

***IQAC MINUTES OF MEETING***  
***2015-2016***

# **SHRIMATI INDIRA GANDHI COLLEGE**

## **Internal Quality Assurance Cell**

### **AGENDA**

- Website Updation
- Funds sanctioned for conduct of workshop
- Internal audit report
- Feedback from students
- Technology Up gradation
- Report on student placement
- Activity dairy of 2015-2016
- Proposed plan of Activities
- Summer courses
- Alumni Meet

### **Minutes of the meeting held on 15<sup>th</sup> April 2016**

The meeting began with the welcome address proposed by Dr.G.Kalaichelvi, Head, Dept of B.B.A. This was followed by discussions on updation of the college website and instructions about how the faculty should 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. New features were added to the website like –

- adding details of staff and student achievements, association activities, placement activities, research publication details and patents received through administrator login
- notification of upcoming events and campus news through administrator login as soon as they happen and/or are notified,
- registration and feedback from alumni online,

- addition of study materials and tutorials for slow learners department wise for students' download etc.

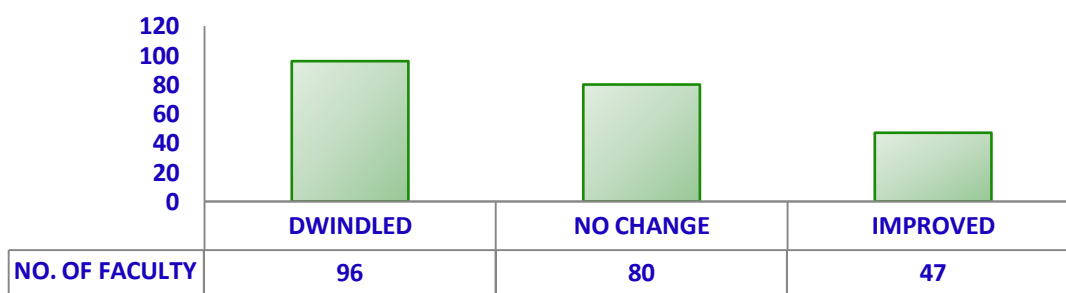
Then the members congratulated the EDC for having received a grant of Rs.2 Lakhs to conduct a workshop for SC/ST students on 'Health and Healthy Lifestyle' from RGNIYD. Dr. K. Ananthi, Head, Dept of Microbiology gave details on how the grant was received and used.

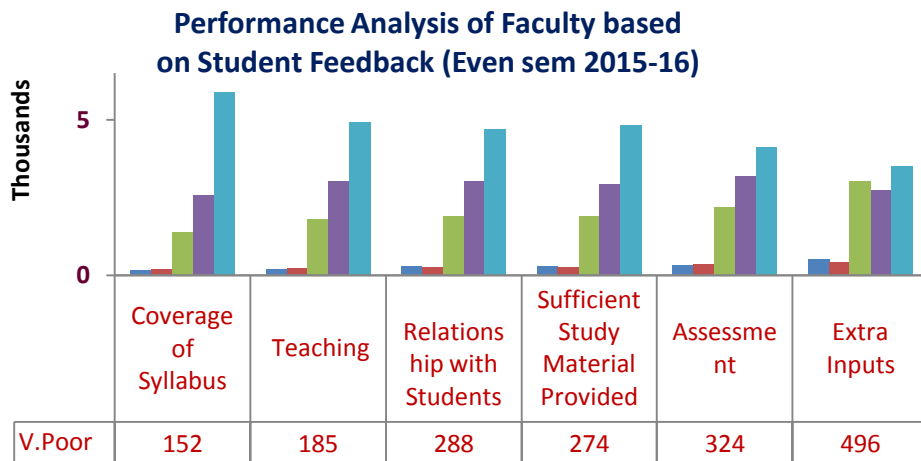
An internal audit of various departments was conducted by a committee of members comprising of the IQAC Coordinator & vice Principals. The report of the internal audit was presented. All the departments had prepared a presentation of their activities for the last 3 years. Similarly all the coordinators of Extension activities had also prepared presentation of their activities for the past 3 years. An activity diary was also prepared by everyone. These were scrutinized by the committee and some suggestions given for correction.

