

Meeting – 8

Venue: Principal's Room

Date: 13.02.2017

Time: 11.00 a.m.

Agenda of the meeting

- Reading of minutes of previous meeting
- Feedback and suggestions from the outgoing students
- Internal Academic Audit
- Conducting workshops related to OBE

Members Present

Principal : Dr. D. Kamalaveni

Co-ordinator : Dr. E. S. Samundeeswari

1. Dr. L. M. Swarnalatha Assistant Professor in English
2. Dr. S. Sumathi Assistant Professor in English
3. Dr. P. Karthika Associate Professor & Head, Dept. of History
4. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics
5. Tmt. F. Shahida Shireen Associate Professor in Physics
6. Dr. N. Vijaya Assistant Professor in Chemistry
7. Dr. C. Chitra Vadivu Assistant Professor in Botany
8. Dr. V. S. Kavitha Assistant Professor in Zoology
9. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics
10. Dr. V. Renuga Devi Assistant Professor in Commerce
11. Tmt. G. Thamizhendhi Assistant Professor in Mathematics (SF)
12. Dr. P. Indumathy Assistant Professor in F & N (SF)
13. Dr. B. Ananthi Assistant Professor in Computer Science (SF)
14. Ms. P. Laura Juliet Assistant Professor in Computer Application (SF)
15. Dr. S. Saraswathi Assistant Professor in Commerce (SF)
16. Ms. B. Santhi Assistant Professor in Co-operation (SF)
17. Ms. K. Logapriya III B.Sc Computer Science

The minutes of the previous meeting was read, confirmed and recorded.

Reviewed the reports of different committees and forums for further innovations to be carried out in administrative, academic and research level in the next academic year.





The schedule and time slots were allotted to all the departments for the Academic Audit by Academic Audit Committee and IQAC members. The Heads of Department were instructed to update all the necessary details in Google Forms and maintain all the records in order.

As the buzz word in Education Community is Outcome Based Education (OBE), it is decided to conduct some workshops related to OBE as a preparatory measure to introduce OBE in the coming year.


IQAC Co-ordinator


Principal

Information to:

1. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship 
2. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai 
3. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode 
4. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode 

Meeting – 7

Venue: Principal's Room

Date: 27.01.2017

Time: 11.00 a.m.


















Agenda

- Reading of minutes of previous meeting
- Proposals to various funding agencies
- Enhancing Research activities

Members Present

Principal : Dr. D. Kamalaveni 

Co-ordinator : Dr. E. S. Samundeeswari 

1. Dr. L. M. Swarnalatha Assistant Professor in English 
2. Dr. S. Sumathi Assistant Professor in English 
3. Dr. P. Karthika Associate Professor & Head, Dept. of History 
4. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics 
5. Tmt. F. Shahida Shireen Associate Professor in Physics 
6. Dr. N. Vijaya Assistant Professor in Chemistry 
7. Dr. C. Chitra Vadivu Assistant Professor in Botany 
8. Dr. V. S. Kavitha Assistant Professor in Zoology 
9. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics 
10. Dr. V. Renuga Devi Assistant Professor in Commerce 
11. Tmt. G. Thamizhendhi Assistant Professor in Mathematics (SF) 
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13. Dr. B. Ananthi Assistant Professor in Computer Science (SF) 
14. Ms. P. Laura Juliet Assistant Professor in Computer Application (SF) 
15. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship 
16. Dr. S. Saraswathi Assistant Professor in Commerce (SF) 
17. Ms. B. Santhi Assistant Professor in Co-operation (SF) 

The minutes of the previous meeting was read, confirmed and recorded.

Faculty members were instructed to prepare proposals for submission to various funding agencies like Science Academies, ICSSR, ICHR, DRDO, DBT and TNSCST.

The IQAC has planned to conduct Faculty Development Programmes on “Outcome Based Education” on 28th Jan 2017. Mr. Manigandan Nagraj, Domain Consultant, Tata Consultancy Services, Bengaluru will serve as the resource person.

