

IQAC MEETING MINUTES

AGENDA

06/06/2019

The following are the agenda of the meeting held on 06.06.2019 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.






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 

S.No.	Name of the faculty	Department	Signature
1.	Dr. S. Vijayakumari	Zoology	S. Vijayakumari
2.	Dr. A. Sudarvizhi	Commerce (Hibid)	A. Sudarvizhi
3.	Dr. G. Bhavani	Commerce [unaided]	G. Bhavani
4.	Dr. G. SUJATHA	TAMIL	G. S. J. 6/6/19
5.	Dr. G. Vijayalakshmi	History	G. Vijayalakshmi
6.	G. Vinu Prava	Mathematics (Aided)	Vinu Prava 6/6/19
7.	V.P. GAYATHRI	ENGLISH	Gayathri V.P. 6/6/19
8.	S. Indragandhi	English (unaided)	S. Indragandhi 6/6/19
9.	R. Sarathy	English	R. Sarathy 6/6/19
10.	Dr. R. RADISHWALLY	ECONOMICS	R. R. 6/6/19
11.	V. S. PALANIAMMAL	MANAGEMENT STUDIES	V. S. Palaniammal 6/6/19
12.	R. MAHESHWARI	MGMT. STUDIES	R. Maheshwari 6/6/19
13.	R. SAFINA SELVA	Psychology	R. Safina Selva 6/6/19
14.	J. JIAMBATHI	BIO TECHNOLOGY	J. Jiambathi 6/6/19
15.	A. Barathi	Microbiology	A. Barathi 6/6/19
16.	Dr. P. Savithri	History	P. Savithri 6/6/19
17.	C. SUMITHA	Commerce	C. Sumitha 6/6/19
18.	VIJAYA NIRMALAS	Commerce	Vijaya Nirmalas 6/6/19
19.	A. SIVA SANKAR	Computer Science	A. Siva Sankar 6/6/19
20.	B. Arunom	Computer Application	B. Arunom 6/6/19
21.	S. SANDHA LAKSHMI	Chemistry	S. Sandha Lakshmi 6/6/19
22.	J. Saranya	Chemistry	J. Saranya 6/6/19
23.	R. Tamilselvi	Nutrition	R. Tamilselvi 6/6/19
24.	S.M. Suresh Keesathi	Nutrition	S.M. Suresh Keesathi 6/6/19
25.	A. CHANDRAN	BOTANY	A. Chandran 6/6/19
26.	Aarthi D	Psychology	Aarthi D 6/6/19
27.	Safina Selva. R	Psychology	Safina Selva. R 6/6/19
28.	G. CHITRA	Mathematics	G. Chitra 6/6/19
29.	K. GEETHA PRIYA	Mathematics	K. Geetha Priya 6/6/19
30.	K. TAMIL SELVI	TAMIL	K. Tamil Selvi 6/6/19
31.	PARVATHI T.	English	Parvathi T. 6/6/19

31 Dt. 3 AS4A

Biochemistry

SA 6/6/17

DKM COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE

IQAC-MINUTES OF THE MEETING

Date :25.10.2019

AGENDA:

- To plan the works to be done by IQAC for this academic year (2019-2020)
- To prepare the rough draft of Autonomy extension for the period (2014-19)
- To discuss about the consolidation of Placement and Alumni details to be submitted for Autonomous extension report.

MINUTES:

- All departments were insisted to motivate the students to enroll in online NPTEL courses.
- All Science departments were insisted to celebrate National Mathematics Day, National Science Day, World wild life week and World AIDS day.
- NSS team were given the in-charge for celebrating the important days mentioned above.
- It was resolved that the departments should conduct Seminars /Conference related to their subject.
- It was resolved that welfare camps like medical camp and Blood donation camps must be organized every year by the following clubs (Rotary club, YRC club and RRC Clubs)
- It was resolved to frame a common format for the consolidation of placement details for NIRF and AQAR and to circulate the prescribed format to the departments.
- It was decided that the placement cell should take initiatives regarding the improvement of placement drive in the campus.
- It was resolved to prepare rough draft of Autonomy extension report for the period of 2014-2019 which is to be submitted to principal for further discussion.
- It was resolved to motivate all the departments to plan for Industrial visit to enhance the students' practical knowledge in the subjects.
- The department of Tamil was instructed to take various initiatives to in highlighting the importance of our mother tongue by celebrating various programs like ThaimozhiThinam and Muthamizh vizha.