The college had upgraded its leased line connection from 6 GB to 20 GB recently. All the members felt happy for the same. A new router was also installed in the M.C.A lab.

Ms.N. Vijayalakshmi, IQAC co-ordinator presented the feedback on teaching from students for this semester. The members then discussed about improvements made since last semester by comparing grades.

**CHART DEPICTING KIND OF CHANGE IN FACULTY PERFORMANCE BASED ON STUDENT FEEDBACK ANALYSIS FOR BOTH SEMESTERS IN 2015-16**





Ms.T.Malathi, Placement Co-ordinator presented a report on student placements for the year 2015-2016 and campus drives & training programmes conducted.

S.No	Date	Programme Details	No. of Participants
1	22.07.2015	Career Opportunities	388
2	23.07.2015	Development of Logical Reasoning	350
3	24.07.2015	Development of Numerical Ability – Problems on Age, Problems on numbers	315
4	25.07.2015	Development of Numerical Ability – Problem on Time & Distance	190

<b>5</b>	27.07.2015	Development of Soft Skills – Profiling Oneself for the Job Market	188
<b>6</b>	29.07.2015	Development of Numerical Ability – Discount, Profit & Loss	199
<b>7</b>	30.07.2015	Development of Numerical Ability – Calendar	205
<b>8</b>	19.08.2015	Development of Soft Skills – All times best interview Tips	176
<b>9</b>	20.08.2015	Development of Numerical Ability-Volume,Area & Surface Area	167
<b>10</b>	21.08.2015	Development of Numerical Ability – Problem on Trains	203
<b>11</b>	22.08.2015	Development of Numerical Ability – Problem on Time & work	230
<b>12</b>	25.08.2015	Development of Numerical Ability – Problems on Ratio & Proportion	250
<b>13</b>	26.08.2015	Development of Numerical Ability – Problems on HCF & LCM	156
<b>14</b>	27.08.2015	Development of Numerical Ability	205

		– Chine Rule	
<b>15</b>	28.08.2015	Development of Soft Skills-Job Search Strategies & Tactics	210
<b>16</b>	29.08.2015	Development of Soft Skills- Commonly asked Interview Questions	225
<b>17</b>	31.08.2015	Development of Soft Skills - Resume Preparation	180
<b>18</b>	27.01.2016	Career Opportunities for Students of Arts & Commerce	350
<b>19</b>	29.01.2016	Development of Numerical Ability – Problem on Time & work	344
<b>20</b>	30.01.2016	Written communication skills	248
<b>21</b>	01.02.2016	Development of Numerical Ability – Problem on Time & Distance	218
<b>22</b>	08.02.2016 - 11.02.2016	Special Training Programme in Mathematical Aptitude, Logical Reasoning, Soft skills and Interview skills for recruitment by TCS	73

S.No	Date	Company visited	On/Off Campus	No. of students participated	No. of students selected
1.	09.12.2015	Wipro Technologies (WASE/WiS TA) Chennai	On-campus	344	53
2.	17.12.2015 & 18.12.2015	CTS, Chennai	Off-campus	408	18
3	22.01.2016	Sutherland Global Services, Chennai	On-Campus	432(371 our college)	25(19 our college)
4	12.02.2016	TCS-BPS, Chennai	On-Campus	175(155 our college)	50(20 our college)
5	18.03.2016	Omega Health Care Pvt. Ltd.,	On-Campus	82	12

