

PSGR KRISHNAMMAL COLLEGE
FOR WOMEN
IQAC MEETINGS 2016 -17

IQAC meeting to be held on 23-6-2016

Agenda

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Agenda

1. New Programmes
2. OBE implementation
3. ICT to be included
4. My Klass room portal
5. Anti Ragging Committee
6. Any other matter

Minutes

Minutes of the IQAC meeting held on 23-6-2016

- ❖ Principal welcomed the members and thanked everyone for the cooperation in all the activities in the last year.
- ❖ New UG programmes introduced during the year are:
 - A second section of BCom PA, BSc ISM is converted to an additional batch of BSc IT, BSc Physics (SF) and BSc Costume design and fashion.
 - Mrs.T.Vijayalakshmi of BVoc-Garment designing will be in HoD i/c of BSc Costume design and fashion.
 - Mrs.P.Maheswari of Physics will be HoD in charge of BSc Physics (SF).
Dr.P.Meena, HoD of Physics department to guide.
- ❖ The presentation of the proposal for college with excellence was completed at UGC on 18th May 2016. There was good appreciation in the interface meeting for our performance.
- ❖ Admissions have been carried out effectively. All the seats in the UG programmes have been filled. Additional seats have been granted by the University for 10 Programmes, to the extent of 10% in each program. Staff to ensure that all the students have submitted their TC and mark sheets. If they have not, their seats to be filled. No seats to be vacant.
- ❖ The list of students with marks out of 800 and 1200 to be submitted. Any special quota to be mentioned in the remarks column. List to be submitted by 7th July 2016.
- ❖ PG admission to be completed by the end of June and the selection and waiting list to be submitted to the office.
- ❖ Target for 2016-17 have been distributed. The focus areas for the current year are industry orientation, student training and faculty exposure Usage of ICT in teaching learning process and implementation of Outcome based education.
- ❖ OBE is implemented from this year. Planning to be done for II and III years curriculum revision based on OBE. An FDP programme on OBE is organized for faculty members on 25-6-16 by IQAC. OBE to be implemented by all staff members. Resources regarding Bloom taxonomy to be maintained in the department.
- ❖ Promotions of ICT in teaching learning process- Class rooms are equipped with LCD. Teachers to use it as teaching aid. Staff and students to make use of lap tops. PG students to be directed to compulsorily bring the lap top.

- ❖ My class room platform to be used for learning. Login id will be given to access and upload the study materials for students included this year. 2900 UG students will have access to “My class room” portal. All PG programmes students come under Myclassroom portal this year. This will give 24/7 learning facility for students. The portal can be used for Quiz, assignments and any announcements to be made by the teacher. Mr.R.Venugopal, Systems Manager will coordinate in implementation of this Myclassroom for additional departments
- ❖ The students who are not coming under the Myclass room portal will use E-Learning PSGRKC portal. All the students and staff can log in to access these learning materials.
- ❖ A committee is formed for promotion of on line learning among students. The committee will be headed by Dr.K.Sumathi of Mathematics Department and Mr.R.Venugopal, Systems Manager will coordinate. The members are:
 - Mrs.Geethalakshmi K - BCA (Coordinator for My Class Room)
 - Mrs.Raja Rajeswari M -Bcom-Ecom
 - Mrs.Sakthikala R –Maths PG
 - Mrs.Shalini J- Computer Science
 - Mrs.M.Lavanya-Physics
 - Mrs.Ramya-English
 - Mrs.Kanchana M- Botany
- ❖ There should be an academic advisor in each department to coordinate CMS and e learning. They are to advise the I UG students regarding the facilities available for e learning. II and II year students too can be motivated to do the course. NPTEL courses will be open in July. In the spoken tutorials organized by IIT Mumbai, lots of materials are available. SIM courses can also be taken by the students. Staff members too can do the programme.
- ❖ Collaboration to be planned with funding from other agencies for seminars/workshops. Departments to have a list of resource persons for guest lectures. Topics to be decided and proper planning to be made. Feedback of students to be documented.
- ❖ Inter department/Inter collegiate competitions to be organized.
- ❖ The meeting for the activity calendar will be on 27-6-16.

- ❖ The ICT papers will be Cyber Security for PG and Information Security for UG from 2015-16 batch onwards. The contents are different for UG and PG.
- ❖ The CMS entry for I and II years to be made according to the schedule.
- ❖ Question paper for I years to be framed based on Bloom taxonomy. For II and II years too any changes necessary can be done. The question papers to be submitted by the end of July. Syllabus with copies of changed papers to be handed over to the CoE.
- ❖ For 2016-17 batch marks will be given for library usage. Marks will be given by the librarian on the basis of usage, returning of book on time & entry into library.
- ❖ The interview for appointment of Aided Assistant Professors will be completed during July 2016.
- ❖ April/May end semester performance - Pass percentage to be improved. There are more number of failures in SBS, General Awareness, Allied and IDC papers. Remedial coaching to be conducted for Allied Mathematics. Always our target of overall pass percentage be above 90% for I & II years & 100% for III years.
- ❖ Details of Add On and Job oriented courses offered during the year to be submitted to Principal by 30th June 2016.
- ❖ In house training centre for personality development program established from the year .
The traing of students (UG) will be as follows:
I year- Communication (odd semesrter-30 hours for functional English students) and soft skills(even semester-30 hours)
II year-Numerical Aptitude-60 hours
III year-Placement orientation-30 hours.
Internal and external faculty members will be handling the classes. Schedule of training will be prepared & circulated to all departments
- ❖ SET/NET class compulsory for all PG students. All the junior staff members should try to clear the NET/SET.
- ❖ UGC support for Community college is to be continued for two more years. Sanction letter received from UGC.
- ❖ The form for availability of rooms is to be submitted to Dr.A.Shamitha Begum-Dean – Academic by 27-6-16 to allot rooms for add-on programmes