The duties allotted to the IQAC members are as follows:


Welcome Address : Mrs. F. Shahida Shireen
Account Settlement : Dr. V. Renugadevi, Mrs. N.Vijaya
Participant’s List : Dr. P.Indumathi, Dr. G. Mahoori Devi
Programme Card : Dr. C. Chitravadivu, Ms. V. S. Kavitha
Certificate : Dr. P.Karthiga, Ms. P. Laura Juliet
Refreshments : Dr. L. M. Swarnalatha, Dr. S.Sumathi
Photo, Vistor’s Book,
Digital Display : Ms. B. Santhi, Ms. G. Tamilzhendhi
Vote of Thanks : Dr. N. Sabitha


Dr. Parvathi explained about the three Science Academies and the different schemes available for applying grants.

Short-duration Lecture Workshops and Two-week Refresher Courses form important segments of the activities under the Science Academies' Programmes organized by the Joint Science Education Panel of the three Science Academies. These are of 2-3 days duration intended for the benefit of students and teachers at the undergraduate, graduate and research levels.





The Workshop should be so designed as to have useful relevance to the materials covered in the graduate and under-graduate programmes and can then also cover some topics at research level. The primary focus of Two-week Refresher Course is to enhance the quality of science education at undergraduate and graduate levels. This is an all-India programme primarily aimed at helping motivated teachers improve their background knowledge and teaching skills and thus add value to their teaching. A small number of research students can also be admitted if there are seats. It is decided to apply for Lecture Workshop from atleast three departments.

It is resolved to conduct programmes for the Research scholars by Research Committee


IQAC Co-ordinator


Principal

Information to:

1. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG,
Kongu Engineering College (Autonomous),
Perundurai 
2. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering
Department, Velalar College of Engineering &
Technology, Erode 
3. Mr. R. Subramaniam Former President of Erode District Small Industries
Association and Director, EMES Textiles P.Ltd.,
Erode 
4. Ms. K.Logapriya III B.Sc Computer Science 

Meeting – 6

Venue: Principal's Room

Date: 21.12.2016

Time: 11.30 a.m.

Agenda of the meeting

- To promote placement opportunities, soft skill development programs and CSIR NET/SET Coaching Classes
- Programmes on Women Empowerment, Law related to Women and Women Health

Members Present

Principal : Dr. D. Kamalaveni

Co-ordinator : Dr. E. S. Samundeeswari

1. Dr. L. M. Swarnalatha Assistant Professor in English
2. Dr. S. Sumathi Assistant Professor in English
3. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics
4. Tmt. F. Shahida Shireen Associate Professor in Physics
5. Dr. N. Vijaya Assistant Professor in Chemistry
6. Dr. C. Chitra Vadivu Assistant Professor in Botany
7. Dr. V. S. Kavitha Assistant Professor in Zoology
8. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics
9. Dr. V. Renuga Devi Assistant Professor in Commerce
10. Tmt. G. Thamizhendhi Assistant Professor in Mathematics (SF)
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12. Ms. P. Laura Juliet Assistant Professor in Computer Application (SF)
13. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship
14. Dr. S. Saraswathi Assistant Professor in Commerce (SF)
15. Ms. B. Santhi Assistant Professor in Co-operation (SF)
16. Ms. K. Logapriya III B.Sc Computer Science

The minutes of the previous meeting was read, confirmed and recorded.

The Graduating students may opt for higher studies or placement or enter into Research programmes. To support them, it is decided to provide various opportunities like placement training or coaching classes of CSIR/NET/Set. The departments and Placement Cell were instructed to organize such programmes.

The IQAC coordinator Dr.E.S.Samundeeswari and the members Dr. R. Parvathi, Dr.P.Karthiga attended a conference on **Higher Education for Digital Natives** conducted by CII and Dr.E.S.Samundeeswari and Dr. L. M. Swarnalatha attended a workshop on **Technology Enablement for Outcome Based Education** conducted by P.S.G.R. Krishnammal College, Coimbatore. The highlights of both the programmes were discussed for the benefit of other IQAC members.

