



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Autonomous)
(Affiliated to Bharathidasan University)
Perambalur – 621212**



Date: 12-06-2024

DSCASW(A)/IQAC/ 2024-2025/ Circular-01

Internal Quality Assurance Cell

All Committee Members/HoDs are hereby informed that a meeting has been scheduled on 13-6-2024 to discuss and finalize key academic and administrative matters. The agenda of the meeting is as follows:

Agenda

1. Review and approval of the minutes of the previous meeting.
2. Preparation of the Plan of Action for the Academic Year 2024–2025.
3. Formulation of the Academic Calendar.
4. Submission of Odd Semester workload and timetable.
5. Commencement of Odd Semester classes.
6. Organization of the Student Induction Program for freshers.
7. Preparation of the Departmental Annual Plan.
8. Submission of departmental and laboratory requirements.
9. Review and approval of operational and functional committees.
10. Approval of IQAC funds for organizing Seminars, Conferences, Workshops, FDPs, IPR activities, and Skill-Enhancement Training Programmes.
11. Review of ongoing NAAC activities.
12. Conduct of the Board of Studies meeting.
13. Finalization of tentative schedules for the examination process.
14. Preparation of AQAR for the Academic Year 2023–2024.
15. Planning for the celebration of commemorative days.
16. Any other matter with the permission of the Chair.

All members are requested to attend the meeting without fail and contribute their valuable inputs for the smooth functioning of the academic year.

IQAC Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ Minutes-01

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-2025
Meeting Number	01
Date and Time	13-6-2024 at 3.00 pm
Venue	IQAC

Minutes of Meeting

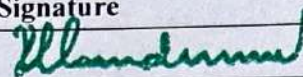
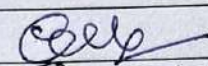
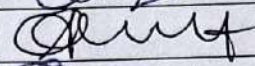
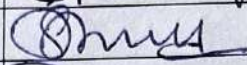
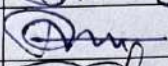
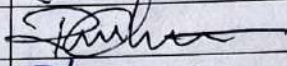
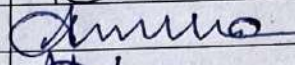

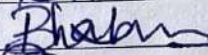

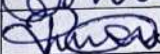

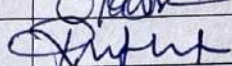
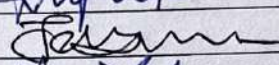
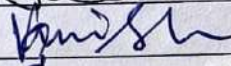
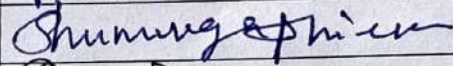
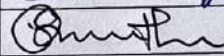
The Internal Quality Assurance Cell meeting was held in IQAC on 13-6-2024 at 3.00 pm and the following members were present:

1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The coordinator of Internal Quality Assurance Cell (IQAC) welcomed the Chairman, Deans, Heads of the Department and all members of the IQAC to the meeting. Following that, the Meeting's Agenda was taken up, and the following decisions were made unanimously:

Agenda	Decision Taken	Responsible Person
Review and approval of the minutes of the previous meeting.	To approve the minutes of the previous IQAC meeting	Head of the Institution & Dean Academics
Preparation of the Plan of Action for the Academic Year 2024–2025.	To prepare the Plan of action for the academic year 2024-2025 with the suggestions given	Head of the Institution Dean Academics Coordinator-IQAC
Formulation of the Academic Calendar	To prepare the Academic Calendar	Dean Academics Coordinator-IQAC
Submission of Odd Semester workload and timetable.	To prepare and submit the odd semester workload and time table	Heads of the Department
Commencement of Odd Semester classes.	Reopening of odd semester classes	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and Controller of Examination
Organization of the Student Induction Program for freshers	Decided to organize Student Induction Program for I UG & PG students.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department and All faculty members.
Preparation of the Departmental Annual Plan.	To prepare and submit departmental annual plan	Heads of the Department
Submission of departmental and laboratory requirements.	To prepare and submit department and laboratory requirements	Heads of the Department
Review and approval of operational and functional committees.	To review and approve different operational and functional committees	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC
Approval of IQAC funds for organizing Seminars, Conferences, Workshops, FDPs, IPR activities, and Skill-Enhancement Training Programmes	Approved IQAC funds for organizing seminars/ conferences/ workshops/ FDPs/ IPR/ Skill Enhancing Training Programmes	Head of the Institution Dean Academics Dean Research Coordinator-IQAC
Review of ongoing NAAC activities.	To adhere with the revised template of NAAC manual and work accordingly	Coordinator-IQAC and Criterion Managers
Conduct of the Board of Studies meeting.	To convene Board of Studies meeting for curriculum enrichment	Head of the Institution Dean Academics Coordinator-IQAC