- ❖ Students forum election is to be held on 4-7-16. HoD's to see to that only deserving candidates are nominated.
 - Nomination-28-6-16
 - Withdrawal-29-6-16
 - Canvassing- 30-6-16
 - Election-4-7-16
- ❖ Anti Ragging Forms to be filled, signatures of students and parents obtained and filed in the department.
- ❖ **The Anti Ragging Committee**
 - Dr.S.Nirmala-Principal
 - Dr.S.Sumadevi-HoD-BCom
 - Dr.B.Tamilselvi-HoD-Mathematics
 - Dr.C.Krishnaveni-Botany
- ❖ Language Books, laboratory records and uniform sarees will be supplied by GRG stores from this year.
- ❖ The parents meeting for hostel students will be in July 2016.
- ❖ Event management software to be updated. Faculty details and publications to be updated in website
- ❖ College magazine committee:
 - Dr.S.Padmavathi-Dean-Academic support and Alumni Relations-Coordinator
 - Dr.Sumathi Ramu-English
 - Dr.V.Padmavathy –Hindi
 - Dr.R.Manimegalai-Tamil
 - Two PG students
- ❖ Department magazine preparation:

Departments grouped as follows

Science (Mathematics, Physics, Chemistry, Botany, Zoology)-Physics department to be in charge

Arts (Literature, Economics, History)-Literature department to be in charge

Commerce (Aided and all SF)-BCom Aided department to be in charge
Management (BBA, Aided and SF)- BBA Aided department to be in charge

Computer Science (CS, IT, BCA, PG CS & IT) PG CS & IT department to be in charge

BVoc & Community College-BVoc-Garment designing to be in charge

Magazine to be ready by April 2017.

- ❖ Recording of council minutes-Physics Department
- ❖ Extension activities- RWTP- as per last year
- ❖ The Alumni carnival will be on 23-7-16. 50 alumni from each department are expected to attend.
- ❖ 50% fee concession will be given for deserving II and II years. Application of students really deserving to be submitted by 1st week of July 2016.
- ❖ HoD's role is very important. She has to monitor all the activities- both Academic programmes and Association activities and intervene at the right time. Review of performance to be done from time to time.
- ❖ Orientation programme on cyber security will be on 27th and 28th June 2016 organised by PG Computer Science.
- ❖ **Cleanliness** – Heads of the Departments and class in charges to monitor. Students to be advised to maintain cleanliness of class rooms and other facilities. Proper usage of water purifiers by students in each block to be stressed.

ATTENDANCE

IQAC members 2016-17

Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
Dr. N. Yesodha Devi, Secretary, PSGRKC	<i>N. Yesodha Devi</i>
Dr. Sushil Mary Mathews, Associate Professor, Dept of English	<i>Sushil Mary Mathews</i>
Mrs. G. Sophia Reena, Head, Dept. of IT	<i>G. Sophia Reena</i>
Prof. Balasubramanian, Director, GRGCAS	<i>B. Balasubramanian</i>
Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications	<i>P. Santhana Krishnan</i>
Dr. R. Padmaravathi, Academic support & Alumni Relations	<i>R. Padmaravathi</i>
Ms. S. Vasandha, Dean, Student Affairs	<i>S. Vasandha</i>
Dr. A. Shamitha Begum, Dear, Academic Affairs	<i>A. Shamitha Begum</i>
Ms. Kalavathy, Dean, Vocational Programmes	<i>K. Kalavathy</i>
Dr. P. Sudhasivam, Dean, MBA	<i>P. Sudhasivam</i>
Dr. K. Parameshwari, CoE	<i>K. Parameshwari</i>
Ms. Lalitha, Office Supt. (A)	<i>V. Lalitha</i>
Ms. Thelma Anto, HR	<i>Thelma Anto</i>
Ms. L. Uma Maheshwari, Training Co Ordinator	<i>L. Uma Maheshwari</i>
Dr. S. Sumadevi, Head, Dept of Commerce	<i>S. Sumadevi</i>
Dr. S. Poornima, Head, Dept of Business Administration	<i>S. Poornima</i>
Dr. S. Chitra, Head, Dept of Chemistry	<i>S. Chitra</i>
Dr. P. Meena, Head, Dept. of Physics	<i>P. Meena</i>
Dr. M.S. Vijaya, Head, PG Dept. of Comp. Science & IT	<i>M.S. Vijaya</i>
Students' Forum President : Ms. Rubika .K III BCom CA - B	<i>Rubika .K</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	New Programmes introduced to be developed	BCom PA, BSc Physics (SF) and BSc Costume design and fashion	Department & Office	The initial year	Completed
2	OBE implementation	Faculty to be trained	IQAC	This semester	Completed
3	ICT audit	To be carried out	IQAC	By Dec	Completed
4	Anti Ragging Committee	To be formed	IQAC	By August	Completed



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IAQC meeting to be held on 8th August 2016

Agenda

Agenda

1. Student Forum
2. Freshers Meet
3. Continuous Assessment
4. Any other matter

Minutes

MINUTES OF THE IQAC MEETING ON 08-08-16

- ❖ Principal recorded her appreciation for the Deans, Heads & faculty members for their role in the achievement of the status of College of Excellence.