Outcomes of CII- Higher Education Programme

Dr.E.S.Samundeeswari and the members Dr. R. Parvathi and Dr.P.Karthiga attended the conference on “Higher Education for Digital Natives” at Redington Blue, Coimbatore on 02.12.2016 & 03.12.2016 Dr. R. Parvathi highlighted the following topics presented in the conference.

Virtual lab, Ideathons, Hachthons and Sprint, Role of Social media

Funded the Research agencies, Adaptive learning, Experiential Learning

Learning to learn, Faculty – Research, Student – Industry – Relationship

Ethics, Entrepreneurs and Intrapreneurs

Technology Enablement for Outcome Based Education Workshop

Dr.E.S.Samundeeswari and the member Dr. L. M. Swarnalatha who attended the workshop on “Technology Enablement for Outcome Based Education workshop” at PSGR Krishnammal Arts and Science College, Coimbatore on 15.12.2016 & 16.12.2016, highlighted the significance of OBE as discussed during the workshop.

OBE is a process of Curriculum design, teaching, learning and assessment that focus on what students can actually become after their graduation.

The OBE should be based on Mission, Vision of the College and the Department, Programme Educational Objective – PEO, Programme outcomes –PO, Course outcomes – CO

The other points discussed were Graduate Attributes, Washington Accord, Thinking skills, Team work

It was suggested to adopt open book examination system for any paper like Environmental Studies after a discussion with Curriculum Development Committee. Principal also insisted to apply for sponsored funded projects/ seminars/ workshop etc.,

Principal suggested to start a Human Resource Centre to organize frequent meetings by the faculty on different areas for their knowledge enrichment in today’s global scenario.






It is suggested to include Free and Open Source Software for Skill Based Subjects using the tutorials available in Spoken-Tutorial project. (<http://www.spoken-tutorial.org>)

Empowering women not only means educating them. Women must learn to take care of herself and her family. On this line, the departments were instructed to conduct programmes on the thrust areas like Health, Law etc.


IQAC Co-ordinator


Principal

Information to:

1. Dr. P. Karthika Associate Professor & Head, Dept. of History 
2. Dr. B. Ananthi Assistant Professor in Computer Science (SF) 
3. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai 
4. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode 
5. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode 


Meeting – 5 Venue: Principal's Room Date: 8.9.2016 Time: 11.00 a.m.














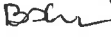

Agenda of the meeting

- Reading of minutes of previous meeting
- Awareness Programme for Staff members on Financial Literacy
- Organizing Graduation Day Programme
- Cluster or Inter departmental activities

Members Present

Principal : Dr. D. Kamalaveni 

Co-ordinator : Dr. E. S. Samundeeswari 

1. Dr. S. Sumathi Assistant Professor in English 
2. Dr. P. Karthika Associate Professor & Head, Dept. of History 
3. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics 
4. Tmt. F. Shahida Shireen Associate Professor in Physics 
5. Dr. N. Vijaya Assistant Professor in Chemistry 
6. Dr. C. Chitra Vadivu Assistant Professor in Botany 
7. Dr. V. S. Kavitha Assistant Professor in Zoology 
8. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics 
9. Dr. V. Renuga Devi Assistant Professor in Commerce 
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12. Ms. P. Laura Juliet Assistant Professor in Computer Application (SF) 
13. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship 
14. Ms. B. Santhi Assistant Professor in Co-operation (SF) 
15. Ms. K. Logapriya III B.Sc Computer Science 

The minutes of the previous meeting was read, confirmed and recorded.

The Digital India programme is a flagship programme of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. To gear up the digital literacy on Cashless transaction among staff members and students, it is resolved to conduct seminars on Cashless Economy.

The Chief guest, date and duty allotment for Graduation Day Programme were discussed.

The team insisted the departments to organize activities forming Cluster or Interdepartments. The possibility of offering Skill Based Subjects among cluster departments was discussed. The highlights of the discussions were communicated to Curriculum Development Committee to make decisions regarding this.


