



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



Date: 04.08.2020

DSCASW (A)/IQAC/ 2020-2021/Circular-01

Internal Quality Assurance Cell

This is to inform that all IQAC members, Criterion Managers and Heads of the Department are requested to attend the Internal Quality Assurance Cell (IQAC) Meeting on 06.08.2020 at 3.30 p.m through Google meet.

The following is the agenda for the meeting:

- Online Classes during COVID-19 Pandemic
- Faculty Development Programme (FDP) on Digital Teaching techniques
- Online examination
- AQAR 2019-20

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

IQAC Coordinator
Coordinator,

Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
Arts & Science for Women,
Perambalur - 621 212

Principal

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



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Perambalur – 621212**



INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/Minutes-01

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	01
Date and Time	06.08.2020 @ 3.30 pm
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 06-08-2020 at 3.30 pm through Google meet.

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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
19. Dr. R.Shanthi
20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M

24. Ms.Amutha

25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Online Classes during COVID-19 Pandemic	<ul style="list-style-type: none">• Regular monitoring of all classes and feedback should be collected periodically.• More number of videos like NPTEL, slideshares, YouTube videos should be shared for effective conduct of classes.	Head of the Institution Dean Academics Dean Student Affairs Head of the departments.
Faculty Development Programme (FDP) on Digital Teaching techniques	In order to train the faculties to use online platforms effectively for digital teaching, it is decided to organize a faculty development programme	Dean Academics IQAC coordinator Coordinator-ICT Academy
Online Examination	In order to facilitate smooth conduct of End semester exams through online, it is decided to frame the guidelines to students	Controller of Examinations
AQAR 2019 - 20	It is decided to prepare the AQAR for the AY 2019 - 20	Coordinator-IQAC and Criterion Managers



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/ATR-01

Action taken:

- Heads of the department are instructed to monitor all the classes to ensure whether the students are understanding better.
- All the faculty members were shared adequate number of video links like NPTEL, slideshares, YouTube videos to the students for effective conduct of classes.
- Resolved to organize faculty development programme to enhance the knowledge on digital teaching & learning.
- Guidelines were framed for smooth conduction of examinations for the students.
- Resolved to prepare AQAR for the academic year 2019-20 as per the NAAC manual.



IQAC Coordinator

COORDINATOR
Internal Quality Assurance
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212.



Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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PERAMBALUR - 621 212.

S.No	Department	Signature of the HOD
1	Principal	
2	Vice Principal	
3	Dean-Academics	N. Deefalarshi
4	Dean- Admin	P. M. S.
5	Dean- Research	C. S. S.
6	Dean- Student Affairs	S. S. S.
7	IQAC Coordinator	P. S. S.
8	Controller of Examination	P. S. S.
9	Biochemistry	U. S. S.
10	Biotechnology	S. S. S.
11	Business Administration	M. S. S.
12	Chemistry	A. S. S.
13	Commerce	N. Deefalarshi
14	Commerce CA	N. Deefalarshi
15	Computer Application	S. S. S.
16	Computer Science	C. S. S.
17	English	S. S. S.
18	Mathematics	S. S. S.
19	Physics	T. S. S.
20	Tamil	S. S. S.
21	Microbiology	P. S. S.
22	Fashion Technology & Costume Designing	S. S. S.
23	Nutrition & Dietetics	A. S. S.
24	Forensic Science	A. S. S.
25	Library	A. S. S.
26	Physical Directress	A. S. S.



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Date: 18.08.2020

DSCASW (A)/IQAC/ 2020-2021/Circular-02

Internal Quality Assurance Cell

It is proposed to convene Internal Quality Assurance Cell (IQAC) Meeting on 20.08.2020 at 3.30 pm through Google meet.

The following is the agenda for the meeting:

- Discussion of previous IQAC meeting (06.08.2020) minutes
- Maintenance of e logbook
- Unit wise test in all courses (Multiple Choice question)

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

IQAC Coordinator
Coordinator

Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212.

Principal
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/Minutes-02

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	02
Date and Time	20.08.2020 at 3.30 p.m
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 20.08.2020 at 3.30 p.m through Google meet.

