

Dr.Umayal Ramanathan College for Women, Karaikudi – 3
Accredited with B+ Grade by NAAC
Affiliated to Alagappa University

Internal Quality Assurance Cell Composition (2018-19)

S.No	IQAC member	Representing
1	Dr.S.Jeyashree, Principal	Head of the Institution
2	Mr.G.Naresh Kumar, Trustee	Member representing the Management
3	Mr.NS. Kasi Viswanathan, Finance Manager	Senior Administrative Officer
4	Dr.L. Visalatchi, HOD, Dept of IT	Coordinator - IQAC
5	Ms.P.Amutha, Asst. Professor, Dept of English	Senior Teaching Faculty member
6	Dr.P.Geetha, Asst. Professor, Dept of CS	Senior Teaching Faculty member
7	Ms.MS.Kalaivani, Asst. Professor, Dept of Physics	Senior Teaching Faculty member
8	Ms.P.Kamala, Asst. Professor, Dept of Mathematics	Senior Teaching Faculty member
9	Ms.K.S.Praba, Asst. Professor, Dept of IT	Senior Teaching Faculty member
10	Dr.B.Eswarapriya, Asst. Professor, Dept of Microbiology & CLT	Senior Teaching Faculty member
11	Ms.S.Shanthi, Asst. Professor, Dept of Business Administration	Senior Teaching Faculty member
12	Dr.TR.Sundhari, Asst. Professor, Dept of English	Training and Placement Cell Coordinator
13	Ms.I.Dhanalakshmi	Student Nominee
14	Ms.G.Yogeswari	Alumni Nominee
15	Mr.B.Prakash	Industrialist
16	Rtn.S.Dhanasekaran	Local Society Member


Principal,
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Karaikudi – 630003

Internal Quality Assurance Cell

Circular

URCW/IQAC/CIRCULAR

Date: 11.06.2018

The Internal Quality Assurance Cell meeting for the odd semester of the Academic year 2018-19 will be held on 12/06/2018 at 11.00 am in the seminar hall. All the IQAC members are requested to attend the meeting

Agenda of the Meeting

- Activities to be incorporated in Action plan_


IQAC Coordinator


Principal

Copy to

1. All the HoD's
2. IQAC Members
3. Notice Board
4. File


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Internal Quality Assurance Cell

Minutes of the IQAC Meeting

Date: 12/06/2018

Agenda: Activities to be incorporated in Action plan_

Presenter: IQAC coordinator Mrs.L.Visalatchi

Attendees: IQAC Members and Heads of the Departments

Mrs.L.Visalatchi welcomed the Heads of the departments and the IQAC members and the following were discussed

- More number of curriculum enrichment programmes should be carried out
- Skill development programmes, Placement training programmes should be given to the students to nurture entrepreneurial skills and promote employability opportunities
- Industrial – Institute linkages can be promoted by providing industrial visits and carrying out add on / certificate courses
- Activity based learning like – PPT, Videos, animations, Quiz and assignments should be followed
- Bridge courses should be conducted for the first year students
- Remedial coaching should be provided to the slow learners
- Collaborative activities should be promoted and MoUs can be signed

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Internal Quality Assurance Cell Meeting Attendance (2018-19)

S.No	IQAC member	Representing	Signature
1	Dr.S.Jeyashree, Principal	Head of the Institution	
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3	Mr.NS. Kasi Viswanathan, Finance Manager	Senior Administrative officer	
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Action Taken Report

S.No	Plan of Action	Action Taken
1.	Introducing enrichment courses to achieve academic excellence	Certificate course on Electro Chemical Biosensors designs and applications, Water quality analysis, Food production and nutrition, FLASH, PHP & MYSQL, Photoshop, Tally and PYTHON were conducted for the Academic year 2018-19.
2.	Introducing skill development and Employability courses	<ul style="list-style-type: none">• As a part of Extracurricular programme, Skill Development courses on Beautician technique and Aari Embroidering work were conducted.• To cope up with the current placement trends, competitive examination training and training on English Communication, TOEFL were conducted
3.	Participation in online certificate courses like Swayam should be encouraged	<ul style="list-style-type: none">• NPTEL courses were recommended by IQAC to all staff and students. Three staff and five students of English department successfully completed NPTEL certificate course• IIT Spoken Tutorial programme offered by Swayam was provided as a free online course to students of department of English, Maths, Computer Science and Information Technology. Online exams were conducted
4.	Activity based teaching learning should be adopted	Faculty members used presentations, animations, quiz etc for implementing effective teaching learning
5.	Collaborative activities should be increased	MoUs with WBC, software Karaikudi and WASH institute, Dindugal were signed


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Internal Quality Assurance Cell

Circular

URCW/IQAC/CIRCULAR

Date: 05.12.2018

The Internal Quality Assurance Cell meeting for the even semester of the Academic year 2018 -19 will be held on 07/12/2018 at 11.00 am in the seminar hall. All the IQAC members are requested to attend the meeting


IQAC Coordinator


Principal

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Minutes of the Meeting

Date: 07/12/2018

Presenter: IQAC coordinator Mrs.L. Visalatchi

Attendees: IQAC Members

Mrs.L. Visalatchi welcomed the IQAC members and the following matters were discussed

- Staff should submit the work plan for every paper which includes pedagogies (Seminar, Power point presentation, Problem Solving, Assignment, Model display, Quiz etc.,) they are going to use for handle the unit. The no. of hours needed to complete each unit and no. of hours needed for conducting tests etc., should be mentioned.
- Documentation: Activity based learning report for all the subjects should be prepared and submitted to the IQAC. In the workplan the no. of hours taken to complete each unit should be specified and got signed from the student representatives.
- Regular weekly tests and routine open book tests can be conducted
- To promote students' participation paper presentations and seminars, projects are also encouraged through department associations
- Faculties research culture can be promoted through participation International / national Conference and publication in reputed journals
- Departments, Clubs and committees should carry out their activities according to their action plan and should submit their activity report and action taken report at the end of the semester
- Faculties are informed to prepare and maintain proper documentation which will facilitate for easy internal audit.
- Faculties and students can utilise the parking shed properly to park their vehicles.
- Clubs and Committees can provide career guidance programmes and entrepreneurial development programmes
- IQAC will collect feedback from the stakeholders at the end of the academic year

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Action Taken Report

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1.	Faculty participation and publication in reputed journals should be increased	35 faculties participated in International/National Seminar/conferences. 34 publications were made by the faculty members
2.	International/National Seminar/Workshop to be conducted for the faculty and students to meet current scenario	8 seminars/ workshops and 14 guest lectures were organized by the departments in the academic year
3.	Planned to conduct internal audit for the departments	Academic audit was conducted for all the departments, committees and clubs. Detailed verification with Action plan and ATR was made.
4.	Feedback of students and parents to be collected and analysis should be prepared	Feedback analysis from the stakeholders – students, parents were made and documented
5.	Parking area needed for faculty and students	Parking shed is constructed and faculty and students informed to have proper utilization


IQAC Coordinator


Principal


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