



**Dr.Umayal Ramanathan College for Women**  
Accredited with B+ Grade by NAAC  
Recognized u/s 2(f) & 12(B) of the UGC Act 1956  
Affiliated to Alagappa University  
(Estd. by Dr.Alagappa Chettiar Educational Trust)  
**Karaikudi - 3**



**Internal Quality Assurance Cell Composition (2021-22)**

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.M.Meenakshi, HOD, Dept of Physics & EC	Coordinator - IQAC
5	Ms.R.Sivagami, HOD, Dept of CS	Associate Coordinator -IQAC
6	Ms.S.Shanthi, Asst. Professor, Dept of Business Administration	Senior Teaching Faculty member
7	Ms.V.Parimala, Asst. Professor, Dept of CS	Senior Teaching Faculty member
8	Dr.A.ShinyGuruce, Asst. Professor, Dept of Microbiology & CLT	Senior Teaching Faculty member
9	Ms.R.Sudha, Asst. Professor, Dept of Commerce	Senior Teaching Faculty member
10	Ms.G.Kavitha, Asst. Professor, Dept of Physics	Senior Teaching Faculty member
11	Ms.S.Sudha, Asst. Professor, Dept of English	Senior Teaching Faculty member
12	Dr.TR.Sundhari, Asst. Professor, Dept of English	Training and Placement Cell Coordinator
14	Ms.E.MariyaDharathi	Student Nominee
15	Ms.E.Shenbagapriya	Alumni Nominee
16	Mr.S.Dravidamani	Industrialist
17	Rtn. S. Sivasubramanian	Local Society Member

  
**Principal,**  
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**Internal Quality Assurance Cell**

URCW/IQAC/CIRCULAR

Date: 08/06/2021

The Internal Quality Assurance Cell meeting for the odd semester of the Academic year 2021 - 22 will be held on 12/06/2021 at 10.00 am through google meet. All the IQAC members are requested to attend the meeting

**Agenda of the Meeting**

- I. Online classes for the academic year
- II. Seminar / Webinar
- III. Academic and Extracurricular Activities
- IV. Orientation to Faculties on ICT, SSR and Research grants
- V. Review of Action Plan

Meeting Link: <https://meet.google.com/cph-ntm-xqm?authuser=0>

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 – 2021- 22

**Date: 12/06/2021**

**Google Meet**

**Time: 2.00 pm**

**Agenda:**

- I. Online classes for the academic year
- II. Seminar / Webinar
- III. Academic and Extracurricular Activities
- IV. Orientation to Faculties on ICT, SSR and Research grants
- V. Review of Action Plan

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

**Attendees:** IQAC members

- MS. R. Sivagami, welcomed the members.

**I. Online classes for the academic year**

Online classes for the semester begin on 23.06.2021. All the faculty members are informed to have individual google meeting links and separate google class rooms for each class. Faculties should maintain attendance for the online classes. Long absentees should be informed.

**II. Seminar /Webinar**

Departments are informed to organize international / national Conference /Seminar in online mode in the cutting edge technologies to faculty & students, career guidance programmes etc.

**III. Academic and Extracurricular Activities**

Regular class tests should be carried out through google class room. There will be three internals and one model exam. Question paper submission and internal valuation should be completed in time. As per the action plan departments / clubs/ committees can carry out their activities in online mode. Debate, quiz, Paper presentation, Poster making can be conducted. IQAC suggested them to include and carry out ISR activities to the neighbouring adopted villages and Covid -19 awareness programmes.

**IV. Orientation to Faculties on ICT, SSR and Research grants**

IQAC has planned to provide orientation to the faculty members on importance of ICT for better teaching learning, discussion on new SSR, research grant opportunities in their respective fields and publications

**V. 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.

**Discussion on New Initiatives:**

- Official Mail ID for all the staff members was created and all the staff should communicate only through this e-Mail from August 1<sup>st</sup> onwards.
  - IQAC has given the self-appraisal form for the faculty members and they are requested to submit the filled in appraisal form with necessary proof documents on or before August 11<sup>th</sup> 2021 to their HoDs.
  - Heads are informed to depute one staff from to coordinate NPTEL course.
  - From each department updated staff work diary of one faculty should be submitted to IQAC at the first week of August.
- 
- Dr.M.Meenakshi, thanked the members and the meeting ended at 3.00 pm.



