

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.

IQAC MEETING MINUTES
AGENDA

The following are the agenda of the meeting held on 18.07.2018 at IQAC Mini Conference Hall.

The following issues related to preparation of Department profile were discussed.

- Program Code, Program Name, Name of the Course, Course Code is not clear.
- Q.No.8.2 Internal participation or presentation (for Papers) must not be mentioned.
- Don't change the format, Headings, Font of the tabulation.
- Q.No.3.5 Seminar, conferences & workshop organized by the Department must be mentioned. (No Association Activities)
- Q.No.3.10 Enter the UGC recognized journals only
- Q.No.5.2 Make it more specific and Clear
- Q.No.5.1 Specify (the name of the program) and for Q.No.7.1 Check the detail
- Fair copy must be checked and attested by HOD's
- Q.No.8.4 regarding Projects, Record only major project.
- Q.No.8.8 Only overall percentage of the department not individual %
- Format for Remedial class & Tutor Ward and Remarks
- Check the List of Equipments in lab
- Lot of Repetition in SWOC

IQAC CO-ORDINATOR

PRINCIPAL

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science

8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics
14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology
18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology
22.	Dr.A.Vidhya	Micro- Biology
23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

Meeting was held on 18.07.2018 at 12.30 p.m to 1.30 p.m and 1.30 p.m to 2.30 p.m respectively at IQAC Mini conference hall.

Resolutions

- Resolved to conduct a meeting in two different sessions for IQAC Dept coordinators of Aided and Unaided and HOD's of Unaided Departments were present.

- The agenda as mentioned was discussed and resolved.
- Discussed to forward the program and course code details through whatsapp.
- Soft copy of the corrected Department profile for the academic year 2016-17 and 2017-18 has to be sent to the official NAAC mail id at the earliest.
- Discussions have been made regarding the updation of NAAC relevant information in Hi-grade software.

The meeting concluded.

IQAC CO-ORDINATOR

PRINCIPAL

Members:

1. Dr. V. Rekha
2. Dr. C. Vinothini
3. Dr. T. Gomathi
4. Mrs. P. Indhumathi
5. Dr. K. Vinithi

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.

IQAC MEETING MINUTES

The following are the discussion and resolutions made in the meeting held on 18.08.2018 at IQAC Mini conference hall:

1. Discussion on introduction of new curriculum for the academic year 2018-19 was made. It was resolved to introduce Outcome Based Education oriented syllabus.
2. Proposed to give guidelines for preparing OBE oriented syllabus.
3. Proposed to conduct orientation to at least selected staff on preparing OBE oriented syllabus.
4. Resolved to request Curriculum Development Committee to help the Departments in preparing the templates of new syllabus.

IQAC CO-ORDINATOR

PRINCIPAL

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science
8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics

14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology
18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology
22.	Dr.A.Vidhya	Micro- Biology
23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

Members:

1. Dr.V.Rekha
2. Dr.C.Vinothini
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5. Dr.K.Vinithi

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.

22/10/2018

**IQAC MEETING MINUTES
AGENDA**

The following are the agenda of the meeting held on 22.10.2018 at IQAC Mini Conference Hall.

- To discuss about the participation of staff members both day and evening in the FDP on Outcome Based Education on 26th and 27th of October 2018
- To discuss about any other matter relating to participation in FDP.

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science
8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics
14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology
18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology

22.	Dr.A.Vidhya	Micro- Biology
23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

RESOLUTION

- It has been resolved that the IQAC Co-ordinator, along with IQAC members and all the Department IQAC Co-ordinators to attend the two days National Level Faculty Development Programme organized by Don Bosco College on 26th and 27th of October 2018.
- Decisions regarding to and fro travel to Yelagiri Hills for the FDP have been made.
- It was decided that a government bus will be arranged to pick up the staff members in their respective destinations.
- Boarding and Lodging facilities have been discussed with the Don Bosco College and all the arrangements were finalized for the comfortable stay.

IQAC Co-ordinator

Principal

Members:

1. Dr.V.Rekha
2. Dr.C.Vinothini
3. Dr.T.Gomathi
4. Mrs.P.Indhumathi
5. Dr.K.Vinithi

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.

31/10/2018

**IQAC MEETING MINUTES
AGENDA**

The following are the agenda of the meeting held on 31.10.2018 at IQAC Mini Conference Hall.

- To discuss about the implementation of 'Outcome Based Education' pattern of curriculum for the next Academic Year for the students admitted from 2019-20.
- To discuss about the method of education of Programme Educational Objective (PEO), Programme Outcome (PO) and Course Outcome (CO).
- To discuss about the system of mapping of Programme Outcome (PO) with Course Outcome (CO).
- To discuss about any other matter relating to new curriculum.