		Heads of the Department and Controller of Examination
Finalization of tentative schedules for the examination process.	To prepare and approve the schedules of examination process	Controller of Examination
Preparation of AQAR for the Academic Year 2023-2024.	It is decided to prepare the AQAR for the AY 2023-2024	Coordinator-IQAC and Criterion Managers
Planning for the celebration of commemorative days.	Decided to celebrate the commemorative days.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department and Physical Director
Any other matter with the permission of the Chair.	No other matters discussed and the meeting was concluded with vote of thanks.	

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
10	English	
11	Commerce	
12	MBA	
13	MCA	
14	Micro	
15	Biotech	
16	CS	
17	Student 1	
18	Student 2	



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ ATR-01

Resolutions/Decisions of the IQAC Meeting

1. The minutes of the previous IQAC meeting were reviewed and approved.
2. It was resolved to prepare the Plan of Action for the Academic Year 2024–2025.
3. The Academic Calendar for the forthcoming year shall be prepared.
4. Departments are instructed to prepare the workload, timetable, annual plan, and laboratory requirements for the Odd Semester and submit them to the Principal.
5. A decision was taken to organize an Orientation Programme for all I UG and PG students.
6. Various operational and functional committees were reviewed and approved.
7. It was resolved to allocate IQAC funds for organizing Seminars, Conferences, Workshops, FDPs, IPR initiatives, and Skill-Enhancement Training Programmes.
8. Criterion-wise managers shall review the status of NAAC-related activities in their respective departments and collect supporting data and documents.
9. The Board of Studies (BoS) meetings shall be planned and executed by the respective Department Chairpersons.
10. It was resolved to adopt and function in alignment with the revised NAAC manual template.
11. The tentative schedule for the examination process shall be prepared and submitted for approval.
12. Preparation of AQAR for the Academic Year 2023–2024 shall be carried out as per the revised NAAC template.
13. It was resolved to celebrate all important commemorative days in the institution.

IQAC Coordinator

Principal



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Date: 19.08.2024

DSCASW(A)/IQAC/ 2024-2025/ Circular-02

Internal Quality Assurance Cell

All IQAC Members, Criterion Managers, and Heads of Departments are hereby informed that a meeting is scheduled on **22.08.2024 (Thursday) at 3.00 p.m. in the IQAC Hall**. You are requested to attend the meeting and provide your valuable suggestions and recommendations on the following agenda items:

Agenda

1. Review and approval of the minutes of the previous meeting.
2. Uploading of e-content, study materials, and lab manuals in the blog.
3. Result analysis of Continuous Internal Assessment-I.
4. Maintenance of logbook.
5. Promotion of ICT-enabled teaching.
6. Organization of National/International conferences, seminars, workshops, guest lectures, FDPs, and training programmes.
7. Academic and industry collaborations through MoUs.
8. Promotion of research activities under the Seed Money Scheme.
9. Application for external research funding.
10. Financial support for faculty participation in seminars, conferences, workshops, FDPs, refresher/orientation/short-term courses.
11. Encouragement of faculty and students to publish research articles in credible journals/publications.
12. Participation in NIRF Ranking 2024.
13. Any other matters with the permission of the Chair.

Your presence and active participation in the meeting are highly solicited. All members are requested to attend without fail.

IQAC Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2022-2023/ Minutes-02

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-2025
Meeting Number	02
Date and Time	22.8.2024 at 3.00 pm
Venue	IQAC

Minutes of Meeting

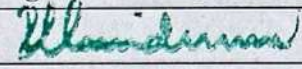
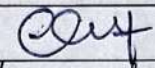
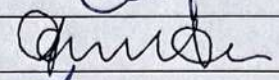
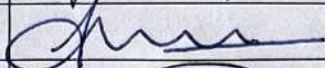
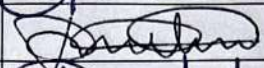
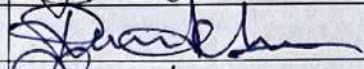
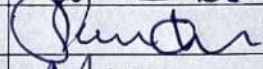
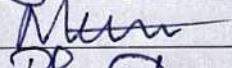
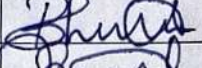
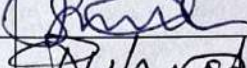
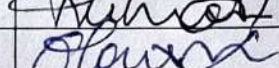