IQAC Co-ordinator


Principal

Information to:

1. Dr. L. M. Swarnalatha Assistant Professor in English ✓
2. Dr. P. Indumathy Assistant Professor in F & N (SF) ✓
3. Dr. S. Saraswathi Assistant Professor in Commerce (SF) ✓
4. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai ✓
5. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode ✓
6. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode ✓

Meeting – 4 Venue : Principal's Room Date : 19.8.2016 Time : 11.00 a.m.

Agenda of the meeting

- Reading of minutes of previous meeting
- Exhibition / Malls by Commerce Stream students
- Promotion of quality research publications
- Submission of data to AISHE
- Initiating the spade work towards the submission of AQAR report.

Members Present

Principal : Dr. D. Kamalaveni

Co-ordinator : Dr. E. S. Samundeeswari

1. Dr. L. M. Swarnalatha Assistant Professor in English
2. Dr. S. Sumathi Assistant Professor in English
3. Dr. P. Karthika Associate Professor & Head, Dept. of History
4. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics
5. Tmt. F. Shahida Shireen Associate Professor in Physics
6. Dr. N. Vijaya Assistant Professor in Chemistry
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8. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics
9. Dr. V. Renuga Devi Assistant Professor in Commerce
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16. Ms. B. Santhi Assistant Professor in Co-operation (SF)
17. Ms. K. Logapriya III B.Sc Computer Science

The minutes of the previous meeting was read, confirmed and recorded.

To hone the entrepreneurial skills and get a taste of the real business environment, the students of CDF, Commerce stream regularly organize Exhibition / Mall. Students from other

departments are invited to shop at the bazaar. The students also got to test their bargaining and convincing skills with the student-customers. IQAC recorded its appreciation to the faculty and students.

Instructed the Research Committee to conduct programmes to enhance research acumen among the Research Scholars.





To portray the status of higher education in the country, Ministry of Human Resource Development has endeavoured to conduct an annual web-based All India Survey on Higher Education (AISHE) since 2010-11. Principal suggested the IQAC coordinator to assist Ms. L. Usha, Nodal Officer of AISHE of our college in preparing and verifying the data entered in AISHE portal.

The IQAC Chairman Principal, informed the IQAC Coordinator & members to look into data requirements for AQAR Submission for the year 2016-17. IQAC Coordinator informed that the Google Forms regarding data requirements were already sent to all the departments.


IQAC Co-ordinator


Principal

Information to:

1. Dr. V. S. Kavitha Assistant Professor in Zoology 
2. Ms. M. Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai 
3. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode 
4. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode 

Meeting – 3 Venue : Principal's Room Date :13.7.2016 Time : 11.00 a.m.

















Agenda of the meeting

- Reading of minutes of previous meeting
- Scrutinizing the functioning of Central Research Laboratory
- Department Activities

Members Present

Principal : Dr. D. Kamalaveni 

Co-ordinator : Dr. E. S. Samundeeswari 

1. Dr. L. M. Swarnalatha Assistant Professor in English 
2. Dr. P. Karthika Associate Professor & Head, Dept. of History 
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13. Ms. P. Laura Juliet Assistant Professor in Computer Application (SF) 
14. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship 
15. Dr. S. Saraswathi Assistant Professor in Commerce (SF) 
16. Ms. B. Santhi Assistant Professor in Co-operation (SF) 

The minutes of the previous meeting was read, confirmed and recorded.

Data on usage of science Instrumentation facility in Central Research Laboratory and income generated through sample testing were collected. Suggested the participating

departments to conduct hands on training to faculty members for handling the sophisticated equipments.


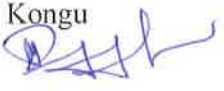



IQAC recommended that the Departments may organize Programmes focusing on the following themes :

- Sensitization on Tax, Law and Entrepreneurship
- Awareness on Health and Breast Feeding
- Awareness and Motivation to enroll in FOSS and MOOC courses
- Training non teaching members in Tally, MS Office etc
- Programme to promote Harmonious interpersonal relationship among them as well as with the student community.


