



VIVEKANANDHA
COLLEGE OF ARTS AND SCIENCES FOR WOMEN
[Autonomous]

SPONSORED BY: ANGAMMAL EDUCATIONAL TRUST.

*An ISO 9001 : 2008 Certified Institution, Affiliated to Periyar University,
Approved by AICTE and Re-Accredited with 'A' Grade by NAAC
Recognized under section 2(f) and 12(B) of UGC Act, 1956.
Elayampalayam - 637 205. Tiruchengode, Namakkal Dt., Tamil Nadu.*



VIVEKANANDHA
EDUCATIONAL
INSTITUTIONS

VICAS/IQAC/2022-23/Meeting-01

Date: 31.10.2022

Venue: VICAS-IQAC Board Room

Time: 12.30 pm

AGENDA:

1. IQAC file display (33 Nos)
2. Event Report submission
3. Preparation of Monthly Report
4. All departments should organize one event in association with IQAC
5. Result analysis – Report submission
6. Initiate the new MoUs
7. Action Plan
8. NAAC Mock visit
9. Mentor-Mentee meeting, Class committee meeting, Office Bearers meeting
10. Syllabus in OBE format
11. Students admission details

IQAC Coordinator

CO-ORDINATOR.

Internal Quality Assurance Cell,
Vivekanandha College of Arts and
Sciences for Women (Autonomous),
Elayampalayam, Tiruchengode,
Namakkal Dt., Tamil Nadu.

Principal

PRINCIPAL
VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous),
ELAYAMPALAYAM - 637 205,
TIRUCHENGODE TK, NAMAKKAL DT,
TAMIL NADU.

To:

- ❖ All DQAC Coordinators

Copy to:

- ❖ All the HoDs
- ❖ The Controller of Examinations
- ❖ The Office of the IQAC





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VIVEKANANDHA
EDUCATIONAL
INSTITUTIONS

Minutes of Meeting

Date: 31.10.2022

Time: 12.30 pm

DQAC Coordinators meeting with IQAC Coordinator

The IQAC meeting was held on 31.10.2022 at 12.30 pm. The IQAC Coordinator and DQAC Coordinators attended the meeting and the following points were discussed and some decisions were taken in the meeting as follows:

1. All the Departments should submit the files to IQAC and those files should be ready to display at the time of NAAC Peer Team Visit.
2. All the Departments were asked to submit the Event Reports within five working days after completion of the events.
3. Every Department should submit Monthly Report to IQAC on or before 5th of every month.
4. All the Departments should organize one event in association with IQAC.
5. All the Departments should submit the Result Analysis Report after the completion of the semester results.
6. All the Departments are requested to initiate minimum two MoUs during the academic year.
7. All the Departments should submit the Action plan for the academic year 2022-23 (Odd and Even semesters) to the IQAC.
8. All the Departments were asked to be prepared for the NAAC Mock visit.
9. Departments should be aware of conducting the regular meetings for the students such as
 1. Mentor-mentee meeting
 2. Class committee meeting – 3 meetings per semester
 3. Office Bearers meeting
10. All the Department Heads were requested to submit the syllabus to the Controller of Examinations section in OBE format.
11. All the Departments were asked to submit students admission details for the academic year 2022-23

IQAC Coordinator
CO-ORDINATOR.

Internal Quality Assurance Cell,
Vivekanandha College of Arts and
Sciences for Women (Autonomous),
Elayampalayam, Tiruchengode,



Principal
PRINCIPAL

VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous),
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TIRUCHENGODE, TAMIL NADU.



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INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE

Date : 31/10/2022

Time: 12.30 pm

S.No	Department	Name of the Coordinator	Phone No	Signature
1	TAMIL	Dr. A. CHANDRASEKARAN	9842849782	[Signature]
2	ENGLISH	M. FAMIL SELVAN	9842761158	M.2
3	MATHEMATICS	Dr. R. CHITRA	9659629101	[Signature]
4	PHYSICS	Dr. M. RAJA	7598417486	M. R. J.
5	CHEMISTRY	Dr. S. Mohan	6382285299	[Signature]
6	BOTANY	Dr. N. SENTHILKUMAR	9715473866	N. Senthil Kumar
7	ZOOLOGY	Dr. G. SATHISH KUMAR	9952333003	G. Sathish Kumar
8	MICROBIOLOGY	Dr. L. ASHOKKUMAR	9842659963 7010990916	L. Ashok Kumar
9	BIOTECHNOLOGY	Dr. K. SATHIS KUMAR	9080259707 9842634586	K. Sathis Kumar
10	BIOCHEMISTRY	Dr. R. Kalyani	9943659088 7016295828	R. Kalyani
11	PSYCHOLOGY	Dr. P. Ramanathan	9944837192 763960227	P. Ramanathan
12	NUTRITION&DIETETICS	S. Rithanya	9789345813	S. Rithanya
13	MANAGEMENT STUDIES	Dr. M. Pushpadevi	8754398220	M. Pushpadevi
14	COMMERCE	Dr. V. SENTHILKUMAR	8760695314	V. Senthil Kumar
15	COMPUTER SCIENCE & COMPUTER APPLICATIONS	A. Gayathri	9443731276	A. Gayathri
16	HISTORY	Dr. A. PALANIAPPAN	8248345553	A. Palaniappan
17	ECONOMICS	Dr. P. Arunachalam	9655823977	P. Arunachalam
18	POLITICAL SCIENCE	Dr. C. Anukumar	9500844176	C. Anukumar
19	TFD&CDF	For L. S. SURESHINI	9788617991	L. S. Sureshini

