

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 30.08.2022

Members present in the meeting:

IQAC coordinator	Dr. D. Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K. Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr R Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T.Chithra, Assistant Professor
Tamil	Dr. A.Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr. K.Vimala, Assistant Professor

The meeting began with a warm welcome from the IQAC Coordinator, Dr. D. Sangamithirai who introduced her team members and welcomed the new members. She outlined the objectives of the Cell and explained the task of the IQAC team.

The first task for the year was the preparation of the Lesson. The method of preparation of lesson plan and doubts were clarified. The new members were given the format for the preparation of the lesson plan. After much discussion one weeks' time was given for the preparation of the lesson plan. The representatives of the departments were entrusted with the task of assimilating the lesson plan from their respective departments and submit it to IQAC both through email and also physical submission of hard copy by September 6, 2022.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 06.09.2022

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T.Chithra, Assistant Professor
Tamil	Dr. A.Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC Coordinator, Dr. D. Sangamithirai, thanked the team for the successful completion of the preparation of the Lesson Plan. She reported that all the departments have submitted the prepared Lesson Plans.

The next task on the agenda was the question of Mentor-Ward Allotment. The representatives were directed on the Mentor-Ward ratio for each department and asked to allot wards to all faculties. Allotment of wards was to be completed within a week and lists were to be prepared. Mentor-Ward lists were to be submitted (both soft and hard copies) to the IQAC by 13.09.2022.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 13.09.2022

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC team thanked all the representatives of the Departments for their continuous hard work and cooperation. It was reported that Mentor – Ward allotment has been successfully carried out and that meeting of wards by Mentors has begun in almost all the departments.

The main agenda of the meeting was the preparation of Action Plans by all the departments. The achievements and outcome of the mission and vision of the departments were discussed. Inputs on how to prepare the action plan was shared and the representatives were requested to start working on it immediately. The completed action plan was to be submitted by 23.09.2022 (both hard and soft copies).

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 7.10.2022

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC Coordinator appreciated the representatives hard work in completing the action plan of the departments. Ideas on how to improve it in the next academic years were discussed. Department representatives exchanged ideas and plans.

The main agenda of today's meeting was to focus and motivate the students to involve themselves in the extension activities. Extension activities are an important part of the students college curriculum. Unfortunately students involvement in it had gradually reduced. Thus ideas on how to motivate the students were discussed. Mentors were to assist in motivating the students, remind them of the awards in extension activities and how extension activities would help in the students overall development.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 03.11.2022

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
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Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC Coordinator profusely thanked all the members present for their role in the successful completion of the two-day workshop for the supportive staff of the College. The workshop was well appreciated by all the members of the College and the supportive staff found it very useful.

Before concluding the meeting, the Coordinator reminded the representatives to start collecting data for the AQAR. Next year action plan of the IQAC was also discussed.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 22.12.2022

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC coordinator gave an input session on how to fill the Annual Quality Assurance Report (AQAR) form. She also broke down the details required for filling the AQAR. Data was to be assimilated in Excel as well as Word format. Formats were shared with the representatives. Several doubts were raised and they were clarified by the Team. As preparation of AQAR is very important, it was emphasised that the data has to be carefully entered. The last day for submission of AQAR by the departments was fixed as 28.2.2023. Members were asked to complete the AQAR on time.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 03.01.2023

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

Updates on AQAR was sought from the representatives.

The IQAC Coordinator updated the group on the preparation of the College Proforma which has to be submitted to the University of Madras. The details of the proforma were discussed. The data required and the format it has to be filled were clarified. Relevant queries were answered. Date of submission was discussed and fixed at 27.01.2023.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 06.02.2023

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasanth Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The group was updated on successful completion and submission of the College Proforma to the University of Madras.

The next important task was the work on the feedback system. Feedback is essential for the consistent growth of the college. Feedback would be taken from all the concerned stakeholders namely the students, parents, faculty and alumni. It was suggested that a common feedback would be ideal. Hence the IQAC team is entrusted with the task of preparing the feedback form for all the stakeholders. Online method of using G-Form was accepted as the best way for receiving the feedback and consolidating it. The team agreed to prepare and share the link which the representatives will circulate widely.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 31.03.2023

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC Team wanted updates on the AQAR format given to the Departments. As a few departments were still to submit, their doubts were clarified. A few departments data did not tally, hence clarification was sought. Corrections were to be carried out and formats were to be resubmitted. As the date for AQAR submission was extended, Departments were given an extension till the first week of April to complete the data. They were reminded that the individual departments data needs to be consolidated for the College and then submitted. Therefore the departments were requested to relook into the AQAR and submit the correct data at the earliest.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 03.04.2023

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasantha Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The group was updated on the AQAR data received from each individual department.

As the academic year was drawing to an end, it was time for Internal and External Audit. Internal Audit members were decided. Format for the academic audit was given to the Departments. Clarification on format was given by the IQAC Coordinator. Dates for the Internal and External Audit was fixed. The representatives were advised to submit the report of the Audit to the IQAC team.

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting held on 25.04.2023

Members present in the meeting:

IQAC coordinator	Dr. D.Sangamithirai, Assistant Professor
Core Team Members	Dr. T.K. Prameela, Assistant Professor
	Ms. K.Vasanth Meena, Assistant Professor

Representatives from the Departments

Historical Studies	Captain Dr. R. Selvi, Assistant Professor
N & D	Dr. S. Jayanthi, Assistant Professor
Chemistry	Dr. C.S.Latha, Assistant Professor
Mathematics	Dr. T. Chithra, Assistant Professor
Tamil	Dr. A. Rathika, Assistant Professor
English	Dr. S.Jemima Anitha Rani & R Venmathi, Assistant Professors
Economics	Dr. J.Maheshwari, Assistant Professor
Physics	Ms. R. Padmavathi Assistant Professor
Botany	Ms. A.Mallika, Assistant Professor
Zoology	Dr. D. Sarasa, Assistant Professor
Commerce and Corporate Secretaryship	Dr K.Vimala, Assistant Professor

The IQAC team met the IQAC representatives of the department to discuss the functioning of the Cell during the academic year 2022 – 2023. Suggestions were sought on how to improve the activities of the Cell. Brainstorming on the best practices that could be included in the next academic year was done.

The IQAC team appreciated all the members of the Cell for their unwavering support and cooperation.