



Dhanalakshmi Srinivasan
College of Arts & Science for Women
(Autonomous)
(Affiliated to Bharathidasan University)
(Nationally Re-Accredited with 'A' Grade by NAAC)
Perambalur – 621212



Date: 21.05.2024

DSCASW (A)/IQAC/ 2023-2024/ Circular- 07

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 22.05.2024 at 10.00 a.m. in IQAC and provide your valuable suggestions/ recommendations for the items listed below.

The following is the agenda for the meeting:

- ✓ Received the Result of NAAC Visit
- ✓ Sharing the Criteria-wise Score
- ✓ Analyzing the Fall Down Areas
- ✓ Any other matters with the permission of the chair.

IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
Perambalur - 621 212

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	<i>U. Sundar</i>
2	Dean-Academics	<i>N. Deepalakshmi</i>
3	Dean-Admin	<i>R. Jom</i>
4	Dean-Research	<i>W. Sulle</i>
5	Dean-Student Affairs	<i>S. Jay</i>
6	IQAC Coordinator	<i>[Signature]</i>
7	Controller of Examination	<i>S. Sase</i>
8	Artificial intelligence & Machine Learning	<i>P. Gunitha</i>
9	Biochemistry	<i>[Signature]</i>
10	Biotechnology	<i>[Signature]</i>
11	Business Administration	<i>M. S. [Signature]</i>
12	Chemistry	<i>[Signature]</i>
13	Commerce	<i>N. Deepalakshmi</i>
14	Commerce CA	<i>D. Rajeswari</i>
15	Computer Application	<i>[Signature]</i>
16	Computer Science	<i>S. S. [Signature]</i>
17	English	<i>[Signature]</i>
18	Fashion Technology and Costume Designing	<i>[Signature]</i>
19	Forensic Science	<i>[Signature]</i>
20	Mathematics	<i>[Signature]</i>
21	Microbiology	<i>[Signature]</i>
22	Physics	<i>[Signature]</i>
23	Tamil	<i>[Signature]</i>
24	Library	<i>V. [Signature]</i>
25	Physical Director	<i>P. Dipi</i>



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/ 2023-2024/ Minutes-07

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2023 - 24
Meeting Number	07
Date and Time	22.5.2024 at 10.00 am
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 22.03.2024 at 3.00 p.m and the following members were present:

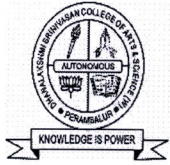
1. Principal
2. Dean- Academics
3. Dean – Admin
4. Dean- Research
5. Dean- Student Affairs
6. IQAC Coordinator
7. Controller of Examination
8. Dr.P. Kavitha
9. Dr.C.Surya
10. Dr.T.Sheela
11. Dr.M.Chandrasekaran
12. Dr.R.Shanmugapriya
13. Dr.N. Deepalakshmi

14. Dr.D.Rajaprabhu
15. Ms.S.Gowri
16. Ms.S.Selvakumari
17. Dr.I.Ilayakumar
18. Ms.S.Ampritha
19. Ms.Nayana Mohan
20. Dr.S.Vijayalakshmi.
21. Dr.V.V.Anchana
22. Dr.K.Sowmiya
23. Dr.R.Menaka
24. Ms V.Geetha
25. Ms.P.Sivaranjani

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Received the Result of NAAC Visit	<ul style="list-style-type: none"> ✓ Presentation of the overall accreditation results. ✓ Overview of the institution's current accreditation status. ✓ Key highlights and significant outcomes from the NAAC visit. 	Head of the Institution & Coordinator-IQAC
Sharing the Criteria-wise Score	<ul style="list-style-type: none"> ✓ Detailed breakdown of scores for each criterion assessed by NAAC. (Criteria 1- 3.73, Criteria 2- 3.85, Criteria 3- 2.99, Criteria- 4- 3.95, Criteria 5- 3.54, Criteria 6- 3.65 and Criteria 7- 3.75, overall Institutional CGPA IS 3.65 and thr grade is A++) ✓ Comparative analysis of current scores with previous assessments. ✓ Identification of areas with significant improvement and 	Head of the Institution Dean Academics Coordinator-IQAC

	<p>those needing attention.</p> <ul style="list-style-type: none"> ✓ Distribution of the NAAC report to all relevant departments. ✓ Creation and presentation of visual aids (charts, graphs) to illustrate criteria-wise scores. 	
Analyzing the Fall Down Areas	<ul style="list-style-type: none"> ✓ Identification of specific criteria where scores were lower than expected. ✓ Discussion on possible reasons for the lower scores. ✓ Brainstorming session to develop strategies for improvement. ✓ Development of a detailed action plan to address the identified weaknesses. ✓ Assignment of responsibilities to specific departments and individuals for implementing the action plan. 	<p>Head of the Institution Dean Academics Coordinator-IQAC Criterion managers Heads of the Department</p>
Any other matters with the permission of the chair.	<ul style="list-style-type: none"> ✓ Scheduling of regular follow-up meetings to monitor progress and make necessary adjustments. 	<p>Head of the Institution Dean Academics Dean Admin Coordinator-IQAC Controller of the Examination Heads of the Department</p>



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/ 2023-2024/ ATR-07

Action taken:

- Distributed the detailed NAAC report to all relevant departments.
- Prepared a summary of the results for broader communication within the institution.
- Shared these visual aids with departments for better understanding and further analysis.
- Developed a detailed action plan for each area needing improvement.
- Assigned responsibilities to specific departments and individuals for implementing these plans.
- Scheduled regular follow-up meetings to monitor progress and make necessary adjustments.
- The meeting emphasized the importance of addressing the identified fall-down areas to enhance overall performance in future NAAC assessments.
- Commitment to continuous improvement and maintaining high standards was reiterated.

S.NO	Department	SIGNATURE
1	Principal	<i>U. Sundaram</i>
2	Dean-Academics	<i>N. Deepalaxshy</i>
3	Dean-Admin	<i>R. J. M.</i>
4	Dean-Research	<i>K. S. M.</i>
5	Dean-Student Affairs	<i>S. S.</i>
6	IQAC Coordinator	<i>S. S.</i>
7	Controller of Examination	<i>S. S.</i>
8	Artificial intelligence & Machine Learning	<i>P. Kayitha</i>
9	Biochemistry	<i>S. S.</i>
10	Biotechnology	<i>S. S.</i>
11	Business Administration	<i>M. Ch.</i>
12	Chemistry	<i>S. S.</i>
13	Commerce	<i>N. Deepalaxshy</i>
14	Commerce CA	<i>D. Rajasathi</i>
15	Computer Application	<i>S. S.</i>
16	Computer Science	<i>S. S.</i>
17	English	<i>S. S.</i>
18	Fashion Technology and Costume Designing	<i>S. S.</i>
19	Forensic Science	<i>S. S.</i>
20	Mathematics	<i>S. S.</i>
21	Microbiology	<i>S. S.</i>
22	Physics	<i>S. S.</i>
23	Tamil	<i>S. S.</i>
24	Library	<i>V. S.</i>
25	Physical Director	<i>P. S.</i>



