

**SHRI KRISHNASWAMY COLLEGE FOR  
WOMEN**

**ANNA NAGAR, CHENNAI - 40.**

**ACCREDITED BY NAAC**

**IQAC CELL**

**ANNUAL QUALITY INITIATIVES**

**2021 - 2022**

## **Annual Quality initiatives - 2021-22**

**Date : 03.06.2021**

**Venue : Principal's office**

### **Agenda:**

1. Appointments for new posts
2. Revision of Pay structure
3. Placement Cell
4. Educational loan facility
5. To conduct National/International Conference
6. To make Commerce as Research Department
7. To get permanent affiliation and 12B status for our College.

### **Minutes of the Meeting:**

1. Management of Shri Krishnaswamy College for Women during its meeting held on 03.08.2021 has made new appointments for Vice Principal , Shift II – Coordinator , IQAC Coordinator , Controller of Examinations ,Dean of Academics, Dean of Student Services, Dean of Research.
2. The Management decided to revise pay structure for the Faculty. Staff with Ph.D.- Rs.33,000, Staff qualified with NET/SET- Rs.30,000, Non-approval staff with the salary of Rs 20,000, Increment per year of Rs.750 for the qualified Staff and Rs.500 for the non-qualified staff and bonus of Rs. 2000 for every 5 years work in Shri Krishnaswamy College for Women.
3. The Placement Cell of the College facilitated to arrange part-time jobs for the needy students who were not able to pay the College fees.
4. The proposal was given to Vardhana Bank to provide Education loan facility for the needy students with easy way of repayment.
5. The Principal and IQAC asked all the Heads of the Departments to conduct National/International Conferences.
6. The members discussed the plan and proposal to take initiatives to make Commerce as Research Department.

7. The Principal and IQAC discussed the documents to be submitted to apply for inclusion of Affiliated College under section 2(f) of the UGC.

**Action taken report:**

1. Faculty were given positions for Vice Principal, Shift II – Coordinator, IQAC Coordinator, Controller of Examinations, Dean of Academics, Dean of Student Services and Dean of Research.
2. Revised pay structure was given to the Faculty in the month of October 2021 as per the pay structure guidelines framed by the Management and Principal.
3. Provisions for Part-time jobs were facilitated and arranged by the Placement Cell to needy students from various Departments.
4. Many Parents showed interest to avail Educational loan facility provided by Vardhana Bank. Bank personnel contacted the students and parents who were willing to avail Educational loan and process the loans.
5. Heads of the Departments of Commerce came with the proposal to conduct International Conference during the month of February 2022.
6. The proposal on making the Commerce as Research Department was discussed with the University representative to our College in the First Governing Council meeting held in the Principal office on 04.10.2021.
7. The Documents were prepared for application to inclusion of affiliated college under section 2 (F) of UGC Act, 1956 and was submitted to the Registrar of the University of Madras.



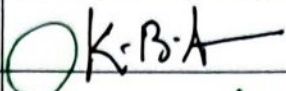
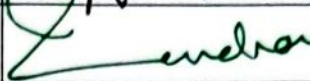


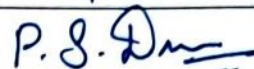

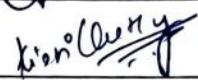

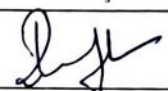
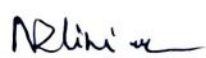

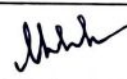


**Dr.J.Radha**

**IQAC Co-Ordinator**

**IQAC Co-ordinator**  
**SHRI KRISHNASWAMY COLLEGE FOR WOMEN**  
AC - 48, 6th Main Road,  
Anna Nagar, Chennai - 600 040.

