

## Minutes of the Internal Quality Assurance Cell meeting

**Date:** 19<sup>th</sup> June 2023

**Time:** 11:00 AM

**Venue:** Conference Hall


The Internal Quality Assurance Cell organized the first meeting for the academic year 2023 – 2024 on 19/06/2023. The IQAC coordinator Dr. V. Priyadharsini welcomed all members to the meeting, and the following areas were discussed in the forum.

### Agenda

1. Welcome and Opening Remarks
2. Planning for the upcoming semester.
3. Quality enhancement measures for teaching and learning.
4. Review of IQAC Action Plan
5. Vote of Thanks

### Minutes

- The meeting was chaired by the Principal Dr. R. Vijimalar and attended by all IQAC members. She emphasized the importance of continuous quality improvement in academic and administrative domains and set the tone for a constructive discussion.
- Dr. V. Priyadharsini, Coordinator, outlined the progress made on the IQAC's action plan. Key areas of focus included:
  - Implementation of faculty development programs.
  - Strengthening student support services.
  - Streamlining administrative processes.
- Dr. R. Vijimalar proposed the introduction of interdisciplinary research projects and collaborative initiatives with other institutions. The members supported the idea and suggested forming a committee to oversee such endeavors.
- The progress of the online feedback system for students and faculty was reviewed. It was noted that 85% of responses were received, and the data would be analyzed in the next meeting.
- The committee approved a plan to integrate ICT tools into teaching for 50% of the courses in the upcoming semester.
- Responsibility for execution was assigned to the HoDs.
- Dr. S. R. Punitha, proposed the vote of thanks, expressing gratitude to the Chairperson and all members for their active participation and valuable inputs.

  
19/6/23

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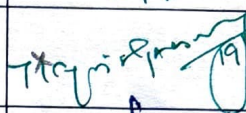
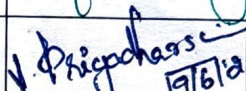
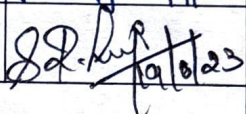





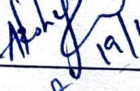
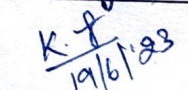
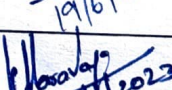


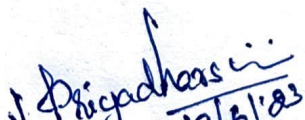
# Internal Quality Assurance Cell

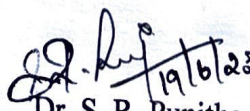
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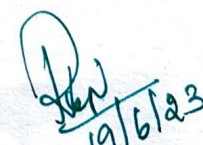
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Venue: Conference Hall

Name	Designation	Signature
Dr. R. Vijimalar (Principal)	Chairperson	
Dr. T. Krishnaswamy (Secretary)	Management Representative	
Dr. V. Priyadharsini	IQAC Coordinator	
Dr. S. R. Punitha	IQAC Asst. Coordinator	
<b>Members</b>		
Ms. A. Amala Shiny	Assistant Professor of Computer Applications	
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	
Ms. S. V. Adhira	Assistant Professor of Mathematics	
Ms. S.R. Jalin Sharmila	Assistant Professor of Business Administration	
Ms. V. Akshya	Assistant Professor of Nutrition & Dietetics	
Dr. K. Edel Queen Freeda	Head of the Department of Commerce	
Ms. K.S. Saravanya	Head of the Department of Fashion Technology	
Ms. V. M. Edel Queen	Assistant Professor of Fashion Technology	

  
Dr. V. Priyadharsini  
IQAC Coordinator

  
Dr. S. R. Punitha  
IQAC Asst. Coordinator

  
Dr. R. Vijimalar  
Chairperson & Principal

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VELLICHANTHAL, K.K. DIST.



## Minutes of the Internal Quality Assurance Cell Meeting

**Date:** 11<sup>th</sup> September 2023

**Time:** 2:00 PM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its second meeting for the academic year 2023 - 2024 on 11/09/2023 at 2:00 PM in the Conference Hall. Dr. V. Priyadharsini, IQAC Coordinator, welcomed all members to the meeting, and the following agenda was discussed.