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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
19. Dr. R.Shanthi
20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M
24. Ms.Amutha

25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Discussion of previous IQAC meeting (18.6.2020) minutes	To discuss minutes of the previous meeting	All the members of IQAC
Maintenance of e logbook	Decided to maintain e logbook for record of lesson plan	Dean Academics IQAC Coordinator Heads of the department All faculty members
Unit wise test in all courses	Decided to conduct unit wise test on multiple choice questions.	Dean Academics IQAC Coordinator Heads of the department All faculty members



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/ATR-02

Action taken:


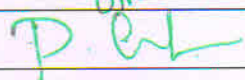



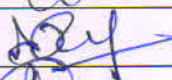

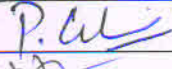

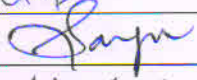


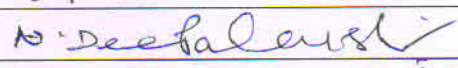

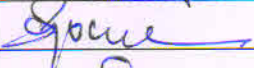


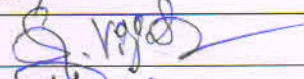
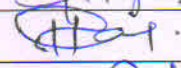
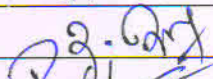
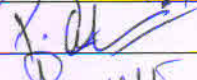
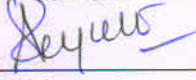
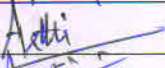

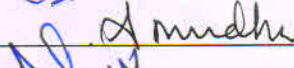

- Minutes of the previous meeting were discussed & confirmed.
- E logbook for all the courses were maintained.
- Unit wise test on multiple choice questions were conducted.


IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212


Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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S.No	Department	Signature of the HOD
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	Biochemistry	
10	Biotechnology	
11	Business Administration	
12	Chemistry	
13	Commerce	
14	Commerce CA	
15	Computer Application	
16	Computer Science	
17	English	
18	Mathematics	
19	Physics	
20	Tamil	
21	Microbiology	
22	Fashion Technology & Costume Designing	
23	Nutrition & Dietetics	
24	Forensic Science	
25	Library	
26	Physical Directress	



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Date: 03.09.2020

DSCASW (A)/IQAC/ 2020-2021/Circular-03

Internal Quality Assurance Cell

It is proposed to convene Internal Quality Assurance Cell (IQAC) Meeting on 07.09.2020 at 3.30 pm through Google Meet


The following is the agenda for the meeting

1. Discussion of the previous IQAC meeting (20.08.2020)
2. Composition of IQAC - Implementation of revised guidelines
3. Nominee from Student Council Committee
4. Portion coverage with respective to e logbook.

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


IQAC Coordinator
COORDINATOR

Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
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Perambalur - 621 212.


Principal
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/Minutes-03

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	03
Date and Time	07.09.2020 at 3.30 p.m
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 07.09.2020 at 3.30 p.m through Google meet.

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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
19. Dr. R.Shanthi
20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M
24. Ms.Amutha
25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Discussion of the previous IQAC meeting (20.08.2020)	Previous meeting minutes are discussed.	Head of the Institution Dean Academics IQAC coordinator Heads of the department
Composition of IQAC- Implementation of revised guidelines	It is decided to revise the composition of IQAC as per the revised guidelines of NAAC	Coordinator-IQAC
Nominee from Student Council Committee	It is decided to nominate representatives from SCC to the revised composition of IQAC	Coordinator-IQAC
Portion coverage with respective to e logbook.	HODs are instructed to monitor the classes.	Head of the Institution Dean Academics IQAC coordinator Heads of the department



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/ATR-03

Action taken:

- Previous meeting minutes were confirmed.
- Resolved to revise the composition of IQAC as per the revised guidelines of NAAC.
- Resolved to nominate representatives from Student Council Committee to the revised composition of IQAC.
- All the heads were monitoring the classes and soliciting feedback from the students periodically for the betterment of the students.


IQAC Coordinator
Coordinator

Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212.


Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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S.No	Department	Signature of the HOD
1	Principal	<i>07/11/2022</i> <i>P. Ch</i>
2	Vice Principal	<i>P. Ch</i>
3	Dean-Academics	<i>N. Seelalaxmi</i>
4	Dean- Admin	<i>P. Ch</i>
5	Dean- Research	<i>P. Ch</i>
6	Dean- Student Affairs	<i>P. Ch</i>
7	IQAC Coordinator	<i>P. Ch</i>
8	Controller of Examination	<i>P. Ch</i>
9	Biochemistry	<i>U. S.</i>
10	Biotechnology	<i>S. S.</i>
11	Business Administration	<i>M. S.</i>
12	Chemistry	<i>A. S.</i>
13	Commerce	<i>N. Seelalaxmi</i>
14	Commerce CA	<i>N. Seelalaxmi</i>
15	Computer Application	<i>S. S.</i>
16	Computer Science	<i>S. S.</i>
17	English	<i>S. S.</i>
18	Mathematics	<i>S. S.</i>
19	Physics	<i>S. S.</i>
20	Tamil	<i>S. S.</i>
21	Microbiology	<i>P. Ch</i>
22	Fashion Technology & Costume Designing	<i>S. S.</i>
23	Nutrition & Dietetics	<i>S. S.</i>
24	Forensic Science	<i>S. S.</i>
25	Library	<i>S. S.</i>
26	Physical Directress	<i>S. S.</i>



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Date:07.12.2020

DSCASW (A)/IQAC/ 2020-2021/Circular-04

Internal Quality Assurance Cell

It is proposed to convene Internal Quality Assurance Cell Meeting on 10.12.2020 at 3.30 p.m through Google Meet.

Following are the Agenda of the meeting:

- Discussion of previous minutes.
- Conduct of Green, Environment and Energy Audit-2021
- Department Objectives preparation and submission
- Commencement of Even Semester Classes and preparation of academic schedule
- Tentative schedule for Even semester
- Extension of tenure of committee

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


IQAC Coordinator
COORDINATOR,

Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
Arts & Science for Women,
Perambalur - 621 212.


Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/Minutes-04

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	04
Date and Time	10.12.2020 at 3.30 p.m
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 10.12.2020 at 3.30 p.m in IQAC room.

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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
19. Dr. R.Shanthi
20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M
24. Ms.Amutha
25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible person
Discussion of previous minutes	Discussed about the previous minutes	Head of the institution Dean Academics IQAC coordinator Heads of the department
Conduct of Green, Environment and Energy Audit	Green, Environment and Energy Audit to be scheduled	Dean Administration Coordinator- Energy audit Committee and Coordinator- Eco Club
Department Objectives submission	Parameters for department objective preparation were discussed	All Heads
Commencement of Even Semester Classes and preparation of academic schedule	Date of commencement and academic schedule was discussed	Dean-Academics, Administration and Controller of Examinations
Extension of tenure of committee	Decided to extend the tenure of Coordinators and Members of all committees, Cells, Centers and Clubs for one more Academic Year	All concerned



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INTERNAL QUALITY ASSURANCE CELL


DSCASW(A)/IQAC/ 2020-2021/ATR-04

Action Taken:



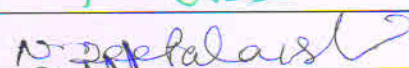

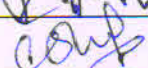





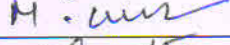
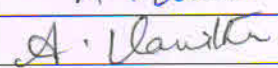

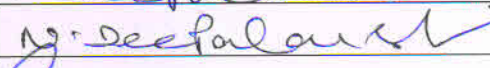
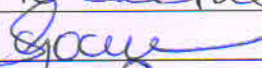




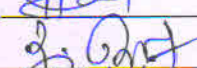

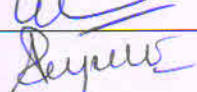
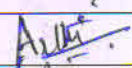


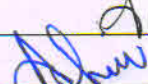
- The previous meeting minutes were confirmed.
- Coordinators of audit committee were asked to make necessary arrangements of the Green, Environment and Energy Audit
- Commencement of Even Semester Classes from 14.12.2020 and the tentative Academic schedule was prepared.


IQAC Coordinator

COORDINATOR
Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
Arts & Science for Women,
Perambalur - 621 212.


Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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(AUTONOMOUS),
PERAMBALUR - 621 212.

S.No	Department	Signature of the HOD
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	Biochemistry	
10	Biotechnology	
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17	English	
18	Mathematics	
19	Physics	
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26	Physical Directress	



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Date: 12.03.2021

DSCASW (A)/IQAC/ 2020-2021/Circular-05

Internal Quality Assurance Cell

It is proposed to convene Internal Quality Assurance Cell Meeting on 15.3.2021 at 3.30 p.m through Google Meet.

