

SSR CYCLE IV

CRITERION VI



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at “A” Grade (3rd cycle by NAAC)

Tiruchirappalli – 620 002

6.5.1 SCANNED PAGES OF NAAC / IQAC ROUTINE MINUTES REGISTER

SHRIMATI INDIRA GANDHI COLLEGE

(National Re-accredited at 'A' Grade by NAAC)

TIFIN, PALLI, 620 002.

139

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 15/6/2017

AGENDA:

- * Finalization of Workload & Timetable.
- * Finalization of proposed plan of activities.
- x Academic Calendar.

DETAILS:

The final corrected copy of Workload allotment and distribution was submitted to the NAAC office. Similarly a final copy of proposed plan of activities for each department was also submitted for further perusal and sanction. This will be forwarded to the Principal & Management.

The Academic Calendar for this year was also prepared and a rough copy circulated for corrections. All Heads of Dept. scrutinized the copy & made the requested changes. The calendar will be printed after verification by the Principal.

MEMBERS PRESENT:

Mr. Ramesh
Dr. V. J. Srinivas
Dr. K. Srinivas

Dr. Srinivas
Dr. Srinivas

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

140

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 27/7/17

AGENDA:

1. Updation of website
2. Discussion of Plan of Activities
3. Payment of fees online
4. Add-on courses.
5. Admission review
6. Preparation of STARIA, Compendium and AQAR 16-17.

DETAILS:

Revised syllabi was put under each and every course on the Website. Staff and student achievements for 2016-17 was completely verified and updated. A Image slider was introduced for holding pictures of recent events on the website.

The Plan of Activities submitted by all departments were analyzed for July 2017, and feasible ones sanctioned. Fee payment will be done only online through CBS portal linked to college website. Aadhar nos. will help with verification and authentication.

Classes for add-on courses commenced from 2nd week of July. A good no. of students took interest in these courses. Admission review was conducted and steps to fill vacancies were discussed. M.Phil admissions were good for C.Sc, S.W, M.B.A and excellent for Maths. Entrance test will be conducted before admission to M.Phil.

STARIA, Compendium & AQAR 16-17 are being prepared.

MEMBERS PRESENT:

M. Renu
O. Vijayalakshmi
T. R. Lakshmi
S. Anandalingam

K. Sujatha
M. Renu
P. Nall

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

141

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 21/8/2017

AGENDA:

1. M.B.A Admission review
2. Proposals to funding agencies.
3. Analysis of rank and results
4. Preparation of Study Materials
5. Consolidation of research publications.

DETAILS:

M.B.A Admissions and Counseling were consolidated and Analyzed. Demand ratio & enrollment were found to be good. Classes commenced from 7/8/17.

Staff members were requested to prepare proposals to tap funds from VAC, INSECT, DST etc.

The results of outgone batches & university exam April 2017 were consolidated, analyzed and studied. Ranks obtained for this year were also compared.

Faculty members were requested to prepare Study Materials for Slow Learners and Advanced Learners. These shall be submitted by the end of the semester for publication in college website.

Research articles for 16-17 were compared together.

MEMBERS PRESENT:

A. V. G. Subbaraj
M. R. S.
P. R. S. S. S.
K. Sujatha

P. R. S. S. S.
B. U. S. S. S.
M. S. S. S.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 18.9.2017

AGENDA :-

Revised NAAC Guidelines & Process — An overview.

DETAILS :-

NAAC has revised the entire Accreditation process as on 1st July 2017.

The Accreditation & Assessment manual for affiliated colleges was posted on the NAAC website on 31st July 2017.

Based on the revised manual, the NAAC guidelines and procedure to be followed for application for accreditation & assessment was studied and a powerpoint presentation detailing the same was prepared by NAAC Co-ordinator.

This presentation was screened and the nuances of the procedure were explained in detail to all staff members (Teaching and Non-teaching) of the college.

The kind of data to be submitted and the process of online submission was also explained. This procedure helped everyone concerned to understand the NAAC requirements and act accordingly.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

144

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

63. ~~H. S. S. S.~~
64. ~~Prabhavansari~~
65. K. D. Ar
66. K. Chappala
67. M. S. S. S.
68. ~~Prabhavansari~~
69. V. M. S. S.
70. M. Manakumari
71. V. S. S. S.
72. A. Geetha
73. G. Prabhavansari
74. N. S. S. S.
75. P. S. S. S.
76. ~~S. S. S. S.~~
77. M. S. S. S.
78. C. S. S. S.
79. N. Gomathi
80. S. S. S. S.
81. R. S. S. S.
82. S. S. S. S.
83. K. S. S. S.
84. V. S. S. S.
85. M. S. S. S.
86. N. S. S. S.
87. M. S. S. S. Mary
88. S. S. S. S.
89. S. S. S. S.
90. J. S. S. S.
91. S. S. S. S.
92. M. S. S. S.
93. M. S. S. S.
94. S. S. S. S.
95. K. S. S. S.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

145

MINUTES REGISTER

96. T. C. R.
97. P. Kannalavall
98. R. Sakile
99. ~~h~~
100. V. P. Dheerika
101. A. Govitt
102. A. Vathay
103. T. Mahalingam
104. G. Nagaraj
105. Dr. R. Vasuki. DEPT. of Tamil
106. ~~K~~
107. ~~P~~
108. B. ~~by h~~
109. ~~h~~
110. ~~h~~
111. V. ~~h~~ dept of Sanskrit
112. A. ~~h~~ Dept of Commerce
113. ~~h~~ Dept. of Commerce
114. R. ~~h~~ Dept of Commerce
115. V. ~~h~~ " "
116. Dr. M. Thirupadasundari. Dept of Tamil
117. S. Rethinavalli Dept of CS
118. S. Hemalatha Dept of MCA
119. V. ~~h~~ Dept of MCA
120. ~~h~~ Dept of IT & Applications
121. V. ~~h~~ Dept of MCA
122. R. ~~h~~ Dept of MCA
123. P. ~~h~~ Dept of MSW
124. ~~h~~ - MSW
125. ~~h~~ Dept of MSW
126. ~~h~~ MSW
127. N. ~~h~~ MSW
128. ~~h~~ Dept of social work.

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(Nationally Re-accredited at 'A' Grade by NAAC)

146

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

129.	Dr. A. Desaiwalli	DEPT OF TAMIL
130.	(Signature)	Dept of Tamil
131	(Signature)	Dept of Tamil
132.	P. Lini	Dept of Tamil.
133	R. vijayalakshmi	Dept of Tamil
134.	N. Shanthi	Dept - of Commerce
135.	N. Saratha - N. SARATHA	Dept of MBA
136	G. Kavithavalli	Dept of Tamil
137	S. Pongalakshmi	Dept of Economics
138	R. LATHA	"
139.	D. Jayaraman	Dept of FTRCD
140	S. Vishanthi	" "
141	(Signature)	Librarian
142	M. Chitra	Library, Librarian
143	(Signature)	Dept. of Maths
144	Dr. Latha	"
145	S. Mercykutumba	Dept of Chemistry
146	S. Manjini	"
147	(Signature)	"
148	(Signature)	Dept of TAMIL
149.	(Signature)	"
150.	P. Lakshmi → P.	"
151.	K. PADMAVATHY → (Signature)	"
152.	S. KANNAMMAL (Signature)	"
153.	T. LATHA	Thatto Dept of B.B.A
154.	K. Ramya	"
155	V. Lakshmya	Dept of BBA
156	A. Karithal	"
157.	M. Kalejai	"
158	P. Buvaneshwari	"
159	(Signature)	"
160	S. Karthikeyan	Dept of English
161	K. A. Prasannaasiragan	Dept of Management Studies

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

107

MINUTES REGISTER

- | | | | |
|-----|-------------------|--------------------|----------------------------------|
| 162 | S. Kanimozhi | Prof | Dept. of Management Studies |
| 163 | K. Tamara | Offh | Dept. of Management Studies |
| 164 | J. Sarada | Trk | Dept. of Management Studies |
| 165 | P. Shobana | Pr | Dept. of Business Administration |
| 166 | M. Vasini | | Dept. of Tamil |
| 167 | P. Lalshripratha | Pr | Dept. of Chemistry |
| 168 | Bharathi | Pr | Dept. of Biochem |
| 169 | Dr. T. Karthigan | Pr | " |
| 170 | A. Shanmugapriya | Pr | Dept. of Biochemistry |
| 171 | B. Ranya | Pr | " |
| 172 | Dr. S. Vasalakshi | B. U. | " |
| 173 | D. Anuradha | (Dept. of English) | |
| 174 | M. Chinn | (Dept. of English) | |
| 175 | P. Anni | " | |
| 176 | J. Mahadevi | " | |
| 177 | A. Anuradha | " | |
| 178 | Dr. (Uji Pr) | (CS) | |
| 179 | M. R. Anuradha | | |
| 180 | P. Anuradha | | |
| 181 | J. Anuradha | | |
| 183 | Harris | (MSW) | |

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

119

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MINUTES OF THE MEETING HELD ON 16.10.2017

AGENDA :.

Discussion and Scrutiny of Data
to be submitted to NAAC
- criterion-wise

DETAILS :.

Based on the NAAC Accreditation Manual for Affiliated / Self-financing colleges, a powerpoint presentation of specific data to be submitted online under the QIF proposed by NAAC, was prepared.

This contains, the specific format of data submission, the actual data required, and the computations involved to send data online. These were outlined in detail to staff members, rectifying their doubts then and there.

A general discussion on how data must be prepared and submitted by each department was made. Similarly, other kind of data to be generated / collected / verified were also discussed.

A printed copy of criterion-wise data requirements was also distributed to each Head of Department.

A copy of data requirements to be submitted by the Office, Extension Activities cells & clubs, Sports & Phy. Ed. dept, Fine Arts Committee etc. were also distributed. Pertinent instructions were also given.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

151

MINUTES REGISTER

67. T.R. Loka Pa
68. d. dub (Eng)
69. P. Soma "
70. M.R. J. " "
71. R. Vinitha Fernando "
72. M. Chinn (English)
73. N. Kalairani (English) (Eng)
74. ~~S. S.~~
75. Anandhachari (Eng)
76. P. S. S. (Eng)
77. S. Durgadevi (Eng)
78. S. S. (Eng)
79. P. S. (Saraswathi N., Eng)
80. M. S. S. (M. S. S. B. S. S., Eng)
81. H. S. S. (Eng)
82. Delia Jasmine (Eng)
83. V. S. S. (English)
84. V. S. S. (Eng)
85. S. S. S. (S. S. S., Placement)
86. S. S. S. (S. S. S., Placement)

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MINUTES OF THE MEETING HELD ON 20.10.2017

AGENDA :: Revision of data requirements criteria-wise for NAAC SSR & QIF to be submitted online.

DETAILS ::

All the seven criteria given by NAAC and the key indicators for each criteria were scrutinized.

Similarly specific data to be submitted under the QIF, their format and other details were also scrutinized.

Based on these, a list of data to be given, the format for data submission, other activities and tasks to be undertaken to generate required data and the detailed way of operations etc. were consolidated.

Based on the above data, faculties belonging to various departments were made to assemble at the HCA Seminar Hall and the specifics of how to prepare data for each criteria were explained in detail to all staff members.

