

## IQAC Meeting.

Date : 4.06.18

Time : 10 - 11 am

Venue : IQAC Hall.

As per the direction of IQAC chairman Rev. Sr. Dr. Jothimary, IQAC Coordinator.

Dr. R. Vijayalakshmi, conducted a meeting to form a panel of IQAC members to verify the Syllabus, Programme Structure, Selection of Allied papers, elective papers etc, Work Load distribution. It was decided to appoint Rev. Sr. Sabina, Mrs. SP. Sigappi and Mrs. S. Nagendra for the evaluation of Programme Structure and work load.

Time was also fixed to get verify the respective department's assessment. A notice was sent to all the departmental heads to get prepare for this assessment. It was also fixed a date on 8.6.18 for submitting the class time table and staff work load.

As per the schedule fixed earlier, on 11<sup>th</sup> and 12<sup>th</sup> June, Orientation programme was arranged with the Animators of

on the topic of "How shall be effective teaching today?" for two days. On 15<sup>th</sup>, Faculty Development Program was designed both the Human Resource Guru Karuthapandian, IQAC Coordinator, Alagappa University, Karaikudi, to discuss about IQB & P. The meeting concluded with prayer.

R. Viji  
Coordinator.

L. Meenakshi  
IQAC Chairman

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

### IQAC Meeting Minutes.

Date : 04.07.18

Time : 2 - 3 pm

Venue : IQAC Room.

Dr. Sr. C. Jothimary assigned a task of conducting Faculty Development programme to make the staff to be aware of NAAC criterions. As per the schedule fixed earlier on 13.06.18, it is postponed to conduct Faculty Development Programme on 07.07.18. IQAC Coordinators conducted a meeting for the IQAC members.

It was decided to split the Seven criterions into 12 departments. All the 12 departments were clubbed and formed as 7 groups.

Eng & BBA	- II
B Com CA & FT	- I
Biochemistry & Chem.	III
Computer Sci	II

EEA -

B.Com, Tamil - VI  
Maths, Physics - VII

All these departments were instructed to be thorough with their part. They can interact according to that with the Human resource. It was also decided to conduct a meeting to get thorough with the online submission of SSR. All the arrangements were divided and distributed amongst the departments. The meeting ended with the prayer.

R Vyjesh  
Coordinator

C. Sugumari  
TQAC Chairman.  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

### TQAC Meeting Minutes

Date : 01.08.18

Time : 2.3 pm

Venue : TQAC Room.

Dr. Se. C. Sothimary, Chairman headed the meeting. The meeting was conducted to discuss about the Faculty Development Programme which was scheduled to arrange on 04.08.18. The purpose of the FDP is to get aware of Research paper publication, preparation. As we have got a status of I2CB and 2CF we are eligible to go for Major or Minor project.

Prof. M. Kannan, Director Research M.S. Chellamuthu Institute of ~~Chennai~~ Mental Health and Rehabilitation, Madurai was invited as chief guest. All the staff members were instructed to attend FDP without fail.

The Chairman always advised our staff members to publish more number of papers in referred & Peer reviewed journals. He motivated them to go for paper presentation and equip ourselves. The meeting concluded with prayer.

R Vyjith  
Co-ordinator

C. ~~2014~~ 3/6/15

IQAC Chairman  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411.

### IQAC Meeting

Date : 25. 8. 18

Venue : IQAC Hall

Time : 10 - 11 am

Dr. Sr. C. Tolhimary instructed IQAC Coordinators to conduct members meeting to discuss the updation of files from the beginning of the Academic year, articles publication, website updation etc.

It was clearly instructed the staff members to publish atleast one article in the peer reviewed / refereed journal.

It was decided to conduct Internal Academic Audit in the month of November.

Since the results for April 2018, have been realised, the instructions for remedial classes were given.

It was decided to give special care to the students who have more than 3 arrears.

