Academic Year 2020-2021

MINUTES OF IQAC MEETING

PSGR KRISHNAMMAL COLLEGE FOR WOMEN

Minutes of the IQAC meeting held on 10th June 2020 - Online Meeting

Time: 10: 00 am

Agenda

- ❖ IQAC Action Plan for the year 2020-2021

- ❖ Effective ways and means for online teaching and delivery

- ❖ Adoption of online resources of Swayam and Coursera for award of credits

- ❖ Technology platforms for online delivery and assessment

- ❖ Curriculum revamp from the academic year 2020-2021

- ❖ Faculty Induction Programme

- ❖ Student Induction Programme

- ❖ Faculty Development Programme

- ❖ Setting up of new AR/VR labs

- ❖ Applying for UGC Skill courses

Suggestions

- ➢ Teaching Learning process will be more technology oriented and the faculty members need to be trained for this.
- ➢ Training schedule to be planned for the effective usage of online teaching using ZOOM, Google Meet, Myklassroom portal and GoTo Meeting platforms
- ➢ Allied groups can be formed such as Humanities, Science, Commerce, BBA, Computer Science, and Mathematics, and training can be planned for effective online teaching.
- ➢ The standard of our lectures should be enhanced and henceforth materials for preparatory learning and course delivery should be kept ready. Existing resources can be provided as pre-tutorial materials so that the students will come prepared for the classes.

- Standard modules to be prepared for all subjects and activity-based content needs to be prepared. The classes should be interactive and feedback to be obtained from the students for effective online teaching.
- Advanced Training by experts can be planned for online teaching.
- As UGC recommends 20% of the courses can be made online; students can enroll in Swayam courses and credits can be transferred.
- Add on courses/ Job oriented courses can be completely revamped with advanced technology and made more application oriented. Experts' opinion can be obtained for these courses.
- Remote internships can be planned wherever it is applicable.
- Online exam of MCQ type can be planned for all the core and allied papers instead of CAII for the batch 2020-2021 and onwards.
- B.Voc skill courses to be introduced in the areas of Data analytics, Artificial Intelligence, Sports, Fintech and Food related fields and to be finalized before 10th June 2020. The applications are to be submitted before 30th June 2020. Computer Science (UG &PG), BCA and IT departments will be designing the syllabus for the vocational courses Data analytics and Artificial Intelligence.
- Academic Council can be planned in the first week of July 2020 through online mode.

Action taken

- Academic Council was conducted through online mode on 25-06-2020
- Applications submitted on 26-06-2020 for B. Voc Food safety and quality control, B.Voc. Data analytics and Business Intelligence, B.Voc Internet of Things (IoT) Applications, B.Voc Nutrition, Dietetics and Fitness and B.Voc. Medical Laboratory technology under National Skills Qualifications Framework (NSQF) for the academic year 2020-2021
- Faculty Development Programme – Hands on training on Google Classroom was organized from 01-07-2020 to 06-07-2020. The faculty members were trained to create Google Classroom, invite students to Google Classroom, add materials and videos in Google Classroom, organize Google Meet for the classes, Grade the assignments and Quizzes, create Google forms and Videos using Screencast – O – Matic, Active Presenter etc.
- Online remote Solar Industry based Internship Programme was organized in Collaboration

with VATIO Energy India Private Limited, Chennai from 16-07-2020 to 30-07-2020

➢ Faculty Development Programme on Artificial Intelligence and Data Science was organized for various disciplines such as Science, Commerce & Management on 08-08-2020 and for Languages on 29-08-2020

➢ Online classes were handled using Google Meet for all the programmes from 10-08-2020

➢ Faculty induction programme was organized for newly recruited faculty members from 17- 08-2020 to 19-08-2020

➢ Feedback was obtained from students and faculty members regarding the effectiveness of online classes

➢ Student Induction Programme for first year students is planned on 14-09-2020 through online mode

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Minutes of the IQAC meeting held in 1ˢᵗ August 2020 – Online Meeting