Similarly certain things that need to be done to improve ourselves under each criterion were also outlined like ICT use in Teaching / Learning, updation of alumni database regularly for appraisal and use of LMS for evaluation etc. Staff members were requested to implement them.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

153

MINUTES REGISTER

1	M. Kumar	34	J. Shree
2	P. Anand	35	W. S. S.
3	D. Jayapradha	36	P. S.
4	S. Anand	37	S. Anand
5	N. Anand Chandy	38	P.
6	P. Sudha	39	S. S.
7	V. S.	40	S. S.
8	P. Anitha	41	A. Anitha
9	V. Anitha	42	P. Anitha
10	B. Anitha	43	G. Anitha
11	S. Anitha	44	P.
12	J. Anitha	45	G. Anitha (S. NAGARATHINAM TAMIL)
13	A. Anitha	46	S. Anitha
14	S. Anitha	47	M. Anitha (D. P. S. Anitha)
15	P. Anitha	48	S. Anitha (R. Anitha)
16	M. Anitha	49	A. Anitha (A. S. Anitha)
17	M. Anitha	50	P. Anitha (P. Anitha)
18	P. Anitha	51	P. Anitha (M. Anitha)
19	S. Anitha	52	S. Anitha (A. Anitha)
20	D. Anitha	53	S. Anitha (T. Anitha)
21	M. Anitha	54	S. Anitha (Dr. A. Anitha)
22	S. Anitha	55	S. Anitha (S. Anitha)
23	P. Anitha	56	V. Anitha (V. Anitha)
24	R. Anitha	57	S. Anitha (G. Anitha)
25	V. Anitha	58	P. Anitha (R. Anitha)
26	S. Anitha	59	A. Anitha
27	P. Anitha	60	A. Anitha
28	S. Anitha	61	P. Anitha
29	T. Anitha	62	P. Anitha (K. Anitha)
30	S. Anitha	63	V. Anitha
31	S. Anitha	64	R. Anitha
32	S. Anitha	65	S. Anitha
33	S. Anitha	66	S. Anitha

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

154

MINUTES REGISTER

67	P. Senthil (SARASWATHI N.)	100	R. Durga (Commerce)
68	P. Senthil (N. KALAVANI)	101	N. GOMATHI (Commerce)
69	P. Senthil (A. KALATHAM)	102	S. S. Suresh (English)
70	K. Sujatha (K. SUJATHA)	103	R. V. S. (Commerce)
71	P. Senthil (R. ANITHA)	104	M. Chumbari (Commerce)
72	P. Senthil (DELICIASMASMAE)	105	N. B. Kumaravelu (Commerce)
73	S. Iyer (S. IYER)	106	J. Asha Mary (English)
74	U. Usha Bharathi	107	P. Senthil (English)
75	P. Suresh (P. SURESH)	108	M. R. S. (Eng)
76	M. Kaladevi (M. KALADEVI)	109	J. Mahal (Eng)
77	S. Zair (S. ZAIR)	110	P. Senthil "
78	V. Usha (V. USHA)	111	P. Senthil "
79	A. Mahadevi (A. MAHADEVI)	112	M. Vasudevi Tamil
80	S. Kengalasa	113	N. K. Senthil
81	S. Lavanya (S. LAVANYA)	114	M. Senthil (MCA)
82	R. Lakshmi "	115	V. Senthil
83	R. Mahal (R. MAHAL)	116	K. Senthil (MCA)
84	V. Nalini (V. NALINI)	117	S. Senthil (IT)
85	M. Karthika (M. KARTHIKA)	118	P. Senthil (MCA)
86	K. Senthil (K. SENTHIL)	119	K. Senthil (MCA)
87	S. Sathya (S. SATHYA)	120	M. Senthil (MCA)
88	M. Senthil (M. SENTHIL)	121	P. Senthil (MBA) S. Kanimozhi
89	P. Senthil (P. SENTHIL)	122	R. Senthil
90	G. Anandhi (G. ANANDHI)	123	S. Senthil (IT)
91	A. Mahadevi (A. MAHADEVI)	124	P. Senthil
92	R. Senthil (R. SENTHIL)	125	V. Senthil (CS)
93	P. Senthil (P. SENTHIL)	126	P. Senthil (MBA)
94	K. Senthil (K. SENTHIL)	127	P. Senthil (IT)
95	V. Senthil (V. SENTHIL)	128	S. Senthil (CS)
96	T. Senthil (T. SENTHIL)	129	R. Senthil (MBA)
97	A. Mahal (A. MAHAL)	130	V. Senthil (MCA)
98	S. Senthil (S. SENTHIL)	131	V. Senthil (MCA)
99	M. Senthil (M. SENTHIL)	132	S. Senthil (MCA)

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

155

MINUTES REGISTER

- | | | | |
|-----|------------------------|--|--|
| 133 | R. Vasantha (CS) | | |
| 134 | A. Mayibic (CS) | | |
| 135 | Sahil (CS) | | |
| 136 | K. Manaka (CS) | | |
| 137 | T. Karthi (CS) | | |
| 138 | C. Jaganabadevi (CS) | | |
| 139 | N. Karthiqa Devi (CST) | | |
| 140 | P. MEENAKHI (IT) | | |
| 141 | N. Sherin Sophia (MSW) | | |
| 142 | K. Vijaya (MSW) | | |
| 143 | N. Hemalatha (MSW) | | |
| 144 | B. S. M. (MSW) | | |
| 145 | J. Francis Henry (MSW) | | |

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 31/11/2017

- AGIENDA** :-
- ① Updation of website - faculty details.
 - ② Submission of Question Bank of UE Qn Papers
 - ③ Submission of WDAR and perusal.
 - ④ Check staff and student achievements.
 - ⑤ Feedback from Alumni & parents.

DETAILS:

Representatives from all departments were met and instructions given to submit required data to update our website regarding faculty, Q.B for students to prepare for exams, staff and student achievements for the half year completed, and any other things to be updated online. Last date for submission was set to be 03.11.2017.

WDAR for current semester is to be submitted for verification and reminder for feedback to be collected from parents & alumnae was given.

MEMBERS PRESENT:

Konary Porha	D. Dutta
M. ...	S. ...
N. ...	M. ...
R. ...	V. ...
S. ...	C. ...
H. ...	P. ...
P. ...	P. ...
M. ...	
M. ...	
S. ...	
R. ...	
J. ...	
D. ...	
A. ...	

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

157

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 04.11.2017

- AGENDA :-**
- ① Submission of photos of illustrious Alumni by 8.11.2017
 - ② Submission of instructional material / Study material for slow learners - last date 10.11.2017
 - ③ Verification of Alumni database.
 - ④ P.O, P.S.O & L.O to be set & verified.

DETAILS :- ⑤ Plan for innovative & ICT based teaching/learning

Representatives from various departments were instructed regarding the above things. They were requested to send data by mail. Verification of alumni data & other things to be discussed and submitted by Head of Department by 15.11.2017.

MEMBERS PRESENT :-

Romany Ponka	Phani
the	
Ntamo	G. C. de
R. S. S.	Roman
MT	B. G. H.
S. S. S.	M. S. S.
M. K. S.	R. S. S.
K. S. S.	V. S. S.
P. S. S.	C. S. S.
M. P. S.	R. S. S.
S. S. S.	K. S. S.
S. S. S.	P. S. S.
S. S. S.	
S. S. S.	

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

158

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 07.11.2017

- AGENDA ::**
- ① Placement initiatives.
 - ② MoU for placement
 - ③ Training & coaching for placement
 - ④ Career Counseling.
 - ⑤ Data to be submitted to NAAC regarding placement.

DETAILS ::

A discussion on initiatives taken for placement since June were discussed. MoU for recruitment / training to be made was discussed. A proposal for organized coaching for placement and attending competitive examinations by students was prepared. A committee was formed to oversee and give training. Career counseling from experts to be organized by PC. Data to be submitted to NAAC was also given to Co-ordinator, Placement Cell.

MEMBERS PRESENT ::

A. Vijayalakshmi

[Signature]

[Signature]

[Signature]

J. Sankar.

[Signature]

[Signature]

M. Ravi

P. Anand

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

159

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 01.11.2017

AGENDA:.

- ① Spoken Sanskrit courses for students
- ② Spoken Hindi courses for students
- ③ Preparation of study materials for slow learners.
- ④ Organizing contests for students
- ⑤ Motivating students to participate in competitions held outside.

DETAILS:.

Faculty from Dept. of Sanskrit & Dept of Hindi were called for discussion. Question papers of previous university exams were scanned to be posted on website. Faculty were also given directions for the various points on the Agenda. A thorough syllabus & schedule for conducting spoken Sanskrit / Hindi classes was also requested. Study material for the spoken language classes was to be prepared. Similarly tutorial material for slow learners was also to be submitted in a month's time.

MEMBERS PRESENT:.

V. Suresh
R. Sathya
M. Vigneshwari
M. Ramesh
P. Anand

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

162

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

A. SABINA	Commerce	J. Jale
N. SHANTHI	Commerce	Shanthi
V. DHANABARUKALAKSHMI	Commerce	V. Dhya
K. KAVITHA	Commerce	Kamitha
S. SHANTHI	M.B.	S. Shanti
J. FRANCIS MARY	MBA	J. Francis Mary
N. SARATHA	MBA	N. Saratha
K.G. Prasanna Sivagani	MBA	K.G.
V.P.T. DHEVIKANTH	Comm MBA	V.P.T. Dhevi
O.T.V. LATASRI	Commerce	O.T.V.
J. SARADHA	MBA	J. Saradha
S. Kanimozhi	MBA	S. Kanimozhi
T. Karagan	BC	T. Karagan
B. RANUJA	B.C.	B. Ranuja
B. Varalakshmi	BC	B. Varalakshmi
A. Shaumyapriya	BC	A. Shaumyapriya
V. Bharathi	BC	V. Bharathi
N. Sherrin	MSW	N. Sherrin
Ms. Sheetalam	MSW	Ms. Sheetalam
L. Deepa	MSW	L. Deepa
K. Munaka	CS	K. Munaka
M. Vasudha	Tantri	M. Vasudha
R. VAN	Commerce	R. Van
T.P. Clea S	Mathematics	T.P. Clea S
S. GEETHA	Ti Applications	S. Geetha
R. VALLI	CS	R. Valli

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

163

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 08.12.2017

- AGENDA :**
- ① Work Done Assessment Register
 - ② Online Certification for students
 - ③ Short term course
 - ④ Study Material & Question Bank
 - ⑤ HDU - Activity - new ones.
 - ⑥ Workload Review
 - ⑦ Grievance Redressal Letters.
 - ⑧ Remedial Coaching.
 - ⑨ Publication submission.

DETAILS :

All HODs were met at M.C.A seminar hall. Certain data were not completely submitted by all departments. Hence a reminder was given regarding pending data. WDAR of all staff members were checked. Feedback regarding the same was given. Steps to organize short term courses, submission of study material & QB, new HDUs were to be organized by all departments.

Some of them had not submitted Grievance letters and publications. This was reminded. Moreover records pertaining to remedial coaching was to be updated. Workload and timetable will be reviewed after finalization.

HODs were requested to update all other records and it was informed that there will be a regular audit of all registers and other documents by the end of this month.

MEMBERS PRESENT:

K. Sulekha	B. Hemalatha	P. J. Jeyaraj
R. Sridhar	T. R. Chitra	M. S. Srinivasan
G. K. Srinivasan	P. Anitha	
K. Sujatha	P. Vasu	
S. Renukadevi	A. Hemipriya	

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

164

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 10.01.2018

- AGENDA :**
- ① Result of Internal audit
 - ② Formation of Training & Coaching cell
 - ③ Website updation
 - ④ AICTE data submission
 - ⑤ Diary of Events
 - ⑥ Plan of Activities for even semester
 - ⑦ Result Analysis for Nov 2017 exam
 - ⑧ Preparation of Application for Autonomy
 - ⑨ Progressive Closure of M.C.A
 - ⑩ NAAC IIQA preparation
 - ⑪ Mandatory Disclosure for 2017-18
 - ⑫ Institute Industry Interaction
 - ⑬ Payment of Fees Online

DETAILS :

All the registers (stock registers, mark register, minutes register, WDAR, remedial coaching register, association register, students & staff achievements, research meeting minutes etc.) were verified and found up to date for all departments.

A training and coaching cell, was formed to give coaching to students to attend competitive exams and entrance exams, for job procurement / higher education. The cell proposes to give career counselling, provide a brochure / book for the same and conduct training classes with the pre-determined syllabus, course content and time schedule for students. 25 staff members from various departments would each deliver a coaching class on specific topics covered by the curriculum, and also provide learning material and conduct assessment for the same. A Learning

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

165

MINUTES REGISTER

Management system would be used to evaluate and grade the list and also to conduct the list and provide learning materials. Students of II VA & I PA with minimum 65% marks from 8 std onwards were selected for coaching. It is planned to inaugurate the cell and its classes from February onwards.

The college website was updated to include the Study Materials and Question Banks prepared by the staff members after proper formatting, in the respective web pages. Diary of Events upto November with photographs was also uploaded. The mandatory disclosure for 2017-18 was also added online. IQAC meetings & their minutes were uploaded for 2016-17. Regular activities were also

The AICTE portal was opened for updation of faculty and student enrollment & other details for the year 2017-18. The requested data were uploaded online. Application for Extension of Approval for M.B.A/M.C.A has to be done before 31st Jan 2018. The college ILL bandwidth needs to be upgraded to 32 Mbps atleast, for 2018-19. Steps were taken for the same. Other details regarding lab, library were also to be updated. Hard copy of the EoA application needs to be submitted on or before 7/2/2018.