To send the mail then & there to idhayaiae1@gmail.com without fail.

Club coordinators, Cell incharges were also instructed to update their files and strengthen their plans of actions.

Initiated to maintain Scholarship Concession - Full / Half. Concession in Extra Curricular Activities classes were to be filed properly.

It was decided to update the staff profile and quality enrichment of staff separately.

The meeting ended with prayer.

R. Vijayalakshmi  
Coordinator.

R. Solthimary  
IQAC Chairman

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411

### IQAC Meeting

Date : 08.10.18

Venue : NAAC Hall

Time : 2 - 3 pm.

As per the instructions of Chairman Dr. Sr. C. Solthimary, the coordinator Dr. R. Vijayalakshmi conducted the meeting to all the department heads and the next senior staff of each department. The points discussed in the meeting were:

- Advised the staff members to rectify the mistakes that made in the question paper, Alignment, not giving choices as per university question paper. Asked the staff members who had queries, to meet vice principal in person.
- Remedial class details like no. of students who had arrears in University exam and 2nd Semester were planned to conduct classes at least for 10 days.
- Informed the staff members to get ready new format of Bala sheet to be submitted at the end of the year.

- Feedback on Staff's academic activities
- IQAC functions were classified to a team of members to face the NAAC Peer Learn visit in the forth coming academic year.
  - Informed them to conduct Seminars those who had not done in the ODD Semester to plan it for even semester.
  - Motivated the staff to publish papers in the refereed journal, who had not done so far.
  - Be cautious while giving list of students for seating arrangement for MID as well as END Semester.
  - Advised them to be ready with Assignments, Remedial Note books, Data Sheet, Mentor book at the end of this semester i.e., on or before 30th October 2018.
- The meeting ended with prayers.

R Vijayalakshmi

Coordinator.

*Chairman*  
IQAC Chairman.

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

### IQAC Meeting Minutes.

Date : 25. 10. 18

Venue: NAAC Hall.

Time: 12 - 1.30 pm.

IQAC Chairman Dr. S. C. Jothimary, instructed the coordinator to conduct a meeting to discuss about Mentor Book, Attendance data sheet, Even Semester plan etc. The following details were discussed in the meeting.

Discussed the query in finishing the New Attendance Sheet which is introduced in this year.

Each staff is allotted with 20 students for mentoring. She explained how to do mentoring, the collection of basic details, the counselling given for their grievance. etc.

Staff should be cautious before sending report to IQAC mail or College mail for preparing monthly report.

It was instructed to submit the details like Even Sem. Work load allotment, Time table, Syllabus plan etc.

The staff members who are not publish papers in a refereed/ peer reviewed journals must do the work in the even semester.

Students should be allowed to go for library reference for the topic assigned to them as assignments.

It was advised to the staff members that they should avoid to get the help from the students for the duties which were assigned to these staff.

Staff members were asked to plan for canvassing work, department wise during the first week of November.

It was instructed the staff to go for invigilation to other colleges after completing their allotted invigilation duties in our college.

After that Mrs. Sigappi, S.P., the Exam Cell Coordinator explained the exam related details like invigilation duty, paper submission, signing the Main sheet etc. to the staff members.

The meeting concluded with small prayer.

R. Vijayalakshmi  
Coordinator

H. Tummalallu  
IQAC Chairman

## IQAC Meeting Minutes -

Date : 08.11.18

Time : 10.12.30

Venue : NAAC Hall.

Due to Half yearly exams and Board exams of Higher Secondary students it was planned to meet the nearby schools. Dr. Ss. C. Jothimary instructed the staff, to go for school visit, to collect the contact Number and address of the students, to talk with the students.

IQAC Coordinator, Dr. R. Vijayalakshmi allotted the places to visit and staff to go for canvassing.

Nearby Schools were divided into 9 areas. Each area is given charge for one senior faculty. The team of staff should plan their visit.

