

**PSGR KRISHNAMMAL COLLEGE
FOR WOMEN
IQAC MEETINGS 2015 -16**

IQAC meeting to be held on 20.6.15

Agenda

Agenda:

To discuss the following

1. New Principal -welcomed
2. New SF courses introduced
3. New Assistant COE
4. Targets set for the year
5. Leadership training programme
6. E Content development
7. Yoga classes
8. Any other matter

Minutes

Minutes of the IQAC meeting held on 20.6.15 at 12 noon

- ❖ Principal recorded her thanks to our Trustee Sri.G.Rangaswamy and Secretary Smt.R.Nandini for selecting her as Principal and our former Principal Dr.Mrs.N.Yeshoda Devi for her guidance and support.
- ❖ She requested that we should continue to work with team spirit and also thanked everyone for their good wishes.
- ❖ New self financing programmes, BA Literature, BSc Mathematics, BCom Business Analysis and BCom have been introduced this year and staff have been recruited for the same. Dr.Mrs.S.Padmavathy, Dean-Academic Support and Alumni Relations will head the SF BA literature programme, Mrs.R.Lakshmi, Head of the Department of PG Mathematics will head the SF BSc Mathematics Programme and Dr.G.Kavitha, Head of the Department of BCom-Ecommerce will head the SF BCom Business Analysis and BCom Departments.
- ❖ Our college has been called for presentation for the “KAUSHAL” scheme. The presentation will be on 29/6/15.
- ❖ The presentation for the DBT star college is on 2-7-15. We have applied for the extension of the DBT scheme to two more departments, BSc Computer Science and BCA.
- ❖ Admission for PG programmes is going on. For the UG courses almost all the seats are filled. All the departments are requested to fill up the seats that are vacant in the UG and PG programmes. The departments are to check if the number of students admitted in the UG programmes as per the department records is in agreement with the office records and the final list is to be given to the Principal.
- ❖ BSc PBBT will be called as BSc Botany and BSc AZBT as BSc Zoology from this academic year.
- ❖ Mrs.Vanithamani has been relieved from the post of Assistant Controller of Examinations. Mrs.K.Kavitha of the PG Mathematics department will be the new Assistant Controller of Examinations. Ms.S.C.Thangamani of the English SF Department will be the NSS coordinator from the self financing side.
- ❖ Dr.M.S.Vijaya will be the head of the MSc IT and MSc Computer Science Departments. Mrs.S.C.Punitha will be the head of the BSc Computer Science Department and Mrs.G. Sophia Reena will be the head of the ISM and IT

departments. These departments can coordinate with one another and carry out interdisciplinary programmes.

❖ Principal discussed the targets for the current year.

- In the previous year, irrespective of the department, there were many failures in the General Awareness paper. Efforts have to be made to improve the students' performance in this paper. Periodic tests are to be conducted by the departments. The schedule for the tests is given in the college calendar. All the faculty members can guide the students to perform well in the general awareness paper. In open course too there are many failures. The reason for this is to be analyzed. Good results are to be ensured for all the foundation courses in the coming semesters.
- The CMS entry for second and third years is to be completed. The deadlines are to be strictly adhered to.
- All the departments are to participate in the campaign for green environment.
- Staff members are to publish their papers in journals with good impact factor. Science staff should publish their papers in Scopus index journals and social science staff in Google indexed journals. Research scholars should be motivated to submit papers to journals.
- Science departments are to ensure the utilization of the equipments in their departments and to maintain the log books.
- Science faculty and research scholars are to subscribe for our research journal Advances in Applied Research.
- Real time projects should be carried out, especially by the PG and research students. We can also try to publish the results of the group projects carried out by the UG students.
- Seminars/workshops/conferences organized can be made interdisciplinary. Seminars are to be arranged in topics in which the faculty have submitted project proposals. Ensure that there is good number of outside participation. The proceedings should be published.
- A few meritorious students can be sent for industrial training as per the targets given. Internship in reputed institutions is to be arranged for at least 4 students/year. Faculty also can go for industrial training.

- A leadership training programme is to be organized for senior staff and some of the HoDs from 16-7-15 to 18-7-15 through TATA-DHAN Academy.
- A one day workshop on Information Security will be conducted for faculty and students.
- Science departments are to organize Science Academy sponsored workshops/refresher courses.
- Staff are to apply for major and minor projects. The help of the dean research can be taken. Proposals can also be submitted to funding agencies apart from the UGC (Refer mail from Dean Research).
- Students' feedback on Job oriented and other courses to be obtained to continue the courses in the current academic year. Students are to be given proper guidance by their department to choose the right JOC, open course etc.,
- E content development- It should be ensured that students make proper use of the e-content. It should also be ensured that the e-content for the current semester papers are available. E modules to be developed in the video mode(3 per department)
- Learning Management System- to be introduced for PG students. All lessons to be uploaded. Assignment/Quiz valuation can be done online.
- Faculty and Students to be motivated to take up free source on line certificate courses. Students can be encouraged by exempting them from some other component of internal assessment.
- Alumni Association to be strengthened. Alumni who are really interested are to be updated about the latest developments in the college. Contact should be made with Alumni abroad. Aided departments should play an active role in this. Dr.Mrs.S.Padmavathy, Dean-Academic Support and Alumni Relations, to give a plan of action in this regard..
- One Community oriented programme per department to be conducted at our Rural Women Technology Park (RWTP) at Annur. Minimum budget for this to be submitted.
- Yoga classes are to be conducted for the first year students. PDP to be conducted for first and second years. No classes should be disturbed for the conduct of these programmes. Yoga classes will be from 7-8 am for aided

