

NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

(Affiliated to Bharathiar University, Coimbatore – 46)

(Nationally Accredited with 'B' Grade (CGPA 2.89 out of 4) by NAAC)

Arachalur, Erode (Dt)- 638 101. Tamil Nadu.

INTERNAL QUALITY ASSURANCE CELL

Date: 11.06.2012

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 11.06.2012. The IQAC Chairperson Mr.I.Selvam presided over the meeting.

- The following members were present in the meeting.

S.No	Name	Designation	Category
1.	Mr.I.Selvam Principal In charge	IQAC Chair Person	Teachers
2.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
3.	Dr.V.Sugumar HOD of Administration	IQAC Member.	
4.	Mrs.G.Esther Vijayakala HOD of Commerce	IQAC Member.	
5.	Mrs.P.Rathiga HOD of Computer Applications	IQAC Member.	
6.	Ms.T.Gowthami	Office Incharge.	Administrative/Technical Staff
7.	Ms.P.Kavitha	Accountant.	
8.	Ms.N.Dhivya Dharani III B.Sc(Maths)	Chairman Student Union Council	Students
9.	Ms.D.Priyanka III B.Com(CA)	Secretary Student Union Council	
10.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
11.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni
12.	Mr.T.K.Dhamodaran	President.	Stake Holders
13.	Mr.O.T.Vadivel	PTA President.	
14.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
15.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

- The chair person asked all the HOD's of various departments to organize various development programmes like seminars, workshops and extension activities to sustain the quality in all the spheres.
- Nearly 40 teaching faculty members were newly recruited for this academic year 2012-13. Nearly 1000 students were admitted in the UG program for this academic year.
- The co-ordinator instructed all the HODs and faculty members to enhance the admission process of PG students for this academic year.
- Also the co-ordinator instructed to verify the syllabus for the academic year and the workload, Teaching plan and the action plan should be prepared by considering the developmental process of Teaching learning.
- Also the chair person advised the club co-ordinators to plan the activities of various club and execute the plan without any deviation.
- To make the students pass, remedial courses had been planned to conduct in the month of July.
- An orientation programme was organized for the newly recruited faculty members to impart teaching methods, Class room, Management, Virtual teaching etc.
- The Chair person informed that the NAAC peer team is visiting on the dates from 1.09.2012 to 12.09.2012. Also the co-ordinator read out the letter received from the NAAC office.
- IQAC office was established
- On the basis of developmental self evaluation report the IQAC decided to analyse the benefit and defects of each department.
- M.Sc Physics and Ph.D (Commerce) Programmes were approved and admissions made for the current year.
- IQAC decided to make five year vision draft for 2012-2017.
- It was planned to conduct Bridge courses for various department in the month of July.
- For the effective use of Technology and computer labs and science labs were renewed.
- To provide a better environment for the student's infrastructure was renovated.
- The IQAC committee proposed to conduct welfare association for the faculty and Non teaching faculty members.
- The IQAC co-ordinator appreciated the organizers of Refresher course which was conducted on 08.06.2012.
- It was planned to conduct Faculty Development Programme and orientation programme in the month of November and December 2012.

- It has been decided to conduct professional development programme for teaching members on Innovative methods of Teaching and Learning and for non-teaching members on Encouragement to proceed to future programme on 11.07.2012.
- It was proposed by Tamil department to inaugurate Tirukkural Peravai Mandram on 21.07.2012.
- It was decided in the meeting to conduct PTA and Alumni meet on 19.08.2012 to enhance the curricular activities.
- It was informed in the meeting that UGC add-on courses examination commences on 13.06.2012.
- It was decided in the meeting to commence I MCA classes on 10.08.2012.
- Our college library has been updated with 21 books, 5 Tamil and 4 English Newspapers in this academic year for gaining wider knowledge.
- Our College Transport is actively functioning for the welfare of the students with the total of 22 buses in this academic year.
- The department of Physical Education proposed to conduct an inter collegiate Ball Badminton tournament on 07.08.2012 and 08.08.2012.
- It was decided in the meeting to conduct 9th Convocation day in the month of August inviting Dr.R.M.Vasagam Chairman, National design and Research forum, Bangalore and Dr.P.Kulandaivel, Director, School of Physics, Bharathiar University, Coimbatore.
- It was decided in the meeting to conduct quality enhancement by Establishing Program Assessment Centre and Teaching Learning centre on 27.06.2012. It was also planned to conduct training skill programme for employmentary in the month July.
- An expert in assessment of NAAC in all spheres had been planned to invite, to give valuable suggestion to the teacher in charges in the preparation of SSR in the month of August.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator Mr.G. BalaKrishnan.


