



VIVEKANANDHA COLLEGE OF ARTS AND SCIENCES FOR WOMEN

[Autonomous]

SPONSORED BY: ANGAMMAL EDUCATIONAL TRUST

An ISO 9001:20018 Certified Institution

Affiliated to Periyar University,

Approved by AICTE, Re-Accredited with 'A' Grade by NAAC

Recognized under Section 2(f) & 12(B) of UGC Act, 1956

Elayampalayam - 637205, Tiruchengode, Namakkal Dt., Tamil Nadu



INTERNAL QUALITY ASSURANCE CELL

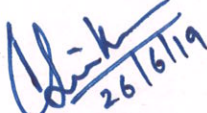
MINUTES OF MEETING

Date: 26.06.2019


Time: 4.00 p.m.

DQAC Coordinators Meeting with IQAC Coordinator

- The first meeting of Department Quality Assurance Cell (DQAC) coordinators for the Academic year 2019-2020 was conducted.
- The Primary objective of the meeting was about NAAC Re-Accreditation for 3rd cycle.
- The DQAC coordinators were informed to update their DQAC framework as per the new revisions and changes happened in their departments and the same has to be updated with IQAC.
- DQAC coordinators were informed to make necessary preparations for the First External Mock visit for NAAC scheduled on the first week of July 2019.
- Clarifications regarding NAAC Criteria, Key Indicators, Qualitative and Quantitative metrics were discussed and clarified.
- The DQAC coordinators were informed to prepare and submit the Strategic Action plan of their department based on the 7 Criteria during the next meeting.
- The pre-preparation process to apply for NAAC Re-Accreditation by 2020 has been initiated.
- The next DQAC meeting has been scheduled to be conducted on 28.6.2019 - 4.00 p.m. at IQAC office.


26/6/19
CO-ORDINATOR,
Internal Quality Assurance Cell,
Vivekanandha College of Arts and
Sciences for Women (Autonomous),
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.




PRINCIPAL
VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous),
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TIRUCHENGODE TK, NAMAKKAL DT
TAMIL NADU



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INTERNAL QUALITY ASSURANCE CELL


MINUTES OF MEETING

Date: 28.06.2019

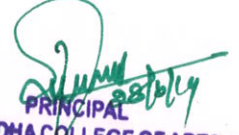
Time: 4.00 p.m.

DOAC Coordinators Meeting with IQAC Coordinator

- The Second meeting of Department Quality Assurance Cell (DQAC) coordinators for the Academic year 2019-2020 was conducted.
- The status of work progression regarding the preparation for Mock NAAC visit was discussed.
- The DQAC framework as per the new revisions and changes happened in their departments were update by the DQAC coordinators to the IQAC.
- Micro level Delegation of NAAC parameters to the Faculty members of all departments was finalized.
- Implications regarding work progression in each NAAC Criteria, Key Indicators, Qualitative and Quantitative metrics were discussed and clarified.
- As requested by the DQAC Coordinators, the time frame for the preparation of Department level Strategic Action plan based on the 7 Criteria for the Academic year 2019-2020 has been extended up to 01.07.2019 (Monday).
- Execution of Non Major Elective Courses (NMEC) as per CBCS pattern has been discussed.
- The next DQAC meeting has been scheduled to be conducted on 01.07.2019 - 4.00 p.m. at IQAC office.


28/6/19
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28/6/19
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INTERNAL QUALITY ASSURANCE CELL

Ref: 001/ AET-VICAS-IQAC/MIN/JULY 2019


MINUTES OF MEETING

Date: 01.07.2019


Time: 4.00 p.m.

DQAC Coordinators Meeting with IQAC Coordinator

- Each department's progression on NAAC work was discussed.
- Implementation of NMEC Courses and Enrollment of Students was discussed.
- Qualified and Un-Qualified faculty members in each department were scrutinized and the DQAC coordinators were informed to facilitate the Un-Qualified Faculty members to get Qualified as earlier as possible.
- DQAC members were informed to represent the Service GAP in their departments to the IQAC to ensure Quality by filling all the GAPS.
- DQAC Coordinators were informed that they are equally responsible for the maintenance of Quality Standards of their respective Departments as per the norms.
- Head of the Department and the DQAC Coordinator were informed to present their NAAC Criterion based Strategic Plan along with the calculated score for each criterion to the Principal on 05.07.2019 (Friday).
- DQAC Coordinators will convene a meeting with their Department Faculty on 02.07.2019.
- Internal MOCK visit by DQAC Coordinators was scheduled on 10.07.2019 - 4.00 p.m.


