

## **Minutes of the Internal Quality Assurance Cell Meeting**

**Date:** 10<sup>th</sup> June 2024

**Time:** 1:00 PM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its first meeting for the academic year 2024–2025 on 10/06/2024 at 1:00 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 Faculty Development Programs
3. Planning for Curriculum Enhancement
4. Discussion on Digital Transformation Initiatives
5. Vote of Thanks

### **Minutes**

- **Chairperson's Address:**

The meeting was chaired by the Principal, Dr. R. Vijimalar, and attended by all IQAC members. She emphasized the importance of faculty development, curriculum innovation, and the need for digital transformation to align with global educational trends.

- **New Action Plans:**

- **Curriculum Enhancement:**

- Members discussed revising the existing curriculum to include industry-oriented certifications and interdisciplinary electives.

- **Digital Transformation Initiatives:**

- The Principal proposed implementing an AI-based Learning Management System (LMS) to facilitate blended learning.
    - Members approved a pilot program to be tested in the Departments of Computer Applications and Artificial Intelligence, overseen by Dr. C. Vensila and Ms. K. Uma.

- **Progress on Ongoing Projects:**


- The Green Campus Committee reported significant progress, including the completion of a tree plantation drive and the installation of waste segregation units.
  - Members expressed satisfaction with the ongoing peer mentoring system, which had seen active participation from senior students.

- **Future Plans:**

- Collaborate with industries to offer short-term internships for students to enhance employability skills.



- Initiate a Wellness Program to support the mental health and well-being of students and staff, coordinated by Ms. V. Akshya and Dr. S. R. Punitha.
- **Concluding Remarks:**  
The meeting concluded with a resolution to document and implement the discussed initiatives effectively before the next meeting.
- Dr. R. Reena Roselin, Assistant Professor of Commerce, expressed gratitude to the Chairperson and all members for their active participation and valuable contributions.

  
10/6/24

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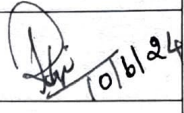
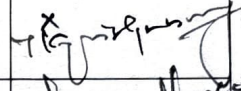
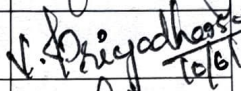
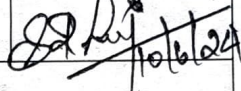

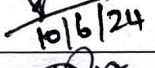
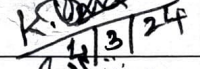
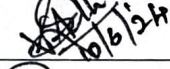
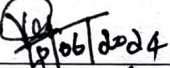
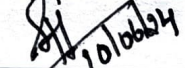

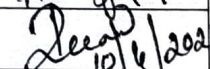

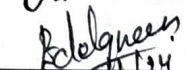
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VELLICHANTHAI, K.K. DIST.


# Internal Quality Assurance Cell


Date: 10<sup>th</sup> June 2024


Time: 1:00 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. A. Amala Shiny	Assistant Professor of Computer Applications	
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	
Ms. K. Uma	Assistant Professor of Computer Applications	
Dr. S. V. Adhira	Assistant Professor of Mathematics	
Dr. C. Vensila	Assistant Professor of Artificial Intelligence	
Ms. S. R. Jalin Sharmila	Assistant Professor of Business Administration	
Ms. V. Akshya	Assistant Professor of Nutrition & Dietetics	
Dr. R. Reena Roselin	Assistant Professor of Commerce	
Dr. V. Regima	Assistant Professor of Commerce	
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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## **Minutes of the Internal Quality Assurance Cell Meeting**

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

**Time:** 1:00 PM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its second meeting for the academic year 2024–2025 on 04/09/2024 at 1:00 PM in the Conference Hall. Dr. V. Priyadharsini, IQAC Coordinator, extended a warm welcome to all members, and the following agenda was discussed.

### **Agenda**

1. Welcome and Opening Remarks
2. Review of Research Promotion Strategies
3. Planning for Student Skill Development Workshops
4. Discussion on Community Service Initiatives
5. Vote of Thanks

### **Minutes**

- **Chairperson's Address:**

The meeting was chaired by the Principal, Dr. R. Vijimalar, who underlined the need for strengthening research culture, enhancing student skillsets, and fostering community engagement to uphold the institution's reputation for academic excellence and social responsibility.

- **New Action Plans:**

- **Student Skill Development Workshops:**

- The IQAC approved the organization of hands-on workshops for students on topics such as coding, entrepreneurship, and design thinking.

- **Community Service Initiatives:**

- Members discussed launching a literacy program for underprivileged children in nearby communities, titled "*Each One, Teach One.*"
    - A Community Engagement Cell, with Ms. V. Akshya as the convenor, was constituted to implement and monitor the program in 2025.

- **Progress on Ongoing Projects:**

- The pilot program for the AI-based Learning Management System (LMS) was successfully implemented in the Departments of Computer Applications and Artificial Intelligence. Feedback was overwhelmingly positive, and members agreed to expand the system to other departments.
  - The Faculty Development Program on integrating technology in teaching was reviewed, with participants appreciating its practical applications.

- **Future Plans:**

- Launch an Annual Institutional Newsletter to showcase achievements and updates, with Dr. R. Reena Roselin and Dr. V. Regima as editors.

- **Concluding Remarks:**

The meeting concluded with a resolution to ensure timely implementation of the discussed initiatives and to track their progress in the subsequent meeting.