The plan of activities for the current semester were submitted for approval by the Academic Advisory Committee. Results of Nov 2017 exams have almost arrived. Analysis of results shows that on the whole it is satisfactory, but there are a large no. of failures in certain subjects. They have applied for reevaluation. Remedial coaching and tutorials will be conducted for them by faculty. Special study materials will also be provided to those who reappear.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

166

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

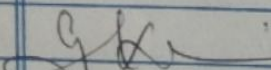
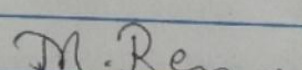
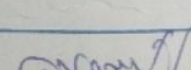
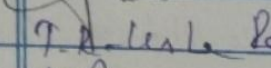
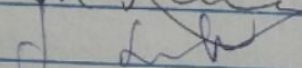
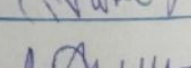

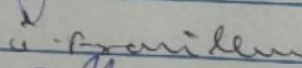
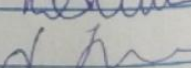
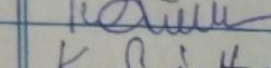
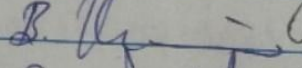
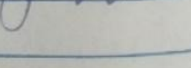
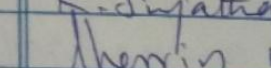
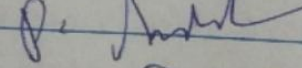
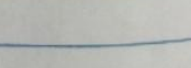
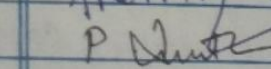
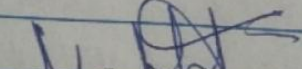
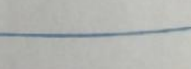
The college plans to go for autonomy. As a first step, we apply for permanent affiliation to programmes eligible for the same. Simultaneously a report with 5 years data will be prepared, to be submitted as annexure with the application for autonomy to the university. Several boards and committee shall also be formed for the same.

With NOC not obtained from the Dept of Collegiate Education for closing M.C.A still, approval for closure of the H.C.A programme is still pending.

The data for online submission of IIRA to NAAC is being made ready with details from 2014-15. Gradually the SSR will also be prepared.

Payment of college fees will be done only online from this semester onwards. This will be ensured with the help of student mentors and class tutors, with supervision from HODs. As a step towards III (I³) we hope to have a HOD with ICTACT for setting up a incubation cum training centre for IT students. We have also been trying for collaborating with DIC, TIDITSIA, CII, BSNL, and some NGOs for curriculum enrichment & training and placement activities.

MEMBERS PRESENT ::

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

167

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 14.02.2018

- AGENDA:.
- ① AICTE - EOA for M.B.A
 - ② BSNL - LL upgradation + MOU renewal.
 - ③ Cashawards details submission.
 - ④ Plan of Activities - review
 - ⑤ Coaching cell - arrangements review
 - ⑥ TIDITTSIA - MOU.
 - ⑦ Website updation

DETAILS:.

A meeting was convened in the NAAC Room for all Heads of Department for discussion on the AGENDA.

The IQAC/NAAC Co-ordinator informed the gathering that in view of need for more usage of internet, due to digitisation and ICT based methods for teaching, governance and data submission, it was decided to upgrade the leased line bandwidth from 20 Mbps to 34 Mbps. AICTE also specifies a need for 32 Mbps as minimum requirement for technical courses. The LL was upgraded with effect from 1st Feb 2018.

MOUs with BSNL was renewed for another three years for training, I.V, knowledge-sharing. A new MOU with TIDITTSIA was signed, for a period of 3 years and Dep't. of Commerce, M.B.A B.B.A & B.B.M could use it for conduct of Skill Development courses, projects, guest lectures etc.

The co-ordinator also outlined about the data to be submitted for Cash awards for research activities, and for updating the college website with further activities and

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

168

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

achievements by students and staff. Additional instructional material should be prepared and submitted for publishing on college website.

Plan of activities for the current semester for each department was reviewed. Each HOD presented the exact details of the activities to be conducted and the dates. Details of arrangements were also discussed and finalized.

HODs were requested to extend their support to the conduct of coaching classes for competitive exams to be conducted after college hours. The exact details were discussed and finalized.

MEMBERS PRESENT :-

M. Rama

G. K.

J. Praveen

Theriyi

P. Anusha

P. R. Anusha

K. Sujatha

M. M.

M.

M.

S. Pongalathi

M.

J.

M.

M.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

169

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 28/03/2018

- AGENDA :-
- ① Fees payment online
 - ② Application for university exams.
 - ③ Student performance in midsemester exam.
 - ④ Feedback analysis from students on teachers
 - ⑤ M.G.A Lateral Entry results
 - ⑥ F.T & C.D - MOU - C-Cube Technologies.
 - ⑦ Data submission for NAAC IIQA.
 - ⑧ Discussion on Autonomy.

DETAILS :-

- ① It was resolved to collect any kind of fees from students and hostel inmates only through the college portal linked to the bank's website online. Teachers should encourage all the students to use the facility and help them in paying their fees. All labs, programme and computer centres will extend their support for the same.
- ② As exams for the current semester are fast approaching, staff members should supervise and urge students to pay their exam fees, fill the application forms and oversee students reappearing, students with history of long leave, and other similar special cases. Grievances should be immediately dealt with and also recorded.
- ③ Analysis of midsemester exam results to identify slow learners and conducted extra coaching classes for them should be initiated. Remedial coaching also should be followed. Parent Teachers meet need to be arranged for very poor performers.
- ④ Feedback on teacher performance from students has been collected and analyzed. The results were submitted to the Academic council for further action. Performance appraisal meeting should be arranged with the council for teachers with low performance.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

170

MINUTES REGISTER

- ⑤ Results for lateral entry M-CA was published after some delay, due to some technical glitches. The matter was settled with the university.
- ⑥ The Dept. of F.T & C.D conducted a one month training program for their students in dress design using CAD. The training was given by C-Cube Technologies after an MOU was signed with them. Similar skill development efforts should be taken by other departments also.
- ⑦ All department heads were given a booklet about details of data to be submitted to NAAC, with respective format. HODs were requested to prepare the data and mail it to the NAAC mail address.
- ⑧ Further discussion on requirements for autonomy was made. Each department should initiate steps for attaining permanent affiliation for as many programmes/sections by the end of May. Possible actions to be taken were discussed.

MEMBERS PRESENT:

M. Rama

Sherrini

K. Sujatha

M. K. K.

P. S. S.

P. S. S.

M. S.

M. S.

T. R. Cole

S. Rajesh

M. S.

J. S.

A. K. S.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

171

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 05/04/2018.

- AGENDA ::
- ① End-of-semester activities.
 - ② Diary-of-events submission.
 - ③ Alumni and student/parent feedback
 - ④ Preparations for next semester
 - ⑤ Cash award given.
 - ⑥ Website updation.

DETAILS

- ① It was verified whether all departments have completed their end-of-semester activities like submission of attendance, internal marks, etc to university. Activities like updating CIA registers, remedial coaching / slow-learning coaching registers, master-mark register, Association & Department minutes register, WDAR, Stock taken registers, Year closing registers, was also verified. Grievance redressal registers were updated and analyzed. Anti-ragging, Internal-complaints registers were closed. No specific reports were registered.
- ② Tentative workload and timetable for next semester to be prepared by all departments. Plan of activities also to be discussed and prepared.
- ③ Diary of events for the year 2017-18 was prepared and uploaded to the website after verification. Annual report of all activities, calculations for best department award was also done.
- ④ Feedback from alumni, students and parents were also collected from each department. This will be analyzed by IQAC
- ⑤ Cash awards for research activities were disbursed to staff members. Staff members were also motivated to

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

172

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

apply for patents. Research outcomes should be taken back to the society through awareness talks, distribution of pamphlets, publishing articles through newspapers etc.

⑥ Website updation was also carried out. Staff members were requested to submit data for the same, and also verify if all previous data have been published.

⑦ Arrangements for getting permanent approval for some of the programmes / sections were also discussed. Proforma for applying for permanent approval were prepared by the respective HODs and submitted to the University.

University Norms for permanent approval of programmes and teachers have been changed and these were discussed with the staff members.

MEMBERS PRESENT:

M. Ranga

~~M. Ranga~~

i. Gnanavelu

Shrinani

Polanth

M.

Mani

K. Sujatha

S. Rajasekar

T. R. Arul Selva

M. Arul

J. Arul

N. Kirishan

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 05/05/2018

- AGENDA :
- ① Permanent Affiliation of Programmes.
 - ② Admission duty
 - ③ Exam Supervision duty
 - ④ Workload & Timetable for next semester
 - ⑤ Publication details for current year
 - ⑥ NAAC criterionwise data consolidation
 - ⑦ Student Satisfaction Survey

DETAILS :

① Permanent Affiliation for some of the programmes with provisional affiliation have been applied to the university. Therefore commission for permanent affiliation for the above courses may visit the college anytime in May 2018. Therefore staff members should make themselves available any time, to attend the commission. Today will be the last working day for this academic year for staff members. However staff members must extend their co-operation for proper conduct of the Semester Exams.

② HODs were instructed to submit workload, and timetable, plan of activities, after verification and confirmation to the Principal's table.

③ Supervision Duty for the semester exams have been prepared and circulated. Staff members should note them down & be sure to attend their duties on the specified days.

④ Admission duty for staff members has been prepared.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

174

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

Admissions for UG programmes will commence from 15.5.2018.

5) Publication details if any that have not been submitted for 2017-18 could be submitted now or in June.

6) Based on prior communication, all departments have compiled the data for various NAAC Criteria, section wise and sent them through mail.

NAAC Office / IQAC will compile the data after verification. They will be used to consolidate the data criterionwise and post it for IQA.

Departments who have not yet submitted data were notified and instructed to submit the details immediately. Student feedback on Student Satisfaction Survey was obtained and analysis made.

MEMBERS PRESENT:-

M. Rame

T. R. C. S. S.

K. Sujatha

J. Prasad

J. Prasad

P. S. S.

M. S. S.

A. V. S.

P. S. S.

M. S. S.

M. S. S.

S. Arulash.

M. S. S.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

175

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 30/06/2018

- AGENDA :.
- ① Admission analysis
 - ② Plan of activities - review
 - ③ SET/NET exam clearance
 - ④ Ph.D - completion & registration
 - ⑤ Permanent Affiliation for Programmes.

DETAILS :

A meeting of all HODs was convened in M-CA seminar hall. With admissions almost over, an analysis on the admissions for various courses was made. It was found that there are lot of vacancies for UG & PG Computer Science, IT, Biochemistry, Microbiology etc. Staff members were requested to fully fill the sanctioned seats.

Permanent Affiliation for some programmes/sections were applied for and commission visits were arranged. Results are yet to be received.

HODs were requested to submit the names of students and staff who have cleared NET/SET, or registered/completed Ph.D to IQAC. Certificates should also be photocopied and submitted. More number of staff should be motivated to pursue Ph.D. All staff members should pass NET/SET by the end of this year to facilitate for permanent affiliation of programmes.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

176

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

The proposed plan of activities for the current semester / year should be prepared and submitted to IAAC, for perusal by the Academic Council.

Approved activities can be performed as per plan. Students of the college student council should be nominated immediately and all associations should be initiated for the current year.

Freshness day will be celebrated and staff members should give orientation to the fresh students for a week before normal classes begin.

All activities should be photographed, to enable submission to NAAC. Student Centric Learning using ICT should be practiced by all.

MEMBERS PRESENT:

M. Rama

P. R. Usha Devi

K. Sujatha

S. Prasad

G. S.

M. S.

M. S.

A. S.

P. S.

M. S.

M. S.

S. S.

A. S.

A. S.

A. S.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

177

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 25/07/2018

- AGENDA : (1) Review of admission ; PG admission
(2) NAAC Details Consolidation.
(3) AQAR consolidation for 2017-18.

DETAILS :.

The Academic Council headed by the Principal met at the H.C.A A/c Seminar hall for discussion on PG admission. Principal observed that PG admissions were not satisfactory and there were many vacant seats in a few courses. Possible courses of action to improve the admissions were discussed.

M.Phil Admissions were changed due to new regulations. Only qualified staff members with PhD may guide. This has reduced the number of eligible seats to a great extent. It is given to understand that many colleges may appeal to the university regarding this.

Details obtained from all departments for various criteria were consolidated by NAAC office. AQAR for 2017-18 is also being completed. Pending details were requested from various Heads of Department.

MEMBERS PRESENT :.

M. Renu

G. Srinivasulu

R. Chelva

M. K. Srinivasulu

P. Chinnai

M.

P. Srinivasulu

K. Sujatha

S. Rengulata

M. Srinivasulu

J. Srinivasulu

P. Srinivasulu

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

178

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 18/08/2018

AGENDA:

- Result Analysis for all Programmes.
- Analysis of Programme Outcomes.
- Rank details across programmes.
- Net Coaching for faculty.
- National Academic Depository - uploading student details.

DETAILS:

Results of University Exams conducted in April-May 2018 were published for all programmes. Result Analysis for each class across courses were done and graphs generated. Even though results in almost all programmes were good, there are a good number of failures in English Language Courses, Allied Maths courses and in a few other courses, majorwise. Many students have applied for reevaluation. Remedial coaching will be given to failed students. Teachers who have handled these courses were called for discussion to find the reason for failures. Further action to avoid failures were also discussed.

→

MEMBERS PRESENT:

M. Rama

M. ~~W~~

J. ~~W~~
S. ~~W~~

Shanmugam

P. ~~W~~

M.

K. ~~W~~

K. Sujatha

~~W~~

T. R. ~~W~~

S. ~~W~~

~~W~~
R. ~~W~~

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

179

MINUTES REGISTER

Analysis of Programme Outcomes for each Programme and course outcome for each course was also carried out. No. of students who obtained less than 60% in each course, between 61-80% in each course and above 80% in each course were also analysed.

