



SRI SARADHA COLLEGE FOR WOMEN

Affiliated to Bharathidasan University, Tiruchirapalli
SRI SARADHA NAGAR, NH-45, SIRUVACHUR, PERAMBALUR - 621 113

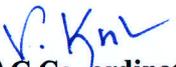
Ref:SSCW/IQAC/01

05.06.2018

CIRCULAR

A meeting with all the member of the IQAC is on 10.06.2018 (Monday) at 10.30 am in the Main Block (Principal Cabin). We request the following IQAC representatives to be present in the meeting.

IQAC's Representatives		
S.NO	NAME	DESIGNATION
1	Dr. M. Subalakshmi	Chairperson
2	Ms. M. Rameshwari,	Assistant Professor & HOD / English
3	Ms. P. Kokila	Assistant Professor & HOD / Tamil
4	Dr. A.Surya	Assistant Professor & HOD / CS
5	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry
6	Ms.Nathiya	Assistant Professor & HOD / Mathematics
7	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert
8	Dr.D. Kalaiselvan Assistant Professor & Head Department of BBA (AM), Srinivasan College of Arts and Science, Perambalur	Academic Expert
9	Lakshmi Electronics (Trichy)	Industry Expert
10	Lara Tyres (Perambalur)	Industry Expert
11	Mr. Boopathi Rotary Club NGO	Member from Local Society
12	Ms. E. Ruba B.A (English)	Alumni
13	Ms.M. Akila B.Sc. (Maths)	Alumni
14	Ms. S. Niyamathunisha	Student
15	Ms. S.Chitra	Parent
16	Dr. V. Karpagam	Assistant Professor & HOD / Physics IQAC Co-ordinator.


IQAC Co-ordinator




Principal
Dr. M. SUBALAKSHMI
PRINCIPAL
SRI SARADHA COLLEGE FOR WOMEN,
SRI SARADHA NAGAR, SIRUVACHUR,
PERAMBALUR - 621 113.



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IQAC COMPOSITION MEETING 2018 – 2019

AGENDA

Meeting: 1

Date: 10.06.2018

Time: 10.30 am

Venue: Main block (Principal cabin)

- Conduct Value Added Courses
- Conduct Orientation Programme for Students
- General Academic Activities
- Quality improvement in Audit process
- Class Committee meetings
- Library – Infrastructure
- Faculty Development Programme for Teaching and Non teaching
- Placement and Training Activities
- Faculty activities and achievements
- Other discussion



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The Internal Quality Assurance Cell meeting for the academic year 2018 – 2019 (ODD SEMESTER) was held on 10.06.2018 at 10.30 a.m. in the Main Block (Principal Cabin) with the following points discussed.

The Principal welcomed the members of IQAC and faculty members for the first meeting. The Principal welcomed the IQAC coordinator, Hod's, Academic Expert, Industrial Expert and all the other members.

The Committee members discussed about:

Conduct Value Added Courses: IQAC Coordinator requested the Head of the Departments to conduct value added courses that will support and enhance the employability skills of the students. IQAC suggested a few topics to conduct value added courses.

Conduct Orientation Programme: IQAC was held responsible to conduct Student Orientation Programme for the first week of January.

General Academic Activities: The Prime responsibilities for improving the performance of the academic activities which will enhance the quality of education given to student's community.

Quality Improvement in Audit process: The Committee suggested to revise Academic Audit Form to improve the quality of academic process.

Class committee Meetings: The Committee asked to pay attention on conducting class committee meeting for students so that to receive the useful feedback for the betterments.

Library Infrastructure: IQAC Coordinator appealed to increase the number of books in the library.

Faculty Development for Teaching and Non Teaching: The HOD's were instructed to promote their respective faculties to engage in various faculty Development programs by the committee.

Placement and Training Activities: The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputable organizations.

