



vidhya sagar
WOMEN'S COLLEGE
(Affiliated to University of Madras)
Accredited at 'A' Grade by NAAC
Chengalattu - 603 111



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -8

Venue: ZOOM LINK

Date: 31.05.2021

AGENDA

- DVV Clarification
- Criterion I To Criterion VII

MINUTES OF MEETING

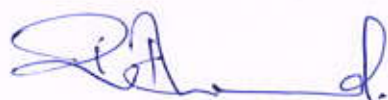
Dr. C. Shalini – Convenor, Principal, VSWC
Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science *A*
Dr.R. Jayanthi- Member & HOD, Dept. of PG Commerce *R.J.*
Mrs. B. Padmadevi - HOD, Dept. of Physics *B. Padma*
Mrs. D.Preethi- Member
Dr.P.K.Gayathri—Member *PKG*
Mrs.P.Gayathri – Member *PG*
Dr. G. Kranti Kishore – Member *G.K.*
Mrs. T. Ezhil -Member *T.E.*

The NAAC Criterion Heads meeting was held on 31.05.2021 through online. The following points were discussed in the meeting:

Discussions:

- As per DVV clarifications each and every criteria's was discussed and necessary rectifications are taken by the Principal, IQAC Co-ordinator, and the criterion Heads.
- The intimations are:
- In criteria 1 for course details the practicals and lab paper to be excluded and confined the counting's as 546. Likewise for Adds on course the details of the courses above 30 hrs are to be attached in Excel along with the student's signature. For 1.3.1 the details in Google drive are to be converted in to web link.
- The relevant information's in 2.2.2, 1.2.3, 4.3.2, & 1.3.3 regarding the total number of students are to be identified and rectified as per the requirements.
- Extended profile and deviations in criteria 3.1 & 3.2 related to sanctioned posts are relevant with criteria 2.4.1 and the same is to be identified and rectified.
- Metric level deviations of criteria 3 related to change management of 3.2.2 and NSS Program of 3.4.3 is rectified and correctly tallied.
- In 3.2.2 for the year 19-20 one Research paper to be identified, likewise in 3.3.3 the ISBN number for the year 16-17 is to be identified.

- Related to extension activity and awards in 3.4.2 as only government agency award is considered YRC of our college is only accepted. Likewise in 3.4.3 the detailed documentation of NSS Programs is to be attached in excel with proper attestation by the principal.
- In 3.5.2 all the 3 years programs are considered as 1 program, as the NAAC assessment is done up to 2020 the YOUNG INDIA programs are not considered for the current assessment.
- For MOU the ICT and MMA programs are to be designed in excel sheet and should to be duly attested by the principal as well as the organisers of MMA and ICT ACADEMY. Similarly, the agreement copy is to be scanned and attached.
- Salary year wise and computers invoices are to be collected from FC Sir.
- In 4.3.2 the total number of computers is 308, but DVV Specification is 20, for this the detailed lab list to be collected from Shankar sir and the overall photos of computer lab are to be enclosed.
- All the information's of criteria 5 which is available in Google drive are insisted to be converted in to proper web link. Likewise the following specifications is to be done in 5.1.5 for Anti-ragging committee the necessary photos to be attached and should mention as the grievances are operative through the students council only.
- In 5.3.3 related to the average number of sports and cultural event, for this as a relevant document the students list and the Bonafide certificate which is issued by the principal with proper attestation should be scanned and attached with the excel sheet and the same to be sent to principal's mail .
- Regarding career counseling and competitive exams in criteria 5.1.4 the necessary attendance info to be collected from maths dept., as a relevant source.
- In 6.3.3 the necessary documents related to step up in quality higher education 4.0 and Be the best version of you to be designed in Report format likewise for international conference on NANO - A new world of science - for this the Invitation, Agenda, Book release cover page are to be attached as an evidences along with the report. Similarly the Academic audit to be cancelled.
- Regarding the professional development program of 6.3.4 the total count of staffs attended FDP in external sources are to be collected and the certificates of that FDP to be duly enclosed.
- In 7.1.2 the necessary geo tagged photos of solar plant and the relevant bills to be attached. Likewise for 7.1.4 for water conservation facilities Bore well and Ro system can be considered and the relevant bills and geo tagged photos are to be attached as evidence.
- For green campus initiatives in 7.1.5 the necessary document proof to be enclosed on restricted entry of automobiles, pedestrian friendly pathway and Landscaping with trees and plants.
- In 7.1.6 for quality audits on environment the details are already provided in excel sheet related to beyond the campus environmental promotion activity, which is organised under NSS BANNER and the same to be ensured with Mrs.Latha NSS OFFICER.
- Likewise, in 7.1.7 for disabled friendly and barrier free environment is scribe and the necessary geo tagged photos to be enclosed. And for 7.1.10 for the prescribed code of conduct the photo of committee members has been already sent.
- Common advisory for all the criterion heads is to share all the documents and convert all the Google drive details into proper web link and the same is to be sent to principal Mam and vice-principal Mam mail as well as IQAC Mail for further references.




