INTERNAL QUALITY ASSURANCE CELL MEETING - I - 25.06.2019

MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING

- 1. Approving the list of IQAC members constituted as per NAAC guidelines
- 2. Approving the work load and time table for the odd semester
- 3. Formation of Cells/Committee
- 4. Extension Activity
- 5. Conducting orientation programme for the faculty members
- 6. Conducting National Seminar on Intellectual Property Rights
- 7. Self Appraisal for the year 2018 2019
- 8. Action plan based on the communications received from the university, other colleges and by the suggestion of the members

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Presenting the list of new members	Ms.K.Sudharani, the IQAC coordinator presented the list of IQAC members constituted as per NAAC guidelines	· Approved by the new
Submitting the work load and time table for the odd semester	Ms. C. Ramalakshmi submitted the odd semester time table	Approved by the continue
Formation of various cells/committees	Ms. K. Sudharani presented the list of various committees and their coordinators	Committee members and coordinators were finalized
Formation of Anti-Ragging committee	Ranjani, Assistant Professor,	 Members list was finalized and suggested to upload the coordinators and members name in the website
	Ms. C. Ramalakshmi informed that a link for the Students' Grievance Redressal Committee should be established in the College Website.	 Accepted by the committee and the website coordinator will be informed to take necessary action to provide the link
Encouraging the faculty and the students to participate in the seminars/workshops and intercollegiate competitions	Ms. K. Mahalakshmi requested the committee to permit the faculty and the students to participate in the seminars/workshops and intercollegiate competitions organized by the other institutions	 Request was considered and it is suggested that participation should be encouraged except during the periods of internal assessment tests
Extension Activity for the academic year 2019 - 2020	The extension activity for the academic year 2019 - 2020 will be carried out in the adopted villages (Poovanthi, Enathi, Madappuram, Arasanoor, Athikarai, Padamathur) under the UBA banner	

Subject / Issues	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Conducting Orientation programme for the faculty members	Dr. R. Rajarajeswari, Principal asked the committee to arrange an orientation programme for the faculty members	Accepted by the committee
Conducting Seminar on Intellectual Property Rights	Rights". Also she suggested to	 Accepted by the committee and the IQAC will arrange the resource persons and conduct the seminar
Common Manuscripts for the Skill Based Subjects and the Non-Major Elective	Ms. S. Nithya informed that common manuscripts will be followed for the skill based subjects and the non-major elective subjects	 Accepted by the Committee. The coordinators will prepare the
Major Department Activity for the year	Ms. K. Sudharani suggested that certain departments may conduct intercollegiate competitions and the remaining departments may organize seminar / workshop / conference	 Accepted by the Committee. The departments and the corresponding activity may be
Updation in the Foil Portal	Ms. K. Sudharani informed that the the students and subjects will be managed by the head of the departments in the roil portal	 Approved, accepted and appreciated by the committee The training for the same will be conducted by Ms. K. Sudharani during the first week of August
Publication of Research Papers in the UGC recognized journals	Dr. R. Raja Rajeswari, Principal suggested that the faculty members should try to publish research papers in the UGC recognized journals as well as the journals that are indexed in Scopus, Web of Science, Google Scholar etc.,	Suggestion accepted by the Committee
External Audit	Dr. R. Raja Rajeswari, Principal asked the committee members that all the departments should complete the external audit before 31.08.2019	

Subject / Issues	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Self Appraisal for the year 2018 - 2019	Ms. K. Sudharani asked the IQAC committee members to verify the Self Appraisal and make the necessary corrections. The updated self appraisals may be sent back to the IQAC mail on or before 15.07.2019	Accepted by the committee

