

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 15.04.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 15.04.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- Collection of Online Feedback on Curriculum and Infrastructure

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- It was resolved to collect Online Feedback for Curriculum and Infrastructure to get useful insights for the purpose of improvement in all aspects of teaching and learning.
- It was proposed to obtain Online Feedback on Curriculum from various Stake Holders like Staff, Student, Alumni.
- It was resolved to collect various Feedback like Infrastructure Feedback from Students, Feedback about HOD from the Staff and Feedback about Staff from the HODs.
- 30 March, 2019 was fixed as the deadline to complete the task.

The members of IQAC planned to take necessary actions immediately. The meeting ended at 03.45pm.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC Coordinator

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 27.05.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 27.05.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Organizing Students Induction Programme- Deeksharambh**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Resolved to organize Students Induction Programme- Deeksharambh as per the UGC Guidelines.
- Guidelines for Mentor system were prepared and list of activities to be included was discussed.
- Proposed to conduct a Guest Lecture program by inviting the eminent personality Dr. M. Palaniappan, Associate Professor, Government Arts and Science College, ThiruvadanaI.

The members of IQAC planned to take necessary actions immediately. The meeting ended at 03.45pm.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
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10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

IQAC CO-ORDINATOR

Principal

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 13.06.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 13.06.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
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11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Implementing New Advancement in e-Governance**
- **Faculty Development Programme**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Proposed to automate academic task in COE Section to reduce paper based activities and speed up the overall academic process.
- Resolved to design a portal to Publish students Result in College Website by developing an individual student login, linked to the college website.
- Resolved to conduct Training Programme to facilitate faculty regarding Innovative Teaching Methodologies by inviting Mr. Jc Dhanavel, HR Trainer, Erode and Dr. V. Elamaran, Sastra Deemed University and S.C. Siva Sundaram Anushan, MKU on 13 and 14.06.2019.

The members of IQAC planned to take necessary actions immediately. The meeting ended at 03.45pm.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
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10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
Principal

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 28.06.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 28.06.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Applying for Vocational Courses offered by UGC**
- **Academic Lesson Plan**

## Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Proposed to apply for Diploma/Advanced Diploma/B. Voc. Degree programme.
- A committee was set up to oversee the preparation of applying B.Voc Degree. The members were :

Dr.P.K.Balmurugan – Vice-Principal

Miss.R.Muthulakshmi- Vice-Principal

Mr.N.Nehru Murugesan –Office Superintendent

- Proposed to develop a new format and method for preparing Lesson Plan for the academic year 2019-2020.
- Decided to follow a common Template for filling Lesson plan. It was informed to submit the soft copy of the filled in Lesson Plans to IQAC.

The members of IQAC resolved to take necessary actions immediately.

## Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
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9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
Principal



**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 09.07.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 09.07.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
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10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **To Apply for S T R I D E - Scheme for Trans-Disciplinary Research for India's Developing Economy**
- **To Initiative for Entering into MOU's by Departments**
- **To apply SWACHHA Ranking**

### Minutes of the meeting:

The meeting began with a silent prayer and the IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, the Principal presided over the meet. The following resolutions were passed after the discussion.

- Proposed to apply for UGC approved STRIDE Scheme -Scheme for Trans-disciplinary Research for India's Developing Economy.
- A team was constituted to observe the formalities.

Dr.S.Krishnamurthy -Principal

Dr.P.K.Balamurugan- Vice-Principal

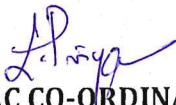
Miss.K.Lalithambigai- Head, Assistant Professor of Mathematics

- The importance of signing MoU programs for undertaking quality-related research studies, consultancy and training programmes were highlighted.
- Resolved to encourage all Departments to enter into an MoU.
- Resolved to apply for SWACHHA Ranking.

The members of IQAC resolved to take necessary actions immediately.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 29.07.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 29.07.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Introducing more Skill Oriented Value Added Courses**

### Minutes of the meeting:

The meeting began with a silent prayer and the IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, the Principal presided over the meet. The following resolutions were passed after the discussion.