❖ **Students Forum Inauguration**

- The inauguration of the Students forum will be from 10.30 to 11.30 am on 11th August, 2016. *Dr. (Mrs) I.S. Parveen Sultana, Motivational Public Speaker and Tamil Professor of Justice Basheer Ahmed Sayed College for Women, Chennai,* will be the Chief Guest.
- The Audience for this programme will be I year aided and all III year UG and II year PG students.
- The SF students who are to be a part of the audience are to be instructed to be present by 10 am.
- All the faculty and students who are attending the programme are to be in uniform.
- The seating arrangement to be seen to by the Botany and SF Mathematics Departments.
- The Master of the Ceremony will be Dr.Sushil Mary Mathews along with a Tamil Staff member.
- To ensure discipline faculty members are to be seated along with their students. NSS volunteers will help.
- The Chairperson will welcome the gathering. The pledge will be taken after lighting the kuthu vilakku. After the pledge, *Dr. Parveen Sultana* will deliver the inaugural address.

❖ **Freshers Meet**

- The Freshers Meet will be for two hours from 12.30 pm on the same day.
- The Audience for this programme will be all I year and all III year students.
- Aided II year UG students to leave the college at 12.30 and SF II year students to have regular class. The II years will be given a chance to participate in the next programme.
- Faculty members to be present during the programme and ensure

discipline.

- ❖ TCS has recruited 30 students of our college through campus placement. There will be an initial learning programme for these students in our campus for a period of 12 days.
- ❖ The Department of Physics is going for increase in intake for PhD programme. The inspection commission is due to visit the college on 10-8-16.
- ❖ Independence Day celebrations with the theme “Independence 70” will be organized through different activities from 9th to 23rd August 2016. On 15-8-16, there will be flag hoisting which will be attended by the Union members, faculty members and students.
- ❖ Faculty members have to swipe at the time of exit every day without fail to avoid being marked absent.
- ❖ CIA exam supervisions to be planned properly to avoid confusion when a faculty member has to move from one class to another. Attendance registers to be sent to the classes during the CIA. The answer sheets to be handed over in the respective departments by the invigilators themselves.
- ❖ The newly recruited aided faculty members will join duty on 10-8-16 at 9am.
- ❖ BC and MBC students with family income less than 2 lakhs p.a and SC Students with income less than 2.5 lakhs p.a are eligible for scholarship. I years to apply for and II and III years to renew their application for the same. SF students can also apply for scholarship if they belong to the SC category. Aadhar card and bank account are a must for receiving scholarship.
- ❖ **Special fees allotment for departments for 2016-17 for Chemicals & Consumables**

Chemistry- Rs 70,000/-	Botany- Rs 50,000/-
Zoology- Rs 30,000/-	Physics- Rs 30,000/-
Garment Designing- Rs 10,000/-	Beauty Therapy- Rs 4,000/-
- ❖ Students who have not paid their regular fees are also to be instructed to make payment. There are still some pending payments of fees.
- ❖ Elective lists to be completed & handed over to COE office.
- ❖ CA II and model question papers to be submitted by 25-8-16.
- ❖ If there is any updating to be done for the comprehensive exam question bank, it is to be completed.

- ❖ Admission module to be completed. For PG the last day of admission is 30-8-16. For UG the date has been extended up to 16-8-16.
- ❖ Semester exam fee payment to be done from 15th September 2016.
- ❖ End Semester Practical exams will be from 1st to 15th October 2016.
- ❖ The practice session for the comprehensive exam will be from 8th to 15th October 2016.
- ❖ Question banks to be completed & submitted for all courses by the end of August.
- ❖ DST sponsored Entrepreneur Awareness Camps to be organized (5 camps) this year.
- ❖ Induction programme for the newly recruited faculty members will be in the end of August.
- ❖ A residential FDP programme for 25 teachers will be organized from 21 to 23 September by KKID at Anaikatty.
- ❖ The Tata Dhan FDP programme will be organized for three days at Madurai (end of October or in November 2016).
- ❖ Research Metrics programmes for students & faculty will be organized in this semester.

ATTENDANCE

IQAC members 2016-17

Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
Dr. N. Yesodha Devi, Secretary, PSGRKC	<i>N. Yesodha</i>
Dr. Sushil Mary Mathews, Associate Professor, Dept of English	<i>Sushil Mary Mathews</i>
Mrs. G. Sophia Reena, Head, Dept. of IT	<i>G. Sophia Reena</i>
Prof. Balasubramanian, Director, GRCAS	<i>B. Balasubramanian</i>
Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
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Ms. Lafitha, Office Supt.,(A)	<i>V. Lafitha</i>
Ms. Thelma Anto, HR	<i>T. Thelma Anto</i>
Ms. L. Uma Maheshwari, Training Co Ordinator	<i>L. Uma Maheshwari</i>
Dr. S. Sumadevi, Head, Dept of Commerce	<i>S. Sumadevi</i>
Dr. S. Poomima, Head, Dept of Business Administration.	<i>S. Poomima</i>
Dr. S. Chitra, Head, Dept of Chemistry	<i>S. Chitra</i>
Dr. P. Meena, Head, Dept. of Physics	<i>P. Meena</i>
Dr. M.S. Vijaya, Head, PG Dept. of Comp. Science & IT	<i>M. S. Vijaya</i>
Students' Forum President : Ms. Rubika. K III BCom CA - B	<i>Rubika</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Student Forum	To be formed and inaugurated	Union Department	In a month's time	Completed
2	Freshers Meet	To be organised	Fine Arts Club	In a month's time	Completed
3	Continuous Assessment	To be well planned and executed	COE	By July	Completed



