



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009



IQAC MEETING MINUTES

2022-2023



SREE SARASWATHI THAYAGARAJA COLLEGE

(Autonomous)

Palani Road, Thippampatti, Pollachi - 642107

INTERNAL QUALITY ASSURANCE CELL

IQAC INTERNAL MEETING

Date: 06.09.2022

AY 2022-2023 MEETING NO:1

IQAC Meeting on 06.09.2022 by 03:30 p.m. at Sports Block Hall.

Agenda:

1. To discuss the plan of Action /Road map of IQAC for the current academic year (2022-23 AY)
 - 1.1 Reconstitution of IQAC Coordinators and new members.
 - 1.2 Discussion on the timeline for submission of AQAR data (2020-2021).
 - 1.3 Discussion the functioning of IQAC Criterion heads and Departmentwise Heads/ In charges
 - 1.4 Discussion about Conducting National level programmes and publications
 - 1.5 Discussion about Submission of report to IQAC
2. To discuss any other matter as proposed by the members with the permission of the chair.

IQAC Coordinator

Chairman



SREE SARASWATHI THAYAGARAJA COLLEGE
(Autonomous)

Palani Road, Thippampatti, Pollachi - 642107

1st IQAC Meeting of the AY 2022-23

Date : 06/09/2022

Time: 03.30 pm

Venue: Sports Block Hall

ATTENDANCE

SN	Name and Official Designation	Criteria	Signature
1.	Dr. A. Somu Principal	Chairman	
2.	Dr. S. Gunasekaran	IQAC Co-ordinator	
3.	Dr. V.R. Nedunchezian	Criterion - 1	
4.	Mr. Ashwanth Kanna . ✓		
5.	Dr. A. Samuel Chellathurai	Criterion - 2	
6.	Dr. P. Sugapriya		
7.	Dr. K. Parthasarathy	Criterion - 3	
8.	Mr. C. Sivaraj		
9.	Dr. O. V. Shanmuga Sundaram	Criterion - 4	
10.	Ms. K. Begam Benazir		
11.	Ms. C. Akila	Criterion - 5	
12.	Dr. G. Malarvizhi		
13.	Dr. V. Ramachandran	Criterion - 6	
14.	Dr. G. Raja		
15.	Dr. R. Vennila Nancy Christina	Criterion - 7	
16.	Dr.A. Selva Kumar		
17.	Dr. R. Nandagopal , Director Gen.	Advisor	
18.	Dr. Anil Roy Dubey, Dir., CRD	Advisor	

Coordinator - IQAC

PRINCIPAL



SREE SARASWATHI THAYAGARAJA COLLEGE

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Minutes of the Meeting

The Chairman / Principal presided over the meeting.

The IQAC director Dr. R. Thirumoorthi welcomed all those present for the meeting and introduced Dr. S. Gunasekaran new IQAC Coordinator and newly inducted members to the forum.

IQ 1.1 Reconstitution of IQAC Coordinators and new members.

The IQAC is reconstituted with new faculty members and coordinator for the academic year 2022-2023. Roles and responsibilities of the members are discussed and assigned.

IQ 1.2 Discussion on the timeline for submission of AQAR data (2020-2021).

Resolved that the data is required for submission of report are to be collected within targeted date for the academic year (2020-2021). All criterion heads should concentrate on metrics wise data and its evidence collection process too.

IQ 1.3 Discussion the functioning of IQAC Criterion heads and Department wise heads

Criterion in-charges should increase the activities under their respective criterion. NAAC work has to be started and move towards to achieve A++. Every faculty members should take responsibility of publishing 40 articles for the academic year 2022-2023.

IQ 1.4 Discussion about conducting National programmes and publications

IQAC Criterion heads can coordinate with department wise criterion in charge to work on criterion wise weightage for collection of data. Every department should plan to conduct National and International level seminar, conference in each semester. To increase the number of book publication, chapter publications and proceedings were discussed.

IQ 1.5 Discussion about Submission of report to IQAC

Suggested to the all the criterion heads understand the weightage of all the metrics and based on that prepare the report and submit it along with necessary documents to the IQAC cell. IQAC has to explain the weightage of each criteria through FDP for all the faculty members. IQAC plan to organize criterion wise meeting to enhance the depth knowledge of respective criteria.