Following are the Agenda of the meeting:

- Preparation on AQAR 2020 – 21 and submission of AQAR
- Discussion on Environment, Energy and Green audit

All the members are requested to attend the meeting without fail



IQAC Coordinator

COORDINATOR
Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212



Principal

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/ 2020-2021/Minutes-05

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	05
Date and Time	15.3.2021 @ 3.30 pm
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 15.3.2021 at 3.30 p.m in IQAC room.
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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
19. Dr. R.Shanthi
20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M
24. Ms.Amutha
25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Preparation and submission of AQAR 2020-21	Discussed on the status of AQAR preparation and Submission.	Coordinator-IQAC
Discussion of Environment, Energy and Green audit	Suggestions of the audit committee was discussed	Dean-Administration, Coordinators-Eco Club and Coordinator-Energy audit committee



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/ATR-05

Action Taken:



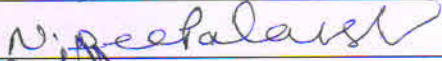






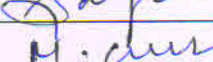
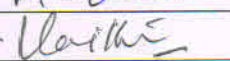
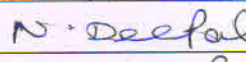
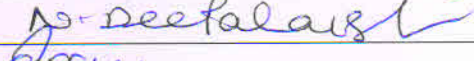


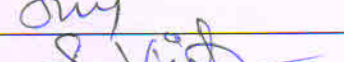



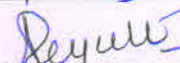






- AQAR preparatory work has been started.
- Coordinators of audit committee were asked to make necessary arrangements of the Green, Environment and Energy Audit

IQAC Coordinator

Coordinator,
Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
Arts & Science for Women,
Perambalur - 621 212.

Principal

PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
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S.No	Department	Signature of the HOD
1	Principal	
2	Vice Principal	
3	Dean-Academics	
4	Dean- Admin	
5	Dean- Research	
6	Dean- Student Affairs	
7	IQAC Coordinator	
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Date: 03.04.2021

DSCASW (A)/IQAC/ 2020-2021/Circular-06

Internal Quality Assurance Cell

It is proposed to convene Internal Quality Assurance Cell Meeting on 06.04.2021 at 3.30 p.m through Google Meet.

Following are the Agenda of the meeting:

- Conduct of even semester examination.
- Discussion on syllabus completion and Internal Assessment.
- Submission of the revised syllabus copy to COE

All the members are requested to attend the meeting without fail

IQAC Coordinator

Coordinator

**Internal Quality Assurance
Dhanalakshmi Srinivasan College
Arts & Science for Women,
Perambalur - 621 212**

Principal

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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/Minutes-06

Name of the Committee	Internal Quality Assurance Cell
Academic Year	2020 - 21
Meeting Number	06
Date and Time	06.04.2021 @ 3.30 pm
Venue	Google Meet

Minutes of Meeting

The Internal Quality Assurance Cell meeting was held on 06.04.2021 at 3.30 p.m in IQAC room.

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.D.Devahi
10. Dr.D.Sundaramoorthy
11. Dr.Vijayalakshmi
12. Dr. T.Thaila
13. Dr.Vanitha
14. Dr. C.Sangavi
15. Dr.G.Sugunadevi
16. Dr.P.Gajalakshmi
17. Dr.Chinnasamy
18. Ms. S.Gowri
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20. Dr. M.Chandrasekaran
21. Ms.S.Ampritha
22. Ms.Arthi T
23. Ms.Anushree M
24. Ms.Amutha
25. Dr.K.Akila

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Conduct of even semester examination	Discussed on the conduct of even semester practical and theory examination	Controller of Examination
Discussion on syllabus completion and Internal Assessment	The chief superintendent discussed the portion coverage to schedule the practical examination	All Heads and Exam cell
Submission of the revised syllabus copy to COE	All the heads of the department are asked to submit the revised PG Syllabus to COE	All heads concerned



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INTERNAL QUALITY ASSURANCE CELL

DSCASW(A)/IQAC/ 2020-2021/ATR-06

Action Taken:

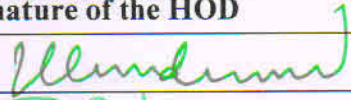













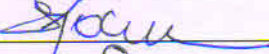






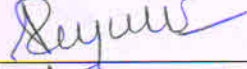
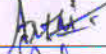


- Practical examinations and end semester examinations are scheduled.
- All the heads of the department submitted the revised PG Syllabus to COE.


IQAC Coordinator

COORDINATOR,
Internal Quality Assurance Cell
Dhanalakshmi Srinivasan College of
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Perambalur - 621 212


Principal

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