Sri Kaliswari College (Autonomous), Sivakasi
Internal Quality Assurance Cell
2023 - 2024
Minutes of the meeting on 01.06.2023

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 01.06.2023.
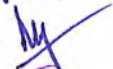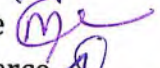
Agenda of the Meeting:

- Professional Development Programme for Teaching and Non-Teaching Staff
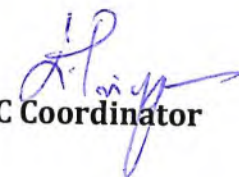
Minutes of the meeting:

The following resolutions were passed after the discussion.

- It was decided to conduct a five-day Professional Development Programme on "Behavioural Training for Effective Teaching." for the Teaching Staff

- Planned to organize Orientation Programme on "Handling Interactive Smart Boards" inviting Mr.S.Balaji, Manager, Mr.S.Murugan, Technical Engineer & Mr.M.Sivasankaran, View Sonic, Madurai

- Decided to conduct a Three-Day Professional Development Programme on "Smart Work" for Non-Teaching Staff.

- Decided to Conduct Freshers Induction Progamme on "எண்ணமே வாழ்வு"(Ennamey Vazhu) by Dr.A.Kaliyamurthy, Former District Superintendent of Police, Trichy.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Dr.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

Sri Kaliswari College (Autonomous), Sivakasi
Internal Quality Assurance Cell
2023 - 2024
Minutes of the meeting on 04.07.2023

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 04.07.2023.

Agenda of the Meeting:

- AQAR Submission for 2021 - 2022
- Academic Lesson Plan Format
- NAAC IVth Cycle Preparation
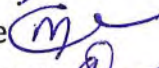- Extension of Autonomy Proposal
- Criteria Heads Meeting

Minutes of the meeting:
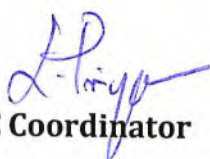
The following resolutions were passed after the discussion.

- Resolved to submit Annual Quality Assurance Report (AQAR) 2021-2022 to the NAAC Portal after presenting the data in AQAR.
- Resolved to distribute a 15-week academic lesson plan format to all departments to facilitate effective class planning for the upcoming semester, covering II UG, PG, and III Years.
- Scheduled a meeting with the heads of each criterion to discuss the ongoing preparations for the NAAC IVth Cycle.
- Resolved to form a dedicated committee to initiate and coordinate all activities related to the NAAC IVth cycle work.
- Planned to organize One-on-one meetings with the Criteria Heads (1-7) to assess specific requirements and tasks for each Criterion.

- Decided to submit Extension of Autonomy Proposal to the University Grants Commission (UGC) for approval.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Dr.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 11.09.2023.

Agenda of the Meeting:
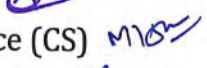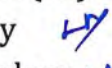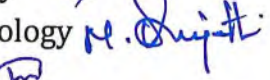
- Institution's Innovation Cell 5.0 Action Plan
- NIRF 2024 Pre-Registration
- Online Feedback on Curriculum
- Feedback on portion completion

Minutes of the meeting:

The following resolutions were passed after the discussion.

- Resolved to upload the action plans for Institution's Innovation Cell 5.0 to the IIC Portal.
- Scheduled to upload the pre-registration data for NIRF 2024 to the NIRF Portal.
- Arranged to collect online feedback from teachers regarding curriculum analysis and distribute it to all departments for further review and action.
- Proposed to collect feedback on portion completion for the Odd Semester to monitor progress and address any issues related to syllabus coverage.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Dr.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

Sri Kaliswari College (Autonomous), Sivakasi
Internal Quality Assurance Cell
2023 - 2024
Minutes of the meeting on 7.11.2023

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 07.11.2023.

Agenda of the Meeting:

- Academic Lesson Plan Format Distribution
- Two-Day Professional Development Programme
- Faculty Development Programme for Non-Teaching Staff
- Orientation Programme on Handling Interactive Flat Panel Board
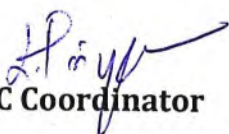
Minutes of the meeting:

The following resolutions were passed after the discussion.

- It was decided to distribute a 15-week academic lesson plan format to all departments to facilitate effective class planning for the upcoming semester.

- Planned to organize a Two-Day Professional Development Programme titled "Teaching Excellence Unleashed: A Pathway to Success" inviting Ms. S. Sri Devi, a Social Entrepreneur & Soft Skill Trainer from Madurai, as the chief guest.