Ranks obtained across all programmes were also analyzed. Some departments have not yet received rank details from university. Totally 80 ranks were obtained till now.

NET coaching classes will be conducted by IQAC from now onwards. Already coaching for Mathematical and logical reasoning was given from last month. As it has become very critical that every staff pass NET in the college, vigorous coaching has been started for all faculty members. Classes will be held from 2 p.m to 3.30 p.m everyday in the MCA seminar Hall. Interested staff members can attend. HODs were requested to motivate the staff members to attend these coaching classes.

Ms N. Vijayalaxmi will prepare model Question Papers for Paper I and send them through Edmodo to all staff members who register themselves online. This will help them because NET will be conducted online this year onwards.

The Bharathidasan University has asked all colleges to upload student details and photos on its website for UG, PG & M.Phil for last batch. This is in connection with uploading their degrees and registering the same in the National Academic Depository. Programmes were roped in to carry out these activities.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

180

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

	NAME	DEPARTMENT	SIGNATURE
1	DR. M. REMA	ENGLISH	M. Rema
2	Dr. M. MANICKAVELU	Comp Science	M. Mani
3	Dr. K. ANANDHI	Microbiology	M. Anandhi
4	Dr. K. Sujatha	BCOM Bank Mgt	K. Sujatha
5	T. VASUKI	Hos. Admn	T. Vasuki
6	S. ZAHUNISA BOM	English	S. Zahunisa
7	Dr. J. FRANCIS MARY	MBA	J. Francis Mary
8	Dr. P. Lakshmi Prekha	Chem	P. Lakshmi Prekha
9	D. P. SRIDHAR	Tamil	D. P. Sridhar
10	P. Anandhi	IT & CD	P. Anandhi
11	Vin. Parthasarathy	CS	Vin. Parthasarathy
12	R. Vinita F...	English	R. Vinita
13	S. VANATHI	Commerce	S. Vanathi
14	Gr. Uma Rani	English	Gr. Uma Rani
15	A. Shanmugapriya	Biochemistry	A. Shanmugapriya
16	P. Shulani	BBA	P. Shulani
17	N. Sherrin	MW	N. Sherrin

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

182

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 25/8/2018

AGENDA ::

- ① Organizing Guest Lecture,
Career Counselling by Alumnae
- ② Planning for Alumnae Meet
- ③ Details and verification for AQAR
- ④ Placement training and drive through ICTACT.

Members Present ::

M. Renu
T. R. Usha Devi
Dalesh
J. Fraill
M. S. S. S.
M. S. S. S.
S. S. S. S.
P. S. S. S.
K. S. S. S.
J. S. S. S.

Details ::

As per the action plan, it was decided to improve interaction with Alumni. So every department was requested to organize activities involving participation of their Alumni. Guest lectures, career counselling, Entrepreneurship development could be arranged.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

133

MINUTES REGISTER

for the benefit of the current students.

Similarly an Alumnae Meet was planned around the end of September. Illustrious alumni, who have carved a place for themselves to be identified and reported by each department.

Some more details were pending from staff members for preparation of AQAR. Staff members were requested to verify the details given to IQAC already.

Research committee was requested to consolidate details about research activities.

A placement driven training was arranged through ICTAcademy for outgoing students of the college. Students will be provided a stipend of Rs.100/-per day and course materials for studying. A certificate will be provided at the end of training for a period of 40 days, eight hours a day. A placement drive will be conducted after the training.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 25.09.2018

- AGENDA: ① ICTACT Placement drive
② IEEE CS Quiz on ICT
③ Alumnae Meet.
④ F.T.&C.D MOU with Handloom weavers.

MEMBERS PRESENT:.

1.	M. Rama	9	K. Srijatha
2.	T. R. Usha Bai		J. S. S.
3.	P. Lakshmi		
4.	J. Francis		
5.	M. S.		
6.	M. S.		
7.	S. Parvathi		
8.	P. S.		

DETAILS:.

Placement Training in 'Retail Sales Management' will be given to 52 students, by Trainers arranged by ICT Academy starting from today onwards. Ms. P. Lakshmi of Dept. of Computer Science will co-ordinate the programme and regulate and observe the participants and their needs. MOU was exchanged between SIGC & ICTACT.

A Quiz on ICT is planned to be conducted on 26.09.2018 by Mr. H. R. Mohan, Past Chair, IEEE Computer Society, Madras chapter. A total of 250 participants from Departments of Computer Science, Information Technology, Computer Applications, Mathematics and Physics will participate in this Quiz. This Quiz is arranged to create

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185

MINUTES REGISTER

awareness on current trends in KT among students. Cash prize of Rs.50 will be given to each correct answer. All participants are allowed to answer the questions, based on the Quiz Master's decision, one will be picked to give the answer at a time. Staff members can also give answers when students fail to do so.

As planned earlier some of the departments have invited their Alumnae to interact with students. Departments of Physics, Computer Science, IT & Applied, arranged the events.

As per plan, arrangements have been made to conduct an Alumnae Meet on 29.09.2018 at the college premises. Five outstanding Alumni have also been chosen for receiving the 'Outstanding Alumnus Awards'.

Departments of Tamil, Chemistry, English, Management Studies also arranged for Alumni Interaction programmes with their students.

Preplacement Training programmes were arranged by Placement Cell for students.

Dept.-A FT. & C.D created innovative designs and made it into a book, with the participation of their students. This book was handed over to Handloom weavers' Co-operative Society under the Industry - Institution - Interaction Innovative Initiative programme. These designs will be used in weaving silk sarees at Kanchipuram.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 05.10.2018

AGENDA :: Discussion of NAAC Criteria in detail

MEMBERS PRESENT ::

1. M. Reme
2. T.R. Usha Devi
3. Paleshipati
4. J. Franillberg
5. Mili
6. M. S. S. S.
7. S. Rengabathi
8. Prasad
9. P. Chitra
10. K. Sujatha
11. J. S. S.

DETAILS ::

In lieu of the forthcoming NAAC visit during the next year, SSR should be prepared based on the new SSR format. So it was decided to conduct discussions on the various Qualitative and Quantitative questions given by NAAC under the 7 criteria. A schedule was prepared to conduct discussions, criterion-wise and circulated among staff members. Based on the schedule, the IQAC Co-ordinator will explain the ways to provide data and other details for each criterion. Staff members are mandatorily required to attend these interaction sessions, to be held at the M.B.A A/c Auditorium.

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TIRUCHIRAPPALLI 620 002.

187

MINUTES REGISTER

SCHEDULE OF DISCUSSIONS CRITERIONWISE

9.10.2018 - Criteria I.

13.10.2018 - Criteria II

15.10.2018 - Criteria III

16.10.2018 - Criteria IV

22.10.2018 - Student Satisfaction Survey.

24.10.2018 - Criterion VII

25.10.2018 - Overview, Summarization & Questioning Session.

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TIRUCHIRAPPALLI - 620 002.

188

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 9.10.2018 & 10.10.2018

AGENDA: Discussion in NAAC Criterion I.

DETAILS:

① Curriculum Planning & Implementation

→ Planning of academic calendar, future plan of activities for this year, Initialization of Office Bearers for various clubs & committees, allotment of workload & tutorship, add-on courses, classroom allotment, admission analysis, Documentation of everything, Workdone assessment register, College Calendar, Student workdone register, timetable, minutes of meetings.

→ Participation of Teachers as members/chairpersons of Board of Studies of University / Colleges and outcome.

② Academic Flexibility :

→ List of Programmes offered at UG, PG & M.Phil levels, Courses provided under the CBCS & Electives scheme, Revision of curriculum and new courses introduced, enrolment in Diploma, Certificate & P.G. Diploma programmes.

③ Curriculum Enrichment

→ Provision to offer courses relating to Gender, Environment, Human Values & Professional Ethics

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189

MINUTES REGISTER

as a part of curriculum. Value added courses imparting transferable and life skills to students. Details about students undertaking Internships, field projects etc.

→ First is available in the curriculum, second one has been conducted in the form of NME, SBE & other courses in the curriculum. Third one is undertaken as a part of specific programmes, and as an add-on in some others. Details to be provided by faculty after thorough understanding of the requirements.

④ Feedback system (covered in next meeting due to want of time)

→ Discussion about types of feedback, contents of each type and their implication, already collected feedback from students, alumni, teachers, parents & other stakeholders and their analysis and outcome, Action taken on outcome etc. A little more initiative needed in this direction.

MEMBERS PRESENT: All teaching faculty members.

N.V. S. S. S.

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MINUTES OF THE MEETINGS HELD ON 13.10.2018,
15.10.18 & 16.10.18.

AGENDA :: Criteria - I (Feedback system)
Criteria - II

DETAILS :: Feedback system - review & discussion.

Criteria 2 - Teaching Learning and Evaluation.

① Student Enrolment and Profile

- Students from other states / countries - Minimum Details & proof to be submitted
- Average Enrolment percentage - How to calculate was discussed. Proof to be submitted.
- Seats filled for reserved quota across 5 years - Calculation discussed. Proof to be submitted.

② Catering to student diversity

- Identification of slow learners and advanced learners and providing support to each category - Proof to be given by all depts
- Student Teacher Ratio - Calculation discussed.
- No. of differently abled on rolls - Data to be provided by depts. Calculation discussed.

③ Teaching - Learning Process.

- Student Centric Methods - Experiential Learning, participative learning, problem solving methods - Description of these concepts, how to prepare answers and proof.

MINUTES REGISTER

- Use of ICT for effective teaching - use of LMS, E-Learning resources
 - Description of the above and how to submit data
 - Geotagged photographs, PPT presentations to be prepared by each staff member on some relevant topic (min 20 slides), study material & Question Banks already uploaded, some more can be prepared.

- Mentor-mentee ratio.
 - Preparation of mentee list, assignment of mentors, Meeting plan and objective of meeting.

- Innovation and creativity in teaching-learning.
 - Discussions on what should be done.

(4) Teacher Profile and Quality

- Full time teachers list for 5 years, Sanctioned posts for 5 years.
- List of full time teachers with Ph.D.
- Teaching experience of full time teachers, along with other personal details.
- Awards and recognition conferred on faculty, during last 5 years.
- Full time teachers from other states. - no data available.

The above details should be prepared in proper format and submitted to NAAC room.

MINUTES REGISTER

⑤ Evaluation Process and Reforms

- Discussion on CIE, internal assessment-exam related grievances, exam timetable and what should be given as answer and proof to be submitted.

⑥ Student Performance and Learning Outcome

- Description of Programme Outcome, Program Specific outcome and course outcome for all programs and courses.
- Data to be submitted and format.
- Evaluation of achievement of PO, PSO & CO.
Description of things to be done & recorded.
Graph showing no. of students scoring in the ranges 51-60, 61-75 & 76 and above.
- Average pass percentage of students

⑦ Student Satisfaction survey - To be continued in next meeting.

MEMBERS PRESENT :: All staff members.

O.V. Jishu

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193

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 18.10.18

AGENDA: Student Satisfaction Survey. - Discussion.

DETAILS:

The final NAAC Grading relies on the outcome of the analysis of the student satisfaction survey to be conducted by NAAC. At least 30% of all students of the college should participate in this survey. Each student will individually give her answers as appropriate as she feels to a set of 30 odd questions relating to teaching, learning and student support extended to students at the college. A subjective question is also included.

Teachers were clearly explained about each question and discussions on how to make the students understand the unique terminologies used in the survey questions to elicit correct and relevant answers was made. It was also decided to discuss the questions in the class room by teachers and to conduct the survey ourselves to test & understand the feedback. This will help us to further take steps to improve the response from students.

MEMBERS PRESENT: All staff members.

N. V. S. S. S.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 19.10.18

AGENDA :: Discussion on Criterion III

DETAILS ::

Criteria 3- Research, Innovations and Extension

① Resource Mobilization for Research

- Grants for research projects - Even though we had applied every year to tap funds, we have not been successful in getting grants for research.
- Percentage of teachers recognized as research guides
 - Details to be submitted with proof
- Research projects per teacher funded by govt & NGOs
 - None.

② Innovation Ecosystem

- Incubation centre, creation & transfer of knowledge
 - Discussion on details to be submitted.
- Workshops / Seminars conducted on IPR & Industry - Academia Innovative Practices.
 - Discussion on details to be submitted.

③ Research publication and Awards.

- Code of ethics to check plagiarism & malpractices in research - to be developed, already existing practices to be outlined.

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TIRUCHIRAPPALLI - 620 002.

195

MINUTES REGISTER

- Incentives to teachers for research related awards.
 - None.
- Ph.D's awarded per teacher for 5 years.
 - Details to be submitted discussed.
- Research papers per teachers in UGC notified journals.
 - Outline of details to be furnished given.
- Books / chaplets / conference proceedings published.
 - Details on what should be provided as answer and particulars to be submitted as proof.

