

**PSGR KRISHNAMMAL COLLEGE**  
**FOR WOMEN**  
**IQAC MEETINGS 2017 -18**

**Minutes of the IQAC meeting to be held on 22.06.2017**

# **Agenda**

## **Agenda**

- IQAC Action plan for the year 2017-18
- Faculty development programmes
- Curriculum enrichment
- Online education
- Student support services
- Study abroad/Semester abroad
- Feedback and Staff appraisal
- Mentoring activities
- Detailed plan of Autonomy committee visit
- DBT STAR college advisory committee visit

# Minutes

## Minutes of the IQAC meeting held on 22.06.2017

Venue : Board Room I

Time: 10: 00 am

### Suggestions

- ❖ Principal welcomed the members and appreciated everyone for their role in achieving College of Excellence award and NIRF ranking.
- ❖ Efforts to be made to increase students' diversity in the coming years.
- ❖ New programmes – M.Sc. Data Analytics, and PG diploma in Actuarial Science (One year programme) to be promoted. All students who have studied Mathematics in their UG course are eligible.
- ❖ The visit of the expert committee for Autonomy extension is scheduled on 17<sup>th</sup> and 18<sup>th</sup> July 2017. The committee will comprise of three expert members, one UGC representative, one University representative and one State Government representative. The Chairman for the committee will be **Dr.Meenakshi Gopinath** former Principal of Lady Shri Ram College, New Delhi. Work allotment with regard to the visit are
  - Report Preparation -Dr.B.Tamilselvi-HoD-Mathematics  
Mrs.M. RajaRajeswari -HoD BCom A&F & B.Com. BA
  - Logistics and Travel-Dr.A.Shamitha Begum-Dean-Academic
  - Faculty members in charge of local hospitality- Dr.S. Chitra- HoD- Chemistry,  
Dr.P.Meeena, Hod- Physics & Dr.Sushil Mary Mathews-from English
  - The Committee will meet the students, faculty members and non-teaching staff. The coordination for the meetings to be done as below.
    - Faculty members and non-teaching staff - Staff club
    - Students-Dr.R.Shantha, HoD-Economics,  
Mrs.C.S.Punitha, HoD-Computer Science(UG)  
Mrs.L.Nithya, HoD-BCom (ecom)
  - The Committee will visit the laboratories of the Science departments. Presentation can be made in the departments.
  - The Committee will also visit the library, CoE office and the hostel.
  - On the second day the Committee will visit all the extension centres. Sports infrastructure also to be shown.
  - Post lunch the report will be finalized.

- Presentation by HoD's to include reforms made in curriculum, research and extension activities. In the description of the curriculum use of OBE to be highlighted.
  - In the presentation it can be pointed out that Application based learning, projects and internship programmes in the curriculum are all results of Autonomy. It is to be stressed that real time projects are being carried out. All noteworthy work like study abroad programmes, Entrepreneur development programmes and developments in the last six years to be presented.
  - Research intake, number of guides, publications in Scopus indexed journals, books published, MoUs, collaborative research, Industry training by faculty, 30 hours of community service by the students etc., to be highlighted.
  - The schedule for the visit will be finalized in the first week of July.
  - Dr.K.Sumathi, IQAC coordinator to be in charge of overall coordination of Autonomy extension.
  - Department visits by the Principal on 10<sup>th</sup> July 2017.
- ❖ **DBT Star College Scheme-** The Advisory Committee Meeting of the DBT Star Scheme is to be on 27<sup>th</sup> June 2017.
- Dr.Suman Govil, Advisor, DBT, Govt. of India, will visit the Science Departments. A meeting with the students is to be arranged to get their feedback.
  - We are likely to get the Star College status.
  - DBT proposes to support the Humanities Departments to promote UG education. Economics and Management faculty to attend the Advisory meeting.
- ❖ A second board room has been constructed. It can be used after furnishing.
- ❖ Plan of Action to be prepared for JOC and Add on courses. For new courses, details like time table, list of registered students, collaboration, etc., to be submitted to Dr.A.Shamitha Begum, Dean–Academic. Rooms for Add on courses for which classes are to be handled by external faculty members will be given in the new classrooms near the old Mess, the construction of which is likely to be over by August 2017.
- ❖ **ERP:** The faculty in charge of review of the new ERP are Dr. S. Poornima-HoD-BBM, Dr.S.N.Padmadevi-HoD-Botany, Dr.J.Balavijayalakshmi-Assistant Professor

–Physics, Dr.K.Parameswari-CoE, Ms.K.Kavitha-Assistant CoE, Ms.G.SophiaReena-HoD-IT and Mrs.L.Nithya-HoD-BCom–Ecom.