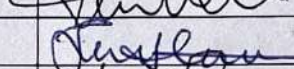
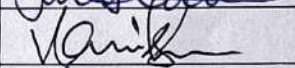
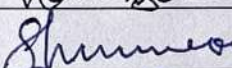
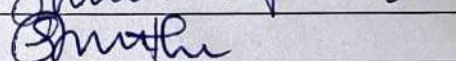
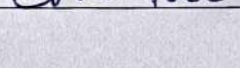
The Internal Quality Assurance Cell meeting was held in IQAC on 23.08.2022 at 3.00 pm and the following members were present:

1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Review and approval of the minutes of the previous meeting.	The minutes of the previous IQAC meeting were reviewed and approved.	Head of the Institution & Dean Academics
Uploading of e-content, study materials, and lab manuals in the blog.	Faculty members were advised to prepare and upload e-content, study materials, and lab manuals in the blog.	Heads of the Department and faculty members
Result analysis of Continuous Internal Assessment-I	Departments were instructed to prepare and submit the result analysis of Continuous Internal Assessment-I.	Heads of the Department and faculty members
Maintenance of logbook.	Lesson plans and their execution are to be systematically recorded in the logbook as evidence of the teaching-learning process.	Heads of the Department and faculty members
Promotion of ICT-enabled teaching.	All faculty members are encouraged to make frequent use of ICT facilities to strengthen the teaching-learning process.	Heads of the Department and faculty members
Organization of National/International conferences, seminars, workshops, guest lectures, FDPs, and training programmes	The college will organize National/International conferences, seminars, workshops, guest lectures, FDPs, and training programmes.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and faculty members
Academic and industry collaborations through MoUs	It was resolved to initiate collaborative activities with industries and academic institutions through Memoranda of Understanding (MoUs).	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and faculty members
Promotion of research activities under the Seed Money Scheme.	Faculty members are encouraged to avail financial support for their research projects under the Seed Money Scheme.	Dean Research Heads of the Department and faculty members
Application for external research funding.	Researchers were advised to actively explore funding opportunities through government and non-government agencies and apply for research grants.	Dean Research Heads of the Department and faculty members
Financial support for faculty participation in seminars, conferences, workshops, FDPs,	The institution will provide financial assistance to faculty members to attend seminars, conferences, workshops, FDPs,	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department

refresher/orientation/short-term courses.	refresher/orientation/short-term courses.	
Encouragement of faculty and students to publish research articles in credible journals/publications.	To enhance the visibility and academic standing of the institution, both students and faculty members will be motivated to publish research articles in reputed journals.	Dean Research Dean Student Affairs Heads of the Department and faculty members
Participation in NIRF Ranking 2024.	IQAC coordinated the college's participation in NIRF Ranking 2024	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department
Any other matters with the permission of the Chair.	No other matters were discussed, and the meeting concluded with a Vote of Thanks.	

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
10	English	
11	Commerce	
12	MBA	
13	MCA	
14	Micro	
15	Biotech	
16	CS	
17	Student 1	
18	Student 2	



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ ATR-02

Action taken:

Minutes of the IQAC Meeting

1. The minutes of the previous IQAC meeting were reviewed and approved.
2. Heads of Departments were instructed to upload e-content, study materials, and laboratory manuals in the institutional blog to facilitate resource accessibility for students.
3. Departments were directed to prepare and submit the result analysis of Continuous Internal Assessment-I for review and further action.
4. Heads of Departments were advised to ensure that lesson plans and records are maintained and executed meticulously, reflecting the effective monitoring of the teaching-learning process.
5. Faculty members were encouraged to integrate ICT tools in the teaching-learning process to enhance classroom engagement and improve learning outcomes.
6. It was planned to organize national and international academic events including conferences, seminars, workshops, guest lectures, Faculty Development Programmes (FDPs), and training courses to promote academic enrichment.
7. The Committee agreed to undertake collaborative initiatives with industry and academic institutions by entering into Memoranda of Understanding (MoUs) to strengthen practical exposure and research opportunities.
8. Faculty members were advised to actively apply for research grants, submit proposals under the Seed Money Scheme, and publish research papers in credible journals to strengthen the research profile of the institution.
9. It was resolved to provide financial support to faculty members to attend short-term courses, refresher and orientation programmes, seminars, conferences, workshops, and FDPs to promote continuous professional development.
10. The IQAC coordinated the institution's participation in the NIRF Ranking 2024, ensuring timely submission of data and compliance with ranking parameters.
11. The meeting concluded with the Chair thanking all members for their active participation and valuable contributions.