Name of the Person	Designation	Signature
Dr. R.Rajarajeswari	Chair Person	R Nojehu
Ms. K.Sudharani	Coordinator	Rhopohu - Budhar -
Ms. R. Kalaivani	Technical Coordinator	and a
	External Experts	V23331 - 191
Ms. Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	Pitchailmi frabahar
Mr. V.S. Manimaran	President, Maditssia	S. norte
Name of the Person	Designation	Signature
	Community Representative	
Mr. V. Vijaya Krishnan	Panchayath Chairman, Poovanthi	Ware
165/1	Management Member	II .
Mr. J. Ashok	Assistant Secretary	90-
	Alumnae Members	
Ms. P. Karthiga Devi	Technical Lead, Wipro Technologies, Colmbatore	P. Jearthage doj
	Internal Members	
Dr. R. Poongkuzhali	Head, Research Department of Tamil	J. Caritta
Ms.J.Kavitha	Head, Department of English	J. Caritta
Ms.C.Ramalakshmi	Head, Department of Mathematics	the
Ms. T.A. Kanmani	Head, Department of Physics	T. A. Kanm

Name of the Person	Designation	Signature
Ms. K.Mahalakshrai	Head, Department of Information Technology	Ktaune
Ms. S. Nithya	Head, Department of Commerce	3- NAYO
Ms. N. Gomathi	Head, Department of Commerce (CA)	N. Gomel
	Administrative Staff	
Ms. N. Indu	Office Superintendent	NSbh
	Student Representatives	
Ms.R.Kayalvizhi	Union President	* kayalvighi

ANNEXURE

SI No	Name of the Person	Designation
1	Dr. R.Rajarajeswari	Chair Person
2	Ms. K.Sudharani	Coordinator
3	Ms. R. Kalaivani	Technical Coordinator
	External I	Experts
4	Ms. Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi
5	Mr. V.S. Manimaran	President, Maditssia
	Community Re	presentative
6	Mr. V. Vijaya Krishnan	Panchayath Chairman, Poovanthi
	Management	t Member
7	Mr. J. Ashok	Assistant Secretary
	Alumnae M	lembers
8	Ms. P. Karthiga Devi	Technical Lead, Wipro Technologies Coimbatore
	Internal M	embers
9	Dr.R.Poongkuzhali	Head, Research Department of Tami
10	Ms. J.Kavitha	Head, Department of English
11	Ms.C.Ramalakshmi	Head, Department of Mathematics
12	Ms. T.A. Kanmani	Head, Department of Physics
13	Ms. K.Mahalakshmi	Head, Department of Information Technology
14	Ms. S. Nithya	Head, Department of Commerce

ANNEXURE

Sl No	Name of the Person	Designation
15	Ms. N. Gomathi	Head, Department of Commerce (CA)
	Admin	istrative Staff
16	Ms. N. Indu	Office Superintendent
	Student 1	Representatives
17	Ms. R.Kayalvizhi	Union President

INTERNAL QUALITY ASSURANCE CELL MEETING - II - 31.10.2019 MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING

- 1. Recording the participation of the Faculty and the Students in the inter-collegiate meet, seminar, workshop and conferences
- 2. Result Analysis
- 3. External Audit
- 4. Link for Students' Grievance Committee in the website
- 5. Report for the activities of the Cells/Clubs/Departments
- 6. Annual Report of the Cell/Club
- 7. Internship for the Students
- 8. Major Department Activities
- 9. Action plan based on the communications received from the university, other colleges and by the suggestion of the members

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Recording the previous month's activities	Ms. K. Sudharani, the IQAC coordinator presented the activities for the month of July, August, September and October	Recorded with Appreciation
Students' performance based on the result analysis	Dr. R. Raja Rajeswari, Principal presented the result analysis of all the departments. Asked all the department to provide remedial coaching to the fast, mediocre and slow learners respectively to achieve more university ranks and greater pass percentages	Accepted by the Committee
External Audit	Ms. C. Ramalakshmi informed that the departments have conducted external audit by the external peer experts	Recorded with Appreciation
Format for Report of the activities of Cell/Club/Department	Ms. K. Sudharani informed that the Cell/Club/Department should submit their activity reports, photos and certificate of participations as a single file to the data centre in the presribed format	Accepted by the committee

