

**IQAC MINUTES OF MEETING**  
**2016-2017**

## SHRIMATI INDIRA GANDHI COLLEGE

### Internal Quality Assurance Cell

#### AGENDA

- Admissions for 2016-2017
- Academic calendar 2016-17
- Plan of activities for current year
- Work load for odd semester 2016-17
- Result analysis for April 2016
- Report of research activities by research committee
- Evaluation of performance for last year

#### Minutes of the meeting held on 24<sup>st</sup> August 2016

The Meeting began with the welcome address by **Ms.N.Vijayalakshmi**, IQAC Co-ordinator. A consolidated report on admissions for UG and PG classes for the current year was presented by **Mrs. M. Rema**, Vice Principal. It was found that admissions were lagging from usual numbers for certain courses and the reasons for the decrease in admission were also discussed. As many new constituency colleges have been started in surrounding areas, students of those areas prefer to enroll themselves in those colleges, because of which our admissions have decreased a little. However the college still enjoys the usual reputation for women education. Moreover there has been a general decrease in demand for computer oriented programmes due to the slack in the computer industry in recent times. However the **Principal** and **Secretary** felt that we should strive to achieve our usual admission levels by following alternative strategies.

	2016-17					2015-16				
	General	SC	ST	OBC	Total	General	SC	OBC	ST	Total
UG	64	191	3	1459	1717	76	167	1539	1	1783
PG	22	73	2	357	454	24	82	404	4	514
Demand Ratio	UG – 129% PG – 100%					UG – 119% & PG - 80%				

	Total No. of Sanctioned Seats	Students Admitted	No. of Vacant Seats	OC	BC	MBC/DNC	SC	ST
Total UG	2204	1530	674	70	847	486	126	1
Total PG	705	414	291	18	247	94	53	2
M.Phil	219	130	89	4	86	23	16	1
Total PG Diploma	120	12	108	0	7	4	1	0
Total diploma	180	179	1	6	86	65	22	0
Total Certificate	120	120	0	6	56	51	7	0
	3548	2385	1123	104	1329	723	225	4

Then the academic calendar for this year was discussed. Special dates and instruction to faculty were stressed. Already all departmental associations were initiated and office bearers of the college were nominated.

The Plan of activities for the current year was presented by each **Head of the Department** in order. Department of Biochemistry plans for an International workshop on Biochemical Techniques. Departments of Mathematics, Commerce and Business Administration also planned to conduct a National Seminar in trending areas. Industrial visits, field visits and social outreach activities have been planned by many departments. The department of computer Science, I.T and Computer Applications focus on National Digital Literacy Mission and training students and parents on basic computer skills. They also plan for a Faculty Development Programmed on Android Programming for their staff members.

Comparative admission for 15-16 and 16-17

UG	2016-17			2015-2016		
	Sanctioned Strength	No. of Students Admitted	No. of seats vacant	Sanctioned Strength	No. of Students Admitted	No. of seats vacant
Bank Management	60	61	-1	60	61	-1
Biochemistry	86	50	36	86	67	19
Business Administration	140	50	90	140	73	67
Chemistry	80	78	2	80	83	-3
Commerce	180	182	-2	260	264	-4
Commerce with Comp. Applications	60	57	3	60	60	0
Computer Applications	240	146	94	240	211	29
Computer Science	240	141	99	240	194	46
Economics	110	23	87	110	29	81
English	180	175	5	180	182	-2
Fashion technology and costume designing	60	61	-1	60	58	-2
Information technology	110	27	83	110	36	74
Mathematics	60	60	0	60	61	-1
Mathematics (M.C.P)	100	101	-1	40	101	-61
Mathematics (M.C.A)	40	36	4	40	40	0
Microbiology	140	64	76	140	79	61
Physics	88	76	12	96+42	97+0	-1+42
Tamil	60	21	39	60	21	39

PG	Sanctioned Strength	No.of Students Admitted	No.of seats vacant	Sanctioned Strength	No.of Students Admitted	No.of seats vacant
Biochemistry	40	7	33	40	19	21
Commerce	70	70	0	70	71	-1
Computer Applications	60	8	52	60	17	43
Computer Science	100	68	32	40	57	-17
Hospital Administration	40	13	27	40	36	4
Information technology	80	42	38	80	42	38
Management Studies	60	50	10	60	46	14
Mathematics	75	69	6	75	76	-1
Microbiology	60	24	36	60	18	42
Physics	40	36	4	40	33	7
Social Work	40	27	13	40	28	12
Tamil	40	0	40	40	11	29

This was followed by discussion on workload and timetable for the current semester. Every department's head submitted a consolidation of their respective workload distribution in brief to the committee. The Principal gave her suggestions and views on workload distribution in turn.