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Date: 19.03.2024

DSCASW (A)/IQAC/ 2023-2024/ Circular- 06

Internal Quality Assurance Cell




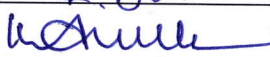
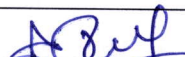

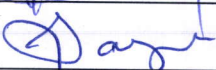
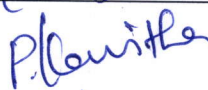
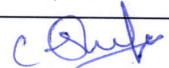

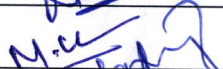
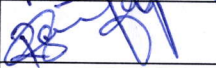
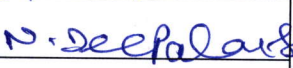
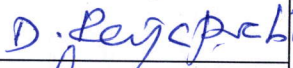
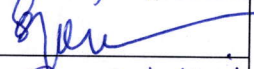
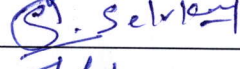

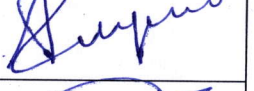

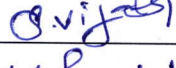
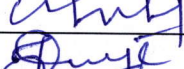
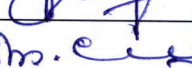
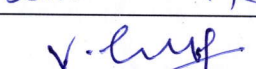
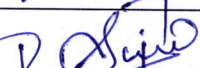
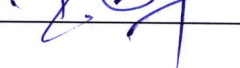
This is to inform that all IQAC members, Criterion Managers and Heads of the Department are requested to attend the meeting to be held on 22.03.2024 at 3.00 p.m. in IQAC and provide your valuable suggestions/ recommendations for the items listed below.

The following is the agenda for the meeting:

- ✓ Receiving detailed communication from NAAC regarding their upcoming visit, including visit dates, evaluation criteria, and expectations.
- ✓ Planning and allocating specific tasks among departments and individuals to ensure comprehensive preparation.
- ✓ Reviewing presentations delivered by the Principal, Deans, IQAC Coordinator, and Criterion Managers to refine content and delivery.
- ✓ Conducting a mock inspection across departments to assess display content readiness and compliance with accreditation standards.
- ✓ Visiting Part V clubs and cells to evaluate their contributions to student development and institutional goals, documenting findings for accreditation review.
- ✓ Any other matters with the permission of the chair.

IQAC Coordinator
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Perambalur - 621 212

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S.NO	Department	SIGNATURE
1	Principal	
2	Dean-Academics	
3	Dean-Admin	
4	Dean-Research	
5	Dean-Student Affairs	
6	IQAC Coordinator	
7	Controller of Examination	
8	Artificial intelligence & Machine Learning	
9	Biochemistry	
10	Biotechnology	
11	Business Administration	
12	Chemistry	
13	Commerce	
14	Commerce CA	
15	Computer Application	
16	Computer Science	
17	English	
18	Fashion Technology and Costume Designing	
19	Forensic Science	
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21	Microbiology	
22	Physics	
23	Tamil	
24	Library	
25	Physical Director	



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/ 2023-2024/ Minutes-06

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2023 - 24
Meeting Number	06
Date and Time	22.3.2024 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 22.03.2024 at 3.00 p.m and the following members were present:

1. Principal
2. Dean- Academics
3. Dean – Admin
4. Dean- Research
5. Dean- Student Affairs
6. IQAC Coordinator
7. Controller of Examination
8. Dr.P. Kavitha
9. Dr.C.Surya
10. Dr.T.Sheela
11. Dr.M.Chandrasekaran
12. Dr.R.Shanmugapriya
13. Dr.N. Deepalakshmi
14. Dr.D.Rajaprabhu
15. Ms.S.Gowri
16. Ms.S.Selvakumari
17. Dr.I.Ilayakumar

19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya
24. Dr.R.Menaka
25. Ms V.Geetha
26. Ms.P.Sivaranjani

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Receiving detailed communication from NAAC regarding their upcoming visit, including visit dates, evaluation criteria, and expectations.	<ul style="list-style-type: none"> ✓ Designate a coordinator to liaise with NAAC and gather all pertinent information, including visit dates, criteria, and expectations. ✓ The Scheduled date is April 29 and April 30,2024 ✓ Create a document repository for NAAC-related communications and ensure all stakeholders have access. ✓ Schedule a briefing session to disseminate NAAC visit details to relevant departments and individuals. 	Head of the Institution & Coordinator-IQAC
Planning and allocating specific tasks among departments and individuals to ensure comprehensive preparation.	<ul style="list-style-type: none"> ✓ Conduct a comprehensive assessment of tasks required for NAAC preparation, such as documentation review, facility inspections, and data collection. ✓ Assign responsibilities to departments and individuals based on their expertise and availability. ✓ Establish clear timelines and milestones for each task and ensure accountability through regular progress updates. 	Head of the Institution Dean Academics Dean Admin Coordinator-IQAC

<p>Reviewing presentations delivered by the Principal, Deans, IQAC Coordinator, and Criterion Managers to refine content and delivery.</p>	<ul style="list-style-type: none"> ✓ Organize feedback sessions with presentation deliverers to review content relevance, clarity, and alignment with NAAC evaluation criteria. ✓ Provide constructive feedback and suggestions for enhancing presentation effectiveness. ✓ Schedule rehearsal sessions to practice delivery and ensure presenters are confident and well-prepared. 	<p>Experts from Sister Concerns. (Head of the Institution Dean Academics Dean Research Dean of Student Affairs Coordinator-IQAC Heads of the Department and faculty members)</p>
<p>Conducting a mock inspection across departments to assess display content readiness and compliance with accreditation standards.</p>	<ul style="list-style-type: none"> ✓ Schedule and conduct mock inspections across departments to evaluate display content readiness. ✓ Evaluate visual appeal, accuracy of information, and adherence to NAAC guidelines. ✓ Compile feedback from mock visit participants and initiate revisions to improve display content and presentation. 	<p>Head of the Institution Coordinator-IQAC Heads of the Department and with Experts from Sister Concerns.</p>
<p>Visiting Part V clubs and cells to evaluate their contributions to student development and institutional goals, documenting findings for accreditation review.</p>	<ul style="list-style-type: none"> ✓ Develop a visitation schedule based on the significance of each club or cell to accreditation goals. ✓ Prepare evaluation criteria to assess the impact of clubs and cells on student development and institutional objectives. ✓ Document observations and recommendations from visits to inform the accreditation review process and highlight strengths and areas for improvement. 	<p>Head of the Institution Coordinator-IQAC Coordinator Part V Clubs and with Experts from Sister Concerns.</p>
<p>Any other matters with the permission of the chair.</p>	<p>Follow up on progress and communicate outcomes effectively.</p>	<p>Head of the Institution Dean Academics Dean Admin Coordinator-IQAC Controller of the Examination Heads of the Department</p>

