



SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN

Udumalpet – 642 128, Tamil Nadu

Autonomous and Affiliated to Bharathiar University

Accredited at \mathcal{A}^+ Grade by NAAC | DBT Star College with Star Status

An ISO 9001:2015 Certified Institution

www.gvgvc.ac.in gvgprincipal@gmail.com 04252-223019

IQAC MINUTES - 2018-2019



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Chairperson	Mrs.S.Kalaiselvi Principal In-charge
Coordinator	Dr. N. Rajeswari Associate Professor in Mathematics
Co-Coordinator	Mrs. T.V. Banumathi Controller of Examination and Head -Department of Physics
Members	Dr. N. Lakshmi Associate Professor and Head Department of Commerce Dr. P. Geetha Associate Professor of Economics Dr. S. Shenbagavalli Assistant Professor of History Dr. R. Surya Priya Assistant Professor and Head Department of Commerce (SF) Dr. J. Bhuvanewari Assistant Professor of Chemistry Miss. A. JyothiCassandradevi Assistant Professor of English Miss. J. Priyadharshini Assistant Professor of Mathematics (SF) Miss. J. P. Thempaavai, Assistant Professor of Mathematics (SF)
Management Representative	Mr.G.Raveendran Secretary
Stakeholders/Industrialist	Mr. A. Gowri Shankar Executive Director AdroIT Technologies Coimbatore
External Experts	Dr. G. Uma Co-ordinator IQAC Department of Statistics PSG College of Arts and Science Coimbatore - 14 Dr. R. Shantha Associate Professor and Head - Economics PSGR Krishnammal College for Women Coimbatore.
Student Members	Miss. Beena Ph. D Scholar, commerce Miss. Balamantra M.Phil Scholar, Mathematics
Alumni Members	Ms.S.Vimalarani Secretary cum Social Worker Cheer, Chennai Dr.P.Hemalatha Assistant Professor Department of Physics Government Arts College Coimbatore



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Minutes of the IQAC Meeting - I 18th August 2018 at 11.30 am

AGENDA:

1. SSR upload
2. Student satisfaction survey (SSS)
3. Academic Audit
4. Changes in Curriculum.
5. AQAR preparation regarding
6. Action Plan from all departments
7. Use of new teaching methodologies and ICT tools.
8. PEER team visit.

MEMBERS ATTENDED THE MEETING:

- Dr. N. Rajeswari Rajeswari
Associate Professor in Mathematics
IQAC Coordinator
- Mrs. T.V. Banumathi g.v.g.
Controller of Examinations and
Head - Department of Physics
- Dr. N. Lakshmi N. Lakshmi
Associate Professor & HOD of Commerce
- Dr. P. Geetha Geetha P
Associate Professor of Economics
- Dr. S. Shenbagavalli s.shy
Assistant Professor of History
- Dr. R. Surya Priya R. Surya Priya
Assistant Professor & HOD of Commerce (SE)
- Dr. J. Bhuvaneshwari Bhuvaneshwari
Assistant Professor of Chemistry



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Ms. A. Jyothi Cassandora Devi
Assistant Professor of English (SF)

[Signature]

Ms. J. Priyadharsini
Assistant Professor of Mathematics (SF)

[Signature]

Ms. J. P. Thempaavai
Assistant Professor of Mathematics (SF)

[Signature]

MINUTES OF THE MEETING:

The members of the IQAC met on 18.08.2018 in the IQAC room at 11:30 a.m. to discuss the matters stated in the agenda.

FOLLOWING MATTERS WERE RESOLVED IN THE MEETING:

* A copy of the IQRA and SSR to be kept in IQAC.

* Motivate all the students to take up SSS without fail.

* An Internal Audit is to be conducted on 03.09.2018 and schedule of the same to be sent to all the departments.

* List of files and their content (to be submitted for the audit) to be sent by IQAC to all the departments.

* Changes in the curriculum to be carried out in a more organized manner after a formal meeting with Curriculum Committee and with the Heads of all the Departments.

* Submit AQAR on or before 15.11.2018

* Action plans from the departments were collected and analysed.



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* Suggest the departments to use appropriate ICT tools and new teaching methodologies and record the same in CAMU.

