

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

Internal Quality Assurance Cell

MINUTES OF IQAC MEETING

(2020-2021)

IQAC meeting was convened on 11th June, 2020 to plan the 2020-2021 academic activities with the following members:

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. S. Sankari, M.Sc., M. Phil., Ph. D. Associate Professor of Chemistry
- IV. Dr. A. Ambika, M.A., M.Phil., Ph.D. HoD and Associate Professor of Tamil
- V. Dr. M.K. Uma, M.Sc., B.Ed., M.Phil., Ph.D. HoD and Associate Professor of Mathematics
- VI. Dr.J.Thenmozhi, M.A., M.Phil., Ph.D. HoD and Associate Professor of English
- VII. Dr. K. Pushpavalli, M.A., M.Phil., Ph.D. HoD and Associate Professor of Economics
- VIII. Dr. P. Subasree M.A., M.Phil., B.Ed., Ph.D., Associate Professor of Economics
- IX. Dr. P. Umamaheshwari, M.Sc., M.Phil., Ph.D. HoD and Associate Professor of Botany
- X. Dr.A.Nirmala , M.Sc., M.Phil, Ph.D. HoD and Assistant Professor of Zoology
- XI. Mrs. R. Bhuvana Indhumathi, M.Sc., M.Phil., HoD and Assistant Professor of Home Science
- XII. Dr. N. Uma Maheshwari, M.A., M.Phil., Ph.D. HoD and Assistant Professor of History
- 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. Nominee from local society:

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

6. Nominees from Industrialists :

Mr. B. Rajamanikam,
Chief Executive of Infotech,
#7/2, Jaishree Plaza,
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7.Co-ordinator 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.K. Sivaranjini, II M.A. Economics
- ii) S. Savntharya, III B.Sc. Physics

The outbreak of covid-19 had an initial inertia in academics but it did not stop the academic activities totally and it gained momentum slowly and picked up its normal course of action.

- ❖ It was decided to promote online teaching and learning with the state-of-the-art of technology with the installation of MS teams. As a measure to strengthen e-governance it was decided to start this learning management system in its real sense. All the members were asked to take much care to take up all the activities in the virtual platform. The plan to deploy Microsoft digital classrooms and to arrange for the demo classes both for faculty and students. Team of members were deputed to work for MS teams.
- ❖ It was decided to obtain e-feedback on syllabus and curriculum and also decided to obtain general feedback from the outgone students.
- ❖ It was planned to organise SIP programme for I UG and I PG and the coordinators were nominated to plan the activities.
- ❖ Since the normal functioning of the college was at stake due to the continuation of the pandemic situation, IQAC of the college took extra care to finish the students'

seminar to be conducted as webinar for UG and PG through MS teams. So that students could get well trained in virtual paper presentation.\

- ❖ Students and staff were asked to make use of the N-list to have access to e-resources. IQAC members were asked to motivate the staff to attend webinars, workshops and refresher courses during the covid-19 period.
- ❖ It was decided to conduct online quiz to students and provide e-certificates to the participants.
- ❖ It was planned to conduct one FDP on Professional Ethics for Teachers in the month of November and one more FDP in the month of December enlightening the members on the details of all NAAC Criteria.
- ❖ It was planned to increase the number of NPTEL registration among the faculty and students
- ❖ It was decided to conduct a minimum of 2 online events for allied associations.

The IIC, NIRF Cell, Eco Club, Research Cell, Entrepreneurial Development Cell, Academic Audit Cell and other association activities were given a push to get high score in NIRF Ranking. Under the strong motivation and guidance of IQAC, it was decided to take up the activities in full swing with the state of the art of technology.

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Report of IQAC Activities (Odd Semester)

