



PSGR
Krishnammal College for Women



Academic Year 2024-2025

MINUTES OF IQAC MEETING



IQAC MEETING

Date: 19-06-2024

Time: 10.00am

AGENDA

- IQAC Action Plan for the year 2024-2025
- Submission of AQAR
- Feedback consolidation and analysis
- Department and faculty appraisal
- Student Induction Programme
- Faculty Induction Programme
- BoS and Academic Council
- Faculty Development Programmes
- Consortium of Higher Educational Institutions for Research and Development (CHIRD)

MINUTES OF THE MEETING

IQAC Coordinator Dr.J.Balavijayalakshmi, Associate Professor of Physics, welcomed the gathering. She presented an overview of the activities of the previous year and stated the plans for the current academic year.

IQAC Action Plan for the year 2024-2025

Submission of AQAR

- All the Criteria heads are requested to start collecting data for AQAR 2023-24 submissions. AQAR submission is planned to be completed by December 2024.

Board of Studies and Academic Council

-
- Board of Studies meeting for the odd semester of the academic year 2024-25 was held in hybrid mode during March - April 2024 for all programmes. A total of 152 courses were modified and 91 courses were newly introduced. 30th meeting of the Academic Council is planned to be held in August 2024.
- Newly Introduced Skill Based Courses – Generative AI, Drone Technology, and Coursera Courses were passed in the BoS. Students will have options to select SBS courses offered by other departments/Coursera offered courses through Skill Hub.

Consortium for Higher Education Institutions for Research and Development (CHIRD)

- KCW in association with Kristu Jayanti College, Bengaluru; St. Aloysius College (Deemed to be University), Mangaluru and Stella Maris College, Chennai have formed Consortium of higher educational institutions for Research and Development (CHIRD). Students and faculty of the member institutions under this consortium can take advantage of numerous benefits such as shared resources, capacity building programmes, collaborative quality enhancement initiatives, cultural and social exchange etc.

Department and faculty appraisal

- Departments will have presentation regarding industry collaborations and action plan for the academic year 2024-25. Departments will have individual presentations (cluster wise presentation for Commerce, management & Computational Sciences) for 5 minutes in the 1st week of August

Meeting with Chairperson

- Meeting with the Chairperson is planned on 30th and 31st August, 2024
- Cluster departments shall present their data together. Individual departments to mention the Unique Selling Point of the department.
- The template will be shared for the presentation of 7 to 10 minutes.

Student Induction Programme

- A three day Student Induction Programme for UG first-year students is planned from 24 to 26 June 2024. On the consecutive days students will be familiarized with the objectives of outcome-based learning and assessment patterns.

Faculty Induction Programme

- The IQAC has planned to conduct Faculty Induction Programme along with HR Department in the month of July.




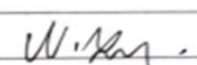





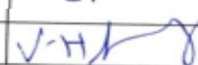

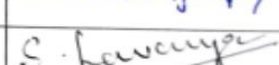




Faculty Development Programme

- The IQAC in collaboration with Research Cell of KCW has planned to conduct a two day Faculty Development Programme on the topic - Maximizing Research Impacts: Publication and Beyond in September 2024.
- FDP on Content Creation by Coursera - IQAC has decided to organise faculty development programme on content building by Coursera in July 2024.

ACTION TAKEN REPORT

- 30th meeting of the Academic Council was held on 1 August 2024
- A workshop on Integrating AI in Academics and Research was conducted at KCW, on 28 August 2024, organized under the support CHIRD.
- Department Appraisal was completed and Meeting with the Chairperson was held on 30th and 31 August, 2024.
- A three day Student Induction Programme for UG first-year students was conducted from 24 to 26 June 2024. Dr. Kezevino Aram, President of Shanthi Ashram, served as the Chief Guest for the inaugural. Two distinguished alumni, Ms.P.Geetha Priya, District Revenue Officer/General Manager, Tamil Nadu Magnesite Ltd., Salem and Ms.Charumathi Muralidharan, Actor, Singer, and Songwriter, shared their experiences. On the consecutive days students were planned to familiarize with the objectives of outcome-based learning and assessment patterns.
- The IQAC and HR Department organized a Faculty Induction Programme on 25 and 26 July 2024.
- The IQAC & Research Cell of KCW conducted a two day Faculty Development Programme on the topic - Maximizing Research Impacts: Publication and Beyond on 26 & 27 September 2024 through hybrid mode.
- IQAC organized faculty development programme on content building by Coursera on 5 July 2024 at Lab 10. The technical session was delivered by our guest Mr. D.Vinoth, Enterprise Director for campus – Coursera.

