



Mangayarkarasi College of Arts and Science for Women

Affiliated to Madurai Kamaraj University | Accredited with 'A' Grade by NAAC

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

Paravai, Madurai-625402

Internal Quality Assurance Cell (IQAC)

2023-2024



Mangayarkarasi College of Arts and Science for Women

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Paravai, Madurai-625402.

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL

SL. No	Name	Designation	Category
1.	Dr. Uma Baskar	Principal	Head of the Institution / Chairperson
2.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	Management Representative
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	Teaching Faculty
4.	Dr. S. Suganthi	Dean of Arts	Teaching Faculty
5.	Ms. R.C. Shantha Kumari	Head, Department of Business Administration	Teaching Faculty
6.	Ms. D. Sudha	Head, Department of Physics	Teaching Faculty
7.	Ms. K. Logasutha	Head, Department of Mathematics	Teaching Faculty
8.	Dr. V. Jayapoornima	Head, Department of Tamil	Teaching Faculty
9.	Dr. R. kalaranjani	Head, Department of Commerce with CA	Teaching Faculty
10.	Ms. S. Vijaya	Administrative officer	Administrative officer
11.	Dr. P. Shanmugavadivu	Professor, Dept. of Computer Science and Applications, The Gandhigram Rural Institute, Dindigul.	Academic Expert
12.	Mr. S. Rajagopalan	General Manager, Bharath Rubber (India) Limited, Madurai	Industrial Expert
13.	Arumugam Gurunathan, Director, Dhan Academy	Director, Dhan Academy	Nominee from Local Society
14.	Ms. M. Noorul Ini	Student Chairman	Student Representative
15.	Ms. S. Rakshana	Digital Marketing Executive, Shipping Chimp Inc., Canada.	Alumni Representative
16.	Dr. C. Jestina Jeyakumari	Head, Department of Commerce	IQAC Coordinator





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22.06.2023

CIRCULAR

The first Internal Quality Assurance Cell meeting for the academic year 2023-2024 is planned on 26.06.2023 at 04.00 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

- Review and confirmation of minutes of previous meeting
- Introduction of new programmes
- Student Induction Programme
- Faculty Induction Programme
- Academic Calendar
- Master Timetable and Workload Distribution
- Plan for co-curricular and extra-curricular activities
- Updating college website
- Discussion on OBE implementation manual
- Enrolment for Swayam, MOOC courses


IQAC Coordinator

Co-Ordinator

Internal Quality Assurance Cell

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
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Paravai, Madurai-625 402.



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MINUTES OF MEETING

DATE: 26.06.2023

TIME: 04.30 pm

Venue: Seminar Hall

Item 1: Review and confirmation of minutes of meeting

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

Item 2: Introduction of new programmes

The Principal announced the introduction of new academic programme to meet the changing needs of students.

Item 3: Student Induction Programme

It was planned to organise a Student Induction Programme for UG and PG first year students to help them adjust and feel comfortable in the new environment.

Item 4: Faculty Induction Programme

The IQAC coordinator expressed the importance of Faculty Induction Programme to familiarize new faculty members with institutional policies, academic culture, and teaching methodologies.

Item 5: Academic Calendar

The Principal directed the HODs to prepare an academic Calendar to keep students, faculty, and staff reminded of key dates throughout the academic semester and year.

Item 6: Master Timetable and Workload Distribution

The Principal briefly outlined on establishing a Master Timetable for the institution, streamlining workload distribution, and ensuring effective use of available resources for academic and administrative efficiency so that extracurricular activities are well-integrated into the timetable, allowing students to pursue interests outside of academic work.

Item 7: Plan for co-curricular and extra-curricular activities



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Plans were drafted to develop and implement impactful co-curricular and extra-curricular activities that will inspire students and enrich their academic and personal growth.

Item 8: Updating college website

Instructions were given to update academic, administrative and auxiliary functions of the College, Students and Staff to the outer world through Website updates.

