

**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, as shown in the adjacent table.

The reasons for the decrease in admission were discussed.

Most of members agreed in the view that many new constituency colleges has been started by the University in the surrounding areas. Students of those ares to prefer enroll themselves in those colleges, due to proximity and lesser time needed to travel. This has decreased in admission for our college.. However the college still enjoys the usual reputation for women education. Some more buses have also been bought and they cover newer areas to attract admission 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	OBC	ST	Total	General	SC	OBC	ST	Total
UG	70	126	1333	1	1530	64	191	1459	3	1717
PG	18	53	341	2	414	22	73	357	2	454
Demand Ratio	UG – PG –					UG – 129% & PG -100%				

Name of the Programme	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
Grand Total	3548	2385	1123	104	1329	723	225	4

Then the academic calendar for this year was read out by the Principal and discussed. Dates for internal examination, submitting exam applications, paying fees, holidays, instructions as to various planned activities were re-iterated. All departmental associations had been initiated. Office bearers of the college were nominated and elected.

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 planned to conduct a National Seminar in trending areas. Industrial visits, Field visits and Social outreach activities have been planned by many departments. The departments were also looking forward to collaborate with many other organizations.

The department of computer Science, I.T and Computer Applications focus on National Digital Literacy Mission and training students and their 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 the 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”, observed Prof.V.Natrajan.

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

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		
U.G	Bank Management	74	69	93%	16
	Biochemistry	55	47	85%	2
	Business Administration	113	107	95%	2
	Chemistry	97	74	76%	3
	Commerce	291	262	90%	-
	Commerce with Comp. Applications	52	45	87%	1
	Computer Applications	234	220	94%	4
	Computer Science	219	208	95%	2
	Economics	28	28	100%	4
	English	208	205	99%	-
	Fashion technology and costume designing	33	30	91%	7
	Information technology	44	42	95%	2

	Mathematics	173	157	91%	-
	Microbiology	79	73	92%	3
	Physics	108	94	87%	1
	Tamil	26	18	69%	3
<b>PG</b>	Biochemistry	16	15	94%	3
	Commerce	86	83	97%	4
	Computer Applications	41	41	100%	2
	Computer Science	50	50	100%	1
	Hospital Administration	31	31	100%	5
	Information technology	45	45	100%	6
	Management Studies	45	43	96%	10
	Mathematics	80	77	96%	-
	Microbiology	26	26	100%	8
	Physics	31	23	74%	3
	Social Work	28	28	100%	9
	Tamil	18	18	100%	5

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.(offline & online). AQAR for the current year is being completed and submission will be made in due course.

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 AWARD FOR SCIENCE DEPARTMENTS** was conferred on **THE DEPARTMENT OF COMPUTER SCIENCE, IT & APPLICATIONS AND COMPUTER APPLICATIONS.**

Similarly, the **BEST DEPARTMENT AWARD FOR ARTS AND COMMERCE** was conferred on the **DEPARTMENT OF ENGLISH**

Smt.Revathy Muthusamy congratulated the winners and all the other members cheeredup,and joined her.

The meeting ended with 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 4 p.m. Ms. P.S.Vasantha , Vice Principal 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 teaching, learning and assessment in the class, was presented by the IQAC Coordinator Ms.N.Vijayalakshmi. She explained the process used in collecting feedback , the format of the feedback form, and how the average performance for each staff member was computed, coursewise. A report on the consolidated feedback of all the staff members, departmentwise, and coursewise was submitted to the academic staff committee and the management for further action.

Upon perusal of the report, our secretary observed following things :

- 1) "Heads of departments, along with the Principal should analyze 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.
- 2) More thought should be given to improve teacher-student relationship and to provide extra inputs in the class room."
- 3) Prof.V.Natarajan observed that good student teacher rapport will pave the way to understand their problems in learnings. It will also go a long way in motivating them to pursue higher studies and research and in life long learning.

Odd semester 2016-17 – Performance analysis of Classroom teaching					
	Grading level				
Parameters of teaching	Not satisfied	Just satisfied	Well appreciated	Excellent	Total no. of feedback

					entries
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

Then, Ms.N.Vijayalakshmi also presented a 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 even more. Otherwise all other factors were found to be satisfactory.

Dr.K.S.Seetharaman, Stressed the need for Industrial visits as students will have entertainment and a change in environment, but at the same time, they will have first hand learning experience, social interaction, team spirit and will appreciate what they learn better.

Mrs.Revathy Muthusamy emphasized that students should be given a reprieve from their routine activities to lead a happier and physically healthier life, far from book and online learning.

Fine-arts and sports help them to gain a healthy life, free from stress. They help in improving concentration, and desire to learn after a change in activity and mood. So students should be given ample opportunities for activities outside the class room.

