



**DHANALAKSHMI SRINIVASAN  
COLLEGE OF ARTS AND SCIENCE FOR  
WOMEN(AUTONOMOUS)**



**(Affiliated to Bharathidasan University, Trichirappalli)**

**(Nationally Re-accredited by NAAC with 'A' Grade)**

**PERAMBALUR -621 212.**

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**E-mail: principal.dscasw@dsgroupmail.com Website: [www.dscollege.ac.in](http://www.dscollege.ac.in)**

**OPEN MEETING: 2019-2020**

Date: 10.06.2019

Time : 2.30 PM

Venue : Auditorium

The Open Meeting of the Academic Year 2019-20 was held on 10<sup>th</sup> June 2019 with the welcome address.

***Meeting Agenda:***

- ❖ Discussion on quality objective of the college
- ❖ Introduction of new faculty members
- ❖ Plans of institution for the current academic year 2019-20
- ❖ Admission 2019-20
- ❖ Analysis of result 2019 (even semester)
- ❖ Mentoring System
- ❖ Any other

## **Minutes of the Meeting:**

### **Item: 1 Discussion on quality objective of the college**

The objective and quality policy of the institution was clearly explicated by the head of the institution and was followed by the heads of various departments with their own departments objectives and activities.

### **Item: 2 Introduction of new faculty members**

The meeting was initiated with the welcome note by the chairperson and all the newly joined faculty members were asked to introduce themselves among the teaching fraternity. The rules and regulations of the college was clearly stated by the chairperson and asked all the faculty members to take part actively in all the academic endeavors.

### **Item: 3 Plans of institution for the current academic year 2019-20**

Plans of institution for the current academic year was shared and discussed in the forum mainly concentrating on the teaching learning process. The tentative plan of the academic year is scheduled in the handbook of the institution.

### **Item: 4 Admissions 2019-2020**

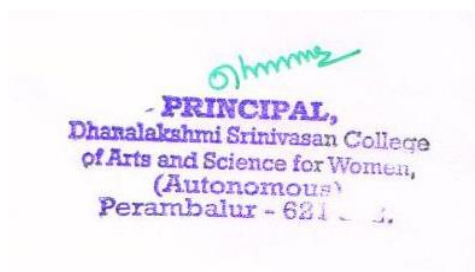
Information captured during admission process and the feedback given by the committee members was shared by the Admission co-ordinator. Modalities of maintaining data for easy access, retrieval and subsequent analysis were discussed.

### **Item: 5 Analysis of result 2019 (even semester)**

All the departments did a comparative analysis of results with their earlier performance and submitted the report. A review of previous Academic years results were taken.

### **Item : 6 Mentoring System**

The College adopts an effective mentoring system which provides academic and personal guidance to students. Each class-in-charge is a mentor who is assigned around 20 mentees. Each mentor keeps complete record of students. The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. They also maintain record of their class attendance, class-performance and academic progress.



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**SECOND MEETING : 2019-2020**

Date: 01-11-2019

Time : 2.30 PM

Venue : Auditorium

The sum up Meeting of the Academic Year 2019-20 was held on 1<sup>st</sup> Nov 2019 .  
The IQAC Co-ordinator welcomes the Heads and Faculty members of all the department.

***Meeting Agenda:***

- ❖ Discussion on conduct of Examinations
- ❖ Feedback from students
- ❖ Review on the programmes organized by all the departments
- ❖ Tentative plan of reopening of college for even semester
- ❖ Online submission of AQAR 2019 - 2020
- ❖ Any other

## **Minutes of the Meeting:**

### **Item: 1 Discussion on Conduct of Examination**

The IA1 & Model Examination Results & Review the conduct of semester examinations and all the departments were asked to submit the internal assessment marks to the Chief suprenendent.

### **Item: 2 Feedback from students**

The department IQAC coordinators were asked to collect the feedback from students regarding the performance of the faculty members in the particular subject they taught in the prescribed format given.

### **Item: 3 Review on the programmes organized by all the departments**

All the departments were asked to organize National or international Conferences/ Seminars/Workshops for this academic year. Few of the departments organized in this odd semester and the remaining departments have scheduled in the even semester of this academic year.