Item 9: Discussion on OBE implementation manual and Bloom's Taxonomy

There was a discussion in OBE manual, a student-centred instruction model that focuses on measuring student performance through outcomes and setting of question papers using Bloom's Taxonomy which provides a structured framework for creating questions assessing various levels of cognitive skills, from basic knowledge recall to higher-order thinking such as analysis, evaluation, and creation.

Item 10: Enrolment for Swayam, MOOC courses

It was decided to encourage students to register in Swayam portal which provides the students to connect with learners from across the country as there is scope for tremendous cross-learning and collaboration.



Ome Bishah

Principal

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Action Taken Report

SL. No	Recommendations	Action Taken
1.	Introduction of new programmes	2 New degree programmes B.Sc. Artificial Intelligence and B.Sc. Costume Designing and Fashion Technology were introduced for the academic year 2024-25 to create positive change, foster growth, and address evolving needs.
2.	Student Induction Programme	The college organized a student Induction Programme for I UG and I PG students on 05.07.2023 to foster a strong sense of community and help students build the skills and networks they need to thrive both academically and personally.
3.	Faculty Induction Programme	The Faculty Induction Program was conducted on 27.07.23 in the Seminar Hall with the aim to familiarize newly appointed faculty members with the academic culture, administrative processes, teaching methodologies, and support systems. The program focused on enhancing teaching competencies, ensuring smooth integration into the institutional framework.
4.	Academic Calendar	The academic calendar was reviewed and approved by the Principal and respective HODs and the finalized calendar was disseminated to all students, faculty, and staff with a clear outline of key academic dates, including term start and end dates, public holidays, vacation periods, and examination schedules.



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5.	Plan for co-curricular and extra-curricular activities	The College Cultural Committee planned a plethora of co-curricular activities 'Nakshatra-Inter and Intra College Fest' and was organised on 29.02.2024 to complement the curriculum and encourage creativity, teamwork, leadership, and social engagement which helps in the holistic development of the student community. 27 th Annual sports day 'Spirit 2k24' was organised on 05.04.2024 with various sporting events and activities Track Events, Field Events, Fun Activities and Cultural and Recreational Activities.
6.	Updating college website	The College website is updated regularly with simplified menus, intuitive layouts, and well-organized information to help students, parents, and staff navigate the site efficiently. Academic programs, course offerings, schedules, and faculty details are kept up to date. Regular updates about the institution—such as faculty achievements, student successes, campus initiatives, and external recognition—are communicated effectively to the college community and the public.
7.	Master Timetable and Workload Distribution	A well-structured master timetable was thoughtfully planned and reviewed to create a more organized, productive, and supportive academic environment for all stakeholders. Effective workload management ensured that faculty members have a fair and balanced



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		schedule, with adequate time for teaching, research, and other academic responsibilities.
8.	Discussion on OBE implementation manual and Bloom's Taxonomy	All Faculty members were instructed to adopt revised Bloom's Taxonomy to write specific, measurable learning outcomes and Internal assessment question papers were set based on this taxonomy to encourage students to engage with material at deeper cognitive levels. This approach promoted higher-order thinking and aligned assessments with the diverse learning outcomes expected from students.
9.	Enrolment for Swayam, MOOC courses	The NPTEL awarded certificates to 5 faculty members and 21 students from various departments in recognition to their performance. These NPTEL courses helped the students to supplement their knowledge and prepare for competitive exams, interviews, or research work.

IQAC Coordinator

Co-Ordinator
Internal Quality Assurance Cell
Mangayarkarasi College of
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Paravai, Madurai - 625 402.



Principal

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MINUTES OF MEETING

Date: 26.06.2023

Time: 04.00 am

Venue: Seminar Hall

Academic Year: 2023-2024

The following members were present.

