

SHRI KRISHNASWAMY COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI – 40.
AFFILIATED TO UNIVERSITY OF MADRAS
ACCREDITED BY NAAC

IQAC CELL

Minutes of Meeting
2020 - 2021

Annual Quality initiatives - 2020-21

Date :08.06.2020

Venue: Principal's office

Agenda:

1. To introduce new Academic courses
2. Preparedness for Peer Team members visit
3. Strategies to be adopted for New Admission process
4. Improvement in Teaching-Learning process
5. To conduct Bridge course programme
6. To conduct regular Webinars/workshops/FDP
7. Celebration of Annual functions & Festive events in online platform

Minutes of the Meeting:

1. Management suggested to introduce new Programme on Commerce subject for the current academic year.
2. Principal discussed about the various duties to be allotted to the Committees during the NAAC Peer team members visit.
3. Discussions on strategies to be adopted for new admission process for the current academic year were discussed.
4. It was discussed to strengthen the online teaching learning process in an effective manner through online tools and platforms.
5. The members suggested that a Bridge course need to be organised for first year students. Heads of the Departments agreed the suggestion and highlighted that such programme would really find a way to identify the gap of the new entrant and thereby shall bridge them with these courses.
6. The members discussed and stressed to conduct Workshops/Seminars by inviting experts to deliver topics in subject domains.
7. Due to the prevailing pandemic situation, it was discussed to conduct all Annual functions, festival events, Alumni meet in online platform.

Action taken report

1. The new Programme in Commerce subject on Bank Management Programme was introduced in the College- Shift I for the current academic year.
2. Various duties and responsibilities were allotted to the faculty members ahead of the NAAC Peer team visit and the IQAC Coordinator monitored the tasks carried on by the respective Committees on regular basis.
3. Admission committee asked the Heads of various Departments to prepare a pamphlet and Audio / Video highlighting about the department and faculty members, which can be utilised for the distribution among the school students for the admission purpose.
4. The members suggested to conduct classes in online platforms like Zoom, Gmeet, Google classroom, JamBoard etc by first giving a demo to the students on the usage of the above tools prior to the commencement of regular classes and encourage the students to promote self-learning.
5. Bridge course was conducted for all the first year students to equip them and give basic understanding on the subjects undertaken during their course of study. Online Induction programme was conducted on 18.08.2020 for the first year students of the college.
6. Webinars were organised by various Departments on the emerging trends and latest technologies to inculcate knowledge and skills among the students on the job markets and requirements during the pandemic period.
7. NSS Units of the College celebrated International Yoga Day in virtual mode. Annual functions and festivals like Independence Day, Teachers Day etc. was organised in online mode and shared the online youtube livestream link among the students. Online Alumni meet was conducted on 26.01.2021 and got good reciprocation among the students.



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:






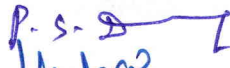



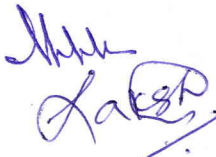


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|------------------------|--------------------------------------|----------------|
| 1. Mr.K.B. Arun | - Director | K-B-A |
| 2. Dr.R.Geetha Rani | - Principal | R. Geetha Rani |
| 3. Dr.J.Radha | - IQAC Co-Ordinator | J.R. |
| 4. Ms.P.Amutha | - Member | Amutha |
| 5. Ms.K.Nalini | - Member | Nalini |
| 6. Dr.Kirithi Chetty | - Member | Kirithi Chetty |
| 7. Dr.Deepa | - Member | P.S.D. |
| 8. Ms.Anubala | - Member | Anubala |
| 9 Ms.D.Radha | - Member | Radha |
| 10.Dr.R.Esther Felicia | - Member | Esther |
| 11.Ms.A.Malathi | - Member | Malathi |
| 12.Mrs.C.S.Lakshmi | - Senior Administrative Officer | Lakshmi |
| 13.Ms. Gayathri | - Student Representative (I MSc CS) | Gayathri |
| 14.Ms.Mirdula | - Student Representative(III BSc CS) | Mirdula |

IQAC Minutes of Meeting

Date: 08.03.2021

The IQAC cell conducted meeting for the academic year 2020-2021 on 08.03.2021 at the IQAC Room of the college.

Members Present:

- | | | |
|--------------------------|---------------------------------------|--------------------------------------------------------------------------------------|
| 1. Dr. R. Geetha Rani | - Principal |  |
| 2. Dr. J. Radha | - IQAC Co-Ordinator |  |
| 3. Ms. P. Amutha | - Member |  |
| 4. Ms. K. Nalini | - Member |  |
| 5. Dr. Kirthi Chetty | - Member |  |
| 6. Dr. Deepa | - Member |  |
| 7. Ms. Anubala | - Member |  |
| 8. Ms. D. Radha | - Member |  |
| 9. Dr. R. Esther Felicia | - Member |  |
| 10. Ms. A. Malathi | - Member | |
| 11. Mrs. C. S. Lakshmi | - Senior Administrative Officer |  |
| 12. Ms. Gayathri | - Student Representative (I MSc CS) |  |
| 13. Ms. Mirdula | - Student Representative (III BSc CS) |  |