IQAC Co-ordinator


Principal

Information to:

1. Dr. S. Sumathi Assistant Professor in English 
2. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai 
3. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode 
4. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode 
5. Ms. K.Logapriya III B.Sc Computer Science 

Meeting - 2

Venue : Principal's Room

Date :22.6.2016 Time : 11.00 a.m.

Agenda of the Meeting

- Reading of minutes of previous meeting
- Discussion on End Semester results of the academic year 2015 - 2016.
- Scheduling and organizing Union Inauguration
- Workshops for Union Bearers
- Activities of various forums

Members Present

Principal : Dr. D. Kamalaveni

Co-ordinator : Dr. E. S. Samundeeswari

1. Dr. L. M. Swarnalatha Assistant Professor in English
2. Dr. P. Karthika Associate Professor & Head, Dept. of History
3. Tmt. F. Shahida Shireen Associate Professor in Physics
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14. Ms. B. Santhi Assistant Professor in Co-operation (SF)
15. Ms. K. Logapriya III B.Sc Computer Science

The minutes of the previous meeting was read, confirmed and recorded.

The End Semester Results of the academic year 2015-16 were analyzed. To improve the results, Departments were asked to prepare a remedial plan in respect of courses for which the percentage of pass was not satisfactory.

Chief guests for both Aided and Unaided stream Union Inauguration were finalised. Mr.K.Vallabhdas, Chairman and Director, Junior Chamber International India Foundation and Mrs.R.Narmatha Devi, Revenue Divisional Officer, Erode would be the chief guests.

Suggestion given to Union Incharge to conduct programmes for imparting Leadership Skills to the Union Office Bearers

Discussed with coordinators of various forums about the activities planned for this year.


IQAC Co-ordinator


Principal

Information to:

1. Dr. S. Sumathi Assistant Professor in English ✓
2. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics
3. Dr. G. Mahooridevi Assistant Professor in Corporate Secretaryship
4. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode
5. Dr. R. Kumaravelan Professor & Head, Mechanical Engineering Department, Velalar College of Engineering & Technology, Erode
6. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai

Vellalar College for Women (Autonomous), Erode – 12
Internal Quality Assurance Cell

Meeting - 1 Venue : IQAC Room

Date : 14.6.2016

Time : 3.00 p.m.

Agenda of the Meeting

- Reading of minutes of previous meeting
- Approval of academic calendar for the year 2016 – 2017.
- Meeting with Parents of Freshers and Orientation to the Freshers
- Bridge course and Department level orientation for First year UG and PG students
- Review on DBT- STAR College activities of Departments

Members Present

Principal : Dr. D. Kamalaveni

Co-ordinator : Dr. E. S. Samundeeswari

- | | |
|----------------------------|--|
| 1. Dr. L. M. Swarnalatha | Assistant Professor in English |
| 2. Dr. S. Sumathi | Assistant Professor in English |
| 3. Dr. P. Karthika | Associate Professor & Head, Dept. of History |
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| 10. Dr. V. Renuga Devi | Assistant Professor in Commerce |
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| 16. Dr. S. Saraswathi | Assistant Professor in Commerce (SF) |
| 17. Ms. B. Santhi | Assistant Professor in Co-operation (SF) |

18. Ms. M.Mangayarkarasi Assistant Professor, Computer Technology – PG, Kongu Engineering College (Autonomous), Perundurai
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20. Mr. R. Subramaniam Former President of Erode District Small Industries Association and Director, EMES Textiles P.Ltd., Erode

The minutes of the previous meeting was read, confirmed and recorded.

It is resolved to approve the academic calendar designed for the year 2016-17.

The college reopens on 16.06.2017. It was decided to conduct Parents Meet and Orientation to Freshers on the same date and also decided to have Parents meet at department level, so that they interact with the staff members in the department. The Bridge courses by English and Tamil Department were decided to be conducted from 21.06.2017 to 24.06.2017.

DBT- STAR College activities of Departments were reviewed and a report to DBT was drafted.


IOAC Co-ordinator


Principal

Information to:

1. Ms. K.Logapriya III B.Sc Computer Science K.Logapriya