SL. No	Name	Designation	Signature
1.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	A. Shakti Pranesh
2.	Dr. Uma Baskar	Principal	Uma Baskar
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	Chendur Priyadharsini
4.	Dr. S. Suganthi	Dean of Arts	S. Suganthi
5.	Ms. R.C. Shantha Kumari	Teachers Representative	R.C. Shantha Kumari
6.	Ms. K. Logasutha		K. Logasutha
7.	Ms. D. Sudha		D. Sudha
8.	Dr. R. Kalaranjani		R. Kalaranjani
9.	Ms. S. Vijaya	Administrative officer	S. Vijaya
10.	Mr. Arumugam Gurunathan, Director, Dhan Academy	Society Representative	Arumugam Gurunathan
11.	Dr. P. Shanmugavadivu, Professor, Dept. of Computer Science and Applications, The Gandhigram Rural Institute, Dindigul.	Academic Expert	P. Shanmugavadivu
12.	Mr. S. Rajagopalan General Manager, Bharath Rubber (India) Limited, Madurai	Industrial Expert	S. Rajagopalan
13.	Ms. M. Noorul Ini	Student Representative	M. Noorul Ini
14.	Ms. S. Rakshana Digital Marketing Executive, Shipping Chimp Inc., Canada.	Alumni Representative	S. Rakshana
15.	Dr. C. Jestina Jeyakumari	IQAC Coordinator	Jestina Jeyakumari

IQAC Coordinator

Co-Ordinator
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Principal

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03.11.2023

CIRCULAR

The second Internal Quality Assurance Cell meeting for the academic year 2023-2024 is planned on 08.11.2023 at 04.00 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

- Linkages and Collaborations
- Improving the quality of continuous assessment exam question papers
- To find out Slow learners and Advanced learners
- Seminars and Conferences
- Workshop on Academic writing
- Promoting Research and Consultancy
- Participation in NIRF Ranking 2023
- To strengthen Extension Activities
- To decide road map for NAAC SSR preparation and final submission

IQAC Coordinator

*Co-Ordinator
Internal Quality Assurance Cell
Mangayarkarasi College of
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Paravai, Madurai - 625 402.*



Principal

**Principal
Mangayarkarasi College of
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2. All the HODs, Deans, IQAC Members
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MINUTES OF MEETING

DATE: 08.11.2023

TIME: 04.00 pm

Venue: Seminar Hall

➤ **Item 1: Linkages and Collaborations**

It was decided to sign a lot of more new MOUs with different institutions and industries for the skill development as well as for the holistic development of the student community.

➤ **Item 2: Improving the quality of continuous assessment exam question papers**

The Principal emphasized the need of improving the quality of Internal exam question papers so that it enhances students' learning outcomes by testing their knowledge effectively.

➤ **Item 3: To identify Slow learners and Advanced learners**

Special attention was to be given to identify Slow learners and Advanced learners to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.

➤ **Item 4: Seminars and Conferences**

There was a discussion on strengthening industry—academia linkages, as part of an inclusive learning, which offers a wide range of benefits that will contribute to enhancement of quality in HE.

➤ **Item 5: Workshop on Academic writing**

The HODs insisted to conduct workshops on academic writing for the students to develop their critical thinking, reasoning, language and research skills.

➤ **Item 6: Promoting Research and Consultancy**

Measures were to be taken to promote research, development and consultancy in the institution and motivate staff and students to conceptualize research topics and themes by organizing workshops and training programs.

➤ **Item 7: Participation in NIRF Ranking 2023**

The IQAC Coordinator announced the institution's participation in NIRF 2023 which helps in leveraging the performance of the institution for international ranking aspects and results in providing more career opportunities for students.



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➤ Item 8: To strengthen Extension Activities

The Principal presented a brief overview of the current extension activities, including community outreach, awareness programs, and social initiatives and emphasized the need for well-defined goals for each extension activity, ensuring that they align with the institutional mission of promoting social responsibility and community development.

➤ Item 9: To decide road map for NAAC SSR preparation

The IQAC coordinator decided to sketch a road map for NAAC SSR submission for its stakeholders to assess the developments and ensure the progress of the institution in right direction.