classes and in the afternoon for SF programmes. PDP programme will be during the November vacation.

- Model examination to be conducted after 90 contact hours. Efforts are to be made to improve the performance of the students. The number of distinctions to be increased.
 - Video conferences to be increased. At least one guest lecture organized by each department should be by video conferencing.
 - Academic calendar meeting will be on 24-6-15. Dr.S.Chitra of the Chemistry department to be the coordinator.
 - Guest lectures can also be arranged in class rooms. The Chandra Seminar hall and conference hall can be used for seminars/workshops and for larger audiences..
- ❖ First year students' application forms and certificates in original are to be kept ready for submission to the University for verification.
 - ❖ The weekly assembly will be held on every Friday. However, this week alone, on 22-6-15, the assembly will be conducted for announcement of election. The assembly will be during the break. The candidates nominated for the election should satisfy the specified criteria.
 - ❖ Text books should be purchased only through GRG stores.
 - ❖ Discrete enquiries to be made to find out really deserving students for the 50% fee concession and the list to be submitted to the Principal.
 - ❖ From the 2015-16 batch, each student should complete 30 hours of community service within the first two years of their period of study. Suitable organizations to be chosen for this. Students can be divided into groups. A staff member to be the mentor for each group. A work diary should be maintained. At the end of the second year, a report should be submitted. Certificate is also to be produced. The format for this will be given. There is a website bhumi.org for voluntary service. This can be used to select the community service programme.
 - ❖ The college logo has been changed. Henceforth, the new logo is to be used.
 - ❖ Faculty to adhere to the reporting time. Faculty can avail two permissions/month with the consent of the HoD. If more than two permissions are needed, the Principal's consent should be obtained. A permission register to be maintained in each department.

- ❖ All aided faculty have the authority to attest. Principal requested the aided faculty to help our students by attesting certificates when they come to them.
- ❖ Remedial classes are to be conducted as usual.
- ❖ SET/NET/Civil Services- One coordinator from each department to help, preferably senior staff members. Dr.L.Lakshmanan, Dean (Mathematics) and Dr.Mrs.S.Padmavathy, Dean-Academic Support and Alumni Relations, to be in charge.
- ❖ Faculty members are to go well prepared for their classes and on time. They are not to remain seated while taking classes. Use of mobiles to be curtailed. Students not to be allowed to use the mobiles in the class room. The mobiles can be seized from the students who are misusing them. Faculty members are not to take the mobiles to the class room.
- ❖ Valuation- Avoid usage of mobiles during valuation. Outsiders are not to be allowed to enter the valuation hall. Exam duty is to be taken seriously. Non-teaching staff not to be sent on other errands while on exam duty. Valuation to be done with utmost care.
- ❖ Attendance reports can be drawn from CMS and need not be done manually from this year
- ❖ If a student takes leave for more than 21 days, her name will be put in temporary stoppage by the controller section and the department will be informed. The student should meet the Principal to get permission to apply for condonation.
- ❖ Students who come late for the first hour should be marked absent for three hours by the staff member who goes for the first hour class.
- ❖ Attendance is very important and is to be marked carefully. Attendance to be marked before starting the lecture. No over writing or corrections are to be made in the attendance register Students are not to be allowed to take attendance or to make any entries in the attendance register.
- ❖ Question banks are to be standardized. Give more number of questions for the ALC papers.
- ❖ A discipline committee has been formed to deal with discipline issues of students. The members of the committee are Dr.M.Renuka of the Tamil Department, Dr.M.Jayamala of the Women's studies Department, Mrs.S.C.Punitha of the Computer Science Department and Dr.G.Kavitha of the BCom-Ecommerce Department. Students who create unnecessary problems should be controlled at the

department level as far as possible. A record should be maintained regarding the action taken. When the problems get out of hand, they should be referred to the discipline committee.

- ❖ Event management system to be updated regularly by all the staff members.