Faculty Activities and Achievements: Dr. M.Subalakshmi, Principal suggested our staff members to achieve many things



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 10.06.2018

Time: 10.30 am

Venue: Main block (Principal cabin)

Member Present for the meeting:

S.NO	MEMBERS	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. M. Subalakshmi	Principal	Chairperson	
2	Ms. M. Rameshwari,	Assistant Professor & HOD / English	Internal Member	
3	Ms. P. Kokila	Assistant Professor & HOD / Tamil	Internal Member	
4	Dr. A.Surya	Assistant Professor & HOD / CS	Internal Member	
5	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry	Internal Member	
6	Ms.Nathiya	Assistant Professor & HOD / Mathematics	Internal Member	
7	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert	External Member	
8	Dr.D. Kalaiselvan Assistant Professor & Head Department of BBA (AM), Srinivasan College of Arts and Science, Perambalur	Academic Expert	External Member	
9	Lakshmi Electronics (Trichy)	Industry Expert	External Member	
10	Lara Tyres (Perambalur)	Industry Expert	External Member	
11	Mr. Boopathi Rotary Club NGO	Member from Local Society	External Member	
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13	Ms.M. Akila B.Sc. (Maths)	Alumni	External Member	M. Akila
14	Ms. S. Niyamathunisha	Student	Internal Member	S. Niyamathunisha
15	S.Chitra	Parent	External Member	S. Chitra
16	Dr. V. Karpagam	Assistant Professor & HOD / Physics	IQAC Co-ordinator	V. K. n





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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Action taken report on the decision taken during the IQAC meeting held on 10.06.2018 is as follows:

Point Discussed	Decision Taken
Conduct Value Added Courses	All the Department should offer an ADD-ON or Value Added courses
Conduct Orientation Programme	To Conduct Students Orientation Programme.
General Academic Activities	Academic activities will be enhanced to improve the quality of education to Students.
The Committee suggested to revise Academic Audit Form	Academic Audit form revised and circulated
Class Committee Meeting	A Class committee meeting was organized in accordance with university norms and feedback was gathered and examined by the principal in all the departments
Library Infrastructure	To Increase the number of books in the library
The Committee instructed the HOD's to encourage their respective faculties to participate in various Faculty Development Programs.	As per the direction of the HODs, faculty members from all departments actively participated in various Faculty Development Programs.
The IQAC Coordinator emphasized the need for the training placement cell to enhance the number of on-campus placement drives by attracting reputable organizations.	The training and placement cell is striving to enhance and expand the number of on - campus placement drives by attracting esteemed firms.
Faculty Activities and Achievements	Faculty members to attend more Seminars, Conference and FDPs

V. K. N.
IQAC Co-ordinator



M. S.
Principal
Dr. M. SUBALAKSHMI
PRINCIPAL
SRI SARADHA COLLEGE FOR WOMEN
SRI SARADHA NAGAR, SIRUVACHUR,
PERAMBALUR - 621 113.

Ref:SSCW/IQAC/02

18.01.2019

CIRCULAR

A meeting with all the member of the IQAC is on 21.01.2019 (Monday) at 10.30 am in the Main Block (Principal Cabin). We request the following IQAC representatives to be present in the meeting.

IQAC's Representatives		
S.NO	NAME	DESIGNATION
1	Dr. M. Subalakshmi	Chairperson
2	Ms. M. Rameshwari	Assistant Professor & HOD / English
3	Ms. P. Kokila	Assistant Professor & HOD / Tamil
4	Dr. A.Surya	Assistant Professor & HOD / CS
5	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry
6	Ms. K. Kavitha	Assistant Professor & HOD / Mathematics
7	Dr. Srinaganya Assistant Professor Department of Computer Science National College (Autonomous) Trichy	Academic Expert
8	Dr.D. Kalaiselvan Assistant Professor & Head Department of BBA (AM), Srinivasan College of Arts and Science, Perambalur	Academic Expert
9	Green Soft (Trichy)	Industry Expert
10	Lara Tyres (Perambalur)	Industry Expert
11	Mr. Boopathi Rotary Club NGO	Member from Local Society
12	Ms. E. Ruba B.A (English)	Alumni
13	Ms. M. Akila B.Sc(Maths)	Alumni
14	Ms. S. Niyamathunisha	Student
15	Ms. S.Chitra	Parent
16	Dr. V. Karpagam	Assistant Professor & HOD / Physics IQAC Co-ordinator.