One Bushah

Principal

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Action Taken Report

S.No	Recommendations	Action Taken
1.	Linkages and Collaborations	More than 10 MOUs with academic institutions, industries, and research bodies like Eswar Health Education and Research, Leilani Katie Publication & Press, S.V.S Foods and Dhaanyas Natural Products were newly signed to help establish formal collaborations that enhance the educational experience, foster innovation, and create opportunities for both students and faculty.
2.	Improving the quality of continuous assessment exam question papers	The quality of continuous assessment papers was improved by using a mix of question formats such as multiple-choice questions (MCQs), paragraphs, essays, and practical tasks that aligned with learning outcomes and Bloom's Taxonomy. The question papers were continuously reviewed and updated to ensure they reflected the most current knowledge and teaching practices.
3.	To identify Slow learners and Advanced learners	Slow learners are identified through various signs such as consistent low academic performance, limited participation, social withdrawal, and frustration and right support is provided by offering targeted strategies, such as conducting remedial coaching classes, additional resources, differentiated instruction and personalized feedback.



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		Advanced learners are identified through exceptional grades and leadership skills and provided with access to enrichment programs, clubs, or competitions that align with their areas of interest, such as science fairs, math competitions, or creative writing contests.
4.	Seminars and Conferences	IQAC organised a One-day Hybrid International Multidisciplinary Conference on 06.03.2024 titled "New Waves from Arts and Science: Social Consciousness and Sustainable Development in The Technocratic Society". A One-Day Seminar on "Analysis of Cryptographic Algorithms an Overview" was organized on 14.08.2023.
5.	Workshop on Academic writing	IQAC organized a Pre-Conference Workshop on Academic Writing on 22.02.2024 for the faculty members to them with skills, knowledge, and confidence to navigate the often-complex landscape of academic writing and publishing.
6.	Promoting Research and Consultancy	A One-Day Faculty Workshop was conducted on "The Art of Research Writing and Publication" on 24.02.2024. A One-Day Workshop on "Research Methodology and Application in SPSS Packages in Social Sciences" was conducted on 23.09.2023. A One-Day Seminar on "Inculcating Research Aptitude in Students" was organised on 05.10.2023.



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7.	Participation in NIRF Ranking 2023	The Institute participated in NIRF Ranking 2023 since it is an essential element in institutional growth and success in India's competitive educational landscape positioning institutions to enhance academic quality, boost global visibility and open doors for increased research funding, better industry connections, and stronger government support.
8.	To strengthen Extension Activities	<ul style="list-style-type: none">•NSS in association with Amirthanandamayi Foundation organised Seed Balls Campaign at College Campus and Polytherapy Camp at Alanganallur•UBA conducted a Free Eye Camp at Semminipatti and Gram Sabha Meeting at Kachaikatti•YRC organised an Awareness Campaign on Girls Safety, Govt School, A. Pudhupatti and Yoga for Stress free life at Alanganallur•CCC organised 'Millets Food Festival' at Institute of Social Science College and Awareness Rally on the Rights & Responsibilities of Consumer at A. Pudhupatti
9.	To decide road map for NAAC SSR preparation	IQAC formed a core team to oversee the SSR preparation process and department coordinators were assigned for data collection and documentation under specific NAAC criteria. Team members collected quantitative and qualitative data and consolidated the responses to NAAC metrics and Key Indicators.



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IQAC Coordinator

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Principal

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MINUTES OF MEETING

Date: 08.11.2023

Time: 04.00 am

Venue: Seminar Hall

Academic Year: 2023-2024

The following members were present.

SL. No	Name	Designation	Signature
1.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	A. Shakti Pranesh
2.	Dr. Uma Baskar	Principal	Uma Baskar
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	K. Chendur Priyadharsini
4.	Dr. S. Suganthi	Dean of Arts	S. Suganthi
5.	Ms. R.C. Shantha Kumari	Teachers Representative	R.C. Shantha Kumari
6.	Ms. K. Logasutha		K. Logasutha
7.	Ms. D. Sudha		D. Sudha
8.	Dr. R. Kalaranjani		R. Kalaranjani
9.	Ms. S. Vijaya	Administrative officer	S. Vijaya
10.	Mr. Arumugam Gurunathan, Director, Dhan Academy	Society Representative	Arumugam Gurunathan
11.	Dr. P. Shanmugavadivu, Professor, Dept. of Computer Science and Applications, The Gandhigram Rural Institute, Dindigul.	Academic Expert	P. Shanmugavadivu
12.	Mr. S. Rajagopalan General Manager, Bharath Rubber (India) Limited, Madurai	Industrial Expert	S. Rajagopalan
13.	Ms. M. Noorul Ini	Student Representative	M. Noorul Ini
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15.	Dr. C. Jestina Jeyakumari	IQAC Coordinator	C. Jestina Jeyakumari