- ❖ Academic Action Plan is to be approved and executed with focus on important areas.
- ❖ Department level meeting to be conducted for research action plan.
- ❖ A centre of Excellence for Entrepreneurship is planned. A foundation paper (2 hours/week) on Entrepreneurship to be planned for first years. Help can be requested from our Alumni Dr.Radhika Meenakshi. Department level competitions can be organized. One day skill training can be planned. Faculty members can go for training to industries.
- ❖ Community service to be effective. Students can work in programmes organized by concerns like Avatar Trust and Shanthi Ashram.
- ❖ Online learning-NPTEL and spoken tutorials can be used.
- ❖ Alumni Vidhyadhan Scholarship to be given to students this year also. Dr.S.Poornima (HoD-BBM) has collected 500 dollars towards the same during her meeting with alumni in the United States.
- ❖ Ms. Pavayazhini is the new counselling psychologist appointed in our college.
- ❖ First year students to be made comfortable to adapt to the classroom environment. It is to be ensured that there is no ragging.
- ❖ First year students to be advised about the importance of attending the weekly assembly.
- ❖ **Industrial Visit:** Industrial visit to be planned such that not more than two working days are used. If the visit is for more than seven days, permission is to be got from the JD office. Problematic areas and poor climatic conditions to be avoided. Train travel is preferable. Permission letter from Parents is a must. There should be one faculty member for every 15 students.
- ❖ New faculty members to be oriented by the Heads in the departments before assigning any responsibility.
- ❖ Newsletters to be submitted on time.
- ❖ Compilation of MPhil and PhD reports (abstracts), project works, abstracts of publications for the period from 2012-13 onwards to be done before 10<sup>th</sup> July 2017.
- ❖ CoE Instructions: CA I and two Model question papers to be submitted by 14<sup>th</sup> July 2017. Updated question bank to be submitted by 30<sup>th</sup> July 2017.
- ❖ General Awareness tests will be on 19<sup>th</sup> August and 16<sup>th</sup> September 2017. For the first test the portions will be the first four chapters.

- ❖ The general awareness book to be updated by the English department.
- ❖ Academic calendar activity planning meeting will be on 28<sup>th</sup> June 2017.  
Dr.R.Shantha-HoD-Economics to coordinate.



# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	The visit of the expert committee for Autonomy extension is scheduled on 17 <sup>th</sup> and 18 <sup>th</sup> July 2017.	Planning of the visit and work allotment	Principal, Dean Academics and IQAC coordinator	17 <sup>th</sup> and 18 <sup>th</sup> July 2017.	Completed
2	<b>DBT Star College Scheme-</b> The Advisory Committee Meeting of the DBT Star Scheme is to be on 27 <sup>th</sup> June 2017.	Planning of the visit and work allotment	Principal, Dean Student Affairs	27 <sup>th</sup> June 2017	Completed. College elevated to Star College Status
3	A second board room has been constructed	Construction and furnishing	Secretary and Civil Department	August 2017	Completed
4	Plan of Action to be prepared for JOC and Add on courses.	Complete planning of courses time table, list of registered students, collaboration, Room allotment etc.,	Dean academics	31 <sup>st</sup> July 2017	Completed
5	Academic action plan to be formulated and given to the departments.	Academic calendar activity planning meeting	Dr. R. Santha Head, Department of Economics	28 <sup>th</sup> June 2017	Completed
	Strengthening of Entrepreneurship activity	Entrepreneurship activity "NEN 100" to train the teachers planned	IEDC coordinators	11 <sup>th</sup> , 12 <sup>th</sup> and 13 <sup>th</sup> September 2017	Completed



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**Minutes of the IQAC meeting to be held on 21<sup>st</sup> September 2017**

# **Agenda**

## **Agenda**

- Placement activities
- Convocation
- ESE planning
- Online activities
- Study Abroad programme

# Minutes

## Minutes of the IQAC meeting on 21<sup>st</sup> September 2017

Venue : Board Room I

Time: 10: 00 am

### Suggestions

- ❖ Our college has received the formal letter of extension of autonomy for the period from 2017-2022 from UGC.
- ❖ The departments of English, Mathematics and Computer Science have gone for increase in intake of PhD scholars based on the number of faculty with guide recognition.
- ❖ There was a meeting of the PDP trainers with the Principal and Secretary on 16<sup>th</sup> September 2017. The trainers have given some good feedback to improve the effectiveness of the training which would be taken into consideration.
- ❖ The convocation for the 2013-16 batch will be in the last week of October 2017.
- ❖ The End Semester Examinations will be in November 2017.
  - List of internal examiners to be submitted by 25<sup>th</sup> October 2017.
  - Mark entry for CIA I and II to be completed by 7<sup>th</sup> October 2017.
  - Condonation list to be submitted by 17<sup>th</sup> October 2017.
  - Hall tickets can be downloaded from 26<sup>th</sup> to 29<sup>th</sup> October 2017.
  - Internal marks to be submitted to controller section only after thorough checking. There should be no errors. Students to be directed to check their marks and report any discrepancy immediately.
  - Serious action to be taken if there is any malpractice by students during the CIA and model examinations.
  - During the end semester examinations, additional sheets are to be issued only when necessary. Strict vigilance is required to prevent misuse by the students.
  - The Chief Superintendents for the end semester examinations will be  
Dr.P.Meena, Head of the Department of Physics and Mrs. R. Panneerselvi,  
Head of the Department of Mathematics (PG).
- ❖ The Founders' day in January 2018 coincides with the centenary year of our Founder Sri. G. R. Govindarajulu. The celebrations to commemorate the centenary year will start in January 2018 and go on up to January 2019. Events as listed below to be organized.

