



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)

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Internal Quality Assurance Cell Composition (2022-23)

S.No	IQAC member	Representing
1	Dr.A.Hemamalini, 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	Ms.G.Kavitha, Asst. Professor, Dept of Physics	Senior Teaching Faculty member
9	Ms.A.Karpagam, Asst. Professor, Dept of Commerce (CA)	Senior Teaching Faculty member
10	Dr.P.Bharathi, Asst. Professor, Dept of Mathematics	Senior Teaching Faculty member
11	Dr.S.Alagu, Asst. Professor, Dept of IT	Senior Teaching Faculty member
12	Dr.TR.Sundhari, Asst. Professor, Dept of English	Training and Placement Cell Coordinator
14	Ms.J.Judith Priscilla	Student Nominee
15	Ms.K.Nivetha	Alumni Nominee
16	Mr.S.Draavidamani	Industrialist
17	Rtn. S. Sivasubramanian	Local Society Member

Principal,

**Dr. Umayal Ramanathan College for Women,
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Internal Quality Assurance Cell

Circular

Date: 25.06.2022

URCW/IQAC/CIRCULAR

The Internal Quality Assurance Cell meeting for the odd semester of the Academic year 2022-23 will be held on 30/06/2022 at 11.00 am in the seminar hall. All the IQAC members are requested to attend the meeting

Agenda of the Meeting

- Annual Report Preparation
- Action Plan for Clubs and Committees.
- Certificate Course Finalization
- New Curriculum Review
- Suggestions

M. M. N. S. S.

IQAC Coordinator

S. Jayashree

Principal

Copy to

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

A. M. S.

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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2022-23)**

Date: 30.06.2022

Venue: Old Seminar Hall

Time: 11.00 am

Agenda:

- Annual Report Preparation
- Action Plan for Clubs and Committees.
- Certificate Course Finalization
- New Curriculum Review

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

Attendees: IQAC Members and Heads of the Departments

Dr.M. Meenakshi welcomed the Heads of the departments and the IQAC members

I. Annual Report Preparation

All the departments, Clubs, Committees and Cells are informed to submit their annual report in the format given by Alagappa University. Q.No 1-4 & 15 – 20, Mrs. S. Shanthi and Dr. M. Lakshmi are responsible for consolidation. Q. No. 5 – 15 Dr. M. Jothi Muthu and Mrs. G. Kavitha are responsible for consolidation and it has to be completed by July 25th.

II. Action Plan submission for Clubs and Committees

The clubs and committee coordinators submitted their activity report of the previous year. After reviewed by IQAC coordinators along with the Principal, suggestions were given to them to prepare the action plan for the odd semester

III. Certificate Course Finalization

Heads of the departments are requested to finalize certificate courses going to be offered for this semester. After discussion they wished to finalize the following courses -Montessori Training, Embedded Design with Artificial Intelligence, Web Designing, Mobile Application Development, e-Accounting and Taxation, 3D Animation and Multimedia, Retail Management, Immunodiagnosics & Haematology etc

IV. New Curriculum Review

After reviewing the new curriculum (2022 -23) provided by the affiliating university all departments are informed to collect the feedbacks and queries from the faculty members and submit the same to the examination cell coordinator Dr. S. Anitha for ratification.


V. Suggestions:

- Faculty members are requested to attend approved FDPs in NPTEL
- Students should be encouraged to attend NPTEL courses in their respective discipline
- Students' internships can be promoted

Mrs. R. Sivagami thanked HoDs and the members attended. The meeting came to an end by 12.30 pm


IQAC Coordinator


Principal


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Internal Quality Assurance Cell Meeting Attendance (2022-23)

S.No	IQAC member	Representing	Signature
1	Dr.A.Hemamalini, Principal	Head of the Institution	
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Internal Quality Assurance Cell

Action Taken Report

S.No	Plan of Action	Action Taken
1.	Action Plan review meeting , Value added/Add on Course finalization	Value added/ Add on Certificate courses were given to the students on Montessori Training, Embedded Design with Artificial Intelligence, Web Designing, Mobile Application Development, e-Accounting and Taxation, 3D Animation and Multimedia, Retail Management, Immunodiagnostics & Haematology
2.	Meeting on effective co-curricular and extra-curricular activities	Students participation in sports is increased and received Form -3 Certificates. Organized intercollegiate volley ball tournament
3.	Curriculum Review Meeting	Curriculum review reports were collected and the queries were clarified. New academic curriculum is implemented effectively and successfully
4.	Mentoring	After each internal mentoring is carried out. Academic/ career /personal counselling is given to the students and the mentoring report is documented in the mentoring book
5.	PTA meeting & Feedback analysis	PTA meeting is conducted and feedback is collected from them. All the departments have submitted the feedback analysis report to the Principal and IQAC

Allexashi

IQAC Coordinator

S. Jayashree

Principal

Amalini

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Internal Quality Assurance Cell