IQAC Coordinator

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Principal

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01.02.2024

CIRCULAR

The third Internal Quality Assurance Cell meeting for the academic year 2023-2024 is planned on 06.02.2024 at 04.00 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

- Academic and Administrative Audit (External and Internal)
- Syllabus completion report
- To prepare the report of AISHE
- To strengthen Career Guidance and Placement cell
- To review feedback report on teachers by students
- Remedial coaching classes
- Clubs and Committees
- To review departmental activities of the year
- Final submission of SSR

IQAC Coordinator

Co-Ordinator

*Internal Quality Assurance Cell
Mangayarkarasi College of*

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2. All the HODs, Deans, IQAC Members
3. IQAC File



Principal

Principal
Mangayarkarasi College of
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MINUTES OF MEETING

DATE: 06.02.2024

TIME: 04.30 pm

Venue: Seminar Hall

Item 1: Academic and Administrative Audit (External and Internal)

It was planned to conduct Internal and External Academic and Administrative Audit for the academic year 2023-24 to ensure quality in academic and administrative functions, identify gaps and areas for improvement and enhance compliance with accreditation and ranking standards.

Item 2: Syllabus completion report

The Principal reiterated the importance of completing the syllabus within the academic calendar to allow adequate time for student preparation and revision.

Item 3: To prepare the report of AISHE

The Deans highlighted the importance of the All India Survey on Higher Education (AISHE) in assessing the institution's contribution to the national higher education database. They stressed the importance of timely and accurate data submission to maintain institutional credibility.

Item 4: To strengthen Career Guidance and Placement cell

The Principal insisted the Career Guidance and Placement cell to enhance their activities to build a robust campus placement record since its impact reverberates beyond individual accomplishments, contributing to the overall reputation and standing of the institution.

Item 5: To review feedback report on teachers by students

As a feedback report on teaching faculty is a valuable improvement tool, and powerful stimulus, the review reflected on the effectiveness of the staff performance and identified areas for future professional learning.

Item 6: Remedial coaching classes



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The HODs were insisted to identify slow learners and conduct remedial coaching classes to raise the students' level of comprehension of basic subjects to provide a stronger foundation for further academic work.

Item 7: Clubs and Committees

The Principal presented a review of the current status of clubs and committees, identify challenges, and strategize on how to strengthen their role in student engagement, community outreach, and institutional development.

Item 8: To review departmental activities of the year

There was a review on the proceedings of the departmental activities as planned in the academic planner.

Item 9: Final submission of SSR

The IQAC coordinator initiated the submission of SSR to the NAAC portal on the month of June ensuring compliance with NAAC's timelines. She also confirmed that all required documents have to be digitized and uploaded to the repository for seamless submission.

Item 10: Action taken report on the proposals of the last meeting

The action taken report for the proposals of the previous meeting was discussed in detail with the members of the IQAC.



One Basha

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Action Taken Report

SL. No	Recommendations	Action Taken
1.	Academic and Administrative Audit (External and Internal)	AAA was conducted on 28.03.24 and 29.03.24. An audit team comprising internal and external experts were formed to make Site visits and document reviews. Findings were analysed and compared with benchmarks and the final report included actionable recommendations. Regular review meetings were conducted to track the implementation of audit recommendations.
2.	Syllabus completion report	Faculty members submitted their course-wise syllabus completion reports and breakdown of topics covered and pending for each course. Common challenges were reported like Insufficient time due to unforeseen academic interruptions. Action plans were discussed and finalized. Pending topics were integrated into upcoming revision sessions.
3.	To prepare the report of AISHE	Initial data consolidation was initiated by the AISHE coordinator. AISHE guidelines and data templates were reviewed and shared with all relevant departments. Enrolment data was collected and verified with the academic records. Final report was reviewed, approved by the Principal and was submitted successfully on the AISHE portal on 30.03.2023.