S.NO	Department	SIGNATURE
1	Principal	
2	Dean-Academics	N. Deepalaxshy
3	Dean-Admin	
4	Dean-Research	K. Anulha
5	Dean-Student Affairs	
6	IQAC Coordinator	
7	Controller of Examination	
8	Artificial intelligence & Machine Learning	P. Kavitha
9	Biochemistry	
10	Biotechnology	
11	Business Administration	m. ch
12	Chemistry	
13	Commerce	N. Deepalaxshy
14	Commerce CA	D. Rajaprabha
15	Computer Application	
16	Computer Science	S. Selvakshi
17	English	
18	Fashion Technology and Costume Designing	
19	Forensic Science	
20	Mathematics	S. Vijaya
21	Microbiology	
22	Physics	
23	Tamil	S. M. Chand
24	Library	V. Lakshmi
25	Physical Director	P. Siva



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Date: 12.02.2024

DSCASW (A)/IQAC/ 2023-2024/ Circular-05

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 15.02.2024 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:

- ✓ Discussing initial plans for organizing the Graduation Day ceremony and assigning responsibilities, forming subcommittees for specific tasks.
- ✓ Outlining details for the upcoming Placement Drive, including confirmation of participating companies and their requirements.
- ✓ Conducting the Nakshatra 2024 - Cultural Extravaganza , addressing progress, challenges, proposing solutions, and allocating tasks for a smooth execution.
- ✓ Examining the curriculum framework for both undergraduate and postgraduate programs in preparation for engaging with the Board of Studies for further discussion and refinement.
- ✓ Sharing updates on ongoing infrastructure development discussions, discussing new proposals or changes to existing plans, and determining the budget and resources required for projects.
- ✓ Providing an overview of the current status of Curie project work, announcing the extension of the submission date to March 31, and discussing challenges faced, seeking solutions.
- ✓ Planning and scheduling the inspection of the Animal House in the college.
- ✓ The departments of biotechnology and biochemistry are being positioned as research departments entities, with efforts underway to elevate their status. We are currently awaiting the commission's decision on this matter

- ✓ Confirming the tentative date for CIA2 and emphasizing the importance of syllabus completion for both theory and practicals.
- ✓ Completing the syllabus for both undergraduate and postgraduate programs, covering both theoretical and practical aspects.
- ✓ Any other matters with the permission of the chair.



ICAC Coordinator
Dhanalakshmi Srinivasan College
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Perambalur - 621 212



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PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	U. Sundar
2	Dean-Academics	N. Deepalaxshy
3	Dean-Admin	D. Jagan
4	Dean-Research	U. Shellee
5	Dean-Student Affairs	D. Jagan
6	IQAC Coordinator	D. Jagan
7	Controller of Examination	D. Jagan
8	Artificial intelligence & Machine Learning	P. Kanitha
9	Biochemistry	C. Anand
10	Biotechnology	D. Jagan
11	Business Administration	M. U.
12	Chemistry	D. Jagan
13	Commerce	N. Deepalaxshy
14	Commerce CA	D. Rappreth
15	Computer Application	D. Jagan
16	Computer Science	B. Shrabani
17	English	D. Jagan
18	Fashion Technology and Costume Designing	D. Jagan
19	Forensic Science	D. Jagan
20	Mathematics	S. Vijay
21	Microbiology	C. Anand
22	Physics	D. Jagan
23	Tamil	Dm. Chand
24	Library	V. Anand
25	Physical Director	P. Raju



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/ 2023-2024/ Minutes-05

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2023 - 24
Meeting Number	05
Date and Time	15.2.2024s at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 15.02.2024 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.P. Kavitha
10. Dr.C.Surya
11. Dr.T.Sheela
12. Dr.M.Chandrasekaran
13. Dr.R.Shanmugapriya

14. Dr.N. Deepalakshmi
15. Dr.D.Rajaprabhu
16. Ms.S.Gowri
17. Ms.S.Selvakumari
18. Dr.I.Ilayakumar
19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya
24. Dr.R.Menaka
25. Ms V.Geetha
26. Ms.P.Sivaranjani

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Discussing initial plans for organizing the Graduation Day ceremony and assigning responsibilities, forming subcommittees for specific tasks.	Formed subcommittees and assigned specific responsibilities for organizing the Graduation Day ceremony.	Head of the Institution & Dean Academics Heads of the Department
Outlining details for the upcoming Placement Drive, including confirmation of participating companies and their requirements.	Confirmed participating companies and outlined their requirements for the upcoming Placement Drive.	Head of the Institution Dean Academics Coordinator-IQAC Training & Placement Cell
Conducting the Nakshatra 2024 - Cultural Extravaganza, addressing progress, challenges, proposing solutions, and allocating tasks for a smooth execution.	Identified challenges in planning the Nakshatra 2024 - Cultural Extravaganza and Proposed solutions to address challenges and allocated tasks for smooth execution of the same.	Head of the Institution Dean Academics Dean Research Dean of Student Affairs Coordinator-IQAC Heads of the Department and faculty members

Examining the curriculum framework for both undergraduate and postgraduate programs in preparation for engaging with the Board of Studies for further discussion and refinement.	Reviewing the curriculum framework for both undergraduate and postgraduate programs, a decision has been made to proceed with Board of Studies to certain courses to enhance alignment with current industry standards and academic advancements.	Head of the Institution Dean Academics Controller of the Examination Coordinator-IQAC Heads of the Department
Completing the syllabus for both undergraduate and postgraduate programs, covering both theory and practicals.	Established a timeline to monitor and assess the progress of syllabus completion in both theory and practicals	Head of the Institution Dean Academics Dean Research Dean of Student Affairs Coordinator-IQAC Heads of the Department and faculty members
Sharing updates on ongoing infrastructure development discussions, discussing new proposals or changes to existing plans, and determining the budget and resources required for projects.	Approved new proposals for infrastructure development projects, determined the budget, and allocated necessary resources for ongoing and proposed projects.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department
Providing an overview of the current status of Curie project work, announcing the extension of the submission date to March 31, and discussing challenges faced, seeking solutions.	Extended the submission date for Curie project work to March 31 and formulated strategies to overcome challenges if any during the preparatory work of the proposal.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department
Planning and scheduling the inspection of the Animal House in the college.	Scheduled the inspection of the Animal House in the college on 11.02.2024	Head of the Institution Dean Academics Animal House Coordinators Heads of the Department
The departments of biotechnology and biochemistry are being	The assessment for the commission of biotechnology department has concluded on 09.02.2024, and we anticipate the forthcoming	Head of the Institution Dean Academics Coordinator-IQAC Heads of the

positioned as research departments entities, with efforts underway to elevate their status. We are currently awaiting the commission's decision on this matter.	commission evaluation for the biochemistry department in the near future.	Department
Confirming the tentative date for CIA2 and emphasizing the importance of syllabus completion for both theory and practical.	Confirmed the date for CIA2 and emphasized the importance of completing syllabus for both theory and practical within the end of February 2024	Head of the Institution & Dean Academics Controller of the Examination
Any other matters with the permission of the chair.	In accordance with the directives from the Parent University and Election Commission regarding the Indian Parliament election requirements, we are urged to conduct the examination process promptly.	Head of the Institution Dean Academics Coordinator-IQAC Controller of the Examination Heads of the Department

IOAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
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Perambalur - 621 212.

