



NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

ARACHALUR, ERODE-638101

INTERNAL QUALITY ASSURANCE CELL

DATE: 05/06/2019

MINUTES OF THE MEETING

The IQAC meeting was held in the Principal's chamber at 11.00 A.M on 5th June 2019.

The following points were discussed and presented here for the kind perusal.

1. The IQAC Coordinator welcomed the new Principal of the college Dr.P.Sharmila and summarized the activities of IQAC and presented the NAAC Accreditation reports for her perusal.
2. The IQAC Coordinator congratulated the team for their effective participation and co-operation in completing their works. Discussions were made with the respective criterion in-charges and the necessary actions to be taken in future.
- 2.The IQAC Committee was reframed with the following new members.
 - i. Mrs.M.R.Chitra Devi- Asst. Prof/Dept. of Bio-Chemistry
 - ii. Mrs.P.SathyaKiruba- Asst. Prof/Dept. of Management
 - iii. Mrs.N.Prema- Asst. Prof/Dept. of Management
 - iv. Mrs.N.Preetha- Asst. Prof/Dept. of English
 - v. Mrs.C.Kalyani- Asst. Prof/Dept. of Mathematics
 - vi. Dr.Vasundra Devi- Asst. Prof/Dept. of Bio Chemistry.
3. It was discussed to reschedule the workload and time table in the new format given under the lead of the new Principal.
- 4.It was discussed and decided to have the following activities.
 - I. Tentative academic calendar
 - II. Workload & Subject allotment
 - III. Submission of Action Plan.
 - IV. Preparation of Course materials, PPT, Questionarrie, Question bank & providing relevant Youtube links.
 - V. Preparation of Ccourse file.

5. Tentative schedules were decided to conduct

- 1. UGC Courses
- 2. Orientation & bridge courses
- 3. Placement trainings
- 4. Workshops & IV
- 5. Guest lectures
- 6. Inauguration of Union council

6. It was decided to have a reframing in the present feedback format.

7. It was informed to have the file updations in proper time and a separate faculty will be allotted for maintaining the documentation.

8. Measures to motivate the faculties to have more publications and project proposals were discussed.

9. The meeting came to an end with the proposal to have the next meet on 10th September and by the vote of thanks from the co-ordinator.

Members Present:

S.NO	NAME	DESIGNATION/ POSITION IN THE CELL
1	Dr.P.Sharmila Principal	Principal/ Chairperson
2	Mr.G.Balakrishnan	Co-ordinator,HOD/Department of Computer Science
3	Mr.I.Selvam	Vice Principal,HOD/Department of Tamil
4	Mrs.M.R.Chitra Devi	Member,Asst.Prof/Department of Bio-chemistry
5	Mrs.V.Kalaiselvi	Member,HOD/Department of Physics
6	Ms.M.Jamuna	Member,HOD/Department of Chemistry
7	Dr.P.Rathiga	Member,HOD/Department of Computer Application
8	Mrs.P.SathyaKiruba	Member, Asst.Prof /Department of Management
9	Mrs.N.Prema	Member, Asst.Prof /Department of Commerce
10	Mrs.N.Preetha	Member, Asst.Prof /Department of English
11	Mrs.C.Kalyani	Member, Asst.Prof /Department of Mathematics
12	Dr.Vasundra Devi	Member, Asst.Prof /Department of Bio-chemistry
13	Dr.C.Kumarasamy	Secretary and correspondent
14	Mr.T.K.Dhamodaran	Member from management
15	Ms.P.Kavitha	Member as senior A.O
16	Ms.L.Prabha	Member from the Alumni Association
17	Mr.K.Muthusamy	PTA president
18	Mr.M.Vijayakumar	Industrialist.

IQAC Coordinator

Mr. G. BALAKRISHNAN
IQAC CO-ORDINATOR
NAVARASAM Arts & Science
College For Women
Arachalur - 638 101.



Chairperson of IQAC

Dr. P. SHARMILA
PRINCIPAL
NAVARASAM ARTS AND SCIENCE
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NAGAMALAI, ARACHALUR,
ERODE (DI) - 638 101



NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

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INTERNAL QUALITY ASSURANCE CELL

DATE: 10/09/2019

MINUTES OF THE MEETING

The IQAC meeting was held in the Principals chamber on 10th September at 10.30 am.

The meeting commenced with the welcome address by the IQAC Coordinator.

The actions implemented based on the decisions made from the previous meetings were analyzed.

The following events were conducted in the past months .

1. Orientation programs ,bridge course & communicative English training classes for all departments.
2. 14 guest lectures, ICSSR Sponsored national level seminar,2 workshops & other celebrations.

Modifications were made in the following particulars:

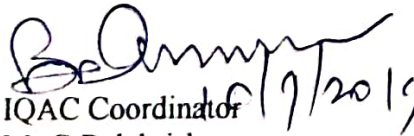
- I. Format for subject plan.
 - II. Attendance register
 - III. Leave/ permission /OD Slip.
 - IV. Front page of CIA Answer sheet.
- 3.“Earn while you learn “ program was launched in College.
4. Discussions were made.
- i. To conduct an academic audit .
 - ii. To organize rallies under different themes to create social awareness.
 - iii. To concentrate more on website details, Dr.P.Rathiga HoD / Computer Applications & Dr.S.Parveen Sulthana HoD/ English were assigned for the same
 - iv. Book Exhibitions through Library
 - v. To conduct 1st CIA & Monitoring the academic progression of students & faculties.
 - vi. To submit proposals.