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IQAC meeting to be held on 24th October 2016

Agenda

Agenda

1. New Programmes plan
2. Student Feedback
3. Department performance
4. FDP
5. Scrutiny of Question papers for ESE

Minutes

Minutes of the IQAC meeting on 24-10-16

- ❖ Principal informed about the proposed new courses for the year 2017-18.
 - A new PG course MSc Data Analytics to be introduced in the next academic year.
 - Introduction of a PG diploma course in Actuarial Science.
 - It is proposed to offer an MBA programme in collaboration with San Diego State University (SDSU). Permission of the authorities has been sought for the same. The Degree for this course will be awarded by SDSU.
- ❖ Principal discussed about the reports of the students feedback.
 - Most of the aided faculty members have obtained good scores. The faculty members who have secured marks ranging from 60-74% should improve themselves through their efforts.
 - Around 25 members have received negative feedback like being rude, harsh and partial. This kind of feedback should never come from students. Principal will personally inform these faculty members and they are required to correct themselves.
- ❖ The review of the performance of the departments was a good exercise carried out on 20 and 21 October 2016.
 - It has given us the confidence that we are going in the right direction.
 - The suggestions given in the review meeting should be put into practice in the next term.
 - Faculty members to try for short term sabbatical industry training.
 - MPhil and PhD reports (abstracts) to be compiled. Book reviews, publications, presentations, seminar proceedings, etc., may be compiled. One person to be in charge of this compilation. This will be a good documentation of the work done.
- ❖ There is to be a review of the activities of the various co-curricular activities on 25-10-2016.
- ❖ Staff club meeting will be on 31-10-2016.
- ❖ Students to be guided properly regarding the usage of library. Library to be used by the students for reference to prepare assignments, General knowledge, Study material etc., General books from library to be used for book reviews done. Text books need not be reviewed.
- ❖ The students can view their CA marks online on 4-11-2016.

- ❖ Students who have not yet paid their college fee or exam fee are to be advised to make the payment before 31-10-2016, failing which their Hall tickets will be blocked.
- ❖ Hall tickets can be downloaded on 1-11-2016 and 2-11-2016. Those who come and pay the fees at the last moment on 4-11-2016 cannot take up the exam on that day.
- ❖ Faculty members to avoid exchange of invigilation work. Invigilators to be very careful with the use of main and additional sheets and not to give any scope for malpractice by the students.
- ❖ Comments on the question paper of the ESE to be written in the Scrutiny register by the teachers.
- ❖ Central valuation will be on 18th and 19th November 2016.
- ❖ The meeting of the Academic Council will be in the third week of November, on 23-11-2016 with new members.
- ❖ A NAAC sponsored IQAC workshop on “Implementation of OBE using technology” is to be organized in December (15-12-16 and 16-12-16). The duties for this have been circulated.
- ❖ An NSTEDB sponsored FDP for science teachers is to be organised from November 1 to 14, 2016. There will be around 25 participants of which 4 or 5 can be our faculty.
- ❖ A three day orientation programme for newly appointed faculty members is to be organised on 24, 25 and 26, November 2016.
- ❖ In the second semester, the hours which were previously allotted for open course will be allotted to “Effective English Communication” course. This will be a common paper for all I Year students. The purpose of this course is to improve the communication skill and personality of the students. Faculty members of the respective departments will handle this course. Training programme will be organized for these faculty members.
- ❖ Report to be submitted regarding completion of 30 hours of community service by the students by the end of next semester. Proforma with the following details to be submitted. Register number, Name of the student, Nature of the work done, and Signature. The Proforma to be attested by the class in charge and the Head of the Department.
- ❖ Bharathiar University has approved the starting of a 4th unit of the NSS in our college based on the good work done by our students. Ms.V.Tamilselvi of the English (SF) department will be the programme officer in charge of this unit.
- ❖ BOS meeting will be in the next semester. Syllabi based on OBE to be prepared for III and IV semesters. Question banks to be prepared according to the OBE pattern for the even semester papers and to be submitted by the end of December 2016.

- ❖ My Classroom LMS will be introduced for a few more departments next semester. In the next academic year all the departments will come under this.
- ❖ Science academy sponsored lecture workshops to be conducted by the Mathematics, Botany and Zoology departments in the next semester.
- ❖ Faculty members who have been asked to submit their PAN card copies for NIRF purpose are requested to submit them immediately to Mrs.S.Vasandha-Dean-Student affairs.
- ❖ Stakeholders (Students, Parents, Resource persons, BOS members, University teachers Industry representatives, etc) are to be **requested** to visit the NIRF website and enter the particulars of their perception of our institution when the portal opens for this. Departments will be informed and staff to facilitate this process.
- ❖ Paper publications to be made only in journals specified by the NIRF (FT 45 journals for Humanities).
- ❖ Any requirement for books for the next semester to be purchased through GRG stores.