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**Internal Quality Assurance Cell Meeting Attendance (2021-22)**

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1	Dr.S.Jeyashree, Principal	Head of the Institution	
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**Internal Quality Assurance Cell**

**Action Taken Report**

S. No.	Plan of Action	Action Taken
1.	Effective online classes	Online classes were taken effectively using student centric e-contents – PPT, Videos, Jam board, white board, google class rooms and completed the university exams successfully
2.	Organizing seminars and webinars on recent technology and tools.	Organized Webinars on "ICT Enabled Teaching and Learning Process" - 07.08.2021 and "Applications of ICT Tools in Education" – 25.09.2021
3.	Covid – 19 awareness Programmes	Organized Webinar on "Let's Flatten the 2 <sup>nd</sup> Wave with Safe COVID Vaccines, Vaccination camp, Swap test etc
4.	To provide an insight on new guidelines for Assessment and Accreditation to faculty members	Organized Faculty Development Programme on "Preparing the Qualitative Metrics of SSR under RAF of NAAC" - 13.11.2021
5.	Orientation to faculty members on Research Grants & Publication	Organized Virtual National Seminar "Funding Opportunities for STEM Projects in India", "Exposure to Funding Agencies and Publications" - 27.11.2021

  
IQAC Coordinator

  
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### **Internal Quality Assurance Cell**

URCW/IQAC/CIRCULAR

Date: 15/11/2021

The Internal Quality Assurance Cell meeting for the even semester of the Academic year 2021 - 22 will be held on 20/11/2021 at 10.30 am in the Old Seminar Hall. All the IQAC members are requested to attend the meeting

#### **Agenda of the Meeting**

1. AQAR Preparation
2. Study Material
3. Internal Audit
4. NIRF Ranking Data Submission
5. Review of Action Plan

IQAC Coordinator

Principal

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### **Internal Quality Assurance Cell**

Minutes of the IQAC Meeting – 2021-2022

Date: 20.11.2021

Venue: Old Seminar Hall

Time: 2.00 pm

#### **Agenda:**

1. AQAR Preparation
2. Study Material
3. Internal Audit
4. NIRF Ranking Data Submission
5. Review of Action Plan

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

**Attendees:** IQAC members

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

#### **I. Preparation of 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.

#### **II. Preparation of Study Material**

Discussions made on study materials, Members presented study material they have prepared; each member shared their respective material, which covered the designated topics and learning objectives. Students should be provided with the study material at the beginning of the semester itself.

#### **III. 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.

#### **IV. Overview of NIRF Ranking Parameters & Data Submission Process**

IQAC coordinator highlighted on the NIRF parameters which include Teaching, learning and resources, Research and Professional Practice, Graduation outcomes, Outreach and Inclusivity, and perception. 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



**V. Strengthening Clubs and Committees Activities**

Clubs and committees submitted their activity report for the odd semester(June – Nov 2021) and action plan for the even semester(Dec 2021 – Apr 22). IQAC directed them to promote Training and Placement programmes, entrepreneurial skill training, and capacity building programmes.

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



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**Internal Quality Assurance Cell**

**Action Taken Report**

S. No.	Plan of Action	Action Taken
1.	Preparation of AQAR 2020-2021	To prepare AQAR 2020-2021 IQAC organized 3 Day Webinar on "Quantitative Metrics of SSR under RAF of NAAC" - 12.06.2021 Data collection and documentation work progressed successfully
2.	Study Material Preparation	All the departments have submitted E- Contents developed to IQAC for verification and then distributed to the students in google calss rooms
3.	Internal Audit	As per schedule internal audit for the departments, clubs and committees was completed. All the files were verified with the check list provided
4.	MoU signing	MOU was signed with Rural Training Centre, Amaravathipudur, to provide entrepreneurial skill training to the students. Earn While you Learn – Marketing Expo was conducted by Skill Development and ED cell
5.	Strengthening Clubs and Committees Activities	ED cell, Skill Development Cell, Women Empowerment Cell, Training & Placement Cell, RSP, NSS, and Associations conducted a number extension and outreach activities and employability programmes to the students

  
IQAC Coordinator

  
Principal

  
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