IQAC Coordinator

Principal



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Date: 06.11.2024

DSCASW(A)/IQAC/ 2024-2025/ Circular-03

Internal Quality Assurance Cell

All IQAC members and Heads of Departments are hereby informed that a meeting of the IQAC is scheduled to be held on 08.11.2024 (Friday) at 3.00 p.m. in the IQAC Office. Members are requested to attend the meeting and share their valuable suggestions and recommendations on the agenda items listed below.

Agenda:

1. Review and approval of the minutes of the previous meeting.
2. Discussion on DPR work for DTBU.
3. E-book and journal subscriptions.
4. Enrollment of students and faculty in SWAYAM online courses.
5. Placement courses on aptitude and communication skills – follow-up actions.
6. Participation in regional, national, and intercollegiate competitions.
7. Any other matter with the permission of the Chair.

Your presence and active participation in the meeting are highly solicited.

IQAC Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ Minutes-03

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-2025
Meeting Number	03
Date and Time	08.11.2024 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 08.11.2024 at 3.00 pm and the following members were present:

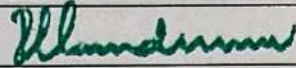
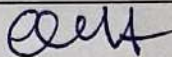
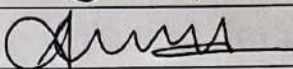

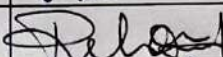
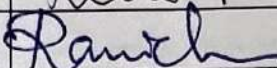
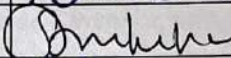
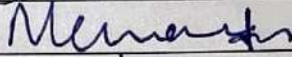
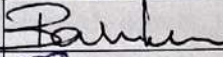
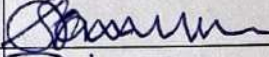
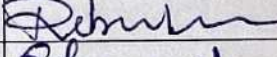
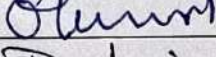
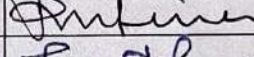
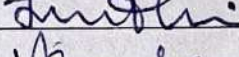
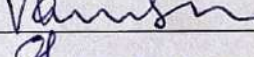
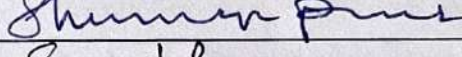

members were present:

1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Review and approval of the minutes of the previous meeting.	The minutes of the previous IQAC meeting were reviewed in detail, and after due consideration, they were unanimously approved by the members present.	Head of the Institution & Dean Academics
Discussion on DPR work for DTBU.	The committee suggested forming a dedicated team to coordinate and expedite the file process within the stipulated timeline.	Head of the Institution Dean Academics Coordinator-IQAC and Criterion managers
E-book and journal subscriptions.	The central library resolved to enhance its academic resources by increasing subscriptions to reputed national and international journals, periodicals, and electronic books. This decision was taken in response to the academic and research needs expressed by both faculty and students, with the objective of enriching teaching-learning and research outcomes.	Head of the Institution Dean Academics Coordinator-IQAC Librarian
Enrollment of students and faculty in SWAYAM online courses.	In alignment with the vision of promoting continuous learning, members agreed to motivate and guide students to enroll in various online courses offered through platforms such as SWAYAM, NPTEL, and other MOOCs. This will not only augment their subject knowledge but also enhance their global learning exposure.	Head of the Institution Dean Academics Dean Research Dean Student Affairs Coordinator-IQAC Heads of the Department and faculty members
Placement courses on aptitude and communication skills – follow-up actions.	To improve employability prospects, a structured skill training programme focusing on aptitude development, communication skills, and	Training & Placement Cell Dean Student Affairs

	professional etiquette was proposed. The training sessions will be designed in collaboration with placement coordinators and industry experts to meet current recruitment standards.	
Participation in regional, national, and intercollegiate competitions.	The committee emphasized the importance of holistic student development by encouraging active participation in district, state, and national-level collegiate and intercollegiate competitions. Such exposure will enable students to showcase their talents, gain confidence, and build collaborative networks.	Physical Directress Dean Student Affairs
Any other matter with the permission of the Chair.	Since no additional matters were raised, the meeting concluded formally with a vote of thanks extended to the Chair and all members for their valuable contributions and active participation.	