Trichy						
6	24.03.2016	DSM Soft Pvt. Ltd., Trichy	On-Campus	423	4	
7	28.03.2016	Capgemini, Trichy	On-Campus	144	26	
8	18.04.2016	IDBI Federal, Coimbatore	Off-campus	27	8	
9	02.05.2016	CTS, Coimbatore	Off-campus	23	4	
10	14.5.2016	ICICI BANK	Off-campus	25	14	
11	-	Educational Institutions	Off-campus	12	12	
<b>Total</b>				1927	191	

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 and summer courses to be conducted for various sections of society. The following summer courses were proposed:



1. “Yogic practices cure for diseases” by Dept of yoga & physical education for women.
2. “Maths Rangoli” by Dept of Mathematics for women
3. “Composting of coir pith” by Dept of Microbiology for parents of students
4. “Internet & smart phone accessing” by Dept of MCA, CS, IT for house wives
5. “Beauty culture-self grooming” by Dept of FT for women
6. “Cultivation of spirulina” by Dept of Biochemistry for women
7. “Silambattam” by Dept of Physical education for children

Lastly, Ms.P.S.Vasantha, Co-ordinator, Alumni Association notified about the conduct of an alumnae meet on 16.4.2016 and arrangements made for the same. Five alumni belonging to different disciplines will be given “Best Alumnus Awards” by the Chief Guest on that occasion. Around 200 alumni have registered through phone for attending the meet. 100 more are expected she said. Alumni will be received from 3 p.m onwards and provided a light tiffin and tea / coffee. We also plan to provide them with a memento. A photo session has also been arranged after the meet. Then, Ms.M.Remma, Vice Principal proposed the vote of thanks.

# **SHRIMATI INDIRA GANDHI COLLEGE**

## **Internal Quality Assurance Cell**

**Date: 18.04.2015**

**Time: 2 p.m**

**Venue: M.B.A Auditorium**

### **AGENDA**

- Discussion on remarks of NAAC peer team during their visit with principal, IQAC members and during their visits to all departments.
- Announcement of NAAC results to faculty members.
- Address by secretary regarding the visit.
- Preparation for general inspection commission report.

### **Minutes of the meeting held on 18<sup>th</sup> April 2015**

The Final IQAC meeting for this year was conducted on 18.4.2015.

Mrs. N. Vijayalakshmi, IQAC Coordinator welcomed the gathering. She then requested the Principal to address the members. The Principal then gave an overall view about the remarks made by the NAAC peer team during their visit to the college. She requested the staff members to work towards a higher goal, keeping in mind the reputation of the college and to improve the standard of the performance of the college at various levels. Then Mrs. N. Vijayalakshmi submitted a consolidated view of the NAAC peer team during their visit to all departments and during their interaction with the dignitaries. She also provided several suggestions to staff members to improve themselves and to improve the standard procedure of operations of the college.

This was followed by the announcement of NAAC results by the principal to all the members followed by a loud cheer. The secretary then addressed the gathering and gave his views on the visit. He congratulated the members for their support and outcome of the NAAC visit. This was followed by a discussion on preparations to be made for the forthcoming General Inspection Commission visit to the college and the details to be submitted for the compilation of the GIC report.

This was followed by felicitations by various members from the society on the efforts taken by the college for upholding their quality of education through their dedicated and sincere efforts.

Mrs. M. Rema, Vice Principal proposed the vote of thanks.

# **SHRIMATI INDIRA GANDHI COLLEGE**

## **Internal Quality Assurance Cell**

### **AGENDA**

- Announcement of NAAC Grade and CGPA
- Work load & Timetable for odd semester 2015-16
- Admissions for 2015-2016
- Plan of activities for current year
- Result analysis for April 2015
- Report of research activities by research committee
- Submission of AQAR 2014-2015
- Evaluation of performance for last year