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Annual Report of the Cell/Club	Ms. R. Kalaivani informed that the Cell/Club Coordinators should submit the annual report along with the aim and objectives of the Cell/Club as a pdf file	The training for the same will be
Internship for the Students	Ms. K. Mahalakshmi suggested that the departments of Computer Science, Information Technology, Commerce and Commerce(CA)	Accepted by the Committee and asked the concerned
Major Department Activity	Ms. N. Gomathi reminded that the departments of information technology and the Mathematics will conduct inter-collegiate meet and the departments of Computer Science, English and Physics may organize Seminar / Workshop / Conference	Accepted by the Committee
Publication of Research Papers in the UGC Recognized journal	Ms. S. Nithya suggested that the faculty members should try to publish research papers in the UGC recognized journals as well as the journals which is indexed in Scopus, Web of Science, Google Scholar etc	Suggestion accepted by the Committee
Swacchta Ranking 2019	Ms. R. Kalaivani informed that	· Accepted and appreciated by
Registration and Collecting Data for NIRF	Dr. R. Raja Rajeswari, Principal informed that the registration process for NIRF has been completed and the fomat for collecting data for NIRF will be sent to the departments. After completion, the format may be sent back to the IOAC	Accepted by the Committee
Application for registration with NAAC	Ms. K. Sudharani informed that AQAR for the year 2018 - 2019 should be uploaded online as per	

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
On-the-job Training for the Students	Ms. C. Ramalakshmi suggested that the departments of Computer Science, Information Technology, Commerce & Commerce(CA) may arrange on-the-job training for the students	
Received ISBN number for the book "Medai Nadagangal"	Dr. R. Poongkuzhali informed the committee that she has received ISBN number for the book "Medai Nadagangal". The ISBN number for the above book is 987-93-5391-193-5. The application for the ISBN number was submitted online through the portal www.isbn.gov.in (Raja Rammohun Roy National Agency for ISBN).	 Appreciated by the Committee
Received Copyright for the book "Medai Nadagangal"	Dr. R. Poongkuzhali informed the committee that she has received	Appreciated by the Committee
Grant towards partial financial assistance for science publication in Tamil from TNSCST	Ms. K. Sudharani informed that received a grant for Rs. 20,000/towards partial financial assistance for science publication in Tamil from Tamilnadu State Council for Science & Technology. In this regard Ms. K.Sudharani published the book பாரத் ஆப்பரேப்புங் சிஸ்டம் சொல்யுஷன்ஸ் (BOSS) — கையேடு" and the same has been sent to Tamilnadu State Council for Science and Technology, Chennai on 29.08.2019.	 Appreciated by the Committee
submitted to Tamilnadu State Council for Science & Technology under the scheme "Partial Financial Assistance towards Science Publication in	Ms. K. Sudharani and Ms. K. Mahalakshmi informed that they have sent proposals to the Tamilnadu State Council for Science & Technology under the	 Appreciated by the Committee

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Students' Project Proposals	Ms. N. Gomathi and Ms. S. Nithya informed that they have sent project proposal to the Tamilnadu State Council for Science and Technology for availing financial assistance under the scheme "Financial Assistance for Student Projects"	Appreciated by the Committee
Green Audit	Ms. C. Ramalakshmi suggested that green audit may be conducted in the campus	

Name of the Person	Designation	Signature
Dr. R.Rajarajeswari	Chair Person	Rropahi
Ms. K.Sudharani	Coordinator	Rropahi Sudhae .
Ms. R. Kalaivani	Technical Coordinator	QUE
	External Experts	
Ms. Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	Pitchaikani Prabakan
Mr. V.S. Manimaran	President, Maditssia	J. Morte.
Name of the Person	Designation	Signature
1921	Community Representative	F 3 / 23 /
Mr. V. Vijaya Krishnan	Panchayath Chairman, Poovanthi	VM)m10
	Management Member	1
Mr. J. Ashok	Secretary & Correspondent	de
	Alumnae Members	
Ms. P. Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	ABSENT
	Internal Members	
Dr. R. Poongkuzhali	Head, Research Department of Tamil	Drugeali.
Ms.J.Kavitha	Head, Department of English	ABSENT

Name of the Person	Designation	Signature
Ms.C.Ramalakshmi	Head, Department of Mathematics	Chil
Ms. T.A. Kanmani	Head, Department of Physics	T. A. Kanmh
Ms. K.Mahalakshmi	Head, Department of Information Technology	Effalle
Ms. S. Nithya	Head, Department of Commerce	5 MHyo
Ms. N. Gomathi	Head, Department of Commerce (CA)	S Nittyo N. Gomel
	Administrative Staff	
Ms. N. Indu	Office Superintendent	NDoly
	Student Representatives	
Ms.R.Kayalvizhi	Union President	* Kayalvighi