IQ 1.6 Any other matter

Discussed about to make a plan to achieve A++ for the next academic year 2022-2023 and move towards the goal. As per the recommendation of this meeting, advised to increase the membership details for faculty with their province area in the academic year (2022-2023) and enhancing their skills.



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Action Taken Report on Decision / Resolution / Suggestion of the 4th IQAC Meeting of 2021-2022 AY held on 04/05/2022

Item No.	<u>Decision / Resolution / Suggestion</u>	Action taken
Agenda 4.1.	Activities Carried out in A.Y.2021-22 by all Departments.	The various activities carried out by the departments were summarized and put before the committee members. It was resolved to constitute the sub committees of every department to work in support with IQAC with the team of members.
Agenda 4.2.	Focus on IQAC Functioning	It would be better of each committee constituted for specific purposes submit a periodical report which is informal in nature but definite at regular intervals to the Coordinator IQAC/ section concerned. Hence resolved to put in practice the same with immediate effect
Agenda 4.3.	Monitor & coordinate all academic activities and document the same	After compilation of data, analysis will be done. The criterion wise scope of improvement will then be forwarded to the respective department for further necessary action
Agenda 4.4.	Frame subcommittees for each specified works allotted to IQAC	IQAC team should monitor the submitted documents along with necessary evidences. IQAC team identified various sub committees for data collection and further process.
Agenda 4.5.	Any other matters	The criterion heads are responsible for the submission of all the data. Every department should plan to conduct international/ national seminar, conference. Each semester and the schedule need to be submitted to the IQAC well in advance. Suggested to improve more number of publications, faculty membership, articles and proceedings.


Coordinator


Chairman



SREE SARASWATHI THAYAGARAJA COLLEGE

(Autonomous)

Palani Road, Thippampatti, Pollachi - 642107

IQAC Internal Meeting

(AY 2022-2023: Meeting No: 02)

Date: 11/11/2022

Time: 03: 15 PM

Venue: Sports Block Meeting Hall

AGENDA

Item No	Particulars
IQ 2.1	To propose a new Centre for Digital Learning
IQ 2.2	To take initiatives for the successful completion of the forthcoming ISO Recertification Audit 9001:2015.
IQ 2.3	To conduct Orientation on quality enhancement
IQ 2.4	To conduct an Orientation Programme on NEP
IQ 2.5	Any other relevant matter


IQAC Coordinator


CHAIRMAN



SREE SARASWATHI THAYAGARAJA COLLEGE

(Autonomous)

Palani Road, Thippampatti, Pollachi - 642107

Minutes of the Meeting

1. The Chairman Presided over the meeting and addressed the following points.
2. IQAC is further strengthened by inducting senior faculty and is expected to be more vibrant in the upcoming days and meet the challenges of getting A++ in NAAC 2023.
3. He directed to involve more research activities and Publications brought many laurels to our institution.
4. The IQAC should be strengthened further, keeping in mind all the challenges and situations.

Discussion on Agenda Points

Agenda 2.1 To propose a new Centre for Digital Learning

To enhance Digital Learning and centralize the Digital Learning process, proposed a new Centre for Digital Learning. Elected New convenor and member of the Centre for Digital Learning (CDL).

Agenda 2.2. To take initiatives for the successful completion of the forthcoming ISO Recertification Audit 9001:2015.

Discussion on ISO Audit and Internal Audit committee members. ISO Audit coordinator presented his plan and committee schedule for the audit.

Agenda 2.3. : Orientation on quality enhancement

As part of the quality initiative, it is decided to arrange interactive sessions between IQAC delegations and Departments to address weaker areas in the second cycle NAAC Accreditation process.

Agenda 2.4. To conduct an Orientation Programme on NEP

The faculty members need to be aware of the New Education Policy 2020. NEP for implementation in the future. The various changes included in NEP in education sectors. In this regard, IQAC with CFD planned to conduct FDP for faculty members with experts.



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Agenda 2.5. Any other relevant matter with the permission of the chair.

