

MINUTES OF THE IQAC MEETING HELD ON 30.08.2023

10.00 AM

Ref: IQAC/2023-24/01, dt. 29.08.2023

- Agenda: 1) Propose Calendar of events
2) Decide Action Plan for the academic year

The first meeting of IQAC for the academic year 2023-24 was held on 30.08.2023 at 10.00 am in the Principal's chamber.

The following resolutions were made:

- 1) To prepare the criterion wise monthly event plan
- 2) To prepare the criterion wise format to be circulated to all departments for uploading AQAR for the year 2021-2022 on or before 01.09.2023.
- 3) To collect the criterion wise data from all department by followings the given timeline:
 - * Collection of data on or before 12.09.2023
 - * Consolidation of the entire information of all criteria for uploading AQAR on or before 19.09.2023.
 - * Upload AQAR data in NAAC HEI portal for 2021-2022 on or before 30.09.2023.
- 4) To finalise the additional members for IQAC team for the academic year 2023-2024.

M. Shaemil
30/08/2023
IQAC COORDINATOR

M. Shaemil
30.08.23
PRINCIPAL

Co-coordinators:

1. Dr. P. Punitha Ponnalar P. P. A.
2. Dr. P. Selvi
3. Dr. T. Glory Selvam T. Glory Selvam

Members:

1. Dr. S. Jesima
2. Dr. J. Shalin J. Shalin
3. Dr. D. Maheswari D. Maheswari

(P.T.O)

4. Dr. P. Pandipriya
5. Dr. M.S. Meenakshi
6. Dr. D. Ramkumar
7. Dr. R.A. Latha Devi
8. Dr. D. Anumugakani
9. Dr. S. Devikala
10. Dr. R. Vijayalakshmi
11. Dr. M. Mahalakshmi
12. Dr. S. Manoranjitham
13. Dr. C. Rani vijaya
14. Dr. M.P. Sivasankari
15. Dr. A. Gandhimathi
16. Dr. A. Prema
17. Dr. S. Naga Nandhini Sujatha

S. Naga Nandhini

Dr. R. A. Latha Devi

S. Naga Nandhini

Dr. M. Mahalakshmi

Dr. S. Manoranjitham

Dr. C. Rani vijaya

Dr. M.P. Sivasankari

Dr. A. Prema

S. Naga Nandhini

MINUTES OF THE IQAC MEETING HELD ON 04.09.2023
11.00 AM

Ref: Circular No. IQAC/2023-24/02, dt. 31.08.2023

Agenda: Orientation for the AQAR process

The second meeting of the IQAC for the academic year 2023-2024 was held on 04.09.2023 at 11:00 AM in the RUSA 2.0 office. The former IQAC Coordinator Dr. P. Beulah gave a detailed description of all the components of each criteria, the AQAR contents and the procedure to collect data from departments. The areas of improvement were pointed out and the method of approach to prepare for the forthcoming assessment was also discussed through the SSR and DVV reports. The members were encouraged to study the available data, identify what information is yet to be collected and accordingly update the format for collecting data for AQAR 2021-22. The following resolutions were made:

- 1) To plan and update the AQAR format for all the criteria to be sent to all departments on 07.09.2023
- 2) To check the previous information collected for NAAC process in IQAC database and to collect only the additional data needed for AQAR 2021-22.
- 3) To collect the data for AQAR 2021-22 on or before 13.09.2023.

Dr. Shaemila
04/09/2023

IQAC COORDINATOR

Dr. P. Beulah
04.09.23
PRINCIPAL

Co-COORDINATORS:

1. Dr. P. Punitha Ponnalar

P. P. Al

2. Dr. P. Selvi

3. Dr. T. Glory Selvam

T. Glingam

Members:

1. Dr. S. Jesima

2. Dr. J. Sakthi

J. Shaker

3. Dr. D. Maleswari

D. Mahesh

4. Dr. P. Pandipriya

(P.T.O.)

5. Dr. M. S. Meenakshi
6. Dr. D. Ramkumar
7. Dr. R-A. Latha Devi
8. Dr. D. Arumugakani
9. Dr. S. Devibala
10. Dr. R. Vijayalakshmi
11. Dr. M. Mahalakshmi
12. Dr. S. Manoranjitham
13. Dr. C. Rani Vijaya
14. Dr. M.P. Siva Sankari
15. Dr. A. Gandhinathi
16. Dr. A. Prema
17. Dr. S. Naga Nandhini Sujatha
- 18.