- Decided to conduct a Faculty Development Programme for Non Teaching staff on "Advanced Design with CorelDraw".

- Resolved to conduct an Orientation Programme on the use of Interactive Flat Panel Boards.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Dr.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

Sri Kaliswari College (Autonomous), Sivakasi
Internal Quality Assurance Cell
2023 - 2024
Minutes of the meeting on 22.12.2023

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 22.12.2023.
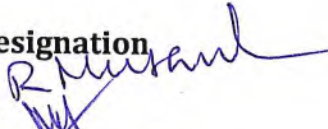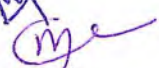
Agenda of the Meeting:

- AQAR 2022 – 2023
- NIRF 2024

Minutes of the meeting:

The following resolutions were passed after the discussion.

- It was decided to prioritize the completion of the AQAR 2022-2023 for submission to the NAAC portal after presenting the data to the members.
- It was resolved to accelerate tasks for NIRF 2024 entry.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Mrs.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

Sri Kaliswari College (Autonomous), Sivakasi

Internal Quality Assurance Cell

2023 - 2024

Minutes of the meeting on 13.03.2024

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 13.03.2024.
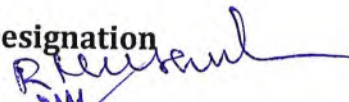
Agenda of the Meeting:
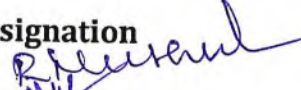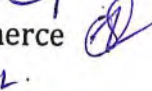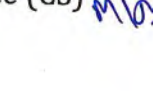
- Observance of Vigilance Awareness Week
- Celebration of World Entrepreneurs' Day
- Participation in All India Survey on Higher Education (AISHE) 2022-2023

Minutes of the meeting:

It was decided to observe Vigilance Awareness Week with the theme "Say No to Corruption: Commit to the Nation" and to upload the related evidence on the UGC UAMP Portal.

- It was decided to celebrate World Entrepreneurs' Day and to upload the documentation on the UGC UAMP Portal.

- It was decided to participate in the All India Survey on Higher Education (AISHE) 2022-2023 and complete the necessary submissions.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)

8.	Mrs.L.T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 03.04.2024.

Agenda of the Meeting:
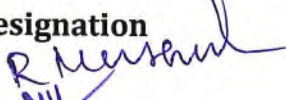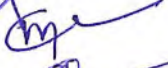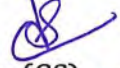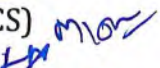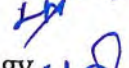
- Online Feedback on Curriculum
- Self Appraisal Form

Minutes of the meeting:

The following resolutions were passed after the discussion.

- It was decided to collect feedback in the following areas:
  Curriculum Feedback from staff, students, and employers to assess the relevance and effectiveness of the curriculum.
- Feedback about Heads of Departments (HODs) from staff to evaluate leadership and departmental management.
- Feedback about Staff from HODs to assess teaching effectiveness and professional conduct.
- Portion Completion Feedback to ensure that syllabi are covered adequately within the academic schedule.
- It was decided that specific time slots would be prepared for each feedback type to avoid overlap and ensure a smooth process.
- It was resolved to introduce revised Self-Appraisal form to streamline the evaluation process for faculty performance.

Members Present

S.No.	Names	Designation
1.	Ms.R.Muthulakshmi	Vice Principal
2.	Dr.N.Nalayini	HOD, Com(CA)
3.	Dr.M.Gurusamy	HOD, Commerce
4.	Dr.S.Amutharani	HOD, PG Commerce
5.	Ms.K.Lalithambigai	HOD, Maths
6.	Dr.S.Femina	HOD, English
7.	Dr.M.J.Senthilkumar	HOD, Commerce (CS)
8.	Dr.J..T.Parvathi	HOD, Chemistry
9.	Dr.M.Sujatha	HOD, Biotechnology
10.	Dr.C.R.Kumaran	HOD, Physics

