

Internal Quality Assurance Cell

Minutes of Meeting in the Odd Semester

2019-2020

The first meeting of Internal Quality Assurance Cell (IQAC) of the college was held with new Principal Dr.R. Uma Rani on 21.06.19 with the constitution of additional members for the academic year 2019-2020.

1. Chairperson: Head of Institution

Dr.R. Uma Rani M.C.A., M.Phil., Ph.D. Principal

2. A Few Senior Administrative officers:

- I. Dr.E.Roja., M.Sc., B.Ed., M.Phil., Ph.D. Controller of Examinations
- II. Dr.S.C.Indirani , M.Com., M.Phil., Ph.D. HoD and Associate Professor of Commerce
- III. Dr.R.Thilakam, M.Sc., M.Phil., Ph.D. HoD and Associate Professor of Chemistry

3. Faculty Members:

- I. Dr. L. Lakshmi, M.Com., M.Phil., Ph.D.,M.B.A.,M.C.A., Associate Professor of Commerce
- II. Dr .N. Prabavathi, M.Sc., M.Phil., Ph.D., HoD and Associate Professor of Physics
- III. Dr. A. F.Lilly, M.A., M.Phil ., Ph.D., HoD and Associate Professor of History
- IV. Dr. S. Sankari, M.Sc., M. Phil., Ph. D., Associate Professor of Chemistry
- V. Dr. A. Ambika, M.A., M.Phil., Ph.D., HoD and Associate Professor of Tamil
- VI. Dr. M.K. Uma, M.Sc., B.Ed., M.Phil., Ph.D., HoD and Associate Professor of Mathematics
- VII. Dr.J.Thenmozhi ,M.A., M.Phil., Ph.D. HoD and Associate Professor of English
- VIII. Dr. K. Pushpavalli, M.A., M.Phil., Ph.D. HoD and Associate Professor of Economics
- IX. Dr. P. Subasree M.A.,M.Phil.,B.Ed.,Ph.D., Associate Professor of Economics
- X. Dr. P. Umamaheshwari, M.Sc., M.Phil., Ph.D. HoD and Associate Professor of Botany
- XI. Dr.A.Nirmala , M.Sc., M.Phil, Ph.D., HoD and Assistant Professor of Zoology
- XII. Mrs. R. Bhuvana Indhumathi, M.Sc., M.Phil., HoD and Assistant Professor of Home Science
- XIII. Dr. K. Sangeetha, M.A., M.Phil., Ph.D., Assistant Professor of English

4. One member from the Management:

Dr. R. Kasturi Bai, M.A., B. Ed., M. Phil., Ph.D., P.G.D.J & M.C.
Retd. HoD and Associate Professor of English,
Sri Sarada College for Women (Autonomous), Salem - 636016.

5. One/two nominees from local society, students and alumni :

Dr.M.Kuppayee, Retd. HoD and Associate Professor of Physics,
Sri Sarada College for Women (Autonomous), Salem - 636016.

6. One/two nominees from Employers / Industrialists / Stakeholders:

Mr . B. Rajamanikam,
Chief Executive of Infotech,
#7/2, Jaishree Plaza,
Advaitha Ashram Road,
Alagapuram, Salem- 636016.

7. One of the senior teachers as the coordinator/ Director of the IQAC:

Dr. C. Immaculate Mary, M.C.A., M.Phil., Ph.D.

HoD and Associate Professor of Computer Science

8. Students' Representatives

- i) P.R. Janani, II M.A. English
- ii) N. Abirami, III B.Com. 'B'

The meeting was started with silent prayer. The following deliberations were made.