- Dr. S. R. Punitha, IQAC Assistant Coordinator, expressed gratitude to the Chairperson and members for their insightful contributions and active participation.

  
4/9/24

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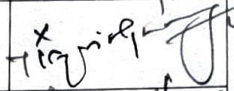
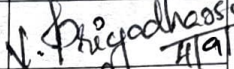
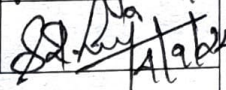

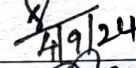


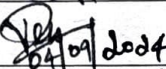
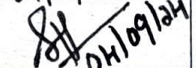






# Internal Quality Assurance Cell

Date: 4<sup>th</sup> September 2024


Time: 1:00 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. A. Amala Shiny	Assistant Professor of Computer Applications	
Ms. T. Bebin Joshi	Assistant Professor of Computer Applications	
Ms. K. Uma	Assistant Professor of Computer Applications	
Dr. S. V. Adhira	Assistant Professor of Mathematics	
Dr. C. Vensila	Assistant Professor of Artificial Intelligence	
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4/9/24

Dr. V. Priyadharsini  
IQAC Coordinator

  
4/9/24

Dr. S. R. Punitha  
IQAC Asst. Coordinator

  
4/9/24

Dr. R. Vijimalar  
Chairperson & Principal

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## **Minutes of the Internal Quality Assurance Cell Meeting**

**Date:** 11<sup>th</sup> December 2024

**Time:** 2:00 PM

**Venue:** Conference Hall

The Internal Quality Assurance Cell (IQAC) convened its third meeting for the academic year 2024 - 2025 on 11/12/2024 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. Discussion on Internship Programs for Students
3. Planning Project Work Initiatives
4. Creating Awareness About Patents Among Students
5. Launch of a Hackathon Club
6. Addressing Weak Students Through Innovative Teaching Patterns
7. Introduction of a Common Hour for Soft Skills Training
8. Vote of Thanks

### **Minutes**

- **Chairperson's Address:**  
The meeting was chaired by the Principal, Dr. R. Vijimalar, who emphasized the importance of bridging the gap between academics and industry by equipping students with practical skills, fostering innovation, and addressing challenges faced by academically weaker students.
- **New Action Plans:**
  - **Internship Programs for All Departments:**
    - It was decided to collaborate with industry partners to provide internship opportunities for students from all departments.
    - The Internship Coordination Committee, headed by Dr. V. G. Vijilesh, Head of the Department of Computer Science, was formed to streamline the process and secure agreements with organizations.
  - **Project Work Initiatives:**
    - Faculty members were encouraged to guide students in undertaking interdisciplinary project work to enhance their research and analytical skills.
  - **Awareness About Patents:**
    - Members discussed the importance of introducing students to intellectual property rights and the patenting process.
  - **Hackathon Club:**
    - The *Hackathon Club*, aimed at promoting creativity and innovation, was officially launched. Ms. J. Berlin Rose was appointed as the coordinator.



- **Innovative Teaching Patterns for Weak Students:**
  - Members resolved to implement differentiated teaching methods, such as personalized mentoring sessions, peer tutoring, and simplified course modules, to support weak students.
  - Each Department Heads were tasked with drafting a framework for these teaching patterns.
- **Soft Skills Training for All Departments:**
  - A common hour, handled by the English Department, will be introduced twice a week to train students in soft skills such as communication, teamwork, and interview preparation.
  - Dr. V. Priyadharsini, Head of the Department of English, will oversee the program, which is set to begin in January 2025.
- **Progress on Ongoing Projects:**
  - Members reviewed the progress of the literacy program "*Each One, Teach One*", which had shown commendable success in improving literacy levels in nearby communities.
  - Feedback on the student workshops conducted in September was positive, and members agreed to continue organizing such events regularly.
- **Future Plans:**
  - Establish a Digital Resource Center to support self-learning and research among students.
- **Concluding Remarks:**

The meeting concluded with a resolution to implement the discussed initiatives effectively and to assess their impact in the next meeting.
- Dr. V. Priyadharsini, IQAC Coordinator, expressed gratitude to the Chairperson and members for their active participation and valuable inputs.

  
11/12/24

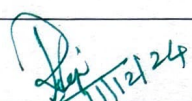
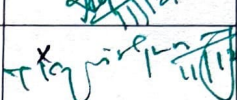
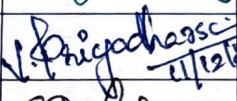
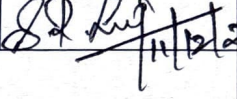

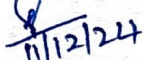


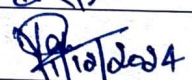

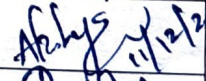
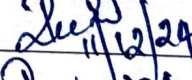


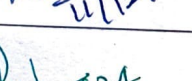
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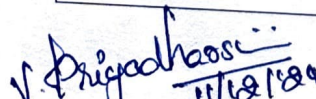
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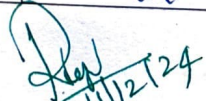
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**Date: 11<sup>th</sup> December 2024**  
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Ms. V. M. Edel Queen	Assistant Professor of Fashion Technology	
Ms. M. Kavya	Department of Business Administration	

  
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 IQAC Coordinator

  
 Dr. S. R. Punitha  
 IQAC Asst. Coordinator

  
 Dr. R. Vijimalar  
 Chairperson & Principal

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