

Minutes of INTERNAL QUALITY ASSURANCE

2020-2021

**Quality is the
Key to the Future**



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001:2018 Certified Institution

Palani Road, Polachi, Coimbatore - 642 107, Tamil Nadu, India.

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1ST MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 10.6.2020



SREE SARASWATHI THYAGARAJA
COLLEGE (AUTONOMOUS INSTITUTION), POLLACHI

Minutes of the Third Meeting of IQAC

Date: 10th June 2020

Time:3.00 PM

Venue: New Building

Meeting Agenda

Item No	Item Name	Page No
IQ.01.01	Approval of the Minutes of the 4 th IQAC meeting held on 03.04.2020	
IQ.01.02	Action taken report on 4 th IQAC meeting held on 03.04.2020	
IQ.01.03	Reconstitution of New IQAC members and Coordinator	
IQ.01.04	Discussion on the timeline for submission of extension of Autonomous status beyond May 2021	
IQ.01.05	Discussing the functioning of CDC, OBE, ERP in line with NAAC Guidelines	
IQ.01.06	Modus operandi of IQAC, AQAR, ISO with Departments	
IQ.01.07	Guidelines for NME courses through Curriculum Development Cell(CDC)	
IQ.01.08	Introduction of New IQAC advisory committee	
IQ.01.09	Instructions for obtaining course wise attainment on outcome based education in CAMU ERP Software	
IQ.01.10	Any other matter	

Members Present

1.	Dr. A. Somu	Principal(Chairperson)
2.	Dr. V. Venkateswaran	Advisor
3.	Mr. S. Velayudasamy	Senior Administrative Officer
4.	Dr. R. Gayathri	Coordinator
5.	Dr. V. Sivakami	Member
6.	Dr. G. Anbuselvi	Member
7.	Dr. K. Parthasarathi	Member
8.	Dr. O.V. Shanmuga Sundaram	Member
9.	Mrs D. Geetha	Member
10.	Dr. V. Ramachandran	Member
11.	M. Premkumar	Member
12.	Dr. D. Padma	Member
13.	Dr. V. Sureshkumar	Member
14.	Mr. S. Venkatesh	Secretary

Members Absent

Item No. IQ.01.01: Approval of the minutes of 4th IQAC meeting held on 3rd April 2020:

The minutes of the meeting was circulated via e-mail through IQAC – desk and the members have confirmed the same.

Item No. IQ.01.02: Submission of Action Taken Report on 4th IQAC meeting held on 3rd April 2020:

The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the decisions and resolutions passed in the 4th IQAC meeting.

Item No. IQ.01.03: Reconstitution of New IQAC members and Coordinator

The IQAC is reconstituted with Teacher representatives, student nominee, Alumni nominee, Industry nominee and employer for 2020 to 2022. Roles and responsibilities of the members are discussed and assigned.

Item No. IQ.01.04: Discussion on the timeline for submission of extension of Autonomous status beyond May 2021

Resolved that the data required for submission of report for extension of autonomous status of our institution such as faculty, Teaching, Learning, Evaluation, Achievements, Student support and Progression and Website etc. are to be collected within a timeline.

Item No. IQ.01.05: Discussing the functioning of CDC, OBE, ERP in line with NAAC Guidelines

Resolved that the core committee members assigned with the responsibilities such as CDC, OBE, CAMU, NIRF, Autonomous, ISO should discharge their duties in line with IQAC, MHRD, UGC and NAAC guidelines.

Item No. IQ.01.06: Modus operandi of IQAC, AQAR, ISO with Departments.

Resolved that the files maintained for ISO should align with requirements for AQAR and Autonomous extension as far as possible. IQAC criterion in-charges can coordinate with department wise criterion in-charges for collection of data.

Item No. IQ.01.07: Guidelines for NME courses through Curriculum Development Cell(CDC):

Resolved to accept the guidelines from Curriculum Development Cell regarding the conduct of NME courses.

Item No. IQ.01.08: Information on New IQAC advisory committee

Members were informed about the newly constituted advisory committee for IQAC.