- Mass dance and March past on Founders' day. Mass dance to be coordinated by the Fine Arts Secretaries. The same team as last year to continue.
  - Inauguration of indoor auditorium.
  - Staff members with long service are to be honoured.
  - Two International conferences to be planned as part of the centenary celebrations.
  - List of prominent alumni to be submitted to Dr.S.Padmavathi-Dean-Academic Support and Alumni Relations. Alumni who have distinguished themselves at the national and state level as Educationists, Entrepreneurs, or as service oriented persons can be included in the list.
  - Women's day to be celebrated in March 2018 is to be grand with honouring of women achievers.
  - A good number of retired faculty members of GRG institutions to be invited for the Teachers Day celebrations in September 2018.
  - E cell to plan for a meeting of Alumni Entrepreneurs.
  - A Sports Event to be organized.
  - One or two Endowment lectures to be planned.
- ❖ Study abroad programme- There was a visit of people from the French Embassy. Collaborative programmes and internship in France can be planned. The links for this have been mailed to all the departments. Study abroad programmes can be planned in other possible countries too.
  - ❖ ERP- If there are any difficulties in ERP usage inform Dr. (Mrs). C.Gomathy of the Commerce department or Mrs.G.Sophia Reena, Head of the Department of BSc IT.
  - ❖ ISO- Our college strategy map will be mailed. The Department objectives to match with the college strategy. The objectives to be submitted to on or before 28<sup>th</sup> September 2017. Mock audit to be carried out before the Internal Audit.
  - ❖ My Klassroom to be effectively used. E content already developed to be uploaded in the My Klassroom platform. All the students now get access to My Klassroom LMS (100% coverage).
  - ❖ MOOC-UGC proposes to develop MOOC (Massive Open Online Courses) and has invited "Expression of Interest" from higher education institutions and academicians to develop high quality MOOCs. A sample video of about 5 minutes to be uploaded on You Tube giving a brief description about the objectives and outlines of the course. Faculty members with PG teaching experience of 10 years to take up this.

- ❖ The induction programme for the new faculty members is over. The Karl Kubel outbound training programme for mid-career teachers will be organized from 9<sup>th</sup> -11<sup>th</sup> October 2017. The list of tentative participants to be prepared by IQAC and HR and submitted to Dean Research with Principal's approval.
- ❖ Full time research scholars for the current academic year can start attending classes from October 4, 2017.
- ❖ The communication for the registration for NIRF 2018 rankings has been received. We will be registering and participating and our ranking to improve this year.
- ❖ On 7<sup>th</sup> October, there will be a Carnatic musical fest. Selected students of all GRG institutions will be performing on that day. Time: 1.30-5.00pm.
- ❖ Teaching learning online feedback from students to be obtained in October 2017 and the schedule for this will be sent to the departments.
- ❖ The meeting of the Academic Council will be in November. For any ratification, letter and syllabus to be submitted to Dr. **A. Shamitha Begum**, Dean Academic. Any changes made under the Star college status to be incorporated.
- ❖ International validation of curriculum to be done and the report documented.



# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	The Founders' day in January 2018 coincides with the centenary year of our Founder Sri. G. R. Govindarajulu. The year long celebrations to commemorate the centenary year to be started in January 2018 and go on up to January 2019.	Planning of the following events undertaken.	Mass dance to be coordinated by the Fine Arts Secretaries.	January 2018	Completed
		1. Mass dance and March past on Founders' day..	NCC officer	January 2018	Completed
		2. Inauguration of indoor auditorium.	Principal	January 2018	Completed
		3. Staff members with long service are to be honoured.	Principal and Director GRG SMS	January 2018	Completed
		4. Two International conferences to be planned as part of the centenary celebrations. List of prominent alumni to be submitted. Alumni who have distinguished themselves at the national and state level as Educationists, Entrepreneurs, or	Dean-Academic Support and Alumni Relations	January 2018	

		<p>as service oriented persons can be included in the list.</p> <p>Women's day to be celebrated in March 2018 is to be grand with honouring of women achievers.</p> <p>A good number of retired faculty members of GRG institutions to be invited for the Teachers Day celebrations in September 2018.</p>	<p>Dean- Academic Support and Alumni Relations</p> <p>Dean- Academic Support and Alumni Relations</p>	<p>March 2018</p> <p>September 2017</p>	
		E cell to plan for a meeting of Alumni Entrepreneurs.			
		One or two Endowment lectures to be planned.			
2	Study abroad programme- a visit of people from the French Embassy. Collaborative programmes and internship in	Study abroad programme- a visit of people from the French Embassy. Collaborative programmes planned	French Department Faculty	March 2018	Completed