Agenda:



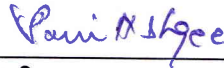









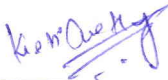


1. AQAR submission process
2. Induction of assistant staffs members for all the Criterias
3. Feedback system
4. Conduct of FDP


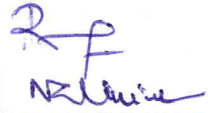
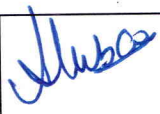
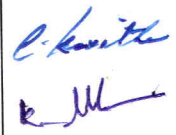
Minutes of the Meeting:

1. The SOPs and AQAR guidelines were handed over to the members. The Principal asked all the members to document on their corresponding Criteria's as per the guidelines.
2. The faculty from various Departments were assigned responsibilities to assist the respective Criteria In-charges towards preparation, verification, authentication and successful completion of Criteria's of AQAR and towards AQAR submission for the year 2021.
3. The members discussed and decided to collect the Feedback from Parents and Alumni on Syllabus/Curriculum for the Academic year 2019-2020. Also, the Action-taken Report needs to be prepared for the Feedback on Faculty for the academic year 2019-2020.
4. Discussions and suggestions were provided to conduct National level Faculty Development Programme during the month of March 2021.

Action taken report

1. Annual Quality assurance report of the College for the academic year 2019-2020 was successfully submitted on 12/04/2021.
2. The Principal suggested the following faculty members to assist the Criteria In-charges of the AQAR:

Staff Name	Signature
Criteria 1	
Criteria In-Charge Ms.R.Esther Felicia	
Assistant Staffs: Ms.Lavanya Ms.Savitha Sree	 
Criteria 2	
Criteria In-Charge Ms.D.Radha	
Assistant Staffs: Dr.Sumathy Ms.J.Sobia	 
Criteria 3	
Criteria In-Charge Dr.Anandhi	
Assistant Staffs: Dr.Cuba Ms.Narmadha	 
Criteria 4	
Criteria In-Charge Dr.Deepa	
Assistant Staffs: Ms.Nalini,B.Com(G) Ms.A.Malathi	 
Criteria 5	
Criteria In-Charge Dr.Kirthi Chetty	
Assistant Staffs: Ms.Gowri Dr.Brindha	 
Criteria 6	

Criteria In-Charge Ms.Amutha	
Assistant Staffs: Ms.Rupavathi Ms.Nalini, Eng	
Criteria 7	
Criteria In-Charge Ms.Anubala	
Assistant Staffs: Ms.Kavitha Ms.Mohanalakshmi	

3. The feedback was collected from all the stakeholders of the college for the academic year 2020-21.
4. A National level Faculty Development Programme on “Web tools for Online teaching “was organized by IQAC on 27.03.2021 for updating the Faculty members on the various Web tools available for enhancing the teaching learning process.



Dr.J.Radha

IQAC Co-Ordinator










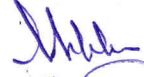



IQAC Co-ordinator
SHRI KRISHNASWAMY COLLEGE FOR WOMEN
AC - 48, 6th Main Road,
Anna Nagar, Chennai - 600 040.

IQAC Minutes of Meeting

Date: 10.08.2020

The IQAC cell conducted meeting for the academic year 2020-2021 on 10.08.2020 at the IQAC Room of the college.

Members Present:

- | | | |
|------------------------|--------------------------------------|---------------------------------------------------------------------------------------|
| 1. Dr.R.Geetha Rani | - Principal |  |
| 2. Dr.J.Radha | - IQAC Co-Ordinator |  |
| 3. Ms.P.Amutha | - Member |  |
| 4. Ms.K.Nalini | - Member |  |
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| 8. Ms.D.Radha | - Member |  |
| 9. Dr.R.Esther Felicia | - Member |  |
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Agenda:

1. Preparedness for the Peer Team members visit
2. Documentation of NAAC- Criteria wise
3. To conduct Bridge course for new entrants in online mode

Minutes of the Meeting:

1. The Management insisted the IQAC members and the Steering Committee members of the College to be prepared with all the NAAC documents criteria wise for making it available during the NAAC peer team members visit.
2. All the Criteria heads were informed to give to principal a detailed PowerPoint presentation on their criteria's along with the hard copy of supporting documents and associated files.
3. The members suggested that a Bridge course need to be organised for first year students. Heads of the Departments agreed the suggestion and highlighted that such programme would really find a way to identify the gap of the new entrant and thereby shall bridge them with these courses.

Action taken report

1. NAAC Peer Team members visited the College on 24.02.2021 and 25.02.2021. Institution had successfully completed the First cycle of NAAC Accreditation process and has been graded with B+. Institution had also submitted the AQAR details for the academic year 2019-2020 on 30.04.2020.
2. External IQAC Coordinators of Loyola College and Anna Adarsh College made a Mock visit to college on 20.10.2020.
3. Bridge course was conducted for all the first-year students to equip them and give basic understanding on the subjects undertaken during their course of study. Online Induction programme was conducted on 18.08.2020 for the first-year students at the college.



Dr.J.Radha

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