~~Meena~~

Dr. S. Sankari

Dr. Sankari
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Dr. Sankari

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Dr. Sankari

Dr. Sankari

MINUTES OF THE IQAC MEETING HELD ON 14.09.2023 - 11:00 AM

Ref: circular no. IQAC/2023-24/04 dt. 13.09.2023

Agenda: To discuss the status of data collection for AQAR 2021-22

The third meeting of IQAC for the academic year 2023-24 was held on 14.9.2023 at 10.00am in the Home science block.

The following resolutions were made:

1. To collect google links for syllabuses and BOS minutes and to include feedback from student, alumni and subject experts in criteria I.
2. To collect and compile Guest lecture details for criteria II under fulltime teachers data.
3. To collect the audited statement for 2021-22 for criteria IV.
4. To include the College events for criteria III, V, VI and VII

[Signature]
14/09/2023
IQAC COORDINATOR

[Signature]
14.09.23
PRINCIPAL

Co-COORDINATORS:

1. Dr. P. Punitha Ponmalar.
2. Dr. P. Selvi
3. Dr. P. Glory Selvam

[Signature]
P. Selvi
T. Gleniam

Members:

1. Dr. S. Jesima
2. Dr. J. Shashin
3. Dr. D. Maheswari
4. Dr. P. Pandipriya
5. Dr. M.S. Meenakshi
6. Dr. D. Ramkumar
7. Dr. R.A. Latha Devi
8. Dr. D. Arumugakani
9. Dr. S. Deribala

J. Shashin
D. Mah

[Signature]
D. Arumugakani

[Signature]
S. Deribala

10. Dr. R. Vijayalakshmi
11. Dr. M. Mahalakshmi
12. Dr. S. Manojanitham
13. Dr. C. Rani Vijaya
14. Dr. M.P. Sivakankari
15. Dr. A. Gandhimathi
16. Dr. A. Prema
17. Dr. S. Naga Nandhini Sryatha.

Prasanna-Lal
Dr. G. Srinivasan
Dr. J. Srinivasan
Dr. Srinivasan

J. Srinivasan

J. Srinivasan

Minutes of the IQAC meeting Held on 6.10.2023 - 10.00 am.

Ref: Circular No./ IQAC /2023-2024/05 dt: 5.10.2023

Agenda: To discuss about

- a) NIRF preparation
- b) Mandatory fields in AQAR
- c) Activities for 2023-2024.

The fourth meeting of IQAC for the academic year 2023-24 was held on 06.10.2023 at 10.00 am in the Home Science block.

The following resolutions were made:

1. For NIRF - Students strength, faculty strength, faculty publications and GI details - to be updated as per categories mentioned in the format.
2. To take care of collected data for mandatory fields such as staff projects, funding agency and placement activities.
3. Criterion wise activities for 2023-2024 were planned:
 - a) Village adoption with the support of DigitAll.
 - b) To organise Mahakavi Bharathu birth anniversary celebration to be taken care of by Economics department.
 - c) To organise Khadi Mahotsav in collaboration with NSS.
 - d) To organise events on December 3rd, 2023 in commemoration of world disabled day - to harness placement offers for divyangjan students of our College.
 - e) To send proposal for MoU with Business enterprises associated with MADISSIA.
 - f) To organise workshop on AI tools for teaching and learning by criteria II incharge staff members.
 - g) To plan for Alumni meet by Alumni association.
 - h) To update details of research supervisors and ph.D. scholars.
 - i) To organise workshop on preparation of publications and proposal.

B. Sharmila
06/10/2023
IQAC COORDINATOR

S. S. Srinivas
06/10/2023
PRINCIPAL

Co-coordinators:

1. Dr. P. Punitha Ponmalar
2. Dr. P. Selvi
3. Dr. T. Glory Selvam

P. A.

T. Glenlan

Members:

1. Dr. S. Jesima
2. Dr. J. Shakin
3. Dr. D. Maheswari
4. Dr. P. Pandipriya
5. Dr. M. S. Meenakshi
6. Dr. D. Ranakumar
7. Dr. R. A. Latha Devi
8. Dr. D. Annugakani
9. Dr. S. Devibala
10. Dr. R. Vijayalakshmi
11. Dr. M. Mahalakshmi
12. Dr. S. Manoranjitham
13. Dr. C. Rani Vijaya
14. Dr. M. P. Sivabankari
15. Dr. A. Gandhimathi
16. Dr. A. Prema
17. Dr. S. Naga Nandhini Sujatha.

J. Shakin

D. Maheswari

S. Meena

D. Ranakumar

R. A. Latha Devi

D. Annugakani

S. Manoranjitham

C. Rani Vijaya

M. P. Sivabankari

A. Gandhimathi

A. Prema

S. Naga Nandhini Sujatha.

1. MINUTES OF IQAC MEETING HELD ON 13.10.2023 - 6.00PM (6 MEET)

Ref: Circular No. IQAC/2023-2024/06 dt. 12.10.2023.