### **Minutes of the meeting held on 21<sup>st</sup> August 2015**

The Meeting began with the welcome address by Dr. M. Manimekalai, Director, Department of M.C.A. Dr. S. Vidhyalakshmi, announced the Cumulative Grade Point Average obtained by the college from NAAC and the grade achieved to all members of IQAC. This was received with much cheer. She then observed that we should strive to improve our score by resetting our benchmarks for the next visit. Everyone agreed. 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 peer team gave its suggestions and views on workload distribution in turn. They suggested that faculty should provide extra inputs besides subject in the curriculum to students during class hours. They should be approachable to students and maintain a good rapport with them. Remedial coaching for weak students is highly recommended. Continuous classes should be avoided for faculty in their timetable as much as

possible, especially when classes are in different blocks. Similar such suggestions were given to improve the way classes are handled.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Shrimati Indira Gandhi College  
Tiruchirappalli, affiliated to Bharathidasan University, Tamil Nadu as  
Accredited  
with CGPA of 3.25 on four point scale  
at A grade  
valid up to April 30, 2020*

*Date : May 01, 2015*



*Poparesa*  
Director

A consolidated report on admission 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.

2015-16						2014-15				
	General	SC	ST	OBC	Total	General	SC	OBC	ST	Total
<b>UG</b>	64	191	3	1459	1717	76	167	1539	1	1783
<b>PG</b>	22	73	2	357	454	24	82	404	4	514
<b>Demand Ratio</b>	UG – 114% PG – 96%					UG & PG - 106%				

	Total No. of Sanctioned Seats	Students Admitted	No. of Vacant Seats	O C	BC	MB C/ DN C	S C	ST
<b>Total UG</b>	2104	1717	387	64	932	527	191	<b>3</b>
<b>Total PG</b>	645	454	191	22	246	111	73	<b>2</b>
<b>M.Phil</b>	174	124	50	3	68	33	28	<b>0</b>
<b>Total PG</b>	120	33	87	3	21	7	2	<b>0</b>

<b>Diploma</b>								
<b>Total diploma</b>	180	175	5	11	86	66	11	1
<b>Total Certificate</b>	138	103	35	3	52	42	6	0
	<b>3361</b>	<b>2606</b>	<b>75</b> <b>5</b>	<b>10</b> <b>6</b>	<b>140</b> <b>5</b>	<b>786</b>	<b>31</b> <b>1</b>	<b>6</b>

The Plan of activities for the current year was presented by each Head of the Department in order. They also consolidated on the activities of the department for the previous year and the results obtained by students during the exams held in April 2015.

<b>Programme Wise Details of Ranks &amp; Overall Pass % for batches ending 2015</b>					
	<b>Title of the Programme</b>	<b>Total No. of Students</b>		<b>Overall Pass %</b>	<b>No. of Ranks obtained</b>
		<b>Appeared</b>	<b>Passed</b>		
<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%	4
	Commerce with Comp. Applications	66	62	94%	
	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>P G</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. J. Francis Mary, Director, Department of MBA presented a report of the research committee. She 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. A gist of the proposals sent to funding agencies for research was also read out.

Details on research publications for the year 2014-15

	Internatio nal	National	Others
Peer Review Journals	80	-	-
Non-Peer Review Journals	39	1	-
e-Journals	-	-	-
Conference proceedings	25	17	-

Details on Impact factor of publications:

Range: : 0.3 TO 7.22 Averages: **3.0620** h-indexes: - **28** Nos. in  
SCOPUS: - 12

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**Total amount towards M. Phil guidance recommended for cash awards from the management (2014-2015) Rs. 1,71,000**

**Total amount towards publication of articles in national & international journals recommended for cash awards from the management (2014-2015) Rs. 79,166**

Two project proposals were submitted to the research committee for being recommended for award of seed money by the management. Both have been recommended. Details are as follows:

S.No	Name of the Principal Investigator	Topic	Amount Sanctioned
1.	Ms. K. Anandhi, Head, Dept. of Microbiology	Silver nano particle synthesis using medicinal plant and their activity against antibiotic resistant bacteria	Rs. 10,000/-
2.	Ms. B.Varalakshmi, Asst. Professor,	Anti-oxidant responses evoked in vitro by	Rs. 10,000/-