ACTION TAKEN: IQAC coordinator planned to conduct the meeting with all clubs and committees for planning IQAC Calendar. IQAC coordinator has been advised to the IQAC members to follow and implement the above suggestion as soon as possible.


IQAC Co-ordinator
(Dr.R.Padmaja)


Principal
(Dr.P.N.Sudha)

	Ms.R.Chithra	R. Chithra
Senior Administrative Officer	Tmt. S. Vasantha	S. Vasantha
Management Representative	Ms. R. Manimegalai	R. Manimegalai
Students Representative	1. Mrs. Sweena.R -UG Chairman (Day)	R. Sweena
	2. Ms. Shruthilaya.S -UG Vice Chairman (Day)	S. Shruthilaya
	3. 3. Ms. Saraa Mohamed -UG Chairman (Evening)	Saraa Mohamed
	4. Ms. Noorulyan.S -PG Chairman (Evening)	Noorulyan
Alumnae	Mrs. S. Bommi (Rtd from LIC)	S. Bommi
Industrialist	Mr. P. Sivaraman, Managing Director, Intelli Expert Management Solution Pvt. Ltd Chennai	P. Sivaraman
Local Society	Santhosh Christoper	S. S. Christoper

DKM COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE

IQAC-MINUTES OF THE MEETING

Date :26.10.2019

AGENDA :

- Discussion regarding Autonomy Extension Report
- Any other matter relating to IQAC

MINUTES:


- Hard copy of Autonomy extension 2014-19 format was presented to the principal
- Discussion was made about Autonomy extension for the period 2015-2020
- Suggestion and correction put forth by the principal was noted.

ACTION TAKEN:


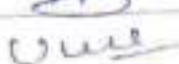
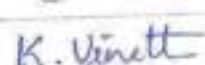

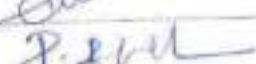
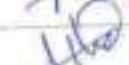
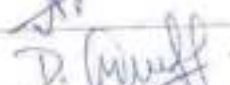
IQAC Coordinator conducted meeting regarding Autonomous extension format and finalized the format to be presented to Principal.

RP 

IQAC Co-ordinator
(Dr.R.Padmaja)


Principal
(Dr.P.N.Sudha)

IQAC Members:

	Name	Signature
IQAC Committee Members	Dr. V. Rekha	
	Dr. C. Vinothini	
	Dr.K.Vinithi	
	Dr. T. Gomathi	
	Mrs.P.Indhumathi	
	Mrs.D.Arthi	
	Mrs.D.Miraceline	

IQAC - MINUTES OF THE MEETING

Date: 2.11.2019

AGENDA:

- To discuss with all department IQAC Coordinators about Autonomy Extension Report for the period 2014-2019.

RESOLUTION:

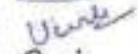


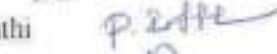

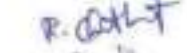

- IQAC Coordinator Dr.R.Padmaja explained to all department IQAC Coordinators about Autonomy Extension format for the period 2015-2020 and instructed all coordinators to furnish the details in the same which has been sent to their respective department mail.
- Doubts raised by the Department Coordinators were clarified by IQAC team.
- IQAC Coordinator instructed all department IQAC Coordinators to submit the completed Autonomy Extension Report 2015-2020 details on or before 15.11.2020 without fail.



IQAC Co-ordinator


Principal

IQAC Members:

1. Dr.V.Rekha 
2. Dr.C.Vinothini 
3. Dr.K.Vinithi 
4. Dr.T.Gomathi 
5. Mrs.P.Indhumathi 
6. Ms.D.Aarthi 
7. Ms.R.Chithra 
8. Ms.D.Miraculin 

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

IQAC – MINUTES OF THE MEETING

05.12.2019

AGENDA

- To discuss about conduct of Workshop/Training for Non-teaching staff.
- To discuss regarding applying for various funding agencies for organizing FDP/Capacity Building Programmes.