⊗ ⊗

MEMBERS PRESENT: ∴ All staff members.

O.V. J. Sankar

SHRIMATI INDIRA GANDHI COLLEGE

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196

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 20.10.2019.

AGENDA :: Discussion on Criterion III

DETAILS ::

Criteria III - Research, Innovation and Extension

④ Extension Activities.

- EA in neighbourhood community sensitizing students to social issues and holistic development.
- Awards and recognition received for E.A. from Govt / recognized bodies - 5 years.
- EA and outreach conducted along with industry, NGO, GO - 5 years.
- Average % of students participation in E.A.

Discussion on data to be submitted, segregation and presentation of proof for each K-I.

MEMBERS PRESENT :: NSS Co-ordinating Officers
YRC officers.

Dr. V. J. Subbaraj

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

TIRUCHIRAPPALLI - 620 002.

197

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 22.10.2018.

AGENDA :: Discussion on Criterion III & V

DETAILS ::

Criteria III - Research Innovation and Extension

5) Collaboration.

- Linkages with industries and institutes for internship, field trip, job training, research etc.
- Discussed about what we have done and how
- details should be given with proof
- Functional MoUs with Institutions - 5 years.
- meaning of functional MoU
- details to be submitted with proof.

Criteria V - Student Support and Progression.

- ① Students benefited by scholarships from Govt.
- details to be obtained from office.
- ② Students benefited by scholarships from mgt.
- details to be got from office.
- ③ Capability enhancement and development schemes.
- Discussion on various schemes like coaching for competitive exams, career counselling, soft skill development, Remedial coaching, Language Lab, Bridge courses, Yoga and Meditation, Personal counselling, how to present data with proof.
- ④ No. of students benefited through guidance.
Data yet to be generated.

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Re-accredited at 'A' Grade by NAAC)

198

TIRUCHIRAPPALLI - 620 002.

MINUTES REGISTER

- ⑤ No. of students benefited through vocational education and training - data to be found.
- ⑥ Redressal of student grievances, sexual harassment and ragging.
 - Discussion of the above and how to record them.
 - Cases are almost absent, solution to be found.

MEMBERS PRESENT :: All staff members

A. V. J. [Signature]

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TIRUCHIRAPPALLI 620 002.

199

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 23.10.2011

AGENDA :. Criteria V - Discussion.

DETAILS :.

Criteria V - Student Support and Progression.

(2) Student Progression.

- Placement of outgoing students - 5 years.
 - Details to be collected from students with proof.
- Student Progression to higher education. - last year.
 - Details to be presented with proof.
- Students qualifying in competitive exams and entrance tests - 5 years.
 - Almost nil as figures were absent.

(3) Student Participation and Activities :.

- Awards / Medals for outstanding performance in sports / cultural - 5 years.
 - To be collected from staff.
- Student Council & representation of students in committees of the Institution.
 - Discussion and decisions on the subject.
- Sports / Cultural fests organized by Instt.
 - Details to be submitted.

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200

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MINUTES REGISTER

④ Alumni Engagement.

- Registration of Alumni Association.
 - Not done.
- Alumni Contribution - last 5 years.
 - Present - To be submitted in proper form.
- No. of Alumni meets conducted - last 5 years.
 - Meets regularly conducted
 - Details to be submitted in proper form.

MEMBERS PRESENT : All staff members.

O.V. Rajeshe

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TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

1

MINUTES OF THE MEETING HELD ON 24.10.2018

AGENDA :- Discussion on Criterion III

DETAILS :-

Criterion 7 - Institution Values and Best Practices.

- ① Gender Equity Promotion Programmes organized.
- Very minimum only. Details to be given discussed.
- ② Gender Sensitivity in Safety, Security, Counseling, common room.
- Discussions made, Points noted.
- ③ Alternate Energy Initiatives.
- Information given on Solar Panel Installation, LED Bulbs.
- ④ Power Requirements met through LED bulbs.
- To be discussed with College Electrician.
- ⑤ Waste Management
- Discussion made. Points noted.
- ⑥ Rainwater Harvesting on campus
- Already present.
- ⑦ Green Practices.
- Discussion made. Points noted.
- ⑧ Expenses on Green Initiatives & waste management.
- To be obtained from Office / Finance section.

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TIRUCHIRAPALLI - 620 002.

2

MINUTES REGISTER

- ⑨ Differently abled friendliness.
Minimum. To be discussed with management.
- ⑩ Initiatives to address locational advantages and disadvantages.
To be discussed on a special meeting.
- ⑪ Initiatives taken to engage with local community
- Present. To be submitted.
- ⑫ Other details on the above to be submitted by faculty was also discussed.

MEMBERS PRESENT: All staff members.

1. S. Rengasethi
2. P. S. S. S.
3. P. R. S. S.
- T. R. S. S.
- K. S. S.
4. W. S. S.
- G. S.

A. V. S. S.
P. S. S.
M. S. S.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

3

MINUTES OF THE MEETING HELD ON 25.10.18.

AGENDA: Discussion on Criterion VI

DETAILS:

- ① Code of conduct handbook for students, teachers, governing body, administration (Director / Principal) and support staff.
- Discussed with academic council and prepared to be put on website.
- ② Core values of the Institution.
- Prepared by IQAC Coordinator after discussion with Principal & put up on website.
- ③ Consciousness on national identities, and symbols, fundamental duties and rights
Nil; or minimum.
- ④ Course on Human Values and Professional Ethics.
Present Detail to be given.
- ⑤ Abiding rules & regulations prescribed by statutory bodies / regulatory authorities.
Yes. Details to be provided.
- ⑥ Activities conducted for promotion of universal values, national / human values, etc.
- ⑦ National festivals, birth / death anniversaries of Indian personalities.
Celebration of Gandhi jayanthi, Independence day, Republic day, Onam, Pongal, etc.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

4

MINUTES REGISTER

⑧ Transparency in financial, academic, administrative and auxiliary functions.
— To some extent; to be described.

⑨ Best Practices of the Institution.

— Discussion with faculty

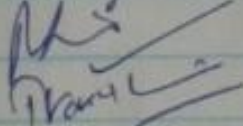
— To submit list of best practices department wise

⑩ Institutional Distinctiveness.

— Yet to be discussed.

MEMBERS PRESENT: All staff members.

S. Rengachari



T.R. Uthappa

K. Sujatha

M. Sathy

P. Anil



W. Sundar

A. V. Ramesh

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

5

MINUTES OF THE MEETING HELD ON 27.11.2018.

- AGENDA/ POINTS : ① Review of activities carried out for this month.
② Any other points to be discussed.

MEMBERS PRESENT:

1.	H. Remya	8	Prasanna
2.	Rajeshwari	9	A. Dhanu
3.	P. R. Anitha	10	V. S. Srinivas
4.	P. Anitha	11	V. Srinivas
5.	Sherrin	12	Indira
6.	S. Rajesh	13	K. Srijatha
7.	D. Anitha	14	Sherrin

DETAILS:

- ① 40 day training for skill development through ICT Academy was completed on 29.10.2018. A placement drive was conducted and all 54 students were offered placement. Validation for the training, distribution of certificates and offer letters was conducted. Dr. K. Meena, Former VC, BDV was the chief Guest.
- ② Two batches of online certification course in Database Management and Java fundamentals was completed and certificates distributed to participants.
- ③ SIGARIA Research Journal and Compendium of Research Articles were published on 9.11.2018 for the year 17-18.
- ④ Annual Quality Assurance Report for 17-18 was submitted online on 27.11.2018.
- ⑤ Request for updating Question Bank on our website for the previous semester Questions, submission of Instruction Material for slow learners and powerpoint presentations for classroom lectures was given on 10.11.2018.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

6

MINUTES REGISTER

- ⑥ Work done assessment register was checked and futurward meeting ^{records} ~~plan~~ reviewed.
- ⑦ Heads of Department were instructed to plan for summer courses and internships.
- ⑧ Entrepreneurship Development Cell was advised to plan some activities for students.
- ⑨ Details on student enrolment, student centric methods, and innovation in teaching-learning were reviewed on 20.11.2018.
- ⑩ An alumni chapter is to be inaugurated at Chennai, on 1.12.2018. Venue has been fixed. Invitation has been sent to Alumni at Chennai. Train tickets have been booked for staff members. Other arrangements are looked after by Ms T. Malathi & Ms V. Usha at the venue. Co-ordination is done by all Heads of Department.
- ⑪ Feedback forms to be filled by Alumni were prepared by IQAC coordinator. She will also M.C the event.
- ⑫ Dr. K. Meena, Former VC, BDU will be the Chief Guest.

N.V. J. Usha

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TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

7

MINUTES OF THE MEETING HELD ON 28.12.2018.

AGENDA :: Review of activities for this month.

MEMBERS PRESENT ::

1.	H. Renu	9	M. H. H.
2.	T. R. Usha S.	10	V. Sundar
3.	P. Anitha	11	M. S. S.
4.	Sherrin V.	12	K. Sujatha
5.	S. Ramesh	13	P. S. S.
6.	V. S.	14	M. S. S.
7.	J. S.	15	M. S. S.
8.	A. S.	16	

DETAILS ::

- ① Chennai Alumni Chapter inauguration was a grand success. Students were very happy to see their teachers after a very long time. Photos were clicked, a group was created on WhatsApp, contact details registered, feedback forms filled up and so on. A grand dinner was also arranged.
- ② Alumni Registration form was remodeled on our website. Photographs of Alumni Chapter Meet were uploaded on website.
- ③ Work relating to Application for Extension of Approval for M.B.A for the year 19-20 was carried out.
- ④ A new grievance redressal form and report were added to our website as per instructions from UGC.

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 30.1.19

AGENDA :- Discussion on Student Satisfaction Survey
 Alumni lectures & counselling
 Alumni meet on VA & PA Graduation Days.

MEMBERS PRESENT:

1.	H. Renua	10.	M. J. J.
2.		11.	A. S. S. S.
3.	T. R. Usha Devi	12.	A. S. S. S.
4.	P. S. S.	13.	K. Sujatha
5.	A. S. S.	14.	A. S. S.
6.	S. S. S.	15.	A. S. S.
7.	A. S. S.	16.	A. S. S.
8.	A. S. S.	17.	
9.	P. S. S.	18.	

DETAILS :-

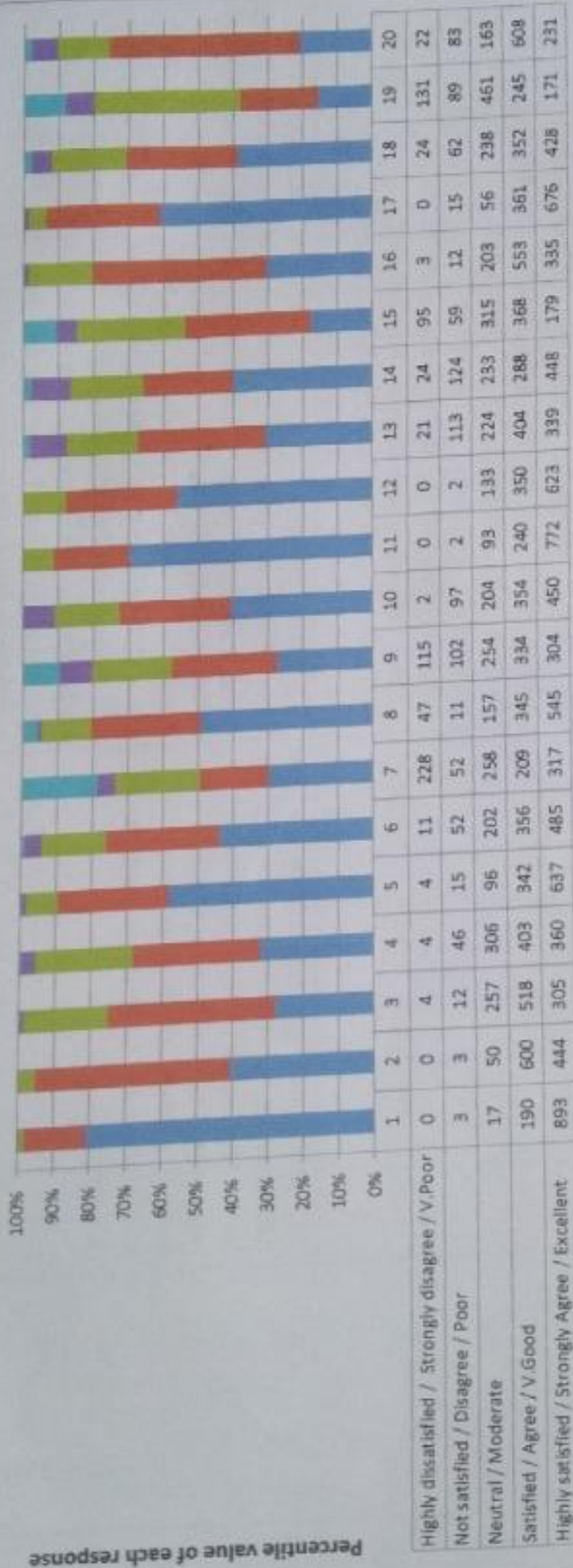
Staff members were requested to explain the questions in the student satisfaction survey to all students of all classes.