ATTENDANCE

IQAC MEMBERS 2015-16

S.No	NAME	SIGNATURE
1	Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
2	Dr. N. Yesodha Devi, Secretary	<i>N. Yesodha Devi</i>
3	Prof. Balasubramanian, Director, GRGSMS	<i>B. Balasubramanian</i>
4	Ms. Geetha Mukund, CCE	<i>Geetha Mukund</i>
5	Ms. S. Vasanda, Dean, Student Affairs	<i>S. Vasanda</i>
6	Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
7	Dr. S. Padmavathy, Academic support & Alumni Relations	<i>S. Padmavathi</i>
8	Dr. A. Shamitha Begum, Dean Academic Affairs	<i>A. Shamitha Begum</i>
9	Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications.	<i>P. Santhana Krishnan</i>
10	Ms. Kalavathy, Dean, Vocational programmes	<i>K. Kalavathy</i>
11	Dr. K. Parameshwari, HoD, Dept of Chemistry	<i>K. Parameshwari</i>
12	Dr. R. Vijayalakshmi, HoD, Dept. of Commerce.	<i>R. Vijayalakshmi</i>
13	Dr. P. Meena, HoD, Dept. of Physics	<i>P. Meena</i>
14	Ms. S.C Punitha, HoD, Dept. of Comp. Science	<i>S.C Punitha</i>
15	Dr. Sushil Mary Mathews, IQAC Coordinator	<i>Sushil Mary Mathews</i>
16	Ms. Lalitha, Office Supt.,	<i>Lalitha</i>
17	Ms. Thelma Anto, HR	<i>Thelma Anto</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	New SF courses introduced to be developed well	BA Literature, BSc Mathematics, BCom Business Analysis	Department & Office	2015 by odd semester end	Completed
2	Targets set for the year	For all departments	IQAC	End of each semester	Completed
3	Leadership training programme	For HOD's and senior faculty	IQAC	By Dec 2015	Completed
4	Yoga classes	For UG first years	Yoga department	By year end	Completed



Lumala

PSGR KRISHNAMMAL COLLEGE FOR WOMEN
COIMBATORE-641 004.

IQAC meeting to be held on 5th Aug 2015

Agenda

Agenda

The following matters will be discussed

1. Student Forum Inauguration
2. Campus Companies
3. UG Admission
4. Gandhian studies, Ambedkar Studies and Women's studies
5. Mentor meeting
6. Any other matter

Minutes

Minutes of the IQAC meeting held on 5-8-15 at 12 noon

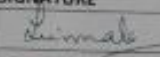
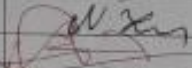
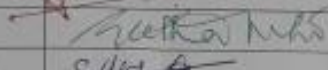

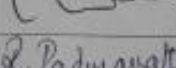
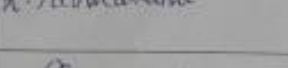
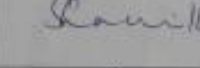

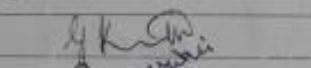
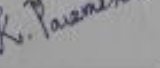
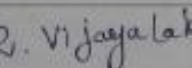
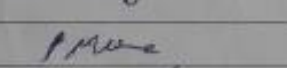
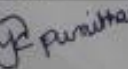
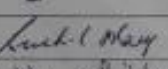
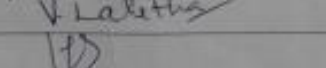
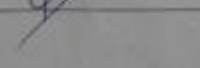

- ❖ The inauguration of the Students Forum is scheduled at 11 am on 7-8-15. Dr.R.Venkatraman, Retired Professor of History and Culture, Madurai Kamaraj University will deliver the inaugural address. All aided students and III year self-financing students will attend the programme. Students and Faculty members are to be in uniform and to assemble by 10.45 am. Attendance is compulsory. Strict Discipline is to be maintained. The Departments of Tamil and PG Mathematics will be in charge of discipline. Faculty to be seated along with the students.
- ❖ There will be an interface programme with Dr.Venkatraman after the inauguration. Faculty of the History Department and Deans will participate.
- ❖ Independence Day celebrations will be at 11am on 14-8-15 which will be attended by the Aided Students. This will be followed by the Fresher's Day programme at 12.30. First year Aided and all self financing students will attend the Fresher's Day programme.
- ❖ Campus company- Students to be motivated to come out with ideas for business inside the campus. Financial and Non financial support will be provided by the college to some extent. A team of students with a faculty member as Mentor can float their ideas. The last date for submission of any ideas/projects is 5-9-15.
- ❖ Students/Faculty to be motivated to participate in the Contest for innovative products which is to be conducted by THE CII.
- ❖ **Assembly**-Students have to come to the assembly on time. The Faculty members are to see to it that their students go to the assembly regularly. For Aided courses, PG Mathematics and Commerce departments will regulate and for self financing courses, the Computer Science and BCA departments will regulate the students for assembly.
- ❖ **LCD Usage:** Misuse of LCD to be prohibited. Students to be suitably advised. If the LCD is damaged, classes using it will be held responsible. Faculty members are to see it that the LCD is switched off after class.
- ❖ It is planned to provide Wi-Fi throughout the campus. Effective usage of ICT is required by staff and students. All Faculty members should possess a lap top. The details of usage of lap top by the staff to be submitted by the departments by 10-8-15.
- ❖ **Transport facilities**- It is proposed to arrange transport facilities in certain routes. Data from students to be collected by Dr.R.Santha, Dr.K.Parameswari and

Dr.B.Tamilselvi for the Aided courses and by Dr.G.Kavitha, Mrs.S.C.Punitha and Mrs.K.Geethalakshmi for the self financing courses by 12-8-15.