### **Item: 4 Tentative plan of reopening of college for even semester**


The IQAC Co-ordinator has announced the tentative date ( in the month of December 2010) of reopening of even semester and asked all the heads of the departments to submit the workload and all the faculty members to get prepared with their work plan and course plan.

### **Item: 5 Online submission of AQAR 2019 – 2020**

It is decided that the AQAR submission of 2019-20 to be initiated in the month of November 2020. After completion of filling of data, it would be put up to the Chairperson for final review and approval. It is proposed to complete AQAR submission by the end of December 2020.

**Item: 6** Any other

Decided to organize Alumini Meet. Planned to conduct training programmes to teaching and Non teaching faculty members.



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**THIRD MEETING: 2019-2020**

Date: 02.12.2019

Time : 2.30 PM

Venue : Auditorium

The Open Meeting of the Academic Year 2019-20 was held on 2<sup>nd</sup> December 2019 . The IQAC Co-ordinator had welcomed the Faculty members of the entire department.

***Meeting Agenda:***

- ❖ To read and confirm the minutes of last meeting
- ❖ Submission of AQAR
- ❖ To strengthen the quality of research culture
- ❖ To discuss on placement activities and internship
- ❖ Any other matter

## **Minutes of the Meeting:**

### **Item: 1 To read and confirm the minutes of last meeting**

The IQAC coordinator read the minutes of the previous meeting and the resolution was passed.

### **Item: 2 Submission of AQAR**

New guidelines for AQAR submission was discussed once again among the faculty members to get aware of the format and informed everyone regarding the submission.

### **Item: 3 To strengthen the quality of research culture**

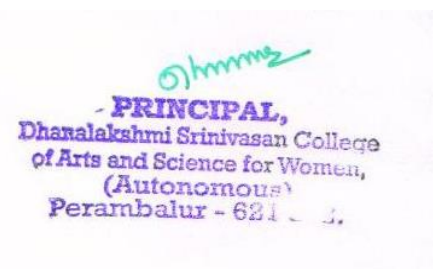
The chairperson discussed the importance of research and filing of patents and also highlighted the need for quality research as per UGC guidelines.

### **Item: 4 To discuss on placement activities and internship**

It was unanimously decided that the placement activities will be carried out by HRDC and internship activities through departments.

### **Item: 5 Any other matter**

No other matter was put forth by any of the members. The meeting ended on an assertion by all the members who were advised by the chairman to meet regularly over informal discussion about the status of work completed.



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**CLOSE MEETING: 2019-2020**

Date:20.03.2020

Time : 2.30 PM

Venue : Auditorium

The sum up Meeting of the Academic Year 2019-20 was held on 20<sup>th</sup> March 2020.

The Chairperson had welcomed the Heads and Faculty members of all the departments.

***Meeting Agenda:***

- ❖ Appreciating the Coordinators
- ❖ Faculty requirement of the academic year 2020-2021
- ❖ Discussion on Admission work for forthcoming year
- ❖ Review of Academic Result and Action plan for improvement
- ❖ Review of Industry Institute Interaction and Student's Placement
- ❖ Any other point with permission from the chair.

## **Minutes of the Meeting:**

### **Item: 1 Appreciating the Coordinators**

The Chairperson placed the record of appreciation to all the coordinators and incharges for their best performance and their cooperation to organize both academic and Non-academic programmes of the academic year 2019-2020.

### **Item: 2 Faculty requirements**

All the heads of the department were asked to submit their faculty requirement list for recruitment. They were also asked to submit their workload and timetable for forthcoming semester.

### **Item: 4 Discussion on Admission work for forthcoming year.**

The IQAC Co-ordinator had given instruction and suggestion regarding the Administration and admission for forthcoming year. Principal planned about canvas with all the head of the department.

### **Item: 5 Review of Academic Result and Action plan for improvement**

A review of previous semester results was taken. It is discussed that for a few subjects, there is a need to improve the results.

In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies as per the guidelines of University. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by staff for conducting teaching-learning processes through online mode.

### **Item: 5 Review of Industry Institute Interaction and Student's Placement**

Several activities such as Industry-Institute Interaction, Personal interview and Group discussion practice sessions were planned in academic year 2019-20. However, after March 2020 due to Covid-19 pandemic, several activities could not be completed. It is discussed to work out alternate strategies to conduct these activities in the academic year 2020-21.

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