Suggestions were seeked for the successful conduct of Silver Jubilee celebrations.

The meeting came to end with the vote of thanks by the Coordinator and the approval to have the next meet on first week of December.


Members Present:

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1	Dr.P.Sharmila Principal	Principal/ Chairperson
2	Mr.G.Balakrishnan	Co-ordinator,HOD/Department of Computer Science
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12	Dr. Vasundra Devi	Member, Asst.Prof /Department of Bio-chemistry
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16.	Ms.S.Dhivya III-B.Sc Physics.	Student Representative
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19.	Mr.M.Vijayakumar	Industrialist.


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Mr.G.Balakrishnan
Head and Assistant Professor
Department Of Computer Science

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INTERNAL QUALITY ASSURANCE CELL

DATE: 06/12/2019

MINUTES OF THE MEETING

The IQAC Meeting was held in the Principal's chamber on 6th December at 10.00AM.

The IQAC Coordinator greeted the Principal and the members. The following points were discussed.

1. The criteria-in-charge's presented the document that had been collected and the consolidations of the reports to be made.

2. Re-opening of the second semester and the academic activities to be implemented were discussed.

3. Analysis on the following particulars were made.

- ❖ Result analysis .
- ❖ Remedial classes.
- ❖ Class committee meetings.
- ❖ Preparations of Newsletter
- ❖ Submission of proposals
- ❖ NPTEL & SWAYAM Courses

4. Arrangement for the following special occasions.

- ❖ NCW seminar & National conference sponsored by ICWA & ICSSR sponsored workshop
- ❖ PONGAL CELEBRATIONS
- ❖ REBUBLIC DAY CELEBRATIONS
- ❖ 16TH GRADUATION DAY
- ❖ BREEZE T-20

5. Steps to organize the silver function by interacting and making all stakeholders to be involved were discussed.


6. Implementation of better best practices to the institution were discussed.

7. The preparations for the Silver jubilee celebrations were discussed.

The meeting had its end with the proposal of having the meet by the third week of March.


Members Present:

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1	Dr.P.Sharmila Principal	Principal/ Chairperson
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6/12/2019
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INTERNAL QUALITY ASSURANCE CELL

DATE: 03/04/2020

MINUTES OF THE MEETING

The IQAC meeting was held in the virtual mode on 3rd April at 10.30AM.

The IQAC Coordinator commenced the virtual meet and the following points were discussed.

Spread of the pandemic was noted and remedial measures to have the Academic touch with the students were discussed.

It was decided to have regular touch with the students through telecommunications and e-mail.

Safety measures to be followed must be taught to the students then and there.

Discussions were made regarding the webinars and other such virtual programs.

Feedback of Silver jubilee celebrations from various sources were analyzed

Discussions were made over the completed documents in preparing the AQAR.


Regarding examinations the IQAC coordinator said that communication from university is awaited. Once the communication is received we shall proceed further. As the theory classes are going online there is no provision to conduct practical examinations was noted.

Plans were proposed to create an awareness over the usage of on-line tools for faculties and students.

The virtual meeting came to an end with the proposal of having the next meeting at the earliest possible.

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IQAC ACTION TAKEN REPORT 2019-2020

Initiatives	Action Taken
Students Centric Activities	<u>Government concession</u>
	No of Students : 519
	Amount : Rs.1340320
	<u>Management concession</u>
	No of Students : 458
	Amount : Rs.1651830
	No of guest lectures organized :17
	No of workshops organized :4
	No of industrial visits organized :5
	No of training programmes for placement organized :11
	No of students placed :171
	No of extension activities organized: 12
	Orientation programme
	Organized : 17/6/2019 to 20/6/2019
	Bridge course organized:19/6/2019 to 20/6/2019


	<p>Gender sensitization programme:6</p> <p>No of certificate programme : 12</p> <p>No of value added programmes : 9</p>
Research funds received	<p>Rs</p> <p>ICSSR : 750000</p> <p>ICWA : 2,00,000</p> <p>DST-NIMAT : 16,000</p> <p>ICSSR : 60,000</p> <p>NCW : 2,10,000</p> <p>TNSCST :: 7,400</p>
Faculties	<p>Research Publications : 43</p> <p>Programme attended : 280</p> <p>Programme organised : 2</p> <p>Acted as resource persons : 9</p> <p>Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings : 44</p>
Non teaching staff and support staff	Programme organized :2
New Programme introduced	B.Com PA
Feedback Collection and Analysis	Feedback is collected from various stakeholders and is analyzed.
Incubation Centre	Eco Farm initiated
MOUs Signed	Number of MOUs Signed : 3

Library Resources	Adequate Books and References added
Other general programme	Teachers day, Sports day, Graduation day Independence day, Republic day, International yoga day, Birth and death anniversary of National leaders celebration
Alumini and PTA meet	Meetings were conducted
Internal and External Academic Audit	Done
Best practices	Charity box Earn while you learn


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