

IQAC meeting was held on 04.06.2020 through online mode (Google Meet)

MINUTES

The following points were discussed.

1. The minutes of the previous meeting were confirmed.
2. Due to COVID -19 pandemic the academic year 2020 –2021 preparatory work was planned.FDP on use of ICT in teaching learning process for the staff members was planned in the last week of this month, subsequently each department planned to conduct orientation session for their students and make them aware about the use of such online platform for teaching learning.
3. During this pandemic period the IQAC planned to give consistent counselling to students
4. It was decided to prepare academic calendar for the academic year 2020 – 2021, subsequently all the department heads are instructed to prepare calendar of events for their departments.
5. Online staff meeting once in a week was conducted to interact with staff members (Wednesday 7 p.m. to 8 p.m.)
6. IQAC is planning to have professional Development Programme for teaching and non – teaching staff members

A. Keel

PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607



**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 04.06.2020

Sl.No	Name of the Staff	Designation	IQAC Members
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member
06	Mrs. M.Chellam	HOD/ Mathematics	Faculty Member
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member
08	Mr.J.Karthikeyan	Executive Director in JayamAgro Products	Industrial Representative
09	Mrs.S.Jennitha	B.A.,English	Alumni Representative
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co – Coordinantor
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator



A. Neel
PRINCIPAL
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IQAC meeting was held on 08.07.2021- through online mode (Google meet)

MINUTES

The following points were discussed.

1. The minutes of the previous meeting were confirmed.
2. IQAC reported that the AQAR for the year 2019 – 2020 to be uploaded in the NAAC portal within last week of this month .
3. The Overview of admission process was taken for the academic year 2020 -21.
4. The teaching learning process during the pandemic period was conducted without hindrance through Google and Zoom platform.
5. All the departments/Committees were instructed to organize Conferences/Workshops/Webinars / FDP /PDP / Seminars/Lectures/Competitions etc., through virtual mode.
6. Faculty members need to prepare E –content for their course subject.
7. It was suggested to maintain all communication as soft copies and to go in paperless maintenance of records for this academic year.

G. Keival

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The members present in the IQAC meeting dated on 08.07.2020

Sl.No	Name of the Staff	Designation	IQAC Members
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mr.) K.Rajendran	Chairman	Management Coordinator
03	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member
06	Mrs. M.Chellam	HOD/ Mathematics	Faculty Member
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member
08	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative
09	Mrs.S.Jennitha	B.A.,English	Alumni Representative
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co – Coordinantor
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator



G. Keival
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IQAC meeting held on 15.09.2020 through online mode (Google meet)

MINUTES

The following points were discussed.

1. The minutes of the previous meeting were confirmed.
2. IQAC reported that the AQAR 2019 – 20 has successfully uploaded in the NAAC portal.
3. All the HODs/ Committee coordinators were asked to submit the webinars/competitions/events reports conducted during the pandemic period by the end of November.
4. Decided to conduct Internal Assessment Examination for II, III UG and II PG students through online mode as per the instructions provided by Thiruvalluvar University.
5. Discussions were made regarding the admission for the academic year 2020 – 21.
6. Mentor meeting was planned for students counselling to face the pandemic situations.
7. Tamilnadu government introduces a mandatory course called “Professional English” for Commerce, Management, Life science, Physical science, Arts and Science for the academic year 2020 – 21. As it is the new subject IQAC insisted the department of english to organize professional development programme (PDP) in the month of November.

A. Keival

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The members present in the IQAC meeting dated on 15.09.2020

Sl.No	Name of the Staff	Designation	IQAC Members
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member
06	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member
07	Mr.J.Karthikeyan	Executive Director in JayamAgro Products	Industrial Representative
08	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative
09	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co – Coordinantor
10	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator

G. Nirmala

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IQAC meeting was held on 12.11.2020 through online (Google meet)

MINUTES

The following points were discussed.

1. The minutes of the previous meeting was confirmed.
2. Chairperson discussed regarding research output and insisted all the non – Ph.D., faculty members to register for research.
3. Payment of semester fees and exam fees through online mode.
4. IQAC encourage and instruct the faculty members to publish research articles in UGC listed journals.
5. Need for increased Alumni interaction with institutions was felt.
6. Need to guide and promote career and placement opportunities for employability of students.
7. Advised to sign MOU with the institutes and companies conducting E courses in the institution for placement and opportunities.

G. Kailash

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**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
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The members present in the IQAC meeting dated on 12.11.2020

Sl.No	Name of the Staff	Designation	IQAC Members
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mr.) K.Rajendran	Chairman	Management Coordinator
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member
06	Mrs. M.Chellam	HOD/ Mathematics	Faculty Member
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member
08	Mr.J.Karthikeyan	Executive Director in JayamAgro Products	Industrial Representative
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative
10	Mrs.S.Jennitha	B.A.,English	Alumni Representative
11	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co – Coordinantor
12	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator



G. Keival

**PRINCIPAL
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IQAC meeting was held on 03.12.2020 - 11.00 a.m at Conference Hall.