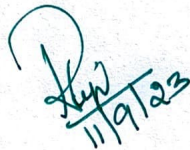
### Agenda

1. Welcome and Opening Remarks
2. Review of Progress in Key Areas
3. Discussion on Curriculum Enrichment Activities
4. Planning and Implementation of Industry-Institute Collaborations
5. Vote of Thanks

### Minutes

- The meeting was chaired by the Principal, **Dr. R. Vijimalar**, and attended by all IQAC members. She reiterated the necessity of aligning institutional goals with quality benchmarks and highlighted the role of IQAC in driving academic excellence.
- **Dr. V. Priyadharsini**, Coordinator, reviewed the progress of key initiatives undertaken in the previous semester. She presented an update on:
  - The completion rate of faculty training programs (75% attendance achieved).
  - Improvement in the mentoring system through structured one-on-one sessions with students.
- **New Action Plans:**
  - The Principal proposed organizing curriculum enrichment programs, such as expert lectures, skill development workshops, and case study competitions, tailored to departmental needs.
  - The members agreed to host at least two industry-institute collaborative programs per semester to enhance practical exposure for students.
  - A committee was formed to spearhead collaborations, headed by **Ms. A. Amala Shiny** with **Ms. V. Akshya** as the co-coordinator.
- The success of the newly introduced Learning Management System (LMS) was acknowledged, with 90% faculty usage reported. Members agreed on an initiative to encourage students to utilize LMS resources actively.
- A discussion was held on implementing **green initiatives** on campus, including:
  - Waste management programs.
  - Plantation drives.
  - Reducing paper usage by digitizing administrative processes.
- **Future Plans:**

- Introduce a bridge course for newly admitted students to ease the transition into college life.
  - Conduct a series of mock interviews to enhance employability skills among final-year students.
- 
- It was decided to prepare a report on the above resolutions and present an implementation plan in the next IQAC meeting.
  - **Dr. S. R. Punitha**, Assistant Coordinator, concluded the meeting by thanking the Chairperson and all members for their dedication and valuable suggestions.


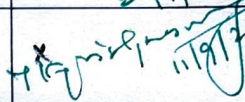
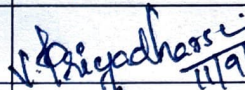


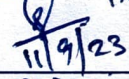

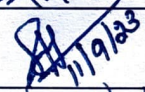

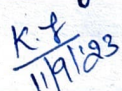
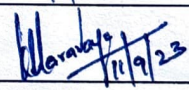
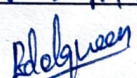
  
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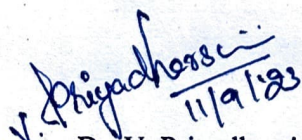
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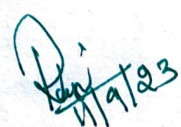
## Internal Quality Assurance Cell

**Date:** 11<sup>th</sup> September 2023  
**Time:** 2:00 PM  
**Venue:** Conference Hall

Name	Designation	Signature
Dr. R. Vijimalar (Principal)	Chairperson	
Dr. T. Krishnaswamy (Secretary)	Management Representative	
Dr. V. Priyadharsini	IQAC Coordinator	
Dr. S. R. Punitha	IQAC Asst. Coordinator	
<b>Members</b>		
Ms. Amala Shiny	Assistant Professor of Computer Applications	
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	
Dr. S. V. Adhira	Assistant Professor of Mathematics	
Ms. S. R. Jalin Sharmila	Assistant Professor of Business Administration	
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 IQAC Coordinator

  
 Dr. S. R. Punitha  
 IQAC Asst. Coordinator

  
 Dr. R. Vijimalar  
 Chairperson & Principal  
**PRINCIPAL**

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## Minutes of the Internal Quality Assurance Cell Meeting

**Date:** 13<sup>th</sup> December 2023

**Time:** 10:00 AM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its third meeting for the academic year 2023 - 2024 on 13/12/2023 at 10:00 AM in the Conference Hall. **Dr. V. Priyadharsini**, IQAC Coordinator, welcomed all members to the meeting, and the following agenda was discussed.