Dept. of Biochemistry	Cinnamomum Zeylanicum
	Linn Bark Extracts

**List of Project Proposals Submitted for  
Financial assistance to various funding agencies this year**

S o	Depart ment	Topic	Type of Project	Date sent	Age ncy
1	Chemist ry	Syntheses, Structural Investigations, DNA Binding and Cytotoxic Studies of Mixed ligand Cu(II) Complexes	Major Project	21.07.2 015	UG C (M RP)
2	Commer ce	Work life balance among women professionals in Tiruchirappalli	Minor Research project	17.08.2 015	UG C

9 student project proposals were submitted to TNSCST for funds this year from various departments.

The next volume of **SIGARIA** for the year 2015 was released. The compendium of research articles published by all faculty members of various departments for the year 2014-2015 was also published.

Mrs. N. Vijayalakshmi notified the submission of the AQAR for the year 2014-2015 to NAAC.

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 Social Work 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 Mrs. P. S. Vasantha.

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# **SHRIMATI INDIRA GANDHI COLLEGE**

## **Internal Quality Assurance Cell**

### **AGENDA**

- Work load & Timetable for even semester 2015-16
- Student performance analysis
- Student feedback about staff
- Placement Activities
- Proposals for funds
- Windows licences
- Open source software

### **Minutes of the meeting held on 27<sup>th</sup> December 2015**

The meeting began at 3 p.m. Ms. P.S.Vasantha welcomed the gathering. This was followed by the discussions on workload and timetable for forthcoming semester. Average workload per staff member of each department and consolidated workload were presented by each Head of the Department. The Principal requested all Heads to pay more attention to laboratory sessions and give students more practical exposure to their subjects. Tutorial material for slow learners should be prepared and given for remedial teaching sessions, she stressed.

The performances of students in the internal tests were also discussed. Strict action must be taken against students who take long leave and who do not attend internal assessment tests. Parent-teacher meetings must be arranged to redress grievances and to correct deviant attitude of students. A general analysis on steps to improve the performance of students was also done. 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 2015-16 – Performance analysis of Classroom teaching

Parameters of teaching	Grading level					Total no. of feedback entries
	V. Poor	Poor	Average	Good	V. Good	
<b>Coverage of Syllabus</b>	104	104	870	3239	6578	10895
<b>Teaching methodology</b>	16	192	1167	3249	6272	10896
<b>Relationship with Students</b>	17	320	1287	3231	6041	10896
<b>Sufficient Study Material Provided</b>	24	297	1154	3130	6291	10896

<b>Assessment</b>	26	377	1298	3512	5683	10896
<b>Extra Inputs</b>	28	805	1745	3553	4762	10893

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 2015-16 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>
<b>1</b>	<b>22.07.2015</b>	<b>Career Opportunities</b>	<b>388</b>
<b>2</b>	<b>23.07.2015</b>	<b>Development of Logical Reasoning</b>	<b>350</b>
<b>3</b>	<b>24.07.2015</b>	<b>Development of Numerical Ability – Problems on Age, Problems on numbers</b>	<b>315</b>
<b>4</b>	<b>25.07.2015</b>	<b>Development of Numerical Ability – Problem on Time &amp; Distance</b>	<b>190</b>
<b>5</b>	<b>27.07.2015</b>	<b>Development of Soft Skills – Profiling Oneself for the Job Market</b>	<b>188</b>