 Signature of the IQAC coordinator


 Signature of the Chair Person

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Arachalur, Erode (Dt)- 638 101. Tamil Nadu.

INTERNAL QUALITY ASSURANCE CELL

Date: 03.08.2013

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 03.08.2013. The IQAC Chairperson Dr.S.Renugadevi presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Dr.S.Renuga Devi Principal	IQAC Chair Person	Teachers
2.	Mr.I.Selvam, HOD of Tamil,	Vice Principal, IQAC Member.	
3.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
4.	Dr.V.Sugumar HOD of Business Administration	IQAC Member.	
5.	Mrs.G.Esther Vijakala HOD of Commerce	IQAC Member.	
6.	Mrs.P.Rathiga HOD of Computer Applicantions.	IQAC Member.	
7.	Ms.J.Gowthami	Office Incharge.	Administrative/Technical Staff
8.	Ms.P.Kavitha	Accountant.	
9.	Ms.R.Viveka III BBA	Chairman Student Union Council	Students
10.	Ms.S.Keerthana Devi III BA English 'A'	Secretary Student Union Council	
11.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
12.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni

13.	Mr.T.K.Dhamodaran	President.	Stake Holders
14.	Mr.O.T.Vadivel	PTA President.	
15.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
16.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

- It was decided in the IQAC meeting to conduct 2nd internal examination for the current semester from 29.08.2013 to 03.09.2013.
- It was decided in the meeting to conduct Inaugural of college union council and literary association and all departments associations on 20.08.2013.
- The department of Tamil proposed to take students to a book exhibition to Erode.
- To highlight the genres of Music, Dance and Drama “Muthamiluku Mudisutuvizha” was decided to conduct on 30.09.2013.
- The HOD of Physics proposed to conduct a seminar on “Universe and human being” on 30.09.2013 by inviting Dr.D.Manivannan, Erode Arts & Science College.
- It was proposed by HOD of Chemistry to conduct a seminar on “Polymer Technology” on 31.08.2013 by inviting Dr.P.Sivakumar, Arigar Anna Government college, Namakkal.
- The Department of Physical education planned to conduct a inter collegiate Ball Batminton tournament for women on 07.08.2013, 08.08.2013 and also an intercollegiate Kho-Kho tournament for women from 23.09.2013 to 25.09.2013.
- Department of administration planned to conduct a seminar on Financial Education on 22.08.2013.
- Computer Science department decided to conduct a workshop on “Assembling Hardware components” and “Software installation” on 28.09.2013.
- It was planned to conduct 10th Convocation day on 29.09.2013. Also the Co-ordinator asked all the faculty members to take necessary steps for the smooth conduction.
- It was decided to conduct NSS camp at Modakkruchi in the month of December 2013.
- It has been decided to conduct professional development programme for teaching members on Inculcation of Research and for non-teaching members on Training to improve technical methods on 09.08.2013.

- The IQAC co-ordinator appreciated the organizers of Refresher course which was conducted on 06.06.2013.
- It was planned to conduct Faculty Development Programme and Orientation Programme in the month of December 2013 and May 2014.
- The NSS unit of our college discussed to conduct Tobacco awareness Rally on 09.01.2014.
- The Library department planned to conduct a book exhibition in collaboration with Giri book house from 16.09.2013 to 21.09.2013.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator Mr.G. BalaKrishnan.