### Places .

### Incharge

RS Mangalam, Sooranam,

Salgiamam, Anandur.

Mrs. S. Vimala (CS)

Maravamangalam, Glayangudi

Paramakudi.

Mrs. A. Xavier Rani

Sivagangai, Nallarasankottai  
Kollangudi.

Mrs. S. Saranya (CS)

Kalayarkoil, Kallal,  
Soosaiyapparpattnam

Mrs. R. Kanmalar.

CK. Mangalam,  
Thiruvadanai.

Mrs. N. Sathya Bama

Jhondi

Mr. T. Judi Veena

Karunika

Hrs. A. Johnsi Amala

All the team incharge were instructed to report their visit.

R Vyjide  
Coordinator.

A. Sunitha

IQAC Chairman  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

### IQAC Meeting Minutes,

Date : 30.01.19

Time : 2 - 3 pm

Venue : NAAC Hall.

As per the directions of IQAC chairman, Dr. Sr. C. Jothimary, IQAC Coordinator, conducted a meeting to discuss the following.

- It was decided to submit the Answer Scripts, along with Mark Register on 07.02.2019.
- After Mid Semester evaluation, & University Semester Result, it was decided to conduct Parents meeting (Department wise) to discuss the performance of the students with their parents. At that meet, it was agreed to collect Rs 200/- from the parents as PTA membership fees.
- Hence it was planned to conduct Parents meeting

21.02.19 - Science

22.02.19 - Arts.

• April 2019 - Semester Exam fees due (20.2.19)  
All the heads of the department were instructed to collect fees for Examination irrespective of the arrival of Nominal Roll.

• It was planned to conduct the workshop on "Revised frame work of NAAC"  
Dr. Priya Narayanan, NAAC Advisor is going to be the Human Resource.

one criterion is allotted to each IQAC member to get thorough with these. It will be able to them to have a discussion with IQAC Advisor.

Criterion	Incharge
I - Curricular Aspects	Mrs. S. Punitha
II - Teaching, Learning & Evaluation	Mrs. G. Karitha & Dr. L. Vijayalakshmi
III - Research, Innovation & Extension	Dr. S. Selvarani
IV - Infrastructure & learning Resources	Mrs. SP. Sigappi
V - Student Support & Progression	Dr. S. Usha Rani
VI - Governance, Leadership & Management	Mrs. S. Nagendra
VII - Institutional Values & Best practices	Mrs. SP. Visalakshi

• It was also planned to start Remedial classes from the third week of February.

The meeting concluded with Prayer.

R. Vyjayanthi  
Coordinator.

A. Jothimary  
IQAC Chairman  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

### IQAC Meeting Minutes.

Date : 13.02.19

Time : 2-3 pm

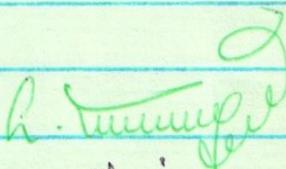
Venue : IQAC Hall.

Dr. Sr. C. Jothimary, Chairman of IQAC directed the coordinator to organise a meeting to get clear the ideas to be discussed in the forthcoming workshop.

The duties of the workshop is to be distributed among the IQAC members. The title of the workshop is "Revised Assessment and Accreditation".

frame work of IQAC. Apart from the IQAC discussion, what are all the other innovative activities to be done in the department is also planned to interact with Dr. Priya Narayanan. It was also planned to discuss DVV.

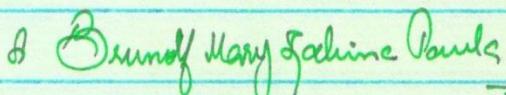
Data Validation and Verification. It was decided to discuss with the staff. The Coordinator arranged Second session - DVV. The meeting concluded with prayer.

  
H. Sunmukhi

IQAC Chairman

Coordinator

Sr. Theophilia Mary  
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Immaculate Heart of Mary Generalate  
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