ATTENDANCE

NAME & DESIGNATION	SIGNATURE
Dr. P.B. Harathi, Principal, KCW	
Faculty Members to Represent All Level	
Dr. Sushil Mary Mathews, Associate Professor and Head, Department of English	
Dr. G. Kavitha, Assistant Professor and Head, Department of Commerce	
Members from the Management	
Dr. R. Nandini, Chairperson	
Dr. N. Yesodha Devi, Secretary	
Prof. S. Balasubramanian, Director, GRGCAS	
Dr. P. Sadhasivam, Director, GRGSMS	
Senior Administrative Officers	
Dr. A. Shamitha Begum, Dean – Academic Affairs	
Mrs. S. Vasandha, Dean – Student Affairs	
Mrs. G. Kalavathi, Dean – Vocational Programmes	
Dr. Ramesh Subramani, Dean – Research	
Dr. Shanthi Radhakrishnan, Dean– Costume & Apparel Designing & Academic Coordinator	
Dr. V. Hemapriya, Controller of Examinations	
IQAC Team	
Dr. J. Balavijayalakshmi, Associate Professor & Head and IQAC Coordinator – Department of Physics	
Dr. S. Lavanya, Associate Professor – Department of English	
Dr. C. Athena, Assistant Professor – Department of Economics	
Dr. N. Aruna Devi, Assistant Professor – Department of Chemistry	
Dr. P. Amutha, Assistant Professor – Department of Chemistry	
Dr. Nithya Ramadass, Assistant Professor – Department of B. Com (CA)	



IQAC MEETING

Date: 05-09-2024

Time: 10.00am

AGENDA

- Board of Studies
- Academic Council
- E-content
- Institutional Development Plans (IDP)
- IQAC Seminar

MINUTES OF THE MEETING

Board of Studies

- Board of Studies for the even semester with new board members should be conducted in the first week of October 2024
- Departments to be ready with the syllabus in advance
- Departments are asked to incorporate Indian Knowledge System in the syllabi wherever possible

Academic Council

- 31st Academic Council meeting is planned to be conducted in February 2025.

E-content

- E-contents for all the five Units for the selected Core Courses (UG and PG) should be uploaded in the drive shared.
- HoDs are requested to validate the modules before uploading.
- Faculty have to submit the Unit wise - Validation form in the drive.

Institutional Development Plans (IDP)

- UGC has issued guidelines for Institutional Development Plans.
- The guidelines have different types of enablers.
- IDP will act as a blueprint for our organization for future development.
- The Future Vision document of KCW will be shared and that can be used as a reference.

- Departments can come up with ideas for internal discussions with core – committee Members

IQAC Seminar

- The Internal Quality Assurance Cell of KCW has planned to conduct a Seminar on the topic 'Empowering Tomorrow's Leader: Building Leadership and Emotional Intelligence among Students' in the month of December 2024.

Students' Feedback Report

- Students' feedback for Teaching-Learning & Focus on Developing Values is planned to be assessed based on various parameters.
- Teaching Learning Students feedback schedule for the Odd semester 2024 - 2025 for I, II & III (UG) and I & II (PG) was scheduled in enova portal from 22 to 24 October 2024

ACTION TAKEN REPORT

Board of Studies meeting for the Even Semester

- Board of Studies meeting for the even semester of the academic year 2024-25 were conducted in the Hybrid Mode from 3 to 10 December 2024 for all programmes. The content of the existing courses were updated and new courses were introduced as per the current trends and skills required. Totally 205 courses were revised and 73 courses were newly introduced.

E-content

- Faculty involved in e-content development uploaded their modules for 2 Units in the respective folders shared in the drive by 18 September 2024.

Institutional Development Plans (IDP)

- A meeting regarding the Institutional Development Plan (IDP) was held on 24 September 2024 at 10.30 am in Board Room I. All team members and committee heads discussed their respective parameters and enablers.

