

Government College for Women (Autonomous), Kumbakonam – 612001
Internal Quality Assurance Committee Meeting (2022-2023)

Date: 22.11.2022

Time: 2.00 PM

Minutes of the Meeting

1. It was recommended to create local NPTEL chapter in the institution
2. Teachers and Post Graduate students were encouraged to login NLIST daily.
3. The committee made a strong recommendation to educate the faculty on teaching plan.
4. The committee strongly recommended the introduction of online courses. In the event of the students not being able to complete the courses successfully, the certificate can be issued by the COE.
5. The committee emphasized upon the initiatives to be taken by the institution under Criteria VII.
6. A review meeting with the Criteria Heads / Criteria Managers can be conducted every week to expedite NAAC SSR preparation.

S. No	Category	Name	Signature
1.	Chairperson	Dr. P.S. Vijayalakshmi	P S Vijayal 22/11/22
2.	Coordinator	Dr.F.Kurus Malai Selvi	Dr. F. Kurus Malai Selvi 22/11/22
3.	Senior Teachers	Dr. S.Ahila	S. Ahila 22/11/22
4.		Dr. R.Radha	Dr. R. Radha 22/11/22
5.		Dr. S. Valarmathi	Dr. S. Valarmathi 22/11/22
6.		Dr.S.Venkatalakshmi	Dr. S. Venkatalakshmi 22/11/22
7.		Dr. W. Jayaseeli	Dr. W. Jayaseeli 22/11/22
8.	Administrative Officer	Mr.K.Gajendran	Mr. K. Gajendran 22/11/22

9.	External Experts	Dr. R.Nagarajan	R. Nagarajan
10.		Dr. A.Venkatesan	A. Venkatesan 22/11/22
11.	Alumnae	Dr. A.Ruby	A. Ruby 22/11/22
12.	IQAC Student's Chapter Staff	Mrs. S.Sheela	S. Sheela
13.	Student Representatives	Ms. S.Mohanapriya	S. Mohanapriya 22/11/22
14.		Ms. R. Sandhiya	R. Sandhya 22/11/22

- Tutorial Ward Meeting to be conducted every month and the minutes recorded.
- IIC Planner during the period 1st June, 2023-31st August, 2023 Warrants for Mandatory activities by Tamil, English, Geography, Chemistry, Mathematics, History, Botany, Economics (any four departments can take up)
- Full automation of the Library
- Cyber Security through Firewall
- Dedicated Audio Visual and Lecture capturing facility to be established with the help of Digital Camera purchased under RUSA.
- Student progression /placement data to be prepared by all the departments and the report submitted to IQAC after the publication of results.
- External / Internal Academic & Administrative Audit to be conducted
- Soft copies of publication in UGC care / Scopus / Web of Science / soft copies of sponsored project / Award students achievement to be submitted to IQAC (End of the semester – 31st December and 30th April, 2023)
- Minutes of Council Meeting to be communicated via E-Mail to all Permanent Teaching staff as part of E-Governance initiative
- Chemistry department to explore the possibility of safe disposal of Chemical waste
- Inclusive environment to celebrate multi religious events

Minutes of the Meeting

It has been resolved to incorporate the suggestions/feedback imparted by the Academic and Technical and Experts to shape /fine tune the NAAC SSR Submission.

Members Present

S. No	Category	Name	Signature
1.	Chairperson	Dr. S.Ahila,	S. Ahila 15/07/2023
2.	Coordinator	Dr.F.Kurus Malai Selvi	F.Kurus Malai Selvi 15/07/2023
3.	Senior Teachers	Dr. R.Radha,	R.Radha 15/07/23
4.		Dr.S.Venkatalakshmi,	S.Venkatalakshmi 15/07/23
5.		Dr. W. Jayaseeli,	—
6.	Administrative Officer	Mr.K.Gajendran	—

7.	External Experts	Dr A. Venkatesan	—
8.		Dr R. Nagarajan	—
9.		Dr.R.S.Sundararajan	R.S.S. Sundararajan 15/7/23
10.		Mr. B. Anand	B Anand 15/7/23
11.	Alumnae	Dr.A.Ruby	A. Ruby 15/07/2023
12.	IQAC Student's Chapter Staff	S.Sheela	S. Sheela 15/7/23
13.	Student Representatives	S. Mohana Priya	S. Mohana Priya
14.		M.Sumithra	M. Sumithra