1. It was decided to convene a review committee meeting to appraise the IQAC activities of the academic years 2016 – 2017, 2017 – 2018 and 2018 – 2019. Three experts' names were nominated for the meeting.
2. Steering committee members were nominated in the meeting to gear up and expedite the SSR work.
3. It was decided to conduct internal and external audits for three years at the end of the first semester.
4. To apply for NIRF for the second consecutive year.
5. Faculty members were allotted to revamp the website
6. It was decided to organise a FDP on revised NAAC reaccreditation frame work to clarify the doubts of the faculty.
7. Members were instructed to extend more no. of consultancy services.
8. To send the staff members in rotation to conferences and seminars regarding NAAC or quality issues.
9. It was planned to give a face-lift to the research cell with novel plans.
10. To usher the IPR cell activities by organizing the meetings related to patent creations.
11. It was proposed to give more number of self supportive vocational Programs through Entrepreneur Development Cell
12. To sensitize the students it was decided to include all the UG and PG students to extend community services to nearby local community.
13. As a regular practice, dates for starting bridge course for I UG and I PG was fixed.
14. To realize E-learning in its real sense, ICT classes were brought into the time table.
15. It was decided to give extra credits to the students who enrolled and passed NPTEL courses and decided to motivate the students to opt for more number of NPTEL courses.
16. In addition to the usual English and Tamil workshop to UG and PG students it was decided in the meeting to conduct entry and exit level tests.
17. As a prelude to the outcome based education, plan to switch over to QN Smart (Question bank) was discussed elaborately.

18. To inculcate reading habit among the students, Library reading is to be included as an internal component for CA marks.
19. To give awareness to students on safety practices in laboratories.
20. A thorough Schedule for English and Tamil workshop was given to English and Tamil HoDs

The meeting with new agenda opened up new vistas on the academic front.

Internal Quality Assurance Cell

2019-2020

Report of IQAC activities for odd semester IQAC

1. Review committee meeting was held in the seminar hall at 10 am on 13/07/19 with the following members Dr.G.John, Associate Professor of Commerce, St. Joseph's College (autonomous) Trichy and Dr. K.Sumathi Associate Professor of Mathematics , PSGR Krishnammal College for Women (Autonomous) Coimbatore. IQAC activities of the year 2016 – 2017, 2017 – 2018 and 2018 – 2019 were presented before the external members and it was validated and a detailed discussion was held with the members for the betterment of the institution.
2. A UGC National Faculty Development programme on revised NAAC accreditation frame work was organized on 27/07/2019. Dr. B. S. Ponmudi Raj Deputy adviser of NAAC Bangalore, Dr.R. Rajendran Associate Professor, Department of Micro Biology, PSG College of Arts and Science, Coimbatore and Dr. G. Uma Associate Professor, Department of Statistics, PSG College of Arts and Science, Coimbatore were the resource persons of the day. They gave new tips and ideas for preparing SSR in the revised NAAC Accreditation framework and an exclusive meeting was arranged with Dr. B. S. Ponmudi NAAC Adviser with the criterion heads to get their doubts clarified.
3. From 22.07.2019 to 01.08.2019 UG workshop on LSRW skills, communicative skills, creative writing etc. were handled to focus on English as a social language. The PG workshop was carried out from 23.07.19, 02.08.19 to 08.08.19 on soft skills. The IQAC workshops have been made more fruitful by the inclusion of entry level and exit level tests. These tests are designed in the form of multiple choice questions. The entry level tests conducted gave an approximate indication of knowledge level of the students. After the workshop, the exit level test was given and it showed improvement in their comprehension of knowledge and skills imparted in the workshop. Thus, the tests served as an encouraging approach to ensure continuous progression of the learners. The workshops were organised on Mozhipayirchi to improve the proficiency in Tamil language from 09.09.19 to 17.09.19 for I UG students.
4. IQAC of the college extended consultancy service to Sri Sarada Niketan College of Science for Women, Karur. As they are in the third cycle of NAAC, regarding applying for MoUs and, the criterion wise doubts were raised by three representatives

of the college and their doubts were clarified and ideas were effectively exchanged on 17.08.2019.