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/ 2023-2024/ ATR-05

Action taken:

1. Formed subcommittees with designated responsibilities for the successful organization of the Graduation Day ceremony.
2. Confirmed participating companies for the Placement Drive and outlined their specific requirements.
3. Identified challenges in planning the Nakshatra Cultural Extravaganza and proposed effective solutions. Allocated tasks to ensure a smooth execution of the event.
4. Decided and set a specific date for the upcoming Board of Studies meeting.
5. Established a timeline to monitor and assess the progress of syllabus completion for both theoretical and practical components in academic programs.
6. Approved new proposals for infrastructure development projects, including determining the budget and allocating necessary resources for ongoing and proposed initiatives.
7. Extended the submission date for Curie project work to March 31. Formulated strategies to overcome challenges faced during the project.
8. Scheduled the inspection of the Animal House in the college.
9. The assessment for the commission of the Biotechnology department concluded successfully. We are now anticipating the upcoming commission evaluation for the Biochemistry department in the near future.

10. Confirmed the tentative date for IA2 and emphasized the significance of completing the syllabus for both theory and practical components before IA2.
11. The necessary actions have been initiated to promptly commence the examination process.



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Perambalur - 621 212



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DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

S.No	Department	Signature
1.	Principal	Ummath
2.	Vice Principal	-
3.	Dean-Academics	N. Seetharam
4.	Dean- Admin	P. Jothi
5.	Dean- Research	U. Sulli
6.	Dean- Student Affairs	A. Sulli
7.	IQAC Coordinator	P. Sulli
8.	Controller of Examination	S. Sulli
9.	Artificial Intelligence & Machine Learning	P. Kanitha
10.	Biochemistry	C. Sulli
11.	Biotechnology	P. Sulli
12.	Business Administration	M. Sulli
13.	Chemistry	R. Sulli
14.	Commerce	N. Seetharam
15.	Commerce CA	D. Rajeswar
16.	Computer Application	P. Sulli
17.	Computer Science	S. Sulli
18.	English	P. Sulli
19.	Fashion Technology and Costume Designing	S. Sulli
20.	Forensic Science	N. Sulli
21.	Mathematics	S. Sulli
22.	Microbiology	U. Sulli
23.	Physics	S. Sulli
24.	Tamil	S. Sulli
25.	Library	V. Sulli
26.	Physical Director	P. Sulli



**DHANALAKSHMI SRINIVASAN
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INTERNAL QUALITY ASSURANCE CELL

Date: 26-12-2023


DSCASW (A)/IQAC/2023-2024/Circular-04

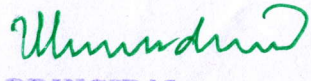
Internal Quality Assurance Cell

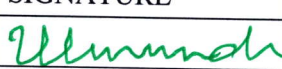
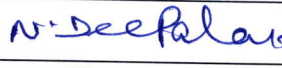
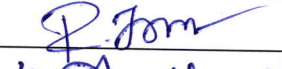
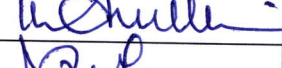


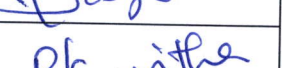
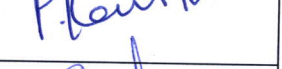



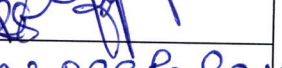
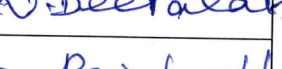
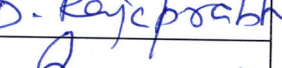
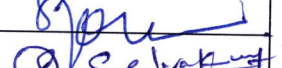
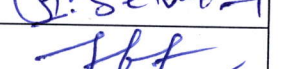
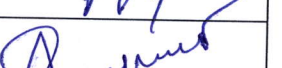
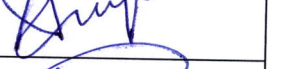

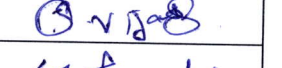
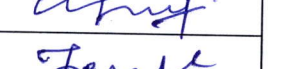
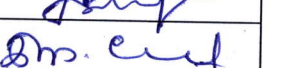
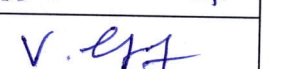
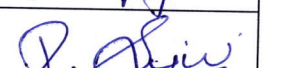

This is to inform that all IQAC members, criterion managers and Heads of the Departments are requested to attend the meeting to be held on 29.12.2023 at 3.pm in IQAC and provide your valuable suggestions/ recommendations for the items listed below.

The following is the agenda for the meeting:

- ❖ To Review and approval of the minutes from the last meeting.
- ❖ Discussion on the tentative examination date for the upcoming even semester.
- ❖ Development of a comprehensive plan chart for the activities scheduled in the even semester.
- ❖ Deliberation on the workload distribution and schedule for the submissions during the even semester.
- ❖ Exploration of opportunities for both on and off-campus placement drives.
- ❖ Collection and analysis of student feedback for continuous improvement.
- ❖ Gathering feedback from parents, alumni, and other stakeholders.
- ❖ To formulate strategy for participation in the NIRF ranking in 2024.
- ❖ Any other points for discussion, subject to the permission of the chair.


IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
Perambalur - 621 212


PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	
2	Dean-Academics	
3	Dean-Admin	
4	Dean-Research	
5	Dean-Student Affairs	
6	IQAC Coordinator	
7	Controller of Examination	
8	Artificial intelligence & Machine Learning	
9	Biochemistry	
10	Biotechnology	
11	Business Administration	
12	Chemistry	
13	Commerce	
14	Commerce CA	
15	Computer Application	
16	Computer Science	
17	English	
18	Fashion Technology and Costume Designing	
19	Forensic Science	
20	Mathematics	
21	Microbiology	
22	Physics	
23	Tamil	
24	Library	
25	Physical Director	



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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/2023-2024/Minutes-04

Name of the Committee	Internal Quality Assurance Cell
Academic year	2023-2024
Meeting number	04
Date and Time	29.12.2023
venue	IQAC

Minutes of the Meeting

Internal Quality Assurance Cell meeting was held on 29.12.2023 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.P. Kavitha
10. Dr.C.Surya
11. Dr.T.Sheela
12. Dr.M.Chandrasekaran
13. Dr.R.Shanmugapriya
14. Dr.N. Deepalakshmi
15. Dr.D.Rajaprabhu
16. Ms.S.Gowri
17. Ms.S.Selvakumari
18. Dr.I.Ilayakumar
19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya

24. Dr.R.Menaka
 25. Ms V.Geetha
 26. Ms.P.Sivaranjani

Agenda	Decision taken	Responsible Person
To Review and approval of the minutes from the last meeting.	Minutes from the last meeting were thoroughly reviewed and approved the minutes without any objections.	Head of the Institution & Dean Academics
Discussion on the tentative examination date for the upcoming even semester.	After a detailed discussion, a tentative examination date was set for the upcoming even semester, taking into account academic considerations and potential scheduling conflicts	Head of the Institution Dean Academics Coordinator-IQAC Controller of Examination
Development of a comprehensive plan chart for the activities scheduled in the even semester.	A detailed plan chart for the even semester was formulated, outlining key activities, events, and milestones to ensure efficient execution and timely completion of tasks.	Head of the Institution Dean Academics Dean Research Coordinator-IQAC Heads of the Department and faculty members
Deliberation on the workload distribution and schedule for the submissions during the even semester.	Workload distribution and submission schedules for the even semester were discussed and finalized to create a balanced workload and realistic timelines for all academic submissions.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department
Exploration of opportunities for both on and off-campus placement drives.	Opportunities for both on and off-campus placement drives were explored to enhance collaboration with potential employers and optimize student placement prospects.	Training & Placement Cell Dean Student Affairs
Collection and analysis of student feedback for continuous improvement.	The process of collecting and analyzing student feedback was initiated and the Feedback mechanisms were established to continuously improve the overall student experience.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department

Gathering feedback from parents, alumni, and other stakeholders.	A strategic plan for participation in the NIRF ranking in 2024 was formulated. Key performance indicators and improvement areas were identified to enhance the institution's ranking.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department
To Formulate strategy for participation in the NIRF ranking in 2024.	Process for gathering feedback from parents, alumni, and other stakeholders were implemented and the Input received will be used to enhance institutional processes and address concerns.	Head of the Institution Dean Academics Coordinator -IQAC Coordinator-NIFF Heads of the Department
Any other points for discussion, subject to the permission of the chair.	No other matter disused and the meeting was concluded with vote of thanks.	-


IQAC Coordinator
 Dhanalakshmi Srinivasan College
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 Perambalur - 621 212


PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

DSCASW (A)/IQAC/2023-2024/ATR-04

Action Taken

- Minutes from the last meeting were reviewed and approved without any objections.
- A detailed discussion was held, and a tentative examination date for the even semester was set, considering academic factors and potential scheduling conflicts.
- A comprehensive plan chart for the even semester was formulated, outlining key activities, events, and milestones to guide efficient execution and ensure timely completion of tasks.
- Workload distribution and submission schedules for the even semester were discussed and finalized to establish balanced workloads and realistic timelines for academic submissions.
- Opportunities for on and off-campus placement drives were explored to strengthen ties with potential employers and optimize student placement prospects.
- The process of collecting and analyzing student feedback was initiated, and mechanisms were established to continually improve the overall student experience.
- A strategic plan for participation in the NIRF ranking in 2024 was formulated. Key performance indicators and improvement areas were identified to enhance the institution's ranking.
- Processes for gathering feedback from parents, alumni, and other stakeholders were implemented, and the received input will be used to improve institutional processes and address concerns.


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Dhanalakshmi Srinivasan College
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PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212

S.No	Department	Signature
1.	Principal	Ummudhu
2.	Vice Principal	-
3.	Dean-Academics	N. Deepalaxmi
4.	Dean- Admin	P. Jothi
5.	Dean- Research	U. Sullu
6.	Dean- Student Affairs	P. S. S. S.
7.	IQAC Coordinator	P. S. S. S.
8.	Controller of Examination	S. S. S.
9.	Artificial Intelligence & Machine Learning	P. Kanitha
10.	Biochemistry	U. Sullu
11.	Biotechnology	U. Sullu
12.	Business Administration	M. S. S.
13.	Chemistry	P. S. S. S.
14.	Commerce	N. Deepalaxmi
15.	Commerce CA	D. Rajyambal
16.	Computer Application	P. S. S. S.
17.	Computer Science	P. S. S. S.
18.	English	P. S. S. S.
19.	Fashion Technology and Costume Designing	P. S. S. S.
20.	Forensic Science	P. S. S. S.
21.	Mathematics	P. S. S. S.
22.	Microbiology	P. S. S. S.
23.	Physics	P. S. S. S.
24.	Tamil	P. S. S. S.
25.	Library	P. S. S. S.
26.	Physical Director	P. S. S. S.



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Date: 09.10.2023

DSCASW(A)/IQAC/ 2023-2024/ Circular-03

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 12.10.2023 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:

- Review the minutes from the prior meeting and giving approval.
- Conducting an external assessment of the NAAC documentation section.
- Discussion and Presentation of the Current Progress in the Self Study Report (SSR)
- Documentation Process.
- Participating in a diverse array of competitions spanning regional, national, and intercollegiate platforms to showcase the commitment of the college in multifaceted arenas.
- To subscribe variety of publications and e-books in Central Library
- Promoting Skill Training Program for placement opportunities
- Student Enrollment in Diverse Online Courses like SWAYAM and MOOC
- Discussion and Planning for the Upgradation of the College Website

Any additional topics with the chair's approval


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OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	<i>U. Umashankar</i>
2	Dean-Academics	<i>N. Seethalakshmi</i>
3	Dean-Admin	<i>P. Jon</i>
4	Dean-Research	<i>K. Sulekha</i>
5	Dean-Student Affairs	<i>P. Jayaraj</i>
6	IQAC Coordinator	<i>P. Jayaraj</i>
7	Controller of Examination	<i>P. Jayaraj</i>
8	Artificial intelligence & Machine Learning	<i>P. Karthikeyan</i>
9	Biochemistry	<i>C. Sulekha</i>
10	Biotechnology	<i>P. Jayaraj</i>
11	Business Administration	<i>M. S. S.</i>
12	Chemistry	<i>M. S. S.</i>
13	Commerce	<i>N. Seethalakshmi</i>
14	Commerce CA	<i>D. Rajaraj</i>
15	Computer Application	<i>P. Jayaraj</i>
16	Computer Science	<i>P. Jayaraj</i>
17	English	<i>P. Jayaraj</i>
18	Fashion Technology and Costume Designing	<i>P. Jayaraj</i>
19	Forensic Science	<i>P. Jayaraj</i>
20	Mathematics	<i>P. Jayaraj</i>
21	Microbiology	<i>P. Jayaraj</i>
22	Physics	<i>P. Jayaraj</i>
23	Tamil	<i>P. Jayaraj</i>
24	Library	<i>V. S. S.</i>
25	Physical Director	<i>P. Jayaraj</i>



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2023-2024/ Minutes-03

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2022 - 23
Meeting Number	03
Date and Time	12.10.2023 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 12.10.2023 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.P. Kavitha
10. Dr.C.Surya
11. Dr.T.Sheela
12. Dr.M.Chandrasekaran
13. Dr.R.Shanmugapriya