	France can be planned				
3	FDP for the new faculty members.  FDP for mid-career teachers to be organized.	induction programme for the new faculty members is planned.  The Karl Kubel outbound training programme for mid-career teachers will be organized from 9 <sup>th</sup> -11 <sup>th</sup> October 2017. .	IQAC, Dean Research and HR	September 2017  October 2017	Completed  Completed
4	Teaching learning online feedback from students to be obtained .	Teaching learning online feedback from students to be Scheduled in October 2017 and the schedule for this will be sent to the departments.	Dean Academics	October 2017	Completed



*Lumala*  
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**Minutes of the IQAC meeting to be held on 24<sup>th</sup> October 2017**

# **Agenda**

## **Agenda**

- Convocation Planning
- New Academic Programmes
- FDP programmes
- ESE planning
- Online activities
- Study Abroad programme

# Minutes

## Minutes of the IQAC meeting on 24<sup>th</sup> October 2017

Venue : Board Room I

Time: 10: 00 am

### Suggestions

- ❖ Graduation day is on 27.10.17.
  - Mr.Firdose Vandrevala, Former Executive Vice Chairman, ESSAR Steels India Limited, Mumbai, Past President of All India Management Association will be the chief guest.
  - Around 500 PG students and rank holders will receive the degree on stage. UG students to collect the certificates from their respective departments.
  - Presentation of Graduates:
    - MA History and Literature- Dr.B.Mynavathy-HoD-English
    - MSc Physics and Chemistry-Dr.P.Meena-HoD-Physics
    - MSc Botany and Mathematics-Dr.B.Tamilselvi-HoD-Mathematics
    - MCom- Dr.R.Santha-HoD-Economics
    - MSc CS and IT- Dr.M.S. Vijaya-HOD-PG CS
    - MBA-Dr.P.Sadasivam-Director-GRGSMS
    - Rank Holders-Dr.K.Parameswari-CoE
  - Dr.A.Shamitha Begum, Dean Academic and Dr.S.Chitra, HoD-Chemistry will receive the Chief guest. Academic procession will begin from the Managing Trustee's office. Heads of the departments to be ready for procession by 1.15 pm.
- ❖ This year we are submitting applications for new programmes, MSc Zoology and BSc Food Preservation Technology and Management.
- ❖ NAAC accreditation period has been extended to 7 years. We have been rated as high performing institution. The official communication extending the accreditation of our college till February 2021 has been received.
- ❖ Model examinations are to be taken seriously by the students and there should not be any malpractice.
  - Students are to be warned that in the ESE, if they copy, they will not be permitted to write the remaining exams in the current semester and all the papers in the next semester.
  - Students not to wear jeans even during the model examinations.



- Students to view their marks in ERP. They will receive SMS regarding this. A week's time will be given for them to verify their marks after which the faculty members can submit the mark lists.
  - Hall tickets can be downloaded from 26<sup>th</sup> to 28<sup>th</sup> October 2017.
- ❖ ESE will be from 2<sup>nd</sup> to 17<sup>th</sup> November 2017.
    - Invigilation work allotted to be taken seriously. Faculty members to avoid exchange of duties.
    - Additional sheets to be issued only on request and the counts to be taken correctly.
  - ❖ Valuation is on 24<sup>th</sup> , 25<sup>th</sup> and 27<sup>th</sup> November 2017.
  - ❖ Academic Council meeting on 28th November 2017.
  - ❖ Wi fi speed has been increased to 45MPBS. Hence usage by faculty members to go up. All devices (Mobile/laptop) to be compulsorily registered for usage.
  - ❖ A FDP is planned by Infosys from 21<sup>st</sup> to 28<sup>th</sup> November 2018 at Mangalore. One faculty member from English and one from Mathematics will attend.
  - ❖ Newsletter to be released during the Union Valediction. All department newsletters to be in uniform format and design.
  - ❖ Details of important events of the department with photographs to be submitted to Dr.S.Padmavathi-Dean-Academic Support and Alumni Relations for Magazine purpose.
  - ❖ Our college has participated in the Divyodaya Best College Magazine contest. Results are awaited.
- .
- ❖ Purples Day out is to be on 23<sup>rd</sup> December 2017. Alumni to be contacted and maximum participation ensured. Distinguished Alumni awards to be given on that day. Departments to give names of their outstanding alumni.
  - ❖ FDP programmes (Karl Kubel, Art of Living) have been organized for the faculty members.
  - ❖ DST sponsored FDP Entrepreneurship programme to be from 30<sup>th</sup> October to 12<sup>th</sup> November 2017.Science teachers to participate and contacts in other colleges to be informed about the programme. .

- ❖ Breast cancer awareness programme for faculty members is organized by the staff club at 1.45 pm on 24.10.17 and oncologist Dr. Madhulika of PSG Hospitals will address our staff.
- ❖ All the faculty members who attended the NEN-100, entrepreneurship FDP in September 2017 will do the teach back for E Cell students in the next semester.
- ❖ Mock ISO audit for four departments is on 26<sup>th</sup> October 2017. Mr. Prabhakaran, consultant will be present on that day.
- ❖ ISO Internal audit for all departments is scheduled on 12<sup>th</sup> and 13<sup>th</sup> December 2017.
- ❖ Library Audit planned for next year.

# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Graduation day is on 27.10.17	Mr.Firdose Vandrevala, Former Executive Vice Chairman, ESSAR Steels India Limited, Mumbai, Past President of All India Management Association will be the chief guest. Around 500 PG students and rank holders will receive the degree on stage. UG students to collect the certificates from their respective departments. Presentation of Graduates: Chemistry will receive the Chief guest..	Principal and Team of senior faculty	27.10.2017	Completed
2	Introduction of New programmes	Submitting applications for new programmes, MSc Zoology and BSc Food Preservation Technology and Management	Principal Department of Zoology and Department of Chemistry	March 2018	Completed
3	Scheduling Academic Council meeting	Academic Council meeting on 28th November 2017.	Dean Academics	November 2018	Completed



*Lumala*  
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**Minutes of the IQAC meeting to be held on 9<sup>th</sup> December 2017**

# **Agenda**

## **Agenda**

- Alumni activities
- Digital Action Plan
- Faculty development programmes
- Founders' Day celebrations planning
- ISO audits

# Minutes

## Minutes of the IQAC meeting on 9<sup>th</sup> December 2017

Venue : Board Room I

Time: 10: 00 am

### Suggestions

#### ❖ Purples Day out:

- Departments to ensure maximum participation by alumni on 23-12-17. There must be more than 2000 participants.
- The details of the number of alumni contacted to be submitted to Dr.R. Santha-Head of the Economics Department.
- Details of the stalls and banners to be submitted.
- Publicity is taken care of by Mrs.G.Sophia Reena, (HoD-BSc IT) and team. Announcements to be made on FM and displays to be place at important locations in the city.
- Alumni to be motivated to contribute for VidhyaDhan scholarship.
- Departments to identify **five** economically backward and deserving students who are not receiving any other scholarship. The list of students to be submitted with the students ranked in deserving order.
- Staff members can also contribute for Vidhyadhan.
- All contributions which are known to be submitted ahead of 23rd December 2017.
- One of the criteria under NAAC is the contribution of the alumni to our institution, which is the measurable outcome.
- There will be an on stage programme which will comprise of distribution of alumni awards and cultural programmes. Vidhyadhan scholarships can be distributed to the students on stage.
- The alumni can visit the departments and stalls after the programme.

- #### ❖ Alumni membership to be collected from the current outgoing students. Life membership to be collected from willing students. Details of the final year students to be submitted in word format.

#### ❖ Digital Action Plan:

- Communication has been received from the University regarding the Digital Action Plan instituted by the MHRD.
- All transactions in Higher education Institutions to be in digital mode.



- 17 points have been given by the University regarding this.
  - Digital mode to be used for the teaching learning process. Blended method of learning to be followed. Flipped classes which involve usage of Swayam portal to be used.
  - Students to be oriented to use the Swayam portal.
  - Training to be given for faculty members in technology enabled teaching.
  - Certificates to be digitized through National Digital Repository.
  - ERP is to be used for all processes-Academic, exams, payroll etc.
  - All faculty members and students to become members of The National Digital Library.
  - Three year action plan to be prepared for digitizing the institution.
  - Students to be made to participate in innovation related competitions.
  - All government policies to be taken to our adopted villages.
  - Digital payment mode to be popularized (Bhim App).
- ❖ GRG Centre for Advanced studies in collaboration with NIIT has planned an online programme on Data Science and Digital Marketing. Interested students can register and pursue. Two courses one on certified digital marketing (36 hours) and the other on Data Science (40 hours) will be available online. Students pursuing any degree course can register for the same. Departments to identify interested students and direct them to Mrs.Vandana Madhavkumar of GRGCAS.
- ❖ **Founders Day Celebration:**
- The celebrations for the centenary year of our Founder to commence on the Founders Day celebrations on 19<sup>th</sup> January 2018.
  - The indoor sports auditorium and gym to be inaugurated on this day.
  - A book to be released on the life of our Founder Sri. G. R.Govindarajulu.
  - Mass dance by 400 students to be organized with song composed by the faculty of the Tamil department.
- ❖ Meeting of the Heads of the Departments with the Chairperson will be in the month of January 2018.
- ❖ There is to be a Research Audit to assess the research performance in this year.
- ❖ Hero Tech CSR has contributed a scholarship of a total amount of Rs 1.6 lakhs to 10 of our students. They will get this benefit for the next three years.

- ❖ Born to Win leadership training programme has started. The schedule is given. Participating staff to be regular and punctual for all the 6 sessions. The training to be taken seriously and active participation is required from all the participants.
- ❖ Shanthi Ashram is organizing a programme on Gender and Work environment on 20<sup>th</sup> December 2017. Ten members (Both faculty members and research scholars) will attend.
- ❖ Intershala internship- Students to be made aware and motivated to apply for this portal.
- ❖ NIRF data submission has been completed on 8<sup>th</sup> December 2017.
  - ❖ NSS camp in our adopted village in Annur is organized from 14<sup>th</sup> to 20<sup>th</sup> December 2017. Two faculty members from each department to attend the inaugural and valedictory functions.
  - ❖ **ISO:** Auditors are asked to refer the new standards of ISO 9001:2015 for the identification of the clauses for the audit findings during the internal audit.

# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	<p>Alumni activities to be carried out effectively.</p> <p>A mega Alumni meet to be planned</p>	<p><b>Purples Day out A mega alumni meet was planned on 23.12.2017</b></p> <p>Announcements made on FM and displays to be place at important locations in the city.</p> <p>Alumni motivated to contribute for VidhyaDhan scholarship</p> <p>Departments to identify <b>five</b> economically backward and deserving students who are not receiving any other scholarship.</p> <p>Vidhyadhan scholarships can be distributed to the students on stage.</p>	Alumni Association of PSGR KCW	23.12.2017	Completed
2	<p><b>Digital Action Plan:</b></p> <p>Communication has been received from the University regarding the Digital Action Plan instituted by the MHRD.</p> <p>A detailed plan is to be formulated.</p>	<p>All transactions in Higher education Institutions to be in digital mode.</p> <p>A detailed digital plan was devised</p>	Computer Science Departments	May 2018	Completed
3	FDP for senior Faculty members	Born to Win leadership training programme has started. The schedule is given. Participating staff to be regular and	IQAC coordinator	January 2018	Completed

		punctual for all the 6 sessions. The training to be taken seriously and active participation is required from all the participants.			
4	<b>Founder celebrations Planning day</b>	Founders Day was Celebrated in a grand manner.  The indoor sports auditorium and gym were inaugurated	Principal and Management	January 2017	Completed



*Lumala*

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**Minutes of the IQAC meeting to be held on 5<sup>th</sup> February 2018**

# **Agenda**

## **Agenda**

- Board of Studies meeting
- Change in College working hours
- Sports Day celebrations
- Online education
- Feedback
- Introduction of New courses
- Constitution of IQAC for the academic year 2018-19 onwards

# Minutes



## Minutes of the IQAC meeting held on 5<sup>th</sup> February 2018

Venue : Board Room I

Time: 10: 00 am

### Suggestions

#### ❖ Board Of Studies meeting is scheduled on 17.2.2018

##### The following points to be noted down:

- The syllabi of the fifth and sixth semesters to be revamped according to OBE. Required changes to be carried out for other papers too.
  - Skill based component to be updated & relevant to the industry needs.
  - New courses/subjects in emerging areas to be introduced.
  - Employability enhancing course to be made a part of the curriculum.
  - Advanced Learner Course (ALC) syllabus to be updated to cater to the potential of top scorers.
  - Entrepreneurship to be the foundation course for all departments except those who have it as a core paper (BCom, BBA and BA Economics). The syllabus for the Entrepreneurship course to be passed in the BBA board.
  - The syllabus has been designed with the NEN 100 as basic course. Question paper pattern to be discussed with Dr.A.Shamitha Begum-Dean –Academic.
  - The current affairs part in General awareness has been updated by Dr.S.Lavanya-English.
  - The opening meeting of the BOS will be at 10.00 am on 17-2-2018 at the Chandra Seminar Hall. This will be followed by tea after which the members can be taken to the respective departments.
  - Members of the BOS will be the same as last year.
  - IDC question paper pattern of PG programmes to be changed.
- ❖ The public examinations for the 10<sup>th</sup> and higher secondary courses are scheduled from 1<sup>st</sup> March 2018 to 20<sup>th</sup> April 2018. More than 600 students will be writing the exams in the PSGR Krishnammal Higher Secondary School campus. To facilitate the smooth conduct of these examinations the college timings are changed for this period as below.
- Aided-9 am to 1.15 pm
  - SF- 1.30 to 5.30 pm.
- The staff check in and out timings are

- Aided-8.50 am and 2.50 pm respectively
- SF-11.30 am and 5.30 pm respectively
- ❖ The classes to be effectively utilized by the faculty members and students.
- ❖ Students & Staff to use only the corridor of A & C block for their movement IN & OUT of the college.
- ❖ Aided students not to be allowed to leave their classes before 1.15 pm.
- ❖ Proficiency prize lists to be prepared. The norms will be the same as last year. The aided English department will be in charge of the Proficiency prize distribution.
- ❖ The Tamil department will be in charge of the prize distribution on Sports Day.
- ❖ The DELF examinations will be conducted on 8<sup>th</sup>,9<sup>th</sup> (Oral exams) and 12<sup>th</sup> (Written exams) March 2018. French students to be exempted from classes on these days.
- ❖ GRGSMS Silver Jubilee celebrations:
  - The Chief Guest will be Shri. K.Ramasamy - Chairman *Roots* Group.
  - All faculty members are to attend the GRGSMS silver jubilee celebrations on 28-2-18.
  - Students of BBA IB, RM and BBA to participate.
  - SF classes to be conducted without break from 12.50 pm and suspended at 3.20 pm.
  - Tea is arranged for all faculty members from 3 pm.
  - All faculty members and student participants to assemble at the GRG Centenary Sports arena before 4 pm.
  - Faculty of the PG Maths department to help in seating.
  - Faculty of the Chemistry department to be part of the reception team.
- ❖ **My Klass Room**-Monthly report of My Klass Room usage will be sent to all departments. This can be used to take My Klass room participation as an indicator to measure class participation.
- ❖ **Swayamprabha** –DTH channel has been installed in the aided computer laboratory. Students to view the channels based on a schedule prepared & circulated. Few courses can be posted by our faculty members in Swayam Portal.
- ❖ Feedback from teachers, students, employers and parents to be obtained for NAAC through our ERP.
- ❖ NIRF-Feedback will be obtained directly from the stakeholders. We will send a mail to our stake holders requesting them to give their perception. The last date for the perception is 28-2-2018.