A model form was given to students and they were asked to fill in the details, as they think appropriate. The results were submitted by staff members to the IQAC. The results were then analyzed and a graph showing the outcome of the survey was produced in Excel. The analysis of the outcome showed the following things

Qn1. Coverage of syllabus - Good Almost covered

MINUTES REGISTER

Analysis of Student Satisfaction Survey as on 30.01.2019



Percentile value of each response

Question No.

■ Highly satisfied / Strongly Agree / Excellent ■ Satisfied / Agree / V. Good ■ Neutral / Moderate ■ Not satisfied / Disagree / Poor ■ Highly dissatisfied / Strongly disagree / V. Poor

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

10

MINUTES REGISTER

- Qn2. Preparation for classes - Excellent
- Qn3. Communication by teachers - 30% Exemplary 40% Good.
- Qn4. Approach to teaching - 70% Good.
- Qn5. Fairness of internal evaluation - 90% Good.
- Qn6. Discussion of assignments in class - 75% Yes.
- Qn7. Promotion of internship, field visits - 50% Good.
- Qn8. Teaching & Mentoring kindles cognitive,
social & emotional growth } - 80% feel Good.
- Qn9. Multiple opportunities to learn and grow - 60% feel yes.
- Qn10. Information about- expected competencies
course outcomes and programme outcomes } - 75% feel yes.
- Qn11. Mentor follow-up with assigned task - 92% feel yes.
- Qn12. Illustration of concepts through examples
and applications } - 88% feel yes.
- Qn13. Teachers identify strengths and encourage you
with right level of challenges } - 65% yes.
- Qn14. Identify your weakness & help you to
overcome them } - 65% yes.
- Qn15. Review & continuous quality improvement
of teaching learning process } - 35% feel yes.
- Qn16. Student Centric Learning - 98% yes.
- Qn17. Encouragement to participate in extra-curricular events - 95% yes.
- Qn18. Inculcation of soft skills, life skills & employability skills. - 70% yes.
- Qn19. Percentage of teachers using ICT tools for teaching - 80% yes.
- Qn20. Overall Quality of Teaching - 78% Good

Departments of Tamil, English, Social work, and Management studies conducted Alumni Engagement activities with present students during January.

Alumni Meets were also conducted on UG and PG Graduation Days.

O.V. J. Jothi

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

11

MINUTES OF THE MEETING HELD ON 15.11.2018

AGENDA:

- * Lab Cleaning
- * Review of Software Availability for forthcoming semester
- * Internal audit of all registers.
- * Installation of OHP in 2 classes.

MEMBERS PRESENT:-

- | | | |
|----------------------|-------------------------|--------------------|
| 1. Dr. Th | 11. M. S. K. | Shankar |
| 2. A. Chithy | 12. P. Anand 15/11/18 | Ramesh |
| 3. M. Thangappan | 13. P. S. S. 15-11-18 | Sherrin |
| 4. R. Mohala | 14. Thangam | Shirish |
| 5. J. B. R. | 15. Prathish | Shirish |
| 6. S. Arinambal | 16. J. S. K. | |
| 7. M. Geetha | 17. Sherrin | |
| 8. V. Venkateshwar | 18. S. S. S. | |
| 9. S. P. S. | 19. J. S. K. | |
| 10. R. P. S. | 20. P. S. S. | |

DETAILS

- * Since there were no lab sessions today, all the programmers were instructed to oversee and clean all the computer laboratories. Unnecessary papers, and other things should be discarded.
- * Ms. Menaka was instructed to verify the availability of required software for conduct of Practical sessions for various programmes, in all the laboratories. It was also instructed that she check if all the machines & software installed were in working condition.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

12

MINUTES REGISTER

- * All the registers in all the laboratories must be verified for correctness and completeness.
- * 2 OHP projectors were donated by the Alumnae of the college. They were to be installed in two different classes in different blocks. System Administrators were instructed to carry out the job with the aid of electricians.

N. Vijayalakshmi

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

13

MINUTES OF THE MEETING HELD ON 8-02-2019.

AGENDA : Criteria III data collection
Industrial Visit, Field visit
Video recording of classroom lectures
BSNL MOU renewal.

MEMBERS PRESENT :

1.	R. Renua	9.	M. H. H.
2.	T. R. Usha Po	10.	U. Anu
3.	W. S. Kumalath	11.	K. Sujatha
4.	P. Anu	12.	S. Lakshmi
5.	Shamini	13.	M. H. H.
6.	S. Kalyani	14.	S. Praveen
7.	P. Anu	15.	
8.	S. Anu	16.	
17.	P. Anu		

DETAILS :

- ① Staff members were requested to send data pertaining to Criteria III to naac mail. Proofs for the data to be submitted to naac office.
- ② Departments to arrange for field visit, industrial visit for students.
- ③ Staff members were given an orientation on recording class room lectures using a video recorder app on their smart phones. They were also taught how to add title slides, notes, end slides and background music to their presentations.
- ④ BSNL MOU was renewed for another three years for internship, placement etc.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

14

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 27.02.2019

AGENDA :-
Registration of Ph.D details on
University Website
E-books list
DV-Recorder recordings.

MEMBERS PRESENT :-

1.	M. Renu	8	P. Anitha
2.	T. R. Lakshmi	9	Sherrin S
3.	G. S.	10	S. Kalyani
4.	Vandana	11	J. L.
5.	P. Anitha	12	M. H.
6.	A. Suresh	13	K. Sujatha
7.	V. Anitha	14	Rajalaxmi
		15.	S. Prani Lakshmi

DETAILS :-

As per instructions from Bharathidasan University, all research departments should upload the affiliation order copy with other details and register themselves on the BDU website. Similarly, all faculty members who have obtained permission for Ph.D Guideship from the university are required to register themselves, with their Guideship details and copy online. Only registered departments and guides will be further entertained for Ph.D related activities. All communication regarding this will be received through the e-mail of corresponding guides.

In keeping with the above, all arrangements were made to register departments and Ph.D guides online.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

15

All departments were requested to submit the list of e-books submitted by them to the Library. The Librarian will confirm the same. A few more e-books can also be submitted as and when possible. Some e-books are also available on our Website.

Based on the orientation given to staff members regarding recording of video lectures, all departments have been submitting a copy of the video lectures edited and compiled by them to naac mail. The lectures are reviewed by NAAC office and required changes are suggested.

It is planned to upload these lecture videos for use of students from our website.

A.V. J. [Signature]

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

16

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 21.01.2019.

- AGENDA :**
- ① Notification to all departments about visit of model/practise NAAC committee to college during the second week of next month.
 - ② Plan of action to be taken for the same.

MEMBERS PRESENT :

V. V. V.
K. Anand
I. V. V.
K. Sujatha
P. Anand
T. R. Chitra Devi
W. Humalath
M. V. V.
P. Anand

M. Rama
N. V. V.
G. V. V.
S. Srinivas
S. Srinivas
S. Srinivas
S. Srinivas
S. Srinivas
S. Srinivas

DETAILS :

Upon direction by our Principal, NAAC / IGAC Co-ordinator informed all Heads of Department about the proposed visit of a team of experts to view and inspect records & facilities of our college, in purview of the next cycle of NAAC Accreditation. In keeping with the same, it was decided to perform a self appraisal of all departmental records. Accordingly, various committees to scrutinize the records were formed. It was decided that PPT presentations of all activities and other details will be viewed and commented upon, for each department. All registers and files will be scrutinized by one committee. Another committee will focus on research-activity reports and files. Student Centric methods and lecture videos will be scrutinized by yet another committee. All work must be completed before the end of the week.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

17

MINUTES OF THE MEETING HELD ON 25.01.2019.

AGENDA :

- ① Review of powerpoint presentation of all departments
- ② Review of student centric methods and video lectures prepared by departments.
- ③ Scrutiny of all departmental records.
- ④ E-books to be downloaded by all departments and handed over to Librarian.

MEMBERS PRESENT :

1. Dr. M. Rema	} Review of PPT	M. Rema
2. Dr. G. Kalachelvi		G. Kalachelvi
3. Dr. T.R. Usharani		T.R. Usharani
4. Dr. A. Hemalatha	} Review of SCM & VL	A. Hemalatha
5. Ms. P. Andal		P. Andal
6. Dr. Ms. M. Manimekalai		M. Manimekalai
7. Dr. Francis Mary J	} Research activities/records scrutiny.	Francis Mary J
8. Dr. K. Ananthi		K. Ananthi
9. Ms. P. Aniltha		P. Aniltha
10. Dr. K. Sujatha	} Department records scrutiny.	K. Sujatha
11. Dr. S. Santhakumari		S. Santhakumari

DETAILS :

In continuation with the earlier meeting, committee members performed review/scrutiny of records and gave their feedback as follows.

1. The following things were observed with PPT of departments
Grammatical mistakes, change in order of slides, removal of irrelevant / non-focused pictures, missing dates and details, missing information was pointed out for change. H-A department to prepare new PPT.

MINUTES REGISTER

2. The following things were observed for student centric method presentation and video lectures.

SCH - Slides should be added for Tamil, Physics.

Some slides to be removed for B.M.

Suggestions given to modify some content.

Video Lectures - Many departments have to change their videos. Some have not completed (Eco).

3. Research records / files scrutiny committee reported thus.

Department of Tamil should totally create records in specific form. They could look at other departments for a model.

Dept of Commerce has not compiled records after 2014-15.

Dept of M.B - Mark register, Viva-voce details for M.Phil minutes register missing. Result Analysis not done.

Dept of ~~Commerce~~ Hgt. Studies - All okay M.Phil register cover title not present. Minutes reg. incomplete.

Dept of C.S - Mark register - pending project marks. Separate register for Ph.D not maintained. M.Phil records from 2014-15 yet to be compiled. Others (15-16 onwards okay).

Dept of Maths - Ph.D folders/files for individual members absent. Mark register (very old) to be updated.

4. Records Scrutinization Committee

A list of records to be scrutinized for each department was given. Comments were written against each record, for each department and submitted by the committee. Best departments were Depts. of Hgt. Studies, Computer Science and Biochemistry. Depts. that should improve much are Dept. of Maths and Economics. Best practices in each department were also mentioned in their reports.

MINUTES OF THE MEETING HELD ON 15.03.2019.

- AGENDA:-
- ① Proposal to upgrade computers and leased line bandwidth to 50 Mbps.
 - ② Purchase of new language lab software from Lady Hawk Coimbatore. (40 licenses)
 - ③ Replacement of Airconditioners in M.C.A lab IQAC room and offices of Director, Principal & Secretary.
 - ④ Proposal to install smartphones in hostel.
 - ⑤ Fixing up of tiles on walls & floor of hostel buildings.
 - ⑥ Instruction to staff members to arrange for summer internship.
 - ⑦ Put up new forms to submit alumni details and grievances on website.
 - ⑧ Submission of following details for NAAC SSR.
 - Grievance letters for this semester
 - Journal publications for this year
 - Particulars on placement and progression to higher studies for cutgene 18 batch.
 - Check diary of events for 18-19.
 - Details on students passed in competitive exams and entrance exams.

A.V. J. [Signature]

MEMBERS PRESENT:-

1.	M. Rama	8	P. Anitha
2	[Signature]	9	Sheniyi
3.	T.R. Lakshmi	10	P. Anitha
4	S. Rajalakshmi	11	M. [Signature]
5	P. Anitha	12	S. [Signature]
6	W. Sundarath	13	K. Sujatha
7	[Signature]	14	[Signature]
		15.	i. Pravin Kumar

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 12.04.2019.

- AGENDA :**
- ① End-semester Examinations
 - ② Submission of Internal marks and attendance
 - ③ FDP on Skin Care.
 - ④ Submission of Workload allotment and timetable
 - ⑤ Exam supervision schedule.
 - ⑥ Preparations for Admission.

DETAILS :

- ① Endsemester examinations were conducted for this semester from 1.4.19 to 5.4.19. Papers were valued. Internal Assessment marks to be finalized and displayed on noticeboard. Attendance of students to be closed on 10.4.19 and lack of attendance list of students to be prepared.
- ② An FDP on Skin Care was convened on 4.4.19 by IQAC for staff welfare.
- ③ Workload allotment and timetable for the forthcoming semester to be prepared and submitted by 15.4.2019.
- ④ Exam supervision schedule is being prepared.
- ⑤ Arrangements to meet admissions is being made. +2 Results to be released on 19.4.2019. Admission Committee and Support Staff committee will be convened on 15.4.2019.