- Resolved to introduce more Value Added Courses to facilitate the students to get more job opportunities.
- Resolved to encourage the Departments to offer at least two skill-oriented value added courses.
- Resolved to pass the syllabus of the Value Added Courses through Board of Studies and academic council meeting for this year.

The members of IQAC resolved to take necessary actions immediately.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
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8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S.

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 03.08.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 03.08.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
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12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Motivation for Advance Learners**
- **Implementation of UGC Suggested Programmes**





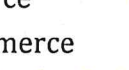


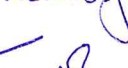





### Minutes of the meeting:

The meeting began with a silent prayer and the IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, the Principal presided over the meet. The following resolutions were passed after the discussion.

- Resolved to assess and promote the advanced learners to improve their learning pace.
- Proposed to guide the advanced learners to apply for Students' Project in various funding agencies.
- Resolved to carry out Unnat Bharat Abiyan(UBA) and JAL SHAKTHI ABIYAN program in the adopted villages to promote awareness on various schemes of the Government of India.
- Proposed to celebrate Rashtriya Ekta Diwas (National Unity Day) and Vigilance Awareness Week.
- Decided to launch "Fit India Movement" to encourage Students to remain healthy and fit by indulging in physical and sports related activities in their daily lives.

The members of IQAC resolved to take necessary actions immediately.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal 
2.	Dr.P.K.Balamurugan	Vice Principal 
3.	Ms.R.Muthulakshmi	Vice Principal 
4.	Mrs.L.Priya	Coordinator 
5.	Dr.N.Nalayini	HOD, Com(CA) 
6.	Dr.M.Gurusamy	HOD, Commerce 
7.	Dr.S.Amutharani	HOD, PG Commerce 
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9.	Dr.S.Femina	HOD, English 
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11.	Dr.C.R.Kumaran	HOD, Physics 
12.	Dr.V.Pandiyarajan	Academic Expert 
13.	Mr.N.Nehru Murugesan	O.S. 

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 13.08.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 13.08.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
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11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **To Enter into collaboration with various academic institution.**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Decided to sign MoUs with neighbouring Colleges to promote research and academics
- Proposed to enter into collaboration with Industry to offer technical education
- Resolved to organise Faculty and Student Exchange programme to develop collaborative activities
- **Members Present**

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
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12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
PRINCIPAL



**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 11.09.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 11.09.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
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11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **To Constitute IPR Cell**
- **Faculty Development Programme**

### Minutes of the meeting:

The meeting began with a silent prayer and the IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, the Principal presided over the meet. The following resolutions were passed after the discussion.

- Proposed to constitute SKC IPR Cell to encourage, protect, manage and commercialize Intellectual Property Rights such as Patent, Copyright, Trademark etc. created through the College.
- A Committee was set up.  
President : Principal  
Co-ordinator : Dr. S. Prakash, Department of Biotechnology  
The members of IQAC resolved to take necessary actions immediately.
- Resolved to conduct Workshop to facilitate faculty regarding "Corel Draw".

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 04.11.2019**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 04.11.2019 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Faculty Development Programme**
- **Outcome Based Education**
- **To Participate in NIRF**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Decided to create awareness regarding Outcome Based Education
- Resolved to conduct Hands on Training programmes in "Online Collaboration Tools" to enhance the efficiency and productivity of Teaching and Non-Teaching Staff.
- Resolved to reduce the usage of paper in printing internal question papers. Regarding the same a Faculty Orientation Programme is arranged to train the staff members in Printing Two Question Papers per Sheet.
- To timely submit the data for National Institutional Ranking Framework

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 03.01.2020**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 03.01.2020 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **Submission of AISHE**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Resolved to submit the data required for AISHE in time.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S.

  
IQAC CO-ORDINATOR

  
PRINCIPAL

**Sri Kaliswari College (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**2019 - 2020**

**Minutes of the meeting on 06.03.2020**

**Time: 03.00 p.m.**

**Place: Principal's Chamber**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 06.03.2020 in the Principal's Chamber.