MINUTES

The following points were discussed.

1. The minutes of the previous meeting were confirmed.
2. The 3rd and 5th end semester university examination were successfully conducted through online as per the instructions given by Thiruvalluvar University.
3. Planning of online inauguration for I year 2020 -21 batch, the programme was decided to conduct through Google meet.
4. To bridge the gap between the school education and higher studies all the departments are asked to conduct the bridge course for the 1st year UG students and prepare the syllabus and timetable.
5. Planned to conduct internal academic and administrative audit within the last week of this month.
6. Decided to give direction to all the departments in the preparation of records and files on the quality enhancement.
7. Tamilnadu government issued a set of standard operation procedures (SOP) guidelines for institution. We strictly adhere the guidelines while reopening the college for final year students.
8. We are managing with hybrid systems of online and off line classes.
9. To promote entrepreneurial skills, women's cell plan to organize 'BRAVURA 20'' Exhibition cum sale in the month of February.

A. K. K.

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**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
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The members present in the IQAC meeting dated on 03.12.2020

Sl.No	Name of the Staff	Designation	IQAC Members
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mr.) K.Rajendran	Chairman	Management Coordinator
03	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member
04	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member
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12	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co – Coordinantor
13	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator

G. Keerthi

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**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC meeting was held on 05.03. 2021 (11.00 a.m) at Conference Hall.

MINUTES

The following points were discussed.

1. The minutes of the previous meeting was confirmed.
2. Model Examination was planned to conduct in the last week of march through online mode.
3. Planned to conduct the University Examination through online as per the instructions given by Thiruvalluvar University.
4. Decide to collect online feedback form from the students, parents and Alumni.
5. To motivate and encourage the staff members, IQAC decided to honour the faculty members for their academic achievements.

A. Prasad

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**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
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The members present in the IQAC meeting dated on 05.03.2021

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01	Dr.(Mrs.) G.Nirmala	Principal	Chair person
02	Dr.(Mr.) K.Rajendran	Chairman	Management Coordinator
03	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member
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13	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator

G. Keival

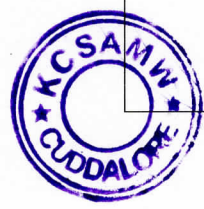
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Plan of Action (2020-2021)

S.No	Plan of Action	Achievements / Outcomes
1.	Strengthen the teaching learning process through the use of innovative methods	Use of PPT, audio/visual aids, hybrid systems of teaching learning process, online classes conducted through Google meet ,Google Classroom and Zoom, Telegram, What's App for odd and Even semester besides black board teaching
2.	Awareness and Precautions of Covid - 19	Shared posters, videos, slogans, lectures through Whatsapp groups, online mode of teaching, through Mentor – Mentee Meeting.
3.	E – Content Development	E content material prepared by the course teachers.
4.	Website Development	As Per NAAC requirements.
5.	AQAR Preparation	AQAR 2019 – 20 uploaded in the NAAC portal by August 2021
6.	Result analysis	All the heads of the department presented PPT on result analysis of their courses/ subjects in IQAC meeting
7.	E – Certificate Course	E – Certificate courses offered , 1. Department of Chemistry 2. Department of Computer Application 3. Department of Computer Science
8.	IQAC will ensure that Webinar, FDP , PDP Seminar, Workshop, Competitions are conducted in various departments.	All the departments organized various programmes.
9.	To conduct frequent meeting by the IQAC to generate ideas	IQAC conducted several meetings with HOD's, various committee members and Faculty members both an online and offline mode .
10.	Offer faculty development programme to teaching and non-teaching staff members	1. FDP on “Google Class room”, 2. Short term training programme on “Professional English”. 3. FDP on “Recent Scenario about Covid – 19” (Teaching and Non Teaching)

R. N. S.



		4. FDP on “Financial Awareness” (Teaching and Non Teaching) 5.FDP on Enhancing the Teaching Learning Quality
11.	AISHE details	Uploaded AISHE details
12.	Online Staff Meeting	Online Staff meeting conducted Once in a week, Wednesday 7.00 p.m - 8.00 p,m
13.	Admission Process and Fees Collection	A hybrid system (Online and Offline) of Admission and Fees Collection service was provided.
14.	I year Inauguration	Online Inauguration through Google meet.
15.	Bridge Course	All the Departments conducted one week online Bridge Course.
16.	Plan for improvement in quality of library service to students	Organized Online library week celebration, purchased required book, journals and periodicals, internet facility and INFLIBNET available for faculty member and students
17.	Plan to organize exhibition cum sale	Conducted BRAVURA 20’ on 09.02.2021
18.	Internal and End Semester University Examinations	Conducted online mode of Examinations as per the instructions given by the Thiruvalluvar University.
19.	Feedback from stake holders	Online Feedback form from stakeholders were collected, analyzed and catalogued
20.	Academic and administrative audit	Internal academic and administrative audit was conducted by senior faculties and IQAC members.
21.	Strengthen the alumni interaction and collection of data	The alumni association has taken initiatives to collect the data of alumni for conducting alumni meeting.

A. Paul