W.V. Zuberi

SIGNATURE OF MEMBERS PRESENT :

1.	<i>M. Rama</i>	8.	<i>B. Anand</i>
2.	<i>T.R. Ashok</i>	9.	<i>Sherrin</i>
3.	<i>G. ...</i>	10.	<i>S. Rengasathi</i>
4.	<i>B. Hemalatha</i>	11.	<i>J. ...</i>
5.	<i>Mani</i>	12.	<i>M. ...</i>
6.	<i>Ushila</i>	13.	<i>K. Sugatha</i>
7.	<i>Ramesh</i>	14.	<i>M. ...</i>
		15.	<i>J. Frendley</i>

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

21

MINUTES OF THE MEETING HELD ON 11.05.2019

AGENDA :: Action Plan for forthcoming year.

MEMBERS PRESENT::

K. Sujatha

~~M. Anand~~

J. Dhilip

P. Anand

T. R. Usha

V. Humalath

~~M. Anand~~

P. Anand

S. Praveen Kumar

M. Renu

N. Vijayalakshmi

V. Praba

~~S. Anand~~

S. Sherrin

S. Kalyaneshwari

~~M. Anand~~

~~M. Anand~~

S. Lakshmi

DETAILS::

The following points were resolved::

- i) To improve the demand and enrolment for all programs.
- ii) To increase the number of qualified staff members.
- iii) To get permanent affiliation to as many programs as possible.
- iv) To equip ourselves for autonomous status.
- v) To improve use of ICT in teaching-learning & evaluation.
- vi) To improve wi-fi facilities in the campus.
- vii) To promote use of language lab for soft skill development.
- viii) To increase the use of smart classrooms for teaching.
- ix) To strengthen placement of students.
- x) To promote association with Alumni.
- xi) To register Alumni Association.
- xii) To increase social outreach.
- xiii) To improve innovative eco-system for teaching & research.
- xiv) To advocate Go-Green Initiatives through the campus.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

22

MINUTES REGISTER

MINUTES OF THE MEETING HELD ON 26/06/2019

- AGENDA :
1. Preparation of Qualified Staff List
 2. Preparation of College Profile in Tamil & English
 3. Admission details and analysis.
 4. Preparation of Calendar, Tutor-ward allotment and officebearers for various committees.
 5. Installation of Smartcard phones in hostel.
 6. 44 students sent to BSNL, Trichy for summer internship for 2 weeks. (50 hours)

MEMBERS PRESENT

K. Sujatha

~~T. Vankar~~

~~S. Anand~~

~~P. Anand~~

~~T.R. Lakshmi~~

~~W. Sumanalakshmi~~

~~M. Anand~~

~~P. Anand~~

M. Renuka

~~N.V. Jeyaraj~~

~~J. Anand~~

~~S. Anand~~

~~S. Anand~~

~~J. Anand~~

~~M. Anand~~

~~S. Anand~~

DETAILS:

- i) List of staff members with NET/SLET/Ph.D qualifications and others who are yet to qualify prepared & sent to JD office & university.
- ii) The profile of the college was prepared with all details for circulation.
- iii) UG & PG admission data was consolidated and analyzed.
- iv) Calendar, tutor-ward allotment & association & committee members were finalized.
- v) Smart card phones were ordered and installed.
- vi) Students of M.Sc C-Sc, M.Sc I.T, M.Sc Physics and M.Sc Maths were sent to BSNL for summer internship. They learnt about computer networks and internet functioning.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

23

MINUTES OF THE MEETING HELD ON 22/07/2019

AGENDA:

1. Overview of last month association activities.
2. Discussion of PPT submitted by staff members.
3. Submission of relevant data for NAAC Criteria.
4. Submission of research articles, proposals etc.
5. Infrastructure upgradation.

MEMBERS PRESENT:

K. Sujatha
D. Varun
D. Anitha
P. Anitha
T.R. Geetha
V. Humalath
P. Anitha

M. Remya
A. Vijayashree
S. Sherrily
S. Vijayashree
M.
M.
S. Praveen Kumar

DETAILS:

- i) All departments submitted invitation letters, press report and photographs for all association activities - verification made.
- ii) Changes to be carried out in PPT lecture slides submitted already.
- iii) Discussion on criterionwise inputs to NAAC.
- iv) Submission of articles published in journals for 2018-19.
- v) Project proposals submitted - one proposal submitted to DST.
- vi) 40 more IT PCs purchased were put up for use in HCA lab.
- vii) GDC minutes register & Earn while you learn register to be checked.
- viii) Smart card phones installed in hostel (18 Nos) and cards issued to all hostlers. Top-up vouchers are sold in canteen.
- ix) A solar panel for 50 kW power generation put up on roof top of J2 D Block.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

24

MINUTES REGISTER

DATE: 05.08.2019

TIME: 2.00 pm

DETAIL: Data request from office for NAAC.

- i) Admission particulars
- ii) Drop-out details 18-19.
- iii) Outgone students details.

Members Present

Ms. Padmapriya A, Clerk

DATE: 02.08.2019

TIME: 10.30 pm

DETAIL: Overview of college website

Suggestions for updation.

Request for Curriculum Vitae of all staff members.

Discussion about e-resources on website

Other citation wise data - discussed.

Members Present :- All staff members.

Endorsement by HoDs:

K. Sujatha

P. Varad

J. Anand

P. Anand

I.R. Usha Devi

W. Humalath

M. S.

P. J.

M. Renu

V. Prabha

J. Anand

Sherry

S. Kalyanesh

J. Anand

W. Humalath

Sherry

S. Kalyanesh

DATE: 05.08.2019

TIME: 9.45 am

DETAIL: Discussion on Consultancy Policy & Hous for consultancy

Members Present :-

Dr. T. Karpagam

Dr. V. Bharathw.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

25

DATE: 06.08.2019.

TIME: 2.00 p.m.

DETAIL: Instruction to librarian regarding details to be submitted for NARC.

- i) Automation software
- ii) List of rare books, special reports etc.
- iii) e-journals & e-books.
- iv) Annual expenditure
- v) Per day usage report for library

Members Present with signature :-

Ms. R. V. Jaishri.

R.V. Jaishri

DATE: 06.08.2019

TIME: 2.30 p.m.

DETAIL: Executive summary preparation. - discussion
Evaluative reports for each department - distribution.

Members present with signature :-

Dr. M. Rema, Head, Dept of English.

Dr. V. Prabha, Dept of Maths

M. Rema

V. Prabha

DATE: 06.08.2019

TIME: 3 p.m.

DETAIL: Documents pertaining to Solidwaste management
- Verification and suggestions.

Members present with signature :-

Dr. S. Shanthy, Dept of H.B

Dr. V. Bharathi, Dept of B.C.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

26

MINUTES REGISTER

DATE :- 07.08.2019.

TIME : 8.40 a.m.

DETAIL :- Talk on 'Go Green' Initiatives with Campus Co-ordinator

- i) No. of LED bulbs and non-LED bulbs in every block.
- ii) No. of trees on campus with names.
- iii) Solid waste management & Liquid waste management.

Members Present with signature :-

Ms. Mythili Sekar

DATE : 07.08.2019

TIME :- 9.00 a.m.

DETAIL :- Instructions on documents & records to be prepared for NAAC visit.

- i) Library Committee Minutes Register.
- ii) Book bank scheme
- iii) Earn while you learn.

Members Present with signature :-

Ms. R.V. Jaishri, Librarian *R.V. Jaishri*

Ms. V. Mahalakshmi, Librarian *G. Mahalakshmi*

Ms. B. Marcelene, Librarian *B. Marcelene*

DATE : 07.08.2019

TIME :- 9.30 a.m.

DETAIL :- Verification & suggestions regarding EDC minutes register.

Members Present with signature :-

Ms. Annapavani, A.P., Dept of FT & C.D. *A. Annapavani*

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

27

NAAC SSR submission related data Collection from Depts

<u>DATE</u>	<u>PARTICULARS</u>
07.08.2019	Resume and achievements of staff members.
08.08.2019	About the Department - to be put up on website Outgone students details.
13.08.2019	List of students admitted in 2012 and 2013. Ph.D/NET/SET completion certificates.
19.08.2019	Pending data - admission, failures, revaluation and courses offered - last 5 years.
20.08.2019	2018 admitted students' list.
21.08.2019	M. Phil & Ph.D enrollment - 5 years.
22.08.2019	Placement details for 5 years.
24.08.2019	Staff attended refresher, orientation, seminar, workshop, FDP details.

- i) Data enrollment yearwise, communitywise, - 5 years.
- ii) Dropouts - 5 years
- iii) Staff joined / left details - 5 yrs.

submitted to office for verification.

A.V. R. Usha

Acknowledgement from Heads of Dept.

1	M. Renu	8	Rabshiraj
2	G. K.	9	Shenig
3	V. Kumar	10	M. S.
4	Usha	11	S. Rengalathi
5	P. Anand	12	S. Prasad
6	A. Durga	13	T. Vasu
7	K. Sujatha	14	T.R. Usha
		15	M. M.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

23

MINUTES REGISTER

MINUTES OF MEETING HELD ON 24.08.2019, 11 a.m.

AGENDA : Discussion about submission of Extended Profile
New practices to be followed in 2019-20

MEMBERS PRESENT

1	A. V. J. Subhi	9	S. Rajakoti.
2	V. Praba.	10	J. Jinka
3	Daleshipu	11	M. Rama
4	T.R. Lakshmi	12	P. Anitha
5	J. Prani Kany	13	J. Jinka
6	M. S. S.	14	W. S. S.
7	M. S. S.	15	S. S. S.
8	M. S. S.	16	M. S. S.
17	S. Rajakoti.	18	P. Anitha

DETAILS

- i) Verification of data submitted last fortnight.
- Dropouts, failures, staff experience etc.
- ii) Details of staff joined / left yearwise - to be verified
- iii) Tutor ward & Mentor mentee list to be prepared and submitted. Mentoring details recorded in WDAR.
- iv) Demarcation of slow and advanced learners.
- v) Remedial coaching to be given to slow learners & value-added courses for advanced learners.
- vi) Language departments to conduct workshops for language improvement / speaking skills improvement
Syllabus, Invitation, Attendance, Photo, Feedback,

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

29

Test marks to be recorded.

vii) Commerce department to create linkage for CPT/ICWA,
ACS coaching

viii) Bank Management department to arrange for
coaching classes to attend Bank exams.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

39

MINUTES REGISTER

Data Collected from Departments for NAAC SSR Submission.

Date:

Particulars:

- 26.08.19 Revised profile of each department for posting on website
- 27.08.19 Web URL of published journal articles in UGC approved, Scopus indexed, Web of Science indexed journals with citation index to be submitted in shared Google sheet for last 5 years. h-index of all staff members for last 5 years.
- 28.08.19 Revised Language Lab timetable
Last date for submitting publications for 2018-19
Invitation for Saturday activities
- 30.08.19 Review of PSO of each programme. Submission in shared Google document
- 4.09.19 Overall Result Analysis - 5 years.
- 5.09.19 M.Phil Project List for 18-19.
Ph.D Guidance details - 5 years with proof
Staff, student strength - 5 years program/dept wise
- 06.09.19 Pending work clearance.

N. Vijayalakshmi

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

31

MINUTES OF THE MEETING HELD ON 09.09.2019.

AGENDA : Discussion on steps to be taken for improving quality initiatives in the college, with an emphasis on NAAC visit - IV Cycle.

Inputs from Mr. K. Chandrasekaran, son of our Secretary, holidaying at Trichy. He is working at Medtronics, USA.

MEMBERS PRESENT :

1	K. S. Jyotha	10	J. P. Premilany
2	[Signature]	11	[Signature]
3	A. Dany	12	S. W. Shrivijay
4	Salesh Kumar	13	Tamil [Signature]
5	[Signature]	14	P. Vasu
6	M. Remya	15	Prabha
7	S. Ramesh	16	V. S. Suresh
8	P. Anand	17	G. P.
9	P. R. S. S. S.	18	

- ① Resolution to make our college the best among all colleges in Trichy by 2020
- ② Strengthening the five pillars of the college :
 - i) Academics. - Improve teaching & learning by using the latest mds
 - ii) Infrastructure Improvement - Upgrading the amenities as reqd.
 - iii) Softskill Development - Steps to make students good at communication in English and also overall interaction on latest topics.
 - iv) Alumni Engagement - Create Alumni Directory and tap their potential for improvement of the college.
 - v) Placement improvement - All depts strive to empower students for plmt
- ③ Branding - Create a brand image for the college to attract students

MINUTES OF THE MEETING HELD ON 18.09.2019

- AGENDA ::**
- ① Data procurement for submission of AQAR
 - ② Preparation of SIGARIA research journal
 - ③ Compilation of research articles.
 - ④ Data collection for NAAC.
 - ⑤ Consolidation of research activities for last year.
 - ⑥ Proposal to conduct rally on eco-friendly initiatives

MEMBERS PRESENT ::

1. W. V. J. J. J.

4. S. S. S. S.

2. M. R. R.

5. B. B. B.

3. V. Praba

6. H. B. B.

DETAILS ::

7. A. A. A.

- ① AQAR for the year 18-19 is underway. Required data is requested from departments.
- ② IQAC published SIGARIA 2019 and etc compendium of research articles for 2019. Cash awards for research publications were also computed.
- ③ Some more documents and data required for NAAC SSR are being collected from staff members and office.
- ④ The research committee was asked to consolidate all research related work for last 3 months and last year.
- ⑤ A rally to create awareness on eco-friendliness is planned to be conducted on 21.09.2019.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

33

THE INTERNAL QUALITY ASSURANCE CELL

OF

SHRIMATI INDIRA GANDHI COLLEGE

Organizes

A RALLY ON
"ECO-FRIENDLY INITIATIVES"

In association with

EXNORA and NATURE CLUB of the college

On

Saturday 21.09.2019 @ 10 a.m

Within the College Premises to create awareness among students

ALL ARE WELCOME!!!