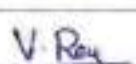
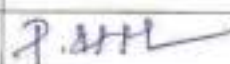
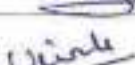

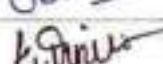
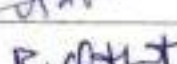
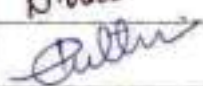
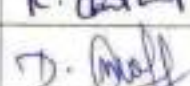
RESOLUTION :

- It is also resolved to conduct Workshop/Training for Non-teaching staff regarding Office Updation.
- It is resolved to apply for various funding agencies for organizing FDP/Capacity Building Programmes and work will be carried out by Dr.V.Rekha and Ms.D.Aarthi.


IQAC Co-ordinator


Principal

Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracuin	

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

IQAC – MINUTES OF THE MEETING

11.12.2019

GENDA

- To discuss about collecting feedback from students regarding OBE pattern and preparing format for the same.
- To discuss about conducting External Audit for the Academic year 2019-20.
- To discuss about conducting Workshop/FDP and faculty members during February 2020.

ESOLUTION:

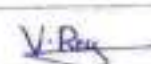

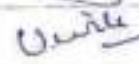

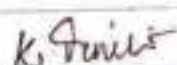


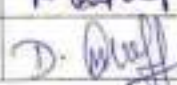
- It is resolved that feedback will be collected from first year students by the concerned staff members with regard to OBE (Outcome Based Education) syllabus. The format for that will be prepared by Dr.R.Padmaja and Dr.K.Vinithi and the same will be circulated among the staff members.
- It is resolved that External Audit for the Academic year 2019-20, will be scheduled in the month of April 2020.
- It is resolved to conduct a FDP programme for faculty members in the topic 'Creating Google Forms' and 'NAAC new format' will be organized by IQAC during the month of February 2020.



IQAC Co-ordinator


Principal

Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracuin	

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

IQAC – MINUTES OF THE MEETING

Date :20.12.2019

AGENDA:

- To discuss about consolidation and finalizing the Autonomy Extension Report
- To discuss about collecting online feedback about college through google form from final year students.
- To discuss about collecting feedback of staff members from the final year students
- To discuss about collecting API from Aided staff members

MINUTES:

- It has been decided that a circular will be sent to all department IQAC Coordinator to clarify the doubts in Autonomy Extension Report and the corrected copy will be submitted to Principal for perusal on or before 20.01.2020.
- It was decided that Online feedback about college through google forms from the final year students will be collected. This work will be carried out by Dr.V.Rekha and Dr.C.Vinothini for aided stream and for Unaided Stream Mrs.T.Gomathi, Ms.D. Arthi, Ms.R.Chithra and Ms.S.Miraculine will carry out this work.
- It has been decided that API will be collected from Aided staff members for the Academic year 2019-20.

ACTION TAKEN:

As per the instruction of IQAC Coordinator, a circular was circulated to all the staff members to submit the Self Appraisal.

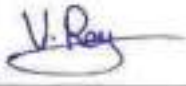

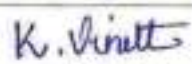


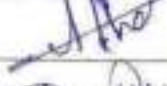

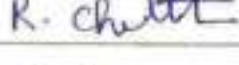

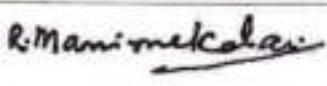
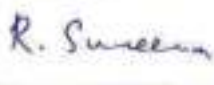
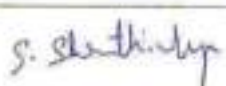
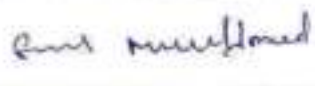
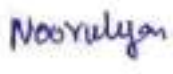
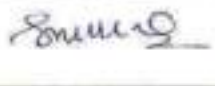




**IQAC Co-ordinator
(Dr.R.Padmaja)**



**Principal
(Dr.P.N.Sudha)**

IQAC Members:

	Name	Signature
IQAC Committee Members	Dr. V. Rekha	
	Dr. C. Vinothini	
	Dr.K. Vinithi	
	Dr. T. Gomathi	
	Mrs.P.Indhumathi	
	Mrs.D.Arthi	
	Mrs.D.Miraciline	
	Ms.R.Chithra	
Senior Administrative Officer	Tmt. S. Vasantha	
Management Representative	Ms. R. Manimegalai	
Students Representative	1.Mrs.Sweena.R -UG Chairman (Day)	
	2.Ms.Shruthilaya.S -UG Vice Chairman (Day)	
	3. 3.Ms.Saraa Mohamed -UG Chairman (Evening)	
	4.Ms. Noorulyan.S -PG Chairman (Evening)	
Alumnae	Mrs. S. Bommi (Rtd from LIC)	
Industrialist	Mr.P. Sivaraman, Managing Director, Intelli Expert Management Solution Pvt. Ltd, Chennai	
Local Society	Santhosh Christoper	

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

IQAC - MINUTES OF MEETING

02.01.2020

AGENDA

- To discuss about bringing technological upgradation in collecting feedbacks from students.
- To discuss about assigning an incharge to look after API for this academic year.
- To discuss about preparing circulars and schedules for final corrections in Autonomy extension master file.


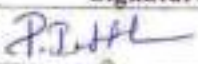
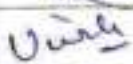
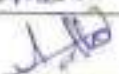
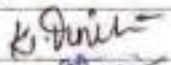
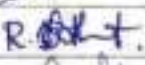
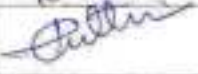

RESOLUTIONS:

- ❖ Preparation of circular to request email id's of all the UG and PG students of all the departments.
- ❖ Insisted upon arranging a special class for teachers to give awareness on preparation of queries for OBE mapping. Further, the awareness class has been decided to arrange during FDP date itself.
- ❖ Insisted on teaching "applications of Google forms" to teachers in order to collect departmental feedbacks from students and in turn to reduce paper works.
- ❖ Dr.T.Gomathi has been given incharge to look after API of evening college staffs for the academic year 2019-20
- ❖ Decision has been made to utilize the previous questionnaires as such, to collect feedback from outgoing students. February month has been fixed as deadline for accomplishment of this work.
- ❖ Plan has been made to collect individual staff feedback from students through Google forms, with the help of IQAC department coordinators during the month of March.
- ❖ Schedule has been prepared from 06/01/2020 till 11/01/2020 both in the forenoon and afternoon sessions for the autonomous extension final corrections of all the departments, under the supervision of one IQAC member every day to assist IQAC department coordinator scheduled for the day.


IQAC Co-ordinator


Principal

IQAC Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracline Susane	

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

IQAC MEETING MINUTES

01.02.2020

AGENDA

- To discuss about feedback forms, the email id consolidation of all the departments and feedback format confirmation
- To discuss about criteria to be fixed for OBE mapping.

RESOLUTIONS:

- ❖ The AISHE coordinators have shared that our college details has been registered successfully.
- ❖ The members were assigned to verify whether all the departments have mailed the email ids of their outgoing student.
- ❖ The deadline was fixed to prepare the final copy of students' feedback in Google forms
- ❖ The deadline for feedback format regarding staff appraisal was fixed to be on or before 07/02/2020. Further Dr.Gomathi and other members were assigned to look after the format preparation.
- ❖ Announcement was given regarding the resource person for FDP scheduled on 15/02/2020. Dr.Ravi of Sacred Heart College was announced to be the resource person of the program.
- ❖ The IQAC Coordinator has instructed the team members to work together to check all the committee and club reports before autonomous submission takes place.
- ❖ The criteria for OBE mapping was decided as score between 40-60 as low, 60-80 as medium and above 80 declared to be strong.


IQAC Co-ordinator


Principal

IQAC Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracline Susanna	

IQAC MEETING MINUTES

06.02.2020

AGENDA

- To discuss regarding infrastructure requirement list with the Principal
- To assign two members of IQAC to work with college union regarding annual report preparation.