Institutional Development Plans for Higher Education Institutions (HEIs)			
S.No	Enablers	Team Members	Committee Heads
1	Academic Plan	Dr.G.Kavitha , Dr.D.Nalini ,Dr. S. Kavitha	Dr.A. Shamitha Begum & Dr.V.Hemapriya
2	Faculty Recruitment plan	Dr.J. Balavijayalakshmi & Mr.M.Karthikeyan, Mr.N. Thiagarajan, Mrs.Thelma Anto	Dr.G.Kalaichelvan & Mrs.G.Kalavathi
3	Student Admission plan	Dr.M. Raja Rajeswari & team	Dr.P.B.Harathi, Dr.G..Kalaichelvan , Dr.P.Sadhasivam
4	Research Plan	Dr.N. Arunadevi, Dr.C. Sharmila Dr.S.Lara Priyadharshini	Dr.Ramesh Subramani, Prof.N.Natarajan, Dr.Vandana Madhavkumar

5	Information and communication technology (ICT) plan	Dr.K.Sumathi Dr.K.Geethalakshmi, Dr. S.Karpagavalli, Dr G.Brindha Dr. G. Rekha	Dr.Latha Parameshwaran , Wg. Cdr. V. Ganesan
6	Infrastructure Development plan	Dr.Sushil Mary Mathews, Dr. C.Athena, Dr. S.Karpagavalli Dr. R. Nirmal kumar, Mr Narayan Bahadur, Mr. Gokulakrishnan, Mrs. B. Latha	Dr.P.B. Harathi, Dr.P.Sadhasivam, Dr. Latha Parameswaran , Dr. Shanthi Radhakrishnan
7	Financial plan	Dr.K.Sumathi , Dr.K.Geethalakshmi, Dr.M.Raja Rajeswari, Ms.R.Mallika Mrs. B. Latha	Dr.P.B.Harathi, Prof. S.Balasubramanian, Mrs.S.Vasandha , Mr. N.Thiyagarajan
8	Administrative plan	Dr.M.Lavanya, Dr. D.Sasikala , Mr. M.Karthikeyan	Dr.P.B.Harathi & Mr. N.Thiyagarajan
9	Governance plan	Dr.J.Balavijalakshmi, Dr.K.Vidyakala, Dr. G.Praveena , Dr. S. Gomathi	Dr.P.B.Harathi
10	Networking and International Collaboration	Dr. C. Nithya, Dr.R. Dhivya Dr. Prabu Sankar	Prof. S.Balasubramanian, Dr.P.Sadhasivam Dr.Vandana Madhavkumar
11	Placement, Higher studies	Mrs.Thelma Anto, Mr.Vivek Venugopal, Dr. M. Lavanya Dr. G .Sophia Reena	Mrs. S. Vasandha Dr.G.Kalaichelvan
12	Entrepreneurship	Dr N.Priyadharsini & Team (CIIED)	Dr.P.B.Harathi, Dr.G.Kalaichelvan
13	Community Engagement (outreach)	Dr M.Jayamala, Dr K.Nithyakala, Dr M.Renuka	Dr.P.B.Harathi




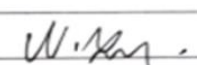





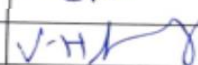

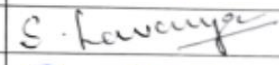




IQAC SEMINAR

- The Internal Quality Assurance Cell of KCW conducted a Seminar on the topic – 'Empowering Tomorrow's Leader: Building Leadership and Emotional Intelligence among Students' on 26 December 2024. The Chief Guest Mr.Nisar Ahamed, CEO and Founder of Rabbit Tortoise delivered the keynote address on the topic – Leading with Purpose: Finding Your Way. Ms.K.S.Paviyazhini, Assistant Professor, Department of Psychology, KCW delivered a special address on the topic - Nurturing Meaningful Relationship for Lasting Well-Being. Students presented papers on thought-provoking topics on leadership.

Students' Feedback Report

- Students' feedback for Teaching-Learning & Focus on Developing Values was assessed and it is evinced that nearly 80% of the faculty members have scored between 80-100 grade points which indicates that the teaching efficiency of the faculty members are excellent.