Time: 10: 00 am

Agenda

- ❖ IQAC Action Plan for the year 2021-2022
- ❖ NAAC SSR submission
- ❖ ARIIA Ranking
- ❖ STAR College Activity
- ❖ Curriculum revamp
- ❖ International Collaboration
- ❖ Monitoring online teaching – learning activities
- ❖ Student Quality Cell meeting
- ❖ Examination reforms

Suggestions

- ❖ Collection of data for NAAC to be completed at the earliest
- ❖ It is planned to submit NAAC IIQA by October 2020
- ❖ Following IIQA submission, the portal shall start accepting the SSR. Considering the magnitude of the work, the team members involved in SSR submission to be exempted from other work
- ❖ The uploading of data for Atal Ranking of Institutions on Innovation Achievements (ARIIA) is to begin shortly. Departments to provide the required details
- ❖ Faculty to give action plan for STAR College activity and budget for the year 2020-21.
- ❖ The curriculum and syllabus to be revamped as per NEP in 2021. Departments to plan for new courses which are inter and intra-disciplinary in nature. The Curriculum to be designed and submitted for the BOS
- ❖ Dr. Sripirabaa of GRGSMS to coordinate with departments for collaborative programmes with Foreign Universities. All departments to have a coordinator at the department level to make use of opportunities for joint programmes, co-teaching and joint research activities

- ❖ The online classes are to be monitored by the respective Heads and Deans
- ❖ Faculty members are instructed to organize Mentor- Mentee meetings with their respective wards with an Agenda that includes academic program, grievance, feedback etc.
- ❖ UG students to complete their internships online through Internshala
- ❖ The 30 hours mandatory community service for UG students has not been completed due to the Covid-19 pandemic.
- ❖ Internal component marks can be modified as assessment is done online
- ❖ Central valuation to be conducted through online mode
- ❖ All assessment shall be in the digital mode in future
- ❖ Review meeting of the departments with Secretary shall be conducted by the end of April 2021
- ❖ Student Quality cell meetings to be held and relevant actions to be taken according to the grievances or suggestions reported by students
- ❖ JOC- 60 hours/70 hours/ one year and Foundation course: The conduct of the courses to be effectively planned and shall be in collaboration with industries/institutions
- ❖ Co-curricular activity - Students to be instructed to mandatorily enroll in any one club.

Action taken

- ❖ A report has been submitted to the government stating that an effective monitoring system is in place.
- ❖ Activities such as community related awareness program acknowledged by NGO, online community related programmes on sustainability, awareness on vaccination by creating You Tube videos, etc. to be included under the 30hrs community programme
- ❖ IQAC conducted the Student Quality Cell Meeting on 27/12/2021. Students were satisfied with the OBE pattern of the curriculum and were able to gain more knowledge through the syllabus, and felt that skill training and soft skill training provided improved their employability opportunity

EXAMINATION REFORMS

- ❖ The Internal components include:

CA I	5 marks
CA II*	5 marks*
Model	6 marks

Assignment	4 marks
Seminar	5 marks
Quiz	4 marks
Class Participation	5 marks
Library*	3 marks*
Attendance	3 marks
Total	40* marks

❖ CA II and Library marks shall not be included. The total internal marks shall be calculated for 32 and converted to 40.

❖ The Question paper pattern for Model examination and End Semester Examinations shall be:

Question paper pattern for UG:

Section –A (8x2=16 marks) 8 out of 10 questions

Section – B (6x4= 24 marks) 4 out of 6 questions

Section –C (2x10=20 marks) 2 out of 3 questions

Question paper pattern for PG:

Section –A (5x3=15 marks) Answer all questions

Section – B (3x5=15 marks) 3 out of 5 questions

Section –C (3x10=30 marks) 3 out of 4 questions- 14th question compulsory

❖ Model exam shall be conducted for Part I, Part II, Core, Elective and Allied subjects.

❖ The Model exam for EDP, Value Education, ALC, Information and Cyber security to be conducted and evaluated by the respective Departments

❖ The respective Departments shall conduct the III year UG Comprehensive exam (up to 5th Semester) with the Questions from CoE

❖ I year UG General Awareness online exam to be postponed to the next semester.

❖ CIA I for I year UG students shall be from 7th to 12th December 2020 through Google forms. The questions shall be of Multiple-choice pattern with 50 questions, covering two Units.