MINUTES OF THE RALLY :

All I year and II year undergraduate students participated in the rally. Students were asked to dress in five colours - white, green, blue, orange and brown. 20 students from each class were made to form a human chain in two rows on two sides of the pathway from the canteen upto the beginning of the office buildings. Around 500 students formed 5 rows of 100 and carried the banners of IQAC, Exnora and Nature Club. They were followed by some students holding placards with slogans written on them. Students who led the rally called out the slogans in both English and Tamil and the other students in the rows and in the adjacent human chain repeated the slogans. The rally slowly went through

MINUTES REGISTER

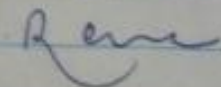
every block of the college. Then after covering the entire college area, students were grouped to go up every block shouting slogans. These were repeated by the other students in every class. Class tutors gave awareness on eco-friendly actions in every class. The rally then came down each block, rejoined again in the pathway. They then filed their way to the R.V. Auditorium. They were followed in file by the students in the human chain.

Student Volunteers arranged the students and conducted the entire rally under the supervision of staff members. After all the students regrouped and occupied and settled themselves comfortably in the auditorium, the student coordinators of Nature Club and Exnova, addressed the gathering. 4 students from various classes of I UG & II UG, programmes spoke on how to preserve Greenery, Deforestation, Reforestation, Avoiding Plastic use, pollution control & prevention, Solar Energy, as a replacement for non-renewable energy sources, saving water, water management, nurturing health through natural and eco-friendly practices, etc. Students took the messages well.

This was followed by an oath-taking by students to adopt and continue eco-friendly practices. The students then dispersed and went to their classrooms.

This programme was arranged to create awareness among students about eco-friendly practices, which is the need of the hour.

V. Prabu.

M. R. 

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

35

MINUTES OF THE MEETING HELD ON .10.2019.

- AGENDA :-
- ① Admission Analysis (19-20)
 - ② Result Analysis 2019 outcome
 - ③ Plan of activities - Discussion.
 - ④ Research activities - consolidation
 - ⑤ Placement Training - discussion.
 - ⑥ Extension Activities - discussion.
 - ⑦ Data Requirement for NAAC SSR

MEMBERS PRESENT:.

Heads of Department : .

- | | |
|--------------------|----------------------|
| ① Bus. Admn. | ⑨ Fashion Technology |
| ② Bank Mgt. | ⑩ Hosp. Admn. |
| ③ Biochemistry | ⑪ Maths |
| ④ Chemistry | ⑫ Mgt. Studies |
| ⑤ Computer Science | ⑬ Microbiology |
| ⑥ Commerce | ⑭ Physics |
| ⑦ Economics | ⑮ Social Work |
| ⑧ English | ⑯ Tamil. |

DETAILS:.

- ① Data on admissions for this year were consolidated for all the programmes by the Vice Principal & Admission Committee. The report was submitted to J.D office and a copy submitted to IQAC. Minutes of the Admission Committee Meetings was also submitted.
- ② Results of all outcome batches of all UG and PG programmes were consolidated. Some students passed in Instant Exams held just after release of results. Some have applied for

reevaluation and passed. Ranks obtained by students have also been reported. Rank holders attended the VRE Exams and have obtained ranks among the rank holders..

③ The plan of activities for this year, already prepared at the beginning of the academic year, is being carried out. All departments have submitted invitations, press reports and photographs of events. Industrial visits have been organized. Alumni Interaction programmes have been planned. Field visits and Internships are undertaken. However only one International seminar has been organized and so all HODs were requested to plan for some more mega events. Sports achievements were also reported.

④ Research publications for the current year were collected. Cash awards for publications during 2018-19 have been recommended by the research committee to the management. Project proposals requesting seed money needs to be prepared. Cash awards for M.Phil & Ph.D guidance also has been submitted to management for approval. Two major project proposals have been submitted to 'birac' for tapping funds. One project proposal has been submitted to VRE.

⑤ The Training and placement cell is giving training to Arts & Science students in separate batches, to equip them with employable skills. The students also attend language lab for improving communication skills.

⑥ Only a few extension activities have been carried out. Several others have been planned. Similarly, sports and fine arts events have been held for freshers to identify potential players and performers.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

37

⑦ NAAC SSR IX cycle is currently being prepared. All staff members, both teaching and non-teaching have been busy submitting documents to support the answers to all the questions. Some of the documents are being received, scanned and linked to the report.

The IQAC is busy putting everything into place. Some of the documents are obtained through the e-mail and data for all key indicators and questions are being obtained through Google sheets, verified and reformatted before being linked to the questions/Answers.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

43

⑥ ICT enabled teaching / learning - 1 PPT seminar to be taken by all staff. PPT with atleast 20 slides to be prepared for students.

⑦ Mentoring - day.

⑧ Innovation and Creativity in T-L. :

⑨ Ph.D registered/Completed, Fellowship for Ph.D / Ph.Ds awarded. /
Reviewers. C-S - S Hemalatha DDA - Anitha - Commerce - R. Vani, Malkangi
Malathi - Reg. under MH.
Phy - Padmarathy, N. Sharmila, MA & Chitra Devi, SW - Deepa completed
Q. Subashini Reg.

⑩ Awards. - Anitha Ezhil Mangayarkarazi. - Best paper presentation.
Aug 15 - College Award - Fine Arts.
SAC - College Award - Fine Arts

⑪ Store Photography club, Moral/Spiritual Club, Tourism & Travel Club.

↳ N. Hemalatha, SW

Mr. Thirupurasundari

V Praba

N. Bhuvaneshwari, Comm

S. Rengalakshmi

K. Chitra Devi

↳ Save the Girl child, E-waste mgmt, Women Empowerment.

K. Sujatha

⑫ PSO, CO graphs - please verify.

V. Mathimalar

↳

⑬ Research Grants / Projects applied - ② - not yet funded.

⑭ Industry - Academia. meeting - Dalmia with Chemistry.

⑮ Research papers / Conference Proceedings / Books

All staff members will bring details for 18-19
and 19-20.

↳ Santhakumari

⑯ MoU / Linkages. ∴ BSNL - Internship, CAE Centre for Arts & Culture
Dalmia - Renewal. - Tamil & English.

Project work - Physics. - LoC sent.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

44

MINUTES REGISTER

(17) National seminar to be conducted; by CS & Maths depts.
Proposal will be submitted on or before 30.01.2020.

(18) FDPs conducted for NTS/FTT.

i) Commerce - 2 (18-19) - NTS

ii) English - 1 (18-19) 1 (19-20) - NTS.

iii) Fashion Technology - 1 (18-19), 1 (19-20) - NTS 19-20 - 1 (FTT)

iv) Maths - 1 (18-19), 1 (19-20) - FTT. (PSO analysis)

v) Social work - 1 (18-19), 1 (19-20) - NTS 19-20 (FTT)

vi) C.S - 1 (18-19), (19-20) - 1 NTS 19-20 - 1 (FTT)

vii) Tamil - (19-20) - 1 (FTT)

viii) IQAC - FTT (19-20) - 2 (PSO). 18-19 : 7

ix) MB, BC, Chem : ~~1~~ (19-20) - NTS, (19-20) - FTT. 19-20 : 9+3

x) MBA - 1 for FTT (19-20) 1 for NTS (19-20).

(19) Outreach Programmes :

19-20 : B.B.A - Human Values. English - Class at Govt School

Commerce - ED. at village. SW - Krishna's Home, Tiruvellarai

Physics - BHEL school - classes. B.B.M & Bc - Santhanam

Eco & Bc - Tree plantation.

Vidyalyaya.

MEMBERS PRESENT :

1.	B.B.A		9.	Economics	S. Anand
2.	B.B.M		10.	Maths	V. Prabu
3.	B.C	P. Anitha	11.	M.B.A	P. Anitha
4.	Chem	Ramesh	12.	M.B	K. Anitha
5.	C.Sc	M. Anitha	13.	S.W	
6.	English	M. Rama	14.	Tamil	
7.	FT		15.	Commerce	
8.	H.A	V. Anitha	16.	Physics	J. Anitha

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

45

MINUTES OF THE MEETING HELD ON 29.01.2020.

AGENDA :- Continuation of yesterday's meeting.
Formation of Committee for preparing
General Inspection Report.

DETAILS :-

① General Inspection report (Last 5 years) to be submitted to University by 21.02.2020.

Committee Members :-

Co-ordinator :- Ms. N. Vijayalakshmi, IQAC coordinator.

Overall Verification :- Dr. M. Rema, Vice Principal.
Dr. V. Praba, A.P. Dept of Maths.

Preparation of report :- Dr. G. Kalaiichelvi, Head, Dept of B.A.
Dr. A. Hemalatha, Head, Dept of Commerce
Dr. M. Manimekalai, Head, Dept of C.Sc.
Dr. K. Anandhi, Head, Dept of M.B.
Ms. P. Anitha, Head, Dept of B.C.

Typing, Editing & Formatting :- Ms. P. Amudha, Programmer.
Ms. Umashankari, Programmer.
Ms. Sujitha, Programmer.

② Proposal for 8 more smart class rooms - letters to be given.
JLD-3 HBA-1 Rajan-1 1cblock-1 V6-2

③ Swayam Courses :- All faculty members to register and complete atleast one course.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

46

MINUTES REGISTER

(4) Competitive Exams - Applied & Passed - collect data for 19-20 from students.

(5) Career Counselling :
Chem - Jagan from Southern Railways.

MEMBERS PRESENT :-

1.	B.B.A.	G.K.	9.	Economics	S. Rajalakshmi
2.	B.B.M.	V. Harini	10.	Maths	V. Pruthi
3.	B.C.	P. Chitra	11.	H.B.A.	Pruthi
4.	Chem.	Lalitha	12.	H.B.	Pruthi
5.	C.Sc	M. Latha	13.	S.W	J. Vijaya
6.	English	M. Renuka	14.	Tamil	Pruthi
7.	F.T.	P. Anitha	15.	Commerce	V. Hemalatha
8.	H.A	Pruthi	16.	Physics	J. Anitha
			(17)	Chemistry	Lalitha

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

MINUTES REGISTER

47

MINUTES OF THE MEETING HELD ON 15-02-2020

AGENDA : (1) Discussion on things to be done with respect to VII criterion of NAAC SSR.

(2) General instructions about departmental activities.

DETAILS:

All representatives for NAAC from various departments met at the IQAC room at 2.30 PM.

New banners for all departmental clubs were to be prepared. Club names were submitted for the same.

The following criterion of NAAC SSR were discussed, so that activities could be based on them.

- 7.1.1 - Gender Equity Promotion.
- 7.1.5 - Waste Management.
- 7.1.7 - Green Practices - Plastic free campus, Paperless Office
- 7.1.11 - Initiatives taken to engage with and contribute to local community.
- 7.1.14 - Consciousness about national identities and symbols.
 - Fundamental duties and Rights of Indian Citizens.
- 7.1.15 - Human values and professional Ethics.
- 7.1.16 - Promotion of universal values.
- 7.1.18 - National festivals, birth/death anniversaries of great Indian Personalities.
Best practices and innovative practices.

Faculty were also asked to check data submitted for AISHE and General Inspection Commission Report.

SHRIMATI INDIRA GANDHI COLLEGE

TIRUCHIRAPALLI - 620 002.

48

MINUTES REGISTER

to

MEMBERS PRESENT :-

~~19/01/19~~

~~to~~

Va

J. Sankar.

N. Sankar.

~~to~~

Ban

d. Nirmal

D. Jayapradha

& P. Sankar

R. Durga

S. D. N.

K. S. An

M. P. An

Jayam

P. Sankar

G. Karthavalli

J. Sankar

N. Sankar

~~to~~

N. Sankar

V. Sankar

H. K. Sankar.