* Visit schedule of the PEER team for evaluating newly recruited teachers to be sent to the departments.

* Send circular to PG departments to utilize epg-Pathshala for curriculum based e-content.

Rajeswari D.
IQAC Coordinator

C. Kalaiselvi
Principal i/c



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Minutes of the IQAC Meeting: 2
14th September 2018 at 2.30 p.m

AGENDA:

1. Reading of the previous minutes of the meeting
2. Discussion on Academic Audit
3. Presentation of the highlights of the Department
4. AQAR preparation regarding
5. PEER TEAM evaluation Parameters.
6. Action Plan - Action taken steps from all departments
7. Placement regarding with placement coordinators

MEMBERS ATTENDED THE MEETING:

Dr. N. Rajeswari	Rajeswari N
Associate Professor in Mathematics	
IQAC Coordinator	
Mrs. T.V. Banumathi	J.V.M
Controller of Examinations and	
Head - Department of Physics	
Dr. N. Lakshmi	N. Lakshmi
Associate Professor & HOD of Commerce	
Dr. P. Geetha	Geetha P
Associate Professor of Economics	
Dr. S. Shenbagavalli	S. Svn
Assistant Professor of History	
Dr. R. Swiya Priya	R. Swiya Priya
Assistant Professor & HOD of Commerce (SE)	
Dr. J. Bhuvaneshwari	
Assistant Professor of Chemistry	
Ms. A. Jyothi Cassandra Devi	A. Jyothi
Assistant Professor of English (SE)	



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Ms. J. Priyadharshini

Assistant Professor of Mathematics (SE)

Ms. J. P. Thempavaai

Assistant Professor of Mathematics (SE)

J.P.M.

J.P. Thempavaai

MINUTES OF THE MEETING:

The members of the IQAC met on 14.9.2018 in the IQAC room at 2.30 p.m to discuss the matters stated in the agenda.

FOLLOWING MATTERS WERE RESOLVED IN THE MEETING

- * The minutes of previous meeting was read and approved. Also circulars sent to all the departments regarding SRF and JRF at NAAC were shared.
- * Various parameters of academic audit finalized after discussion.
- * Conduct a model presentation by each department
- * Changes to be carried out in AQAR preparation
- * Internal Audit reports collected and recorded are to be submitted to the Principal.
- * Suggest the Librarian to conduct a programme on e-resources, Location and utilization.
- * Action Plan and action taken reports were collected and recorded.

* Meeting to be conducted with the placement officer to discuss placement opportunities and introduction of new courses with UTL technology

* Peer Team Evaluation Parameters reconstructed

Rajiswari N
IQAC Coordinator

S. Kalaiselva
Principal i/c



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Minutes of the IQAC Meeting : 3
29th October 2018 at 2.30 p.m.

AGENDA:

1. Reading of the previous minutes of the meeting
2. NAAC visit preparation regarding
3. AQAR preparation discussion.
4. Newsletter preparation for 2018-2019
5. Conduct a faculty development programme
6. PEER TEAM visit report submission.

MEMBERS ATTENDED THE MEETING:

Dr. N. Rajeswari

Rajeswari N

Associate Professor in Mathematics

IQAC Coordinator

Mrs. T.V. Banumathi

T.V. Banumathi

Controller of Examinations and

Head - Department of Physics

Dr. N. Lakshmi

N. Lakshmi

Associate Professor & Head - Department of Commerce

Dr. P. Geetha

Geetha P

Associate Professor of Economics

Dr. S. Shenbagavalli

S. Shenbagavalli

Assistant Professor of History

Dr. R. Sruja Priya

R. Sruja Priya

Assistant Professor & HOD of Commerce (SF)

Dr. J. Bhuvaneshwari

Bhuvaneshwari J

Assistant Professor of Chemistry

Ms. A. Jyothi Cassandra Devi

Jyothi Cassandra Devi A

Assistant Professor of English (SF)

Ms. J. Priyadarshini

Priyadarshini J

Assistant Professor of Mathematics (SF)



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Ms. J. P. Theroopaavai
Assistant Professor of Mathematics (SF)

J.P. Theroopaavai

MINUTES OF THE MEETING:

The members of the IQAC met on 29.10.2018 in the IQAC room at 2.30 p.m to discuss the matters stated in the agenda.

