

SHRIMATI INDIRA GANDHI COLLEGE
Internal Quality Assurance Cell

Minutes of the meeting held on 20th June 2017

AGENDA: Discuss the plan of action for this year.

Members Present:

Secretary, Principal, Vice-Principal, All Heads of Departments, Placement Officer, Librarian, Chief Superintendent, Physical Director, Student Representatives for this year.

Details of the Meeting:

The meeting began at 2.30 p.m with a silent prayer. This was followed by the discussions on the plan of action of the IQAC and the college for this year. With the IQAC co-ordinator presenting the plan of action, members discussed about the merits and demerits of each plan, how to execute each plan, and gave their suggestions for the same.

Plan of Action

- To promote the use of ICT in teaching and learning.
- To maximize the use of ICT in administration and operation of the college for e-governance and data collection, processing and analysis.
- To make use of the college website to disseminate information about the functioning of the college, its rules and regulations, provisions for student support and progression, for providing learning materials and question banks to supplement classroom learning, and to notify the achievements of staff and students in various domains.
- To sustain demand for various programmes amidst stiff competition through quality improvement, public interaction, information dissemination and alumni support.
- To sustain and promote academic performance of the students through mentoring, proper motivation, and systematic planning for teaching, learning and assessment.
- To promote research culture through rewards for publishing in national and international journals approved by UGC or indexed by Scopus, WOS etc.
- To promote student placement and alumni interaction with current students.

- To enrich courses through field visits, internships and industrial visits.
- To motivate more staff members to qualify themselves with higher degrees and pass in UGC-NET/SET examinations.
- To improve infrastructural facilities as per requirements.
- To provide a forum for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc.
- More scholarships to be given to students from privileged sections.

The meeting ended with consolidation of views from all.

SHRIMATI INDIRA GANDHI COLLEGE
Internal Quality Assurance Cell
AGENDA

- Admissions for 2017-2018
- Academic calendar 2017-2018
- Plan of activities for current year
- Result analysis for April 2017
- Report of research activities by research committee
- Evaluation of performance for last year

Minutes of the meeting held on 24st August 2017

The Meeting began with the welcome address. A consolidated report on admissions for UG and PG classes for the current year was presented by **Dr. 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. Even though number of applications received was more, number of admissions proved to be comparatively lesser. There were many drop-outs even in the beginning of the year. However the **Principal** and **Secretary** felt that we should strive to achieve our usual admission levels by following alternative strategies.

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 Commerce and Management studies conducted an International workshop on “Good writing and publication” on 29th June. Department of Biochemistry conducted a one day workshop on “Production of organic fertilizer” on 15th July. A workshop on Intelligent investing was conducted by Dept of Management studies on 1st August. Dept of Commerce conducted an International Seminar on “Successful Employee Management” on 10th August. Other departments also plan to conduct workshops and seminars. They announced their plans for the year.

Then the IQAC coordinator emphasized that use of internet based learning, teaching using data and visuals from the internet for support, using software tools to generate learning models and illustrative content to supplement learning in class, Learning Management Systems to support

assessment and evaluation should be practiced by faculty regularly. Similarly remedial teaching, tutoring, and mentoring must be provided to students for helping the slow and problematic learners. Student counseling should be offered for psycho-social support.

Then the results obtained by students during the exams held in April 2017 was presented by Vice-Principal, **Dr.M. Rema**.

The overall pass percentage appears to be good throughout except for PG Physics and PG BioChemistry. Ranks have been received in almost all Programmes. The results are commendable.

Dr. M. Manimekalai, Professor and Head, Department of Computer Science, IT and Computer Applications 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

The next volume of **SIGARIA** for the year **2017** was released. The **COMPENDIUM OF RESEARCH ARTICLES 2017** published by all faculty members of various departments for the year 2017-2018 was also published.(offline & online). AQAR for the current year is being completed and submission will be made in due course.

The meeting ended with the vote of thanks proposed by Ms. P. Anitha.

Signature of the Participants

SHRIMATI INDIRA GANDHI COLLEGE
Internal Quality Assurance Cell
AGENDA

- Placement Activities
- Association and Club activities
- Proposals for funds
- Submission of AQAR for 2016-2017
- Any other topic fit for discussion

Minutes of the meeting held on 15th December 2017

The meeting began with silent prayer. An analysis of student's feedback about performance of faculty in teaching, learning and assessment in the class, was presented by the IQAC Coordinator. A report on the consolidated feedback of all the staff members, department wise, and course wise was submitted to the academic staff committee and the management for further action. Staff members were requested to submit instructional material, question bank and class room lectures in the form of PPT for students' use to IQAC. This will be uploaded in the college website for use of students. Good publicity of availability of these materials should be done among students by teachers. Teachers could also use LMS for teaching purposes.

Besides teaching, students should also be motivated to participate in co-curricular and extra curricular activities. This will lead them to gain confidence in presenting themselves and gaining placement. Overall feedback from students on classroom teaching is satisfactory. However students needed more instructional materials, mentoring and participative learning from the teachers. Industrial visits, outreach activities and inter-collegiate participation should be emphasized.

Ms.T.Malathi then presented the placement report for 2017-18 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. 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 .

IQAC Coordinator notified the submission of the AQAR for the year 2016-2017 to NAAC. She also thanked the members for providing details to prepare the report. She also

notified that internal audit will be conducted during the first week of January. She then gave her views on the activities taking place in the college. 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 the management requesting for seed money this year. 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.

After a brief conclusion Ms.M.Remma, Vice Principal proposed the vote of thanks.

SHRIMATI INDIRA GANDHI COLLEGE

Internal Quality Assurance Cell

Minutes of the meeting held on 10th May 2018

AGENDA:

Consolidate various activities for this year.

Discuss the accomplishment of plan of action for this year.

Members Present:

Secretary, Principal, Vice-Principal, All Heads of Departments, Placement Officer, Librarian, Chief Superintendant, Physical Director, Student Representatives for this year.

Details of the Meeting:

The diary of events for the year 2017-18 was presented to the audience. Staff and student achievements were also briefed. Accomplishments in Sports and Fine Arts were outlined. Student research publications were presented. The no. of placements for the year is 38.

Besides this action taken for various points planned during the beginning of the year were also discussed. Observations on the performance of the college was given as under:

Steps taken to improve quality parameters of the college were commendable. A few more steps should be taken to improve research activities, consultancy services, internship for students and placement for students. Alumni engagement should be improved. The forthcoming year should concentrate more on these factors.

Meeting ended with the vote of thanks.