- ❖ NCC students and sports students to be given permission to go for practice on production of duly signed permission slips.
- ❖ **UG Admissions:** Last date for admissions is 17-8-15. Lists of admitted students with marks and community to be submitted by 7-8-15. Original mark lists, Transfer Certificates and Community certificates to be collected and handed over.
- ❖ **Research:** Faculty members are requested to go through the 2012 Bharathiar University guidelines for research and to adhere to the guidelines. Documentary evidences like work plan, tests conducted and attendance registers to be maintained. Review meeting to be conducted regularly. Full time scholars should not be working elsewhere. 75% attendance is compulsory for the full time scholars. Part time scholars to satisfy attendance requirements as per 2012 Bharathiar University guidelines. Publications should be in indexed journals.
- ❖ **Skill component** to be introduced in the curriculum before the next BOS. Departments to plan for this.
- ❖ Gandhian studies, Ambedkar Studies and Women's studies books are to be revised. If any of the faculty members want to contribute, they can contact the respective centers.
- ❖ The special fees amounts to be utilized by the departments as per the allotment given by the Principal.
- ❖ Arrangements are being made for the students to open bank accounts inside the campus itself. Students are to be ready with copies of the ration card, Aadhar card or Voter id and four passport size photos for this purpose by 10-8-2015.
- ❖ Staff to go to class on time. Classes not to be left free.
- ❖ Attendance to be posted on time in the CMS. This will facilitate monthly consolidation of the attendance which is being done manually now. CMS in charge of each class to check if the attendance has been posted by the respectice faculty once in 15 days.
- ❖ Elective list signed by students to be submitted to CoE.
- ❖ Mentor meeting to be conducted regularly after the preparation of the ward list.

ATTENDANCE

IQAC MEMBERS 2015-16

S.No	NAME	SIGNATURE
1	Dr. S. Nirmala, Principal	
2	Dr. N. Yesodha Devi, Secretary	
3	Prof. Balasubramanian, Director, GRGSMS	
4	Ms. Geetha Mukund, CCE	
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15	Dr. Sushil Mary Mathews, IQAC Coordinator	
16	Ms. Lalitha, Office Supt.,	
17	Ms. Thelma Anto, HR	

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Student Forum Inauguration	To conduct inaugural	Union Department	August	Completed
2	Campus Companies	Set up one	MBA	By year end	Completed
3	Mentor meeting	Prepare list and have meeting	IQAC	By September	Completed
4	Study centers to bring out a book	Prepare book	Study center	By semester end	Book Human Values and Rights published



Lumala
PRINCIPAL
PSGR KRISHNAMMAL COLLEGE FOR WOMEN
COIMBATORE- 641 004.

IQAC meeting to be held on held on 28-10-2015

Agenda

Agenda :

1. Curriculum development
2. Online Courses
3. Language lab utility
4. Visit to ANJAC
5. CII meeting
6. Any other matter

Minutes

Minutes of the IQAC meeting held on 28-10-2015

Time: 11.00 a.m.


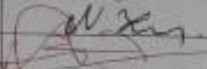
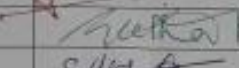

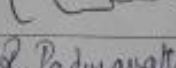
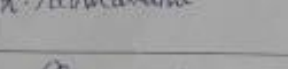
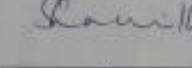
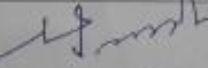
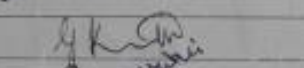
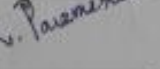
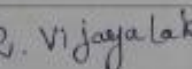
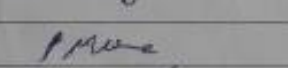
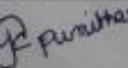
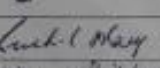
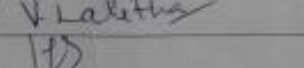