14. Dr.N. Deepalakshmi
15. Dr.D.Rajaprabhu
16. Ms.S.Gowri
17. Ms.S.Selvakumari
18. Dr.I.Ilayakumar
19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya
24. Dr.R.Menaka
25. Ms V.Geetha
26. Ms.P.Sivaranjani

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Reviewing the minutes from the prior meeting and giving approval.	The minutes from the previous meeting were thoroughly reviewed and unanimously approved by all the members	Head of the Institution & Dean Academics
Conducting an external assessment of the NAAC documentation section.	The decision was made to proceed with the external assessment of the NAAC documentation to ensure comprehensive evaluation and improvement measures.	Head of the Institution Dean Academics Coordinator-IQAC and Criterion managers
Discussion and Presentation of the Current Progress in the Self Study Report (SSR) Documentation Process.	The documentation of Self Study Report was monitored and assessed to ensure the timely corrections, quality assessment and targeted enhancements	Head of the Institution Dean Academics Coordinator-IQAC and Criterion managers
Participating in a diverse array of competitions spanning regional, national, and intercollegiate platforms to showcase the commitment of the college in multifaceted arenas.	Facilitating increased student engagement in collegiate and intercollegiate competitions at district, state, and national levels to enhance their overall skills and competencies.	Head of the Institution Dean Academics Dean Research Dean Student Affairs Coordinator-IQAC Heads of the Department and faculty member

To subscribe variety of publications and e-books in Central Library	The expansion of the central library was strategized to offer students and faculty a broader selection of materials, nurturing an environment for learning that is more comprehensive and up-to-date.	Head of the Institution Dean Academics Coordinator-IQAC Librarian
Promoting Skill Training Program for placement opportunities	A decision has been reached to enrich the development of a thorough skill training program to boost placement opportunities for students.	Training & Placement Cell Dean Student Affairs
Student Enrollment in Diverse Online Courses like SWAYAM and MOOC	Encouraging Active participation of students in diverse online courses to gain additional knowledge, skills, and perspectives, enhancing their overall academic and professional development	Head of the Institution Dean Academics Dean Student Affairs
Discussion and Planning for the Upgradation of the College Website	The Upgradation of College website has been undertaken which involves a comprehensive review of content, improvements to design, and the incorporation of new features.	
Any additional topics with the chair's approval	No additional topics were addressed and the meeting concluded with an expression of gratitude.	

IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2023-2024/ ATR-03

1. The minutes from the previous meeting were carefully reviewed and unanimously approved by all participants.
2. An external assessment of the NAAC documentation section has commenced, following a detailed plan and timeline.
3. A draft of SSR has been prepared and reviewed.
4. Strategies have been developed to promote active participation in various competitions, demonstrating the college's commitment to diverse fields.
5. The central library has expanded subscriptions to include a broad range of publications and electronic books, enhancing resources for the academic community.
6. The skill training program has been officially initiated, featuring a comprehensive curriculum and ongoing implementation.
7. A campaign to encourage student enrollment in various online course has been launched and enrollment data is being monitored for effectiveness.

**IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
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Perambalur - 621 212**

**PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.**

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.	Artificial Intelligence & Machine Learning	
10.	Biochemistry	
11.	Biotechnology	
12.	Business Administration	
13.	Chemistry	
14.	Commerce	
15.	Commerce CA	
16.	Computer Application	
17.	Computer Science	
18.	English	
19.	Fashion Technology and Costume Designing	
20.	Forensic Science	
21.	Mathematics	
22.	Microbiology	
23.	Physics	
24.	Tamil	
25.	Library	
26.	Physical Director	



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Autonomous)
(Affiliated to Bharathidasan University)
(Nationally Re-Accredited with 'A' Grade by NAAC)
Perambalur – 621212**



Date: 14.08.2023

DSCASW(A)/IQAC/ 2023-2024/ Circular-02

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 17.08.2023 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:

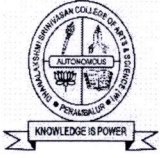
1. Review and Approval of previous Meeting Minutes
2. Submission of Institutional Information Quality Assurance (IIQA) for NAAC Accreditation
3. Posting Educational Content, Study Materials, and Lab Manuals Online
4. Analyzing Results from Continuous Internal Assessment-I
5. Keeping and Updating Logbooks
6. Improving the Use of Technology in Teaching
7. Planning and participating in Conferences, Workshops, and Training Programs
8. Building Partnerships with Institutes and Industries through MoUs
9. Encouraging and Supporting Research through Seed Money
10. Provision of financial assistance for Participation in Seminars, Conferences, Workshops, FDPs, Refresher Courses, Orientation Programs, and Abbreviated Courses
11. Encouraging Faculty and Students to contribute Research Articles in esteemed journals.
12. Participating in the NIRF Ranking for 2024

Any other matters with the permission of the chair.


IQAC Coordinator
Dhanalakshmi Srinivasan College
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OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	Ummadhu
2	Dean-Academics	N. Seethalakshmi
3	Dean-Admin	R. J. N.
4	Dean-Research	U. S. K.
5	Dean-Student Affairs	S. S.
6	IQAC Coordinator	D. S.
7	Controller of Examination	S. S.
8	Artificial intelligence & Machine Learning	P. Karthika
9	Biochemistry	C. S.
10	Biotechnology	M. S.
11	Business Administration	M. S.
12	Chemistry	P. S.
13	Commerce	N. Seethalakshmi
14	Commerce CA	D. Rajeswari
15	Computer Application	S. S.
16	Computer Science	P. S.
17	English	S. S.
18	Fashion Technology and Costume Designing	S. S.
19	Forensic Science	N. S.
20	Mathematics	S. V. J.
21	Microbiology	C. S.
22	Physics	S. S.
23	Tamil	S. S.
24	Library	V. S.
25	Physical Director	P. S.



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2023-2024/ Minutes-02

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2023 - 24
Meeting Number	02
Date and Time	17.08.2023 at 3.00 pm
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 17.08.2023 at 3.00 pm and the following members were present:

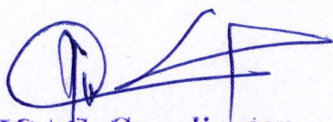
1. Principal
2. Vice Principal
3. Dean- Academics
4. Dean – Admin
5. Dean- Research
6. Dean- Student Affairs
7. IQAC Coordinator
8. Controller of Examination
9. Dr.P. Kavitha
10. Dr.C.Surya
11. Dr.T.Sheela
12. Dr.M.Chandrasekaran
13. Dr.R.Shanmugapriya
14. Dr.N. Deepalakshmi
15. Dr.D.Rajaprabhu
16. Ms.S.Gowri
17. Ms.S.Selvakumari
18. Dr.I.Ilayakumar

19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya
24. Dr.R.Menaka
25. Ms V.Geetha
26. Ms.P.Sivaranjani


The following agenda were discussed in the meeting:

