



PSGR Krishnammal College for Women



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MINUTES OF IQAC MEETINGS 2019 -2020

Minutes of the IQAC meeting held on 3rd June 2019

Agenda

Agenda

- IQAC Action plan for the year 2019-2020
- Student Induction Programme
- Academic Audit
- Academic and Administrative Audit
- Faculty development programme
- Curriculum enrichment
- Online education
- Student support services
- Study abroad/Semester abroad
- Mentoring activities

Minutes

Minutes of the IQAC meeting held on 3rd June 2019

Venue: Board Room II

Time: 10: 00 am

Suggestions

- ❖ It was proposed to conduct the following Faculty development programmes during the academic year 2019-20
 - FDP on New Framework of NAAC Accreditation.
 - Lead to Win Training programme for 25 faculty members in the months of December 2019 and January 2020.
 - New Teachers Induction programme in the last week of August/ First week of September 2019.
 - FDP on Innovative Practices in Academia during November 2019.
 - FDP on Neuroscience and Education during December 2019.
- ❖ It was proposed to orient the newly inducted faculty members on the Technology oriented teaching learning methods and on the usage of My Classroom portal.
- ❖ Students must be encouraged to excel in Co-curricular activities.
- ❖ Review meetings on department activities with Secretary and Principal to be organized to evaluate the performance of the departments.
- ❖ Review meetings with Secretary and Principal regarding NAAC criteria to be organized.
- ❖ Student Induction programmes to be conducted for the first years.
- ❖ Steps to be taken to improve the internship performance of the students so as to achieve 100% placement.
- ❖ Students must be encouraged to take more online certification courses. Preference to be given for SWAYAM courses.
- ❖ Student Quality cell meetings to be organized in each semester.
- ❖ Student satisfaction survey to be carried out.

Attendance

PSGR KRISHNAMMAL COLLEGE FORWOMEN, COIMBATORE
IQAC MEMBERS – Attendance (2019- 2020)

S.No	Name	Designation	Signature
1.	Dr. N. Yesodha Devi	Secretary	N. Yes.
2.	Dr. S. Nirmala	Principal	S. Nirmala
3.	Prof. S. Balasubramanian	Director - GRG Centre for Advanced Studies	S. Balasubramanian
4.	Dr. R. Padmavathi	Dean - Academic support & Alumni Relations	R. Padmavathi
5.	Dr. A. Shamitha Begum	Dean - Academic Affairs	A. Shamitha
6.	Mrs. S. Vasandha	Dean - Student Affairs	S. Vasandha
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20.	Dr. S. Lavanya	Assistant Professor - English	S. Lavanya
21.	Dr. R. Kavitha	Assistant Professor - Computer Science	R. Kavitha

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	conduct of Faculty development programmes	FDP on New Framework of NAAC Accreditation	IQAC Coordinator and Team members	July 2019	Completed
		Lead to Win Training programme	IQAC Coordinator and Team members	December 2019 and January 2020	Completed
		New Teachers Induction programme	IQAC Coordinator and Team members	Last week of August 2019 29-08-2019 to 31-08-2019	Completed
		FDP on Innovative Practices in Academia	IQAC Coordinator and Team members	Novewmber 2019	Completed
		FDP on Neuroscience and Education	IQAC Coordinator and Team members	December 2020	Completed
2	Students must be encouraged to excel in Co-curricular activities	Co-curricular and Extra-curricular Clubs	Club Coordinators	Academic year 2019-2020	Completed
3	Review meetings on department activities	Evaluating the performance of the departments	Secretary & Principal	August 2019	Completed
4	Review meetings for NAAC criteria	Periodical review of data collected for NAAC Criteria	IQAC & Dean Academic	Once in 3 months	Ongoing
5	Student Induction programmes	First year students	IQAC Coordinator and Team members	June 2019	Completed
6	Students must be encouraged to take more online certification	1118 students have registered in the Swayam -NPTEL Courses in the November 2019 session and 750 students have	Faculty members	November 2019 and April 2020	Completed

	courses. Preference to be given for SWAYAM courses	been certified. 1145 students have registered for the April 2020 session. 3929 students have registered in the Spoken tutorial and have been certified during the academic year 2019-20			
7	Student Quality cell meetings to be organized in each semester	Student representation from all disciplines	IQAC Coordinator and Team members	Three SQC meetings Sep 2019 Oct 2019 Jan 2020	Completed