- ❖ The faculty to plan for revision of curriculum for the academic year 2016-17. The academic content is to be finalized and kept ready for the BOS meeting in 2016.
- ❖ In the meeting of the curriculum development cell, it has been decided to revamp the syllabus in all dimensions, taking into account the changes in the higher education scenario.
- ❖ There should be a change from the current method of classroom and text book based teaching so as to promote independent learning. The following guidelines are to be followed while revising the curriculum.
 - Open source learning is to be promoted. We can formalise this in the curriculum. Online free courses like NPTEL, edX, Coursera, MIT etc., can be used.
 - Students are to take up two online courses, one interdisciplinary and the other in subject oriented areas. Departments to identify few courses under each category.
 - Core and allied paper syllabus to be updated. Changes can also be made in the assessment methods. Assessment methods can vary according to the subject requirements. The components of internal assessment can be changed if required. Departments are requested to give their suggestions for this.
 - Language lab to be used effectively-Minimum of 2 hrs/week for each class
 - Teaching should be more application oriented and to be interactive, participatory and activity based.
 - 60% of the syllabus to be handled with lectures and 40% by participatory learning mode. The L(Lecture), T(Tutorial) and P(Practical) method to be used and to be mentioned in the syllabus.
 - Job oriented and add on courses should make the students employable. All these courses to be NSDC certified courses. All students to undergo one such course (60 hours minimum). Departments are required to identify the courses which are applicable to their subjects.
 - Laptops and smart phones can be used for enhanced learning. It is essential that all the students and faculty use laptop for teaching-learning.
 - There should be an academic advisor in the department to monitor the online programmes taken by the students and to certify their completion.

- There will be no change in the number of credits (140) or in the number of core, allied and language papers.
 - The industry internship is to be made more effective. A few bright students can be sent for internship in reputed industries. Extra credits can be given to encourage them. They can go for three weeks training instead of two.
 - The syllabus, teaching methodology and assessment methods to be finalised and submitted before 10th December, 2015.
 - The UG and PG syllabi to be aligned with NET/SET/Competitive exam requirements.
 - UGC model curriculum is available in the UGC website. It can be referred to help design the curriculum.
 - 10% of the topics can be covered by guest lectures.
 - Skill based course to be decided department wise.
- ❖ There will be an orientation course for spoken tutorial from 2nd to 4th December, for which the schedule will be sent to departments.
- ❖ A visit by a team of 12 members from our college is planned on 12th and 13th November to Ayya Nadar Janaki Ammal College, Sivakasi, which is an autonomous college, reaccredited (3rd Cycle) with "A" grade (CGPA 3.67 out of 4) by NAAC and is a College of Excellence. The members of the team are
1. Dr.S.Nirmala - Principal
 2. Dr.S.N.Padmadevi (Botany)
 3. Dr.S.Chitra (Chemistry)
 4. Dr.P.B.Harathi (Zoology)
 5. Dr.P.Meena (Physics)
 6. Dr.K.Sumathi (Mathematics)
 7. Dr.Sushil Mary Mathews (English)
 8. Dr.S.Poornima (BBA)
 9. Dr.G.Kavitha (BCom ecom)
 10. Dr. Dr.M.S.Vijaya (MSc CS)
 11. Librarian
 12. K.Kavitha(CoE Office)
- ❖ There will be an orientation programme for MPhil and PhD scholars in December 2015.

- ❖ Permanent rooms are to be assigned to the research scholars in the new block. The timing for the M.Phil scholars is from 9 am to 4 pm. They should participate in all their department and college programmes.
- ❖ The MPhil scholars are to be properly engaged. They are to be guided for the successful completion of Part I. There should be a research coordinator in each department who will plan for the conduct of the research programme. Plan of action to be submitted for the MPhil programme by 31st October 2015. All communications regarding research to be filed and HoDs to monitor. Attendance records to be maintained.
- ❖ The CII is organizing a conclave on higher education on 18th and 19th November 2015 at Le Meridien. Principal, Dr.P.Meena and Dr.G.Kavitha are to attend.
- ❖ Founders Day celebrations are on 19th and 20th January 2016. The celebrations are to be combined with the Diamond Jubilee celebrations of our school. The college event will be on 19th, when there will be reading of the report, a motivational lecture and distribution of scholarships and awards to rank holders and students who have excelled in co curricular activities. The school events will be on 20th. The mass dance in which our college students participate will also be on 20th January 2016.
- ❖ Holiday address to be given by the faculty members.
- ❖ 31-10-15 will be the last working day. There will be a staff meeting and also the rededication day programme at 2 pm.
- ❖ Details of all department programmes in which alumni participated during this year are to be given to Dr.Mrs.S.Padmavathy, Dean-Academic Support and Alumni Relations.
- ❖ The internal marks and attendance particulars of students will be made available in the college web site from this semester.

ATTENDANCE

IQAC MEMBERS 2015-16

S.No	NAME	SIGNATURE
1	Dr. S. Nirmala, Principal	
2	Dr. N. Yesodha Devi, Secretary	
3	Prof. Balasubramanian, Director, GRGSMS	
4	Ms. Geetha Mukund, CCE	
5	Ms. S. Vasanda, Dean, Student Affairs	
6	Dr. L. Lakshmanan, Dean, Mathematical Sciences	
7	Dr. S. Padmavathy, Academic support & Alumni Relations	
8	Dr. A. Shamitha Begum, Dean Academic Affairs	
9	Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications.	
10	Ms. Kalavathy, Dean, Vocational programmes	
11	Dr. K. Parameshwari, HoD, Dept of Chemistry	
12	Dr. R. Vijayalakshmi, HoD, Dept. of Commerce.	
13	Dr. P. Meena, HoD, Dept. of Physics	
14	Ms. S.C Punitha, HoD, Dept. of Comp. Science	
15	Dr. Sushil Mary Mathews, IQAC Coordinator	
16	Ms. Lalitha, Office Supt.,	
17	Ms. Thelma Anto, HR	

