



Mangayarkarasi College of Arts and Science for Women

Affiliated to Madurai Kamaraj University | Re-accredited with 'B' Grade by NAAC

Approved by UGC Under Section 2(f) Status| ISO 9001:2015 Certified Institution

Paravai, Madurai-625402.

06.07.2022

CIRCULAR

The first Internal Quality Assurance Cell meeting for the academic year 2022-2023 is planned on 13.07.2022 at 04.30 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

1. IQAC Annual plan for the academic year
2. Freshers' Induction programme
3. Bridge courses for freshers
4. Academic Calendar
5. Add-On and Certificate Courses
6. Faculty Development Programmes (both teaching and non-teaching)
7. Financial support to the faculty for Research
8. Any other matter

IQAC Coordinator
Co-Ordinator
Internal Quality Assurance Cell
Mangayarkarasi College of
Arts & Science For Women
Paravai, Madurai - 625 402.



Principal
Principal
Mangayarkarasi College of
Arts & Science For Women
Paravai, Madurai-625 402

Copy to:

1. Vice-Chairman & Director
2. All the HODs, Deans, IQAC Members
3. IQAC File

Principal
Principal
Mangayarkarasi College of
Arts & Science For Women
Paravai, Madurai-625 402



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MINUTES OF MEETING

DATE: 13.07.2022

TIME: 04.30 pm

Venue: Seminar Hall

Item 1: IQAC annual plan for the academic year

The IQAC coordinator discussed about the drafting of IQAC annual plan for the Academic year 2022-2023

Item 2: Freshers' Induction programme

It was planned to organise a Freshers' Induction Programme and inform the students about the proceedings of the college in detail.

Item 3: Bridge courses for Freshers

The HODs were informed to conduct Bridge courses for the first-year students

Item 4: Academic Calendar

The Principal discussed with the HODs to prepare an Academic Calendar tentatively for odd semester

Item 5: Add-on and Certificate Courses

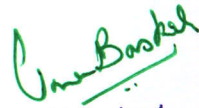
There was a discussion to offer more Add-on and certificate courses to supplement the core curriculum of the degree programme

Item 6: Faculty Development Programmes

The IQAC coordinator informed the HODs to motivate their faculty to attend more faculty development programmes to update their teaching- learning process.

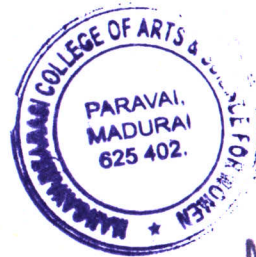
Item 7: Financial support for Research

IQAC decided to recommend financial support from the management to encourage the faculty members to explore research funding agencies and to improve visibility of research and publications and to attend Seminars, Workshops and Conferences.



Principal

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MINUTES OF MEETING

Date: 13.07.2022

Time: 04.30 pm

Venue: Seminar Hall

Academic Year: 2022-2023

The following members were present.

SL. No	Name	Designation	Signature
1.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	
2.	Dr. S. Rajeswari	Principal	
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	
4.	Dr. S. Suganthi	Dean of Arts	
5.	Ms. R.C. Shantha Kumari	Teachers Representative	
6.	Ms. K. Logasutha		
7.	Ms. D. Sudha		
8.	Dr. V. Jayapoornima		
9.	Ms. S. Vijaya	Administrative officer	
10.	Mr. Arumugam Gurunathan, Director, Dhan Academy	Society Representative	
11.	Dr. P. Shanmugavadivu, Professor, The Gandhigram Rural Institute (Deemed to be University), Dindigul.	Academic Expert	
12.	Ms. K. Amirthavarshini	Student Representative	
13.	Ms. Namira Nasar	Director, YalaHabibi Holiday	
14.	Dr. R. Veeramani	Head, Department of Commerce with Computer Applications	
15.	Dr. C. Jestina Jeyakumari	Head, Department of Commerce	

IQAC Coordinator

Co-Ordinator
Internal Quality Assurance Cell
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Action Taken Report

S.No	Recommendations	Action Taken
1.	IQAC Annual plan for the Academic Year	IQAC drafted an annual plan in the beginning of the Academic year towards Quality Enhancement and the Outcome to be achieved by the end of the year to develop a quality culture in the institution by promoting innovation, advocating inclusion and catalyzing the holistic growth of its primary stakeholders.
2.	Freshers' Induction programme	The college organized a Freshers' Induction Programme for I UG and I PG students with informational sessions on campus safety, technology, academic resources, student support services and clubs and an orientation on Library and Information Services.
3.	Bridge courses for freshers	Bridge courses were conducted to help the first-year students bridge the gap between the curriculum of the previous educational system with the new system, ensuring that students have a developed foundation in the subjects which they will encounter in the new system.
4.	Academic Calendar	The academic calendar was drafted to monitor the effective delivery of the program with academic outputs. It helped to manage the academic tasks besides extracurricular activities. Being a well-organized system, Academic Calendar helped to increase the performance and productivity of the faculty and students.

