivani	Technical Coordinator	
<b>External Experts</b>		
Ms.Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	
Mr.V.S.Manimaran	President, Maditssia	
<b>Community Representative</b>		
Ms.A.Vijaya Arumugam	Panchayath Chairman, Poovanthi	
<b>Management Member</b>		
Mr.J.Ashok	Secretary & Correspondent	
<b>Alumnae Members</b>		
Ms.P.Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	



Name of the Person	Designation	Signature
<b>Internal Members</b>		
Dr.R.Poongkuzhali	Head, Research Department of Tamil	<i>[Signature]</i>
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Ms.N.Gomathi	Head, Department of Commerce (CA)	<i>N. Gomathi</i>
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Ms.R.V.Sivaranjani	Union President	<i>R. V. Sivaranjani</i>