## ATTENDANCE

### Members Present:

S.No	Name of the Members	Designation	Signature
1	Mr.K.B. Arun	Director	
2	Dr.Anita Rajendran	Principal	
3	Dr.J.Radha	IQAC Coordinator	
4	Ms.P.Amutha	Head, Dept. of Computer Applications	
5	Dr.Deepa	Head, Dept. of BBA	
6	Ms.Anubala	Head, Dept.of BCOM(ISM)	
7	Dr.Kirti Chetty	Head, Dept. of MA(HRM)	
8	Ms.Roopavathi	Head, Dept. of Corporate Secretaryship	
9	Dr.R.Esther Felicia	Head, Dept. of Mathematics	
10	Ms.K.Nalini	Head, Dept. of English	
11	Ms.D.Radha	Assistant Professor, Dept. of Computer Science	
12	Ms.A.Malathi	Librarian	
13	Ms.Ananda Priyadarshini.M	Student Member,B.Com CS	
14	Ms.Abarna.U	Student Member, M.Com	

**SHRI KRISHNASWAMY COLLEGE  
FOR WOMEN**

**ANNA NAGAR, CHENNAI – 40.**

**IQAC CELL**

**MINUTES OF MEETING**

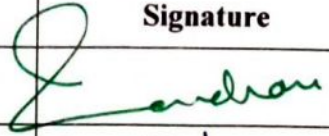
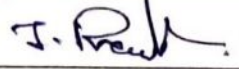
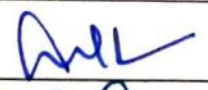

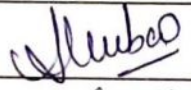
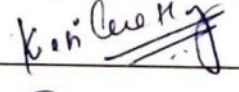
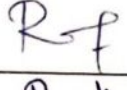
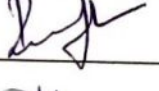
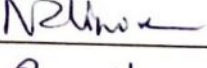
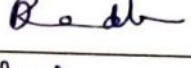
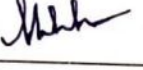
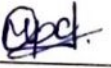

**2021-2022**

## IQAC Minutes of Meeting

**Date: 07.06.2021**

The IQAC cell conducted meeting for the academic year 2021-2022 on **07.06.2021** at the IQAC Room of the college.

### Members Present:

S.No	Name of the Members	Designation	Signature
1	Dr.Anita Rajendran	Principal	
2	Dr.J.Radha	IQAC Coordinator	
3	Ms.P.Amutha	Head, Dept. of Computer Applications	
4	Dr.Deepa	Head, Dept. of BBA	
5	Ms.Anubala	Head, Dept. of BCOM(ISM)	
6	Dr.Kirti Chetty	Head, Dept. of MA(HRM)	
7	Ms.Roopavathi	Head, Dept. of Corporate Secretaryship	
8	Dr.R.Esther Felicia	Head, Dept. of Mathematics	
9	Ms.K.Nalini	Head, Dept. of English	
10	Ms.D.Radha	Assistant Professor, Dept. of Computer Science	
11	Ms.A.Malathi	Librarian	
12	Ms.Ananda Priyadarshini.M	Student Member,B.Com CS	
13	Ms.Abarna.U	Student Member, M.Com	

**Agenda:**

1. To organise Faculty Development Programme (FDP)
2. Proposal to conduct National Webinar events
3. To conduct Certificate Courses
4. Plan for Department activities
5. Plan for Department Club activities

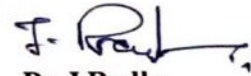
**Minutes of the Meeting:**

1. Members discussed & suggested to organise Faculty Development Programmes (FDP) on topics related to Teaching and Research skills. It was decided that the members shall explore resource persons in various domains for delivering the FDP.
2. IQAC Co-Ordinator forwarded the proposal to conduct a National Webinar event on "Intellectual Property rights(IPR) " during July 2021.
3. It was advised in the meeting that all the Heads of the Departments shall provide list of Certificate Courses, which can be imparted to the students for the current academic year within a week's time,
4. It was insisted that plan and budget proposal of Department activities / events for the current academic year from all the Heads of the Departments shall be submitted to the IQAC.
5. It was suggested that the Clubs of the various Departments should conduct guest lectures on their corresponding subject domain, conduct competitions and motivate the students by giving cash awards to the prize winners.