**Prof Dr.K.Seetharaman** observed that slip test, quiz and activity based learning must be conducted in the class very often. This will motivate the students to learn regularly and keep themselves up to date. Current and emerging trends must also be discussed during class hours so that students are inspired to know more. Assignments to invoke the inquisitive mind of the student should be given. The students should be made to use the library and internet often.

Then the results obtained by students during the exams held in April 2016 was presented by **Ms.P.S.Vasantha**, our Vice-Principal.

Programme Wise Details of Ranks & Overall Pass %  
for batches ending 2015-2016

	Title of the Programme	Total No. of Students		Over all Pass %	No. of Ranks obtained
		Appeared	Passed		
<b>U.G</b>	Bank Management	62	60	97	9
	Biochemistry	48	43	90	6
	Business Administration	133	131	98	-
	Chemistry	90	65	72	4
	Commerce	277	271	98	1
	Commerce with Comp. Applications	66	62	94	3
	Computer Applications	225	221	98	2
	Computer Science	182	179	98	1
	Economics	28	28	100	3
	English	199	170	85	5
	Fashion technology and costume designing	34	32	94	4
	Information technology	36	35	97	1
	Mathematics	152	139	91	-
	Microbiology	58	53	91	3
	Physics	49	46	94	-
Tamil	27	21	78	2	
<b>PG</b>	Biochemistry	25	24	96	3
	Commerce	87	87	100	4
	Computer Applications	66	65	98	3
	Computer Science	49	48	98	5
	Hospital Administration	51	40	78	12
	Information technology	47	45	96	8
	Management Studies	45	40	89	2
	Mathematics	80	74	95	6
	Microbiology	23	23	100	8
	Physics	29	22	76	2
	Social Work	39	37	95	6
	Tamil	26	26	100	2

Dr. M.A.Gopalan, Professor, Department of Mathematics presented a report of the research committee. He gave a consolidation of research publications submitted by faculty during the **last academic year** and cash awards given for research by the management to motivate research activities

**Details on research publications for the year 2015-16**

	International	National	Others
Peer Reviewed Journals	130	07	-
Non-Peer Reviewed Journals	24	04	-
e-Journals	-	-	-
Conference proceedings	23	38	1

Details on Impact factor of publications:

Range: : 0.211-7.22 Averages: **3.49** h-indexes: - Nos. in SCOPUS: - 5

Total amount towards M. Phil guidance recommended for cash awards from the management (2015-2016)	Rs.1,93,500
Total amount towards publication of articles in national & international journals recommended for cash awards from the management (2015-2016)	Rs. 1,59,500

The next volume of **SIGARIA** for the year **2016** was released. The **compendium of research articles 2016** published by all faculty members of various departments for the year 2015-2016 was also published. AQAR for the current year is being completed and submission is supposed to be made shortly.

A consolidation of the activities, awards and laurels secured by each department represented by its staff members and students was prepared by the IQAC. Based on specific parameters, the total score obtained by each department for the previous academic year was computed and the best department among science departments and arts & commerce departments was proclaimed. The Department of Computer Science, IT & applications and Computer Applications was adjudged as the Best Science Department and the Department of English was adjudged as the best among Arts & Commerce Departments. The members congratulated the winners of the last year. This was followed by the vote of thanks proposed by **Ms. P. Anitha**.