IQAC Coordinator

PRINCIPAL

Sri Kaliswari College (Autonomous), Sivakasi

Internal Quality Assurance Cell

Action Taken Report

2023 – 2024

Strategic Plan	Implementation of Strategic Plan
To upgrade the skill and knowledge of the Faculty	To upgrade the professional competence of the staff faculty development programmes were organized, 1. A Five Day Professional Development Programme on "Behavioural Training for Effective Teaching" Day - I : Topic - "21st Century Teachers", Dr.J.John Sekar, Associate Professor & Former Head, Research Department of English, Former Dean, Academic & Administration Policies, The American College, Madurai. Day - II : Topic - "Reading & Writing", Prof.V.Chandra Bose, Former Professor of English, ANJA College, Sivakasi & Sri Kaliswari College, Sivakasi Day - III : Topic - " Design the Outcome Based Question Paper ", Dr.R.Somasundram Professor, Department of Management Studies, Kongu Engineering College, Erode & Dr.V.Krishnamoorthy, Associate Professor, Department of Management Studies, Kongu Engineering College, Erode

Strategic Plan	Implementation of Strategic Plan
	Day - IV : Topic - "Teach to Transform", Dr.S.Saira Banu, Associate Professor, Research Centre of English, Fatima College (Autonomous), Madurai Day - V : Topic - " Self Realisation", Sky Professor S.Karpaga Vinayagam, Kallidaikuruchi, Thirunelveli 2. A Three Day Professional Development Programme on "Smart Work" for Non Teaching Staff Day - I : Topic - "Mastering the Excel", Mrs.M.Gurumaheswari & Mr.M.Muthusrinivasan, Assistant Professors, Department of BCA, Sri Kaliswari College, Sivakasi Day - II : Topic - "Advanced Excel Skills", Mrs.C.Kavitha & Mr.P.Marimuthu, Assistant Professors, Department of Computer Science & Mr.S.Muthukumar, Assistant Professor, Department of Information Technology, Sri Kaliswari College, Sivakasi Day - III : Topic - " Self Realisation", Sky Professor S.Karpaga Vinayagam, Kallidaikuruchi, Thirunelveli 3. Orientation Programme on "Handling Interactive Smart Boards", Mr.S.Balaji, Manager, Mr.S.Murugan, Technical Engineer & Mr.M.Sivasankaran, ViewSonic, Madurai.

Strategic Plan	Implementation of Strategic Plan
	4. A Two Day Professional Development Programme on "Teaching Excellence Unleashed : A Pathway to Success", Ms.S.Sri Devi, Social Entrepreneur & Soft Skill Trainer, Madurai. 5. One Day Professional Development Programme for Non Teaching Faculty on "Advanced Design with CorelDraw", Dr.A.Babu Franklin, Assistant Professor, Department of Commerce, Sri Kaliswari College (Autonomous), Sivakasi 6. Orientation Programme on "Handling Interactive Flat Panel Board", Demo by Mr.Nandakumar, Territory Manager & Ms.Mary Preetha Idayakumar, Education Solutions Trainer, Viewsonic
To organize Students Induction Programme for freshers to make them feel comfortable to the new environment.	A Ten Day Student Induction Programme was organized between 12.06.2023 and 22.06.2023 as per guidelines of UGC. The freshers were oriented to bridge the gap in their studies. Every students were introduced to their mentor. Basic physical fitness programmes were organized. Dr.A.Kaliyamurthy, an eminent speaker and Former District Superintendent of Police, Trichy addressed the students on the topic "Enname Vazhvu"
To Collect Feedback on Curriculum, Infrastructure. To Conduct Student Satisfaction Survey To Collect Faculty Self Appraisal	Online Feedback was collected for Curriculum, Infrastructure to get useful insights for the purpose of improvement in all aspects of teaching and learning. Self Appraisal was collected from all faculties to figure out their strength and weaknesses and provide them a vital platform to improve their professional proficiency.

Strategic Plan	Implementation of Strategic Plan
	• Portion Completion Feedback Collected on 06.11.2023. (Odd Semester) • Curriculum Feedback collected from Staff on 04.11.2023. (Odd Semester) • Collected online feedback about HOD by Staff on 15.04.2024. • Collected online feedback about Staff By HOD on 15.04.2024. • Collected online feedback about Student by Staff on 10.04.2024 • Curriculum Feedback collected from Staff on 30.04.2024. • Portion Completion feedback collected on 01.06.2022 (Even Semester) • Curriculum Feedback collected from Student on 10.04.2024. • Curriculum Feedback collected from Employer on 10.05.2024.
To Prepare Academic Lesson Plan Format	A 15 week revised Lesson plan format based on OBE was distributed to the departments to enable them to plan the classes for semesters. The softcopy of filled lesson plans are collected on 05.07.2023 for Odd Semester and on.05.01.2024 for Even Semester
To Submit Proposal for Extension of Autonomy Proposal to UGC	Proposal submitted and Extension of Autonomous Status received for 10 years from the Academic Year 2023 - 2024 to 2032 - 2033.
To Conduct One to One Meeting for Criterion Heads to prepare NAAC SSR.	Discussed the changes in the NAAC Manual and proposed the activities to be done to prepare for the IV Cycle between 13.07.2023 and 21.07.2023
To collaborate with various Industries and Institutions for Quality Enhancement	1. Sri Kaliswari College signed MoU on 27.06.2023 Confederation of Indian Industry (Young India) to motivate and provide opportunities to the students to engage in activities and initiatives