Ms.T.Malathi then presented the placement report for 2016-17 and the proposed placement drives to be convened this year. She requested all staff members to support the placement cell by motivating the students to participate in the training sessions and placement drives.

<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 also said 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.

However , we still have to improve in many areas she said. Student performance in exams, results and ranks are good. Drop-outs are negligible; however we have to improve on alumni- support and placement percentage. Similarly research proposals & funds tapped are almost non-existent. So more effort should be put to improve the same.

**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
20.07.2016	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

Then, the Head 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.

Departments of Biochemistry and Fashion Technology were arranging for industrial and Field visit. Departments of Business Administration & Commerce were arranging National Seminar.

Students were also attending conferences and seminars conducted in other colleges. Department of Tamil took their students to present poetry in other colleges. Department of English motivated students to participate in many speech competitions held outsides.

N.S.S and other clubs were busy with camps and outreach programmes. Departments also accompanied them for social outreach programmms.

Awareness programmes were conducted by Department of Social work and Department of Hospital Administration. Herbal fairs, exhibitions and guest lecture were also conducted.

On the whole, the college was bustling with activity.

After a brief conclusion 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.

Then She also presented the details about student feedback on staff members for the even semester. Staff performance for the past 4 semesters were compared and a comparative graph on the number of faculty members Who have improved, gone down or maintained their average performance in teaching, were also displayed. A copy of the comparative analysis was also provided to staff members, for perusal.

Already steps were taken to improve ICT-based teaching and learning and to improve rapport between staff and students. Study materials for advanced learners, Tutorial material for slow learners, Question Banks, e-book etc. were provided on the college website for students use.

An internal audit was conducted by a committee of staff members. Report of the audit was also submitted. Almost all the departments, had fully updated their records. 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 on Curriculum was also collected from Alumni and parents on these occasions. Coaching for SET/NET was also given to the students by Department of Management Studies. Yoga and Meditation was taught to hostellers and students by the yoga instructor. Student Counselling was also provided by Department of Social Work. Student Grievance were redressed by mentors and Grievance Redressal Cell. Ragging was totally absent among students.

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. Staff Achievements, Students Achievements, Research Activities, Association Activities etc. can be directly posted as and when details are submitted. Access to SIGARIA, Diary of Events, Photo Gallery of events etc. add benefits to the user. Question papers for previous five years were also scanned and posted on the website for each programme. IQAC members, activities, meetings etc are also available on the site. Faculty members are requested to regularly visit and check the site and details given. Details of activities must be submitted to IQAC as early as possible.

<b>ACTIVITY DAIRY OF 2016-17</b>							
<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