01/7/19
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01/7/19
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INTERNAL QUALITY ASSURANCE CELL

Ref: 002/ AET-VICAS-IQAC/MIN/JULY 2019

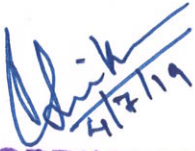
MINUTES OF MEETING.4

Date: 04.07.2019


Time: 1.00 p.m.

DQAC Coordinators Meeting with IQAC Coordinator

- DQAC Coordinators were informed to conduct Department DQAC meeting regularly and to maintain separate DQAC meeting minutes note in their Departments.
- DQAC Coordinators have to get their Department DQAC Meeting Minutes note verified by the IQAC and then get signed by the Principal every Saturday.
- While attending the meeting with IQAC Coordinator, DQAC Coordinators should submit the Outcomes and work progress report of the points discussed during the previous meeting.
- Head of the Department and the DQAC Coordinator were informed to present their NAAC Criterion based Strategic Plan along with the calculated score for each criterion to the Principal on 05.07.2019 (Friday).
- Internal MOCK visit by DQAC Coordinators was scheduled on 10.07.2019 - 4.00 p.m.


4/7/19
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

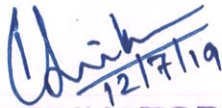
Date: 12.07.2019

Time: 4.30 p.m.

Venue: Tamil Seminar Hall

DQAC Coordinators Meeting with IQAC Coordinator

- Uniform Method of filing to be adopted for the preparation of documents based on NAAC SSR Manual in all the departments was discussed and the procedure was finalized with the suggestions of DQAC Coordinators.
- As suggested by the DQAC Coordinators based on NAAC Manual, the Program Code has to be assigned for all the Programs offered by the Institution and the same has to be updated in the Curriculum.
- DQAC Coordinators were asked play the role of NAAC Mentor for their department to teach and support their Faculty members in preparation of the NAAC files.
- The DQAC Coordinators were informed to ensure that the NAAC files for all the 7 Criteria are properly prepared along with the supportive documents and to be maintained in a Systematic manner by the Criterion Incharges of their Department.
- All the 7 Criterion files with supportive documents as prescribed in the NAAC manual for 4 Years (2015-16 to 2018-19) has to be completed and get verified by the IQAC on or before 15.07.2019.
- 15.07.2019 – Submission of Department Self Study Report (2015-16 to 18-19)
- 20.07.2019 – External Mock Audit by Dr.Sethuraman & Team.


12/7/19

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INTERNAL QUALITY ASSURANCE CELL

Date: 25.07.2019

Time: 3.00 p.m.

Venue: Board Room

DOS Meeting with Principal


Duties & Responsibilities of Department Office Superintendent (DOS)

Daily Responsibilities:


- ✓ Maintenance of Department Key, Opening & Closing of the Department after office time is over.
- ✓ Frequent Monitoring of the Department E-Mail and Circular, Prepare a List of Today's Work based on the Communication from IQAC & Principal Office and submit to the HOD by 10.00 a.m. daily.
- ✓ Submission of Faculty & Student Absentees List to the HOD by 10.30 a.m. daily.
- ✓ Maintenance of Department Circular File, Approval Outward and Inward Register, Department Stock Register & Stationary.
- Updating Today's Events & Work to be Completed on Department White Board.
- ✓ Ensuring the progression & Completion of Assigned work within the stipulated time through HOD and reporting the work done status with Reports to IQAC.

General Responsibilities:

- Maintenance of updated Faculty Details and Class wise Student Data Base in the DOS System.
- ✓ Updating Fees Pending list with Account Section Twice in a Week and reporting the same to the HOD until the No Due Status.
- Maintenance of Faculty Participation & On-Duty File with proper supportive Documents.
- Maintenance of Faculty Leave & Permission Register with proper Class Alteration.
- Maintenance of Department Faculty Attendance Register.
- Ensuring the Cleanliness & Hygienic Maintenance of the entire Department.
- Preparation of Monthly Activity Report of their Department.