Circular

Date: 21.11.2022

URCW/IQAC/CIRCULAR

The Internal Quality Assurance Cell meeting for the even semester of the Academic year 2022-23 will be held on 24/11/2022 at 01.30 pm in the seminar hall. All the IQAC members are requested to attend the meeting

Agenda of the Meeting

- Internal Audit.
- Work Plan of Teachers.
- Data collection for NIRF Ranking
- Naan Mudhalvan Courses
- Introduction of MIS
- Observance of Commemorative Days
- Strengthening Placement


IQAC Coordinator


Principal

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**Internal Quality Assurance Cell
Minutes of the IQAC Meeting (2022-23)**

Date: 24.11.2022

Venue: Old Seminar Hall

Time: 1.30 pm

Agenda:

- I. Internal Audit.
- II. Work Plan of Teachers.
- III. Professional Development Programmes
- IV. Data collection for NIRF Ranking
- V. NaanMudhalvan Courses
- VI. Introduction of MIS
- VII. Observance of Commemorative Days
- VIII. Newsletter Release
- IX. Strengthening Placement

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

Attendees:Principal,IQAC Members and Heads of the Departments

Mrs. R. Sivagami welcomed Principal, Heads of the Departments and members

I. Internal Auditing – November 2022

IQAC has planned to carry out internal auditing for the odd semester (July – December 2022) for the departments. Faculty members are requested to complete the documentation with all the necessary back up files. Auditing for the departments is scheduled from 28.11.2022 to 02.12.2022

S. NO.	Date & Session	Departments
1.	28. 11.2022 - FN	Tamil, English
2.	28. 11.2022 - AN	Biotechnology
3.	29. 11.2022 - FN	Information Technology, Computer Science
4.	29. 11.2022 - AN	B. Com (General)
5.	30. 11.2022 - FN	B. Com (CA), BBA
6.	30. 11.2022 - AN	Physics & EC
7.	02. 12.2022 - FN	Mathematics, Microbiology & CLT

II. Work Plan of Teachers

Faculty members are informed to prepare and submit their course plan at the beginning of the semester. Course plan should be submitted at the beginning of the semester. Work plan should have the columns – Unit, Content, Pedagogies, Evaluation, outcome and Remarks.

III. Professional Development Programmes

Planned to organize Induction Programme on course plan and innovative pedagogies, conferences / seminars/ workshops /guest lectures on cutting edge techniques / tools /inventions in their respective fields

IV. Data collection for NIRF Ranking

As our college has registered for NIRF ranking 2023, the faculties responsible for each parameter should submit our college data with regard to the parameters - Teaching Learning and Resources, Research and Professional practice, Graduate Outcomes and Outreach and Inclusivity before 30.11.2022.

V. NaanMudhalvan Courses

According to the university guidelines staff members attended NaanMudhalvan FDPs and conducted classes to provide dynamic information and industry-specific skills of the courses to the students. Faculty members supported the students to complete the online assignments and projects and the students completed the courses fruitfully

VI. Introduction of MIS

To collect and upload data for AQAR, NIRF, SSR and Annual Report, MIS was introduced and training for faculty members was given to upload files and data in MIS.

VII. Green Campus Audits

IQAC requested Principal to provide necessary assistance in carrying out Energy Audit, Green Audit and Environmental Audit. Principal agreed to provide the necessary assistance in this regard.

VIII. Observance of Commemorative Days

To bring cultural harmony Golu, Pongal should be celebrated with their due attire and significance. Departments/ Clubs / Committees are informed to celebrate International / National commemorative days relative to their field

IX. Newsletter

By the direction of Principal and Vision of our Chairman all the departments are informed to submit their monthly activity report in the form of Newsletter. Consolidated Newsletter of the college will be prepared by Dr.P.Geetha which will be circulated to the Alumni group

X. Strengthening Placement

Training and Placement has planned to provide more number of career guidance programmes and trainings to the final year students with experts. Moreover they have planned to conduct on campus drives.


IQAC Coordinator


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Action Taken Report

S.No	Plan of Action	Action Taken
1.	Monthly Newsletter	According to the direction of Principal Monthly Newsletter were released from November 2022
2.	Internal Audit	Along with Principal IQAC carried out Internal Audit. IQAC verified all the documents and files
3.	Professional Development Programmes	course plan and innovative pedagogies, conferences / seminars/ workshops /guest lectures were conducted for faculties and students
4.	Increase MoU's for collaborative activities	MoU with Narayana College was signed and activities were conducted
5.	Academic Audit	Energy, Green and Environmental Audits were carried out
6.	Feedback collection and analysis from the Stakeholders	Feedback forms were collected in online/offline, analyses were made and actions were taken
7.	Strengthening Placement	Placement trainings were given and conducted on campus interviews. 206 students got placement offer letters from reputed companies with a package Rs.2, 23,000 / Annum.


IQAC Coordinator


Principal


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