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**Minutes of the IQAC Meeting held on 27th September
2019**

Agenda

Agenda

- Measures to improve student diversity
- Activities of IQAC
- Academic Audit Review
- Curriculum enrichment and Examination reforms
- Online education
- Research quality improvement and sustenance
- Study abroad/Semester abroad
- NIRF
- Digital library / e-Library
- Student support services
- Promoting Entrepreneurship
- IQAC Newsletter contents

Minutes

Minutes of the IQAC Meeting held on 27th September 2019

Venue: Board Room I

Time: 9.30 am

Suggestions

- ❖ Admission – There was good intake of students for all courses. There were a few dropouts in science courses due to NEET. Intake of students for BVoc course - Beauty therapy and Aesthetics was comparatively less. The newly introduced programmes should be advertised and marketed to improve the admission (Psychology, Food processing and technology)
- ❖ Students strength is optimum for M.Phil / Ph.D courses (May be due to difference in intake of students for Associate and Assistant professor).
- ❖ NET / SET coaching should be optional and not mandatory.
- ❖ IQAC activities - Orientation programme for students and FDP for newly recruited faculty were organized. The AQAR report was submitted. NAAC review will be done in the month of October and Mock audit will be in the even semester.
- ❖ 10 faculty members were rated 70% by the students (Feedback) and HoDs were asked to take action to improve the percentage in future.
- ❖ All the departments completed the Academic audit exercise and the summary of the audit report was submitted to the Principal for further action. To mention a few: Suggestions, Panel discussion, Achievements to be published in media; Final years to be given Business English Coaching for five days; Examination for 60 marks instead of 100 in end semester; Open book tests and online exams may be introduced for PG programmes
- ❖ A fund of Rs. 1 lakh has been received from DST for the college Research Journal.
- ❖ GRG projects sanctioned – 28; Research fellowships for PG/ MPhil/ PhD – 38; fellowship preferences to be given for PhD scholars rather than PG students
- ❖ All the departments need to apply for GRG projects (Compulsory)
- ❖ To commercialize the academic research outcome, facilities can be availed at the incubation centers in JNTU, IIIT , IIMR, ICAR and ALEAP in Hyderabad.
- ❖ Workshop to be organized for polytechnic faculty in the month of October on the topic Research Writing by Dean Research.

- ❖ **Study Aboard programme:** Many visitors from Swinburne University SDEV, Canada, Bhutan, Tibet, Saudi Arabia and Bangladesh visited our campus in this semester. Chair person appreciated the ongoing collaborative research projects in a few departments. Study aboard programmes of Swinburne, Australia to be undertaken in the next semester. Students are to be encouraged to take up study abroad programme for a semester or year. Guidance to be given by the faculty.
- ❖ When students go on semester abroad programmes they may be permitted to earn the credits through online courses and through LMS internal assignments can be done. Around 200 students to travel, to various countries for international exposure.
- ❖ **NIRF:** NIRF data for 2020 is being prepared.
- ❖ **Library:** Transit is needed from traditional to digital library; resource and space planning to be done effectively. E- library subscription may be done.
- ❖ **DBT Star Programmes:** Star status for Computer science courses; Consortium of DBT colleges in South, Mass digitization project, IoT lab proposed; reached the community through UBA.
- ❖ DST FIST presentation and DST- NCSTC presentation went on well. Need to concentrate more on publication in indexed journals
- ❖ **TCAP Activities:** Question bank software, ISO modules, NAD registration, Smart Card, wifi usage of faculty and My Classroom, are doing well.
- ❖ Students feedback completed and Stakeholders feedback planned in the month of September.
- ❖ Initiatives taken by the Department of Commerce for the Golden Jubilee Celebrations till August 2020.
- ❖ Credits need to be given for courses like environment, fitness, community service, and study abroad.
- ❖ Bring industry to the college to take technology and products developed through research to the next level. Innovation day may be celebrated in the college to display the projects.