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
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13	MCA	
14	Micro	
15	Biotech	
16	CS	
17	Student 1	
18	Student 2	



Dhanalakshmi Srinivasan
College of Arts & Science for women
(Autonomous)
(Affiliated to Bharathidasan University)
Perambalur – 621212



INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ ATR-03

Action taken:

- The minutes of the previous IQAC meeting were presented before the members. After review and due deliberation, the minutes were approved unanimously, thereby confirming the decisions and actions taken in the earlier meeting.
- The committee will work in coordination with all departments to compile academic, infrastructural, research, and extension-related details in alignment with UGC regulations and institutional vision.
- The central library will enhance its academic resources by subscribing to a wider range of e-books, journals, and periodicals, particularly focusing on the latest publications. This initiative aims to strengthen teaching, learning, and research activities, ensuring that students and faculty have access to updated knowledge and scholarly references.
- Faculty members and mentors will actively motivate students to enroll in online learning platforms such as SWAYAM, NPTEL, and MOOCs. This initiative is expected to expand the students' subject knowledge, improve their digital learning skills, and enhance their employability by offering certifications recognized at the national level.
- In order to promote holistic student development and nurture sporting talent, continuous training programmes will be organized for students to participate in collegiate and intercollegiate tournaments at district, state, and national levels. The institution aims to provide professional coaching, adequate facilities, and encouragement for students to excel in various competitions and bring laurels to the college.

IQAC Coordinator

Principal



**Dhanalakshmi Srinivasan
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Perambalur – 621212**



Date: 02.01.2025

DSCASW(A)/IQAC/ 2024-2025/ Circular-04

Internal Quality Assurance Cell

This is to inform that all IQAC members, Criterion Managers and Heads of the Department are requested to attend the meeting to be held on 08.01.2025 at 3.00 p.m. in IQAC and provide your valuable suggestions/ recommendations for the items listed below.

The following is the agenda for the meeting:

1. Review and approval of the minutes of the previous meeting.
2. Discussion on the tentative examination schedule for the Even Semester.
3. Preparation of a comprehensive plan chart for the Even Semester.
4. Submission of workload allocation and class schedules for the Even Semester.
5. Commencement of Even Semester classes – planning and execution.
6. Organization of on-campus and off-campus placement drives.
7. Collection and analysis of student feedback on teachers.
8. Feedback mechanism from parents, alumni, and other stakeholders.
9. Participation in NIRF Ranking 2024 – progress and requirements.
10. Review of progress on DTBU-related work.
11. Any other matter with the permission of the Chair.

All the members are requested to attend the meeting without fail.

IQAC Coordinator

Principal



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College of Arts & Science for women
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(Nationally Re-Accredited with 'A' Grade by NAAC)
Perambalur – 621212
INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ Minutes-04

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-2025
Meeting Number	04
Date and Time	08-1-2025 at 3.00 pm
Venue	IQAC

Minutes of Meeting

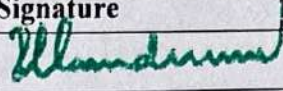
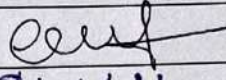
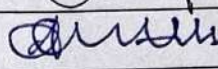
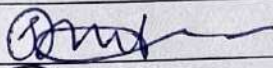
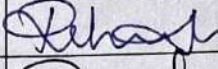
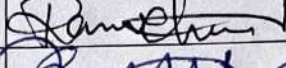
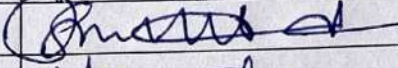

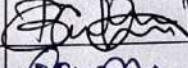
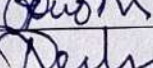
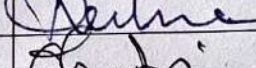


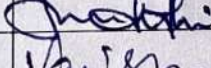
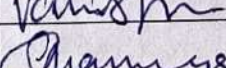
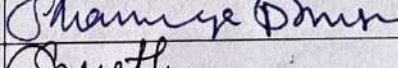

The Internal Quality Assurance Cell meeting was held in IQAC on 05.01.2023 at 3.00 pm and the following members were present:

1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Review and approval of the minutes of the previous meeting.	The minutes of the previous meeting were reviewed and approved unanimously.	Head of the Institution & Dean Academics
Discussion on the tentative examination schedule for the Even Semester.	The proposed exam schedule for the Even Semester was accepted and finalized.	Head of the Institution Dean Academics Coordinator-IQAC Controller of Examination
Preparation of a comprehensive plan chart for the Even Semester.	Departments were instructed to prepare and submit a detailed plan chart for the Even Semester, outlining academic and co-curricular activities.	Head of the Institution Dean Academics Dean Research Coordinator-IQAC Heads of the Department and faculty members
Submission of workload allocation and class schedules for the Even Semester.	All departments are to submit faculty workload and class schedules for the Even Semester within the stipulated deadline.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department
Commencement of Even Semester classes – planning and execution.	The commencement of Even Semester classes was scheduled as per the academic calendar, ensuring all preparations are completed in advance.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department Controller of Examination
Organization of on-campus and off-campus placement drives.	Placement coordinators will organize structured on-campus and off-campus recruitment drives to enhance student employability.	Training & Placement Cell Dean Student Affairs
Collection and analysis of student feedback on teachers.	A mechanism will be implemented to collect and analyze student feedback on faculty performance for continuous improvement.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department
Feedback mechanism from parents, alumni, and other stakeholders.	Departments will initiate the collection of feedback from parents, alumni, and other	Head of the Institution Dean Academics Dean Student Affairs

	stakeholders to assess and improve institutional effectiveness.	Coordinator-IQAC Heads of the Department
Participation in NIRF Ranking 2024 – progress and requirements	The institution will actively participate in NIRF Ranking 2024, with the IQAC coordinating necessary documentation and data submission.	Head of the Institution NIRF Nodal Officer Dean Academics Coordinator-IQAC Heads of the Department
Review of progress on DTBU-related work.	The committee reviewed the current progress of DTBU-related work and resolved to continue monitoring and updating the action plan.	Head of the Institution DTBU Nodal Officer Dean Academics Coordinator-IQAC Heads of the Department
Any other matter with the permission of the Chair.	No additional matters were raised. The meeting concluded with a vote of thanks to the Chair and members for their participation.	

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
10	English	
11	Commerce	
12	MBA	
13	MCA	
14	Micro	
15	Biotech	
16	CS	
17	Student 1	
18	Student 2	



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Autonomous)
(Affiliated to Bharathidasan University)
Perambalur – 621212**



INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ ATR-04

Action taken:

Action Taken:

- **Approval of Previous Meeting Minutes:**
The approved minutes were recorded in the official register and communicated to all departments.
- **Tentative Exam Schedule for Even Semester:**
The examination schedule was circulated to all departments and updated in the academic calendar.
- **Plan Chart for Even Semester:**
Departments submitted their detailed plan charts, which were reviewed and consolidated by the IQAC.
- **Submission of Workload and Schedule:**
Faculty workload and class schedules were collected, verified, and finalized for implementation.
- **Commencement of Even Semester Classes:**
Classes for the Even Semester commenced on the scheduled date with all academic and administrative preparations in place.
- **On- and Off-Campus Placement Drives:**
Placement coordinators organized placement drives; student participation was recorded, and training sessions were conducted to enhance employability.
- **Student Feedback on Teachers:**
Student feedback was collected through online/offline forms, analyzed, and shared with respective departments for quality improvement.
- **Feedback from Parents, Alumni, and Other Stakeholders:**
Feedback from parents, alumni, and other stakeholders was collected, compiled, and reviewed for institutional development and decision-making.
- **NIRF Ranking 2024 Participation:**
Data and necessary documentation for NIRF 2024 were compiled and submitted; departments were guided to provide supporting inputs.
- **DTBU Work Progress:**
The DPR and related tasks for DTBU were updated, with departments submitting required information for consolidation by the IQAC.
- **Any Other Matter with the Permission of the Chair:**
No additional matters were raised; the meeting concluded with acknowledgment of participation and contributions by all members.

IQAC Coordinator

Principal



**Dhanalakshmi Srinivasan
College of Arts & Science for women
(Autonomous)
(Affiliated to Bharathidasan University)
Perambalur – 621212**



Date: 05.03.2025

DSCASW(A)/IQAC/ 2024-2025/ Circular-05

Internal Quality Assurance Cell

All IQAC members, Criterion Managers, and Heads of Departments are hereby informed to attend the meeting scheduled on 07.03.2025 (Tuesday) at 3.00 p.m. in the IQAC Office. Members are requested to provide their valuable suggestions and recommendations on the agenda items listed below.

Agenda:

1. Review and approval of the minutes of the previous meeting.
2. Discussion on programmes for gender equity and public awareness.
3. Initiatives for green campus development and upkeep of ongoing green projects.
4. Green-Energy-Environment Audit – progress and outcomes.
5. Planning of industrial visits, field outings, and experiential learning activities.
6. Strategies to boost student participation in rural engagement and community development activities.
7. Student development and skill enhancement programmes.
8. Progress on DTBU-related work.
9. Any other matter with the permission of the Chair.