- ❖ Karishma is scheduled on 23-2-2018.
- ❖ There is to be a Professional Conclave organized by BCom, BCom PA Professionals including our alumni have been invited. This is organized in the GRG Sports Arena on 10<sup>th</sup> Feb 2018.
- ❖ Mrs.S.Vasandha-Dean-Student affairs, Mrs.N.V.Kavitha-Head-BBM IB, and Prof.S.Balasubramanian, Director, GRGCAS will represent our college in the International Educational Fair which is to be organized at Colombo on 14<sup>th</sup> and 15<sup>th</sup> February,2018.
- ❖ New courses, MSc Zoology and BSc Food Processing Technology and Management and MSc Data Analytics to be included in the brochure.
- ❖ The members of the IQAC to be reconstituted as per the UGC norms.

# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	<b>Board Of Studies meeting to be scheduled</b>	<p>The syllabi of the fifth and sixth semesters revamped according to OBE.</p> <p>Required changes carried out for other papers too.</p> <p>Skill based component updated &amp; relevant to the industry needs.</p> <p>New courses/subjects in emerging areas introduced.</p> <p>Employability enhancing course made a part of the curriculum.</p> <p>Advanced Learner Course (ALC) syllabus updated to cater to the potential of top scorers.</p> <p>Entrepreneurship to be the foundation course for all departments except those who have it as a core paper (BCom, BBA</p>	Dean Academic	17 February 2018	Completed

		<p>and BA Economics).</p> <p>The syllabus for the Entrepreneurship course to be passed in the BBA board.</p> <p>The syllabus has been designed with the NEN 100 as basic course.</p> <p>The current affairs part in General awareness has been updated</p>			
2	<p><b>My Klass Room usage to be improved.</b></p> <p><b>Swayamprabha</b> –DTH channel to be installed in the aided computer laboratory.</p>	<p><b>My Klass Room</b>-Monthly report of My Klass Room usage sent to all departments.</p> <p>This can be used to take My Klass room participation as an indicator to measure class participation.</p> <p><b>Swayamprabha</b> –DTH channel has been installed in the aided computer laboratory. Students to view the channels based on a schedule prepared &amp; circulated. Few</p>	<p>Computer Science Departments</p> <p>Computer Science Departments</p>	<p>Every month</p> <p>Every month</p>	<p>Completed</p> <p>Completed</p>

	Feedback from teachers, students, employers and parents to be obtained through our ERP.	courses can be posted by our faculty members in Swayam Portal.  Feedback from teachers, students, employers and parents obtained for through our ERP.	IQAC and Dean Academics	February 2018	Completed
3	Planning of intercollegiate events	Karishma is scheduled on 23-2-2018.	Fine Arts club	February 2018	Completed



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**PSGR KRISHNAMMAL COLLEGE FOR WOMEN**  
**COIMBATORE - 641 004.**

**Minutes of the IQAC meeting to be held on 21<sup>st</sup> March 2018**

# **Agenda**



## **Agenda**

- Plan of action for the completion of various activities
- ERP
- Study Abroad
- Examination arrangements
- E-Yantra participation and establishment of Robotics Lab

# **Minutes**

## Minutes of the IQAC meeting held on 21<sup>st</sup> March 2018

Venue : Board Room I

Time: 1: 30 am

### Suggestions

- ❖ The closing date for this semester is 21-4-2018 and the reopening date for the next academic year is 18-06-2018 as per government communication.
- ❖ Last date to complete portions 3<sup>rd</sup> April 2018.
- ❖ The End Semester Examinations begin on 20<sup>th</sup> April 2018.
- ❖ The closing meeting of the staff club and the felicitation to the retiring faculty members by the staff club will be on 19<sup>th</sup> April 2018.
- ❖ The felicitation to the retiring staff by the Students forum will be at 10 am on 24<sup>th</sup> March 2018 (Saturday).
  - The distribution of the Founders Day awards, Sports day prizes and Proficiency prizes (for I and II UG and I PG ) will be also be done on this day.
  - All Aided and SF faculty members to be present for the programme.
- ❖ The prizes for the Best Outgoing student awarded by the Alumni Association, Proficiency prizes for outgoing students (III UG and II PG ), faculty and Department awards will be distributed in the valedictory function of the Students forum which will be either by the end of March or in the beginning of April.
- ❖ The college magazine work is nearing completion. The details of the prize winners to be added after the valediction of the Students' forum.
- ❖ Newsletters to be released during the valedictory function. After presenting the competed newsletters to the Principal they are to be given to the Chemistry department for its release.
- ❖ Sale of applications for admissions for the next academic year to begin on 4<sup>th</sup> April 2018.
  - Faculty in charge of counselling to promote all the courses.
  - New courses, BSc food processing technology and Management and MSc Zoology are to be introduced from this year.
  - The strength of MSc Data Analytics course is to be improved.
  - BVoc courses to be promoted.