- ❖ Protocol need to be followed for Adjunct faculty appointment.
- ❖ Assistance to be given for faculty members who have problems in registration in Internshala portal.
- ❖ Sports department may take up some courses offered by MHRD. Sports & Fitness to be included in the curriculum of all courses.
- ❖ Certificates to be collected from the passed out students who have become Entrepreneurs.
- ❖ HR and Faculty members should facilitate the students when they go for placement – regarding salary and subject domain.
- ❖ HoDs highlighted the department activities related to Guest lectures, workshops, FDPs, conferences organized, MoUs, publications and presentations, collaborative research, and student placement. Chair person appreciated and motivated the faculty to raise the bars to meet the challenges of the present day.

Attendance

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2.	Dr. S. Nirmala	Principal	S. Nirmala
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21.	Dr. R. Kavitha	Assistant Professor - Computer Science	R. Kavitha

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Study Abroad Programmes	Collaboration with Foreign University – MoU with <ul style="list-style-type: none"> ❖ Nottingham Trent University, UK – One year / PG programme ❖ Swinburne University of Technology, Australia for Sarawak Campus, Malaysia ❖ University of Dar Es Salaam, Tanzania 	Director, Office of International Relations	Academic year 2019-2020	Ongoing
2	Workshop on research	Workshop on Research Metrics, Statistical Tools and IPR For Quality Research	Dean Research	Sep 2019	Completed
		Workshop on the Art of defining Research Problem/Questions and Awareness on Intellectual Properties Rights	Dean Research	Oct 2019	Completed
3	NIRF data for 2020 to be ready	Collection of data for NIRF	NIRF Team members	Nov 2019	Completed
4	Transition needed from traditional library to digital library	E books and Question Banks digitization Institutional Repositories using DSpace open source software	Librarian	Dec 2020	Ongoing




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Minutes of Third IQAC meeting on 23rd January 2020

Agenda

Agenda

- Curriculum development Cell Meeting
- Curriculum reforms
- Assessment Reforms
- Skill based courses
- Board of Studies Meeting

Minutes

Minutes of Third IQAC meeting on 23rd January 2020

Venue: Board Room II

Time : 11.00 am

Suggestions

- ❖ Curriculum development Cell meeting to be organized to discuss the curricular reforms, Assessment Reforms etc.
- ❖ All the departments are asked to completely revamp the syllabus for **1st year courses of UG programmes and the entire scheme of the concerned programmes** based on the revised Higher Secondary Syllabus.
- ❖ SBS paper is to be shifted from **Part IV** and to be included in **Part III** of the curriculum for the **2019-20 batch and onwards**.
- ❖ **CBCS** should be provided for SBS papers across the Aided departments and SF departments separately.
- ❖ Assessment for SBS theory & practical papers will be during the end of the year i.e., IV and VI semesters.
- ❖ PO & CO mapping should be done for SBS paper in the syllabus.
- ❖ Knowledge level based mark entry has to be done for CA exams, i.e., the marks obtained for every student to be marked in categories such as **K1, K2, K3 and K4 for UG and K2,K3,K4,K5 and K6 for PG**.
- ❖ **Research ethics** topic to be included in Research Methodology paper of all PG courses from the **academic year 2020-21**.
- ❖ Exam for Research Methodology paper for PG Courses to be Open book for **2020 - 21 batch** onwards and the syllabus to be modified accordingly (CA I, CA II and Model – 100 % internal)

Examination

- ❖ ESE will be held for 3 hours and the students will write the examination for 100 marks.
- ❖ SBS exams will be held for 2 hrs.
- ❖ Question Paper pattern for ESE from the academic year **2020-21** onwards for all classes (I, II and III Year UG and I and II year PG):

Section A – 11 x 2 =22 marks (11/13 Open choice)

Section B – 5 x 6 = 30 marks (5/7 Open choice)

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Section C– 4 x 12= 48marks (4/6 Open choice)

[Word limit: 600 - 800

words] **Total: 100 Mark**

The same pattern will be followed for PG but the last question will be **compulsory** and the question can be taken from **any unit**.

