



KUNTHAVAI NAACCHIYAAR GOVERNMENT ARTS COLLEGE FOR WOMEN (A), THANJAVUR
613 007
(*B' Grade Accredited by NAAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of the IQAC

The following were the agenda of the IQAC meeting held at 10.00 am on 10.11.2022 at Room No 12, Main building.

1. To insist the students to utilize General / Department library / College fitness centre and involve in sports activities regularly. A common time table for the entire college will be prepared by the library in-charge. Proper registers have to be maintained by in-charges of the General Library, Department Library, Sports and Fitness Centre. Opening of URKUND account and subscription of e-journals have been emphasized.
2. To promote the digital documentation culture, students have to submit their assignments through E-mail to the subject teacher. The E-mail ID of the students will be maintained by the respective tutors. Providing domain E-mail ID for the students will be initiated.
3. To strengthen the student progression database, every department will maintain placement information about UG and PG students with appropriate proof of document from the A.Y. 2018-2019 onwards. The Alumni Association is also expected to maintain appropriate register in this regard. The entire database will be consolidated by the placement coordinator using MIS facility of our college.
4. To promote the percentage of aspirants of various screening tests of national and regional interest, viz., NET, SET, UPSC, TNPSC, etc., the Placement coordinator and SC/ST coaching cell has to maintain the database with proof of documents from the A.Y. 2022-2023 onwards.
5. To showcase students' representation in academic and administration, documents will be collected from the principal's office (Class representative & Hostel meeting), Heads of the Department (student Alumni representation of Board of Studies) and Department of Tamil (student council). CriV
6. Mechanism for redressal of students' grievances should be well defined and all its activities have to be documented by the respective cell / committee for every semester. CriV
7. To strengthen the Alumni Association and its contribution towards the academic and administration functionality, life and honorary membership will be fixed accordingly.

8. A manual for code of conduct will be evolved by respective Committee, showing the prescribed code of conduct for students, teachers & non-teaching staff. Organize programmes in professional ethics and ensure its effective implementation. CriVII
9. To prepare course-wise teaching plan, comprising the details of ICT enabled classes and student centric teaching methodology, for UG and PG programme. Regular entry has to be made in the register maintained for ICT classes.
10. To provide adequate facilities for managing degradable and non-degradable waste (Solid, Liquid, Biomedical, E-waste, Hazardous chemicals and radioactive waste) by the respective committees. Proper infrastructure should be set up and documented with geo-tagged photographs. Special care to be taken for the rest room hygiene and sanitary dispensing system.
11. To document the Best Practices of the institution as well as the departments as per the NAAC format. The practices like 'learn with fun', 'audio lecture' for differently abled students, etc., can be followed.
12. The 'Research Coordinating Committee' will henceforth be called as 'Research Advisory and Ethics Committee'. The committee will evolve a manual for 'code of research ethics' in accordance with Bharathidasan University guidelines. All the faculty members are expected to publish their research articles in UGC-CARE list Group I or UGC-CARE list Group II (journals indexed in Scopus and Web of Science databases).
13. Institution portal will be updated with all information related to department-wise vision / mission statement, faculty profile, programme outcome, course-wise teaching plan, code of conduct, manual for research ethics, Department-wise toppers of UG and PG, etc.,
14. Parent Teachers meeting will be held periodically in the respective departments and all the mandatory documents / action taken report to be maintained.
15. Each department will take steps to commence Startups / Incubation / MoU's and expedite the process.
16. A committee has been constituted under the direction of the Principal to generate a Provisional Budget Proposal for meeting out the expenses of the NAAC accreditation process during A.Y.2024-2025. The committee comprises of Dr.R.Diravidarani, Dr.P.Vembarasi, Dr.D.Malarvizhi (Senior Faculty members) Dr.R.Ramapriya (former Coordinator IQAC) and Dr.K.Banukumar. Coordinator IQAC.

Signature of the (internal) members has been present in the IQAC meeting held 10.00 am on 10.11.2022 at Room No 12, Main building.