- To Analyze the present status of Alumni Associations of the college, especially the financial contributions. All passed-out students of the academic year 2021-22 should register in the college alumni association.
- ICT usage should be captured and recorded as videos. A report should be prepared.
- Student Knowledge forum and Group Learning Method should be conducted frequently and should submit reports
- The Ongoing funded projects and research seed money projects should be pursued seriously to complete the tasks within the stipulated period.
- Faculty members should concentrate on their book publications, chapter contents, proceedings, and research activities.
- AQAR 20-21 should be submitted before the deadline

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Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

A handwritten signature in green ink, appearing to be 'S. S. S.', is written above the name of the Chairman.

CHAIRMAN

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



SREE SARASWATHI THAYAGARAJA COLLEGE

(Autonomous)

Palani Road, Thippampatti, Pollachi - 642107

Members Present


Chairperson	Dr. A. Somu, Principal	
Senior Faculty Member	Dr. V. Ramachandran, Director, CFD	
Faculty Member	Dr. A. Samuel Chellathurai, Head, Department of DSA	
Faculty Member	Dr. K. Parthasarathy, Associate Professor, & CRD, IPR cell coordinator	
Faculty Member	Dr. O. V. Shanmuga Sundaram, Associate Professor, Department of Mathematics	
Faculty Member	Dr. G. Anbuselvi, Head, Department of Social Work	
Faculty Member	Mr. V. Ashwanth Kanna, Head, Department of Psychology	
Faculty Member	Ms. C. Akila, Head, Department of IT	
Faculty Member	Mr. N. Mohammed Farook Ali CDL-coordinator	
Coordinator	Dr. S. Gunasekaran	
Co-Coordinator	Ms. M. Leelavathi	

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

CHAIRMAN

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

	SREE SARASWATHI THAYAGARAJA COLLEGE (Autonomous) Palani Road, Thippampatti, Pollachi - 642107	
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Action Taken Report on Decision / Resolution / Suggestion of the 1st IQAC Meeting of 2022-2023 AY held on 06/09/2022

Item No.	<u>Decision / Resolution / Suggestion</u>	Action taken
1	Approval of the minutes of the 1 st Meeting held on 06/09/2022	The Minutes were Approved
2	Action taken Report on 1 st IQAC Meeting held on 06/09/2022	The Action Taken Report presented was approved
Agenda 1.1.	Reconstitution of IQAC Coordinators and new members.	IQAC composition for 2022-23 was approved and published
Agenda 1.2.	Discussion on the timeline for submission of AQAR data (2020-2021).	AQAR 2021-21 rough draft to the principal for approval
Agenda 1.3.	Discussion of the functioning of IQAC Criterion heads and Department coordinators	Composed NAAC criterion heads and department coordinators
Agenda 1.4.	Discussion about conducting National programmes and publications	The Centre for Faculty Development and CRD proposed various programmes
Agenda 1.5.	Discussion about the Submission of the report to IQAC	An updated one-page report template was released for all events/activities.



Coordinator
 Internal Quality Assurance Cell
 Sree Saraswathi Thyagaraja College



CHAIRMAN
 Internal Quality Assurance Cell
 Sree Saraswathi Thyagaraja College

**IQAC Internal Meeting**

(AY 2022-2023: Meeting No: 03)

Date: 13/03/2023

Time: 11:30 AM

Venue: MBA Seminar Hall

AGENDA

Item No	Particulars
IQ 3.1	Preparation of the Academic Calendar for the next academic year
IQ 3.2	To submit AQAR 2021-2022
IQ 3.3	IPR Cell – Workshop on Patent Authentication
IQ 3.4	Discussion on Summer FDP
IQ 3.5	Any other matter

IQAC Coordinator**CHAIRMAN**



Discussion on Agenda Points

Agenda 3.1. Preparation of the Academic Calendar for the next academic year

Agenda 3.2: To submit AQAR 2021-2022

Agenda 3.3: IPR Cell – Workshop on Patent Authentication

Agenda 3.4: Discussion on Summer FDP

Agenda 3.5: Any other matter discussion

Agenda 3.1. To discuss on preparation of the Academic Calendar for the next academic year

Discussion on preparing Academic Calendar for the next academic year (2023-24). The committee was formed to prepare the Academic Calendar. It includes curricular and co-curricular planning etc.