**IQAC Members**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>
1.	Shri.A.P.Selvarajan	Secretary
2.	Dr.S.Krishnamurthy	Principal
3.	Dr.P.K.Balamurugan	Vice Principal
4.	Ms.R.Muthulakshmi	Vice Principal
5.	Mrs.L.Priya	Coordinator
6.	Dr.N.Nalayini	HOD, Com(CA)
7.	Dr.M.Gurusamy	HOD, Commerce
8.	Dr.S.Amutharani	HOD, PG Commerce
9.	Ms.K.Lalithambigai	HOD, Maths
10.	Dr.S.Femina	HOD, English
11.	Dr.M.Sujatha	HOD, Biotechnology
12.	Dr.C.R.Kumaran	HOD, Physics
13.	Shri.S.Rajesh	Industrialist
14.	Dr.V.Pandiyarajan	Academic Expert
15.	Mr.N.Nehru Murugesan	O.S
16.	Mr. A.Manojkumar - I M.Sc. Biotech	Student Representative
17.	Mr.M.Sivaprakash@Patel	Alumni

**Agenda of the Meeting:**

- **To Celebrate International Women's Day Celebration as per the UGC Guidelines**
- **To Establish Student Body for "Say No to Drugs"**

### Minutes of the meeting:

The meeting began with a silent prayer. IQAC Coordinator welcomed everyone. Dr.S.Krishnamurthy, Principal presided over the meeting. The following resolutions were passed after the discussion.

- Proposed to celebrate International Women Day to raise awareness against bias.
- Resolved to conduct various competitions
- Resolved to constitute a Student Body to spread message of "Say No to Drugs".
- Decided to conduct awareness programmes about the ill-effects of drug-consumption.
- A Committee was set up.

President : Principal

Co-ordinator : Dr.C.R.Kumaran, HOD, Department of Physics.

### Members Present

S.No	Names	Designation
1.	Dr.S.Krishnamurthy	Principal
2.	Dr.P.K.Balamurugan	Vice Principal
3.	Ms.R.Muthulakshmi	Vice Principal
4.	Mrs.L.Priya	Coordinator
5.	Dr.N.Nalayini	HOD, Com(CA)
6.	Dr.M.Gurusamy	HOD, Commerce
7.	Dr.S.Amutharani	HOD, PG Commerce
8.	Ms.K.Lalithambigai	HOD, Maths
9.	Dr.S.Femina	HOD, English
10.	Dr.M.Sujatha	HOD, Biotechnology
11.	Dr.C.R.Kumaran	HOD, Physics
12.	Dr.V.Pandiyarajan	Academic Expert
13.	Mr.N.Nehru Murugesan	O.S

  
IQAC CO-ORDINATOR

  
PRINCIPAL



Sri Kaliswari College (Autonomous), Sivakasi

Internal Quality Assurance Cell

Action Taken Report

2019 - 2020

Plan of Action	Achievements/Outcomes
Collection of Online Feedback on Curriculum and Infrastructure	<p>Online Feedback is collected for Curriculum and Infrastructure to get useful insights for the purpose of improvement in all aspects of teaching and learning.</p> <ul style="list-style-type: none"><li>• Students (03.06.2020 to 10.06.2020)</li><li>• Alumni (13.10.2019 - 15th alumni meet) (28.09.2020 - Fresh Graduates)</li><li>• Parents</li><li>• Teachers (08.06.2020 to 24.06.2020)</li><li>• Feedback on Infrastructure is collected to know the requirements of students (03.06.2020 to 11.06.2020)</li></ul> <p>Feedback on Staff &amp; HOD is collected to measure the quality attributes of faculty members (29.05.2019)</p>
To Organize Students Induction Programme- Deeksharambh	<ul style="list-style-type: none"><li>• As per the UGC Guidelines, Students Induction Programme- Deeksharambh was organised between 03.06.2019 and 19.06.2019.</li><li>• Guest Lecture by eminent personality Dr. M. Palaniappan, Associate Professor, Government Arts and Science College, Thiruvadanai was arranged. He delivered a speech on (12.06.2019) about Leadership Skills.</li></ul>
To Implement New Advancement in e-Governance	<ul style="list-style-type: none"><li>• A separate sub domain info.kaliswaricollege.org was designed. To Publish students Result in College Website.</li></ul>