### Agenda

1. Welcome and Opening Remarks
2. Review of Mid-Year Progress and Achievements
3. Proposal for Student-Centric Community Engagement Programs
4. Enhancing Research Output through Faculty and Student Collaboration
5. Vote of Thanks

### Minutes

- The meeting was chaired by the Principal, **Dr. R. Vijimalar**, and attended by all IQAC members. She emphasized the importance of aligning academic activities with NAAC parameters to maintain and improve institutional excellence.
- **Dr. V. Priyadharsini**, Coordinator, presented a detailed review of the mid-year progress, focusing on:
  - The increase in faculty participation in external conferences and workshops.
  - The successful implementation of a revised mentoring system, which saw a 20% increase in student satisfaction ratings.
- **New Action Plans:**
  - The Principal suggested introducing **student-centric community engagement programs**, such as awareness drives, free coaching for underprivileged students, and health camps in collaboration with local NGOs.
  - Members unanimously approved the idea and decided to pilot a **community outreach program in January 2024**, with leadership from **Ms. S. R. Jalin Sharmila** and **Ms. K. S Saravanya**.
- A proposal was made to enhance research output by fostering **faculty-student collaboration** in research projects. It was decided to organize:
  - **Research mentoring sessions** for final-year students.
  - A **college-wide research fair** in March 2024 to showcase collaborative efforts.
- Progress on the **campus digitization drive** was reviewed. Members noted:
  - Successful digital integration of attendance and assessment systems.
  - The need to expand these initiatives to administrative and library services.
- **Future Plans:**
  - Launch a **language lab** to support students in developing communication and soft skills.

- Initiate workshops on **entrepreneurship and startup management** to inspire innovative thinking.
- The meeting concluded with a decision to prepare an actionable report on the discussed initiatives and to evaluate progress in the next meeting.
- **Dr. S. R. Punitha**, Assistant Coordinator, expressed gratitude to all members for their active engagement and valuable contributions.

  
13/12/23

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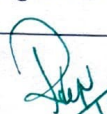
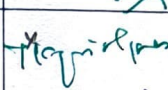


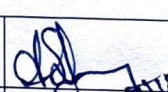



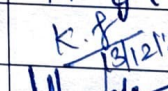






# Internal Quality Assurance Cell


Date: 13<sup>th</sup> December 2023


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Venue: Conference Hall

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Dr. R. Vijimalar (Principal)	Chairperson	
Dr. T. Krishnaswamy (Secretary)	Management Representative	
Dr. V. Priyadharsini	IQAC Coordinator	
Dr. S. R. Punitha	IQAC Asst. Coordinator	
<b>Members</b>		
Ms. A. Amala Shiny	Assistant Professor of Computer Applications	
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	
Dr. S. V. Adhira	Assistant Professor of Mathematics	
Ms. S. R. Jalin Sharmila	Assistant Professor of Business Administration	
Ms. V. Akshya	Assistant Professor of Nutrition & Dietetics	
Dr. K. Edel Queen Freeda	Head of the Department of Commerce	
Ms. K. S. Saravanya	Head of the Department of Fashion Technology	
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Dr. V. Priyadharsini  
IQAC Coordinator

  
Dr. S. R. Punitha  
IQAC Asst. Coordinator

  
Dr. R. Vijimalar  
Chairperson & Principal

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## Minutes of the Internal Quality Assurance Cell Meeting

**Date:** 4<sup>th</sup> March 2024

**Time:** 10:00 AM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its fourth meeting for the academic year 2023–2024 on 04/03/2024 at 10:00 AM in the Conference Hall. **Dr. V. Priyadharsini**, IQAC Coordinator, welcomed all members to the meeting, and the following agenda was discussed.

