



# NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

ARACHALUR, ERODE-638101

Re-Accredited with "B" Grade Status by NAAC, Bangalore.

(Affiliated to BHARATHIAR UNIVERSITY, Coimbatore and  
Approved by UGC & AICTE, New Delhi)

## IQAC MEETING - 1

### NOTICE

DATE: 08.07.2020

All the IQAC Members are hereby informed that the first IQAC meeting for the Academic year 2020-21 is scheduled to be held on 10.07.2020 through online by Zoom meeting at 4.00 PM and the Meeting ID will be sent in an IQAC Whatsapp Group. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting.

### AGENDA

1. COVID19 safety protocols
2. Conducting of Webinars and online FDPs
3. Documentation of AQAR.
4. Equipping the faculties for online classes.

IQAC CO-ORDINATOR  
Navarasam Arts & Science  
College For Women  
Arachalur - 638 101.



DR. SHAMILA  
PRINCIPAL  
NAVARASAM ARTS & SCIENCE COLLEGE FOR WOMEN  
ARACHALUR, ERODE DISTRICT, TAMIL NADU  
638101

**Members Present:**

S.NO	NAME	INSTITUTION DESIGNATION
1	Dr.P.Sharmila	Principal/ Chairperson
2	Mr.T.K.Dhamodaran	President, Member from Management
3	Dr.C.Kumarasamy	Secretary and correspondent, Member from Management
4	Mrs.M.R.Chitra devi	Co-Ordinator, Assistant Professor, Department of Bio-chemistry
5	Mr.G.Balakrishnan	Member,HOD & Assistant Professor, Department of Computer Science
6	Dr.P.Thilagavathi	Member, Assistant Professor, Department of Tamil
7	Dr.V.Kalaiselvi	Member, HOD & Assistant Professor, Department of Physics
8	Dr.V.Pushpalatha	Member, Assistant Professor, Department of Mathematics
9	Mrs.M.Jamuna	Member, HOD & Assistant Professor, Department of Chemistry
10	Mrs.P.Chitra	Member, Assistant Professor, Department of Computer Applications
11	Dr.P.A.Vasundra devi	Member, Assistant Professor, Department of Biochemistry
12	Mrs.N.Prema	Member, Assistant Professor, Department of Commerce
13	Mrs.K.Preetha	Member, Assistant Professor, Department of English
14	Ms.M.Suganya	Member as senior A.O
15	Ms.P.Kavitha	Member as senior A.O
16	Ms.L.Prabha	Member from the Alumni Association
17	Mr.K.Muthusamy	Member from PTA



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## **MINUTES OF THE MEETING**

The first meeting of the IQAC for the Academic year 2020-2021 was held on 10.07.2020 at 4.00 PM in online Mode using ZOOM meet. The meeting was chaired by Hon. Principal Dr.P.Sharmila.

At the outset, Mrs.M.R.Chitra devi, IQAC Coordinator welcomed the chair person of the meeting Principal Dr.P.Sharmila and all members of IQAC. The following points were discussed and presented here for your kind perusal

1. Discussions were made regarding the COVID-19 safety protocols.
2. It was decided to motivate the faculties to attend and organize more Webinars and Faculty Development Programmes.
3. It was decided to have more number of orientation programmes using Google/Zoom Meet.
4. The members of the IQAC were urged to document all the relevant data for the submission of AQAR in time.
5. It was also decided to well equip the faculty members to handle the online classes efficiently.

## **ACTION TAKEN REPORT**

1. IQAC organized 3 Days Orientation Program for all first UG students from 01/09/2020 TO 04/09/2020 .

Resource Person : 1. Dr.M.Kavitha Devi,Asst.Prof of Tamil,  
Nirmala College For Women, Coimbatore.

Topic : Veelvennetru Ninaithayoo

Date : 01/09/2020      Session : FN

Resource Person : 2. N.Ramesh,Heartfulness Trainer,  
Heartfulness Institute, Erode .

Topic: Becoming Love is the purpose of Human Existence

Date : 01/09/2020      Session : AN

Resource Person : 3. N.Ramesh,Heartfulness Trainer,  
Heartfulness Institute, Erode .

Topic: Medidation

Date : 02/09/2020 Session : FN

Resource Person : 4. Mr.Chakravarthy Karthikeyan,  
Professional Social Worker,Coimbatore.