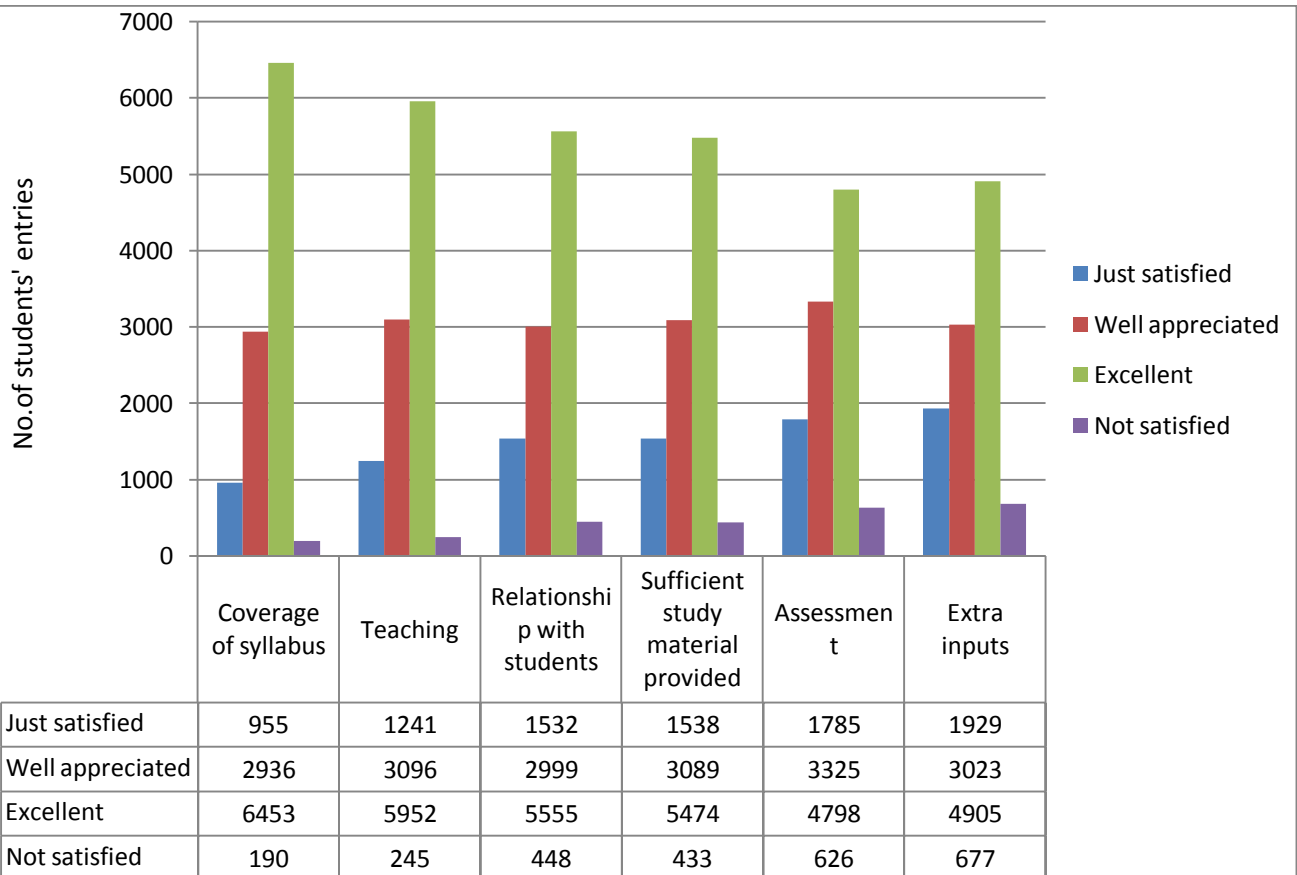
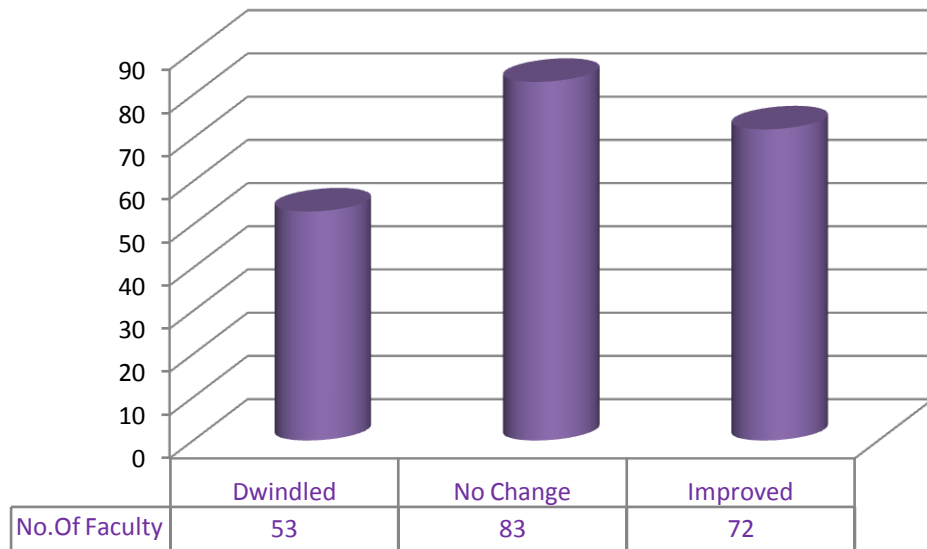
Then our Secretary was invited to share his views on various topics. He congratulated all the members for their achievements and hard work. He stressed the need for more involvement and dedication towards teaching and learning and also assured us of his support to any new ventures. Then he observed that the safety of inmates of hostel was ensured by CCTV installed around the campus and 24x7 surveillance available in the campus. He also mentioned that solar lamps and LED lamps have been substituted for normal bulbs throughout the campus as a drive towards ENERGY CONSERVATION.

GREEN CAMPUS initiatives are well in operation. Internet speed has been raised to 20 Mbps and free internet usage is provided for students and faculty. All processes in the office is automated, and audited, he said. Payments are made online and most data submissions are also done online. Thus we are technologically upgraded he said.

He 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 demand and so staff members should think of some strategies in improving them, he said.

All the departments had prepared a presentation of their activities for the year. Similarly all the coordinators of Extension activities had also prepared presentation of their activities for the 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 said.

**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 about campus drives & training programmes conducted this semester.

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 Principal appreciated the services of the CGPC for their efforts and observed that the percentage of placements be increased. All HODs then presented the proposed plan of activities for the forth coming year. Then, Dr.J.Francis Mary Directorl proposed the vote of thanks.