Signature of the IQAC coordinator



Signature of the Chair Person

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INTERNAL QUALITY ASSURANCE CELL

Date: 08.08.2014

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 08.08.2014. The IQAC Chairperson Dr.S.Renugadevi Presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Dr.S.Renuga Devi Principal	IQAC Chair Person	Teachers
2.	Mr.I.Selvam, HOD of Tamil,	Vice Principal, IQAC Member.	
3.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
4.	Dr.V.Sugumar HOD of Business Administration	IQAC Member.	
5.	Mrs.G.Esther Vijakala HOD of Commerce	IQAC Member.	
6.	Mrs.P.Rathiga HOD of Computer Applicantions.	IQAC Member.	
7.	Mrs.S.Parveen Sulthana HOD of English	IQAC Coordinator	
8.	Ms.T.Gowthami	Office Incharge	Administrative/Technical Staff
9.	Ms.P.Kavitha	Accountant.	
10.	Ms.T.Sindhu III B.Sc(Maths)	Chairman Student Union Council	Student
11.	Ms.K.Jayapriya III B.Sc(CS)'A'	Secretary Student Union Council	
12.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative

13.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni
14.	Mr.T.K.Dhamodaran	President.	Stake Holders
15.	Mr.O.T.Vadivel	PTA President.	
16.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
17.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

- The faculty members are asked to verify the syllabus in the university website. Teaching plan and the action plan should be prepared by considering the developmental process of Teaching learning.
- I internal Assessment test will be conducted from July 21st for 25 marks.
- The faculty members are instructed to take the students for Industrial visit in the month of December.
- Ragging has been prohibited in our institution.
- The faculty members are asked to inform the students to enroll their details in www.amanmovement.org . All the students should be a member in this website.
- Transfer certificate and all the original certificates for outgone students issued on 07.07.2014 (Monday).
- It has been decided to conduct professional development programme for teaching members on Creativity in Subject and General Knowledge and for non-teaching members on Improvement of Administrative Capacity on 04.09.2014.
- The HOD of English proposed that a National level seminar on Women and Culture the War within and without will be conducted in the month of September 2014.
- The IQAC co-ordinator appreciated the organizers of Refresher course which was conducted on 14.06.2014.
- M.Sc (Chemistry) Programme was approved and admissions made for the current year.

- It was planned to conduct orientation programme in the month of June 2014 and Faculty Development Programme in the month of February 2015.
- The faculty members are asked to instruct the students to use the library books with most care.
- Remedial classes will be conducted from September onwards.
- Our college has been signed the MOU with Infosys and TCS.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator



Signature of the IQAC coordinator



Signature of the Chair Person

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INTERNAL QUALITY ASSURANCE CELL

Date: 04.09.2015

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 04.09.2015. The IQAC Chairperson Dr.P.Logambal presided over the meeting.

The following members were present in the meeting.

S.No	Name	Designation	Category
1.	Dr.P.Logambal Principal	IQAC Chair Person	Teachers
2.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
3.	Dr.V.Sugumar HOD of Administration	IQAC Member.	
4.	Mrs.G.Esther Vijayakala HOD of Commerce	IQAC Member.	
5.	Mrs.P.Rathiga HOD of Computer Applications	IQAC Member.	
6.	Ms.T.Gowthami	Office Incharge.	Administrative/Technical Staff
7.	Ms.P.Kavitha	Accountant.	
8.	Ms.N.Dhivya Dharani III B.Sc(Maths)	Chairman Student Union Council	Students
9.	Ms.D.Priyanka III B.Com(CA)	Secretary Student Union Council	
10.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
11.	Ms.L.Prabha	Assistant Professor of Commerce	Alumni

		PSGR Krishnamal college Coimbatore.	
12.	Mr.T.K.Dhamodaran	President.	Stake Holders
13.	Mr.O.T.Vadivel	PTA President.	
14.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
15.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

- Discussions were made regarding the syllabus, workload, Template, Class room allotment, requirements, department activities and also co-ordinator for this semester.
- It was informed that UGC courses, Club activities, department certificate courses will be commenced from 15th December onwards.
- It was asked to monitor the discipline of the students very strictly.
- The Class incharges of all Departments must update all the details including mobile number of the students.
- Discussion regarding proper adjustments must be made by the staff members during the valuation period.
- Discussions were made regarding the participation of the staff members in orientation programme conducted by different universities.
- Discussions were made regarding the release of Newsletter by individual department by college.
- It has been decided to conduct professional development programme for teaching members on Class Room Psychology and for non-teaching members on Orientation program for future Employment on 07.07.2015.
- The IQAC co-ordinator informed that a Refresher course will be conducted for the faculty members on 18.06.2015.
- It was planned to conduct Faculty Development Programme in the month of March 2016 and Orientation Programme in the month of May 2016.
- Discussion regarding the Major and minor project.
- NAAC supporting documents must be update periodically. The staff members should go through the NAAC reports thoroughly.
- NSS camp will be conducted by the end of this month.
- The members discussed about the activities considered with literary committee regarding the literary Association and sports conduction of various events of this semester.