- ❖ On 13.6.2020, under impact lecture series, a students' participation programme, "Think like an entrepreneur", a career guidance programme was conducted by IIC
- ❖ Online Exit programme for the outgoing students (III UG and II PG) was organised on 16.6.2020
- ❖ A National webinar on yoga to boost immunity was given to all the students on International Yoga day (21.6.2020)
- ❖ Research cell organised a webinar entitled "Research article writing" on 22.6.2020.
- ❖ On 28.7.2020 a webinar was conducted in collaboration with Pyramid Valley International Bangalore on "Meditation for total wellbeing and holistic growth" for staff and students.
- ❖ On 6.8.2020, Knowledge Institute of Technology (KIOT) under its webinar series on Research, offered a webinar to M.Phil. and Ph.D. candidates on the topic Insight into Quality Research.
- ❖ An awareness programme on access to e-resources through N-list for Tamilnadu region was arranged on August 14th for the students.
- ❖ On 15.8.2020 Dr.G.Poongavanam, Asst. Professor of Tamil department delivered a special Independence Day speech on importance of patriotism and freedom fighters.
- ❖ On 18.8.2020 SSS online survey was successfully recorded.
- ❖ E-governance was implemented in its true sense by creating a link to make fee payment for II UG, III UG and II PG on 21.8.2020.
- ❖ It was a happy and proud moment for the college to receive Rs.41 lakhs, (first instalment from the sanctioned Rs. 63 lakhs) through STAR College scheme. Mathematics, Botany and Zoology departments will be benefitted out of it.
- ❖ From 10.9.2020 to 12.9.2020, online SIP programme was conducted for three days through Microsoft teams for I UG students.
- ❖ On 21.9.2020 a one-day webinar was organised on dimensions of New Education Policy for faculty, students and public by NSS.
- ❖ On 26.9.2020 PG Viva-Voce examination was conducted through online successfully.
- ❖ On 28.9.2020 Department of Home Science organised an International Webinar on 'Hack Your Happy Hormones from Foods' through Google Meet.

- ❖ On 29.9.2020 Eco club celebrated the wild life celebration week and conducted e-quiz to all the students.
 - ❖ On 17.10.2020 the Ministry of Education and AICTE awarded us the ‘Golden Star Certificate’ for the best performance of our Institution Innovation Council during the year 2019-2020.
 - ❖ On 06.11.2020 one day Students’ Induction Programme: Building Blocks – 2020 was organised for I PG students through MS Teams.
 - ❖ IQAC organised English workshop for Students from 09.11.2020 to 11.11.2020. The broad title for II UG was on Communicative Skills, for III UG - Emotional Intelligence and for II PG it was on Soft Skills. Staff members of English Department were the Resource Persons for the Workshop. For the First time the English workshop was conducted through online.
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IQAC conducted a meeting on 18.11.2020 at 2 pm to plan for the even semester. The activities like Webinars, Quiz Programmes and other online activities were highly appreciated. The details to be submitted to upload AQAR was elaborately discussed by all the IQAC members. Work was allocated to all the members and early submission was solicited by the IQAC Coordinator. A pre-planned schedule for criterion heads' visit to the departments was sketched in the meeting. Dates for inter departmental internal audit and audit for cells and clubs were also informed to all the members. Activities through the cells and associations were encouraged. The departments which don't have active MoUs, were asked to sign for MoUs and conduct activities.

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Report of IQAC activities (even Semester) upto Jan. 2021

- ❖ On 22.11.2020 the Rural Entrepreneurship Development Cell and EDC organised a webinar on Creativity and Idea Generation for Budding Entrepreneurs. Students with entrepreneurial spirit participated in the webinar.
- ❖ On 27.11.2020, Under Institutional Collaboration, the college signed an MOU with Periyar University, for E-content development.
- ❖ On 04.11.20, 30.11.20 and 04.12.20, Inter Departmental Internal Academic Audit was organised by IQAC and the criterion Heads were deputed to check the NAAC records of all the departments. IQAC members were allocated the work of auditing different cells of the college and a report was prepared and submitted by all the members.
- ❖ IQAC organised three days' workshop on "Communication Through Grammar" from 07.12.2020 to 09.12.2020 for I UG and Role of English in Competitive Examinations for I PG students. A good feedback was received from the students and it was recorded.
- ❖ On 10.12.2020 IQAC organised a workshop on "English for Communication" for non-teaching staff in New Seminar hall and 27 staff benefited out of the programme.
- ❖ A Two day Intercollegiate FDP on the topic "Unleashing the NAAC SSR" was organised by IQAC as per the plan on 30.12.2020 and 31.12.2020. The Criterion Heads were the resource persons for the FDP. Along with all the staff, the sister institutions also benefited out of the programme.
- ❖ Anti-Sexual Harassment Cell of the college conducted a survey for the students as International Survey on Sexual Harassment Awareness from 14.12.2020 to 31.12.2020.
- ❖ REDC & EDC of the college organised a 5-day webinar series on Hangout with Emerging Innovators and Entrepreneurs from 26.12.2020 to 31.12.2020. Business enthusiast participated in the series.
- ❖ Staff and students of the college enrolled in a Faculty oriented and student-oriented E - workshop on NPTEL awareness and its latest initiatives on 04.01.2021 at 10.00 a.m.
- ❖ An online awareness programme on e-SANAD, a project aimed at online submission/verification of documents with an ultimate object to extend contactless, cashless, faceless and paperless documents attestation service for apostle and normal

attestation to applicants in India was offered to all the students on 11.01.2021 through MS Teams.