Topic: Maanudavetri

Date : 02/09/2020 Session : FN

Resource Person : 4. T.Baby, Teacher, Rajendran Maric School,  
Erode.

Topic: Maanudavetri

Date : 02/09/2020 Session : AN

Resource Person : 5. Dr.P.Sharmila, Principal,  
Navarasam Arts and Science College For Women,

Topic: Believe Yourself

Date : 03/09/2020 Session : FN

Resource Person : 6. Mr.I.Selvam, Vice Principal,  
Navarasam Arts and Science College For Women,

Topic: Believe Kalvi Katrida Vaendum.

Date : 03/09/2020 Session : AN

2. IQAC organized a webinar on “Role of Indian Financial Institution Towards Reestablishment of Business entities- POST COVID 19” on 31/07/2020.

Resource Person : Dr.S.Senthilkumar, Assistant Professor,  
Department of Accounting & Finance Skyline University,  
Nigeria through Google Meet.

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## IQAC MEETING – 2

### NOTICE

DATE: 09.10.2020

This is to inform you that the 2<sup>nd</sup> meeting of Internal Quality Assurance Cell for the academic year 2020-21 will be held on 11.10.2020 in online mode using Google Meet at 3.30 PM and the Meeting ID will be sent in an IQAC Whatsapp Group. All the members are requested to kindly make it convenient to attend the meeting.

### AGENDA

1. Follow-up of COVID protocols.
2. Conducting FDP.
3. Monitoring methods for online classes.
4. Techniques for conducting online exams and valuation.
5. NPTEL and Swayam courses.
6. Professional English.
7. Google class rooms.

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**Members Present:**

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16	Ms.P.Aishwarya	III-B.Com CA-'B', Student Representative
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SIGNATURE OF THE PRINCIPAL  
**Dr.P.SHARMILA**  
PRINCIPAL  
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NAGAMALAI, ARACHALUR,  
ERODE (DT) - 638 101

## **MINUTES OF THE MEETING**

The second meeting of IQAC for the academic year 2020-21 was held on 11.10.2020 at 3.30PM in online using Google Meet.

The meeting was presided over by the IQAC Chairperson and Principal Dr.P.Sharmila. The IQAC Co-coordinator welcomed all the members for the 2<sup>nd</sup> IQAC meeting of this Academic year. The Agenda of the meeting and their discussion in the meeting are summarized below:

1. Discussions were made regarding the follow-up activities of the COVID protocols. Also decided to conduct one FDP on 30/10/2020.

2. It was decided to have the effective monitoring methods over the conduct of the online classes.

3. Discussions were made regarding the techniques in conduct of online internal exams and valuation process.

4. The IQAC has suggested the staff members to register in NPTEL and Swayam courses. They were also asked to motivate and guide the students to participate in these programmes.

5. The team members discussed about the professional English courses and the methodology implemented in teaching it.

6. Instructions were given to create the google class rooms and make the students aware of it.

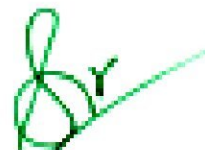
## ACTION TAKEN REPORT

1. IQAC conducted FDP on “Teaching Practices using ICT in Pandemic” on 30/10/2020. Dr.R.Moses Daniel , Principal, Nehru College of Management,Coimbatore.
2. All faculties have created Google class rooms and practiced the students to submit the Unit Test and Assignment papers and the faculties evaluated the papers and put mark on the pages.

The meeting came to an end after the vote of thanks by Mrs.M.R.Chitra devi, IQAC Coordinator.



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**D.P.BHARMIKA**  
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### IQAC MEETING – 3

#### NOTICE

DATE: 03.12.2020

All the IQAC Members are hereby informed that the 3rd IQAC meeting for the Academic year 2020-2021 is scheduled to be held on 05.12.2020 in online mode by Zoom Meeting at 4.00 PM. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting.

#### AGENDA

1. Documentation of AQAR
2. Scholarship test for Higher Secondary students.
3. Vaccination for staff and students
4. Interdisciplinary webinars.
5. Self-help groups and Farmers-Programme.
6. Submission of Proposal for funded projects.
7. Plan to conduct online FDP.
8. Any others.