- Staff members are asked to instruct the enhancement of teaching and learning.
- Research committee motivated the staff members to pursue Ph.D programmes.
- It has been decided to conduct remedial classes.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator Mr.G. BalaKrishnan.


Signature of the IQAC coordinator


Signature of the Chair Person

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INTERNAL QUALITY ASSURANCE CELL

Date: 04.07.2016

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 04.07.2016. The IQAC Chairperson Dr.P.Logambal presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Dr.P.Logambal Principal	IQAC Chair Person	Teachers
2.	Mr.I.Selvam, HOD of Tamil,	Vice Principal, IQAC Member.	
3.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
4.	Dr.V.Sugumar HOD of Administration	IQAC Member.	
5.	Mrs.G.Esther Vijayakala HOD of Commerce	IQAC Member.	
6.	Dr.P.Gowsalya HOD of Biochemistry	IQAC Member.	
7.	Mrs.R.Vijayachandra HOD of Mathematics	IQAC Member.	
8.	Mrs.P.Rathiga HOD of Computer Applications	IQAC Member.	
9.	Ms.M.Jamuna HOD of Chemistry	IQAC Member.	
10.	Mrs.S.Parveen Sulthana HOD of English	IQAC Member.	
11.	Mrs.V.Kalaiselvi HOD of Physics	IQAC Member.	
12.	Ms.T.Gowthami	Office Incharge.	Administrative/Technical Staff
13.	Ms.P.Kavitha	Accountant.	
14.	Ms.V.Indhumathi III B.A English 'B'	Chairman Student Union Council	Students
15.	Ms.C.Anuroopitha	Secretary	

	III B.Sc (Maths)	Student Union Council	
16.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
17.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni
18.	Mr.T.K.Dhamodaran	President.	Stake Holders
19.	Mr.Muthusamy	PTA President.	
20.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
21.	Dr.L.M.Swarnalatha	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

- It is informed that every Saturday will be a working day
- Staff members are asked to update the records then and there for easy access.
- Incharges are asked to submit the subject allotment and time table sports and library hours should be avoided in the morning hours.
- Faculty members are asked to teach effectively and concentrate towards syllabus completion.
- Staff members should register their Ph.D., as soon as possible.
- Staff members are instructed to sign the attendance both in the morning and evening without fail. They should avoid CL and Permission.
- Department Co-ordinator must submit the certificate course syllabus with the name list and allotment of hours for theory and practical classes must be given.
- It has been decided to conduct UGC and club activities on Saturday. First three hours is allotted for UGC classes and last two hours for club activities.
- Staff members are asked to attend seminars outside the college alternatively. They are asked to get approval from the principal and registration fees(1000) will be given.
- It has been decided to start NSS program by 10th Dec and second year students can take part in it.
- It has been informed that internal auditing will be conducted by the first week of January.
- It has been decided to conduct professional development programme for teaching members on importance of library information science and for non-teaching members on strengthening the vocabulary on 03.01.2017.
- The IQAC co-ordinator appreciated the organizers of Refresher course which was conducted on 08.06.2016.
- It was planned to conduct Faculty Development Programme in the month of July 2016.

- Staff members are instructed to speed up the department activities and seminars can be organized by this month.
- The IQAC co-ordinator informed that a National level seminar on Effective Teaching Learning Evaluation methods in Higher Education will be conducted on 30.07.2016 having Dr.M.G.Sethuraman, Director IQAC, Gandhigram University, Dindugul and Dr.B.Vanitha Head, Department of Econometrics, Bharathiar University, Coimbatore as resource persons.
- A Seminar on General aspects of Research Methodology was proposed to conduct in the month of December 2016 by the IQAC Co-ordinator.
- HOD's are instructed to observe teaching process by going inside the class rooms.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator Mr.G. Balakrishnan.


Signature of the IQAC coordinator


Signature of the Chair Person