



Dr.Umayal Ramanathan College for Women
Accredited with B+ Grade by NAAC
Recognized by 2(f) and 12B by UGC Act in 1956
Affiliated to Alagappa University
(Estd. by Dr.Alagappa Chettiar Educational Trust)
Karaikudi – 630003

**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)**

Date: 01.06.2020

Google Meet – 10.00 am

Agenda:

- Online classes for academic year
- PPT preparation by faculty members
- Online exam conduction evaluation
- Online End Semester Exam

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms. R. Sivagami.

Attendees: Principal, IQAC Members and Heads of the Departments

I. Online classes for academic year:

Various platforms available for effective online teaching were discussed. IQAC coordinator gave detailed idea on taking online classes in google platform by presenting screen for effective teaching. It is unanimously finalized that google platform can be used for taking online classes

II. PPT preparation by faculty members

To take online classes effectively is informed that all the faculty members should prepare and after scrutiny it should be sent to Principal. Ms. R. Sivagami explained PPT preparation

III. Online exam conduction evaluation

To assess the understanding level of the students in online learning IQAC suggested to create Google Class room for all the classes where the teachers can give assignments, quiz and send study materials to the students. Students should be informed write the tests and submit the scanned papers in the respective google class rooms. Faculty should evaluate (Kami App) the papers and return them to the students

IV. Online End Semester Exam

Principal informed that all faculties should proper revision to the final year students in online mode. The revision schedule along with Google meet and Class room link should be given to the students in prior. The class in- charges should give clear instructions to the students regarding the online exam and paper submission in the university portal. She also informed that class in-charges should support the students for question paper downloading and paper submission.

Dr. M. Meenakshi thanked Principal, HoDs and the members attended. The meeting came to an end by 11.30 am



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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)**

Date: 28.08.2020

Google Meet – 10.00 am

Agenda:

- I. Certificate/ Add on/Value added courses**
- II. Bridge Course**
- III. Online Class Attendance**

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms. R. Sivagami.

Attendees: Principal, IQAC Members and Heads of the Departments

- IQAC coordinator Dr. M. Meenakshi welcomed the gathering
 - I. Certificate/ Add on/Value added courses**

IQAC coordinator informed that Certificate/ Add on/Value added courses should be given to the students. Due to the pandemic situation it is unanimously decided to provide Certificate/ Add on/Value added in online mode. Members were informed to get the possibility after discussion with HoDs

II. Bridge Course

The online classes will start from 4th September 2020 for first year. Whatsapp group should be formed by the respective class in-charges. Staffs can get student details from the office and all should be included in the group. Demo class has to be given to the first year students through Google meet on 3rd September 2020. Bridge course schedule should be prepared well in advance along with the Google meeting link and should be informed to the students

III. Online Class Attendance

Attendance should be taken for each hour for the online class either by incorporating the app or manual. Language staff / combined classes students attendance should be informed to the respective class in-charges

Ms. R. Sivagami thanked the members and the meeting came to an end.



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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)**

Date: 01.12.2020

Google Meet – 03.00 pm

Agenda:

- SSR Overview

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms. R. Sivagami.

Attendees: IQAC coordinator and Committee Members

1. Mrs S. Shanthi
 2. Mrs J. Jeba Mercy
 3. Dr. A. Shiny Guruce
 4. Mrs S. Sudha
 5. Mrs R. Sudha
 6. Dr.S. Sangeetha
 7. Dr.L. Vijayalakshmi
 8. Mrs G. Kalpana
 9. Dr. A. S. Enigo Chitra
 10. Mrs S. Jeyabharathi
- Ms. R. Sivagami welcomed the members

I. Objective

Dr M. Meenakshi highlighted the stated objectives of IQAC - to improve the academic and administrative performance of the institution - To promote measures for institutional functioning towards quality enhancement

II. Composition of the IQAC

IQAC should have the following members - Chairperson: Head of the Institution; Three to eight Teachers; Management Nominee; Senior administrative officer; nominee from the Local Society/Trust, Students and Alumni; nominee from the Employer/Industrialists/Stakeholders; Coordinator

III. Functions of IQAC

Functions of IQAC like Quality benchmarks, Feedback collection and analysis, quality circle, Maintenance of database, academic audits, AQAR preparation and submission are discussed elaborately

IV. AQAR submission

Submitting AQAR by e-mail/hard copy is not be accepted w.e.f 1st January 2019. AR data should be submitted in excel data template.