Item No. IQ.01.09: Instructions for obtaining course wise attainment on outcome based education in CAMU ERP Software:

IQAC coordinator advised to all the course instructors, who handled during Academic Year 2019-20 to complete the course wise attainment on Outcome Based Education(OBE) in CAMU ERP software for their respective courses.

. Item No. IQ.02.10: Any other matter

Discussed about the completion of two MOOC Courses as per the Curriculum .

Approved the Minutes of the 1stMeeting of IQAC

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Chairperson

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC – MEETING MINUTES

2ND MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 17.9.2020



SREE SARASWATHI THYAGARAJA

Minutes of the Second Meeting of IQAC

Date: 17th September 2020 Time: 3.00 PM Venue: New Building

Meeting Agenda

Item No	Item Name	Page No
IQ.02.01	Approval of the Minutes of the 4th IQAC meeting held on 10.06.2020	
IQ.02.02	Action taken report on 4th IQAC meeting held on 10.06.2019	
IQ.02.03	Proposed task for uploading data in CAMU ERP Software.	
IQ.02.04	Provision for Smart/Digital Interactive Board Facility for Effective Teaching Learning.	
IQ.02.05	Enhancing the Research Work and Publication.	
IQ.02.06	Effective Planning for Mentorship.	
IQ.02.07	Review of the Placement Track Record of the outgoing students and efforts to improve in the current semester.	
IQ.02.08	Planning for organize the Virtual Inauguration.	
IQ.02.09	Proposed Task for the Completion of AQAR.	
IQ.02.10	Any other matter	

Members Present

1.	Dr. A. Somu	Principal(Chairperson)
2.	Dr. V. Venkateswaran	Advisor
3.	Mr. S. Velayudasamy	Senior Administrative Officer
4.	Dr. R. Gayathri	Coordinator
5.	Dr. V. Sivakami	Member
6.	Dr. G. Anbuselvi	Member
7.	Dr. K. Parthasarathi	Member
8.	Dr. O.V. Shanmuga Sundaram	Member
9.	Mrs D. Geetha	Member
10.	Dr. V. Ramachandran	Member
11.	M. Premkumar	Member
12.	Dr. D. Padma	Member
13.	Dr. V. Sureshkumar	Member
14.	Mr. S. Venkatesh	Secretary

Members Absent

Item No. IQ.02.01: Approval of the Minutes of the 4th IQAC meeting held on 10.06.2020

The minutes of the meeting was circulated via e-mail through IQAC – desk and the members have confirmed the same.

Item No. IQ.02.02: Action taken report on 4th IQAC meeting held on 10.06.2020

The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the decisions and resolutions passed in the 1st IQAC meeting.

Item No. IQ.02.03: Proposed Task for uploading data in CAMU ERP Software:

The Chairman IQAC proposed to adopt the Quality Enhancement initiatives (QEI) for the academic year 2020-21. In this regard, a 20 point agenda is circulated among all staff members and informed to adhere to the agenda and report to the Dean / Directors as per the time line.

Item No. IQ.02.04: Provision for Smart /Digital Interactive Board Facility for Effective Teaching Learning.

The coordinator IQAC advised the faculty members who handle problem oriented paper to utilize Smart board facility for effective online teaching.

Item No. IQ.02.05: Enhancing the Research Work and Publication

The Coordinator of CRD requested the HOD's to ensure that their faculty members spend quality time for research.

The following activities undertaken by faculty members towards research.

1. Paper publication in reputed journals – target has been given.
2. Proposal Submission - target has been given.
3. Plan to give incentives for research Papers.
4. Mandatory for each faculty to have at least one online certification.

Item No. IQ.02.06: Effective Planning for Mentorship.

Dean/ Directors/ Senior Faculty/ HODs are monitor once in fortnight to evaluate the respective work of their mentees and also support for usage of ICT tools.

Item No. IQ.02.07: Review of the Placement Track Record of the outgoing students and efforts to improve in the current semester

The Director of Center for Training and Placement Cell (CTPC) presented the placement track record of the academic year 2019-2020. The coordinator IQAC advised to the Director, Center for Training and Placement Cell (CTPC) to provide soft skill training to the students to get a better placement.

Item No. IQ.02.08: Planning for organize the Virtual Inauguration

The Chairman of IQAC informed to planning for organizing the Virtual inauguration for freshers in the Academic year 2020-2021 to their respective H.O.D's.

