

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

(Affiliated to Bharathidasan University,Trichirappalli)

(Nationally Re-accredited by NAAC with 'A' Grade with CGPA 3.44 out of 4.00)

**PERAMBALUR -621 212.
IQAC MEETING MINUTES
2018 -2019**

Date: 19.07.2018

Time: 2.00 PM

Venue: Board Room

The first Meeting of the Academic Year 2018 – 2019 was held on 19th July 2018. The Coordinator welcomes the IQAC members.

Meeting Agenda:

- Impression of Academic Year 2017 – 2018
- Action Taken Report of the Year 2018-19
- Annual Quality Assurance Report
- Affirmation of Incharges

Minutes of the Meeting:-

Item : 1 Impression of Academic Year 2017 – 2018

The members were asked to give the impression of the academic year 2017-18. The members and Heads of the departments shared their views about 2017-18 regarding the academic proceedings of the year like Internal Assessment and University Exams and achievement of the students as well as staff members, General achievements of the college, etc.,

Item : 2 Action Taken Report of the Year 2018-19

The coordinator (IQAC) Read out the Action Taken Report chalked out by the IQAC for the year 2017-2018

- To continue the Bridge Course in English and Orientation Programme in Mathematics to improve students' knowledge

- To continue with the policy of encouraging students and teachers to participate in seminars and workshops.
- To encourage students to prepare projects, assignments, power point presentations, etc.
- To publish a journal by name ENIGMA..
- Career Guidance Workshops /Seminars / Lectures to be undertaken.
- To arrange Industrial visit for the student's self development.
- To motivate students to participate in various inter-collegiate competitions
- To submit Re-Accreditation Report to NAAC for 3rd Cycle.
- To improve the research activities.
 - To conduct more number of Seminars, Workshops, Symposia and Conferences, at least one in each department.
- To improve the co- curricular and sports activities.
- To continue the interdepartmental cultural festival NAKSHATRA.
- To make Part V of the Undergraduate programmes to be truly inter and trans-disciplinary in nature and content.
- To organize Personality Development Programmes with better quality and efficiency and impress upon the Human Resource Development Centre of our College to take up this event more seriously.
- To invite many multinational companies for campus recruitment programme.
- To initiate action in response to the students for quality related institutional process.
- To evaluate the institution by parents, alumnae and industries.
- To sign MoU with companies for research, placement, consultancy etc.

Item : 3 Annual Quality Assurance Report 2017-18.

Coordinator (IQAC) informed the members that the Annual Quality Assurance Report (2017-18) of the college will be sent to National Accreditation Academic Council (NAAC), Bangalore by the end of August..

Item : 4 Other item with the permission of the Chair. Mr. R. Gururaj, Repoter, DailyThanthi, Local Nominee of IQAC told to adopt safety measures and cleanliness on the campus which is need of the hour. It was decided the Part V incharges will look into this matter.

Mr. P. Neelraj, Secretary, DS Groups, Management Representative of IQAC in his concluding remarks said that *we need to be global in infrastructure and academic quality*. He said that academic quality is fundamental to all the initiatives of the University. If there is some deficiency in the quality of physical infrastructure it can be tolerated but deficiency in academic quality, quality of research output and quality of research articles is not negotiable. We reach out to academic community through our papers and articles and to maintain and enhance their quality should be our prime concern.



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CLOSE MEETING : 2018-19

Date: 16-10-2018

Time : 2.30 PM

Venue : Auditorium

The sum up Meeting of the Academic Year 2018-19 was held on 16th Oct 2018 . Principal welcomes the Faculty of diverse department.

Meeting Agenda:

- ❖ Gracing different in-charges of varied Coordinators
- ❖ Discussion on the result acquired
- ❖ Review and suggestion on Reports submitted
- ❖ Discussion on Faculty requirement
- ❖ Analyzing on the Administration and Admission of forthcoming year
- ❖ Discussion on the FDP.

Minutes of the Meeting:

Item: 1 Gracing different in charges of varied coordinators

Different in-charges were appreciated by principal for their best performance and their cooperation to organize the diverse program both academic and Non-academic of the academic year 2018-2019.

Item: 2 Discussion on the result acquired

Internal assessment marks of the student were discussed by principal. Subject in charges were asked to confer special attention to the student those who have got low marks in internal assessment test.

Item: 3 Review and suggestion on Reports submitted

All the activities and academic works were analyzed. Including of

- ❖ Bridge course
- ❖ Orientation program
- ❖ Faculty development program
- ❖ National and international conference
- ❖ Workshop
- ❖ PartV activities
- ❖ Cultural program
- ❖ Sports
- ❖ Personality development program
- ❖ Placement activities.