Agenda 3.2 To submit AQAR 2021-2022

A rough draft of AQAR 2021-2022 was submitted and presented in the meeting. And discussed the improvements for the current year plan.

Agenda 3.3. IPR Cell – Workshop on Patent Authentication

To encourage faculties to convert their innovative ideas into patents, planned to conduct an orientation programme on Intellectual Property under the IPR cell. It should be planned for next week.

Agenda 3.4: Discussion on Summer FDP

End of the academic year summer FDP should be conducted. This discussion is to conclude the Topics & resource persons on FDP sessions. This FDP mainly focuses on New NAAC enhancements and updations.



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Agenda 3.5. Any other relevant matter with the permission of the chair.

- i. Activity day should be scheduled by club in-charges and ensured by club coordinators and reports should be submitted to IQAC regularly.
- ii. Policy documents should be updated
- iii. The grievances committee should collect student's grievances from suggestion boxes on all floors every Friday and the action taken report should be submitted.
- iv. Admission strategies should be collected from all the departments
- v. Remedial classes for all the 'D' grade students and the timetable should be submitted
- vi. WECC should conduct health and hygiene orientations for all female students, and a Gender audit should be conducted.

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Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

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CHAIRMAN

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



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Members Present

Chairperson	Dr. A. Somu, Principal	
Senior Faculty Member	Dr. V. Ramachandran, Director, CFD	
Faculty Member	Dr. A. Samuel Chellathurai, Head, Department of DSA	
Faculty Member	Dr. K. Parthasarathy, Associate Professor, & CRD, IPR cell coordinator	
Faculty Member	Dr. O. V. Shanmuga Sundaram, Associate Professor, Department of Mathematics	
Faculty Member	Dr. G. Anbuselvi, Head, Department of Social Work	
Faculty Member	Mr. V. Ashwanth Kanna, Head, Department of Psychology	
Faculty Member	Ms. C. Akila, Head, Department of IT	
Faculty Member	Mr. N. Mohammed Farook Ali CDL-coordinator	
Coordinator	Dr. S. Gunasekaran	
Co-Coordinator	Ms. M. Leelavathi	

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

CHAIRMAN
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



Action Taken Report on Decision / Resolution / Suggestion of the 2nd
IQAC Meeting of 2022-2023 AY held on 11/11/2022

Item No.	<u>Decision / Resolution / Suggestion</u>	Action taken
1	Approval of the minutes of the 2 nd Meeting held on 11/11/2022	The Minutes were Approved
2	Action taken Report on 2 nd IQAC Meeting held on 11/11/2022	The Action Taken Report presented was approved
Agenda 2.1.	To propose a new Centre for Digital Learning	CDL was formed and all MooC courses were centralized
Agenda 2.2.	To take initiatives for the successful completion of the forthcoming ISO Recertification Audit 9001:2015.	ISO committee Internal members visited Departments conducted Audits and submitted their reports. ISO Audit External committee visited to college for the auditing.
Agenda 2.3.	Orientation on quality enhancement	FDP conducted on "Higher Education – The Road Ahead" 24.12.2022 to 30.12.2022
Agenda 2.4.	To conduct an Orientation Programme on NEP	FDP conducted on "Higher Education – The Road Ahead" 24.12.2022 to 30.12.2022
Agenda 2.5.	Any other relevant matters	Ensured All passed-out students of the academic year 2021-22 registration in the college alumni association. Student Knowledge forums and Group Learning Methods reports are collected. AQAR 2020-21 Submitted

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

CHAIRMAN

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



IQAC Internal Meeting

(AY 2022-2023: Meeting No: 04)

Date: 25/05/2023

Time: 11:30 AM Venue: MBA Seminar Hall

AGENDA

Item No	Particulars
IQ 4.1	To Enhance ICT learning facilities
IQ 4.2	To Enhance Digital Library
IQ 4.3	To revamp the existing college website
IQ 4.4	To conduct training on e-content and e-learning Tools
IQ 4.5	To collect Exit Feedback from students
IQ 4.6	Any other relevant matter