Item No. IQ.02.09: Proposed Task for the Completion of AQAR

The Coordinator IQAC proposed to fix the timeline to the faculty members for completion of AQAR during the year 2019-2020.

Item No. IQ.02.10: Any other matter

The IQAC informed to the NCC and NSS Coordinators to enroll the first year students to make their active participation in the Extension Activities.

Approved the Minutes of the 2nd Meeting of IQAC

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC – MEETING MINUTES

**3RD MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

HELD ON 24.03.2021



SREE SARASWATHI THYAGARAJA

Minutes of the Third Meeting of IQAC

Date: 24th March, 2021 Time: 3.00 PM Venue: New Building

Meeting Agenda

Item No	Item Name
IQ.03.01	Approval of the Minutes of the 2 nd IQAC meeting held on 17.09.2020
IQ.03.02	Action taken report on 2 nd IQAC meeting held on 17.09.2020
IQ.03.03	Credit Transfer for Completing MOOC Courses
IQ.03.04	Seed Money Project for Faculty
IQ.03.05	Research fund Sanctioned and received from Various agencies / Industries
IQ.03.06	Any other Matter
Annexure	
A1	Action Taken Report on 2 nd IQAC meeting held on 17.09.2020

Members Present

1.	Dr. A. Somu	Principal(Chairperson)
2.	Dr. V. Venkateswaran	Advisor
3.	Mr. S. Velayudasamy	Senior Administrative Officer
4.	Dr. R. Gayathri	Coordinator
5.	Dr. V. Sivakami	Member
6.	Dr. G. Anbuselvi	Member
7.	Dr. K. Parthasarathi	Member
8.	Dr. O.V. Shanmuga Sundaram	Member
9.	Mrs D. Geetha	Member
10.	Dr. V. Ramachandran	Member
11.	M. Premkumar	Member
12.	Dr. D. Padma	Member
13.	Dr. V. Sureshkumar	Member
14.	Mr. S. Venkatesh	Secretary

Members Absent

Item No. IQ.03.01: Approval of the minutes of 2nd IQAC meeting held on 17th September 2020: The minutes of the meeting were circulated by IQAC and the members confirmed the same.

Item No. IQ.03.02: Submission of Action Taken Report on 2nd IQAC meeting held on 17th September 2020: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) on the suggestions given by the members during 2nd IQAC meeting.

Item No. IQ.03.03: Credit Transfer for Completing MOOC Courses: It has been resolved that the Credit Transfer from the MOOC course for credit reduction in the curriculum is applicable for special case (Sports, NCC) students those who completed equivalent MOOC courses which is approved by BOS Chairman. It has been suggested to the Heads and BOS Chairman of the various departments to add this provision in the syllabus in future years.

Item No. IQ.03.04: Seed Money Project for Faculty: The Director, Centre for Research and Development has proposed seed money for 14 faculty of 3.42 Lakhs in the Academic Year 2020-21 and the same was recommended to the Management for approval. 28 faculty members are benefited by this seed money project. Further it was recommended to continue the same in the forth coming years also.

Item No. IQ.03.05: Research fund Sanctioned and received from various agencies / Industries: It has be resolved that the Director of Centre for Research and Development to approve the 4 consultancies Project and 4 Management Research Project received from various agencies during the month of December 2020 and 1 NGO sponsored Project received during the month of January 2021. Further he hopes to receive more number of projects in future.

/ Approved the Minutes of the 3rd Meeting of IQAC /

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Chair person

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC – MEETING MINUTES

4TH MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

HELD ON 05.05.2021



SREE SARASWATHI THYAGARAJA

Minutes of the Fourth Meeting of IQAC

Date: 05th May, 2021 Time: 3.00 PM Venue: New Building

Meeting Agenda

Item No	Item Name
IQ.04.01	Approval of the Minutes of the 2 nd IQAC meeting held on 24.03.2021
IQ.04.02	Action taken report on 3 rd IQAC meeting held on 24.03.2021
IQ.04.03	Creation of Incubation Centre
IQ.04.04	Research Publication on Scopus/ Web of Science and Citation Index
IQ.04.05	Revenue Generation through Consultancy & Corporate Training
IQ.04.05	Students Passed in Competitive Examination
IQ.04.05	New Institutional Best Practices
IQ.04.08	Any other Matter
Annexure	
A1	Action Taken Report on 2 nd IQAC meeting held on 24.03.2021