# SHRIMATI INDIRA GANDHI COLLEGE

## Internal Quality Assurance Cell

### AGENDA

- Work load & Timetable for even semester 2016-17
- Student feedback about staff
- Placement Activities
- Association and Club activities
- Proposals for funds
- Submission of AQAR for 2015-2016
- Any other topic fit for discussion

### Minutes of the meeting held on 17<sup>th</sup> December 2016

The meeting began at 3 p.m. Ms. P.S.Vasanth welcomed the gathering. This was followed by the discussions on workload and timetable for forth coming semester. Average workload per staff member of each department and consolidated workload were presented by each Head of the Department. Then an analysis of student's feedback about performance of faculty in the class was presented by the IQAC Coordinator Ms.N.Vijayalakshmi. She stressed the following things : "Heads of department were instructed to analyse the individual feedback grades of each of their staff members course-wise and take corrective action to improve the grades and to motivate the staff members to correct their teaching methods. More thought should be given to improve teacher-student relationship and to provide extra inputs in the class room."

Odd semester 2016-17 – Performance analysis of Classroom teaching					
Parameters of teaching	Grading level				Total no. of feedback entries
	Not satisfied	Just satisfied	Well appreciated	Excellent	
Coverage of Syllabus	138	832	2702	7278	10950
Teaching methodology	214	1164	3136	6436	10950
Relationship with Students	383	1433	3140	5994	10950
Sufficient Study Material Provided	428	1435	3065	6022	10950
Assessment	545	1745	3453	5207	10950
Extra Inputs	766	2080	3189	4915	10950



She also presented feedback by students on other aspects of the college like lab facilities, library services, fine arts, club activities, extra-curricular activities and sports. It was found that students were more interested in education tours and industrial visits. They wanted to participate in extra-curricular activities and fine-arts. Otherwise all other factors were found to be satisfactory.

Ms.T.Malathi then presented the placement report for 2016-17 and the proposed placement drives to be convened this year. She first detailed on the various placement training activities carried out:

<b>S.No</b>	<b>Date</b>	<b>Programme Details</b>	<b>No. of Participants</b>
1	04.07.2016	Career Opportunities	250
2	05.07.2016	Development of Soft Skills- importance of LSRW Skills	250
3	06.07.2016	Development of Numerical Ability – Problems on Age, Problems on numbers	250
4	08.07.2016	Development of Numerical Ability – Problem on Time & Distance, Time and work	250
5	09.07.2016	Development of Soft Skills – Resume Preparation and self Introduction	250
6	21.07.2016	Career Opportunities	292
7	22.07.2016	Development of Logical Reasoning	292
8	25.07.2016	Development of Numerical Ability – Simple Interest and compound Interest	292
9	26.07.2016	Development of Soft Skill- Job Search Strategies & Tactics	292
10	27.07.2016	Development of Soft Skill – Profiling oneself for the Job Market	292
11	23.08.2016	Career Opportunities	215
12	26.08.2016	Development of Logical Reasoning	215
13	29.08.2016	Development of Soft Skills – written communication	210
14	30.08.2016	Development of Soft Skills – Personal Interview and Group Discussion	205

She requested all staff members to support the placement cell by motivating the students to participate in the training sessions and placement drives. She also observed that several placement drives have been arranged to be conducted during January, February and March. However students must be motivated repeatedly to prepare themselves to succeed in getting placement. Teachers should constantly inspire them and guide them to equip themselves .

**Mrs. N. Vijayalakshmi** notified the submission of the AQAR for the year 2015-2016 to NAAC. She also thanked the members for providing details to prepare the report.

Then the Heads of Departments were invited to present their reports on various association activities they had conducted during the previous semester. Co-ordinators of clubs and extension activities were also invited to present the activities carried out by them.

**Dr.K. Ananthi**, Member, Project Proposals committee presented the list of project proposals submitted to various funding agencies this year.