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**Members Present:**

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2	Mr.T.K.Dhamodaran	President, Member from Management
3	Dr.C.Kumarasamy	Secretary and correspondent, Member from Management
4	Mrs.M.R.Chitra devi	Co-Ordinator, Assistant Professor, Department of Bio-chemistry
5	Mr.G.Balakrishnan	Member,HOD & Assistant Professor, Department of Computer Science
6	Dr.P.Thilagavathi	Member, Assistant Professor, Department of Tamil
7	Dr.V.Kalaiselvi	Member, HOD & Assistant Professor, Department of Physics
8	Mrs.M.Jamuna	Member, HOD & Assistant Professor, Department of Chemistry
9	Mrs.P.Chitra	Member, Assistant Professor, Department of Computer Applications
10	Dr.P.A.Vasundra devi	Member, Assistant Professor, Department of Biochemistry
11	Mrs.N.Prema	Member, Assistant Professor, Department of Commerce
12	Mrs.K.Preetha	Member, Assistant Professor, Department of English
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14	Ms.P.Kavitha	Member as senior A.O
15	Ms.P.Aishwarya	III-B.Com CA-'B', Student Representative
16	Ms.P.Manoranjitham	III-B.Sc CS, Student Representative
17	Dr.C.Kumarasamy	Secretary and correspondent
18	Mr.T.K.Dhamodaran	Member from Management



Dr. P. SHARMILA  
Principal  
Navarasam Arts & Science College  
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Erode - Tamil Nadu

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## MINUTES OF THE MEETING

The IQAC meeting was held on 05.12.2020. The Chairperson Dr.P.Sharmila, Principal presided over the meeting. It was started with the warm welcome address by the IQAC Coordinator.

1. Discussions were made regarding the submission and documentations of AQAR.

2. It was decided to have a scholarship test for the higher secondary students to promote the admissions.

3. The team discussed and also motivated the faculties to create an awareness among the students regarding the vaccination and follow-ups of covid rules and regulations.

4. It was decided to conduct Interdisciplinary Webinars.

5. It was also proposed to have an outreach programme with the self-help groups and to promote the level of agriculture and their needs.

6. It was decided to conduct FDP on 05/02/2021.

6. The staff members were motivated to apply for funded projects and publications in the SCI/Scopus Indexed journals.

## ACTION TAKEN REPORT

1. 90% of students have been vaccinated. A Monitoring team was formed to ensure that the students follow-ups of covid rules and regulations
2. FDP has been organized on the topic “Creative Thinking and Emotional Intelligence” on 05/02/2021.

Resource Person : Dr. V. P Devarajan,

Head-Assistant Professor in Physics,

KSR Arts and Science College for Women, Tiruchengode

Number of Beneficiaries : 75.

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### IQAC MEETING – 4 NOTICE

DATE: 02.03.2021

All the IQAC Members are hereby informed that the 4th IQAC meeting for the Academic year 2020-2021 is scheduled to be held on 04.03.2021 in the IQAC Cell at 4.00 PM. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting.

#### AGENDA

1. Guest lecturers and Webinars.
2. Club Activities.
3. Vaccination Details.
4. Academic Calendar.
5. College Newsletter
- 6 . Promoting research based activities.
7. Action Plan.

  
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### Members Present:

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2	Mr.T.K.Dhamodaran	President, Member from Management
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## MINUTES OF THE MEETING

At the outset, Mrs.M.R.Chitra devi, IQAC coordinator welcomed Dr.P.Sharmila, Principal of Navarasam Arts and science college for women and chairman of IQAC, and honorable members of the IQAC to the 4<sup>th</sup> meeting of the IQAC for the academic year 2020-2021.

1. Discussions were made regarding the conduct of guest lecturer and webinars based on the feedback collected from the previous programmes.

2. It was decided to motivate the various club activities and enrich the skillset of the students.

3. Students were insisted to vaccinate as per the recommendations given by the Government.

4. Discussions were made regarding the preparations of Academic calendar in the blended mode.

5. It was also decided to prepare the newsletter periodically.

7. It was decided to conduct research based FDP on 03/05/2021.

6. Proposals were given for the action plans for the next academic year.

### ACTION TAKEN REPORT:

1. Academic calendar planner prepared by considering blended mode.

2. FDP conducted on the topic “Research Techniques & Proposal Writing” on 03/05/2021.

Resource Person : Dr. Periyasamy

Assistant Professor & Research Coordinator,  
Nehru Institute of Engineering and Technology  
Coimbatore.

Number of Beneficiaries : 65.

  
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