ATTENDANCE

NAME & DESIGNATION	SIGNATURE
Dr. P.B. Harathi, Principal, KCW	
Faculty Members to Represent All Level	
Dr. Sushil Mary Mathews, Associate Professor and Head, Department of English	
Dr. G. Kavitha, Assistant Professor and Head, Department of Commerce	
Members from the Management	
Dr. R. Nandini, Chairperson	
Dr. N. Yesodha Devi, Secretary	
Prof. S. Balasubramanian, Director, GRGCAS	
Dr. P. Sadhasivam, Director, GRGSMS	
Senior Administrative Officers	
Dr. A. Shamitha Begum, Dean – Academic Affairs	
Mrs. S. Vasandha, Dean – Student Affairs	
Mrs. G. Kalavathi, Dean – Vocational Programmes	
Dr. Ramesh Subramani, Dean – Research	
Dr. Shanthi Radhakrishnan, Dean– Costume & Apparel Designing & Academic Coordinator	
Dr. V. Hemapriya, Controller of Examinations	
IQAC Team	
Dr. J. Balavijayalakshmi, Associate Professor & Head and IQAC Coordinator – Department of Physics	
Dr. S. Lavanya, Associate Professor – Department of English	
Dr. C. Athena, Assistant Professor – Department of Economics	
Dr. N. Aruna Devi, Assistant Professor – Department of Chemistry	
Dr. P. Amutha, Assistant Professor – Department of Chemistry	
Dr. Nithya Ramadass, Assistant Professor – Department of B. Com (CA)	



IQAC MEETING

Date: 06-01-2025

Time: 10.00am

AGENDA

- AQAR Submission
- Reconstitution of Board of Studies and Academic Council
- Academic Council Meeting
- Faculty Development Programme

MINUTES OF THE MEETING

AQAR Submission

- The AQAR for the academic year 2023-2024 was submitted on 31 December 2024.

Reconstitution of Board of Studies and Academic Council for all UG & PG Programmes for 2024- 27

- The list of new University Nominees for the Boards of Studies of UG and PG Programmes, Academic Council, Governing Body & Result Passing Board for the years 2024-27 was received from Bharathiar University during November 2024. Hence, the Boards of Studies and Academic Council were being planned to be reconstituted with academic experts, Industry persons, and Alumni as per UGC norms. One International Subject Expert is to be included in all the boards.

Academic Council Meeting

- 31st Academic Council meeting is planned to be conducted in February 2025

Faculty Development Programme

- The IQAC planned to conduct a two day Faculty Development Programme on the topic Reviving Ancient Wisdom: Role of Indian Knowledge System in Academia in February 2025.

ACTION TAKEN REPORT

AQAR Submission

- The AQAR for the academic year 2023-2024 was submitted on 31 December 2024 and the same was approved by NAAC on 3 February 2025.
-

Reconstitution of Board of Studies and Academic Council for all UG & PG Programmes for 2024- 27

- The Boards of Studies and Academic Council were reconstituted with academic experts, Industry persons, and Alumni as per UGC norms. One International Subject Expert was included in all the boards.




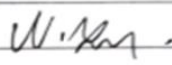







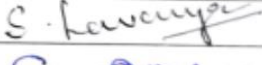




Academic Council Meeting

- 31st Academic Council meeting was conducted on 10 February 2025 in hybrid mode.

Faculty Development Programme - Reviving Ancient Wisdom: Role of Indian Knowledge System in Academia

- The IQAC conducted a two day Faculty Development Programme on the topic Reviving Ancient Wisdom: Role of Indian Knowledge System in Academia on 20 and 21 February 2025 through hybrid mode.

ATTENDANCE

NAME & DESIGNATION	SIGNATURE
Dr. P.B. Harathi, Principal, KCW	
Faculty Members to Represent All Level	
Dr. Sushil Mary Mathews, Associate Professor and Head, Department of English	
Dr. G. Kavitha, Assistant Professor and Head, Department of Commerce	
Members from the Management	
Dr. R. Nandini, Chairperson	
Dr. N. Yesodha Devi, Secretary	
Prof. S. Balasubramanian, Director, GRGCAS	
Dr. P. Sadhasivam, Director, GRGSMS	
Senior Administrative Officers	
Dr. A. Shamitha Begum, Dean – Academic Affairs	
Mrs. S. Vasandha, Dean – Student Affairs	
Mrs. G. Kalavathi, Dean – Vocational Programmes	
Dr. Ramesh Subramani, Dean – Research	
Dr. Shanthi Radhakrishnan, Dean– Costume & Apparel Designing & Academic Coordinator	
Dr. V. Hemapriya, Controller of Examinations	
IQAC Team	
Dr. J. Balavijayalakshmi, Associate Professor & Head and IQAC Coordinator – Department of Physics	
Dr. S. Lavanya, Associate Professor – Department of English	
Dr. C. Athena, Assistant Professor – Department of Economics	
Dr. N. Aruna Devi, Assistant Professor – Department of Chemistry	
Dr. P. Amutha, Assistant Professor – Department of Chemistry	
Dr. Nithya Ramadass, Assistant Professor – Department of B. Com (CA)	