FOLLOWING MATTERS WERE RESOLVED IN THE MEETING:

- * The minutes of previous meeting was read and confirmed. The same was recorded.
- * Model NAAC presentation from all departments and respective cells and clubs was conducted on 11.10.2018 and 22.10.2018 suggestions were given by the Principal In charge Mrs. S. Kalaiselvi, former Principal Dr. K. Punithavalli and Former Controller of Examinations Dr. A.R. Thilagavathi and the members of IQAC team. Corrections were carried out.
- * IQAC team meet once in a week to the organize data in the files.
- * Suggestions regarding the preparation and submission of AQAR were accepted to be carried out.
- * Suggestions were given for the preparation of IQAC Newsletter.
- * Conduct a faculty development Programme on OBE jointly with faculty development club incorporating computation of course attainment and programme attainment, during the month of december.



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* Report of the PEER team visit
for teacher evaluation on 26.09.2018 and
27.9.2018 to be submitted to the Principal

Rajeswari N
IQAC Coordinator

S. Kalaiselvi
Principal i/c



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Minutes of the IQAC Meeting : 4
7th January 2019 at 11.30 am

AGENDA:

1. Reading of the minutes of previous meeting.
2. Online feedback templates
3. NAAC files preparation.
4. Arrangement of the external audit.
5. Online course regarding.
6. SOP regarding.
7. Video tutorial of NAAC
8. e-content submission
9. Research proposal details
10. Computation of course attainment regarding
11. Information related to Integrated PhD programme at UGC
12. News letter regarding.

MEMBERS ATTENDED THE MEETING :

Dr. N. Rajeswari

Associate Professor in Mathematics

IQAC Coordinator

Rajeswari D

Mrs. T.V. Banumathi

Controller of Examinations and

Head - Department of Physics.

T.V. Banumathi

Dr. N. Lakshmi

Associate Professor & HOD of Commerce

N. Lakshmi

Dr. P. Geetha

Associate Professor of Economics

Geetha P

Dr. S. Shenbagavalli

Assistant Professor of History

S. Shy



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Dr. R. Surya Priya

Assistant Professor and HOD of Commerce(SF)

Dr. J. Bhuvaneshwari

Assistant Professor of Chemistry

Ms. A. Jyothi Cassandradevi

Assistant Professor of English(SF)

Ms. J. Priyadharshini

Assistant Professor and HOD of Mathematics(SF)

Ms. J. P. Theerpaavai

Assistant Professor of Mathematics(SF)

R. Surya Priya

J. Bhuvaneshwari

A. Jyothi Cassandradevi

J. Priyadharshini

J. P. Theerpaavai

MINUTES OF THE MEETING:

The members of the IQAC met on 7.01.2019 in the IQAC room at 11.30 a.m to discuss the matters declared in the agenda

FOLLOWING MATTERS WERE RESOLVED IN THE MEETING:

Minutes of the previous meeting was read, confirmed and recorded.

* Templates for students feedback about teachers be prepared and taken Online by students.

* Preparedness of the course exit survey which is decided to be done jointly with CDC.

* Requested to prepare the list of files to be presented for the NAAC audit and instructed the same to be sent to all departments.

* Arrangements to be made for NAAC preparatory audit by the external experts.

* Informed all the Departments to focus



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more attention on students' enrollment in Online courses and also shared about the development of the manuals, its weightage after attaining the course.

* IQAC coordinators shared with members of IQAC to make a complete study on the Standard Operating Procedures (SOP)

* Members of IQAC were emphasized to view the DVV process video tutorial available on NAAC home page and prepare themselves to be ready to address the queries.

* All the members of the staff were formally communicated to send the copy of e-contents used by them to promote ICT method of teaching and learning.

* Send circular about the list of funding agencies to all the departments for research proposal.

* All the Departments were formally informed to report on the computation of course attainment

* circular to be sent related to integrated PhD programmes offered by the Indian Institute of sciences (IISc) and motivated to promote research studies.

* Planned to complete IQAC News letter 2018-2019 in February '19.