<b>Date Sent</b>	<b>Funding Agency</b>	<b>Topic</b>	<b>Sent By</b>	<b>Type Of Programme</b>	<b>Amount</b>
20.07.2016	TAMILNADU STATE COUNCIL FOR SCIENCE & TECHNOLOGY	Monomer And Dimer Conformer, Spectral Studies and Non-linear Optical properties of salicyclic acid by Quantum Chemical Calculations	Dept. of Physics	Student Project Proposal	Rs.10,000
20.07.2017	TAMILNADU STATE COUNCIL FOR SCIENCE & TECHNOLOGY	Finger Print Door Unlock system using Arduino	Dept. of Physics	Student Project Proposal	Rs.10,000
28.07.2016	UGC	Big Data and Business Intelligence	Dept. of C.S., I.T & C.A	National Conference	Rs.1,18,000
30.07.2016	INDIAN COUNCIL FOR SOCIAL SCIENCE RESEARCH	SEXUAL HARASSMENT - PREVENTION, PROHIBITION AND REDRESSAL	DEPT.of SOCIAL WORK	LEGAL AWARENESS TRAINING PROGRAMME	Rs.2,50,000
20.09.2016	RAJIV GANDHI NATIONAL INSTITUTE FOR YOUTH DEVELOPMENT	GREEN & VALUE ADDED PRODUCTS	EDC, SIGC	TRAINING / WORKSHOP	Rs.2,91,400

Ms.M.Remma, Vice Principal proposed the vote of thanks.

# SHRIMATI INDIRA GANDHI COLLEGE

## Internal Quality Assurance Cell

### AGENDA

- Website Updation
- Technology Up gradation
- Progressive closure of M.C.A
- Feedback from students
- Internal audit report
- Report on student placements
- Activity dairy of 2016-2017
- Proposed plan of Activities for next year
- Summer courses

### Minutes of the meeting held on 20<sup>th</sup> April 2017

The meeting began with the welcome address proposed by Dr.T.R.Usharani, Head, Dept of Mathematics. Ms. N. Vijayalakshmi presented her annual report of the IQAC to the members. She dwelt about how the academic staff committees have planned and completed various activities\_during the year. She also presented statistics on the number of seminars, workshops and guest lectures arranged by the departments and number of publications and conference proceedings made by the faculties. Student achievements and research activities were also consummated.

She also presented the details about student feedback on staff members for this semester. An internal audit was conducted by a committee of staff members and the report of the audit was also submitted. Letter of Colloborations were signed with four organizations this year –

1. Pasteur Instt. Of India, Connoor, Nilgris by Dept. of Bio-chemistry
2. Praveen Fabrics, Tirupur by Dept. of Fashion Technology & Costume Designing
3. KPM Processing Mills Pvt. Ltd., Tirupur by Dept. of Fashion Technology & Costume Designing
4. Sudhama Hosieries, Tirupur by Dept. of Fashion Technology & Costume Designing

Results and ranks produced were also good. Alumni meets were also arranged during UG / PG graduation days. Feedback was also collected from Alumni and parents on these occasions.

This was followed by discussions on updation of the college website for this year. Provision for online payment of fees and manual for doing the same have been added to the website. Moreover provisions for posting events directly as and when organized / completed along with photographs was also a new addition. Question papers for previous five years were also scanned and posted on the website for each programme. IQAC members, activities, meetings etc have also been added to the website. Faculties were requested to regularly visit and check the site and details given. It was observed that details of activities must be submitted to NAAC office as early as possible.