IQAC MEETING

Date:03-03-2025

Time: 11.00am

AGENDA

- Board of Studies
- E-Content Development
- Department and Faculty Appraisal
- Departmental Submissions & Deadlines

MINUTES OF THE MEETING

Board of Studies

- Board of Studies for the odd semester of the next academic year 2025-26 to be completed in April 2025.
- Coursera courses-I PG (II Sem) and II UG (IV Sem). Departments with core+coursera combined course, should discuss with the COE and decide about keeping courser separate or within course.

E-Content Development

- E-Content for the Even Semester 2024–25 is to be completed by May 2025. HoDs are requested to ensure that the concerned faculty members upload the pending modules in the respective folders.

Department and Faculty Appraisal

- Heads of Departments are required to complete the Departmental Appraisal Form for the period from January 2024 to December 2024.

- Details regarding departmental activities and faculty professional development should be entered into the Google form. Supporting proof to be uploaded in the Google Drive for auditing purposes.

Departmental Submissions & Deadlines

- Workload and Timetable: Submit by 15 April 2025
- Encourage UG Final Years to Join PG Programmes
- Submit Attendance Registers, BoS Minutes on time (peer verification applies).
- Departmental Activities & Professional Updates: Upload to folders before last working day.
- NAAC Documentation: Maintain soft copies in respective departments
- Academic Instructions
- No blended learning during the first week post-reopening.
- Academic Audit: Attendance, BoS minutes, etc., should be ready (with Yes/No checklist).

ACTION TAKEN REPORT

Board of Studies

- Board of Studies for the odd semester of the next academic year 2025-26 was completed before 10 April 2025.




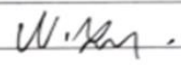







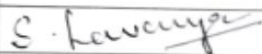



E-Content Development

- E-Content for the Even Semester 2024–25 was completed by 25 May 2025.

Department and Faculty Appraisal

- A hard copy of the Department Appraisal Form was submitted to the Dean of Academics office on 15 February 2025.
- Departmental activities and faculty professional development were consolidated for appraisal purpose.

ATTENDANCE

NAME & DESIGNATION	SIGNATURE
Dr. P.B. Harathi, Principal, KCW	
Faculty Members to Represent All Level	
Dr. Sushil Mary Mathews, Associate Professor and Head, Department of English	
Dr. G. Kavitha, Assistant Professor and Head, Department of Commerce	
Members from the Management	
Dr. R. Nandini, Chairperson	
Dr. N. Yesodha Devi, Secretary	
Prof. S. Balasubramanian, Director, GRGCAS	
Dr. P. Sadhasivam, Director, GRGSMS	
Senior Administrative Officers	
Dr. A. Shamitha Begum, Dean – Academic Affairs	
Mrs. S. Vasandha, Dean – Student Affairs	
Mrs. G. Kalavathi, Dean – Vocational Programmes	
Dr. Ramesh Subramani, Dean – Research	
Dr. Shanthi Radhakrishnan, Dean– Costume & Apparel Designing & Academic Coordinator	
Dr. V. Hemapriya, Controller of Examinations	
IQAC Team	
Dr. J. Balavijayalakshmi, Associate Professor & Head and IQAC Coordinator – Department of Physics	
Dr. S. Lavanya, Associate Professor – Department of English	
Dr. C. Athena, Assistant Professor – Department of Economics	
Dr. N. Aruna Devi, Assistant Professor – Department of Chemistry	
Dr. P. Amutha, Assistant Professor – Department of Chemistry	
Dr. Nithya Ramadass, Assistant Professor – Department of B. Com (CA)	