

SRI SARADHA COLLEGE FOR WOMEN

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

Ref:SSCW/IQAC/05

06.08.2020

CIRCULAR

A meeting with all the member of the IQAC is on 10.08.2020 (Monday) at 10.30 am in online mode. 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. P. Kokila	Assistant Professor & HOD / Tamil
3	Dr. A.Surya	Assistant Professor & HOD / CS
4	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry
5	Ms. K. Kavitha	Assistant Professor & HOD / Mathematics
6	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert
7	Dr.G. Srinaganya Assistant Professor Department of Computer Science Urumu Dhanalakshmi College Trichy	Academic Expert
8	Lakshmi Electronics(Trichy)	Industry Expert
9	Ms. Dhivya Hope Skill Development	Industry Expert
10	Mr. Boopathi Rotary Club NGO	Member from Local Society
11	Ms. Bhavadharani B.Sc (Physics)	Alumni
12	Ms. L. Sundari (B.Sc Micro)	Alumini
13	Ms. R. Sakthi Prabha	Student
14	Ms. C. Parvathi Devi	Parent
15	Ms. M. Rameshwari	Assistant Professor & HOD / English 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 2020 – 2021

AGENDA

Meeting: 5

Date: 10.08.2020

Time: 10.30 am

Venue: Online

- Discussion about previous meetings
- Discussion about online admission
- Discussion about minority and merit scholarship
- Orientation for teachers to conduct Online classes
- Conduct online classes for students
- Faculty Development Programme
- Department Activities
- Guest Lectures / Webinars / Events / competitions through online
- About University examination
- Other Discussions



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The Internal Quality Assurance Cell meeting for the academic year 2020 – 2021 (ODD SEMESTER) was held on 10.08.2020 at 10.30 a.m. in Online Mode with the following points discussed.

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

The Committee members discussed about:

Online Admission: The Principal talks about the COVID-19 and students online admission.

Orientation for teachers to conduct online classes: Bharathidasan University has instructed the affiliated colleges to conduct online classes from September 2020. The Chairperson instructed the Department of Computer science faculties to conduct an orientation class for all teachers on the usage on Google meet.

Minority and Merit scholarship: The Chairperson announces about their policy for providing Merit and Minority Scholarship for the next academic year. All the representatives welcomed the decision of the Management.

Conduct online classes through Google meet: IQAC Coordinator explained the committee that every day student will attend five hours online classes. The teachers will be instructing to students through online classes and given the study material through class Whatsapp group. Assignments and seminars will be given through online.

Faculty Development Programme: The Committee instructed the HODs to encourage their department faculty members to participate faculty Development Programme through online.

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





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Guest Lectures / Seminars / Events / Competitions through online: The Committee has requested to conduct events and competitions other than academics. They suggested conducting Expert talks and guest Lectures through Webinars.

Conduct online Examination: The Principal requested all the Head of the Departments to ensure that the final year students to register in Bharathidasan University for the online examination. Teachers are requested to support the students to write online examination.





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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 10.08.2020

Time: 10.30 am

Venue: Online

Members Present in the Meeting:

S.NO	MEMBERS	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. M. Subalakshmi	Principal	Chairperson	
2	Ms. P. Kokila	Assistant Professor & HOD / Tamil	Internal Member	
3	Dr. A.Surya	Assistant Professor & HOD / CS	Internal Member	
4	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry	Internal Member	.
5	Ms. K. Kavitha	Assistant Professor & HOD / Mathematics	Internal Member	
6	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert	External Member	
7	Dr.G. Srinaganya Assistant Professor Department of Computer Science Urumu Dhanalakshmi College Trichy	Academic Expert	External Member	



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8	Lakshmi Electronics(Trichy)	Industry Expert	External Member	<i>[Signature]</i>
9	Ms. Dhivya Hope Skill Development	Industry Expert	External Member	<i>[Signature]</i>
10	Mr. Boopathi Rotary Club NGO	Member from Local Society	External Member	<i>[Signature]</i>
11	Ms. Bhavadharani B.Sc (Physics)	Alumni	External Member	<i>[Signature]</i>
12	Ms. L. Sundari (B.Sc Micro)	Alumni	External Member	<i>[Signature]</i>
13	Ms. R. Sakthi Prabha	Student	Internal Member	<i>[Signature]</i>
14	Ms. C. Parvathi Devi	Parent	External Member	<i>[Signature]</i>
15	Ms. M. Rameshwari	Assistant Professor & HOD / English	IQAC Co- ordinator	<i>[Signature]</i>



INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Action taken report on the decision taken during the IQAC meeting held on 10.08.2020 is as follows:

Point Discussed	Decision Taken
Orientation for teachers to conduct online classes	Conduct orientation for taking online classes for teachers
Minority and Merit scholarship	Policy provided for merit and minority scholarship to the students.
Conduct online classes through Google meet	IQAC requested the head of the department to start teaching through online mode using Google meet
Faculty Development Programme	Faculty members participated webinars in Faculty Development programme
Department Activities	Internship, field trip and all other department activities conducted
Support students for online examination	Principal asked the HOD's to help the students to register for online semester examination
Guest Lectures / Seminars / Events / competitions through online	To conduct Seminars and Guest lecturers online
University Examination	At the end of the month of November University examination conducted

M. Subal
IQAC Co-ordinator



M. Subal
Principal
Dr. M. SUBALAKSHMI
PRINCIPAL,
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PERAMBALUR - 621 113.

