



vidhya sagar
WOMEN'S COLLEGE
Affiliated to University of Madras
Reaccredited by NAAC
Chengalpattu - 603 111

AQAR 2023-2024

Minutes of Meeting - IQAC

The Fifth Meeting of the Internal Quality Assurance cell for the AY: 2023-2024

Date: 06.07.2023

Venue: Room No: MG8

Time: 11.00 AM to 1.00PM

Agenda






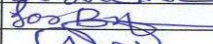

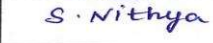



1. Detail Discussion on CRITERION - 2

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC meeting for the Academic Year 2023-2024 was held on 6th July-2023.

The following members were present in the meeting.

S.No.	Name of the Person	Designation	Signature
Chair Person:			
1	Dr. R. Arunadevi	Principal	
Members from Faculty:			
2	Dr. R. Jayanthi	Head, PG Dept. of Commerce	
3	Mrs. S.Valli	Asst.Professor, Dept of English	
4	Mrs. S. Yogambal	Asst.Professor, Dept of English	
5	Dr. V. Rajalakshmi	Head, BBM Dept. of Commerce	
6	Mrs.P.Shoba	Asst.Professor, Dept of CS	
7	Mrs.K.Kalaimathi	Asst.Professor, Dept of Maths	
8	Mrs. R.Renukadevi	Asst.Professor, Dept of Maths	
9	Mrs. T. Vijayalakshmi	Asst.Professor, Dept of CS	
10	Mrs. S. Nithya	Asst.Professor, Dept of Commerce	
11	Mrs.T.Ezhil	Asst.Professor, Dept of Maths	
Convener & Nominee- Employer			
1	Mr. Manu Kumar	IQAC Covener	

The Convener of IQAC Mr. Manu Kumar welcomed the members for the Fifth meeting. A brief agenda was presented by Mr. Manu Kumar Convener of IQAC.

Resolution 1: Discussion about Criterion 2 with Team head and members.

Action plan / Action Taken Report: The following suggestion were given for the NAAC criteria

Discussions: About NAAC Criteria 2:

2.1	2.1.1	Student Enrollment in University for last five years to be same in NIRF, AISHE and NAAC.
	2.1.2	Reservation Policy to be followed as per University Norms data should be collected for five years and to be same in NIRF, AISHE and NAAC.
2.2	2.2.1	Assessment Mechanisms – assigning the learning level of students in five domains and excel sheet model to be prepared. (Excel sheet formats will be given by Mr. Manu Kumar)
	2.2.2	Full time teachers ratio for five years to be same in NIRF,AISHE and NAAC.(A separate file of Appointment order should be scanned and maintained)
2.3	2.3.1	A detail write up report to prepared on Experiential learning, Participative leaning and problem solving methodology – (Details: NSDC syllabus and attendance printed screen for 240 registered students to be collected from Mrs P. Gomathy.)
	2.3.2	Teachers – ICT tools (Smart board register should be maintained, photos uploaded with GPS tag)
	2.3.3	Mentor-mentee: Ratio of Mentor to Mentee to be maintained. And there should be a link with teachers – student’s ratio.
2.4	2.2.2,2.4.1 & 2.4.3	Full time teachers with sanctioned post- Full time teachers ratio for five years to be same in NIRF,AISHE and NAAC.(A separate file of Appointment order should be scanned and maintained)

	2.4.2	Full time teachers with Ph.D during the year – Certificate to be collected scanned and maintained.
2.5	2.5.1	Internal assessment file- Linkage should be created with 2.2.1, 2.3.1 and 2.3.3. (The following files to be maintained regarding Continuous Assessment and Model Exam: Circular, Time Table, Room allotment, Duty chart and Mark Register.)
	2.5.2	Communication received regarding University Examinations –Letter received from Controller of Examination to be collected and maintained. (Report will be given by Mr. Manu Kumar)
2.6	2.6.1 & 2.6.2	PO's & CO's (Report will be given by Mr. Manu Kumar)
	2.3 & 2.6.3.1	Average pass percentage of students during the year in University for last five years to be same in NIRF, AISHE and NAAC- (The following files to be maintained are Galley & result analysis)
	2.6.3.2	Appeared students during the year in University for last five years to be same in NIRF, AISHE and NAAC- (The following files to be maintained are Probable, Nominal roll)
2.7	2.7.1	Students Satisfaction Survey.


Co-Coordinator (IQAC)


Chairperson (IQAC)

Correspondent

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Copy to:

1. All IQAC members
2. Academic Office.

The Sixth Meeting of the Internal Quality Assurance cell for the AY: 2023-2024

Date: 10.10.2023

Venue: Room No: Online Meeting

Time: 11.30 AM to 12.30PM

Agenda

1. Detail Discussion on CRITERION - 3

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC meeting for the Academic Year 2023-2024 was held on 13th October-2023.

The following members were present in the meeting.