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4.	To strengthen Career Guidance and Placement cell	<ul style="list-style-type: none">• 'On-Campus Interview' was organised in association with "SURETI IMF PVT LTD", Coimbatore on 03.02.2024• A Seminar on 'Barclay's Soft Skill Training' was organised on 23.12.2023• An Incubation Centre with 'Elysium Academy' was established on 10.08.2023• 'Padmarajam Institute of Civil Services' organized a one-day seminar on "Civil services as a career" on 27.07.2023• T.I.M.E Institute organised a One-Day Seminar on "Banking and Management" on 26.07.2023
5.	To review feedback report on teachers by students	Feedback data from student surveys were collected and was addressed constructively and collaboratively. The data covered both qualitative and quantitative aspects Areas for Improvement were identified. Faculty members fostered a conducive and interactive classroom environment, encouraging student participation. Faculty were encouraged to incorporate more interactive teaching strategies such as group discussions, peer-to-peer learning, and real-world case studies.
6.	Remedial coaching classes	Remedial coaching classes addressed learning gaps, enhanced performance, and improved retention rates. Students facing academic challenges were identified through internal assessments and faculty recommendations. They were provided personalized guidance and classes



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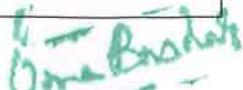
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		were held after regular academic hours to help them achieve minimum academic benchmarks.
7.	Clubs and Committees	<ul style="list-style-type: none">• Green Diwali was celebrated at St. Joseph's blind school by Green Dream Club on 10.11.2023• 1000 Tree saplings were planted on 26.01.2024 by Green Dream Club in our college premises• MoU was signed with International Exnora on 12.12.2023• Women of Impact – You Can was organised by She Shines Health Club on 02.01.2024• Fit India 4.0 - Walkathon, Indigenous Games, Online Quiz was conducted from 11.12.2023 to 15.12.2023• An awareness programme on Menstrual Hygiene was organised on 20.09.2024
8.	To review departmental activities of the year	A summary of activities, achievements, and challenges including Academic programs and curriculum delivery, Research and publication activities, Co-curricular and extracurricular events, Student support initiatives, Industry collaboration and extension activities was collected from all the departments. Recommendations for improvement were suggested.
9.	Final submission of SSR	After the final draft of the SSR was unanimously approved for submission, it was successfully upload to the NAAC portal 19.06.2024 along with all annexures and evidence ensuring the availability of all supporting documents in digital and hard copies for cross-verification.


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.



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17.06.2024

CIRCULAR

The first Internal Quality Assurance Cell meeting for the academic year 2024-2025 is planned on 19.06.2024 at 04.00 pm in the Seminar Hall. All the IQAC members are hereby informed to attend the meeting without fail.

AGENDA

- Review and Approval of Previous meeting
- Department wise Academic Planner
- Student Induction Programme
- Faculty Induction Programme
- Timetable and Workload
- SSR Submission
- Mangai Student Council Elections
- Faculty Development Programme
- Plan for Industrial Visits
- Preparation for NAAC peer Team Visit


IQAC Coordinator

Co-Ordinator

Internal Quality Assurance Cell
Mangayarkarasi College of

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i, Madurai - 625 402.




Principal

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



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MINUTES OF MEETING

DATE: 19.06.2024

TIME: 04.00 pm

Venue: Seminar Hall

Item 1: Review and Approval of Previous meeting

The minutes of the previous meeting held on 06.02.2024 were presented for review. Members confirmed the accuracy and approved the minutes without modifications.