Jee Braker
Principal

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5.	Add-on and Certificate Courses	All the departments offered more than 15 Add-on and certificate courses like Ethical Hacking, Hair Designing, Indian Tourism and Flower medicine etc. to increase the employability and entrepreneurial skills of the students.
6.	Faculty Development Programmes (Both Teaching and Non-teaching)	Faculty development programs were attended by both teaching and non-teaching staff on 'Leadership skills and Student management' and 'Stress and Time management' to create and sustain a culture of teaching excellence, advancing new initiatives in teaching and learning and supporting individual faculty members' goals for their professional development.



IQAC Coordinator

Co-Ordinator
Internal Quality Assurance Cell
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09.11.2022

CIRCULAR

The Second Internal Quality Assurance Cell meeting for the academic year 2022-2023 is planned on 15.11.2022 at 04.30 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

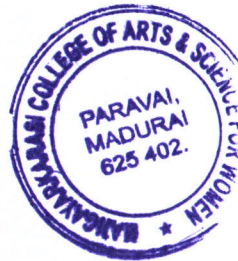
AGENDA

1. Review of Minutes of previous meeting and approval of the same
2. Research and Development activities
3. Planning of International Conferences and Workshops
4. Placement and Career guidance
5. Extension and Outreach Activities
6. Proposal for NAAC sponsored Seminar
7. Academic Administrative Audit
8. MOUs and Collaboration Activities
9. Online Courses/SWAYAM/NPTEL
10. Funded Projects for students
11. Green/Energy Audit
12. ICT Facilities


IQAC Coordinator

Co-Ordinator
Internal Quality Assurance Cell
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1. Vice-Chairman & Director
2. All the HODs, Deans, IQAC Members
3. IQAC File




Principal

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MINUTES OF MEETING

DATE: 15.11.2022

TIME: 04.30 pm

Venue: Seminar Hall

Item 1: Review of Minutes of previous meeting

It was informed that the minutes of previous meeting were reviewed and approved by the IQAC members.

Item 2: Research and Development activities

The Principal motivated the faculty members to publish papers in SCOPUS/ WEB OF SCIENCE journals and asked the HODs to encourage the students to do the same.

Item 3: Planning of International Conferences and Workshops

It was planned to conduct International conferences and workshops to promote Knowledge exchange, Innovation and Collaboration Activities which will help in shaping global discourse and understanding.

Item 4: Placement and Career guidance

It was insisted to monitor the progress of Placement and Career Guidance Cell activities and provide valuable resources, training and opportunities for students to improve their skills and knowledge to kickstart their careers.

Item 5: Extension and Outreach Activities

There was a discussion to undertake various Extension and Outreach activities like YRC, RRC, NSS, UBA and CCC and encourage students in order to instill social responsibility, groom overall personality and create awareness on social issues.

Item 6: Proposal for NAAC sponsored Seminar

It was resolved to send a proposal for NAAC sponsored Seminar

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Item 7: Academic Administrative Audit

There was a plan to conduct academic administrative audit for the academic year 2022-23

Item 8: MOUs and Collaboration Activities

As per the recommendations of NAAC, it was decided that all efforts shall be taken to engage in collaborations and linkages with institutions and companies of eminence and reputation.

Item 9: Online courses/Swayam/NPTEL

IQAC informed the HODs to encourage the students to register in SWAYAM and NPTEL courses to get access to top class education and other related resources without the need of exorbitant fees

Item 10: Funded Projects for students

It was decided to apply for project funding and to submit proposals for TNSCST projects to develop and utilize the potentials and talents of students

Item 11: Green/Energy Audit

It was decided to conduct Green, Energy, and Environment Audit in the campus by external accredited agencies.

Item 12: ICT Facilities

IQAC recommended the management to improve ICT enabled facilities in the college.