V. Distribution of Weightage:

7 Criteria, Key Indicators, Quantitative and qualitative metrics and weightage for each criterion were discussed according to the revised guidelines



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Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)

Date: 22.01.2021

Venue: Old Seminar Hall– 10.00 am;

Time: 2.00 pm

Agenda:

- IQAC members allotment for NAAC Criteria
- Criteria I -Curriculum Aspects - Discussion
- Criteria II-Teaching and Learning - Discussion

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms.R. Sivagami.

Attendees: IQAC coordinator and Committee Members

1. Mrs S. Shanthi
 2. Mrs J. Jeba Mercy
 3. Dr. A. Shiny Guruce
 4. Mrs S. Sudha
 5. Mrs R. Sudha
 6. Dr.S. Sangeetha
 7. Dr.L. Vijayalakshmi
 8. Mrs G. Kalpana
 9. Dr. A. S. Enigo Chitra
 10. Mrs S. Jeyabharathi
- Dr. M. Meenakshi welcomed the members

I. IQAC members allotment

The following IQAC members are responsible for data collection and verification

Mrs. V. Parimala & Dr. A. S. Enigochitra – Criteria 1 & 4

Mrs. S. Shanthi & Mrs. K. Rajalakshmi – Criteria 2

Dr. A. Shiny Guruce & Mrs. S. Sudha – Criteria 3 & 7

Dr. L. Vijayalakshmi & Mrs. R. Sudha – Criteria 5 & 6

Dr. S. Sangeetha & Mrs. G. Kalpana Clubs & Committees

Mrs. J. Jeba Mercy - Website Updating

II. Criteria I -Curriculum Aspects

Ms. R. Sivagami elaborated the KIs – curriculum planning and implementation, academic flexibility, curriculum enrichment, feedback system. Also she enumerated the documents needed for each question

III. Criteria II-Teaching and Learning

The 7 key indicators in criteria II and their weightages are discussed. All the QIM and QnM questions were discussed. Data required and the files to be uploaded are also informed

Ms. R. Sivagami thanked the members and the meeting came to an end by 3.30 pm.



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Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)

Date: 30.01.2021

Venue: Old Seminar Hall;

Time: 2.00 pm

Agenda:

1. Criteria III – Research and Extension Activities
2. Criteria IV – Infrastructure and Physical facilities

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms. R. Sivagami.

Attendees: IQAC coordinator and Committee Members

- | | |
|------------------------|---------------------------|
| 1. Mrs S. Shanthi | 6. Dr.S. Sangeetha |
| 2. Mrs J. Jeba Mercy | 7. Dr.L. Vijayalakshmi |
| 3. Dr. A. Shiny GURUCE | 8. Mrs G. Kalpana |
| 4. Mrs S. Sudha | 9. Dr. A. S. Enigo Chitra |
| 5. Mrs R. Sudha | 10. Mrs S. Jeyabharathi |

- Ms.R. Sivagami welcomed the members

I. Criteria III – Research and Extension Activities

Ms. R Sivagami explained criteria III. In criteria III – Consultancy is not applicable for affiliated PG colleges. The 5 KIs and their weightage (120) distribution is discussed. Documents needed and not to be included along with the data templates are discussed

II. Research Publication

Had an orientation on UGC care list /Scopus/Web of Science/others. Publication of the authors with Institution affiliation only will be considered for assessment years. Hence faculties are informed to use URCW as their institute affiliation in all research publications

III. Extension Activities

Extension activities are planned nurture social responsibility among the students. Departments, NSS and YRC are informed to carry out their activities to the neighbourhood community

IV. Criteria IV – Infrastructure and Physical facilities

The four KIs Physical facilities, Infrastructure, Library resources and IT infrastructure facilities required and to be maintained are explained. Necessary documents and files to be uploaded are discussed

Dr. M. Meenakshi thanked the members and the meeting ended at 3.00 pm



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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)**

Date: 18.02.2021

Venue: Old Seminar Hall;

Time: 11.00 am

Agenda:

1. Criteria V – Student Support and Progression
2. Criteria VI – Governance, Leadership and Management
3. Criteria VII- Institutional Values and Best Practices.

Presenter: IQAC coordinator Dr. M. Meenakshi & R. Sivagami.