Chair Person: Dr. P. Cynthia Selvi, PRINCIPAL

M. S. Aravind
10.11.22

IQAC Senior Faculty Members

1. Dr. R. Diravida Rani

R. Diravida Rani
12/11/22

2. Dr. D. Malavizhi

D. Malavizhi
14/11/22

IQAC Members

3. Dr. N. Chandrakala

N. Chandrakala
10/11/22

4. Dr. V. Vinoba,

V. Vinoba
14/11/22

5. Dr. A. Saburunnisa,

A. Saburunnisa
14/11/2022

6. Dr. S. Periyanyaki

S. Periyanyaki
14/11/2022

7. Dr. A. Kanmani Joan of Arc

A. Kanmani Joan of Arc
15/11/22

8. Dr. M. Lakshmi Bala

M. Lakshmi Bala
10/11/22

9. Mr. A. Senthilvelan

A. Senthilvelan
10/11/22

10. Dr. P. Serfoji

P. Serfoji
10/11/22

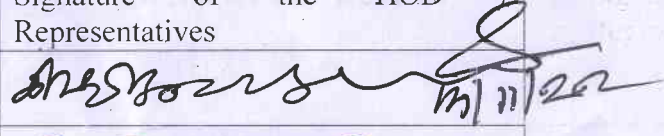
11. Dr. N. Karthika

Absent

12. Dr. K. Banukumar
IQAC Coordinator

K. Banukumar
10/11/22

Signature of the (internal) members has been present in the IQAC meeting held 10.00 am on 10.11.2022 at Room No 12, Main building.

Sl.No	Name of the Department	Signature of the HOD Representatives
1	Tamil	 10/11/22
2	English	R. Ramapriya 10/11/2022
3	History	யெஸ்வர 14-11-2022
4	Economics	Absent
5	Business Administration	M. K. Balakrishnan
6	Commerce	P. J. Jagan 14/11/22
7	Mathematics	for 10/11/22
8	Physics	for 14-11-22
9	Chemistry	14-11-22
10	Botany	14/11/2022
11	Zoology	For 14/11/22
12	Geography	for 10/11/22
13	Computer Science	for 14/11/22
14	Statistics	15/11/22
15	PD	Absent / -
16	COE	Absent / -
17	Librarian	-



INTERNAL QUALITY ASSURANCE CELL (IQAC)



Minutes of the Meeting of the IQAC (2022-2023: II)

The IQAC Meeting was held on 05.04.2023 @ Room No. 18 to discuss the Agenda prescribed and the actions taken and to be taken by the Heads of the Department and the IQAC Criterion in charges. The following points were discussed during the meeting:

1. The actions taken on the agenda prescribed in the previous meeting for 2022-23 were discussed.
2. The implementation of Management Information System (MIS) was discussed with the software vendor, Mr. Rajasekar. Various queries were sorted out, and clarifications were given.
3. A mock visit to the departments will be held in August 2024 by the internal committee comprising of senior faculty members separately for Commerce, Arts and Science in order to be prepared for the forthcoming NAAC visit.
4. Evolving a vibrant cultural team with the help of Fine Arts was discussed.
5. Campus naming was finalized as per the following list: Main block-**Marutham**, Commerce Block-**Kanchi**, NR-**Poigai**, NB-**Kuvalai**, MGR Centenary block-**Ilavenil**, NH-**Andril**, PG-**Alli**, PG New block (Physics)-**Vidiyal**, New block (Tamil)-**Vaigarai** and Library (RUSA) -**Yazh**,
6. The Food Court is to be revived with renewed guidelines. The possibility of opening Aavin Canteen is also discussed.
7. A Parking lot for cars to be established to avoid haphazard parking.
8. NAAC fees and other department expenses to be discussed with the financial team.
9. Publication of research papers in the UGC-CARE listed journals was stressed.
10. Students grievances and redressal report to be generated by the departments.
11. Best practices like green campus, plastic-free campus, pedestrian-friendly pathways inside the college to be promoted.

12. Placement details from departments from 2018-19 onwards to be submitted as per the format:

Sl.No.	Register No.	Name of the Student	Designation (OR mention present status)	Name of the Company placed	Salary

13. Details of students attending Government exams like TNPSC, SSC, NET, SLET to be obtained from the departments as per the format:

Sl.No.	Register No.	Name of the Student	Name of the Exam	If cleared mention date

14. Annual sensitisation programme to be conducted on Code of conduct and professional ethics for teaching and non-teaching staff.