❖ III-year UG students have completed their Internship. The *viva voce* for the UG Projects shall be through online mode.

- ❖ The End Semester Examinations for 2017 UG batch and 2018 PG batch were conducted successfully through Google classroom

- ❖ Central valuation in digital mode shall be conducted from 3rd to 6thOctober2020.

- ❖ Internal marks shall be displayed on the website. The results of the End Semester Examination shall be declared during the 2ndweek of October 2020

- ❖ The CIA I exam for II PG is scheduled from 8thto 13th October 2020. It shall be of 2 Hrs duration. The exam shall be of descriptive type. The question paper for each exam shall be presented to the students in Google Meet and the students shall upload their answer script after completion of their exam in Google Classroom.

- ❖ The complete schedule of the CIA I exams shall be provided by CoE. The Departments shall conduct the CIA I exams with their faculty as invigilators and monitors.

- ❖ For II UG and III UG students, the CIA I Exam shall begin from 19th October 2020. It shall be of multiple-choice pattern.

- ❖ A technical team shall coordinate the conduct of the CIA I Exams. Mrs Geetha Lakshmi, Head, Dept. of BCA and Dr. D. Vijayalakshmi, Commerce (Aided)shall be supported by Dr.B.S.Chithra Devi, Dept. of Botany, Ms.Rekha, Dept of B Com CA and TCAP.

- ❖ CIA I for first UG students to be held on-line during the 2ndweek of November 2020, after completion of two units.

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PSGR KRISHNAMMAL COLLEGE FOR WOMEN

Minutes of the IQAC meeting held on 3rd February 2021

Venue: Board Room II   **Time: 10: 00 am**

AGENDA

- ❖ NAAC SSR submission
- ❖ Faculty Development Programmes
- ❖ Curriculum reforms
- ❖ Assessment Reforms

SUGGESTIONS

- ❖ NAAC SSR submission to be done this month. We should be ready for student satisfaction survey.
- ❖ FDP to be conducted to improve the course material for online teaching
- ❖ IQAC to convene student quality cell meeting to assess student satisfaction regarding the teaching learning process.
- ❖ Guidelines to be drafted in our curriculum relating to NEP implementation as stated in the UGC website
- ❖ All are advised to strictly adhere to the Covid-19 safety protocols. As per the notification received from the Government of Tamil Nadu, we shall reopen the College for II and III year UG and II year PG students from 10th February 2021 onwards. I UG classes to start from 15th February 2021 and I PG classes shall commence from 1st March 2021.
- ❖ End Semester Examination is scheduled from 4th to 10th February 2021 for Part I, Part II, Core and Allied courses.
- ❖ Women Studies, Ambedkar Studies, Gandhian Studies, Basic Tamil, Advanced Tamil, and Entrepreneur Development Programme to be 100% internal assessment
- ❖ II and III UG and II PG internal mark entries to be completed on or before 20-01-2021. Internal marks shall be published in the website on 25th January 2021
- ❖ III UG projects and 30 hours Community Programme for II UG to be completed before 8th February 2021

- ❖ Practical classes for III UG and II PG to be conducted virtually through demonstrations and completed.
- ❖ Practical assessment to be changed. The following faculty members shall coordinate with other department heads and finalize revised practical assessment and submit the same
  - Aided Science-Dr. C. Krishnaveni
  - Computer Science -Dr. M. S. Vijaya
  - B. Voc-Dr. Radhika
- ❖ Result passing board meeting to be held on 6th February 2021 for II, III UG and II PG programmes
- ❖ Arrear exams for PG (2018) and UG (2017) batch have been completed. The arrear exams for the current batch students to be conducted later.
- ❖ Mark entry in ERP– only total marks to be entered. Level wise entry for both odd and even semesters to be avoided.
  - ❖ The practical classes for II UG students are scheduled from **8.3.2021 to 31.3.2**021.
  - ❖ The practical classes for I UG and I PG students are scheduled from **4.4.2021 to 30.4.2021.**
  - ❖ End semester examinations shall be conducted during June 2021. The mode of examination shall be informed later