5. Our college applied for NIRF and ranked in 101-150 band among Arts and Science colleges as per NIRF 2019 and 2020
6. IQAC organised a series of workshops in connection with outcome based Education on smart preparation of question paper.
 - 21.06.2019 - Importance of Taxonomy and its usage on question bank creation
 - 23.07.2019 - Training on question paper generation
 - 23.07.2019 - Workshop on question bank vetting process.
7. All the Science departments of the college gave orientation to students on safety practices in laboratories on 19.12.19
8. It was decided to conduct few workshops for non-teaching staff.

Internal Quality Assurance Cell

Minutes of Meetings in the even Semester

2019-2020

Members of Internal Quality Assurance Cell

1. Chairperson: Head of Institution

Dr.R. Uma Rani M.C.A., M.Phil., Ph.D. Principal

2. A Few Senior Administrative officers:

I. Dr.E.Roja., M.Sc., B.Ed., M.Phil., Ph.D. Controller of Examinations

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III. Dr. A. F.Lilly, M.A., M.Phil. , Ph.D., HoD and Associate Professor of History

IV. Dr. S. Sankari, M.Sc., M. Phil., Ph. D., Associate Professor of Chemistry

V. Dr. A. Ambika, M.A., M.Phil., Ph.D., HoD and Associate Professor of Tamil

VI. Dr. M.K. Uma, M.Sc., B.Ed., M.Phil., Ph.D., HoD and Associate Professor of Mathematics

VII. Dr.J.Thenmozhi ,M.A., M.Phil., Ph.D. HoD and Associate Professor of English

VIII. Dr. K. Pushpavalli, M.A., M.Phil., Ph.D. HoD and Associate Professor of Economics

IX. Dr. P. Subasree M.A.,M.Phil.,B.Ed.,Ph.D., Associate Professor of Economics

X. Dr. P. Umamaheshwari, M.Sc., M.Phil., Ph.D. HoD and Associate Professor of Botany

XI. Dr.A.Nirmala , M.Sc., M.Phil, Ph.D., HoD and Assistant Professor of Zoology

XII. Mrs. R. Bhuvana Indhumathi, M.Sc., M.Phil., HoD and Assistant Professor of Home Science

XIII. Dr. K. Sangeetha, M.A., M.Phil., Ph.D., Assistant Professor of English

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8. Students' Representatives

i) P.R. Janani, II M.A. English

ii) N. Abirami, III B.Com. 'B'

The meeting of Internal Quality Assurance Cell (IQAC) of the college was held on 04.12.19.

1. In addition to the department newsletters, it was decided to release newsletters from IQAC, Research Cell, NSS, NCC, YRC from this academic year onwards.
2. Members were asked to encourage the students to opt for more number of NPTEL courses.

SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM – 636 016.

Internal Quality Assurance Cell

Report of activities of IQAC for even semester

2019-2020

- I. On 07.12.2019 a workshop was organised on Assessment Rubrics and Attainment of PSOs and COs.
- II. On 19.12.19 IQAC organized a workshop for 41 non-teaching staff on fire safety measures. This workshop was very useful for the lab assistants who deal with management of fire quite often and other staff members in general.
- III. On 11.01.2020 an inter collegiate workshop on Public Financial Management System (PFMS) for non- teaching staff of the college was organised by IQAC.
- IV. On 29.01.2020, IQAC arranged a formal workshop in the college to gear up the NAAC work. Steering committee members along with the Criterion heads and other members had an elaborate discussion with Dr. Sudhir, IQAC coordinator, Associate Professor of Botany, Government Arts and Science College, Coimbatore.
- V. Teachers and students enrolled in NPTEL courses and got benefitted out of it. There are 1373 (903+470) enrollments in both the semesters out of which 186 appeared for the exam and 131 members successfully completed their course, in the odd semester.
- VI. Newsletters were released from IQAC, NSS, NCC and YRC, Research Cell and all departments.