Attendees: IQAC coordinator and Committee Members

1. Mrs S. Shanthi
 2. Mrs J. Jeba Mercy
 3. Dr. A. Shiny Gुरुce
 4. Mrs S. Sudha
 5. Mrs R. Sudha
 6. Dr.S. Sangeetha
 7. Dr.L. Vijayalakshmi
 8. Mrs G. Kalpana
 9. Dr. A. S. Enigo Chitra
 10. Mrs S. Jeyabharathi
- Dr. M. Meenakshi welcomed the members

I. Criteria V – Student Support and Progression

Documents for Government/ non-government/Institutional scholarships and freeships along with the audited statements should be maintained. For students' progression and placement ID cards and offer letters should be collected and maintained as back records

II. Capacity Building Programmes

Skill enhancement courses should be conducted in the following - Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene), ICT/computing skills. Students' attendance and certificates should be submitted for DVV

III. Criteria VI – Governance, Leadership and Management

This criterion covers administrative setup, decentralization, Faculty welfare measures, Participation, ERP and IQAC's initiatives and activities. Data requirement and the files to be submitted are discussed.

IV. Criteria VII- Institutional Values and Best Practices.

Institutional social values are measured through attaining self-sustainability by energy/water conservation, Eco friendly environment, gender equity, student diversity and cultural harmony. Best practices and Distinctiveness of the institution plays vital role scoring in this criterion

Ms. R. Sivagami thanked the members and the meeting ended at 12.30 pm



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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2020-21)**

Date: 27.02.2021

Venue: Old Seminar Hall;

Time: 11.30 am

Agenda:

- I. E- Content preparation
- II. Unnat Bharat Abhiyan Scheme
- III. Student Record

Presenter: IQAC coordinator Dr. M. Meenakshi & Ms. R. Sivagami.

Attendees: Principal, IQAC Members and Heads of the Departments

- Dr. M. Meenakshi delivered the welcome address

I. E- Content preparation

Faculty members are informed to prepare E- Content for the respective courses they are handling. IQAC provided the detailed guidelines for E- Content preparation. E- Content includes Mind Map, Lab Manual, PPT, online videos and Study Material which includes syllabus, POs, COs, Content, summary and questions in each unit.

II. Unnat Bharat Abhiyan Scheme

To nurture social responsibility among the students our college has registered in UBA portal. After due submission, it has been approved and 5 villages are adopted by our college to carry out the initial survey. Ms. P.Amutha, Assistant Professor, Dept. of English is the coordinator

III. Student Record

For convenience of students and faculty students' database, academic and curricular records and mentoring all were brought into a single book. IQAC gave the guidance for filling and maintaining the students' record

Ms. R. Sivagami proposed the vote of thanks and the meeting ended at 01.00 pm



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Internal quality Assurance Cell

Minutes of the IQAC Meeting – 2021- 22

Date: 16.12.2021

Venue: New Seminar Hall

Time: 2.00 pm

Agenda:

1. Preparation of AQAR 2020-2021
2. Submission of Work Plan

Presenter: IQAC Coordinator Dr.M.meenakshi & Ms.R.Sivagami

Attendees :

IQAC Coordinator and Committee members

- | | |
|-----------------------|---------------------|
| 1. Mrs.S.Shanthi | 2. Mrs.J.Jeba Mercy |
| 3. Dr.A.Shiny Guruce | 4. Mrs.S.Sudha |
| 5. Mrs.R.Sudha | 6. Dr. Suvega |
| 7. Dr.L.Vijayalakshmi | 8. Mrs.M.Jothimuthu |
| 9. Mrs.G.Kavitha | 10. Dr.S.Alagu |

- Dr.M.Meenakshi, Coordinator welcomed the members.

AQAR 2020-2021

IQAC Coordinator provided an update of the current status of data compilation for the AQAR 2020-2021. It was reported that significant progress has been made in collecting data from departments and clubs. Discussions made on the key performance indicators to be included in the AQAR 20-21. Members provided input on relevant KPIs such as pass percentages, research publications, student feedback and Faculty development activities.

Work Plan

IQAC Coordinator announced the submission deadline for the completed work plan and explained the process of submission. Any questions or concerns regarding the submission process were addressed during this discussion.

Mrs. R.Sivagami thanked the members and the meeting ended at 3.00 pm.