All members are requested to attend the meeting without fail.

IQAC Coordinator

Principal



Dhanalakshmi Srinivasan
College of Arts & Science for women
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Perambalur – 621212



INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ Minutes-05

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-2025
Meeting Number	05
Date and Time	07.03.2025 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 06.03.2023 at 3.00 pm and the following members were present:

1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The following agenda were discussed in the meeting:

Agenda & Decisions Taken:

1. Review and Approval of Previous Meeting Minutes

Decision Taken: The minutes of the previous meeting were reviewed and unanimously approved.

Action Taken: Approved minutes were recorded and circulated to all departments.

2. Programmes for Gender Equity and Public Awareness

Decision Taken: Members proposed organizing awareness sessions, workshops, and campaigns on gender equity and public welfare.

Action Taken: Departments were tasked with scheduling awareness programmes and submitting reports to IQAC.

3. Green Campus Development and Upkeep of Ongoing Green Projects

Decision Taken: Efforts to maintain and expand green campus initiatives, including tree planting and waste management, were reinforced.

Action Taken: Campus Green Committee monitored ongoing projects and prepared a quarterly progress report.

4. Green-Energy-Environment Audit

Decision Taken: Conduct a comprehensive environmental and energy audit to ensure sustainability compliance.

Action Taken: Audit teams were formed, and preliminary assessments were completed with recommendations for improvement.

5. Industrial Visits, Field Outings, and Experiential Learning Activities

Decision Taken: Plan academic visits and field trips to enhance practical learning experiences.

Action Taken: Departments prepared visit schedules and informed students about upcoming industrial and field visits.

6. Boosting Student Participation in Rural Engagement and Community Development

Decision Taken: Increase involvement of students in rural engagement, social service, and community development activities.

Action Taken: NSS, NCC, and extension activity coordinators organized programmes and tracked student participation.

7. Student Development and Skill Enhancement Programmes

Decision Taken: Introduce additional workshops and training sessions to improve communication, leadership, and employability skills.

Action Taken: Skill development programmes were planned in collaboration with placement and training cells.

8. Progress on DTBU Work

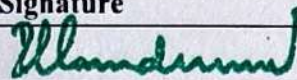
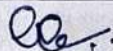
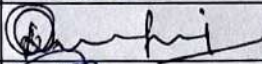
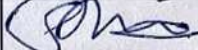
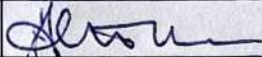
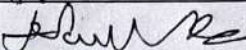


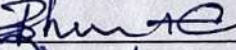
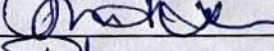
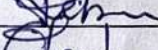
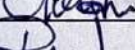
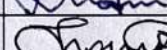
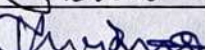
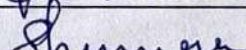

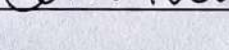
Decision Taken: Review and monitor the ongoing work related to the DTBU project.

Action Taken: Departments submitted their respective contributions for consolidation; IQAC is coordinating the next steps.

9. Any Other Matter with the Permission of the Chair

Decision Taken: No additional matters were raised.

Action Taken: The meeting concluded with a vote of thanks extended to the Chair and all members.

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
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16	CS	
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18	Student 2	





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INTERNAL QUALITY ASSURANCE CELL

Date: 15.04.2025

DSCASW(A)/IQAC/ 2024-2025/ Circular-06

Internal Quality Assurance Cell

All IQAC members, Criterion Managers, and Heads of Departments are hereby informed to attend the meeting scheduled on 22.04.2025 (Tuesday) at 3.00 p.m. in the IQAC Office. Members are requested to actively participate and provide their valuable suggestions and recommendations on the agenda items listed below.

The following is the agenda for the meeting:

1. Review and approval of the minutes of the previous meeting.
2. Organization of the Alumni Meet and arrangement of guest lectures by alumni.
3. Discussion on Code of Professional Ethics and Code of Conduct for staff and students.
4. Staff Self-Appraisal – process and submission timelines.
5. Generation of SWOC (Strengths, Weaknesses, Opportunities, Challenges) Analysis for the institution.
6. Student Assessment of Faculty Members – evaluation and feedback mechanisms.
7. Assessment by Parents, Alumni, and Other Stakeholders – collection, analysis, and implementation of feedback.
8. DTBU Work
9. Any other matter with the permission of the Chair.

All the members are requested to attend the meeting without fail.