15. Comparing OBE syllabus with TANSICHE syllabus for core courses for 2022-2023 batch UG and PG students with modifications to be carried out only from the III semester.

16. Course-wise teaching plans to be prepared.

17. Utilization of resources like labs other than working hours by offering certificate courses was proposed.

18. Health unit to be created before the NAAC visit.

19. Regular campus cleaning and disposal of solid waste to be done.

20. Assignments are to be collected from student email in order to make them accustomed to it. Sample feedback, as per NAAC format, to be collected from the students through email.

21. The department should ensure students footfall in the library during library hours and also confirm their active participation during physical education hours.

The meeting was concluded with the decision that all the above points discussed in the meeting should be implemented effectively, and the respective authorities should take necessary actions.

Signature of the IQAC members has been present in the IQAC meeting held 9.45 am on 05.04.2023 at Room No 18.

Chair Person: Dr. P. Cynthia Selvi, PRINCIPAL

M. S. S. Selvi
05.04.23

IQAC Senior Faculty Members

1. Dr. R. Diravida Rani

Absent / CL

2. Dr. D. Malarvizhi

05.04.2023

IQAC Members

3. Dr. N. Chandrakala

Chandrakala 5/4/23

4. Dr. V. Vinoba,

Vinoba 05/04/23

5. Dr. A. Saburunnisa,

A. Saburunnisa 05/04/2023

6. Dr. S. Periyanyaki

Absent / CL

7. Dr. A. Kanmani Joan of Arc

Kanmani 5/4/23

8. Dr. M. Lakshmi Bala

Absent / CL

9. Mr. A. Senthilvelan

Senthilvelan 05/4/23

10. Dr. P. Serfoji

P. Serfoji 5/4/23

11. Dr. N. Karthika

Karthika 5/4/23

12. Dr. K. Banukumar

IQAC Coordinator

Banukumar 5/4/2023

Signature of the Heads of the department /in charges has been present in the IQAC meeting held 9.45 am on 05.04.2023 at Room No 18.

Sl.No	Name of the Department	Signature of the HOD / Representatives
1	Tamil	For. & m... 5/4/23
2	English	For. ... 05/4/2023
3	History	y... 05.04.2023
4	Economics	5/4/2023.
5	Business Administration	for ... 05/3/23
6	Commerce	(in) ... 5/4/23
7	Mathematics	... 05/04/23
8	Physics	... 5.4.23
9	Chemistry	(in) ... 5/4/23.
10	Botany	... 5/4/2023
11	Zoology	M. ... 5/4/23
12	Geography	... 5/4/23
13	Computer Science	... 5/4/23
14	Statistics	Dr. ... 5/4/23
15	PD	Absent - CL
16	COE	Dr. ... 05/04/2023
17	Librarian	... 5/4/23

Plan of Action 2022-2023		
Sl.No.	Suggestions / Decisions	Action Taken
1	Management Information System for the institution has been insisted for the redundant free documentation and rationalizing time utilization of the teaching fraternity .	MISKNGAC has been initiated and it is under developing phase.
2	Emphasized library referencing habit and encouraged the utilization of fitness centre at college during working hours.	Common time table with allocating minimum hour for library reference and for fitness centre.
3	Initiated and insisted the use of Official mail ID among the stakeholders for all the curriculum and extension activities.	Usage of official domain ID mandated among the stakeholders.
4	Insisted well established code of conduct of stakeholders, exclusive lesson plan framework and streamlining research process.	Manual for code of conduct for the stakeholders of the institution has been documented, Ideal Lesson plan has been formulated and establishment of Research Advisory and Ethics Committee.
5.	Naming of building, widening alumni enrolment and developmental action and student centric academic and administration is emphasized.	Plan chalked out for the ideal naming convention, inclusion of honorary membership in the alumni association and well established system of electing and encouraging student participative academic and administrative process.

KB

M. Srinivas