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -7

Venue: ZOOM LINK

Date: 15.12.2020

AGENDA

- CONDUCT OF IQAC - INTERNAL ACADEMIC AUDIT

MINUTES OF MEETING

The members attended the meeting are:

- Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr.R. Jayanthi- Member & HOD, Dept. of PG Commerce ✓
Mrs. B. Padmadevi - HOD, Dept. of Physics B. Pad ✓
Mrs. D.Preethi- Member ✓
Dr.P.K.Gayathri—Member ✓
Mrs.P.Gayathri – Member ✓
Dr. G. Kranti Kishore – Member ✓
Mrs. T. Ezhil -Member ✓

- ❖ The IQAC- Internal Academic Audit is scheduled from 17/12/2020 to 24/12/2020 for all the Departments, clubs & committees. The list of files verified during the audit are given below

S.NO	NAME OF THE FILE
1.	Time Table, Work Load, Staff wise Subject Allotment
2.	University Result Analysis File
3.	Staff Presentation, Publication & Participation File
4.	Guest to other institutions (staff)
5.	Intra department activities
6.	Students activities (Academic & sports)
7.	IA File (Time Table, Attendance sheets, Room Allotment, Result Analysis& Mark register)
8.	Nominal Roll File
9.	Staff Achievement
10.	Department meeting minutes
11.	Substitution note and printout
12.	Mentor – Mentee Record
13.	Differently Abled
14.	First Generation Learner's Student list
15.	University Result Galley
16.	Course outline

17.	Visitors notebook
18.	Students Progression File
19.	Remedial class register
20.	Sick Register
21.	Syllabus File
22.	Principal-Heads & Staff Meeting Minutes File
23.	Action Plan or Proposal File
24.	Course Material, (PPT - CD)
25.	Staff Award File / Ph.D / Net / SET
26.	Convocation File
27.	List of Eminent Persons & Guest Profile
28.	MIS
29.	Students Profile
30.	Stock Register



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -6

Venue: ZOOM LINK

Date: 12.11.2020

AGENDA

- Updations of revised Criteria & Intimation of SSR Submission

MINUTES OF MEETING

The members attended the meeting are:

Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr.R. Jayanthi- Member & HOD, Dept. of PG Commerce ✓
Mrs. B. Padmadevi - HOD, Dept. of Physics B. Pad ✓
Mrs. D.Preethi- Member ✓
Dr.P.K.Gayathri—Member ✓
Mrs.P.Gayathri – Member ✓
Dr. G. Kranti Kishore – Member ✓
Mrs. T. Ezhil -Member ✓

- ❖ All the department faculty members insist on checking the NAAC website for the update of the new framework.
- ❖ All the department files to be checked properly.
- ❖ Meeting minutes and Report to be updated.
- ❖ Criteria wise updations was discussed

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -5

Venue: ZOOM LINK

Date: 10.08.2020

AGENDA

- Allotment of new criterion In-charges and discussion about Updatons in NAAC files.
- Criterion wise discussion on NAAC New Regulations.

MINUTES OF MEETING

The members attended the meeting are:

Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr.R.Jayanthi- Member & HOD, Dept. of PG Commerce
Mrs. B. Padmadevi - HOD, Dept. of Physics B. Padmadevi
Mrs. D.Preethi- Member
Dr.P.K.Gayathri—Member
Mrs.P.Gayathri – Member
Dr. G. Kranti Kishore – Member
Mrs. T. Ezhil -Member

The Following were discussed in the meeting:

- Updatons based on the NAAC New Regulations were discussed in common.
- Planned to have Criterion wise meeting and discussion to clarify the new regulations in detail and to clarify the doubts.
- Criterion wise discussion dates were finalized and allotted in charges to go through the New Regulations as follows:

DATE	CRITERION	MEMBER INCHARGE
11.08.2020	I	Mrs. B.Kalpana
12.08. 2020	II	Mrs. C. Anuradha
13.08. 2020	III	Dr.R. Jayanthi
14.08. 2020	IV	Mrs.K.Kalaivani
17.08. 2020	V	Mrs. P. Gomathy
18.08. 2020	VI	Dr. R.Arunadevi
19.08. 2020	VII	Mrs. B. Padmadevi

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -4

Venue: ZOOM LINK

Date: 15.06.2020

AGENDA

- Student Virtual Power Seminar by ICT Academy

MINUTES OF MEETING

The members attended the meeting are:

Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr.R.Jayanthi- Member & HOD, Dept. of PG Commerce R.J
Mrs. B. Padmadevi - HOD, Dept. of Physics B. Pad
Mrs. D.Preethi- Member P
Dr.P.K.Gayathri—Member P.K.G
Mrs.P.Gayathri – Member P.S
Dr. G. Kranti Kishore – Member G
Mrs. T. Ezhil -Member T.E

- ❖ Intimation of Power Seminar on “OPPORTUNITIES IN FINANCIAL SECTOR- POST COVID -19” on 22nd June 2020 organized by ICT Academy
- ❖ The platform for the Webinar will be Zoom

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF MEETING -3

Venue: ZOOM LINK

Date: 10.06.2020

AGENDA

- Student Webinar - Through Online- Zoom
- Webinar on " SELF ANALYSIS "

MINUTES OF MEETING

The members attended the meeting are:

Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science
Dr.R..Jayanthi- Member & HOD, Dept. of PG Commerce
Mrs. B. Padmadevi - HOD, Dept. of Physics
Mrs. D.Preethi- Member
Dr.P.K.Gayathri—Member
Mrs.P.Gayathri – Member
Dr. G. Kranti Kishore – Member
Mrs. T. Ezhil -Member

- ❖ Planned to organize a Webinar on "SELF ANALYSIS "on 12th June 2020.
- ❖ The Platform for the Webinar will be Zoom
- ❖ Target No. Participants - 100
- ❖ Mr. P.K. Raghunathan, Speaker, Management Trainer, Business Consultant is the Resource person
- ❖ Duties (Invitation preparation, Registration Procedures, Organising team & Co-ordinating team) were allotted for the programme.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING -2

Venue: ZOOM LINK

Date: 05.06.2020

AGENDA

- Student Webinar - Through Online- Zoom
- Webinar on PERSONAL & PROFESSIONAL SKILLS FOR YOUR POST COLLEGE LIFE.

MINUTES OF MEETING

The members attended the meeting are:

Dr. R.Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr.R..Jayanthi- Member & HOD, Dept. of PG Commerce ✓
Mrs. B. Padmadevi - HOD, Dept. of Physics B.P. ✓
Mrs. D.Preethi- Member ✓
Dr.P.K.Gayathri—Member ✓
Mrs.P.Gayathri – Member ✓
Dr. G. Kranti Kishore – Member ✓
Mrs. T. Ezhil -Member ✓

- ❖ Planned to organise a Webinar on Webinar on Personal & professional skills for your post college life on 8th June 2020
- ❖ The platform for the Webinar will be Zoom
- ❖ Target No. Participants - 100
- ❖ Mr. Rajeev Ponnusamy, Senior VP & Partner at Drivestream, US, is the Resource Person
- ❖ Duties (Invitation preparation, Registration Procedures, Organising team & Co-ordinating team) were allotted for the programme.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING - I

Venue: ZOOM LINK

Date: 01.06.2020

AGENDA

- Student Webinar - Through Online- Zoom
- Webinar on COMMUNICATION 2.0

MINUTES OF MEETING

The members attended the meeting are:

Dr. R. Arunadevi – Coordinator, Vice Principal & HOD, Dept. of Computer Science ✓
Dr. R. Jayanthi - Member & HOD, Dept. of PG Commerce R.J.
Mrs. B. Padmadevi - HOD, Dept. of Physics B.P.
Mrs. D. Preethi- Member P.D.
Dr. P.K. Gayathri - Member P.K.G.
Mrs. P. Gayathri - Member P.G.
Dr. G. Kranti Kishore – Member G.K.K.
Mrs. T. Ezhil -Member T.E.

- ❖ Planned to organise a Webinar on COMMUNICATION2.0 on 4th June 2020.
- ❖ The platform for the Webinar will be Zoom
- ❖ Target No. of Participants - 160
- ❖ Mr. P.K. Raghunathan, Speaker, Management Trainer, Business Consultant, is the Resource Person
- ❖ Duties (Invitation preparation, Registration Procedures, Organising team & Co-ordinating team) were allotted for the programme.


1/6/2020


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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES- ACTION TAKEN REPORT

DATE	DECISION TAKEN	ACTION TAKEN
1.6.2020	Conduct of student webinars	<ul style="list-style-type: none">➤ COMMUNICATION 2.0 – 4/6/2020➤ PERSONAL & PROFESSIONAL SKILLS FOR YOUR POST COLLEGE LIFE- 8/6/2020➤ SELF ANALYSIS- 12/6/2020
15.6.2020	Conduct of virtual seminar by ICT Academy	"OPPRTUNITIES IN FINANCIAL SECTOR- POST COVID -19 "on 22 June 2020
10.08.2020	Allotment of New Criterion In charges	Discussion about updated NAAC files with new criterion In-charges on 10/08/2020
15.12.2020	Schedule for IQAC – INTERNAL AUDIT	Conduct of IQAC Internal audit from 17/12/2020-24/12/2020

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