Item 2: Department wise Academic Planner

The Principal instructed all the HODs to prepare an Academic Calendar detailing the activities planned for the upcoming semester highlighting Academic and Co-Curricular activities, Research Initiatives, Assessment Schedules and Innovative Practices.

Item 3: Student Induction Programme

The IQAC coordinator proposed to organise Student Induction Programme for the incoming batch of students. The focus was on creating a comprehensive program in line with UGC guidelines to ensure seamless adaptation of students to the institution's environment.

Item 4: Faculty Induction Programme

The Principal initiated the critical importance of a structured Faculty Induction Programme to familiarize new faculty with institutional values, pedagogical skills and knowledge of outcome-based education and to promote an understanding of professional ethics and student mentorship.

Item 5: Timetable and Workload

The Principal initiated the discussion on the preparation and finalization of the timetable and workload allocation for the upcoming semester ensuring equitable workload distribution among faculty, optimizing the timetable to maximize learning outcomes, aligning faculty schedules with institutional requirements and available resources.



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Item 6: SSR Submission

The IQAC Coordinator thanked all members for their collective effort in ensuring the timely and accurate submission of the SSR to NAAC. She also acknowledged the hard work and cooperation of the Criteria-wise teams and emphasized the importance of preparing for the next stages of the accreditation process, including the **DVV** and **Peer Team visit**.

Item 7: Mangai Student Council Elections

The Principal announced the conduct of **Mangai Student Council Elections** as an important student engagement activity. The student council plays a crucial role in representing the student body and organizing co-curricular and extracurricular activities.

Item 8: Faculty Development Programme

The IQAC Coordinator outlined the importance of faculty development to address new pedagogical approaches, ICT integration, and research methodologies. and threw focus on aligning the FDP themes with NAAC's quality benchmarks and institutional strategic goals.

Item 9: Plan for Industrial Visits

The Principal emphasized the need for industrial visits to provide hands-on exposure to industry practices, enhance understanding of practical applications of classroom learning and foster interactions with industry professionals to inspire career choices.

Item 10: Preparation for NAAC peer Team Visit

The IQAC Coordinator reiterated the importance of meticulous planning and teamwork for a successful NAAC visit and highlighted the alignment of SSR data with actual campus records and practices. She also proposed a mock visit to replicate the NAAC team's itinerary, including file verification, presentations, and stakeholder interactions.



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MINUTES OF MEETING

Date: 06.02.2024

Time: 04.00 am

Venue: Seminar Hall

Academic Year: 2023-2024

The following members were present.

SL. No	Name	Designation	Signature
1.	Mr. A. Shakti Pranesh	Vice-Chairman & Director	A. Shakti Pranesh
2.	Dr. Uma Baskar	Principal	Uma Baskar
3.	Ms. K. Chendur Priyadharsini	Dean of Academics	K. Chendur Priyadharsini
4.	Dr. S. Suganthi	Dean of Arts	S. Suganthi
5.	Ms. R.C. Shantha Kumari	Teachers Representative	R.C. Shantha Kumari
6.	Ms. K. Logasutha		K. Logasutha
7.	Ms. D. Sudha		D. Sudha
8.	Dr. R. Kalaranjani		R. Kalaranjani
9.	Ms. S. Vijaya	Administrative officer	S. Vijaya
10.	Mr. Arumugam Gurunathan, Director, Dhan Academy	Society Representative	Arumugam Gurunathan
11.	Dr. P. Shanmugavadivu, Professor, Dept. of Computer Science and Applications, The Gandhigram Rural Institute, Dindigul.	Academic Expert	P. Shanmugavadivu
12.	Mr. S. Rajagopalan General Manager, Bharath Rubber (India) Limited, Madurai	Industrial Expert	S. Rajagopalan
13.	Ms. M. Noorul Ini	Student Representative	M. Noorul Ini
14.	Ms. S. Rakshana Digital Marketing Executive, Shipping Chimp Inc., Canada.	Alumni Representative	S. Rakshana
15.	Dr. C. Jestina Jeyakumari	IQAC Coordinator	Dr. C. Jestina Jeyakumari

IQAC Coordinator

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Principal

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