INTERNAL QUALITY ASSURANCE CELL MEETING - III - 02.01.2020 MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING

- 1. Recording the participation of the Faculty and the Students in the inter-collegiate meet, seminar, workshop and conferences
- 2. AQAR report for the year 2015 2016 and 2018 2019
- 3. TCS Smart Hiring
- 4. Students enrollment in the MOOC courses
- 5. Sales Day
- 6. Extension Activity
- 7. Arranging Campus Drives for the final year students
- 8. Increasing the placement record
- 9. Scholarship from Redington Foundation
- 10. Tentative schedule for the major functions (Sports Day, Graduation Day and College Day)
- 11. Achievement of the Faculty
- 12. Recording the TNPSC Group IV results

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Recording the previous month's activities	Ms. K. Sudharani, the IQAC coordinator presented the activities for the month of November and December	Recorded with Appreciation
AQAR report for the year 2015 - 2016	Dr. R. Raja Rajeswari, Principal informed that the Online AQAR report for the year 2015 - 2016 in the new format was uploaded in the NAAC portal and received theacknowledgement from the NAAC	Recorded with Appreciation
AQAR report for the year 2018 - 2019	Dr. R. Raja Rajeswari, Principal informed that the AQAR report for the year 2018 - 2019 is being prepared online in the NAAC portal by the IQAC in the updated format	Welcomed by the Committee.
TCS Smart Hiring	Ms. J. Kavitha suggested that the students' who have qualified in the TCS Smart Hiring may be given training to attend the personal interview	Accepted by the Committee. The committee asked the The Placement Cell along with the Redington to train the students
	Dr. R. Raja Rajeswari, Principal asked the heads of the departments to motivate the students to enroll in the online certificate course offered by SWAYAM	Hods assurred to do so

Subject / Issue	Matters Brought Forward By / Suggestions Given By	Outcome of Discussion/Action Taken
Sales day	Ms. N. Gomathi requested to arrange a sales day to enhance the	Accepted by the Committee. Start Up/Entrepreneurship Development Cell will plan for the fair
Continuing the Extension Activities in the even semester under the banner of UBA	Ms. S. Nithya suggested that as in the odd semester, departments shall carry out their extension activit vities in the even semester also, under UBA	Suggestion accepted by the Committee
Campus Drive/Placements	Dr. R. Raja Rajeswari asked the head of the departments to motivate the students to participate in the campus drives in higher number and to aim a higher rate of placements	Hods accepted to do so
Scholarship from Redington Foundation	Dr. R. Raja Rajeswari, Principal informed that 24 students from all the departments have received scholarship of Rs. 6500/- per head from the Redington Foundation	and committee thank the
Sports Day, Graduation Day,	complete the association valedictions by the last week of February and asked to tentatively	But the major functions may be completed during the last week of February or the First week of
Honouring the achievement of the Faculty in NET - December 2019	Ms. K. Mahalakshmi presented the list of staff members qualified in the NTA NET December 2019 examination	The committee congratulated
TNPSC Group - IV Results	been published and the same may be recorded in the data centre	submit the data about the students

Name of the Person	Designation	Signature
Dr. R.Rajarajeswari	Chair Person	Rhejahu
Ms. K.Sudharani	Coordinator	Podkas -
Ms. R. Kalaivani	Technical Coordinator	21-8