S.No.	Name of the Person	Designation	Signature
Chair Person:			
1	Dr. R. Arunadevi	Principal	
Members from Faculty:			
2	Dr. R. Jayanthi	Head, PG Dept. of Commerce	
3	Mrs. S.Valli	Asst. Professor, Dept of English	
4	Mrs. Deepa	Asst. Professor, Dept of Maths	
5	Dr. Tamilselvi	Asst. Professor, Dept of CS	
6	Mrs. S. Nithya	Asst. Professor, Dept of Commerce	
7	Mrs. Padamavathi	Asst. Professor, Dept of Commerce	
8	Ms. Govarthini	Asst. Professor, Dept of Physics	
9	Ms. Hepzibha	Asst. Professor, Dept of Maths	
Convener & Nominee- Employer			
1	Mr. Manu Kumar	IQAC Convener	

The Convener of IQAC Mr. Manu Kumar welcomed the members for the Sixth meeting. A brief agenda was presented by Mr. Manu Kumar Convener of IQAC.

Resolution 1: Discussion about Criterion 3 with Team head and members.

Action plan/ Action Taken Report: The following suggestion were given for the NAAC criteria

Discussions: About NAAC Criteria 3:

3.1	3.1.1	Grant Received- NIL
3.2	3.2.1	Eco System -MSME approval
		Indian Knowledge System (IKS) ➤ Tamil department already doing in the name of Tamil Peravaai and Kanitamzhil ➤ Hindi cell has to be started.
		IPR Cell - To be establish and in charge should be appointed.
	Incubation center and Start up cell should be emerged with ED Cell.	
	3.2.2	IPR seminar will be conducted under the guidance of Mr. Manuk ED- Number of Activities conducted under ED Cell to be included. (Ex: Skill hub activities as – Beauty Saloon, Fabric Painting &Aari work) Research Methodology Cell - To be establish and in charge to be appointed
3.3	3.3.1	UGC care Journal to be collected
	3.3.2	Book Chapters and edited volumes to be collected
3.4	3.4.1	Extension Activities – MSME and all clubs and committees activities should be added. (Report will be prepared by Mr.Manuk)
	3.4.2	Awards from Govt. bodies for Extension Activities
	3.4.3	No. of extension and outreach program – NSS,NCC &YRC
3.5	3.5.1	MOUs/Linkages with Institution &Internship and faculty exchange and collaborate.

Co-Coordinator (IQAC)

Chairperson (IQAC)

Correspondent

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The Seventh Meeting of the Internal Quality Assurance cell for the AY: 2023-2024

Date: 14.03.2024

Venue: Room No: MG8 Time: 1.00 PM to 3.00 PM

Agenda

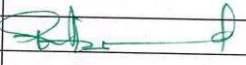
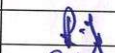
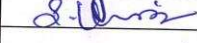

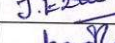
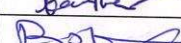

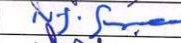

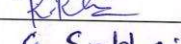
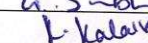
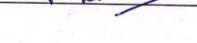

1. Detail Discussion on ALL CRITERIA

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The IQAC meeting for the Academic Year 2023-2024 was held on 14th March -2024.

The following members were present in the meeting.

S.No.	Name of the Person	Designation	Signature
Chair Person:			
1	Dr. R. Arunadevi	Principal	
Members from Faculty:			
2	Dr. R. Jayanthi	Head, PG Dept. of Commerce	
3	Mrs. S.Valli	Asst.Professor, Dept of English	
4	Mrs. A. Jenita Roseline	Asst.Professor, Dept. of Commerce	
5	Mrs.T.Ezhil	Asst.Professor, Dept. of Maths	
6	Mrs.Kavitha	Asst.Professor, Dept. of CS	
7	Mrs. B.Kalpana	Head, Dept. of Maths	
8	Mrs. P.Gomathy	Head, Dept. of BBA	
9	Mr.N.S.Saravanan	Head, Dept. of Commerce(G)	
10	Mrs.V.Rajalakshmi	Head, Dept. of Commerce(BM)	
11.	Dr.R.Rekha	Head,Dept. of Tamil	
12.	Mrs.G.Subha Sri	Head, Dept. of Commerce(CA)	
13.	Mrs. K.Kalaivani	Head, Dept. of Chemistry	

The Co-ordinator of IQAC Dr. R. Jayanthi welcomed the members for the Criterion meeting. A brief agenda was presented by Dr. R. Jayanthi Co-ordinator of IQAC.

Resolution 1: Discussion about All Criteria with Team heads, Member of IQAC and HODs.

Action plan/ Action Taken Report: The following suggestion were given for the NAAC criteria

Discussions: About All the VII Criteria in depth:

- To upload the AQAR in college Website and mail has to send to website committee.
- Student admitted list will be same with AISHE and NIRF.
- Principal insisted the staff members to present more paper publication.
- Publish UGC care list, SCOUPS and Web of Science.
- The Staff members are instructed to attend FDP for more than three days.
- In the meeting Principal insisted the staff members to enroll for Teacher Training Program conducted by Malaviya Mission Teacher Training Center.
- Principal informed the staff members about the importance of State and National level Sports and informed that it should be conveyed to the students.
- Students are motivated to participated in intra and inter collegiate competitions.


Co-Coordinator (IQAC)


Chairperson (IQAC)

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