ATTENDANCE

IQAC members 2016-17

Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
Dr. N. Yesodha Devi, Secretary, PSGRKC	<i>N. Yesodha</i>
Dr. Sushil Mary Mathews, Associate Professor, Dept of English	<i>Sushil Mary Mathews</i>
Mrs. G. Sophia Reena, Head, Dept. of IT	<i>G. Sophia Reena</i>
Prof. Balasubramanian, Director, GRGCAS	<i>B. Balasubramanian</i>
Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
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Dr. A. Shamitha Begum, Dean, Academic Affairs	<i>A. Shamitha Begum</i>
Ms. Kalavathy, Dean, Vocational Programmes	<i>K. Kalavathy</i>
Dr. P. Sadhasivam, Dean, MBA	<i>P. Sadhasivam</i>
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Dr. S. Sumadevi, Head, Dept of Commerce	<i>S. Sumadevi</i>
Dr. S. Poonima, Head, Dept of Business Administration	<i>S. Poonima</i>
Dr. S. Chitra, Head, Dept of Chemistry	<i>S. Chitra</i>
Dr. P. Meena, Head, Dept. of Physics	<i>P. Meena</i>
Dr. M.S. Vijaya, Head, PG Dept. of Comp. Science & IT	<i>M. S. Vijaya</i>
Students' Forum President : Ms. Rubika. K III BCom CA - B	<i>Rubika</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	New Programmes plan	MSc Data Analytics	Department & Office	By next year	Completed
2	Student Feedback	Counselling for faculty fairing low	IQAC	End of each semester	Completed
3	Department performance	Publications to be enhanced	All departments	By year end	Completed
4	FDP	Leadership training	IQAC	By year end	Completed
5	Scrutiny of ESE Question papers	To be carried out	COE	For each semester	Completed



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COIMBATORE - 641 004.

IQAC meeting to be held on 27th January 2017

Agenda

Agenda:

1. Welcome speech
2. To consider the Annual Quality Assurance Report 2015-16 submitted to NAAC.
3. An overview of activities of 2016- 17 and New Initiatives –
A brief presentation by IQAC Coordinator
4. Proposed future plans as per the Target 2016-17.
5. Discussion on the Quality perspectives
6. Any other matter.

Minutes

Minutes of the IQAC meeting held on 27th January 2017

The meeting of the IQAC began with a welcome by the Principal Dr S Nirmala. All the members except Dr. Sheela Ramachandran, Mr. R. Varadharaj, and Mr. Srinivasan Desikan were present. The IQAC coordinator Dr. Sushil Mary Mathews, made a presentation on the achievements and progress of the various activities for the year 2016-2017. She also highlighted the suggestions given in the last meeting held on 06/01/2016 and the action taken. Dr S. Nirmala presented the future plans of the college.

This was followed by discussions and views of the members and the salient points of discussion were,

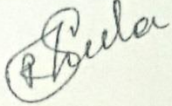
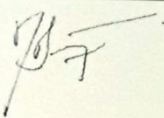
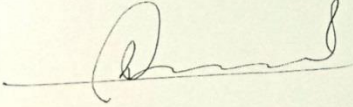
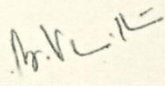
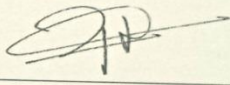
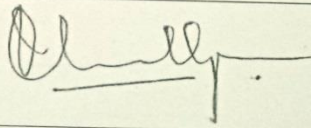
- **Dr.Vanitha** congratulated the college for all the achievements with special mention of acquiring College of Excellence status. Some of her valuable suggestions are:
 - To send proposal for skill training programme to Tamil Nadu Govt. and to include students of Government colleges for the programme.
 - Tracking of students after they leave college can be done by including a column in their request for TC about their future plans. This will be an authentic record.
 - The core competency of the institution can be extended to services outside college.
 - Photographs of students can be included while highlighting their achievements.
 - MoU's must be supplemented with outcome.
 - To give credits for online courses.
 - OBE to be included as a Best Practice.
 - To have a usage radar for common instruments.
 - Faculty and students of B.Com / BBM can attend the one month training program in IIT Chennai, teaching and learning centre, on Logistics and Supply chain Management.
 - Faculty may be given exemption on Friday afternoon to have 2 and a half days at a stretch to facilitate research.
- **Dr.Srinivasan** suggested that
 - The College could approach NABARD for some sponsorship for RWTP.