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Curriculum development	Board of studies	Departments	By February	Completed
2	Online Courses	Collaborate	Heads (with SIM University)	By year end	Completed
3	Language lab utility	For all students	English Department	By September	Completed
4	Visit to ANJAC	To learn their best practices	IQAC	By semester end	Completed
5	CII meeting	To attend	IQAC	Whenever organized this year	Attended



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IQAC meeting to be held on held on 06-01-2016

Agenda

Agenda:

1. Welcome speech
2. To consider the Annual Quality Assurance Report 2014-15 submitted to NAAC.
3. An over view of activities of 2015- 16 and New Initiatives - A brief presentation by Principal.
4. Proposed future plans as per the Target 2015-16.
5. Discussion on the Quality perspectives
6. Any other matter.

Minutes

**Minutes of the IQAC Meeting held on 6th January 2016, at the Board Room, PSGR
Krishnammal College for Women**

1. The meeting began with a welcome by Smt R Nandini, the Chairperson of GRG institutions.
2. The copy of Annual Quality Assurance Report 2014-15 submitted to NAAC was circulated to the members and they appreciated the timely submission of the report.
3. The Principal Dr S Nirmala presented:

a. An overview of the activities of the College in 2015-16 regarding :

- Infrastructure Improvement
- New courses introduced – 2015-16
- Quality enhancement for stakeholders
- MoU's Signed
- Activities in the current year
 - ❖ Seminars / Workshops organised
 - ❖ Major / Minor projects received
 - ❖ Research Papers published / presented
 - ❖ Achievements & Awards of faculty & students
 - ❖ Grants received

b. The New initiatives taken during the year was also highlighted

- Strategies to strengthen the research base
- Student centric learning is encouraged with
 - My Klassroom
 - NPTEL Local chapter
 - Spoken Tutorial
- The Curriculum is being revamped based on 'Outcome based teaching learning'
- To encourage self learning – students are given credits for completion of online courses - NSDC certified programmes /MOOC / NPTEL/ Coursera

The members congratulated and appreciated the Management, Principal and Faculty for their sustained progress, achievements and the initiatives taken.

4. The Principal also briefed the proposed future plans mentioning,

- New Programmes proposed to be introduced -2016-17
- Enhanced utilization of Video Conferencing facilities.

- Short duration Industrial Training for Research scholars and Faculty
- Industry Institute Partnership Initiative by every department
- Promoting 'Campus – Company' in a big way.

5. Discussion on the Quality perspectives

- Mr Varadaraj suggested that the impact of the Community oriented programmes be monitored.
- Dr Palanithurai said that an **ethical Committee can be formed to go through all the proposals of/from the College and to monitor the research programmes.**
- Dr Sheela Ramachandran felt that the Administrative strategy to evaluate the activities should be worked out. She also said that learning and evaluation should move beyond MOOC to SPOC. She appreciated the newly constructed BVoc Labs **and suggested that students can take up earn while you learn strategy.**
- Dr Kandasamy said that Teaching – Learning to be given top priority, and students should make maximum use of the library to get valuable information from real good books.
- Dr Devi recommended that Turnitin software can be used to detect Plagiarism. She also said that good lectures from experienced teachers can be videotaped and made available to the students.

6. General Suggestions.

- The outreach programmes should not be looked upon as charity but rather as Academic Social Responsibility. **This can be recorded in website along with the outcome or benefit and the impact of the outreach programme.**
- **Core competency of the Institution to be highlighted and projected on the website.**
- You tube learning material can be uploaded in the website and the Institutional **competencies especially the outreach programmes to be made available in the website.**
- **Academic Engagement – Teachers to lecture for a lesser time in class and bring in more student involvement.**
- **An Administrative strategy to be adopted to evaluate the activities – the outcome and the sharing of experiences and expertise.**
- PG students can take up Professional Certification courses to have an edge over peers from other Colleges.
- **More number of Inspire programmes can be conducted to reach more students and they should also be made aware of the Inspire scholarship.**
- The IQAC members representing local community can include members from other Colleges also.
- Unit V in each course can deal with application of the subject to industry
- Four or five students in each programme can be sent for Skill training to appropriate industries.
- NAAC recommendations can also be mentioned for IQAC to keep a track record.
- The methods of evaluation for OBE to be designed.


