



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



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

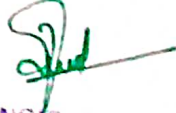
03.06.2020

The following points were discussed through Google meeting with The Principal and the IQAC members. The IQAC Meeting was held on 03.06.2020 at 11.am.

The Minutes of the meeting is presented as follows

1. The Director asked all Deans and HoDs to brief him on the work done by faculty and students during the lockdown period.
2. Deans and HoDs were briefed on their work.
3. Faculty members are instructed to make changes to the syllabus using a highlighter in the soft copy (Red color for deletion and Green color for addition). Please provide information on programme syllabus revisions in the last five years.
4. Submit proposals for Vivekanandha Seed Money Scheme.
5. Faculty members are encouraged to apply for National/International Research Fellowship.
6. Qualified Ph.D faculty members are instructed to apply for Ph.D. guideship.
7. Faculty members are instructed to apply for staff approval from Periyar University.
8. Conduct Online Webinars/Seminars related to IPR, Research Methodology, Entrepreneur Development and Skill Development.
9. Faculty members are encouraged to apply for Innovation Awards.
10. Publication in the forms of Books, Book chapters and Conference proceedings should be from reputed publishers.
11. Faculty members are encouraged to apply for more Patents.
12. Increase the Citation and H-Index of the College through Quality publication.


CO-ORDINATOR.
Internal Quality Assurance Cell,
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PRINCIPAL,
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13. Consultancy and Corporate Training should be increased.
14. Collaborative research should be developed further.
15. Google forms will be created in order to conduct an online student satisfaction survey.
16. The Google Class Room platform would be used to collect student assignments and to share e-content prepared by faculty members.
17. The English Department has created the "Little Zone" Book Bank collection.
18. Faculty members are instructed to carry out Club activities through online.


IQAC Coordinator
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Principal
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MINUTES OF MEETING

05.09.2020

The following points were discussed through Google meeting with The Principal and the IQAC members. The IQAC Meeting was held on 05.09.2020 at 10.30am.

The Minutes of the meeting is presented as follows

Encourage the students to participate in other College/University Online events.

1. HoDs have been directed to submit the work done reports of faculty members and students.
2. It has been brought to our attention that IQAC intends to revise the Standard Operating Procedure (SOP) for our VICAS. This Quality Manual will be kept on file for future reference (Documentation of Current Practices in our institution).
3. The Departments of Tamil and English intend to publish magazines in both Tamil and English.
4. The principal has requested that all HODs ensure the creation of a Google classroom for all classes.
5. Faculty members have been instructed to upload the e-content materials (Word document, PDF, PPT, Audio & Video) for the subjects they teach.
6. Faculty members are instructed to use Google Classroom to assign, collect, and grade student assignments.
7. Faculty members are instructed to use Google Meet App for online teaching methods.
8. Faculty members are asked to administer an online exam using Google forms.
9. NAAC criterion heads have been notified in order to ensure the completion of NAAC work based on key indicators.
10. Faculty members are instructed to prepare research papers for publication in UGC care, SCOPUS, WoS - listed journals.
11. Faculty members are mentored in the preparation of research funding proposals.

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12. Faculty members have been told to prepare proposals for seminar/conference/workshop.
13. Faculty members are encouraged to participate in online courses and FDP.
14. Faculty and students are encouraged to register the COVID-19 awareness pledge.
15. Our college magazine is looking for contributions from faculty and students.
16. HODs are directed to create an annual budget for the upcoming academic year.
17. HODs are advised to prepare Action Plan for the Next Academic Year

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MINUTES OF MEETING

02.12.2020

The following points were discussed through Google meeting with The Principal and the IQAC members. The IQAC Meeting was held on 02.12.2020 at 11.am.

The Minutes of the meeting is presented as follows

1. Deans and HoDs have stated that they will use the Lockdown period to benefit the institution and students.
2. Deans and Heads of Departments are directed to monitor faculty members' use of online teaching methods.
3. HODs, faculty members, and students should be assisted by library staff in downloading online resource materials such as e-books, e-journals, e-magazines, e-newspapers, N-List, D-Space, and NDJ. List of Open Access Journals, and so on.
4. The Principal insisted on the Chief Librarian collecting the Annual Library Budget requirement (for the Academic Year 2020-2021) from HODs.
5. Deans and HoDs are asked to be in responsible of updating our college website.
6. Deans and HODs are enthusiastically welcomed to contribute their two days' salary to the Covid-19 relief fund.
7. Quality parameters are to be explained to all faculty members.
8. The Academic Planner (2020-21) Committee was constituted.
9. It is planned to reconstitute an Academic Advisory Committee to promote research.
10. The Academic Audit report was analyzed and planned for improvement.
11. A bridge course for first-year UG students is being planned to be delivered online.
12. An online orientation programme is planned for PG students.
13. A greater number of faculty development programmes may be conducted through online.
14. Teaching-learning materials are distributed to all the students through Google classroom.
15. Online method of teaching can be implemented effectively.

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16. Online internships are available through Internshala for students to gain an understanding of academic programmes.
17. Encourage students to participate in Swayam NPTEL Programs to gain a better understanding of the academic programmes.
18. Students' feedback collection in online mode.

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MINUTES OF MEETING

03.04.2021

The following points were discussed through Google meeting with The Principal and the IQAC members. The IQAC Meeting was held on 03.04.2021 at 10.30am.

The Minutes of the meeting is presented as follows

1. Online Feedback-based education administrative system
2. Improving Faculty Publications.
3. Revamping the Syllabus.
4. Strengthening the Academic Advisory Committee.
5. Syllabus based on the OBE pattern is to be submitted
6. Result analysis of the previous year is to be analyzed and its report should be submitted.
7. List of activities prepared and planned by all Coordinators of like placement, Research and Development etc., can be submitted to IQAC.
8. NIRF details are to be uploaded on the portal.
9. Department wise online National / International conferences are to be organised.
10. Faculty members are encouraged to apply for government and non-government research funds.
11. All the Departments are asked to adhere the UGC/NAAC guidelines for maintaining quality maintenance.
12. Plan to introduce BA-Economics program for the next academic year 2021-2022
13. All preparatory works should be planned and completed for ISO Audit.
14. Collected Online Feedback on Curriculum from the Stake holders, Students, Parents, Alumni, Faculty. Analyzed and taken necessary improvement measures based on the analysis report.
15. E-Content development facility was created to enhance the Teaching Learning Process.

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16. Academic and Administrative audits are conducted and based on results, necessary steps have been taken. And Green, Energy, Environment Audits are also conducted.

17. Documents related to AQAR were consolidated for submission.

18. Action Plan and Annual budget for the next academic year are asked to submit to IQAC.

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