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science
8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics
14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology

18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology
22.	Dr.A.Vidhya	Micro- Biology
23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

RESOLUTION

- It was decided to circulate a format of 'Outcome Based Education' (OBE) pattern of curriculum.
- Discussion was encouraged among the staff members to clear their doubts in preparation of Programme Educational Objective (PEO), Programme Outcome (PO) and Course Outcome (CO).
- A detailed presentation with regard to mapping was done by the IQAC Co-ordinator
- It was decided to submit new syllabus with OBE pattern by 1st of April 2019.

IQAC Co-ordinator

Principal

Members:

1. Dr.V.Rekha
2. Dr.C.Vinothini
3. Dr.T.Gomathi
4. Mrs.P.Indhumathi
5. Dr.K.Vinithi

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.
IQAC MEETING MINUTES
AGENDA

12/04/2018

The following are the agenda of the meeting held on 12.04.2018 at IQAC Mini Conference Hall. All the Department IQAC Co-ordinators, IQAC members and HOD's of Evening College attended the meeting. The following points related to preparation of Department profile were discussed.

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science
8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics
14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology
18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology
22.	Dr.A.Vidhya	Micro- Biology

23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

RESOLUTION

- The department IQAC Coordinators consented to prepare and submit Department Profile to IQAC in the prescribed format.
- It has been discussed to avoid repetition in the department profile.
- It has resolved that the workshop, seminar and conference attended by the staff members outside the College will be shown in the department profile. Any workshop, seminar and conference attended in the college campus will not be shown in the department profile.
- It has been instructed to all the department co-ordinators not to change the format, headings and font.
- It has also been resolved that, all the HOD's must check and sign the fair copy of the department profile before submitting it to IQAC.

IQAC Co-ordinator

Principal

Members:

1. Dr.V.Rekha
2. Dr.C.Vinothini
3. Dr.T.Gomathi
4. Mrs.P.Indhumathi
5. Dr.K.Vinithi

D.K.M COLLEGE FOR WOMEN (AUTONOMOUS) – VELLORE – 1.
IQAC MEETING MINUTES
AGENDA

06/06/2018

The following are the agenda of the meeting held on 06.06.2018 at IQAC Mini Conference Hall.

- Discussion to conduct External Academic Audit for 2016-17, 2017-18 and 2018-19.
- Discussion regarding relevant documents, registers to be prepared for the External Academic Audit.

S.No.	Name of the Faculty	Department
1.	Dr.A.SudarVizhi	Commerce
2.	Dr.G.Bhavani	Commerce
3.	Dr.G.Vijayalakshmi	History
4.	Dr.A.Zarina Begum	History
5.	Dr.P.Savithiri	History
6.	Dr.C.Vinothini	Physics
7.	G.Sangeetha Lakshmi	Computer Science
8.	B. Arul Mozhi	Computer Science
9.	V.S.Palaniammal	Management Studies
10.	R.Maheswari	Management Studies
11.	S.IndraGandhi	English
12.	G.Vinu Priya	Mathematics
13.	K.Geetha Priya	Mathematics
14.	J.Saranya	Chemistry
15.	Dr.S.SashiKala	Chemistry
16.	R.Safina Selva	Psychology
17.	D.Aarthi	Psychology
18.	J.Ilamathi	Bio-Technology
19.	K.Gowthami	Foods and Nutrition
20.	R.TamilSelvi	Foods and Nutrition
21.	A.Bharathi	Micro- Biology
22.	Dr.A.Vidhya	Micro- Biology

23.	Dr.V.Rekha	Zoology
24.	Dr.S.Vijayakumari	Zoology
25.	Dr.B.Hepsibah Elsie	Bio- Chemistry
26.	L.Uma Mageshwari	Botany
27.	Mrs. K.TamilSelvi	Tamil
28.	V.Geetha	Tamil
29.	K.Vijayalakshmi	Chemistry
30.	Mrs.S.Akhila	Bio-Technology
31.	Dr.G.Sujatha	Tamil
32.	Dr.M.Jayasudha	Economics

RESOLUTION

- It is resolved that External Academic Audit for 2016-17, 2017-18 and 2018-19 will be conducted during the month on June 2019.
- It is resolved that registers of board of studies, research details by the staff members, placement registers, alumnae register, parent teacher register, question bank, mark register, log book register, ward tutor register, remedial register, extracurricular activities register, extension activities and any other relevant documents for External Academic Audit for 2016-17, 2017-18 and 2018-19 will be placed before the External Audit Members for perusal.
- It is resolved to circulate the list of registers to be presented by the Departments for the External Academic Audit.
- It is resolved that all the Clubs will place their records before External Academic Audit Members for 2016-17, 2017-18 and 2018-19 and they will make a power point presentation.
- It is resolved that all the staff members make their presence in their concerned departments on the day of External Academic Audit without fail.

IQAC Co-ordinator

Principal

Members:

1. Dr.V.Rekha
2. Dr.C.Vinothini
3. Dr.T.Gomathi
4. Mrs.P.Indhumathi
5. Dr.K.Vinithi