Members Present

1.	Dr. A. Somu	Principal(Chairperson)
2.	Dr. V. Venkateswaran	Advisor
3.	Mr. S. Velayudasamy	Senior Administrative Officer
4.	Dr. R. Gayathri	Coordinator
5.	Dr. V. Sivakami	Member
6.	Dr. G. Anbuselvi	Member
7.	Dr. K. Parthasarathi	Member
8.	Dr. O.V. Shanmuga Sundaram	Member
9.	Mrs D. Geetha	Member
10.	Dr. V. Ramachandran	Member
11.	M. Premkumar	Member
12.	Dr. D. Padma	Member
13.	Dr. V. Sureshkumar	Member
14.	Mr. S. Venkatesh	Secretary

Members Absent

Item No. IQ.04.01: Approval of the minutes of 3rd IQAC meeting held on 24.03.2021:

The minutes of the meeting were circulated by IQAC and the members confirmed the same.

Item No. IQ.04.02: Submission of Action Taken Report on 3rd IQAC meeting held on

24.03.2021: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) on the suggestions given by the members during 2nd IQAC meeting.

Item No. IQ.04.03: Creation of Incubation Centre:

Resolve to propose for creation of Innovation cell and apply for Incubation Centre. The Director of Centre for Research and Development recommended to the Heads of various departments for motivating the faculty members to receive patterns and make the start up in active for fulfill the eligibility of applying the above foresaid Centre and Cell.

Item No. IQ.04.04: Research Publication on Scopus/ Web of Science and Citation

Index: Resolve to request Faculty members to publish quality papers in Scopus/ Web of Science. The coordinator of IQAC suggested that to conduct one FDP regarding paper Publication and IPR workshop in summer Vacation.

Item No. IQ.04.05: Revenue Generation through Consultancy & Corporate Training:

Resolve to request the Placement coordinator to arrange programmes in corporate Centre's through MOU by soft skill trainer at STC acted as resource person.

Item No. IQ.04.06: Students Passed in Competitive Examination:

Resolve to request the Heads of the various departments to motivate the students to join in Vetri IAS Academy allied with STC for clearing Competitive Examination.

Item No. IQ.04.07: New Institutional Best Practices:

The Coordinator of IQAC suggested that to identify the unique Best Practices for implement in the forth coming Academic Year.

Item No. IQ.04.08: Any other Matter:

- ❖ As per the proposal from the IQAC Coordinator which was discussed in 2nd Review meeting Geo tag photo camera has been implemented.

- ❖ The Coordinator of IQAC requested to the Heads of the various departments that to implement the Moodle software for conducting one subject in each class from second CIA test through online.
- ❖ The coordinator of IQAC advised the Heads of various departments to organize Parents- Teachers meeting through virtually.
- ❖ The coordinator of IQAC advised the Heads of various departments to conduct concourse for promoting the students to PG Programme.
- ❖ The Coordinator of IQAC suggested the Programme Coordinator of the various departments to follow points given below
 - Minutes should be maintained in a uniform manner.
 - Photocopy of Minutes will be pasted in Minutes Note.
 - Leave of Absence instead of Absence is maintained.
 - Preparing consolidated report on OBE.
 - Preparing Programme Outcome for PG out gone batch 2018-20.
- ❖ The Coordinator of Centre for Faculty Development suggested that all the Heads of the Department are revising the department objectives by include the following points.
 - Percentage of the Students Passed Out.
 - Percentage of the final year students to be placed.
 - Number of Publications in UGC Care Listed Journals
 - Number of Faculty to complete SET / NET/ PhD
 - Number of Successful Completion of Online Certificate Courses.
- ❖ As per the circular circulated to the heads of the department, work diary must be updated.
- ❖ The Director of Centre for Research and Development recommend that the Policy Statement for Consultancy, Research to be reviewed.

// Approved the Minutes of the 4th Meeting of IQAC //

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Chair person
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College