Plan of Action	Achievements/Outcomes
	<ul style="list-style-type: none"> <li>• Online Convocation Registration was implemented and the same was linked to the college website</li> </ul>
Faculty Development Programme	<p>To upgrade the professional competence of the staff, faculty development programmes were organized.</p> <ol style="list-style-type: none"> <li>1. <i>"Innovative Teaching Methodologies"</i> by Mr. Jc Dhanavel, HR Trainer, Erode on 13.06.2019.</li> <li>2. <i>"Quality Publications in Science discipline"</i> by Dr. V. Elamaran, Sastra Deemed University on 14.06.2019.</li> <li>3. <i>"Quality Publications in Arts discipline"</i> by S.C. Siva Sundaram Anushan, MKU on 14.06.2019.</li> <li>4. Workshop on <i>"Corel Draw"</i> by Mr.A.Babu Franklin, Department of Commerce on 20.09.2019.</li> <li>5. To create awareness on mapping Graduate Attributes to outcomes a Faculty Development Programme – <i>"Outcome Based Education"</i> is organised. Chief Guest – D. Sushma V. Murthy/ Associate professor, Department of English, Christ University, Bangalore on 28.11.2019.</li> <li>6. To enhance the efficiency and productivity of Teachers a Hands on Training programme in <i>"Online Collaboration Tools"</i> is organised by Department of CS, IT and BCA on 29.11.2019.</li> <li>7. To enhance the technical skill in administrative work a Hands on Training programme on <i>"Online Collaboration Tools"</i> (For Non - Teaching</li> </ol>


Plan of Action	Achievements/Outcomes
	<p>Staff) by Department of CS, IT and BCA on 29.11.2019.</p> <p>8. To reduce the number of printed sheets for Internal Question papers a Faculty Orientation Programme on "Printing Two Question Papers per Sheet" is organised. The total usage of paper is nearly reduced to 50% on 19.12.2019.</p>
To Apply for Vocational Courses offered by UGC	17 Certificate, Diploma and B.Voc programmes application were sent under B.Voc scheme for UGC on 28.06.2019.
To prepare Academic Lesson Plan	A 15 week Academic lesson plan format was distributed to the departments and the softcopy of filled lesson plans were collected for odd (01.07.2019) and even semester (02.12.2019).
To Enter into collaboration with various academic institutions for knowledge exchange programmes	<ol style="list-style-type: none"> <li>1. Commerce Departments(UG &amp; PG) of Sri Kaliswari college &amp; Commerce Department of AJ college signed and MoU for Faculty and Student Exchange on 16.09.2019</li> <li>2. Departments of Chemistry, Biotech and Botany Signed MoU with Sankaralingam Bhuvaneshwari College of Pharmacy for Inter-Institute Collaboration in the area of research and other developmental activities on 20.12.2019</li> <li>3. Department of BBA of Kaliswari College and Department of BBA of VVV College collaborated to encourage Curriculum Development and to organise seminars, personality development programmes and knowledge development programmes among students on 19.08.2019.</li> <li>4. Dept. Of CS, BCA and IT in association with ICTACT jointly signed MoU with CSS CORP regarding the course on Skill Training in Technology &amp; Soft skills on 21.08.2019.</li> </ol>