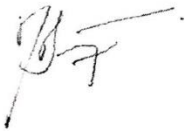
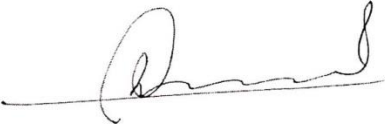
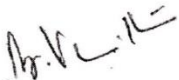


- **Academic Audit to be strategized and a part conducted every year to prepare for once in three year audit.**
- **Best practices of each staff/department can be shared and incentives given for the same.**

Student member – Ms Bharathimani shared her experiences and especially highlighted the importance of Student Quality Cell, OPAC system in library and the benefits of Job Oriented Courses.

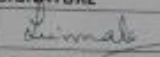

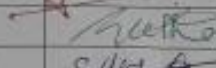
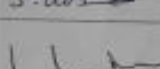
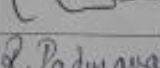
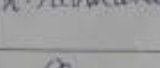
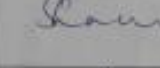

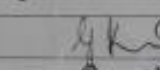
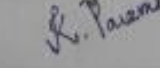
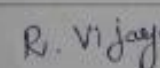
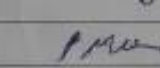
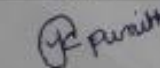
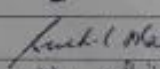
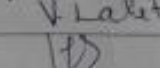


The meeting came to a close with Vote of thanks by Dr Sushil Mary Mathews, IQAC Coordinator.

ATTENDANCE

IQAC MEMBERS 2015-16 :

Dr. SheelaRamachandran, Former Vice Chancellor, Avinashilingam University, Coimbatore	
Dr. M. G. Sethuraman Prof. of Chemistry, Gandhigram Rural University, Dindigul	
Mr. D. Srinivasan Trustee cum Chief Executive Rural Extension Service Trust (REST) Coimbatore	
Dr. B. Vanitha Prof. of Economics Bharathiar University, Coimbatore	
Dr. RubaGunaseelan, Professor, Bharathiar School of Management and Entrepreneur Development, Bharathiar University, Coimbatore	
Mr. R. Varadaraj, Managing Director & Chief Operating Officer, Rajshree Sugars & Chemicals, "The Uffizi" 338, Avinashi Road, Coimbatore	
Mr. SrinivasanDesikan Vice President – Quality Engineering at Altosource, Bangalore, India	—

IQAC MEMBERS 2015-16

S.No	NAME	SIGNATURE
1	Dr. S. Nirmala, Principal	
2	Dr. N. Yesodha Devi, Secretary	
3	Prof. Balasubramanian, Director, GRGSMS	
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15	Dr. Sushil Mary Mathews, IQAC Coordinator	
16	Ms. Lalitha, Office Supt.,	
17	Ms. Thelma Anto, HR	

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Skill training	Record on website	IQAC	By March	Completed
2	Community Service	For all students	COE & Heads of departments	For next year	Completed
3	Content delivery	Participatory learning	Faculty	For next year	Completed
4	Academic audit and ICT audit	To conduct	IQAC	By year end	Completed
5	Best practice	For all departments	Heads of departments	By next semester	Completed



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IQAC meeting to be held on 01-02-2016

Agenda

Agenda:

To discuss the following

1. Karishma
2. Star College – programme
3. Blooms Taxonomy
4. Student Feedback
5. Faculty Appraisal
6. Any other matter

Minutes

Minutes of the IQAC meeting held on 01-02-2016

- ❖ As the classes for 2-2-16 have been suspended in view of the PM's visit to Coimbatore, 20-2-16 will be a working day instead.
- ❖ Karishma 2016 date changed from 19-2-16 to 20-2-16.
- ❖ The advisory committee meeting of the Star College scheme will be conducted on 19-2-16, when Dr.Suman Govil, Advisor, DBT, Govt.of India, New Delhi will be visiting our college.
- ❖ Support under Star College Scheme has been extended to the Computer Science, BCA and IT departments.
- ❖ A Biotechnology summit is organised by the Department of Biotechnology (DBT), Ministry of Science & Technology, Government of India to celebrate its 30th Foundation Day on 5-2-16.Our Principal, Dean-Student affairs-Mrs.S.Vasandha and the Star College Scheme Coordinator-Dr,S.N.Padmadevi, will attend.
- ❖ Curriculum and Syllabus for 2016-17 batch
 - The template has already been given.
 - Assessment to be done based on Bloom's Taxonomy. The knowledge levels for UG should be from K1 to K4 and for PG from K1 to K6.
 - For UG, the weightage for the internal component to be increased to 40. These 40 marks are to be given in an objective and unbiased manner. The role of the teacher is very important in this aspect.
 - The distribution of the 40 marks for internal assessment will be as below.
 - ✓ CA I -50 marks-reduced to 5 marks
 - ✓ CA II-50 marks-reduced to 5marks
 - ✓ Model-60 marks-reduced to 6marks
 - ✓ Assignment/Classwork complied by the student-4marks
 - ✓ Seminar/Interaction-5marks
 - ✓ Quiz-4marks
 - ✓ Participation in learning process, Preparatory work, effective use of My Classroom Platform, Involvement in class -5 marks
 - ✓ Library Usage-3 marks
 - ✓ Attendance-3marks(85-90%-1 mark, 91-95%-2marks, >96%-3 marks)
 - **CA pattern for UG**
 - Section A- 4 out of 6 (4 x 5 = 20marks)- K1 and K2 levels