**ACTIVITY DAIRY OF 2016-17**

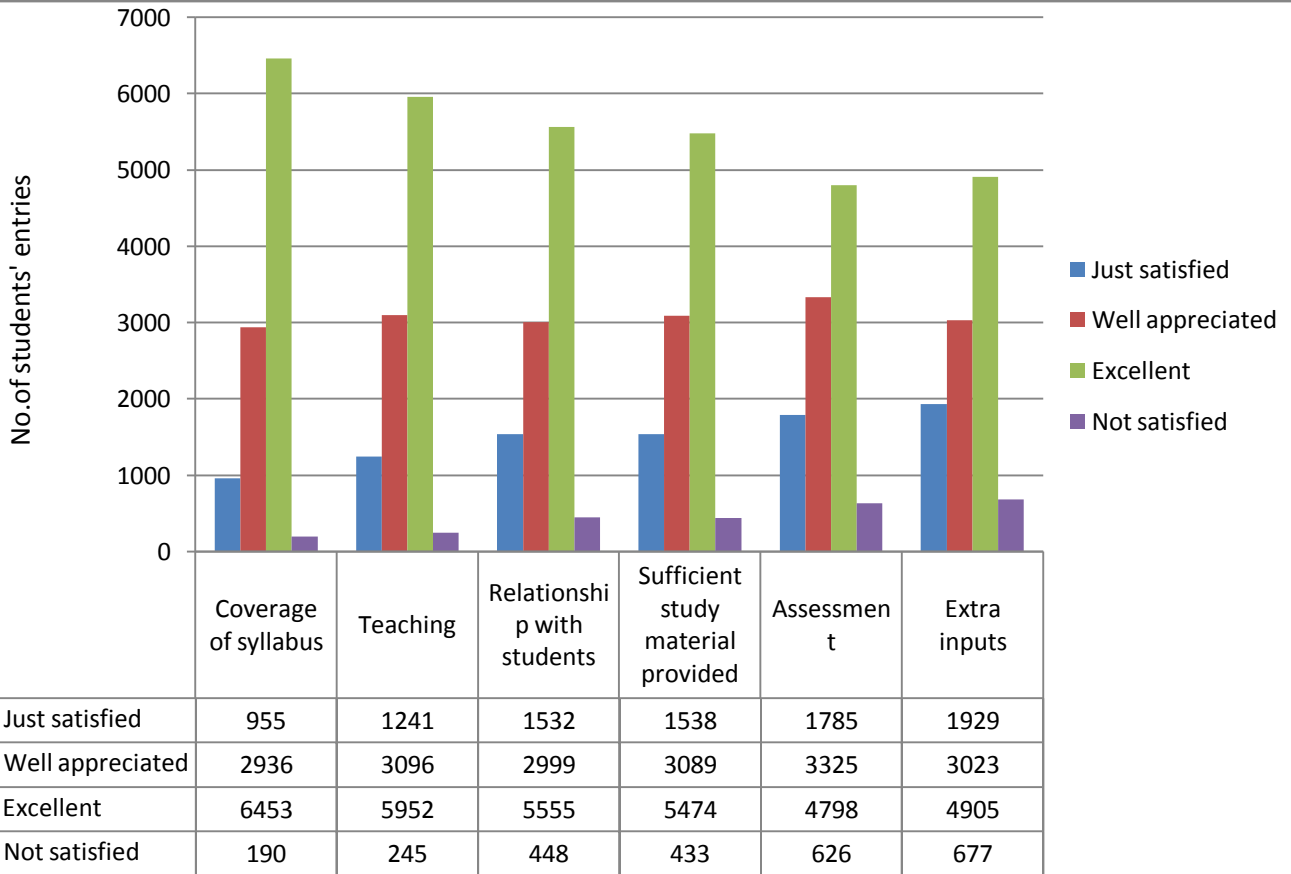
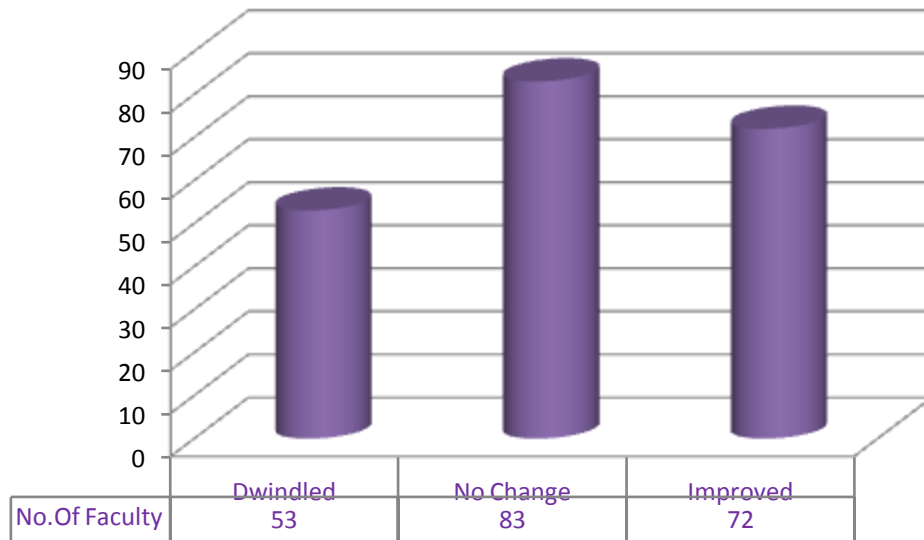
<b>Department</b>	<b>Staff Achievements</b>	<b>Student Achievements</b>	<b>Association Activities</b>	<b>Conference/ Seminar/ Workshop</b>		<b>Publication</b>	
				<b>IN</b>	<b>N</b>	<b>IN</b>	<b>N</b>
<b>Bank Management</b>	1	12	6	1	-	-	-
<b>Biochemistry</b>	8	11	2	1	-	4	-
<b>Business Administration</b>	5	-	4	3	-	1	-
<b>Chemistry</b>	1	15	2	1	-	-	-
<b>CS&amp;IT&amp;MCA</b>	21	37	8	11	-	31	-
<b>Commerce</b>	9	135	3	6	-	-	-
<b>Economics</b>	2	3	2	-	1	-	-
<b>English</b>	3	26	8	-	2	2	-
<b>Fashion Technology</b>	2	7	7	-	-	-	-
<b>Hospital Administration</b>	-	-	3	-	-	-	-
<b>Management Studies</b>	31	15	17	10	-	4	-
<b>Mathematics</b>	29	7	4	2	-	8	-
<b>Microbiology</b>	1	77	4	-	-	13	-
<b>Physics</b>	1	18	3	1	2	8	-
<b>Social Work</b>	8	6	21	3	-	20	-
<b>Tamil</b>	6	1	3	1	1	-	4
<b>Physical Education &amp; Yoga</b>	-	52 + 46	2 + 1	-	-	-	-