IQAC Co-ordinator

Principal

Dr. M. SUBALAKSHMI
PRINCIPAL

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IQAC COMPOSITION MEETING 2018 – 2019

AGENDA

Meeting: 2

Date: 21.01.2019

Time: 10.30 am

Venue: Main block (Principal cabin)

- Review of previous meeting
- Review of Academic Calendar 2018 – 2019 Even semester
- Conduct Student Induction Programme and FDP by Departments
- Induction of New Members in IQAC
- Innovation in teaching and learning process
- Faculty activities and achievements
- NCC activities
- Department Activities
- Conduct Graduation Day
- Project work for final year students
- IQAC Activities
- Other discussions



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The Internal Quality Assurance Cell meeting for the academic year 2018 – 2019 (EVEN SEMESTER) was held on 21.01.2019 at 10.30 a.m. in the Main Block (Principal Cabin) with the following points discussed.

The Principal welcomed the members of IQAC and faculty members for the second meeting. The Principal welcomed the IQAC Coordinator, Hod's, Academic Expert, Industry Expert and all the other members.

The Committee members discussed about:

Review of Academic Calendar 2018 – 2019 Even semester: The Chairperson reviewed the Institution Academic Calendar for 2018 – 2019 Even Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all the department.

Conduct Student Induction Programme and FDP by Departments: The Principal explained the need of introducing the faculties and club and committees available in the college for new entrants. She also suggested the departments to conduct faculty Development Programme to up skill themselves with latest technologies.

Induction of New Members in IQAC: The Chairperson insists IQAC Coordinator to added new internal members in IQAC committee.

Innovation in teaching and learning process: The committee has instructed all teachers to follow new teaching methodologist to deliver courses for students to improve their learning capabilities and interest.

Faculty achievements and activities: The committee insisted all the faculties to participate effectively in the research activities and publications and also to focus on the certificate courses in their respective disciplines.

NCC activities: The committee observed the NCC to perform more rural social welfare operations.





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Department Activities: The Committee instructed all the Hod's to plan for Internship, field trip and all the other activities to promote the student's education.

Conduct Graduation Day: IQAC Coordinator informs all the faculty members about the arrangements of Graduation Ceremony.

Project work for final year students: The committee instructed the HOD's to encourage their department students to complete innovative project work.

IQAC Activities: IQAC has planned to organize Faculty development programs and Workshop for Students.



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 21.01.2019

Time: 10.30 am

Venue: Main block (Principal cabin)

Member Present for the meeting:

S.NO	MEMBERS	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. M. Subalakshmi	Principal	Chairperson	
2	Ms. M. Rameshwari	Assistant Professor & HOD / English	Internal Member	
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14	Ms. S. Niyamathunisha	Student	Internal Member	S. Niyamathunisha
15	Ms. S.Chitra	Parent	External Member	S. Chitra
16	Dr. V. Karpagam	Assistant Professor & HOD / Physics	IQAC Co- ordinator	V. Karpagam



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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Action taken report on the decision taken during the IQAC meeting held on 21.01.2019
is as follows:

Point Discussed	Decision Taken
Academic Calendar	As per the academic calendar, ODD semester examinations, and the skill development programmes were conducted smoothly.
Student Induction Programme & Faculty Induction Programme	To Conduct Student Induction Programme for the first years and newly recruited teachers
Induction of new members in IQAC	New Internal members joined in IQAC Committee
Innovation in Teaching and Learning	Faculties approached students with new techniques while taking classes to improve students' learning capacities.
Faculty achievements and activities	Faculties from the entire department participated effectively in the faculty development programme.
NSS Camp	NCC to perform more rural social welfare operations
Department Activities	Internship, field trip and all other department activities conducted
Graduation day	Graduation ceremony conducted for the academic year 2015 –2018
Project work for final year students	Final year students completed the project work within the month of March

V. S. N.
IQAC Co-ordinator



M. S.
Principal

Dr. M. SUBALAKSHMI
PRINCIPAL
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