Action taken

- ❖ NAAC –Submission of IIQA has been completed in Jan 2021
- ❖ NAAC Students Satisfaction Survey completed
- ❖ IQAC convened the student quality cell meeting on 3.2.2021.
- ❖ Faculty Induction Programme on Augmented Reality for E- content Development was conducted on 08-02-2021
- ❖ Minutes of the Meeting on 'Strategic Planning and Adoption of NEP-2020' was held on 10- 02- 2021 in the Conference Hall from 10.00 am-1100 am.
  - o The Strategic committee comprising of Shri. G. Rangaswamy, Managing Trustee, Dr. R. Nandini, Chairperson, Dr. SheelaRamachandran, Governing Body Member, Dr.N.Yesodha Devi, Secretary, Prof. S Balasubramanian, Director, GRGCAS and Dr. Shanmugasundaram, Consultant.

- The Leadership committee comprising of Dr S Nirmala, Principal, Dr. P. Sadhasivam, Director, GRGSMS, Dr. RameshSubramani, Dean Research, Dr. A. Shamitha Begum, Dean Academic Affairs, Mrs. S. Vasandha, Dean Student Affairs, Mrs. G. Kalavathi, Dean Vocational Programmes, Dr. R. Padmavathi, Dean Alumni Relations and Dr. L. Lakshmanan, Dean Mathematics.
- Five committees have been formed for (i)Academic Restructuring, (ii) Research Innovation, Entrepreneurship and Community Engagement, (iii) SDGs and UHV Integration, (iv) Internationalization and TQM and (v) Corporate Connect and Industry Relations.
- The committee members will meet at regular intervals and work on implementation of the NEP 2020 by June 2021

- ❖ Meeting regarding NEP implementation was conducted on 20.02.2021 from 10.30 am to 11.30 am in conference hall.
- ❖ The college shall function with 50% student strength (Day scholars-5500 and GRG hostel students-2000) as per the SOP issued by the Government.
- ❖ Day scholars to attend the class on campus. Hostel students to attend their classes online. Faculties are advised to ensure smooth conduct of the classes.
- ❖ Students of all PG, Aided UG and B. Com PA, B.Sc. Psychology and B.Sc. Food Processing Technology Management shall attend the classes in the morning batch (2700 students): Timing 9.00 am to 12.00 noon
- ❖ All other SF students (2600 students) shall attend the classes in the afternoon batch: Timing: 1.00 pm to 4.00 pm.
- ❖ Faculty to follow the timings as per the shift they teach.
- ❖ All science programmes & B. Voc and few Commerce programmes who require practical classes to call their hostel students for a period of 3 weeks in a phased manner and complete them.

- ❖ III-year UG and II year PG students will have practical classes from 10.2.2021 **to 5.3.2021** (3 weeks). GRG hostel students can stay in the hostel during this period.
- ❖ Students staying at private hostels should also avail the GRG hostel facilities only. Class i/c to provide the number of students interested to stay at GRG Hostel.

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PSGR Krishnammal College for Women, Coimbatore
IQAC Members Attendance (2020 – 2021)

S.No	Name	Designation	Signature
1.	Dr. N. Yesodha Devi	Secretary	
2.	Dr. S. Nirmala	Principal	
3.	Prof. S. Balasubramanian	Director - GRG Centre for Advanced Studies	
4.	Dr. R. Padmavathi	Dean - Academic support & Alumni Relations	R. Padmavathi
5.	Dr. A. Shamitha Begum	Dean - Academic Affairs	
6.	Mrs. S. Vasundhra	Dean - Student Affairs	
7.	Mrs. G. Kalavathi	Dean - Vocational Programmes	
8.	Dr. L. Lakshmanan	Dean - Mathematical Sciences	
9.	Dr. Ramesh Subramani	Dean - Research	S. R
10.	Dr. K. Parameswari	Controller of Examination	ABSENT
11.	Dr. P. Sadhasivam	Director - GRG SMS	
12.	Dr. S. Chitra	Associate Professor & Head - Chemistry	ABSENT
13.	Dr. Sushil Mary Mathews	Associate Professor & Head - English	
14.	Dr. P. Meena	Associate Professor & Head - Physics	
15.	Dr. G. Kavitha	Assistant Professor & Head - Commerce	kavitha
16.	Dr. S. Vijayalakshmi	Assistant Professor and Head - B.Com PA	
17.	Dr. M.S. Vijaya	Assistant Professor and Head - PG CS & IT	
18.	Dr. J. Balavijayalakshmi	Assistant Professor - Physics	
19.	Dr. D. Nalini	Assistant Professor - Chemistry	
20.	Dr. S. Lavanya	Assistant Professor - English	S. Lavanya
21.	Dr. R. Kavitha	Assistant Professor - Computer Science	