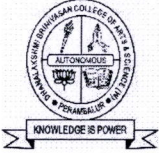
Agenda	Decision Taken	Responsible Person
Review and Approval of previous Meeting Minutes	To approve the minutes of the previous IQAC meeting	Head of the Institution & Dean Academics
Submission of Institutional Information Quality Assurance (IIQA) for NAAC Third Cycle Accreditation	Discussed about the IIQA Compilation and Submitted for approval before uploading.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and criterion managers
Posting Educational Content, Study Materials, and Lab Manuals Online	To create and post - content, study materials, and laboratory manuals on the blog.	Heads of the Department and faculty members
Analyzing Results from Continuous Internal Assessment-I	To compile and deliver the analysis of results for Continuous Internal Assessment-I.	Heads of the Department and faculty members
Keeping and Updating Logbooks	Document the lesson plan and its execution in the logbook to showcase the teaching-learning process.	Heads of the Department and faculty members
Improving the Use of Technology in Teaching	Mandate that all faculty members regularly utilize ICT resources in the teaching and learning process.	Heads of the Department and faculty members
Planning and participating in Conferences, Workshops, and Training Programs	Arranging national or international conferences, seminars, workshops, guest lectures, Faculty Development Programs (FDPs), and training sessions.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and faculty members

Building Partnerships with Institutes and Industries through MoUs	Decided to engage in collaborative activities with industry and educational sectors through the signing of Memoranda of Understanding.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and faculty members
Encouraging and Supporting Research through Seed Money	Decided that faculty members can benefit from financial backing for their research projects via the Seed Money Scheme.	Dean Research Heads of the Department and faculty members
Provision of financial assistance for Participation in Seminars, Conferences, Workshops, FDPs, Refresher Courses, Orientation Programs, and Abbreviated Courses	Resolved to offer financial assistance to faculty members for participation in seminars, conferences, workshops, FDPs, refresher programs, orientations, and short-term courses.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department
Encouraging Faculty and Students to contribute Research Articles in esteemed journals.	To boost the institution's prominence and standing, it is suggested to encourage both students and faculty members to publish their research papers in reputable academic journals.	Dean Research Dean Student Affairs Heads of the Department and faculty members
Participating in the NIRF Ranking for 2024	The IQAC facilitated the college's engagement in the NIRF ranking for 2024	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department
Any other matters with the permission of the chair.	No additional topics were deliberated, and the meeting concluded with an expression of gratitude.	



IQAC Coordinator
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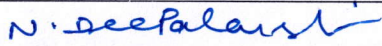
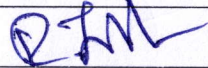
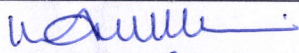
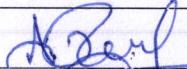
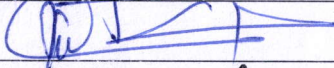
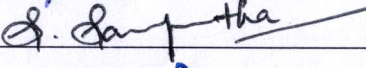
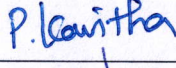
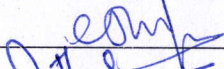
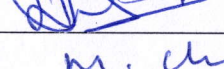

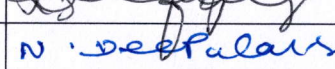
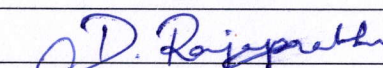
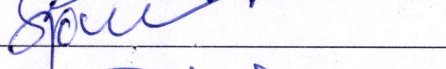
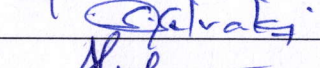
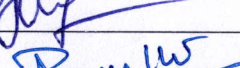

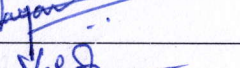
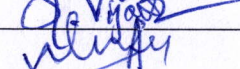
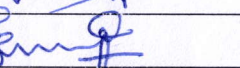
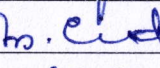
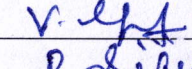
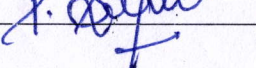

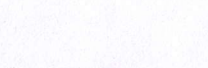
INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2023-2024/ ATR-02

1. Officially approved the minutes found in order.
2. Ensured timely submission to meet accreditation deadlines.
3. Developed a plan for regularly updating and maintaining online educational resources for effective content dissemination.
4. Collected and reviewed the assessment results for improvement and implement necessary changes.
5. Established a standardized process for logbook maintenance.
6. Provided Training to identify specific ways to integrate technology into teaching methods.
7. Facilitated faculty participation and coordinate logistics for attendance.
8. Initiated discussions and formalized partnerships through Memoranda of Understanding (MoUs).
9. Budget allotted to sanction Seed Money for research findings and financial assistance for Seminars, Conferences, Workshops, etc.:
10. Provided guidance and support for faculty and students in the publication process.
11. Compiled and Ensured timely submission of required information.

IQAC Coordinator
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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.	Artificial Intelligence & Machine Learning	
10.	Biochemistry	
11.	Biotechnology	
12.	Business Administration	
13.	Chemistry	
14.	Commerce	
15.	Commerce CA	
16.	Computer Application	
17.	Computer Science	
18.	English	
19.	Fashion Technology and Costume Designing	
20.	Forensic Science	
21.	Mathematics	
22.	Microbiology	
23.	Physics	
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25.	Library	
26.	Physical Director	



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Date: 09-06-2023

DSCASW(A)/IQAC/ 2023-2024/ Circular-01


Internal Quality Assurance Cell

We would like to notify all IQAC members, Criterion Managers, and Department Heads about the upcoming meeting scheduled for 13.06.2023 at 10:00 a.m. at the IQAC. Your presence is requested, and we eagerly await your valuable suggestions and recommendations on the agenda items outlined below.

The meeting will cover the following agenda items:

- ❖ Review and approval of minutes from the previous meeting.
- ❖ Formulation of the action plan for the academic year 2023-24.
- ❖ Creation of the academic calendar.
- ❖ Submission of workload and timetable for the Odd Semester.
- ❖ Opening of Odd semester classes.
- ❖ Plan of the Student Induction Program for Freshers.
- ❖ Preparation of the departmental Annual Plan.
- ❖ Compilation and submission of departmental and laboratory requirements.
- ❖ Assessment and endorsement of various operational and functional committees.
- ❖ Approval of IQAC funds for organizing Seminars, Conferences, Workshops, FDPs, IPR, and Skill Enhancement Training Programmes.
- ❖ Progression of NAAC activities.
- ❖ Arrangement of the Board of Studies meeting.
- ❖ Drafting tentative schedules for the examination process.
- ❖ Creation of the Annual Quality Assurance Report (AQAR) for the academic year 2022- 23.
- ❖ Observance of commemorative days.
- ❖ Discussion of any additional matters with the Chair's permission.

- ✧ Celebration of commemorative days.
- ✧ Any other matters with the permission of the Chair.
- ✧ We kindly urge all members to attend the meeting without exception.



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OF ARTS AND SCIENCE FOR WOMEN
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PERAMBALUR - 621 212.