<b>EXTENSION ACTIVITIES 2016-2017</b>		
<b>S.No</b>	<b>Activity</b>	<b>No.of Programmes</b>
1	NATIONAL SERVICE SCHEME	29
2	FINE ARTS	9
3	YOUTH RED CROSS	3
4	NATURE CLUB & STUDENT'S EXNORA	3
5	DR.MUTHULAKSHMI REDDY WOMEN'S EMPOWERMENT STUDY CIRCLE & GENDER CLUB	4

Then our Secretary was invited to share his views on various topics. He congratulated all the members for their achievements and hard work. He stressed the need for more involvement and dedication towards teaching and learning and also assured us of his support to any new ventures. Then he observed that the safety of inmates of hostel was ensured by CCTV installed around the campus and 24x7 surveillance available in the campus. He also announced that M.C.A programme has lost its lustre and so we are applying for Progressive closure for M.C.A this year. Many more programmes have also gone down in their demand ratio and so staff members should think of some strategies in improving them, he observed.

All the departments had prepared a presentation of their activities for this year. Similarly all the coordinators of Extension activities had also prepared presentation of their activities for this year. An activity diary was also prepared by everyone. These were scrutinized by the committee. Mrs. Revathy Muthusami appreciated the efforts of the college, to maintain their quality through various measures taken. She stressed that more importance should also be given to fine arts and sports. Awards should be won at state and national level for these activities, she observed.

**CHART DEPICTING KIND OF CHANGE IN FACULTY PERFORMANCE BASED ON STUDENT FEEDBACK**



Ms.T.Malathi, Placement Co-ordinator presented a report on student placements for the year 2016-2017 and campus drives & training programmes conducted.

S.No	Date	Programme Details	No. of Participants
1	02.02.2017	Career Opportunities	120
2	07.02.2017	Mock Interview	102

S.No	Date	Company visited	On/Off Campus	No. of students participated	No. of students selected
1.	4.2.2017	E.I.T	On-campus	114	51
2.	10.2.2017	IDBI Federal, Coimbatore	On-campus	83	35
3.	14.2.2017	Winners Education	On-campus	80	27
4.	10.1.2017	Capgemini, Trichy	On-campus	144	8
5	1.3.2017	CTS, Chennai.	Off-campus	13	1
Total			On-campus	441	121(27.4%)
			Off-campus	13	1(9%)

The Secretary appreciated the services of the Career Guidance and Placement Cell for their efforts and observed that the percentage of placements may be improved in the forthcoming years.

All heads of department then presented their proposed plan of activities for the forth coming year. Then, Ms.M.Remma, Vice Principal proposed the vote of thanks.