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MINUTES OF MEETING

Date: 15.11.2022

Time: 04.30 pm

Venue: Seminar Hall

Academic Year: 2022-2023

The following members were present.

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2.	Dr. S. Rajeswari	Principal	
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	
4.	Dr. S. Suganthi	Dean of Arts	
5.	Ms. R.C. Shantha Kumari	Teachers Representative	
6.	Ms. K. Logasutha		
7.	Ms. D. Sudha		
8.	Dr. V. Jayapoornima		
9.	Ms. S. Vijaya	Administrative officer	
10.	Mr. Arumugam Gurunathan, Director, Dhan Academy	Society Representative	
11.	Dr. P. Shanmugavadivu, Professor, The Gandhigram Rural Institute (Deemed to be University), Dindigul.	Academic Expert	
12.	Ms. K. Amirthavarshini	Student Representative	
13.	Ms. Namira Nasar	Director, YalaHabibi Holiday	
14.	Dr. R. Veeramani	Head, Department of Commerce with Computer Applications	
15.	Dr. C. Jestina Jayakumari	Head, Department of Commerce	

IQAC Coordinator

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Action Taken Report

S.No	Recommendations	Action Taken
1	Research and Development activities	Faculty members published books and papers in various journals in ISBN-107, ISSN-40 out of which in UGC carelist-3 and Scopus-2
2	Planning of International Conferences and Workshops	The Department of Commerce organised an International Conference with Bodhi Journal on "Innovation needed in Commerce, Economics and Management to meet the present crises and craze" on 01.10.2022. The Department of Business Administration organised a State Level Workshop on "Structures of English Language and its practical applications in Business" on 18.08.2022. The Department of Computer Science organised an International Conference on "Recent trends and Advances in Communication technology and Data science" on 14.10. 2022. The Department of English organised an International conference with Bodhi Journal on "Social perspectives in Contemporary English Literature" on 13.09.2022
3	Placement and Career guidance	The Career and Placement cell aided in organizing campus recruitment drives for part-time and full-time job offers across various sectors.

V. S. Srinivasan
Principal

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4	Extension and Outreach Activities	Clubs like Red Ribbon Club (RRC) conducted health awareness camps aiming at heightening their risk perception and preventing HIV as well as promoting voluntary Blood Donation among the students. Youth Red Cross (YRC) conducted programmes on road safety, drug addiction, fitness awareness and youth awakening. NSS organized various health camps and cleanliness drives on Temple cleaning and Ban Plastics Rally across the district regularly to create awareness and also to motivate people to work towards a clean environment.
5	Proposal for NAAC sponsored Seminar	IQAC sent a proposal to NAAC seeking financial grants for conducting a state level Seminar.
6	Academic Administrative Audit	Academic Administrative Audit, a Self-Study Report and a site visit by Peer team was conducted from inside the institution allowing the departments to make proper introspection and then proceed to quality improvement.
7	MOUs and Collaboration Activities	MOUs and Collaboration activities with reputed Companies and Institutions like Dhaan foundation, AVM driving school, SK group of companies, VIDHVAA and Arumugam Pillai Ammal College were signed for Academic, Extra-Curricular Exchange Program, Skill Development and Placement related services.

Vine Baidya
Principal

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8	Online Courses/ SWAYAM/ NPTEL	With the initiatives of IQAC, a lot of students registered courses in SWAYAM and many completed the courses successfully.
9	Funded Projects for students	Postgraduate students were motivated to do TNSCST projects and with the assistance of Faculty members did funded projects for SIMHA Health Care and Global India Properties.
10	Green/Energy Audit	Environment and Energy Audit was conducted on January 31 by Nature Science Foundation to ensure a clean and healthy environment of the institution and the report was concluded with positive remarks declaring the campus as self-sustained and energy efficient for community development.
11	ICT Facilities	For the effective delivery of content in teaching learning process, a lot of classrooms were furnished with ICT facilities.


IQAC Coordinator

Co-Ordinator

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Principal

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20.02.2023

CIRCULAR

The Third Internal Quality Assurance Cell meeting for the academic year 2022-2023 is planned on 28.02.2023 at 04.30 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

1. Review of minutes of previous meeting
2. Improve Placement and Higher Studies
3. Research Culture through Seminars and Workshops
4. ERP software with new features for Student Admission, Office and Administration
5. Internship Programmes
6. NAAC sponsored Seminar
7. Feedback from Stakeholders
8. NIRF
9. Incubation Centre
10. AQAR 2022-2023



IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
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MINUTES OF MEETING

DATE: 28.02.2023

TIME: 04.30 pm

Venue: Seminar Hall

Item 1: Review of the Previous Meeting

It was informed that the minutes of previous meeting were reviewed and approved by the IQAC members.