- Our college has participated in the Education fair at Colombo. There is to be participation in education fairs in Bhutan and Nepal also.
- Admission of students from abroad, CBSE students and from other states to be promoted.
- ❖ As the end of the Academic year is approaching, all year end activities to be completed.
  - Mark entries to be completed after verification by the students.
  - Workload allotment and Time table to be submitted by 16<sup>th</sup> April 2018.
  - Counterchecking work to be completed by 16<sup>th</sup> April 2018 as per the last year allotment of departments.
  - Library checking to be completed. If any library books are missing they are to be replaced and the account settled this year itself.
  - All bills to be submitted before 31<sup>st</sup> March 2018..
- ❖ ERP:
  - My Performance module is to be made accessible to parents from this semester and skill mapping module.
  - Activities module, Research data module, Alumni and Placement module to be added from next year.
  - Staff appraisal through ERP effected from this semester with 300 marks awarded on various parameters.
- ❖ Study Abroad programme:
  - International facilitation centre to be established for admission of students from abroad.
  - Thirty students have registered for the study abroad programme at OSU, USA and twenty students for the programme at Nottingham Trent University, UK.
  - Nottingham Trent University representatives to visit our campus in April.
  - Students who are interested in the study abroad programmes are to be directed to Dr.A.Kumudha, Dean - School of Business & International Affairs. Students are to be directed to give their names only after discussion with their parents.
- ❖ CoE instructions:
  - Condonation list to be submitted by the end of March. Condonation to be allowed only one during the entire course of their study.
  - Details of long absentees and students who have discontinued to be submitted.

- Model exams to begin on 4<sup>th</sup> April 2018.
  - Hall tickets can be downloaded on 10<sup>th</sup> , 11<sup>th</sup> and 12<sup>th</sup> April 2018.
  - End Semester exam timetable will be sent by the CoE office tomorrow. The timetable to be checked and returned in a day or two.
  - The End semester Examination for effective English communication will be on 16<sup>th</sup> April 2018 and for SBS and Advanced Tamil on 17<sup>th</sup> April 2018.
  - Dr.P.Meena, Head of the Physics Department and Mrs.R.Panneerselvi, HoD of PG Mathematics Department will be the Chief and Additional Superintendents for the End Semester Examination.
  - Departments to submit the list of invigilators.
  - Students to be advised to strictly avoid malpractice.
  - Hall ticket not to be downloaded more than once and not to be photocopied.
  - Dress code to be strictly followed. Jeans to be avoided.
  - Students to pay the exam and semester fees.
- ❖ Farewell to be on 28<sup>th</sup> March and 2<sup>nd</sup> April 2018 (Based on exam schedule of students)
  - ❖ List of staff members for admission duty to be given. At least one or two members of each team should have earlier experience in admission duty. Heads of the Departments to be present on the first few days of admission. List to be submitted before 28<sup>th</sup> March 2018.
  - ❖ NIRF rank list to be released on 6<sup>th</sup> April 2018.We are hoping for the best for our college to get a higher rank.
  - ❖ Alumni Registration: Each faculty member to see to it that at least five alumni register in our alumni association. This work to be completed before March 31, 2018.
  - ❖ The departments of B.Voc Garment designing, B.Sc Costume Design and Fashion and Community College are organizing an "Exhibition cum Sale" on 22/03/2018.
  - ❖ The Heads and faculty members of these three departments to discuss the outcome and benefits of setting up the Robotics lab and meet the Principal after the discussion.
  - ❖ Principal allocated the duties for the next academic year. The list is attached herewith.

# **Action Taken Report**

## Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Plan of action for the completion of various activities	The various activities were completed as per the plan of action.	IQAC	April 2018	Completed
	ERP	Effective usage of ERP ensured	IT department	April 2018	Completed
	E-Yantra participation and establishment of Robotics Lab	<b>E-Yantra:</b> Faculty members of the Physics, PG Mathematics and Computer Science departments have participated in the workshop on "Introduction to Robotics" through the e-Yantra Lab Setup Initiative (ELSI) of IIT, Mumbai. The tasks which are mandatory for set up of the Robotics lab have been	IQAC	April 2018	Completed

		<p>completed by the faculty members. The Heads and faculty members of these three departments discussed the outcome and benefits of setting up the Robotics lab.</p> <p>Robotics Lab was Set up.</p>			
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