CO-ORDINATOR,
Internal Quality Assurance Cell,
Vivekanandha College of Arts and
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INTERNAL QUALITY ASSURANCE CELL

VICAS/IQAC/2022-2023/Meeting-02

Date:15.02.2023

Date: 17.02.2023

VENUE: IQAC BOARD ROOM

Day: FRIDAY

TIME: 03.00 PM to 04.00 PM

All the members of DQAC are requested to attend the meeting. The agenda for the meeting is presented below:

AGENDA:

1. AQAR
2. AISHE Ranking
3. India Today Ranking
4. MGNCRE Ranking
5. Any others


DIRECTOR,
IOAC Director
Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.

Copy to:

- ❖ All HODs
- ❖ All DQAC Coordinators


Principal
15/2/23
PRINCIPAL,
VIVEKANANDHA COLLEGE OF ARTS AND
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ELAYAMPALAYAM- 637205
TIRUCHENGODE TK, NAMAKKAL DT
TAMIL NADU





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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

DATE: 17.02.2023

VENUE: IQAC BOARD ROOM

DAY: FRIDAY

TIME: 03.00 PM to 04.00 PM

The following points were discussed in the IQAC meeting with all department DQAC members

S.NO	Points Discussed	Action Plan	Responsibility
1	AQAR	Reminder of AQAR documents must be submit for the academic year 2021-2022	Criterion Heads, DQAC Members
2	AISHE Ranking	One year data must be submit for the academic year 2021-2022	HODs & DQAC Coordinators
3	INDIA TODAY RANKING	3 Years Data (hard copy & Soft copy) must be submit for the academic year 2019-20, 2020-21 & 2021-22 to IQAC	HODs & DQAC Coordinators
4	MGNCRE RANKING	Data must be submit for the academic year 2022-2023	IQAC
5	Any others	DQAC members are asked to volunteer the all IQAC activities	DQAC Coordinators

The coordinator thanked all the members for attending the meeting

[Signature]
IQAC Director,

Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt., Tamil Nadu.

Copy to:

All HODs
All DQAC Members



[Signature]
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VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous)
ELAYAMPALAYAM - 637 205
TIRUCHENGODE TK, NAMAKKAL DT
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INTERNAL QUALITY ASSURANCE CELL

Meeting with all department DQAC members



Principal
24/12/23
PRINCIPAL
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INTERNAL QUALITY ASSUURANCE CELL

VICAS/IQAC/2022-2023/Meeting-03

Date:14.03.2023

Date: 16.03.2023

VENUE: IQAC BOARD ROOM

Day: THURSDAY

TIME: 03.00 PM to 04.00 PM

All the members of DQAC are requested to attend the meeting. The agenda for the meeting is presented below:

AGENDA:

1. AQAR
2. Annual report
3. Monthly report
4. Documents scanning
5. FDP
6. Any others



IQAC Director

DIRECTOR,

Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.

Copy to:

- ❖ All HODs
- ❖ All DQAC Coordinators


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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

DATE: 16.03.2023

VENUE: IQAC BOARD ROOM

DAY: THURSDAY

TIME: 03.00 PM to 04.00 PM

The following points were discussed in the IQAC meeting with all department DQAC members

S.NO	Points Discussed	Action Plan	Responsibility	Target Date
1	AQAR	AQAR documents must be submit for the academic year 2021-2022	Criterion Heads, DQAC Members	---
2	Annual Report	Annual report documents must be submit for the academic year 2022-2023	HODs & DQAC Coordinators	23.03.2023
3	Monthly Report	Monthly report (soft copy) must submit every month to IQAC	HODs & DQAC Coordinators	1'st week of every month
4	Document Scanning	All the monthly report supporting documents must be submit to IQAC for the scanning	DQAC Coordinators	3 rd week of every month
5	FDP	Awareness program for non-Teaching faculties by National Centre for Financial Education	IQAC	---
6	Any others	DQAC members are asked to volunteer the all IQAC activities	DQAC Coordinators	---

The coordinator thanked all the members for attending the meeting

DIRECTOR,
Internal Quality Assurance Cell
Vivekanandha College of Arts and
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Elayampalayam, Tiruchengode,
Namakkal Dt., Tamil Nadu.