RESOLUTIONS:

- ❖ The following requirements for infrastructure development were discussed with the Principal to propose the same to the Secretary as a request.
 1. Online admission system
 2. COE automation
 3. Smart class rooms to change in D1 to D4
(Three rooms have all the necessary equipments, request for projector for one more room from the management was proposed)
 4. Consumer Club room in C block is fixed for video lecturing
(Request for DSLR, Sound proof room, mic, a laptop and a regular technical assistant)
 5. Entrance renovation.
 6. Hand rail in E block restroom for physically challenged.
 7. Change of the Principal room doors and brining a lobby outside the Principal room.
 8. Auto lib facility in library.
 9. Existing garden to be enhanced.
 10. Converting research room as waiting and discussion room and to shift research room in second floor of newly built research block.
(Science faculties are requested to give their lab requirements to install in new building)
 11. Staff room and their respective department classes to be allotted close by as a control measure. IQAC members will assist HR regarding the class room allotment.
 12. Avoidance of junk foods in canteen.
 13. Parking of 2 wheeler and 4 Wheeler to be allotted separately for aided and unaided staffs and students.
(Faculties were requested to park only in the allotted area soon after the official announcement)
 14. Roof garden at D terrace planned.
 15. ID card is made mandatory for faculties and lab assistants strictly.
 16. Lab assistance should be given white coat with department name as badge.

17. Coat for sweepers.
 18. Request for road till hostel.
 19. Cabins in departments and separate department room.
 20. Permanent sign boards.
 21. Notice board in ground floor.
 22. One day in a month is to be announced as pollution free campus, where no students and faculties will be encouraged to bring vehicles inside the campus on that day.
 23. Changing adjacent room of the Principal's office as hall.
 24. Alumni association registration.
 25. Campus cleanliness through students. Brooms have been ordered to place in each class.
 26. Sports students resting place and infrastructure.
 27. Seeking sponsors to help sports girls.
 28. Media lab.
- ❖ IQAC members were insisted to show the above requirements in PPT made with infrastructure picture of various colleges while presenting to the Secretary. The Principal has told to get the support of Dr.Vidhya.A, HOD of Microbiology and Dr.Praba,V, HOD of Biochemistry of evening College.
 - ❖ Ms.Aarthi.D and Ms.Miracline Susane were assigned to work with Mrs.Bharathi,A the member college union to prepare annual report. Plan has been made to seek department profile from June 1, February of this academic year 2019-20 to avoid duplication of work in future.


IQAC Co-ordinator


Principal

IQAC Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracline Susanna	

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

IQAC MEETING MINUTES


07.02.2020

AGENDA

- To discuss the decision made in the meeting with principal on (06.02.2020) regarding various requirements for the enhancement of the college infrastructure and best practices
- To discuss the various suggestions of the department coordinators for the same.





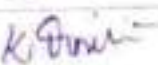
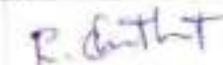

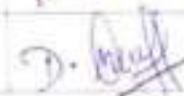
RESOLUTIONS:

- ❖ Name boards for the staffs in each department of day and evening college.
- ❖ Big and closed dustbins can be kept to avoid the atrocities of the dogs.
- ❖ Community radio and media lab can be initiated.
- ❖ Separate computers for each evening college department and CSR from sponsoring companies for the same.
- ❖ Event Managers team suggested by Mrs.Sarathy.
- ❖ Auditorium
- ❖ Precaution has to be taken regarding 'A' block which is very hot and stinks because of the doves.
- ❖ Google forms for staff appraisal.
- ❖ Students must be given awareness about Google forms and insisted them to reply for the same.
- ❖ Feedback has to be collected for the OBE pattern and analyse it with the mapping.


IQAC Co-ordinator


Principal

IQAC Members:

S.No.	N a m e	S i g n a t u r e	S.No.	N a m e	S i g n a t u r e
1	Dr.V.Rekha		5	Mrs.P.Indhumathi	
2	Dr.C.Vinothini		6	Ms. D. Aarathi	
3	Dr. K. Vanithi		7	Ms. R. Chithra	
4	Dr. T. Gomathi		8	Ms. D.Miracline Susanna	

07.02.2020 [FRIDAY].

MEETING WITH AIDED DEPARTMENTS
COORDINATORS REGARDING
INFRASTRUCTURE DEVELOPMENT FOR
AUTONOMY EXTENSION.