Strategic Plan	Implementation of Strategic Plan

	2. Department of BCA signed MoU with Achieve Animation, Sivakasi on 02.08.2023
	   • To conduct Capability Development Programme for the BCA Students through Workshops and Seminars
	   • In-Plant Training (On Job Training) for the students to make them as software Technocrats
	3. Department of Commerce signed MoU with Sivakasi Branch of SIRC of the Institute of Chartered Accounts of India(ICAI), Sivakasi on 18.08.2023
	   • To Conduct Seminar, Personality Development Programme, Knowledge Development Programme and Training Programmes
	4. Sri Kaliswari College signed with Shrimathi Devkunvar Nanalal Bhatt Vaishnav College for Women on 21.08.2023
	   • To Exchange the information in the form of Publications, Articles, Reference Materials.
	   • To Exchange Student & Faculty.
	   • To organize workshops, seminars and conference and symposia
	5. Department of Commerce signed MoU with Parvathy's Arts and Science College, Department of

Strategic Plan	Implementation of Strategic Plan

	Commerce (CA), Dindigul on 13.09.2023.
	  • To encourage Curriculum Development of the Department and express their willingness to participate in the Board of Studies.
	  • To conduct Faculty/Student Exchange Programme
	6. Sri Kaliswari College signed MoU with Bhumi, Chennai on 22.05.2023.
	  • Bhumi will establish a free skill training and job readiness program to students.
	  • To train technical skills and soft skills training and interview preparedness to help the students
	7. Department of Commerce signed MoU with Department of Commerce (CA) (SF), V.V.Vanniaperumal College for Women(Autonomous), Virudhunagar on 15.09.2023
	  • To Joint Academic Programmes - Seminars, Personality Development Programme, Knowledge Development Programme and Students Training.
	  • To Collaborative Research Projects.
	  • To Exchange of Students and Faculty.

Strategic Plan	Implementation of Strategic Plan

	• To host Professional Faculty Development Activities.
	8. Department of Commerce signed MoU with Department of Commerce (General((SF), SFR College for Women (Autonomous), Sivakasi on 19.01.2024
	    • To Joint Academic Programmes - Seminars, Personality Development Programme, Knowledge Development Programme and Students Training.
	    • To Collaborative Research Projects. To Exchange of Students and Faculty.
	    • To host Professional Faculty Development Activities
	9. Department of Commerce signed MoU with Nila Soap Factory, Sivakasi on 20.03.2024
	    • To arrange Industrial Training for Students.
	    • To share the experience and expertise of industry for training, projects, industrial visits, guest lectures and curriculum development.
	    • Institution can assist the industry by offering training and consultancy services and joint projects

To apply for National Institution Ranking Framework	The data for National Institution Ranking Framework submitted on 31.01.2024

Strategic Plan	Implementation of Strategic Plan
To apply All India Survey on Higher Education (AISHE)	The data for All India Survey on Higher Education submitted on 27.03.2024
To Submit AQAR to NAAC	AQAR 2022 – 2023 submitted to NAAC Portal on 18.01.2024
To enhance the functionality of Institution's Innovation Council (IIC)	Actively participated Institution's Innovation Council 5.0 (IIC 5.0) Quarter III & IV activities suggested by IIC were successfully completed and received Two star status.
To implement UGC suggested Programmes	- Bharatiya Bhasha Diwas was observed 2023 uploaded to UAMP Portal on 31.01.2024 - Vigilance Awareness Week was observed on the theme "Say no to Corruption : Commit to the Nation" and uploaded to UAMP Portal on 15.02.2024 - Action Taken on Celebration of "World Entrepreneurs' Day" uploaded to UAMP Portal on 20.02.2024
To Submit NAAC IV Cycle SSR to NAAC	NAAC IV Cycle Self Study Report successfully Submitted to the NAAC Portal on 29.05.2024

Principal