VIDHYA SAGAR WOMEN'S COLLEGE
(Affiliated to University of Madras)
Accredited at "A" Grade by NAAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #1

Venue: IQAC Room   Date: 26-06-2019

AGENDA

- IQAC seminar
- Proposals for Conference.
- AQAR Submission details and allotment of criterion.
- Student development programme.
- Suggestions from members.

MINUTES OF MEETING

The members attended the meeting are

Dr. G.Valarmathi, Coordinator

Dr. R.Arunadevi – Vice Principal

Mrs. G. Subhasri - Member

Mrs. S. Dharani – Member

Mrs.T.Ezhil – Member

Mrs.C.Anuradha- Member

Mrs.B. Padma Devi-Member

Mrs. G. Jayanthi - Member

- The meeting started with the Prayer.
- Proposal for organizing IQAC seminar were presented.
- Likely to have IQAC seminar in the month of September.
- Date to be fixed in July to explain the new NAAC frameworks to faculty members.
- 2018 – 2019 academic year details (criterion- wise) to be collected on or before July 10th for AQAR submission.
- NET / SET coaching classes to be started for this ac academic year and records to be filed properly.
- Organized a FDP in the month of June and planned to have one more FDP in November.
- A workshop on 'Intellectual Property Rights' to be organized in this academic year.
- Staff publication on UGC approved journals to be concentrated.
- Planning for External Audit in the month of July.
- Smart Board classes to be taken effectively. All 3 smart board classrooms to be engaged. Smart Board register should be entered properly.
- Suggestions were invited from the members.
- Thanking note addressed.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #2

Venue: IQAC Room   Date: 07.08.2020

AGENDA

- ➤ Updation of NAAC files.
- ➤ Criterion wise discussion on NAAC New Regulations

MINUTES OF MEETING

The members attended the meeting are:

Dr. G.Valarmathi -Coordinator
Dr. R.Arunadevi – Vice Principal& HOD, Dept. of Computer Science
Mrs. C.Anuradha- Member& HOD, Dept. of English
Mrs. G. Subhasri - Member, IQAC
Mrs.T.Ezhil – Member, IQAC
Mrs. P. Gomathy – Member& HOD, Dept. of BBA
Mrs. S. Dharani – Member, IQAC
Mrs. G. Jayanthi - Member, IQAC

The Following were discussed in the meeting:

- Updations 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 finalised and allotted incharges to go through the New Regulations as follows:

DATE	CRITERION	MEMBER INCHARGE
09.08.2019	I	Mrs. G. Subhasri
13.08.2019	II	Mrs. C. Anuradha
14.08.2019	III	Dr. G. Valarmathi
16.08.2019	IV	Mrs. T. Ezhil
17.08.2019	V	Mrs. Jayanthi
19.08.2019	VI	Mrs. S. Dharani
20.08.2019	VII	Mrs. B. Padmadevi

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #3

Venue: IQAC Room   Date: 07.11.2019

AGENDA

- ➢ NAAC new guidelines
- ➢ PO, PSO, CO - deadline.
- ➢ Updation of NAAC files.
- ➢ Internal and External audit dates.
- ➢ Soft copy of all supporting documents.
- ➢ Department MIS.
- ➢ Mentor and Mentee meeting.
- ➢ Remedial classes.
- ➢ IQAC workshop.
- ➢ Word limits for write-ups.

MINUTES OF MEETING

The members attended the meeting are:
Dr. G.Valarmathi -Coordinator
Dr. R.Arunadevi – Vice Principal& HOD, Dept. of Computer Science
Mrs. C.Anuradha- Member& HOD, Dept. of English
Mrs.T.Ezhil – Member
Mrs. P. Gomathy – Member& HOD, Dept. of BBA
Mrs. K. Jeyagowri – Member
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Dr. Sheeba – HOD, Dept. of IDD