S.No.	NAME OF THE FACULTY	NAME OF THE DEPARTMENT	SIGNATURE OF THE FACULTY
1.	Dr. S. Sashikala	Chemistry	7/2
2.	Dr. A. Vinodhini	Zoology	Vinodhini
3.	G. VINU PRIYA	Mathematics	Vinodhini
4.	Dr. G. SHANTHI	TAMIL	Shanthi 7.2.2020
5.	Mr. R. SARATHY	ENGLISH	R. Sarathy
6.	Dr. G. Vijayalakshmi	HISTORY	Vinodhini 7/2/2020

MEETING WITH UNAIDED DEPARTMENT

[illegible]

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

IQAC MEETING MINUTES

11.02.2020

AGENDA

- To discuss the decision made in the meeting with principal on (07.02.2020) regarding various requirements for the enhancement of the college infrastructure and best practices before the Secretary.
- To discuss the various suggestions of the department coordinators for the same.

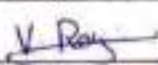
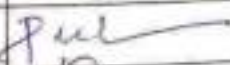

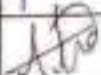
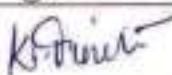
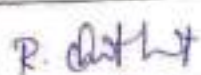


RESOLUTIONS:

- ❖ Secretary has approved for staff appraisal through Google forms.
- ❖ Given suggestions to provide awareness about Google Forms to the students through various mode.
- ❖ Name boards for the staffs in each department of day and evening college.
- ❖ Big and closed dustbins can be kept to avoid the atrocities of the dogs.
- ❖ Community radio and media lab can be initiated.
- ❖ Separate computers for each evening college department and CSR from sponsoring companies for the same.
- ❖ Event Managers team suggested by Mrs.Sarathy.
- ❖ Auditorium
- ❖ Precaution has to be taken regarding 'A' block which is very hot and stinks because of the doves.
- ❖ Feedback has to be collected for the OBE pattern and analyse it with the mapping.


IQAC Co-ordinator


Principal

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S.No.	N a m e	S i g n a t u r e	S.No.	N a m e	S i g n a t u r e
1	Dr.V.Rekha		5	Mrs.P.Indhumathi	
2	Dr.C.Vinothini		6	Ms.D.Aarthi	
3	Dr.K.Vinithi		7	Ms.R.Chithra	
4	Dr. T. GIONATHI		8	Mrs. MIRACLINE SUSANNA	

11-02-2020

Name of the faculty	Name of the Department	Signature of the faculty
Dr. N. Jabena Begum	PHYSICS	N. Jany 11/2/2020
Dr. S. VIJAYAKUMAR	ZOOLOGY	S. Viji 11/2/2020
Dr. A. Vinodhini	Zoology	Vinodhini 11/2/2020
Mrs. R. Sarathi	English	R. Sarathi 11/2/2020
Dr. G. SIVANTAR	TAMIL	Manthi 11/2/2020
Mrs. G. VINU PRIYA	Mathematics	Vinodhi 11/2/2020
Dr. G. Vijayalakshmi	History	Geetha 11/2/2020
Dr. J. SHANTHI	LIBRARIAN	J. Shanthi 11/2/2020
Dr. S. Sashikala	Chemistry	S. S. 11/2
Dr. AZARINA BEGUM	HISTORY	A. Z. 11/2
Ms. R. TAMILSELVI	FOODS & NUTRITION.	R. Tamil Selvi 11/2/2020
Mrs. S. Kavi tha	Tamil	S. K. 11/2/2020
Mrs. C. SUMITHA	COMMERCE	C. S. 11/2/2020
Mrs. R. MAHESHWARI	MANAGEMENT	R. Maheshwari 11/2/2020
Mrs. B. LAKSHMI	Computer Science And Application	Lakshmi 11/2/2020
Dr. J. ILAMATHI	BIOTECHNOLOGY	J. Ilamathi 11/2/2020
A. Barathi	Microbiology	A. Barathi 11/2/2020
K. GEETHA PRIYA	MATHEMATICS	K. Geetha Priya 11/2/2020
T. PAVANHI	ENGLISH	T. Pavanhi 11/2/2020
E. Monika	Psychology	E. Monika 11/2/2020
J. Saranya	Chemistry	J. Saranya 11/2/2020
J. Preethi	H R	J. Preethi 11/2/2020

IQAC MEETING MINUTES

19.03.2020

AGENDA

- To discuss regarding records to be maintained for external auditing with all the Department IQAC coordinators.
- To discuss about updating Department profile for autonomy extension
- To finalise the date of internal record checking to get prepared for external audit.