- REST(NGO) can have a tie up with Rural Self Employment Training Institute for the conduct of the various skill training programs.
- He also promised to continue his service to our college and spread the message.
- **Dr.M.G.Sethuram** stressed on
 - the importance of the nomenclature and syllabus of the new program, M.Sc. Data Analytics, not to deviate much, since it will be difficult to get recognition.
 - Demand/ Supply ratio of Admission and suggested that applications for admission can also be made online to increase the demand ratio.
(The chairperson said that the IT department will work on it.)
 - The number of papers published per year/per faculty to be mentioned in the presentation.
 - Being a College of Excellence, there should be an increase in the number of project proposals submitted and also opined that overhead charges may be given as incentive to faculty with major projects for first two years.
 - Bloom's taxonomy to be put in practice and for this there should be random external validation of the question paper and international validation of the course/program.
 - Each program should have a unique component (USP)
 - The Social Audit of all the programs to study the impact of our college on society.
 - For our science journal, he suggested a tie up with Springer, E-server,etc
 - Publishers to increase visibility.
 - Staff may be deputed for sections on Active Learning (Cognitive Learning for a week at IIT Chennai or invite them to give training at our campus).
 - Project funding can be obtained from BRNS.
- **Dr.Rupa**, appreciated the excellent presentation and suggested :
 - Research publications to be made in journals with high impact factor.
 - Publications to be made with international collaboration and this should be highlighted in the presentation.
 - To make a comparative analysis of the publications with respect to impact factor and citation index and see how far we are ahead of other institutions.

- International alumni can also be roped in as members of BOS.
- To organize a workshop for curriculum development- a video conferencing may be arranged with international experts.
- Alumni and industry experts may be invited to be mentors for students.
- **Dr.Sheela Ramachandran** (in absentia) sent her views. She congratulated the achievement of College of Excellence and for being the first Arts & Science College to adopt OBE and for conducting skill training inside campus. She advised
 - To concentrate on PG and Research Programs.
 - Setting up of an Internal Quality Assurance System – adopt, analyze, plan and execution report to be prepared and compared with National/International Institutes and to have a TQM with a director for it.
- The student representative – Ms.Rubika expressed her happiness in joining this Institution of repute and said that she has got a very good exposure here. The various certificate courses has helped her for better placement.
- The meeting concluded with the vote of thanks by Ms.G.Sophia Reena, IQAC Coordinator.

ATTENDANCE

IQAC MEMBERS 2016-17 : 27th January 2017 at 10.00 am

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 2016-17

Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
Dr. N. Yesodha Devi, Secretary, PSGRKC	<i>N. Yesodha</i>
Dr. Sushil Mary Mathews, Associate Professor, Dept of English	<i>Sushil Mary Mathews</i>
Mrs. G. Sophia Reena, Head, Dept. of IT	<i>G. Sophia Reena</i>
Prof. Balasubramanian, Director, GRGCAS	<i>B. Balasubramanian</i>
Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications	<i>P. Santhana Krishnan</i>
Dr. R. Padmavathi, Academic support & Alumni Relations	<i>R. Padmavathi</i>
Ms. S. Vasandha, Dean, Student Affairs	<i>S. Vasandha</i>
Dr. A. Shamitha Begum, Dear Academic Academic Affairs	<i>A. Shamitha Begum</i>
Ms. Kalavathy, Dean, Vocational Programmes	<i>K. Kalavathy</i>
Dr. P. Sadhasivam, Dean, MBA	<i>P. Sadhasivam</i>
Dr. K. Parameshwari, CoE	<i>K. Parameshwari</i>
Ms. Lalitha, Office Supt. (A)	<i>L. Lalitha</i>
Ms. Thelma Anto, HR	<i>T. Thelma Anto</i>
Ms. L. Uma Maheshwari, Training Co Ordinator	<i>L. Uma Maheshwari</i>
Dr. S. Sumadevi, Head, Dept of Commerce	<i>S. Sumadevi</i>
Dr. S. Poornima, Head, Dept of Business Administration	<i>S. Poornima</i>
Dr. S. Chitra, Head, Dept of Chemistry	<i>S. Chitra</i>
Dr. P. Meena, Head, Dept. of Physics	<i>P. Meena</i>
Dr. M.S. Vijaya, Head, PG Dept. of Comp. Science & IT	<i>M.S. Vijaya</i>
Students' Forum President : Ms. Rubika K III BCom CA - B	<i>Rubika K</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	B.Voc. programme - enhanced	Sector Skill Council assessment	Department	By year end	Completed
2	Best practice	OBE	IQAC	For this year	Completed
3	Research publications	To be increased	All departments	By year end	Carried out
4	Bloom's taxonomy	Put in practice	COE & IQAC	By year end	Completed



Lumala

PRINCIPAL
PSGR KRISHNAMMAL COLLEGE FOR WOMEN
COIMBATORE - 641 004.

IQAC meeting to be held on 31st March 2017

Agenda

Agenda

1. Standing Committee of Academic Affairs
2. Academic Council meeting
3. Newsletters
4. College Magazine
5. ISO Surveillance Audit
6. Any other matter