Item 2: Improve Placement and Higher Studies

It was decided to conduct a lot of On-Campus recruitments to offer students a wonderful opportunity to get placed during the course of their academic pursuits and provide them the comforts of a safe and secure future and motivating students for higher education which will open doors for high-pay job opportunities.

Item 3: Research Culture through Seminars and Workshops

IQAC resolved to organize Seminars and Workshops to promote Research culture with external partners and foster interdisciplinary interactions and facilitate collaboration and knowledge exchange among the faculty and students.

Item 4: ERP software with new features for Student Admission, Office and Administration

IQAC recommended using ERP software for student admission process and also in office administrative work.

Item 5: Internship Program

The Principal informed the HODs to send students for Internship training to various industries.

Item 6: NAAC sponsored Seminar

It was proposed to organise a 'State Level Seminar' with financial grants from NAAC.


Principal

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Item 7: Feedback from Stakeholders

IQAC decided to collect suggestions and feedback from various stake holders to ensure quality of Curriculum, Institute Infrastructure, Teaching Learning Process (TLP), Research Opportunities, Training and Placement and services in process of education.

Item 8: NIRF

The process regarding enrolling for NIRF in the upcoming academic year was discussed in detail and respective faculties were allotted for the same.

Item 9: Incubation center

There was a discussion to start an incubation center to give industrial experience to students.

Item 10: AQAR 2022-2023

IQAC coordinator informed the Criterion Heads to gear up the process of AQAR submission.



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MINUTES OF MEETING

Date: 28.02.2023

Time: 04.30 pm

Venue: Seminar Hall

Academic Year: 2022-2023

The following members were present.

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1.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	
2.	Dr. S. Rajeswari	Principal	
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7.	Ms. D. Sudha		
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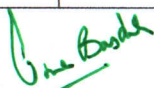
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Action Taken Report

SL. No	Recommendations	Action Taken
1	Improve Placement and Higher Studies	The Placement and Career Guidance cell liaised with various Industries and Companies like BEEHIVE COMMUNICATION & ROTARY CLUB, Hi-Tech Education, Elysium Academy, G-Tech Education for Internship opportunities for the students. In addition, counselling was offered to students, regarding placements and higher education
2	Research Culture through Seminars and Workshops	To promote research culture among the students and faculty, Research cell under the aegis of IQAC organised a number of Seminars and Workshops on <ul style="list-style-type: none">• “Enlightening research paper writing skills” on 23.09.2022• “Writing a research article: Strategies for Beginners” on 14.10.2022• “Explications on research methods and methodology for budding researchers” on 07.02.2023
3	ERP software with new features for Student Admission, Office and Administration	The college organised demonstration of various ERP software for admission, examination and office administrative works and accordingly identified the effective software and ERP systems
4	Internship Programmes	Final year students were sent on Internship


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		training to various Industries and Import and Export Companies, Audit offices and IT Companies etc., where they learnt invaluable skills like time management, communication, working with others and problem-solving techniques.
5	NAAC sponsored Seminar	IQAC received approval for financial grants from NAAC in the month of march and organized a one-day state level seminar on "BENCHMARKING QUALITY ENHANCEMENT INITIATIVES THROUGH INNOVATIVE PRACTICES IN AFFILIATED COLLEGES" to strive for quality and excellence in higher education
6	Feedback from Stakeholders	Feedback from the stakeholders was collected as a part of Teaching Learning process as it helps the students to improve their teaching learning process. Students' feedback and suggestions were collected in helping to set a path for students, directing their attention to areas for growth and improvement, and connecting them with future learning opportunities
7	NIRF	Discussions were made regarding NIRF Enrollment in the upcoming academic year 2023-2024
8	Incubation Centre	To impart corporate culture and inculcate

Principal

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		leadership skills among students. MAA TECH incubation center was established in association with ELYSIUM TECH SOLUTIONS. This center is a microcosm of an industry with various departments like HR, Marketing, outsourcing etc., which had a separate website
9	AQAR 2022-2023	IQAC coordinator reviewed the documents to prepare Annual Quality Assurance report and the related documents for the Academic year 2022-2023.


IQAC Coordinator

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