<b>6</b>	<b>29.07.2015</b>	<b>Development of Numerical Ability – Discount, Profit &amp; Loss</b>	<b>199</b>
<b>7</b>	<b>30.07.2015</b>	<b>Development of Numerical Ability – Calendar</b>	<b>205</b>
<b>8</b>	<b>19.08.2015</b>	<b>Development of Soft Skills – All times best interview Tips</b>	<b>176</b>
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<b>10</b>	<b>21.08.2015</b>	<b>Development of Numerical Ability – Problem on Trains</b>	<b>203</b>
<b>11</b>	<b>22.08.2015</b>	<b>Development of Numerical Ability – Problem on Time &amp; work</b>	<b>230</b>
<b>12</b>	<b>25.08.2015</b>	<b>Development of Numerical Ability – Problems on Ratio &amp; Proportion</b>	<b>250</b>
<b>13</b>	<b>26.08.2015</b>	<b>Development of Numerical Ability – Problems on HCF &amp; LCM</b>	<b>156</b>
<b>14</b>	<b>27.08.2015</b>	<b>Development of Numerical Ability – Chine Rule</b>	<b>205</b>
<b>15</b>	<b>28.08.2015</b>	<b>Development of Soft Skills-Job Search Strategies &amp; Tactics</b>	<b>210</b>

<b>16</b>	<b>29.08.2015</b>	<b>Development of Soft Skills-Commonly asked Interview Questions</b>	<b>225</b>
<b>17</b>	<b>31.08.2015</b>	<b>Development of Soft Skills - Resume Preparation</b>	<b>180</b>

<b>S.No</b>	<b>Date</b>	<b>Company visited</b>	<b>On/Off Campuses</b>	<b>No. of students participated</b>	<b>No. of students selected</b>
<b>1.</b>	09.12.2015	Wipro Technologies (WASE/WiSTA) Chennai	On-campus	344	53
<b>2.</b>	17.12.2015 & 18.12.2015	CTS, Chennai	Off-campus	408	18
<b>Total</b>				<b>752</b>	<b>71</b>

She requested all staff members to support the placement cell by motivating the students to participate in the training sessions and placement drives.

Dr. M. Manimekalai presented the list of project proposals submitted to various funding agencies this year. She also gave details on how to apply for funds.

<b>S</b>	<b>Departm</b>	<b>Topic</b>	<b>Type</b>	<b>Date</b>	<b>Agen</b>
<b>.</b>	<b>ent</b>			<b>sent</b>	<b>cy</b>
<b>N</b>					
<b>o</b>					
<b>1</b>	Chemistr y	Syntheses, Structural Investigations, DNA Binding and Cytotoxic Studies of Mixed ligand Cu(II) Complexes	Major Project	21.07.2 015	UGC (MRP )
<b>2</b>	Commerc e	Work life balance among women professionals in Tiruchirappalli	Minor Research project	17.08.2 015	UGC
<b>3</b>	Yoga	Investigation on the effect of Yoga, Meditation and Balanced Diet on Physical and Mental Health of Arthritic	Applied Research Study	28.09.2 015	SAT YAM

Women of  
Sirugamani  
Panchayat,  
Tiruchirappalli  
District.

<b>S . N o</b>	<b>Departm ent</b>	<b>Topic</b>	<b>Type</b>	<b>Date sent</b>	<b>Agen cy</b>
<b>4</b>	Biochemi stry & Microbiol ogy	Health and Healthy Lifestyle	Minor Project	30.09.2 015	RGNI YD
<b>5</b>	Fashion Technolo gy & Commerc e	Employability and Entrepreneurial Skills	Minor Project	30.09.2 015	RGNI YD
<b>6</b>	Social Work	Elected Women Panchayat Presidents in Tiruchirappalli District, Tamilnadu	Minor Research Study	31.10.2 015	NCF WRS C
<b>7</b>	Managem ent Studies	Globalization And Its Impact on Women Vendors/ Traders	National Seminar	31.10.2 015	NCF WRS C

Ms.N.Vijayalakshmi then notified the members about issues faced with licenses for computers and that the college plans to move to open source software to alleviate such problems. Linux Operating system will be in three computer laboratories. This will also make them more secure to the internet, she said. However some more fresh licenses for Windows 7 and Windows 10 will be purchased.

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