Minutes

Minutes of the IQAC Meeting on 31-3-2017

Time:12.30 pm

- ❖ The last working day for this semester will be 17-4-2017.
- ❖ The college will reopen on 16-06-2017 for II and III year students.
- ❖ 15-4-2017 will be a working day when the staff club meeting and felicitation of retiring staff will be held. It will be followed by staff club lunch for all staff.
- ❖ The meeting of the standing committee of Academic Affairs will be at 11 am on 3-4-2017 for the Arts and Humanities departments and at 10.30 am on 6-4-2017 for the Science departments.
- ❖ The Academic council Meeting will be at 10 am on 8th May 2017. The AQAR report to be handed over by 10th April 2017.
- ❖ Hard copies of Newsletters of all clusters of departments to be submitted by 12th April 2017, in the Principal's office.
 - From next year all the newsletters can be released on a suitable occasion like the students forum valediction.
 - The same clusters and the same coordinating departments to continue for the next year also.
- ❖ The college magazine is being printed and will be distributed to the III year students by the first week of April.
- ❖ Workload and timetable to be submitted by 16th of April 2017. When workload is being allotted the heads of the departments to see to it that the allotment is done based on the capability of the faculty member. The heavier subjects to be allotted to senior faculty members. It is to be seen to it that a subject is not shared by more than two faculty members.
- ❖ All counterchecking to be completed and report submitted.
- ❖ Loss of library books in the department is to be avoided. The amount for the books lost till date to be paid by the faculty members.
- ❖ Surveillance and upgradation audit to be on 12-4-2017.
- ❖ Only official industrial visits to be organized.
 - Faculty members not to take the students out for any other trips.

- SF office to be informed when industrial visits are organized. This will help in conveying the information to the hostel.
- ❖ SF office to be given prior information about any vehicles which come inside the campus. The information can be given to the PRO.
- ❖ Principal is going to St Xavier's College, Mumbai on an official visit as an expert committee member for extension of autonomy. She will therefore be not in office from 18th to 21st April 2017.
- ❖ Mrs.S.Vasandha-Dean-Student affairs and Dr.P.B.Harathi of the Zoology department will be presenting the DBT Star College progress report at Jalandhar on 11th April 2017.
- ❖ New ERP is to be implemented next year. Initially training regarding the Admission and Academic module will be given to the faculty members. Admission committee members to be thorough with the admission module.
- ❖ Condonation lists to be finalised. Students with less than 65% attendance will not be given condonation. A student can apply for condonation only once during her course. Second time condonation will not be permitted. No special permission will be given for any student,
- ❖ Updating of the Website to be completed and status reported to the Principal by the committee.
- ❖ Inspection for continuation of provisional affiliation for the new UG programmes which were introduced last year, viz., B.Com PA, additional batch of BSc IT, BSc Physics (SF) and BSc Costume design and fashion, will be in the first week of April. Faculty members of these departments to provide the required details.
- ❖ Sale of Applications for admissions will begin on 3rd April 2017.
 - One faculty member to be present near the trust office to give counselling till 12-5-17, when the results will be published. Dr.G.Kavitha (B.Com Aided) and Ms. Raja Rajeswari.M (B.Com A&F and B.Com BA) to prepare the list of faculty members for counseling.
 - Efforts are being made to bring in students from other states and increase students diversity in the campus

- Admission work to be done very seriously. A member familiar with the admission process to be present in the committee.
- The coordinators for admission from whom the signature can be got for the first three days are as below.

Coordinators	Department
Dr.S.Nirmala, Principal	B.Com. P.A & B.Com. (A&F)
Dr. Subramaniam Chitra, HoD of Chemistry	B.Sc. Maths & B.Sc. Physics B.Sc. Chemistry & B.Sc. Botany B.Sc. Zoology
Dr.R.Padmavathy Dean – Academic Support and Alumni Relations	B.A History & B.A Economics BA English Literature (Aided & SF)
Dr. S.Sumadevi HoD of Commerce	BBA & B.Com. (Aided & SF)
Mrs.G.Kalavathy, Dean Vocational Programme	B.Sc (Costume Designing and Fashion), B.Voc. Garment Designing, B.Voc. Beauty Therapy and Aesthetics Community College
Dr.R.Santha, HoD of Economics	B.Com (Computer Application) BCom e.Commerce, B.Com. Business Analytics, B.Com. Financial Services, B.Com. Actuarial Management
Dr. M.S. Vijaya, HoD of M.Sc. CS & IT	B.Sc. Maths (SF), B.Sc. Physics (SF) BBA International Business BBA Retail Management BBA Business Process

	Management
Dr. S.C.Punitha, HoD of Computer Science	BCA, B.Sc. Information Technology, B.Sc. Computer Science

- ❖ The members of the selection committee for admission are
Mrs.B.Mynavathi (HoD-English)
Dr.B.Tamilselvi (HoD-UG Mathematics)
Dr.C.Krishnaveni (Botany)
- ❖ The following faculty members will be members of the monitoring committee for admission
Dr.R.Santhi (HoD-Tamil)
Mrs.B.Mynavathi (HoD-English)
Dr.N.Ezhili (HoD-Zoology)
Mrs.G.Sophia Reena (HoD- BSc IT)
Mrs.GeethalakshmiK (HoD- BCA)
Mrs. L.Nithya-B.Com(e-Commerce)
Mrs. P. Shanthi Priya- B.Com (CA)
Mrs.N.Nandhini Devi-BPM
Mrs. S.Vijayalakshmi- B.Com. (PA)
Mrs. G.Indrani- B.Com. (A.M)
Dr. N.V. Kavitha- BBA (IB & RM)
- ❖ MQ admissions to start on the 3rd day.
- ❖ Staff requirement forms to be submitted to start the recruitment process.
- ❖ The appraisal dates for the SF staff members will be informed by HR.
- ❖ A student of I B.Com BA who is seriously ill requires monetary help. Students and faculty members to help as much as possible.
- ❖ Principal advised to plan ahead for next year's activities.