### Agenda


1. Welcome and Opening Remarks
2. Review of Community Outreach Initiatives
3. Planning for Academic and Administrative Audits
4. Discussion on Implementation of Sustainability Practices
5. Vote of Thanks

### Minutes

- The meeting was chaired by the Principal, **Dr. R. Vijimalar**, and attended by all IQAC members. She highlighted the need for continuous self-assessment and improvement to ensure the institution's sustained growth and compliance with quality benchmarks.
- **New Action Plans:**
  - **Planning Academic and Administrative Audits:**
    - Members agreed to conduct internal audits in April 2024 to ensure compliance with academic and administrative standards.
    - A three-member audit team, led by **Dr. S. V. Adhira**, was formed to oversee the process.
  - **Implementation of Sustainability Practices:**
    - The Principal proposed introducing eco-friendly measures on campus, including:
      - Conducting workshops on sustainable living for students and faculty.
    - The members approved the creation of a **Green Campus Committee**, with **Ms. K. S. Saravanya** as the convenor.
- Progress on ongoing projects was reviewed, including:
  - The **research mentoring sessions** for final-year students, which received positive feedback.
- A discussion was held on launching a **peer mentoring system**, where senior students guide juniors in academic and extracurricular activities. **Ms. S. R. Jalin Sharmila** and **Ms. T. Bebin Joshi** volunteered to draft a framework for the initiative.
- **Future Plans:**
  - Organize a **Faculty Exchange Program** with partner institutions to promote knowledge sharing.



- Develop a structured **Alumni Engagement Program** to strengthen alumni relationships and explore opportunities for institutional development.
- The meeting concluded with a resolution to document the initiatives and ensure their effective implementation before the next meeting.
- **Dr. S. R. Punitha**, Assistant Coordinator, extended heartfelt gratitude to the Chairperson, and all members for their active participation and insightful contributions.

  
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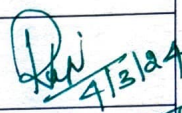
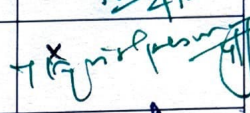
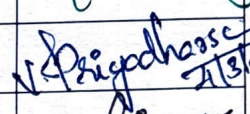

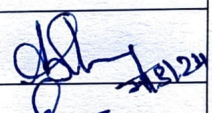
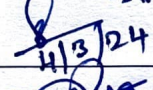


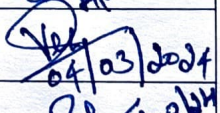
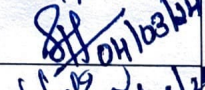

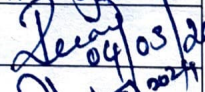
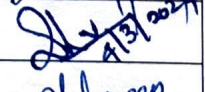




### Internal Quality Assurance Cell

**Date:** 4<sup>th</sup> March 2024

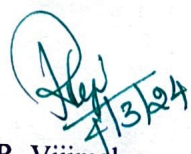
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**Venue:** Conference Hall

Name	Designation	Signature
Dr. R. Vijimalar (Principal)	Chairperson	 4/3/24
Dr. T. Krishnaswamy (Secretary)	Management Representative	 4/3/24
Dr. V. Priyadharsini	IQAC Coordinator	 4/3/24
Dr. S. R. Punitha	IQAC Asst. Coordinator	 4/3/24
<b>Members</b>		
Ms. A. Amala Shiny	Assistant Professor of Computer Applications	 4/3/24
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	 4/3/24
Ms. K. Uma	Assistant Professor of Computer Applications	 4/3/24
Dr. S. V. Adhira	Assistant Professor of Mathematics	 4/3/24
Dr. C. Vensila	Assistant Professor of Artificial Intelligence	 04/03/2024
Ms. S. R. Jalin Sharmila	Assistant Professor of Business Administration	 04/03/24
Ms. V. Akshya	Assistant Professor of Nutrition & Dietetics	 04/03/24
Dr. R. Reena Roselin	Assistant Professor of Commerce	 04/03/2024
Dr. V. Regima	Assistant Professor of Commerce	 4/3/2024
Ms. V. M. Edel Queen	Assistant Professor of Fashion Technology	 4/3/24

  
Dr. V. Priyadharsini  
IQAC Coordinator

  
Dr. S. R. Punitha  
IQAC Asst. Coordinator

  
Dr. R. Vijimalar  
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