RESOLUTIONS:

The IQAC coordinator has discussed the following points with the Department coordinators

- Evidences are mandatory for every record being placed for audit. Evidences must be in the form of certificates, attendance letter, manually signed registration and feedback forms.
- Both old and new syllabus should be submitted before audit members for comparison.
- The students profile register should be completed. Along with default data, the additional data of the student like medium of their HSC, email id, phone number, Aadhar number to be added for future reference.
- The mark registers should be submitted in 4 aspects namely individual register of each faculty, consolidated register, internal register and marks entered in log books.
- Attendance register of laboratory and practical classes should be submitted.
- Two question banks should be submitted one is semester question bank and other one is internal assessment question bank.
- The department library record should be submitted with proper issue register.
- Alumni and placement record should be submitted with proper evidences like ID card and appointment letters.
- Coordinators have been instructed to follow up to ensure that their outgoing students are filling up the Google forms feedback mailed weeks back.
- Regarding parent teachers meeting the collected suggestion forms and attendance note should be submitted.
- In the Department meeting note, a new column titled "action plan taken" has been told to add to write up the actions taken for previous meeting resolutions.
- In extension activity report along with photos, appreciation or acknowledgement letter should be attached there with.
- Student signature is mandatory in both remedial and tutor ward register.

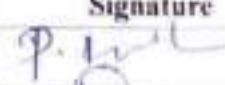

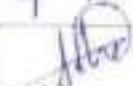
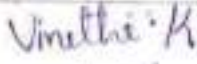

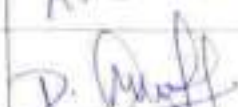
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27. Seeking sponsors to help sports girls.
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IQAC Co-ordinator


Principal

IQAC Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
3.	Dr.K.Vinithi		7.	Ms.R.Chithra	
4.	Dr.T.Gomathi		8.	Ms.D.Miracline Susanna	

19.03.2020

08

METING WITH DEPARTMENT
COORDINATORS REGARDING
THE PREPARATION FOR EXTERNAL AUDITING

SNO	NAME OF THE FACULTY	NAME OF THE DEPARTMENT	SIGNATURE OF THE FACULTY
1	A. N. Narasimhan	Chemistry	A. N.
2	Dr. S. Santhoshakumari	Chemistry	S.
3	Dr. M. Jayasudha	Economics	M. Jayasudha
4	Dr. G. V. S. Jayalakshmi	History	G. V. S.
5	A. Vinu Priya	Mathematics	Vinu
6	R. Sarathy	English	R. Sarathy
7	Dr. S. THANDARASELVI	TAMIL	S. Thandraseelvi
8	Dr. N. JAGNA BEGUM	PHYSICS	N. Jagna Begum
9	Dr. A. Vinodhini	Zoology	Vinodhini
10	Dr. J. Asha	Biochemistry	J. Asha
11	Mrs. C. Sumitha	Commerce	C. Sumitha
12	Mrs. S. Karitha	Tamil	S. Karitha
13	K. Geetha Priya	Mathematics	K. Geetha Priya
14	K. TAMILSELVI	TAMIL	K. Thandraseelvi
15	R. MAHESHWARI	MANAGEMENT STUDIES	R. Maheshwari
16	R. TAMIL SELVI	FOODS AND NUTRITION	R. Thandraseelvi
17	J. JYOTHI	BIOTECHNOLOGY	J. Jyothi
18	E. Monika	PSYCHOLOGY	E. Monika
19	A. Barathi	Microbiology	A. Barathi
20	PARVATHI	ENTOMOLOGY	Parvathi
21	J. Saranya	Chemistry	J. Saranya
22	P. Lakshmi	CS and applications	P. Lakshmi
23	A. ZARINA BEGUM	HISTORY	A. Z. Begum
24	B. VIJAYAKUMARI	ZOOLOGY	B. Vijayakumari

IQAC – MINUTES OF THE MEETING

Date :21.05.2020

AGENDA:

- To discuss regarding the collection of staff feedback from the students through google forms
- To assign the work to each IQAC member regarding feedback analysis
- To evaluate the annual academic data submitted by various departments and clubs.
- To discuss regarding topics, date and resource person for a FDP to be constructed.
- To Assign FDP related work to IQAC members.