PSGR KRISHNAMMAL COLLEGE FOR WOMEN
Minutes of the IQAC meeting held on 8th March 2021

Venue: Board Room II   **Time: 10: 00 am**

The Secretary welcomed the gathering members present

Agenda

- ❖ Faculty Development Programme
- ❖ ISO Audit
- ❖ Online education
- ❖ Student support services
- ❖ Feedback from stakeholders
- ❖ Staff appraisal
- ❖ Mentoring activities
- ❖ IQAC Newsletter contents
- ❖ AQAR Report

SUGGESTIONS

- ❖ FDP to be conducted to improve online teaching
- ❖ Effective student support system to be provided to manage stress during pandemic
- ❖ Internal ISO Audit shall be scheduled during the 2nd week of May 2021 followed by surveillance audit
- ❖ IQAC convened a Student Quality Cell meeting to create awareness regarding covid precautions and to receive students' feedback regarding online teaching learning process.
- ❖ Mapping of existing GRG/PSGRKCW systems with those required in NEP 2020
- ❖ Review meeting with Secretary shall be conducted by the end of April 2021.
- ❖ AQAR report to be submitted
- ❖ Faculty members are instructed to organize a Mentor- Mentee meeting with their respective wards with an Agenda that includes academic program, grievance, feedback etc.
- ❖ Faculty performance appraisal need to be carried out and the parameters to be modified according to the requirements of the current educational scenario.
- ❖ Applications for GRG Trust research proposals have been invited. All eligible faculty members are requested to submit good research proposals as per the guidelines given.

- ❖ The ISO internal audit and Surveillance audit to be completed. Faculty to ensure completion of their even semester lesson plan and other files

- **DBT – Star Activities**
  - ❖ A proposal has been submitted for funding under DBT-Builder.
  - ❖ The Departments to apply for PG grant since the DBT Star Status Scheme has been completed at the UG level.
  - ❖ Based on the DST FIST review meeting the following were discussed
    - ✓ Ph.D. admissions to be made only with quality students (NET/CSIR/GATE qualified from 2021 onwards)
    - ✓ Only Scopus indexed publications to be made by faculty
    - ✓ New research area to be identified and applications to be submitted for grants
    - ✓ Research networking to be improved for collaborative research
  - ❖ Funding agencies to be acknowledged in all publications
  - ❖ Model exams for first year UG students are scheduled from 1st June 2021 to 5th June 2021. The exams for Aided courses shall be conducted in the Forenoon and for SF courses, it shall be in the Afternoon as per the guidelines given by CoE
  - ❖ Model exam for first year PG students shall commence from 11th June 2021 onwards.
  - ❖ The schedule and venue for the End Semester Examination shall be decided after the lock- down ends. However, the ESE for both regular and arrear papers of III-year UG students and II-year PG students shall be completed at the earliest
  - ❖ The UG students to complete their internships online through Internshala.
  - ❖ The 30 hours mandatory community service for UG programme to be completed

ACTION TAKEN

- ❖ The Board of Studies meetings were completed by 28th May 2021 for all the Departments
- ❖ FDP was conducted on Tools for Interactive Online Teaching on17.04.2021
- ❖ IQAC has organized a training session for student with Mrs.K.S.Paviyazhini, counseling psychologist of our college on the topic, "Train your mind to conquer the challenges", on 20.05.2021

- ❖ IQAC conducted the Student Quality Cell meeting on 13.05.2021 virtually. Students were oriented about covid preventive measures. Students were satisfied with the online classes and examination process.
- ❖ Mentor mentee meeting was conducted by all the faculty members for their wards in the first week of March
- ❖ A meeting was held on 10th March 2021 and all the NEP task force sub groups presented their views.
- ❖ AQAR report was submitted on 3rd May 2021
- ❖ Faculty appraisal module modified with new parameters for assessment.