Copy to

All HODs

All DQAC Members

Principal
VIVEKANANDHA COLLEGE OF ARTS AND
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ELAYAMPALAYAM - 637 205
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INTERNAL QUALITY ASSURANCE CELL

Meeting with all department DOAC members



Handwritten signature
DIRECTOR,
Internal Quality Assurance Cell
Vivekanandha College of Arts and
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INTERNAL QUALITY ASSURANCE CELL

VICAS/IQAC/2022-2023/Meeting-04

Date:08.05.2023

Date: 10.05.2023

VENUE: IQAC BOARD ROOM

Day: FRIDAY

TIME: 11.30 AM to 12.30 PM

All the Criterion Heads & Members of DQAC are requested to attend the meeting.
The agenda for the meeting is presented below:

AGENDA:

1. AQAR
2. Events Report
3. Monthly Report
4. Document Scanning
5. Any others

8/5/23
DIRECTOR

Internal Quality Assurance Cell
Vivekanandha College of Arts and
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Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.

Copy to:

- ❖ All HODs
- ❖ All DQAC Coordinators
- ❖ All Criterion Heads

8/5/23
PRINCIPAL
VIVEKANANDHA COLLEGE OF ARTS AND
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ELAYAMPALAYAM - 637 205
TIRUCHENGODE TK, NAMAKKAL DT
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Elayampalayam – 637 205, Tiruchengode, Namakkal Dt., Tamil Nadu.



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

DATE: 10.05.2023

VENUE: IQAC BOARD ROOM

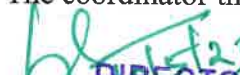
DAY: WEDNESDAY

TIME: 11.30 AM to 12.30 PM

The following points were discussed in the IQAC meeting with Criterion Heads & All department DQAC members

S.No	Points Discussed	Action Plan	Responsibility	Target Date
1	AQAR	AQAR documents must be submit for the academic year 2021-2022 & 2022-2023	Criterion Heads, DQAC Members	22.05.2023 (2021-22) June 2023 (2022-2023)
2	Events Report	Pending Events Report must be submit for the academic year 2021-2022 & 2022-2023	HODs & DQAC Coordinators	18.05.2023
3	Monthly Report	Monthly Report (Hard copy & Soft copy) must submit to IQAC	HODs & DQAC Coordinators	Every Month of 11th
4	Document Scanning	Monthly Reports & All the Supporting documents data must be submit to the IQAC for the scanning	DQAC Coordinators	Every Month 15 th above
5	Any others	DQAC members are asked to volunteer the all IQAC activities and department data collection.	DQAC Coordinators	-

The coordinator thanked all the members for attending the meeting


DIRECTOR,
Internal Quality Assurance Cell
Vivekanandha College of Arts and
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Elayampalayam, Tiruchengode,
Namakkal Dt., Tamil Nadu.

Copy to:

- ❖ All HODs
- ❖ All DQAC Members
- ❖ All Criterion Heads




Principal
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INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE

PRINCIPAL WITH CRITERION HEADS & DQAC MEMBERS MEETING

VENUE: IQAC Board Room

DATE: 10.05.2023

S.No	Name of the Faculty	Designation	Department	Signature
1.	S. DHANALAKSHMI	AP/CSEA	CSEA	[Signature]
2.	K. LOCHANATHAN	HOD/chemistry	CHEMISTRY	[Signature]
3.	DR.M.Kannan.	HOD/Botany	BOTANY	M. Kannan 10/5/23
4.	Dr. A. Chandrasekhar	AP (Tamil)	Tamil	[Signature]
5.	Mv. R.S. Jothirajan.	AP /English	Biochemistry	[Signature]
6.	S.MURUGESAN	AP/Physics	PHYSICS	S. Murugesan 10/5/23
7.	K. B. JHANGVEL	AP/POL. Sci	POLITICAL SCIENCE	K. B. J.
8.	Dr. B. Joya LAKSHMI	Asp/Management	MBA	[Signature]
9.	A. Gayathri	AP/CSEA	CSEA	Gayathri
10.	L. Subashini	AP /TFD	TFD/CDF	[Signature]
11.	Dr. R. Leelavathi	AP/Comm	Commene	[Signature]
12.	Ms. S. KAVITA	AP/Eng (Maths)	Mathematics	[Signature]
13.	V. DHANASENTHIL	AP/ Mathe	Mathematics	V. D.
14.	A. MALARVISHI	HOD/ Microbiology	Microbiology	[Signature]
15.	Dr. S. Prakash	HOD/Com/spl.	Commec - spl.	[Signature]
16.	Dr. M. Gomathi	HOD /psy	psychology	M. G.
17.	Dr. K. ROMESH	HOD / physics	physics.	[Signature]



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INTERNAL QUALITY ASSURANCE CELL

Meeting with all department DQAC members



GPS Map Camera
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 9W5V+JVX, Elaiyampalayam, Tamil Nadu
 637205, India
 Lat 11.359745°
 Long 77.94567°
 10/05/23 12:12 PM GMT +05:30



GPS Map Camera
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 9W5V+JVX, Elaiyampalayam, Tamil Nadu
 637205, India
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 Long 77.94567°
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[Handwritten Signature]
 10/5/23
 PRINCIPAL
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