- ❖ NAAC manual to be gone through properly by all HOD's and staff members regarding the new guidelines.
- ❖ Dec 02nd (Monday) will be the last date to submit the Programme Outcome, Programme Specific outcome and Course outcome.
- ❖ NAAC files to be updated on or before 10th November for Internal and External audit.
- ❖ Internal Audit will be from 2nd Dec.
- ❖ External Audit will be tentatively on 14th December.
- ❖ All records (supporting documents) from the academic year 2015 – 2016 must be ready as soft copy.
- ❖ NAAC files should be saved in the department systems desktops.
- ❖ Department MIS to be updated properly.
- ❖ Mentees must meet their mentors frequently.
- ❖ Remedial class records to be maintained properly.
- ❖ Discussions were made regarding the IQAC workshop for faculty members. The suggestions given by the members are as follows:
  - • Workshop on NAAC new framework.
  - • Excel training programme for faculty members.
  - • Workshop on paper presentation for faculty members.
  - • Smart board training programme for faculty members.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #4

Venue: IQAC Room   Date: 27.01.2020

AGENDA

- ➢ External Audit
- ➢ IQAC conference
- ➢ Changes in Criteria
- ➢ NAAC files checking
- ➢ Updation of revised Criteria.

MINUTES OF MEETING

The members attended the meeting are:
Dr. G.Valarmathi - Coordinator
Dr. R.Arunadevi – Vice Principal & HOD, Dept. of Computer Science
Mrs.T.Ezhil – Member
Mrs. P. Gomathy – Member & HOD, Dept. of BBA
Mrs. K. Jeyagowri – Member
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Dr. Sheeba – HOD, Dept. of IDD
Mrs. P.L. Amutha – Deputy Head, Department of English

- ❖ External Audit is planned tentatively on 22nd and 24th of February for Arts and Science departments respectively.
- ❖ IQAC Conference is planned on 28th February on the topic Gamification.
- ❖ Conference will be a knowledge sharing session and no paper presentation and release of conference proceedings.
- ❖ Rough budget to be prepared for the conference.
- ❖ All the department faculty members insist on checking the NAAC website for the update of the new framework.
- ❖ Regular meetings will be held on 8th, 10th and 11th February regarding the discussion of new updations.
- ❖ All the department files to be checked properly.
- ❖ Meeting minutes and Report to be updated.
- ❖ Criteria II update to be checked and to be intimated to the IQAC coordinator.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #5

Venue: IQAC Room   Date: 12.02.2020

AGENDA

- ➢ External Audit
- ➢ IQAC workshop
- ➢ Criteria updation

MINUTES OF MEETING

The members attended the meeting are:

Dr. G.Valarmathi - Coordinator
Dr. R.Arunadevi – Vice Principal & HOD, Dept. of Computer Science
Mrs. C. Anuradha – HOD, Department of English
Mrs.T.Ezhil – Member
Mrs. P. Gomathy – Member & HOD, Dept. of BBA
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Mrs. B. Padma Devi – HOD, Dept. of Physics
Dr. Sheeba – HOD, Dept. of IDD

- ❖ External Audit will be held on 24th of February for Arts and Science departments.
- ❖ IQAC workshop is planned on 28th February on the topic "*Quality Enhancement in Teaching through Gamification*"
- ❖ Maximum number of participants is 50.
- ❖ Faculty members and Research Scholars alone will be participants
- ❖ Rs. 300 will be the registration fee.
- ❖ Kit, Certificate, Working Lunch and Refreshments will be provided to all the participants.
- ❖ E- invitation will be sent to all
- ❖ Criteria wise updation was discussed.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #6

Venue: IQAC Room   Date: 26.02.2020

AGENDA

➢ AQAR 2019-2020 details
➢ Criterion I To Criterion VII

MINUTES OF MEETING

The members attended the meeting are:

Dr. G.Valarmathi -Coordinator
Dr. R.Arunadevi – Vice Principal & HOD, Dept. of Computer Science
Mrs. C.Anuradha- Member & HOD, Dept. of English
Mrs. P. Gomathy – Member & HOD, Dept. of BBA
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Mrs. B. Padmadevi - HOD, Dept. of Physics
Mrs. K. Idhaya Banu - HOD, Dept. of IDD

The following points were discussed in the meeting:

❖ AQAR details are to be collected and kept ready for the submission through online.
❖ Criterion wise HOD incharges are insisted to collect the supporting documents for each details as soft copy.
❖ Revised / Reframed PO, PSO & CO to be updated in the college website before the AQAR submission.
❖ All the criterion incharges were asked to follow the updated regulations carefully.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #7

Venue: Zoom Meeting   Date: 17.04.2020

AGENDA

- ❖ Student Webinar - Through Online- Zoom
- ❖ FDP / Webinar / Short Term Courses for Staff