Item: 4 Discussion on Faculty requirement

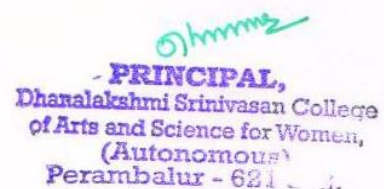
All the head of the department were asked to submit their faculty requirement list. They also asked to submit their workload and timetable for forthcoming semester. They were insisted to present paper in national level conference and international level conference.

Item: 5 Analyzing on the Administration and Admission of forthcoming year

Principal had given instruction and suggestion regarding the Administration and admission for forthcoming year. Faculties were asked to explain all facilities and new courses introduced in the college to the student. Principal planned about canvas with all the head of the department.

Item: 6 Discussions on the FDP

Principal had insisted HRDC to carry out number of faculty development program. Through this faculties can inculcate their attitude and their personality and they can inherit knowledge in different field too.



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OPEN MEETING: 2018-19

Date: 17.12.2018

Time : 2.30 PM

Venue : Auditorium

The Open Meeting of the Academic Year 2018-19 was held on 17th December 2018 . Principal had welcomed the Faculty of diverse department.

Meeting Agenda:

- ❖ Introduction of new faculties
- ❖ Reallocating Academic workload
- ❖ Discussion on quality objective of the college
- ❖ Stimulation for new semester and its process
- ❖ Discussion on concentrate arrear coaching.
- ❖ Discussion on responsibilities of the faculties.

Minutes of the Meeting:

Item: 1 Introduction of new faculties

All the faculty and new joined faculties had been welcomed by principal. All the new faculties were asked to introduce themselves to all. They felt pleasure to join in this college. Principal had explained all the norms of the college to follow. They were also instructed by principal to take part in paper presentation, publishing paper in journals too.

Item:2 Reallocating Academic workload

Reallocation work had been done by principal including of IQAC coordinator, ISO coordinator, part-V coordinators, cultural coordinator and Exam cell in charge. Coordinators were assured that they will do the work with full concern.

Item:3 Discussion on quality objective of the college

Quality objective of the college and department were discussed by principal with head of the diverse department. All the head read their concern department quality objectives like conducting seminar and conference pass percentage of the student, conducting workshop, orientation program and all the department activities.

Item: 4 Stimulation for new semester and its process

All the in charges were instructed to follow-up all the works including of IQAC, ISO, part V, sports, HRDC and particularly curricular oriented works. Faculties were asked to involve their department students to participate in all programs and get beneficiary from that.


Item: 5 Discussion on concentrate arrear coaching

Faculties were instructed to concentrate the arrear students and asked to give extra coaching to bird brain student and provide them simplified material to read.

Item: 6 Discussion on responsibilities of the faculties.

Principal had explained the responsibilities of the faculties including of

- Punctual to go classroom
- Go to the classroom with preparation
- Updated
- Innovative method of teaching
- Well-informed.
- Multi capacity
- Finish the work on time
- Adoptable to situation
- Guide the students
- Solve the problem of the student.


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CLOSE MEETING: 2018-19

Date:08.04.2019

Time : 2.30 PM

Venue : Auditorium

The sum up Meeting of the Academic Year 2018-19 was held on 8th April 2019 . Principal had welcomed Faculty of diverse department.

Meeting Agenda:

- ❖ Appreciate varied Coordinators
- ❖ Discussion on relieving faculty details
- ❖ Discussion on Faculty requirement
- ❖ Discussion on Admission work for forthcoming year
- ❖ Discussion on the result acquired

Minutes of the Meeting:

Item: 1 Appreciate varied Coordinators

Different in charges were appreciated by principal for their best performance and their cooperation to organize the diverse program both academic and Non-academic of the academic year 2018-2019.

Item: 2 Discussion on relieving faculty details

Principal and vice principal asked the relieving faculties name from head of the diverse department. She wished them for their bright future. Faculties shared their experience in our college. They felt proud to worked here and one of the part in our college.

Item: 3 Discussion on Faculty requirement

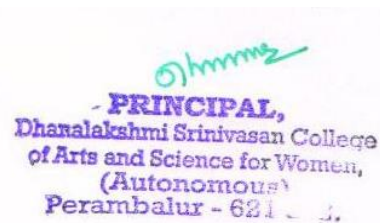
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Item: 4 Discussion on Admission work for forthcoming year.

Principal had given instruction and suggestion regarding the Administration and admission for forthcoming year. Faculties were asked to explain all facilities and new courses introduced in the college to the student. Principal planned about canvas with all the head of the department.

Discussion on the result acquired

Internal assessment marks of the student were discussed by principal. Subject in charges were asked to confer special attention to the student those who have got low marks in internal assessment test.



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