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Internal quality Assurance Cell

Minutes of the IQAC Meeting – 2021-2022

Date: 22.09.2021

Venue: New Seminar Hall

Time : 2.00 pm

Agenda:

1. Review of Action Plan
2. Preparation of Study Material

Presenter: IQAC Coordinator Dr.M.meenakshi & Ms.R.Sivagami

Attendees :

IQAC Coordinator and Committee members

- | | |
|-----------------------|---------------------|
| 1. Mrs.S.Shanthi | 2. Mrs.J.Jeba Mercy |
| 3. Dr.A.Shiny Guruce | 4. Mrs.S.Sudha |
| 5. Mrs.R.Sudha | 6. Dr.S.Sangeetha |
| 7. Dr.L.Vijayalakshmi | 8. Mrs.M.Jothimuthu |
| 9. Mrs.G.Kavitha | 10. Dr.S.Alagu |

- Mrs.R.Sivagami, IQAC Coordinator welcomed the members.

Action Plan

After a thorough discussion, the members were formulated an action plan to ensure the timely completion and submission of AQAR 2020-2021. Discussions made on overview of the action plan progress and its implementation.

Study materials

Discussions made on study materials, Members presenting study material they have prepared, each member shared their respective material, which covered the designated topics and learning objectives.

- Dr.M.Meenakshi, thanked the members and the meeting ended at 3.00 pm.



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Internal quality Assurance Cell

Minutes of the IQAC Meeting – 2021-2022

Date: 04.11.2022

Venue: Old Seminar Hall

Time : 2.00 pm

Agenda:

1. NIRF Ranking
2. Teaching and Learning Resources
3. Graduates Outcome

Presenter: IQAC Coordinator Dr.M.Meenakshi & Ms.R.Sivagami

Attendees :

IQAC Coordinator and Committee members

- | | |
|-----------------------|---------------------|
| 1 Mrs.S.Shanthi | 2. Mrs.J.Jeba Mercy |
| 3. Dr.A.Shiny Guruce | 4. Mrs.S.Sudha |
| 5. Mrs.R.Sudha | 6. Dr.S.Sangeetha |
| 7. Dr.L.Vijayalakshmi | 8. Mrs.M.Jothimuthu |
| 9. Mrs.G.Kavitha | 10. Dr.S.Alagu |

- Mrs.R.Sivagami, IQAC Coordinator welcomed the members.

Overview of NIRF Ranking Parameters

Our college has registered for NIRF ranking 2023. We have to submit our college data with regard to the following parameters before 30.11.2022. These parameters include Teaching, learning and resources, Research and Professional Practice, Graduation outcomes, Outreach and Inclusivity, and perception.

Evaluation of Data Submission Process:

Members reviewed the data submission process and expressed satisfaction with its efficiency. However, it was suggested to provide additional support and guidance to institutions for accurate data submission. Timelines for data submission should be strictly followed

Dr.M.Meenakshi, thanked the members and the meeting ended at 3.00 pm.



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Internal quality Assurance Cell

Minutes of the IQAC Meeting – 2021-2022

Date: 22.03.2022

Venue: Old Seminar Hall

Time: 2.00 pm

Agenda:

1. Annual Report Preparation
2. Internal Audit

Presenter: IQAC Coordinator Dr.M.meenakshi & Ms.R.Sivagami

Attendees :

IQAC Coordinator and Committee members

- | | |
|-----------------------|---------------------|
| 1. Mrs.S.Shanthi | 2. Mrs.J.Jeba Mercy |
| 3. Dr.A.Shiny Guruce | 4. Mrs.S.Sudha |
| 5. Mrs.R.Sudha | 6. Dr.S.Sangeetha |
| 7. Dr.L.Vijayalakshmi | 8. Mrs.M.Jothimuthu |
| 9. Mrs.G.Kavitha | 10. Dr.S.Alagu |

- Dr.M.Meenakshi, IQAC Coordinator welcomed the members.

Annual Report

Timeline for Data Collection and Report Preparation: It was agreed that data collection would commence immediately following the meeting. Faculty members were provided with deadlines for submitting their respective sections, allowing sufficient time for review and editing. IQAC coordinator outlined the timeline for compiling the report and finalizing it for submission to the university.

Internal Audit

Coordinator provided an overview of the internal audit process conducted by the IQAC, emphasizing its role in assessing departmental practices and ensuring compliance with quality standards. Suggestions were made for enhancing efficiency, strengthening internal controls, and promoting best practices within the department.

Mrs.R.Sivagami thanked the members and the meeting ended at 3.00 pm.