- ❖ The two week internship that the UG students undergo in the second year should be done in good concerns/industries.
- ❖ All industry related activities to be documented properly.
- ❖ Similarly the community service activities can be done in association with concerns like Shanthi Ashram, REST NGO, etc.
- ❖ Purples Day Out, the Mega Alumni Meet will be organized as in the previous year and to be planned by the executive committee. Alumni Meets to be organized at the Department level also.

❖ **Duties for the next year will be as below.**

Students' forum- Chemistry and PG Mathematics departments to continue.

Fine Arts- Dr.D.Sasikala (UG Maths)Ms. Ramya. B (English Aided), Ms.Ramya (BCom) and Dr.Ms.V.Premsudha (Tamil –SF)

Staff Club-Dr.J.SanthoshPriya (English), Mrs.R.Kavitha(Computer Science) and Mrs. Sharmilaa. K(PG Mathematics).

NSS - Dr.M.Renuka (Tamil), Mrs.K.Suguna (History), Ms.V.Tamilselvi (English- SF), Ms. Deepalakshmi. M (BCom Aided)

YRC- Dr.JothimaniR(Tamil), Ms. Vanmathi P(English Aided),Ms.C.S.Thangamani (English SF), Ms.Sanjana S (English SF)

Eco watch club-Dr. (Ms) Gajalakshmi. K (Botany) and Ms.G.Aruna (BBA BPM)

Consumer club – Dr.P.B.Harathi (Zoology).andMs. KrithikaRenuka. M(PG Computer Science)

IEDC - Mrs.L.Nithya (BCom CA) , A.Sindhu (BSc IT) and Mrs.M.Sheeba (Zoology)

E Cell- Mrs.N.Priyadharsini (Physics), Mrs.G.Indrani (B.Com CA) and Dr.R.Sumathi (Botany)p

Yoga Club –Mr.Jaladharan

YiNet - Dr.Nithya Kala K (BBA) and Ms. Saranya P (BBA SF)

Quiz club - Dr.R.Sumathi (English) and Ms. Aishwarya. M(SF English)

❖ The forms for entry of marks for co-curricular activities not to be circulated through students.
The faculty in charge of the various co-curricular activities can mail the marks to the respective class in charges.

❖ Number of publications in Scopus Indexed Journals to be improved.

❖ **CoE's instructions for ensuing End Semester Exams**

- Invigilators to report on time for the exams.
- There should be no exchange of invigilation.
- Students who are caught committing malpractice will be debarred from writing their examinations for the next two semesters.
- Scheme of examination to be submitted with distribution of stage wise marks properly indicated.
- Central valuation will be on 3rd,4th and 5th May 2017.
- Entry of CA marks to be done after thorough checking. Online submission of marks can be done on 20th April 2017. Students can see the marks on the website on the same day. The hard copies of the mark lists to be submitted to the CoE on 24th April 2017.

ATTENDANCE

IQAC members 2016-17

Dr. S. Nirmala, Principal	<i>S. Nirmala</i>
Dr. N. Yesodha Devi, Secretary, PSGRKC	<i>N. Yesodha</i>
Dr. Sushil Mary Mathews, Associate Professor, Dept of English	<i>Sushil Mary Mathews</i>
Mrs. G. Sophia Reena, Head, Dept. of IT	<i>G. Sophia Reena</i>
Prof. Balasubramanian, Director, GRGCAS	<i>B. Balasubramanian</i>
Dr. L. Lakshmanan, Dean, Mathematical Sciences	<i>L. Lakshmanan</i>
Dr. P. Santhana Krishnan, Dean, Research, Consultancy & Publications	<i>P. Santhana Krishnan</i>
Dr. R. Padmavathi, Academic support & Alumni Relations	<i>R. Padmavathi</i>
Ms. S. Vasandha, Dean, Student Affairs	<i>S. Vasandha</i>
Dr. A. Shamatha Begum, Dean, Academic Academic Affairs	<i>A. Shamatha Begum</i>
Ms. Kalavathy, Dean, Vocational Programmes	<i>K. Kalavathy</i>
Dr. P. Sadhasivam, Dean, MBA	<i>P. Sadhasivam</i>
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Ms. Thelma Anto, HR	<i>T. Thelma Anto</i>
Ms. L. Uma Maheshwari, Training Co Ordinator	<i>L. Uma Maheshwari</i>
Dr. S. Sumadevi, Head, Dept of Commerce	<i>S. Sumadevi</i>
Dr. S. Poornima, Head, Dept of Business Administration.	<i>S. Poornima</i>
Dr. S. Chitra, Head, Dept of Chemistry	<i>S. Chitra</i>
Dr. P. Meena, Head, Dept. of Physics	<i>P. Meena</i>
Dr. M.S. Vijaya, Head, PG Dept. of Comp. Science & IT	<i>M. S. Vijaya</i>
Students' Forum President : Ms. Rubika K. III BCom CA - B	<i>Rubika K.</i>

Action Taken Report

Action Taken Report

S No	Suggestions	Action to be taken	Person Responsible	Target Date	Status
1	Standing Committee of Academic Affairs	To be conducted	Department & Office	By academic year end	Completed
2	Academic Council meeting	To be conducted	IQAC	In May	Completed
3	Newsletters College Magazine	To be brought out	All departments & Editorial board	By May	Completed
4	ISO Surveillance Audit	To be conducted	Audit team	By academic year end	Completed



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