Ref:SSCW/IQAC/06

04.01.2021

CIRCULAR

A meeting with all the member of the IQAC is on 09.01.2021 (Saturday) at 10.30 am in Offline. 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. P. Kokila	Assistant Professor & HOD / Tamil
3	Dr. A.Surya	Assistant Professor & HOD / CS
4	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry
5	Dr. V. Karpagam	Assistant Professor & HOD / Physics
6	Ms. K. Kavitha	Assistant Professor & HOD / Mathematics
7	Mrs. Meena Mahadevan Assistant Professor Department of English Aiman College of Arts and Science for Women Trichy	Academic Expert
8	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert
8	Lakshmi Electronics(Trichy)	Industry Expert
9	Ms. Dhivya Hope Skill Development	Industry Expert
10	Mr. Boopathi Rotary Club NGO	Member from Local Society
11	Ms. Bhavadharani B.Sc (Physics)	Alumni
12	Ms. L. Sundari (B.Sc Micro)	Alumni
13	Ms. R. Sakthi Prabha	Student
14	Ms. C. Parvathi Devi	Parent
15	Ms. M. Rameshwari	Assistant Professor & HOD / English IQAC Co-ordinator.


IQAC Co-ordinator




Principal
Dr. M. SUBALAKSHMI
PRINCIPAL,
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IQAC COMPOSITION MEETING 2020 – 2021

AGENDA

Meeting: 6

Date: 09.01.2021

Time: 10.30 am

Venue: New Block (Seminar Hall)

- Discussion about previous meetings
- General Academic Activities
- Class Committee Meetings
- Innovation and Teaching and Learning Process
- Faculty Development Programme
- Conduct of Seminars, Workshop, and Orientation programmes
- Conduct Competitive exam coaching classes and career guidance programme
- Training and Placement Activities
- Motivation of teachers to publish research papers
- Project work for final year students



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The Internal Quality Assurance Cell meeting for the academic year 2020 – 2021 (EVEN SEMESTER) was held on 09.01.2021 at 10.30 a.m. in the New Block Seminar Hall with the following points discussed.

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

The Committee members discussed about:

General Academic Activities: The Committee has instructed all the HODs to improving the performance of the academic activities which will enhance the quality of education given to student's community.

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

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 Development Programme: The Head of all the Departments are asked to motivate their faculties to engage in Faculty Development Programme.

Conduct of Seminars, Workshop, and Orientation Programmes: The Chairperson suggested the college to conduct more, seminars and Workshop related to research activities.

Conduct Competitive exam coaching classes and career guidance programme: The Principal instructed Ms. M.Rameshwari, Assistant Professor, Head Department of English to conduct online coaching classes for all the second year students and Career guidance to all the final year students.





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Training and Placement Cells: The IQAC insisted that the training and placement cell increase the number of on – campus placement drives by bringing in more reputed organization.

Motivation of teachers to publish research papers: The Chairperson informed all the Head of the Department to motivate our faculty members to presenting a paper in seminars and published a book in UGC journal.

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





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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 09.01.2021

Time: 10.30 am

Venue: New Block (Seminar Hall)

Member Present for the meeting:

S.NO	MEMBERS	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. M. Subalakshmi	Principal	Chairperson	
2	Ms. P. Kokila	Assistant Professor & HOD / Tamil	Internal Member	
3	Dr. A.Surya	Assistant Professor & HOD / CS	Internal Member	
4	Ms. P.Kanagambal	Assistant Professor & HOD / Chemistry	Internal Member	
5	Ms. K. Kavitha	Assistant Professor & HOD / Mathematics	Internal Member	
6	Mrs. Meena Mahadevan Assistant Professor Department of English Aiman College of Arts and Science for Women Trichy	Academic Expert	External Member	
7	Dr. P. Ramanathan Assistant Professor & Research Advisor Department of Chemistry Thanthai Hans Roever College, Perambalur	Academic Expert	External Member	
8	Lakshmi Electronics (Trichy)	Industry Expert	External Member	





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9	Ms. Dhivya Hope Skill Development	Industry Expert	External Member	<i>Dhivya</i>
10	Mr. Boopathi Rotary Club NGO	Member from Local Society	External Member	<i>Boopathi</i>
11	Ms. Bhavadharani B.Sc (Physics)	Alumni	External Member	<i>Bhavadharani</i>
12	Ms. L. Sundari (B.Sc Micro)	Alumni	External Member	<i>L. Sundari</i>
13	Ms. R. Sakthi Prabha	Student	Internal Member	<i>R. Sakthi Prabha</i>
14	Ms. C. Parvathi Devi	Parent	External Member	<i>C. Parvathi Devi</i>
15	Ms. M. Rameshwari	Assistant Professor & HOD / English	IQAC Co- ordinator	<i>M. Rameshwari</i>



ACTION TAKEN REPORT

Action taken report on the decision taken during the IQAC meeting held on 09.01.2021 is as follows:

Point Discussed	Decision Taken
The Committee insisted on holding a class committee meetings for students	A class committee meeting was organized in accordance with university norms and feedback was gathered and examined by the principal in all departments.
Innovation in Teaching and Learning Process	New teaching methodologist to deliver courses for students to improve their learning capabilities and interest.
Faculty Development Programme	Faculties from all the departments participated in various Faculty Development programme
Planned to conduct Seminars, Workshop, and Orientation Programmes	Conduct Seminars, Workshop and orientation programmes to the faculty members and students
Competitive exam coaching classes and career guidance programme	Conduct coaching classes and arrange career guidance programme
Training and Placement Activities	Increase the number of on – campus placement drives by bringing in more reputed organization.
Motivation of teachers to publish research papers	Teachers publish a papers for UGC journals

M. Sanyal
IQAC Co-ordinator

M. Subalakshmi
Principal

Dr. M. SUBALAKSHMI
PRINCIPAL,

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