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IQAC Coordinator

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CHAIRMAN



Discussion on Agenda Points

Agenda 4.1. To Enhance ICT learning facilities (Additional Smart Class Rooms)

Agenda 4.2. To Enhance Digital Library

Agenda 4.3. To revamp the existing college website

Agenda 4.4: To conduct training on e-content and e-learning Tools

Agenda 4.5: To collect exit feedback from students

To Enhance ICT learning facilities (Additional Smart Class Rooms)

Agenda 4.1. Discussion on enhancing ICT facilities in classrooms. We discussed equipping all Classrooms with projectors and smart boards to enhance the Teaching and Learning process.

To Enhance Digital Library

Agenda 4.2. Discussion about Data collection and it should be submitted on time. All the criterion heads are instructed to collect the data and verify it. All the criterion heads check the documents and URL Links. All the criterion heads are responsible for uploading the content to our college website immediately.

To revamp the existing college website

Agenda 4.3. The College Website needs to be revamped according to the new NAAC requirements.

To conduct training on e-content and e-learning Tools

Agenda 4.4: e-content is playing a vital role and digitalization is an essential one for our young generations. To improvise the preparation department-level coordinators to be included in the e-content development Cell.

To collect exit feedback from students

Agenda 4.5. Exit feedback needs to be collected from the students. This feedback is to improve Teaching-Learning pedagogy and update the syllabus.

**Agenda 4.6: Any other relevant matter with the permission of the chair.**

- Activities need to be conducted under MoUs.
- Course files should update regularly.
- Teaching content should be shared through ERP.
- All Teaching pedagogy should be recorded with reports.
- The funded projects and research seed money projects should be pursued seriously so as to complete the tasks at the earliest.
- All the faculty members should concentrate on publishing Articles in qualified journals, and publishing books, book chapters, and proceedings.

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Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

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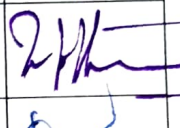



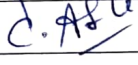

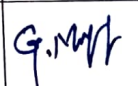

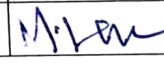
CHAIRMAN

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



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Faculty Member	Dr. G. Anbuselvi, Head, Department of Social Work & CRD Director	
Faculty Member	Mr. V. Ashwanth Kanna, Head, Department of Psychology	
Faculty Member	Ms. C. Akila, Head, Department of IT	
Faculty Member	Ms. B. Iswarya, Coordinator, e-content Development Cell	
Faculty Member	Mr. G. Murugesan, Head, AIML & Website Coordinator	
Coordinator	Dr. S. Gunasekaran	
Co-Coordinator	Ms. M. Leelavathi	



Coordinator
Internal Quality Assurance Cell
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CHAIRMAN
Internal Quality Assurance Cell
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Action Taken Report on Decision / Resolution / Suggestion of the 3rd
IQAC Meeting of 2022-2023 AY held on 13/03/2023

Item No.	Decision / Resolution / Suggestion	Action taken
1	Approval of the minutes of the 3 rd Meeting held on 13/03/2023	The Minutes were Approved
2	Action taken Report on 3 rd IQAC Meeting held on 13/03/2023	The Action Taken Report presented was approved
Agenda 3.1.	To discuss on preparation of the Academic Calendar for the next academic year	A rough draft of the academic calendar was circulated to all departments for their corrections and updations
Agenda 3.2.	To submit AQAR 2021-2022	AQAR 2021-2022 Submitted on 24.05.2023
Agenda 3.3.	IPR Cell – Workshop on Patent Authentication	IQAC along with IPR cell conducted a workshop on “Ideation to Patent Authentication” Dr. Balaji Devarajan was the resource person at 18.03.2023
Agenda 3.4.	Discussion on Summer FDP	Summer FDP scheduled by CFD.
Agenda 3.5.	Any other relevant matters	All active clubs conduct events on two activity days on Saturdays. Policy documents were updated Remedial classes were scheduled. WECC conducted a Gender audit and submitted a report

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

CHAIRMAN
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College