**Action Taken Report:**

1. The topic for the FDP was proposed to be "Incessant Upgradation- Hallmark Of A Good Teacher". Guest profiles for the 7 day FDP were shared with the IQAC Coordinator.
2. IQAC and Department of Commerce(General) conducted a webinar on "Intellectual property rights – emerging issues and challenges " on 19/06/2021. Various workshops/Seminars on IPR were conducted by many Departments.
3. Heads of the Departments submitted the certificate course proposals to the IQAC Coordinator.
4. Criteria Heads and Heads of the Departments submitted their budget requirement for conducting various programmes/activities for the academic year 2021-22.

5. Various Webinars, Seminars, Guest Lectures were conducted by all the Departments on their corresponding subject domains. Certificates/Trophies were awarded to the winners/participants of the Competitions.



**Dr.J.Radha**

**IQAC Co-Ordinator**

**IQAC Co-ordinator**  
**SHRI KRISHNASWAMY COLLEGE FOR WOMEN**  
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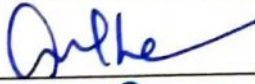

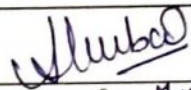
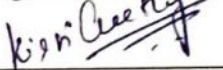

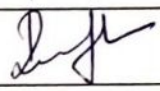
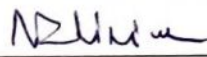
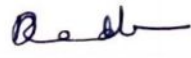


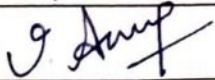


## IQAC Minutes of Meeting

**Date: 16.06.2021**

The IQAC cell conducted meeting for the academic year 2021-2022 on **16.06.2021**  
at the IQAC Room of the college.

### Members Present:

S.No	Name of the Members	Designation	Signature
1	Dr.Anita Rajendran	Principal	
2	Dr.J.Radha	IQAC Coordinator	
3	Ms.P.Amutha	Head, Dept. of Computer Applications	
4	Dr.Deepa	Head, Dept. of BBA	
5	Ms.Anubala	Head, Dept. of BCOM(ISM)	
6	Dr.Kirti Chetty	Head, Dept. of MA(HRM)	
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11	Ms.A.Malathi	Librarian	
12	Ms.Ananda Priyadarshini.M	Student Member, B.Com CS	
13	Ms.Abarna.U	Student Member, M.Com	

**Agenda:**

Discussion points on Faculty Development Programme (FDP)

1. Resource person
2. Online platform for conducting FDP
3. Work load allotment
4. Conduct of International Conference

**Minutes of the Meeting:**

The IQAC Co-ordinator declared towards the proposal and need for conducting 7-Day National level Faculty Development Programme (FDP) to be conducted from 21.06.2021 to 28.06.2021 from 4.00 pm to 5.30 p.m. The following action points were discussed towards the same.

1. The members discussed on their views on exploring of resource persons on the various domains and topics.
2. Discussions were made on the available constraints in conducting through virtual platforms and solutions for smoothly conducting the events.
3. The IQAC Co-ordinator briefed about the various tasks to be performed. The tasks will be identified and segregated for individual allotment in succeeding meeting.
4. It was decided to conduct Two day International Conference by the Departments of Commerce in collaboration with University of Madras.

**Action Taken Report:**

1. Seven days National Faculty development programme on "Incessant upgradation-hallmark of a good teacher" was conducted from 22.06.2021 to 28.06.2021 .
2. The above Programme was conducted on google meet online platform. Whatsapp group was created for the registered participants. Certificates were shared in the drive link to all the participants of the Programme.

3.The IQAC Co-ordinator briefed about the various tasks to be performed and the allotted works accordingly to the members.

4.A Two Day Virtual International Conference on 'Recent Advances In Sustainable Practices, Social Innovations And Entrepreneurship' was organized by Departments of Commerce in collaboration with University of Madras on 17<sup>th</sup> & 18<sup>th</sup> February 2022.The Programme was conducted in google meet online platform. Communications pertaining to the Programme was made through a Whatsapp group, so that participants shall get all information of the Conference.