Rajiswari D
IQAC Coordinator

S. Kalaiselvi
Principal i/e



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Minutes of the IQAC Meeting : 5
8th February 2019 at 11:30 am

AGENDA:

1. Reading of the minutes of previous meeting
2. Classification of DVV regarding.
3. Getting prepared for NAAC visit.
4. Circular regarding Action taken report.

MEMBERS ATTENDED THE MEETING:

Dr. N. Rajeswari

Rajeswari

Associate Professor in Mathematics

IQAC coordinator

Mrs. T.V. Banumathi

Controller of Examination and HOD of Physics

Dr. N. Lakshmi

N. Lakshmi

Associate Professor and HOD of Commerce

Dr. P. Geetha

Geetha

Associate Professor of Economics

Dr. S. Shenbagavalli

S. Shy

Assistant Professor of History

Dr. R. Surya Priya

R. Surya

Assistant Professor and HOD of Commerce (SE)

Dr. J. Bhuvaneshwari

Bhuvaneshwari

Assistant Professor of chemistry

Ms. A. Jyothi Cassandra Devi

Jyothi

Assistant Professor of English (SE)

Ms. J. Priyadarshini

Priyadarshini

Assistant Professor & HOD of Mathematics (SE)

Ms. J. P. Thempavai

Thempavai

Assistant Professor of Mathematics (SE)



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MINUTES OF THE MEETING:

The members of the IQAC met on 08.02.2019 in the IQAC room at 11:30 am to discuss the matters declared in the agenda.

FOLLOWING MATTERS WERE RESOLVED IN THE MEETING.

- * Minutes of the previous meeting was read, conformed and recorded.
- * clarify the BVV status approval.
- * To arrange for an audit by the external experts to gain a better insight in NAAC.
- * Informed all the Departments to be ready with the seven criterion files.
- * A circular to be sent to all Departments regarding the submission of action taken reports of the year 2018-2019.

Rajivasi D
IQAC Coordinator

S. Kalaiselvi
Principal i/c



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MINUTES OF THE EXTRAORDINARY MEETING : 6

8.3.2019 at 3:00 pm

Venue: Conference Hall

AGENDA:

- * Key control measures for well organised file system and
- * maintenance of NAAC specified criterion files during the time of NAAC audit

MEMBERS ATTENDED THE MEETING

IQAC Coordinator

Head of the Departments

The conveners of placement, IBM & Physical Directress
Faculty representatives from all Departments.

MINUTES OF THE MEETING:

- * Departments were informed to get prepared for the audit to be conducted on 16.3.2019.
- * Discussed on the submission of various files and the content of the files for NAAC visit.
- * Instructed the Basic tips for documenting specific events and organizing methodology for filing documents.
- * Explained to Prioritize the Files as per the NAAC requirements.
- * Suggested to record the actions that were taken in notable instances supported by geotagging.



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* Emphasised to support and channelize the follow-up of the notable Alumni.
* Suggested to adopt Electronic documentation.

Rajivocasi P
IQAC Coordinator

S. Kalaiselva
Principal i/c



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MINUTES OF THE EXTRAORDINARY MEETING: 7

9.3.2019 at 3.00 pm

Venue: Conference Hall

AGENDA:

- * Regarding the maintenance of well organized file system for the criteria 6 and 7
- * Key control measures of NAAC files during the time of NAAC audit launch.

MEMBERS ATTENDED THE MEETING:

IQAC Coordinator

The faculty Representatives of the criterion 6 and 7 from all Departments.

MINUTES OF THE MEETING:

- * To get prepared for the Mock Audit
- * Discussed the submission of various files and the content of the files for NAAC visit
- * Instructed the Basic tips for documenting specific events and organizing methodology for filing documents.
- * Explained to prioritize the files as per the NAAC requirements.
- * Shared the key points in preparing a profile booklet concisely with categorized accomplishments.
- * Discussed the maintenance of records of minutes of all Department meeting.



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* Emphasised to encourage students to adopt Green Initiatives.

* Documenting the key activities and innovations in enriching the academic performance.

Rajiswari D.
IQAC Coordinator

S. Kalavathi
Principal i/c