- ❖ On 11.01.2021 Rural Entrepreneurial Development Cell of Entrepreneurship wing of the College organised an inter collegiate competition on role play of Women Entrepreneurs – A video presentation competition.
- ❖ Anti-Sexual Harassment Cell organised a webinar on Gender Security and Law – A Gender sensitisation programme through Microsoft Teams platform on 22.01.2021 with Mr.M.Gowthama Boopalan, Advocate, District Court, Salem as a Resource Person.
- ❖ Official World Record attempt organised a competition for Kalam World Record Award (My Parents My Real Heroes) on January 15, 2021. M.Shanmugapriya, III B.Sc. Botany participated in the oratorical competition and won Award and her contribution has been uploaded in You Tube.
- ❖ REDC organised an orientation Programme for Students on internship through Microsoft Teams platform on 30.01.2021 with Mrs.S.Ranjana, Assistant Professor of Anna Adarsh College for Women, Chennai.

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IQAC convened a meeting with all its members on 11.03.2021 at 11.00 a.m. to discuss the presentation combined with performance during NAAC. It was proposed to apply for ATAL ranking which is given for innovation achievements of the institution. The IQAC coordinator allocated the work among the members to collect the relevant information regarding ARIIA. It was also suggested by all the members to invite an expert to strengthen the activities. It was decided to organize more number of FDPs related to NEP(National Educational Policy) and quality enhancement. The meeting came to an end.

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Report of IQAC activities (even Semester) From Feb. 2021

- ❖ NACC Peer team visited the college for two days for the Fourth cycle of reaccreditation on 24.02.2021 and 25.02.2021. On 24th morning, the criterion wise presentation was done by the Principal and the IQAC Coordinator followed by the Department presentation by the HoDs of English, Maths, Physics, Chemistry, Botany, Home Science and Commerce. The team members visited the departments, Hostel, Hospital and all the other allied units of the college and all the cells on both the days. EXIT meeting was held on 25.02.21 evening at 4.00 p.m.
- ❖ A Faculty Development Programme was arranged on 20.03.21 to make a probe into the pitfalls and the areas in which the activities are to be strengthened and hastened to step forward. Dr.Sethuraman, Dean, Gandhigram Rural University, Dindigul was the special invitee of the day. He suggested and gave many novel ideas to fulfill the reaccreditation expectations.
- ❖ To build eco system relating to innovation and entrepreneurship, the institution has applied for ATAL Ranking of Institution on Innovation Achievements [ARIIA] on 30.03.2021 and awaiting results.

MoUs signed

- On 21.11.2020 the college signed a MoU with Sky Yoga Trust to make it as a certificate course on yoga for all the first year students. On 28.12.2020 the college signed a MoU with Periyar University under institutional collaboration for E-content and MOOC development.
- On 12.02.2021 YRC unit of our college signed MoU with Department of Blood Bank, Government Mohan Kumaramangalam Medical College Hospital, Salem to identify the blood donors and to extend a helping hand by regularly conducting blood donation camps in our college.
- On 18.03.2021, the college signed a MoU with Shakespeare Institute of English for Advanced Studies and Research.
- On 12.04.2021, the college signed a MoU with ISERH [Initiative for Sound Education, relationship and Health] Nigeria a non – profit organisation to motivate the students take up IELTS, TOEFL etc.

- On 28.04.2021, the college signed a MoU with ICT Academy to implement Entrepreneurship cluster development programme for the students aspiring to become entrepreneurs.

Consultancy Services

- As per the request made by Knowledge Institute of Technology, Kakapalayam, Tamil Nadu, on 14.12.2020, IQAC of our college consented to give consultancy regarding NAAC Criterion wise preparatory work.
 - Consultancy service was provided on 01.03.2021 to Sri Sarada College of Education (Autonomous) Salem-16 regarding the preparation of NAAC SSR. Consultancy services are done on honorary basis.
- ❖ During the second spell of Covid – 19, IQAC organized a webinar series for 10 days from 15.06.2021 to 25.06.2021 entitled Quality Enhancement in Teaching and Learning Strategy. To make use of the potentials of the in house human resource, staff members acted as the resource persons for the entire webinar series. For the valedictory session, Dr.S.Rajarajan, Associate Professor of English of Kanchi Mamunivar College, Pondicherry delivered a special lecture on National Institutional Ranking Framework. IQAC was overwhelmed by the good response from all over the nation. IQAC decided to conduct many such useful activities to motivate the staff members towards quality education.

To produce competent graduates, IQAC of our institution is acting as a nodal agency for promoting and coordinating quality related activities.