Agenda: To the events related to Khadi Mahotsav programme

The fifth meeting of IQAC for the academic year 2023-2024 was held on 13.10.2023 at 6.00pm through Google meet.

The following resolutions were made.

1. To collect the namelist of students involved in Khadi Mahotsav program and departmentwise total student list - to be compiled by Dr. J. Shakin
2. To instruct the students involved in Khadi Mahotsav program - to maintain the details of quantity of items sold and the profit earned by them.
3. Press and report preparation of Khadi Mahotsav program - to be taken care of by Dr. P. Selvi and Dr. J. Shakin.
4. All IQAC members to look after the students discipline along with NSS team members.

J. Shakin
13/10/2023
IQAC COORDINATOR

Dr. P. Selvi
13/10/2023
PRINCIPAL

CO-COORDINATORS:

1. Dr. P. Purnitha Ponmalar P.P.P.
2. Dr. P. Selvi
3. Dr. T. Glory Selvam T. Glory Selvam

Members:

1. Dr. S. Jesima
2. Dr. J. Shakin J. Shakin
3. Dr. D. Maheswari D. Maheswari
4. Dr. P. Pandipriya

5. Dr. M.S. Meenakshi

6. Dr. D. Ramkumar

7. Dr. R.A. Latha Devi

8. Dr. D. Arumugakani

9. Dr. S. Devibala

10. Dr. R. Vijaya Lakshmi

11. Dr. M. Mahalakshmi

12. Dr. S. Manoranjitham

13. Dr. M.P. Sivasankari

14. Dr. C. Rani Vijaya

15. Dr. A. Gandhimathi

16. Dr. A. Prema

17. Dr. S. Naga Nandhini Sujatha

~~Dr. M.S. Meenakshi~~

Dr. D. Ramkumar

Dr. R.A. Latha Devi
Dr. D. Arumugakani

Dr. S. Devibala

Dr. R. Vijaya Lakshmi

Dr. M. Mahalakshmi

Dr. S. Manoranjitham

Dr. M.P. Sivasankari

Dr. C. Rani Vijaya
Dr. A. Gandhimathi

Dr. A. Prema

Dr. S. Naga Nandhini Sujatha

MINUTES OF IQAC MEETING HELD ON 07.11.2023 - 10.00 a.m.

Ref: Circular / IQAC - 2023-24/¹⁰~~09~~ dt. 6/11/2023.

Agenda: ① Status on data collection for AQAR 2023-2024

② Status of IQAC activity proposed for 2023-2024.

The sixth meeting of IQAC for the academic year 2023-2024 was held on 7.11.2023 at 10.00 a.m in the Home Science block.

The following resolutions were made.

- ① IQAC Coordinator Congratulated all the members of IQAC team for the milestones achieved since 31.08.2023.
 - Submission of AQAR - 2021-2022 (29/09/2023)
 - Establishing MOU with DigitALL for village adoption (14/10/2023)
 - Organising Khadi Mahotsav programme (16/10/2023)
- ② Programmes planned during December²⁰²³/January 2024.
 - i) Two day FDP on Research visibility, Publications ethics and DPR on December 13th and 14th 2023.
 - ii) Programme for Divyangjan students and Mahakavi Bharathiyar day programme.
 - iii) Campus abroad programmes to be organised in Dec. 2023.
 - iv) One day seminar on AI tools, E-content development and student program on 3D printing to be organised in Dec. 2023.
 - v) Human Rights programme - to be organised in association with Soco trust.
 - vi) As an initiative of faculty welfare (for teaching and non-teaching faculty), a programme on 'Investment awareness' to be planned in December 2023.
 - vii) MOU with Ruby foods for Summer Internship students program to be implemented.
 - viii) Special alumni meet with notable alumni to be organised in January 2024. (proposed notable alumni to be invited was discussed [Mrs. Pammizhachi Thangapandian (Eng), Mrs. Parthasarthi (MP) (Zoo), Mrs. Premalatha (Mahatma School Chairman) (Mat), Mrs. Jayalakshmi (Hindu-Press), Principal Madam - (Dr. S. Vanathy)].
- ③ Based on the MOU signed with DigitALL, village adoption to be implemented in Jan. 2024.
- ④ Feedback to be collected from guest of honour and participants/beneficia

- for all the programmes to be held in 2023-2024.
- ⑤ Feedback to be analysed and its corresponding action taken report to be prepared.
 - ⑥ AM foundation Scholarship for eligible 2 year VA students to be finalised in last week of November, 2023.
 - ⑦ Report on best practices for 2022-2023 to be collected from the departments of English, Computer Science and Computer Applications on / before 9.11.2023.
 - ⑧ Criteria wise Data Collection for AQAR 2022-2023 in the required format to be submitted on / before 24.11.2023.