**Dr.J.Radha**

**IQAC Co-Ordinator**

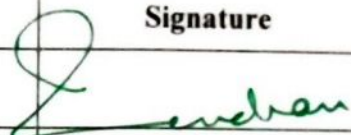

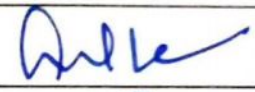

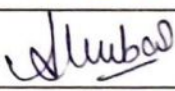
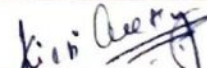

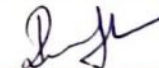
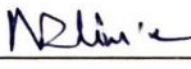
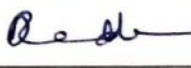
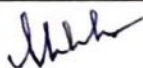

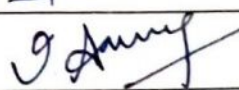
**IQAC Co-ordinator**  
**SHRI KRISHNASWAMY COLLEGE FOR WOMEN**  
AC - 48, 6th Main Road,  
Anna Nagar, Chennai - 600 040.

## IQAC Minutes of Meeting

**Date: 01.03.2022**

The IQAC cell organised meeting for the academic year 2021-2022 on **01.03.2022** at the IQAC Room of the college.

### Members Present:

S.No	Name of the Members	Designation	Signature
1	Dr.Anita Rajendran	Principal	
2	Dr.J.Radha	IQAC Coordinator	
3	Ms.P.Amutha	Head, Dept. of Computer Applications	
4	Dr.Deepa	Head, Dept. of BBA	
5	Ms.Anubala	Head, Dept. of BCOM(ISM)	
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**Agenda:**


1. To organise 7 Day Faculty Development Programme (FDP)
2. To organise 1 Day FDP
3. Department Profile
4. Documentation
5. IQAC meeting with the external members
6. Powerpoint presentations
7. Internal academic audit

**Minutes of the Meeting:**

1. Members discussed to conduct 7 Day Faculty Development Programme and forwarded their suggestions to organise FDP on topic related to Intellectual Property rights/ Outcome based education. It was decided that the members shall come up with resource person in various domains for conducting the FDP.
2. IQAC Co-Ordinator put forward the plan to conduct day long, Virtual Faculty Development Programme on topics related to integrating Swayam, MOOC and educational apps "Intellectual Property rights(IPR) " during the month of March 2022.
3. It was insisted in the meeting that all the Departments should prepare the Department profile and submit the same to IQAC. One Newsletter will be prepared for the entire College.
4. The Department Head should prepare two copies of documents of Department activities and programmes , of which one will be submitted to the the respective Criteria Heads and the other will be maintained in the Department.
5. It was decided to conduct IQAC meeting with the external members.
6. All the Heads of the various Departments and respective Criterias should deliver the Powerpoint presentation by the end of every semester highlighting about activities and initiatives incorporated and implemented.
7. It was discussed in the meeting that Academic Internal audit will be conducted for the academic year 2021-2022 by the Internal Audit Team.

### **Action taken Report:**

1. One Week National level FDP on 'Outcome based Education' was conducted from 8th August to 13th August 2022 by IQAC and Departments of B.Com Accounting & Finance and Corporate Secretaryship.
2. National Level Faculty Development on "Integrating Educational Technology Into Teaching" was conducted on 29.03.2022.
3. A Common Template was prepared for Department Profile creation and the same was shared with all the Departments. Heads prepared Department Profile as per the template and mailed the to IQAC.
4. Heads of various Departments/Cells/Committees maintained the soft copy of their reports and submitted a one page activity report to IQAC,
5. IQAC meeting with the external members was conducted on 16.03.2022. Issues related to alumni engagement, increasing placement activities, innovations in teaching techniques were primarily discussed in the meeting.
6. IQAC Coordinator and Criteria Heads delivered their Powerpoint presentation for the programmes/ activities conducted during the academic year 2021-22.
7. Academic Internal audit for the academic year 2021-2022 was conducted by the Internal Audit Team on 05.05.2022. Audit report was submitted to IQAC.



**Dr. J. Radha**

**IQAC Co-Ordinator**

**IQAC Co-ordinator**  
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