MINUTES OF MEETING

The members attended the meeting are:

Dr. G.Valarmathi -Coordinator
Dr. R.Arunadevi – Vice Principal & HOD, Dept. of Computer Science
Mrs. C.Anuradha- Member & HOD, Dept. of English
Mrs. P. Gomathy – Member & HOD, Dept. of BBA
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Mrs. B. Padmadevi - HOD, Dept. of Physics
Mrs. K. Idhaya Banu - HOD, Dept. of IDD

- ❖ Discussions were made to conduct Webinars for students and suggestions regarding topics were invited from all the heads.
- ❖ Suggestions for student webinar from HOD's
  - Placement related Webinar
  - Cloud Computing
  - Exam preparation tips in Pandemic situation
  - Goal setting
- ❖ Through HOD's, Faculty members are suggested to participate in various Webinars, FDP organised by various institutions in order to upgrade/ update themselves.
- ❖ Discussion were made on the available online short term courses for the benefit of the staff and students
- ❖ All the departments are asked to come with suggestions to organise Webinars & FDP's on behalf of VSWC - IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING #8

Venue: IQAC Room   Date: 11.05.2020

AGENDA

➢ FDP on Mind Mapping

MINUTES OF MEETING

The members attended the meeting are:

Dr. G.Valarmathi -Coordinator
Dr. R.Arunadevi – Vice Principal & HOD, Dept. of Computer Science
Mrs. C.Anuradha- Member & HOD, Dept. of English
Mrs. P. Gomathy – Member & HOD, Dept. of BBA
Mrs. B. Kalpana – HOD, Dept. of Maths
Mrs. S. Kalaivani – HOD, Dept. of Chemistry
Mrs. B. Padmadevi - HOD, Dept. of Physics
Mrs. K. Idhaya Banu - HOD, Dept. of IDD

- ❖ Planned to organise a FDP on Mind Mapping in the month of May.
- ❖ The platform for the FDP will be Zoom
- ❖ Target No. Participants - 300
- ❖ Mr. Yogin Sabnis, Mind Mapper was suggested as the Resource Person
- ❖ Duties (Invitation preparation, Registration Procedures, Organising team & Co-ordinating team) were allotted for the programme.

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IQAC MEETING MINUTES- ACTION TAKEN REPORT

DATE	DECISION TAKEN	ACTION TAKEN
26.06.2019	Planned to organize a workshop on NAAC NEW FRAMEWORK	Principal and Head, Dept. of English organized an orientation programme after attending the NAAC sponsored workshop conducted by University of Madras
	Proposed to conduct External Academic Audit	External Academic Audit is planned on 22nd and 24th of February for Arts and Science departments respectively.
	Discussion were made regarding the submission of AQAR 2018-2019	After collecting all the details AQAR were submitted in the month of July.
07.08.2019	Criterion wise discussion	Criterion wise discussion on NAAC new regulations were organised between 09.08.2019 to 20.08.2019

07.11.2019	Programme Outcome, Programme Specific Outcome and Course Outcome to be prepared and submitted on or before 2nd December	PO, PSO and CO were prepared and submitted by all the department HOD's.
	Dept MIS to be updated properly	Submission of monthly dept MIS is being submitted regularly
27.01.2020	Conduct of IQAC conference on Gamification	Workshop on Gamification is planned to be held on 28th February
	Budget to be prepared for IQAC conference	Budget were prepared and requirement list were submitted to management in the first week of February.
	Criterion wise updations to be checked and discussed in the upcoming meeting which is to be held on 8th , 10th and 11th of Febraury	All the HOD's presented the same in the meeting held on 12th February.
12.02.2020	External Audit will be held on 24th of February for Arts and Science departments.	External Audit was conducted on 24th February

	Invitation and Banner to be ready	Brochure were prepared and been circulated to all through mail and whatsapp Banner and certificate was designed
26.02.2020	Discussion were made regarding AQAR 2019-2020	Criterion wise incharges are collected the supporting documents for each details as soft copy.
17.04.2020	Webinar for Students in Pandemic Time	Organised 14 Webinar for the benefit of students in the month of April, May & June.
11.05.2020	FDP on Mind Mapping	Organised a Faculty Development Programme on 23.05.2020 on "Mind Mapping as a Tool for Quality Enhancement" by Mr. Yogin Sabnis, Mind Mapper, CFP.