Name of the Person	Designation	Signature
	External Experts	
Ms. Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	Pitchaikani Prabakan
Mr. V.S. Manimaran	President, Maditssia	J. mall
	Community Representative	155.7
Mr. V. Vijaya Krishnan	Panchayath Chairman, Poovanthi	Moscone
121	Management Member	
Mr. J. Ashok	Secretary & Correspondent	
	Alumnae Members	
Ms. P. Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	ABSENT
	Internal Members	No. Total Dec
Dr. R. Poongkuzhali	Head, Research Department of Tamil	J. Knithe.
Ms.J.Kavitha	Head, Department of English	J. Kariltia.
Ms.C.Ramalakshmi	Head, Department of Mathematics	and
Ms. T.A. Kanmani	Head, Department of Physics	T. A. Kanne
Ms. K.Mahalakshmi	Head, Department of Information Technology	Maule
Ms. S. Nithya	Head, Department of Commerce	S. NAYO
Ms. N. Gomathi	Head, Department of Commerce (CA)	N. Gomel-
	Administrative Staff	A STATE OF THE REAL PROPERTY AND ADDRESS OF THE PARTY AND ADDRESS OF TH
Ms. N. Indu	Office Superintendent	Nikol
	Student Representatives	all a
Ms.R.Kayalvizhi	Union President	* . *Kayalvighi
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INTERNAL QUALITY ASSURANCE CELL MEETING - IV - 24.04.2020

MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING (Due to COVID - 19 Lockdown, virtual meeting was conducted through Google Meet)

- 1. Recording the activities of the academic year 2019 2020
- 2. AQAR report for the year 2018 2019
- 2. Action Plan for the academic year 2020 2021

Subject / Issue	Matters Brought Forward By / Suggestions Given By	(Outcome of Discussion/Action Taken
Recording the previous month's ac	Ms. K. Sudharani, the IQAC coordinator presented the activities for the month of January. February and March		Recorded with Appreciation
AQAR report for the year 2018 - 2019	Dr. R. Raja Rajeswari, Principal informed that the AQAR report for the year 2015 - 2016 was successfully submitted in the NAAC portal, after clarifying the queries raised by the NAAC office received acknowledgement and approved by the NAAC	•	Recorded with Appreciation
Faculty/Students' Activity during the Lockdown Period	Due to COVID - 19, a lot of webinar/quiz competitions are being organized by the various colleges. Dr. R. Raja Rajeswari, Principal asked the head of the departments to motivate the staff and students of the concerned department to participate in the various activities.	•	Accepted by the Committee
Organizing Quiz/Webinar	Ms. K. Sudharani suggested that as a beginning of online activities each dept may conduct quize using google forms.	•	Accepted by the Committee.
TCS iON Digital GlassRoom	Dr. R. Raja Rajeswari, Principal proposed that proposal for TCS iON Digital Glass Room may be considered and the same may be explored for the upcoming academic year	•	Accepted by the Committee
Action plan for the academic year 2020 - 2021	Dr. R. Raja Rajeswari, Principal advised the departments to prepare a sketch of activities for the upcoming academic year	•	Accepted by the Committee

Name of the Person	Designation	Signature
Dr. R.Rajarajeswari	Chair Person	Rhejane
Ms. K.Sudharani	Coordinator	Rhejahi
Ms. R. Kalaivani	Technical Coordinator	200
	External Experts	
Ms. Pitchaikani Prabakaran	Controller of Examination, Sri Kaliswari College, Sivakasi	Patchai kani Prabakar
Mr. V.S. Manimaran	President, Maditssia	
	Community Representative	
Mr. V. Vijaya Krishnan	Ex.Panchayath Chairman, Poovanthi	Wil) and
	Management Member	
Mr. J. Ashok	Secretary & Correspondent	
	Alumnae Members	
Ms. P. Karthiga Devi	Technical Lead, Wipro Technologies, Coimbatore	1. Keilberger der
	Internal Members	V
Dr. R. Poongkuzhali	Head, Research Department of Tamil	Derysal.
Ms.J.Kavitha	Head, Department of English	J. Jantha.
Ms.C.Ramalakshmi	Head, Department of Mathematics	Chil
Ms. T.A. Kanmani	Head, Department of Physics	T. A. Kan ml.
Ms. K.Mahalakshmi	Head, Department of Information Technology	Ktaure
Ms. S. Nithya	Head, Department of Commerce	S. NAYO
Ms. N. Gomathi	Head, Department of Commerce (CA)	N. Gomel

Name of the Person	Designation	Signature
	Administrative Staf	f
Ms. N. Indu	Office Superintendent	N'Floh
	Student Representation	ves
Ms.R.Kayalvizhi	Union President	* Kayalvighi