S.NO	Department	SIGNATURE
1	Principal	<i>[Handwritten Signature]</i>
2	Dean-Academics	<i>N. Deepalash</i>
3	Dean-Admin	<i>P. Jey</i>
4	Dean-Research	<i>[Handwritten Signature]</i>
5	Dean-Student Affairs	<i>[Handwritten Signature]</i>
6	IQAC Coordinator	<i>[Handwritten Signature]</i>
7	Controller of Examination	<i>[Handwritten Signature]</i>
8	Artificial intelligence & Machine Learning	<i>P. Kevitha</i>
9	Biochemistry	<i>[Handwritten Signature]</i>
10	Biotechnology	<i>[Handwritten Signature]</i>
11	Business Administration	<i>[Handwritten Signature]</i>
12	Chemistry	<i>[Handwritten Signature]</i>
13	Commerce	<i>N. Deepalash</i>
14	Commerce CA	<i>D. Rajesh</i>
15	Computer Application	<i>[Handwritten Signature]</i>
16	Computer Science	<i>G. Selvaraj</i>
17	English	<i>[Handwritten Signature]</i>
18	Fashion Technology and Costume Designing	<i>[Handwritten Signature]</i>
19	Forensic Science	<i>[Handwritten Signature]</i>
20	Mathematics	<i>P. Vijal</i>
21	Microbiology	<i>[Handwritten Signature]</i>
22	Physics	<i>[Handwritten Signature]</i>
23	Tamil	<i>[Handwritten Signature]</i>
24	Library	<i>[Handwritten Signature]</i>
25	Physical Director	<i>[Handwritten Signature]</i>



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2023-2024/ Minutes-01

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2023 - 24
Meeting Number	01
Date and Time	13.06.2023 at 10.00 am
Venue	IQAC

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held in IQAC on 13.06.2023 at 10.00 am 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.P. Kavitha
10. Dr.C.Surya
11. Dr.T.Sheela
12. Dr.M.Chandrasekaran
13. Dr.R.Shanmugapriya
14. Dr.N. Deepalakshmi
15. Dr.D.Rajaprabhu
16. Ms.S.Gowri
17. Ms.S.Selvakumari

18. Dr.I.Ilayakumar
19. Ms.S.Ampritha
20. Ms.Nayana Mohan
21. Dr.S.Vijayalakshmi.
22. Dr.V.V.Anchana
23. Dr.K.Sowmiya
24. Dr.R.Menaka
25. Ms V.Geetha
26. Ms.P.Sivaranjani

The Internal Quality Assurance Cell (IQAC) coordinator extended a warm welcome to the Chairman, Deans, Heads of the Department, and all IQAC members present at the meeting. Subsequently, the meeting proceeded to address the Agenda, resulting in the unanimous adoption of the following decisions:

Agenda	Decision Taken	Responsible Person
Review and approval of minutes from the previous meeting.	To endorse the minutes of the preceding IQAC meeting.	Head of the Institution & Dean Academics
Formulation of the action plan for the academic year 2023-24.	To formulate the action plan for the academic year 2023-24 incorporating the provided suggestions.	Head of the Institution Dean Academics Coordinator-IQAC
Creation of the academic calendar	To prepare the Academic Calendar	Dean Academics Coordinator-IQAC
Submission of workload and timetable for the Odd Semester.	To prepare and submit the odd semester workload and time table	Heads of the Department
Opening of Odd semester classes.	Commencement of classes for the odd semester.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and Controller of Examination
Plan of the Student Induction Program for Freshers.	The decision has been made to arrange a Student Induction Program for first-year UG and 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
Compilation and submission of departmental and laboratory requirements.	To prepare and submit department and laboratory requirements	Heads of the Department
Assessment and endorsement of various operational and functional committees.	To assess and endorse various 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, and Skill Progression of NAAC activities.	Endorsed the allocation of IQAC funds for the organization of seminars, conferences, workshops, Faculty Development Programs (FDPs), Intellectual Property Rights (IPR) initiatives, and Skill Enhancing Training Programs.	Head of the Institution Dean Academics Dean Research Coordinator-IQAC
Progression of NAAC activities	To align with the updated NAAC manual template and proceed accordingly.	Coordinator-IQAC and Criterion Managers
Arrangement of the Board of Studies meeting.	To organize a Board of Studies meeting for the enhancement of the curriculum.	Head of the Institution Dean Academics Coordinator-IQAC Heads of the Department and Controller of Examination
Drafting tentative schedules for the examination process.	To create and endorse the timetables for the examination process.	Controller of Examination
Creation of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23.	The resolution has been made to compile the Annual Quality Assurance Report (AQAR) for the Academic Year 2022-23.	Coordinator-IQAC and Criterion Managers
Observance of commemorative days.	The decision has been made to observe the commemorative days.	Head of the Institution Dean Academics Dean Student Affairs Coordinator-IQAC Heads of the Department and Physical Director

Discussion of any additional matters with the Chair's permission.	No further topics were discussed, and the meeting was adjourned with vote of thanks.	



IQAC Coordinator
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INTERNAL QUALITY ASSURANCE CELL

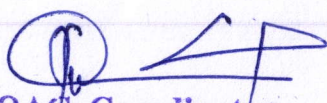
DSCASW(A)/IQAC/ 2023-2024/ ATR-01

Action taken:

The approval of minutes from the previous IQAC meeting has been granted.

- Preparations for the academic year 2023-24's action plan are underway.
- The development of the academic calendar is in progress.
- Initiation of odd semester classes, including the creation of workload, timetable, annual plan, and lab requirements, will be completed and submitted to the principal.
- An orientation program for first-year undergraduate and postgraduate students will be organized.
- Various operational and functional committees have received endorsement.
- Allocation of IQAC funds for hosting seminars, conferences, workshops, Faculty Development Programs (FDPs), Intellectual Property Rights (IPR) initiatives, and skill-enhancing training programs has been agreed upon.
- Criterion Managers tasked with gathering data and supporting materials for each criterion will review the status of NAAC operations across all departments.
- The scheduling and execution of the Board of Studies (BoS) meeting will be overseen by the respective department's board chairman.
- Adherence to the new template in the NAAC manual is emphasized.
- The timetable for the examination process will be subject to approval.
- The preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2022–2023, following the revised template, is in progress.
- Celebration of all commemorative days has been resolved.

10. Confirmed the tentative date for IA2 and emphasized the significance of completing the syllabus for both theory and practical components before IA2.
11. The necessary actions have been initiated to promptly commence the examination process.



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Perambalur - 621 212



PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

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.	Artificial Intelligence & Machine Learning	P. Karitha
10.	Biochemistry	
11.	Biotechnology	
12.	Business Administration	m. u
13.	Chemistry	
14.	Commerce	N. Deepalakshmi
15.	Commerce CA	
16.	Computer Application	
17.	Computer Science	
18.	English	
19.	Fashion Technology and Costume Designing	
20.	Forensic Science	
21.	Mathematics	
22.	Microbiology	
23.	Physics	
24.	Tamil	Dr. C. S.
25.	Library	
26.	Physical Director	