Section B- 3 Questions (No choice)-(3 x 10 = 30 marks)-K1,K2 and K3 levels

Total-50 marks

ESE and Model pattern for UG

Section A- 5 Questions-No choice (5 x 2 = 10 marks) – K1 level

Section B- 5 out of 6 (5 x 4 = 20 marks)- K2 level

Section C- 5 out of 6 (5 x 6 = 30 marks)- K3 level

Total-60 marks

- Word limit to be given. No minimum marks for CA. In ESE a minimum of 24 out of 60 is to be secured to pass. Total passing minimum to be secured is 40.
- The foundation course for UG will be in the first semester. Passing minimum for this will be 50%.
- Open course for UG-On line courses as per the choice of the students. Guidance can be given by the academic advisors. Departments to ensure that the students complete the online courses. The two hours which were allotted for the open course can be allotted for the PDP programme. The faculty for the PDP programmes will be partly internal and partly external.
- Basic Tamil and Advanced Tamil to be completed in the first semester.
- For PG, the split up will be the same as UG – 40 (Internal) and 60 (ESE). The split of internal marks will be the same as UG.
- **CA pattern for PG**

Section A- 4 Questions -No choice(4 x 5 = 20 Marks)- K1 and K2 levels

Section B- 3 Questions -No choice (3 x 10 = 30 Marks)- K3 and K4 levels
- **ESE and Model pattern for PG**

Section A- 5 Questions-No choice (5 x 2 = 10 marks) – K1 and K2 levels

Section B- 5 Questions-No choice (5 x 4 = 20 marks) -K3 and K4 levels

Section C- 5 Questions-No choice (5 x 6 = 30 marks) - K5 and K6 levels

Total-60 marks
- No minimum marks for CA. In ESE a minimum of 30 out of 60 is to be secured to pass. Total passing minimum to be secured is 50.
- I year syllabus and scheme to be completed by 10th February 2016. The BOS will meet on 27th February. The minutes of the BOS to be submitted by 3rd March 2016.Resolutionsand materials for Academic Council to be submitted by 8th March 2016. Mistakes and ratification to be avoided. The curriculum to be compared with other reputed institutions and upgraded before completion.

- Question banks to be revamped for the 2016-17 batches. For UG the question levels are to be from K1 to K3 and for PG from K1 to K5.
- ❖ Students Feedback will be from 22nd to 25th February, 2016. Students to be informed.
- ❖ Faculty appraisal and HoD appraisal - 22nd to 25th February, 2016.
- ❖ Department appraisal form to be submitted by 15th February 2016.
- ❖ A communication has been received from the UGC regarding the proper usage of UGC funds. Abnormal hospitality expenses to be avoided, Honorarium and travelling allowances for guest speaker to be below Rs 2000/-.In case of two or three day workshops the number of sessions are to be specified and expenditure to be split and shown.

ATTENDANCE

IQAC MEMBERS 2015-16

S.No	NAME	SIGNATURE
1	Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
2	Dr. N. Yesodha Devi, Secretary	<i>N. Yesodha Devi</i>
3	Prof. Balasubramanian, Director, GRGSMS	<i>B. Balasubramanian</i>
4	Ms. Geetha Mukund, CCE	<i>Geetha Mukund</i>
5	Ms. S. Vasanda, Dean, Student Affairs	<i>S. Vasanda</i>
6	Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
7	Dr. S. Padmavathy, Academic support & Alumni Relations	<i>S. Padmavathi</i>
8	Dr. A. Shamitha Begum, Dean Academic Affairs	<i>A. Shamitha Begum</i>
9	Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications.	<i>P. Santhana Krishnan</i>
10	Ms. Kalavathy, Dean, Vocational programmes	<i>K. Kalavathy</i>
11	Dr. K. Parameshwari, HoD, Dept of Chemistry	<i>K. Parameshwari</i>
12	Dr. R. Vijayalakshmi, HoD, Dept. of Commerce.	<i>R. Vijayalakshmi</i>
13	Dr. P. Meena, HoD, Dept. of Physics	<i>P. Meena</i>
14	Ms. S.C Punitha, HoD, Dept. of Comp. Science	<i>S.C Punitha</i>
15	Dr. Sushil Mary Mathews, IQAC Coordinator	<i>Sushil Mary Mathews</i>
16	Ms. Lalitha, Office Supt.,	<i>Lalitha</i>
17	Ms. Thelma Anto, HR	<i>Thelma Anto</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Intercollegiate Competition	Cultural fete	Karishma team	By March	Completed
2	Star College scheme	Advisory Committee meeting	Science Departments	By March	Completed
3	Student Feedback	Every year	IQAC	By year end	Completed
4	Faculty Appraisal	To conduct	HR & IQAC	By year end	Completed



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