- **Results of End Semester Exams (Odd semester 2020-21)**
  - ❖ Dr. Kavitha, CoE, informed that 90% of the students performed well in online ESE.

- **Submission of NAAC SSR & Academic Initiatives**
  - ❖ NAAC IV Cycle SSR has been submitted.
  - ❖ The response for DVV Queries has also been submitted.
  - ❖ The NAAC Peer team shall visit our College for QLM. The AQAR shall be prepared before PEER team visit.
  - ❖ Academic Initiatives: Curriculum to be restructured according to NEP. Trans-disciplinary courses with 3 credits shall be conducted for all the semesters along with Minor degree and Value-added programs.

- **Participation in NIRF, ARIIA & India Today Rankings:**
  - ❖ Data for NIRF, ARIIA and India Today rankings have been submitted.
  - ❖ The QS International Ranking Accreditation shall be on six parameters.

- **CIIED Initiatives:**
  - ❖ Five subunits have been established under CIIED with individual Web Pages.

  Future plans
  - ❖ Idea Hackathon and Internship for start-ups planned.

  E cell activities
  - ❖ AICTE sponsored training
  - ❖ Collaborating with International students for social entrepreneurship.
  - ❖ Business plans contest.

❖ Institution Innovation council organized awareness interactive programmes with entrepreneurs.

DBT – Star Activities

❖ An amount of Rs.1.2 crore has been sanctioned by DBT under the Builder Programme to enhance the research in Life Sciences

Online Teaching

❖ A feedback report on the concept of blended mode of teaching and learning has been submitted to UGC based on the suggestions received from Heads of the Departments and faculty members.

Community Service

❖ The 30 hours mandatory community service for UG students has not been completed due to the Covid-19 pandemic. Measures for the same to be discussed for ratification in the Academic Council. Activities such as community related awareness program record acknowledged by NGO, online community related programmes on sustainability, awareness on vaccination by creating You Tube videos, etc. to be included under the 30hrs community programme

With the vote of thanks by the principal the meeting came to an end

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PSGR Krishnammal College for Women, Coimbatore
IQAC Members Attendance (2020 – 2021)

S.No	Name	Designation	Signature
1.	Dr. N. Yesodha Devi	Secretary	W. Roy.
2.	Dr. S. Nirmala	Principal	Nirmala
3.	Prof. S. Balasubramanian	Director - GRG Centre for Advanced Studies	
4.	Dr. R. Padmavathi	Dean - Academic support & Alumni Relations	R. Padmavathi
5.	Dr. A. Shamila Begum	Dean - Academic Affairs	Shamila
6.	Mrs. S. Vasanthu	Dean - Student Affairs	
7.	Mrs. G. Kalavathi	Dean - Vocational Programmes	
8.	Dr. L. Lakshmanan	Dean - Mathematical Sciences	
9.	Dr. Ramesh Subramani	Dean - Research	S. R2
10.	Dr. K. Parameswari	Controller of Examination	ABSENT
11.	Dr. P. Sadhasivam	Director - GRG SMS	
12.	Dr. S. Chitra	Associate Professor & Head - Chemistry	ABSENT
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14.	Dr. P. Meena	Associate Professor & Head - Physics	
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16.	Dr. S. Vijayalakshmi	Assistant Professor and Head - B.Com PA	
17.	Dr. M.S. Vijaya	Assistant Professor and Head - PG CS & IT	M. S. Vijaya
18.	Dr. J. Balavijayalakshmi	Assistant Professor - Physics	
19.	Dr. D. Nalini	Assistant Professor - Chemistry	D.Nalini
20.	Dr. S. Lavanya	Assistant Professor - English	S. Lavanya
21.	Dr. R. Kavitha	Assistant Professor - Computer Science	

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