JBS Sharmila
07/11/2023

~~07/11/23~~
PRINCIPAL.

IQAC COORDINATOR

CO-COORDINATORS:

1. Dr. P. Punitha Annmalar

P. N. A.

2. Dr. P. Selvi

3. Dr. P. Glory Selvam

T. Glory Selvam
7/11/23

Members:

1. Dr. S. Jesima

2. Dr. J. Shalin

3. Dr. D. Nateswari

D. Nateswari
7/11/23

4. Dr. P. Pandipriya

5. Dr. M.S. Meenakshi

M. Meenakshi

6. Dr. D. Ramkumar

D. Ramkumar

7. Dr. R.A. Lakshmi Devi

8. Dr. D. Anumugakani

D. Anumugakani
7/11/23

9. Dr. S. Devibala

10. Dr. R. Vijayalakshmi

11. Dr. M. Mahalakshmi

12. Dr. S. Manoranjitham

S. Manoranjitham

13. Dr. C. Rani Vijaya

7/11/23

14. Dr. M.P. Sivasankari

M.P. Sivasankari
7/11/23

15. Dr. A. Gandhimathi

16. Dr. A. Prema

A. Prema
07/11/23

17. Dr. S. Naga Nandhini Pyatha.

S. Naga Nandhini Pyatha
7/11/23

MINUTES OF IQAC MEETING HELD ON 24.1.2024 - 1.00pm.

Ref: Circular / IQAC - 2023-2024 / IA dt. 24.1.2024

Agenda: Discussion on the remaining events for 2023-2024

The seventh meeting of IQAC for the academic year 2023-2024 was held on 24.1.2024 at 1.00 pm in the Home Science block.

The following resolutions were made:

1. Data for Green and Energy Audit based on the CPREEC Questionnaire has to be collected as per the following:
 - a) Waste management: Dr. Manojranjitham & Dr. Mahalakshmi
 - b) Energy Conservation: Dr. Vijayalakshmi & Dr. Prema
 - c) Water Conservation: Dr. Maheswari
 - d) Greening the Campus: Dr. Sivasankari
 - e) Animal welfare: Dr. Rani Vijaya
 - f) General: Dr. Sivasankari
2. Divyangjan Job readiness for the current outgoing and passed out differently abled students is to be followed up as given below:
 - Divyangjan Student follow up for job readiness and smart goggles: Visually Impaired: Dr. Shakin & Dr. Jesima
 - Hearing Impaired: Dr. Anumyakani & Dr. Maheswari
 - Locomotor challenged: Dr. Meenakshi & Dr. Reena.
3. The Govt. of India certified 'Investment and Asset Management' Training (for Teaching and Non-teaching faculty) is to be organised in February 2024 in association with NSDL, to be followed up by Dr. Meenakshi, Commerce dept.
4. The feasibility for restoration of the following facilities - PAS, incinerator and napkin vending machines was discussed.
5. The avenues for entrepreneurial skill development of the village community as part of the village adoption was discussed.

- i) Impartation of digital skills - app usage for bill by students trained payments, e-savai etc. by Digit ALL.
- ii) Imparting aari and tailoring skills by students and alumni through offline and online mode.

6. The outcomes of the FDP on AI tools for education is to be evaluated by the organisers

P. Sharmila
24/01/2024
IQAC COORDINATOR

Dr. S. S. S. S.
24/01/2024
PRINCIPAL

CO-COORDINATORS:

1. P. Punitha Ponnalax
2. Dr. P. Selvi
3. Dr. T. GLORY SELVAM

P. A. S.
24/1/24
P. S. S.
24/1/24
T. G. G. G.
24/1/2024.

MEMBERS:

1. Dr. S. Jesima
2. Dr. J. Shalin
3. Dr. D. Maheswari
4. Dr. P. Pandipriya
5. Dr. M. S. Meenakshi
6. Dr. D. Ramesh Kumar
7. Dr. R. A. Latha Devi
8. Dr. D. Anumugakani
9. Dr. S. Devikala
10. Dr. R. Vijayalakshmi
11. Dr. M. Mahalakshmi
12. Dr. S. Manoranjitham
13. Dr. C. Ranivijaya
14. Dr. M. P. Swa Sankari
15. Dr. A. Gandhimathi
16. Dr. A. Prema
17. Dr. S. Naganandhini Sujatha

Dr. P. Swa Sankari