Plan of Action	Achievements/Outcomes
To apply for more Funding Agencies	<ol style="list-style-type: none"> <li>1. Dr.M.J.Senthilkumar received Minor Research Project on "A Study on Awareness of Social Security Schemes Implemented by the Government with Special Reference to Social Insurance in Virudhunagar District" - Rs.3,75,000 sponsored by ICSSR on 01.11.2019.</li> <li>2. L.T. Parvathi received Students Project from TNSCST (Rs. 7500) on 19.03.2020.</li> <li>3. Motivated to Apply for S T R I D E - Scheme for Trans-Disciplinary Research for India's Developing Economy on 09.07.2019.</li> <li>4. Motivated to apply for the funds under the scheme "Science for Equity Empowerment and Development (SEED) Division" under DST on 20.07.2019.</li> <li>5. Applied for Research Proposals Invited Under Project Related Scheme of Department of Science &amp; Technology by TNSCST on 31.08.2019</li> </ol>
Application for SWACCHA Ranking	<ol style="list-style-type: none"> <li>1. Applied for the SWACHHA Ranking launched by AISHE on 29.07.2019.</li> <li>2. As per the UGC requirement Mr. P. Marimuthu, System Administrator was nominated as Social Media Champion (SMC) on 30.07.2019.</li> </ol>
To introduce more Skill Oriented Value Added Courses to facilitate the students to get more job opportunities	Board of Studies and Academic Council Meeting (XI Meeting) is organised to pass 51 UG Skill Oriented Value Added Courses and 6 PG Value Added Courses. These courses are introduced from the academic year 2019-2020 to the students on 05.08.2019
Inculcate the ideas of internship programmes offered by various	Students successfully completed their Fellowships in various National level

Plan of Action	Achievements/Outcomes
national level institution among Advance Learners	<p>Institutions and they are felicitated by the Management on 07.08.2019.</p> <p>Young Scientist : 1            Summer Research Fellow, IAS New Delhi – 1            Internship – Institute of Aaranya Bioscience, Chennai, and National Institute of Plant Genomic Research, New Delhi -1,1            FOSSEE Summer Fellowship ,IIT Bombay – 2            Student Reporter of Vikatan Group - 1</p>
Implementation of UGC Suggested Programmes	<ol style="list-style-type: none"> <li>1. To Promote Unnat Bharat Abiyan(UBA) and JAL SHAKTHI ABIYAN in the adopted villages on 06.08.2019.               <ul style="list-style-type: none"> <li>• Household Surveys were undertaken by 15 departments.</li> <li>• Importance of Rain Water Harvesting programs and avoiding plastic usage is organised by 9 departments on 08.09.2019.</li> </ul> </li> <li>2. To promote fitness “Fit India Movement” is adopted by encouraged the students to walk 10000 steps on 29.08.2019.</li> <li>3. Volunteer Boys eagerly participated in “Fit India Plogging Run” and promoted the importance of fitness in the villages near the college on 02.10.2019.</li> <li>4. Rashtriya Ekta Diwas Pledge (National Unity Day) was undertaken towards the emphasis on National Integrity on 31.10.2019.</li> <li>5. Vigilance awareness week was observed from 28 Oct 2019 to 2 Nov 2019.</li> <li>6. “Fit India Campaign” was inaugurated on 02.01.2020 by Physical Education Department. A detailed action plan was charted out and Action Taken Report (ATR) was uploaded every month in UGC Monitoring Portal.</li> </ol>

Plan of Action	Achievements/Outcomes
	<p>7. "Swachhata Pakhwada 2020" was observed between 16 Jan 2020 and 31 Jan 2020. Various activities is organised by all the departments to spread the awareness about sanitation and hygiene.</p> <p>8. Matribhasha Diwas 2020 (International Mother Language Day) was observed on 20.02.2020. Various competitions like Essay Writing, Slogan, Vocal Music competitions were organised.</p>
Timely submission of AISHE	AISHE - All India Survey of Higher Education: Data about Student Strength, Staff Details etc., collected and uploaded to AISHE on 06.02.2020.
Planned to Register for National Youth Parliament	Successfully Approved under "Tarun Sabha" to organise National Youth Parliament on 19.02.2020
To Celebrate International Women's Day Celebration as per the UGC Guidelines	Students Counselling Cell and Internal Complaints committee and NSS (Womens Wing) jointly organized "Womens Day" on 6 <sup>th</sup> March 2020. Dr. S. Parijatham encouraged and motivated the students. Various competitions were also organised on 09.03.2020
To Establish Student Body for "Say No to Drugs"	As per the Guidelines of UGC a Student Body "Say No to Drugs" was established with Dr.C.R.Kumaran as Co-ordinator on 14.03.2020.
Participation in NIRF	The data for National Institutional Ranking Framework submitted on 12.12.2019.

  
IQAC Coordinator

  
Principal