IQAC Coordinator

Principal



Dhanalakshmi Srinivasan
College of Arts & Science for women
(Autonomous)
(Affiliated to Bharathidasan University)
Perambalur – 621212



INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2024-2025/ Minutes-06

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2024-25
Meeting Number	06
Date and Time	22-4-2025 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 22.04.2025 at 3.00 pm and the following members were present:


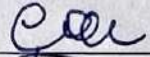
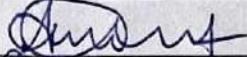
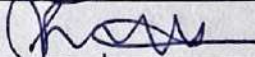
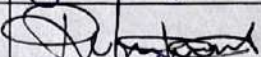
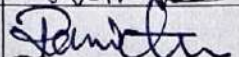
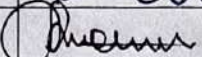
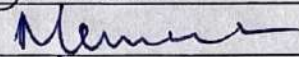
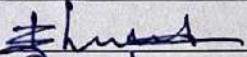
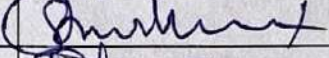
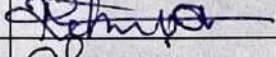
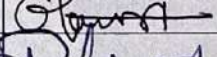
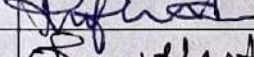

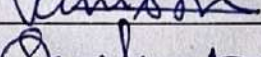
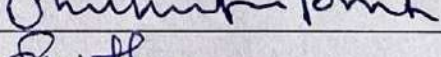
1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.Menaka/Tamil
10. Mrs.Uma Maheswari/English
11. Dr.Rajalakshmi/Commerce
12. Dr.Chandrasekar/MBA
13. Mrs.Gowri/MCA
14. Dr.Anandhi/Micro
15. Dr.Sheela/Biotech
16. Dr.A.Surya/CS
17. Ms.Shanmugapriya/English/Student
18. Ms.Swetha/MBA

The following agenda were discussed in the meeting:

Decisions Taken and Action Taken

- 1. Review and Approval of Previous Meeting Minutes**
 - *Decision Taken:* The minutes of the previous meeting were reviewed and approved unanimously.
 - *Action Taken:* Approved minutes were recorded in the official register and circulated to all departments.
- 2. Organization of Alumni Meet and Guest Lectures**
 - *Decision Taken:* Plan and conduct an Alumni Meet; invite distinguished alumni for guest lectures to share experiences and insights.
 - *Action Taken:* Alumni Cell was tasked to schedule the meet, send invitations, and organize lectures; preliminary arrangements have been initiated.
- 3. Code of Professional Ethics and Code of Conduct**
 - *Decision Taken:* Review and reinforce the adoption of professional ethics and code of conduct for faculty, staff, and students.
 - *Action Taken:* Draft guidelines were circulated to all departments; awareness sessions and orientation programmes were planned.
- 4. Staff Self-Appraisal**
 - *Decision Taken:* Implement the self-appraisal process for faculty and administrative staff with defined timelines.
 - *Action Taken:* Self-appraisal forms were distributed, and submissions are being monitored for timely completion.
- 5. Generation of SWOC Analysis**
 - *Decision Taken:* Conduct SWOC analysis to identify institutional strengths, weaknesses, opportunities, and challenges.
 - *Action Taken:* Departments submitted inputs; IQAC is consolidating the data for final analysis and report preparation.
- 6. Student Assessment of Faculty Members**
 - *Decision Taken:* Collect and analyze student feedback to assess faculty performance and identify areas for improvement.
 - *Action Taken:* Online/offline feedback forms were administered; data is under compilation and review by IQAC.
- 7. Assessment by Parents, Alumni, and Other Stakeholders**
 - *Decision Taken:* Collect feedback from parents, alumni, and other stakeholders for institutional enhancement.
 - *Action Taken:* Feedback mechanisms were activated; responses are being compiled and analyzed for implementation.
- 8. DTBU Work**
 - *Decision Taken:* Review and monitor the progress of DTBU-related work and ensure timely completion of assigned tasks.
 - *Action Taken:* Departments submitted progress reports; IQAC is coordinating consolidation and follow-up actions.
- 9. Any Other Matter with the Permission of the Chair**

- *Decision Taken:* No additional matters were raised.
- *Action Taken:* Meeting concluded with a vote of thanks to the Chair and all members for their contributions.

S.No	Department	Signature
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
8	Controller of Examination	
9	Tamil	
10	English	
11	Commerce	
12	MBA	
13	MCA	
14	Micro	
15	Biotech	
16	CS	
17	Student 1	
18	Student 2	