Knowledge Levels for UG

Section A and B – K1& K2 (52 Marks)

Section C - K3 & K4 (48 Marks)

Knowledge Levels for PG

Section A and B – K2& K3 (52 Marks)

Section C - K4, K5 and K6 (48 Marks)

All the above reforms are to be passed in the respective board of studies meeting to be held on 29th Feb 2020.

Attendance

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22.	Dr. N. Ponpandian	Professor & Head Department of Nano Science & Technology Director - IQAC Bharathiar University Coimbatore 641 046, INDIA	
23.	Dr. A. Vasudevan	Associate Professor & Head Department of English Government Arts College Udumalpet 642126	ABSENT
24.	Dr. Bamini Rajasekharn	Assistant Director, Quality Assurance and Projects, SNS Group of Institutions, Coimbatore Quality Assurance Expert for the Ministry of Manpower (for Colleges of Technology) in Oman	
25.	Mr. Sakthivel Rajasekar	Associate Director, Academy Cognizant Technology Solutions	ABSENT
26.	Ms. Padma Priyadarshini	Managing Director Ellen Industries Private Limited 551 A, VK Road, Peelamedu Coimbatore 641 004	ABSENT

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Curriculum Development Cell to be organized to discuss curricular reforms	All the departments are asked to revamp the syllabus based on revised higher secondary syllabus	HoD and Faculty members	Feb 2020	Completed
2	SBS papers to be shifted from Part IV to Part III	CO, PO mapping should be done for SBS papers. CBCS to be provided to SBS papers across aided and SF departments	Chairman of the Board and Board Members	Feb 2020	Completed
3	Assessment reforms	Question paper pattern for End Semester Exams for all UG and PG Courses from 2020-2021 onwards	Chairman of the Board and Board Members	Feb 2020	Completed



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Minutes of the fourth IQAC meeting on 09th March 2020

Agenda

Agenda

- Online education
- Student support services
- Feedback from stakeholders
- Staff appraisal
- Mentoring activities
- IQAC Newsletter contents

Minutes

Minutes of the fourth IQAC meeting on 09th March 2020

Venue : Board Room II

Time: 10: 00 am

Suggestions

- There may be disruption in normal mode of teaching and the portions can be completed using online platforms
- Feedback need to be collected from all the stakeholders
- Faculty performance appraisal need to be carried out
- Mentoring to be carried out using any digital / social media for the Physical and mental well-being of the students

Attendance

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Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Disruption in normal mode of teaching and the portions can be completed using online platforms	Due to Covid-19 Lockdown, portions were completed using GoToMeeting and other online platforms	All Faculty members	April 2020	Completed
2	Feedback need to be collected from all the stakeholders	Feedback collected from all stakeholders-Parents, Alumni, Teachers and Employers and from students on Teaching learning, Curriculum and Support Services	Dean Academic and IQAC Team	March 2020	Completed
3	Faculty performance appraisal need to be carried out	Faculty Appraisal -360 degree performance analysis was carried out for each faculty member	Dean Academic and Principal	March 2020	Completed
4	Mentoring to be carried out using any digital / social media for the Physical and mental well being of the students	Students are encouraged to practice Brain dance which is an effective full body and brain warm up exercise. The video of brain dance is shared through MyKlassroom learning management system	Faculty Mentors and Counseling Psychologist	Academic year 2020-2021	Ongoing




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