25/7/19
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INTERNAL QUALITY ASSURANCE CELL

Venue: VICAS Board Room

Date: 11/02/2020

Meeting on Launching BBA & MBA in Rural Management in Association with MGNCRE

Members Present

1. Ms.D.Samatha, Project Officer, MGNCRE
2. Dr.B.T.Sureshkumar Principal, VICAS
3. Dr.P.Kamaraj, Dean - Commerce
4. Prof. P.Sasikumar, Coordinator - IQAC
5. Dr.S.Nagarajan HOD - BBA
6. Mrs.T.Malathy, AP / BBA
7. Dr.R.Murugesan, AP / BBA
8. K.Mohan, AP / BBA
9. Dr.P.Mathiyalagan , AP / BBA
10. Dr. Sugashwaraprashanth AP / BBA

Minutes of the Meeting

- Dr.B.T.Sureshkumar, Principal VICAS welcomed the gathering and expressed the interest of the institution in launching the BBA Program in Rural Management.
- Ms.D.Samatha the Project Officer - MGNCRE, Department of Higher Education, Ministry of Human Resource Development, Government of India made a Presentation on the Curriculum of the Rural Management Programme and its importance also she explained the support from MGNCRE in terms of Faculty training, study material supply, institute Industry meet and assistance in inviting companies for recruitment.
- It is decided to submit a request to Periyar University to grant Permission to offer the proposed program.

P.T.O



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- Also a date will be finalized to organize an interaction program with the faculty members and with students studying +2 to give exposure on this new program.
- Later the questions raised by the faculty members are addressed by Ms.D.Samatha Project Officer, MGNCRE.
- Finally Dr.P.Kamaraj, Dean – Commerce, VICAS thanked the organizers and Faculty members for their efforts in arranging the meeting.


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11/12/2020
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INTERNAL QUALITY ASSURANCE CELL

Venue: IQAC

NAAC Coordinator & IQAC Coordinator Meeting

Date: 15/02/2020

Time: 01.30 p.m.

Members Present

1. Dr. L. R. Gopinath, Dean Research & NAAC Coordinator
2. Mr. P. Sasikumar, Coordinator - IQAC

Criterion Heads :

3. Criterion 1 - Dr. T. Shankar
4. Criterion 2 - Dr. K. Padmanaban
5. Criterion 3 - Dr. L. R. Gopinath
6. Criterion 4 - Dr. G. Kandiban
7. Criterion 5 - Mrs. S. Ramadevi
8. Criterion 6 - Dr. R. Ananth Babu
9. Criterion 7 - Dr. P. Kamaraj
10. Mrs. T. Malathy, AP / BBA
11. Dr. J. Arunkumar, AP / Microbiology
12. Dr. A. Chandrasekaran, AP / Tamil
13. Dr. R. Chitra, AP / Mathematics
14. Dr. R. Kowsalya, AP / Biochemistry
15. Dr. M. Kannan, AP / Botany
16. Dr. G. Mariappan, AP / Physics
17. Dr. V. Selvam, AP / Commerce
18. Dr. B. S. Krishnamoorthy, AP / Chemistry
19. Dr. P. Sumitra, AP / CS
20. Dr. M. Balasubramanian, AP / Biotechnology
21. Mr. C. Sathishkumar, AP / English
22. Dr. S. Raja, AP / Zoology





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Minutes of the Meeting

- Difficulties faced by Department coordinators in Communicating/Executing NAAC work were addressed and resolved.
- The HODs must facilitate their Department coordinators to execute the NAAC work of their department in an effective manner.
- Department coordinators are informed to update the details of Criterion Incharges of their department and to submit the details to IQAC on 17.02.2020.
- As Dr.P.Kamaraj is taking care of the Criterion 7 and there is no need for department level coordinators for the C-7. A few support faculty members will be allotted as per the requirement.
- By mutual discussion with the Criterion Chiefs, It has been decided to complete the SSR data as per the Revised Framework on or before 06th March 2020.
- Department coordinators will allocate the NAAC work for each faculty on daily basis and monitor the process.
- All the faculty members must give their fullest cooperation and support to their department coordinators.
- > Criterion Heads will schedule the target dates for each KI based on Revised Framework and SOP on 17.02.2020.

Adithy
15/2/2020
CO-ORDINATOR.

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Principal
15/2/2020

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