MINUTES:

- It was resolved to collect staff feedback from the students through respective with the help of department IQAC Coordinators
- Dr.C. Vinothini ,Dr.N.Nithya Priya, Dr.R.Aruna devi, Mrs.Indhumathi, Mrs.S. Miraculine were asked to prepare Staff Feedback ,Parent feedback Alumni Feedback, Students Feedback and Employer Feedback form respectively.
- Governance and best practices was finalized to be FDP Topic
- Dr.T.Gomathi was assigned to look after invitation
- The discussion was about to finalizing the resource person and date which was shortlisted and submitted to the principal for final confirmation.

ACTION TAKEN:

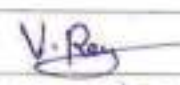
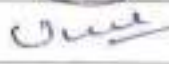
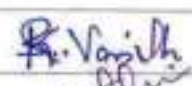
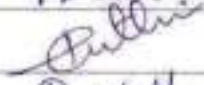



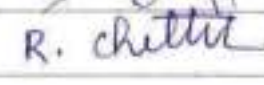
- Departments which has motivated the students to take part in online NPTEL course were appreciated.
- IQAC appreciate Mathematics department, Physics department, Microbiology department and Zoology department for celebrating National Mathematical day, National Science Day, World AIDS Day and World Wild Life Day.
- Medical Camps and Blood Donation Camp by Rotary Club is highly appreciable
- The was insisted to consolidate placement details and submit it to NIRF coordinator for uploading it in NIRF portal.
- The departments were to be insisted to get collect feedback from parents, Alumni, Employers and also from Teachers
- As per the initiative of IQAC, all departments organized state level Seminar/Workshop/Conference which was highly informative for the students

S.No	Events/Guest Lectures/Seminars/Webinars/Workshop/Conference	Department	Organized Date
1	State level Workshop on Literary theory in Praxis: A Roadmap	English	25.02.2020
2	State Level Workshop on Evaluation of Indian Constitution	History	27.01.2020
3	State level seminar on Origin of Species and Astronomy	Zoology	10.02.2020
4	State level Seminar on Recent Applications in Physics	Physics	14.02.2020
5	Workshop on "Mushroom Cultivation	Botany	17/02/2020
6	National level technical Symposium tech fest'20 Current	Computer Science and Application	20.02.2020
7	State level Seminar on Indian Economy and Economic reforms	Economics	11.02.2020
8	Hands on Training cum Workshop on Industrial Psychology	Psychology	28.02.2020
9	State level Workshop on Multivariate Tools through SPSS and SEM	Management Studies	10.10.2019


IQAC Co-ordinator
(Dr.R.Padmaja)


Principal
(Dr.P.N.Sudha)

IQAC Members:

	Name	Signature
IQAC Committee Members	Dr. V. Rekha	
	Dr. C. Vinothini	
	Dr.K.Vinithi	
	Dr. T. Gomathi	
	Mrs.P.Indhumathi	
	Mrs.D.Arthi	
	Mrs.D.Miracline	
	Ms.R.Chithra	

Senior Administrative Officer	Tmt. S. Vasantha	S. Vasantha
Management Representative	Ms. R. Manimegalai	R. Manimegalai
Students Representative	1. Mrs. Sweena.R -UG Chairman (Day)	R. Sweena
	2. Ms. Shruthilaya.S -UG Vice Chairman (Day)	S. Shruthilaya
	3. 3. Ms. Saraa Mohamed - UG Chairman (Evening)	Saraa Mohamed.
	4. Ms. Noorulyan.S -PG Chairman (Evening)	Noorulyan
Alumnae	Mrs. S. Bommi (Rtd from LIC)	S. Bommi
Industrialist	Mr. P. Sivaraman, Managing Director, Intelli Expert Management Solution Pvt. Ltd, Chennai	P. Sivaraman
Local Society	Santhosh Christopher	S. S. Christopher

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

**IQAC MEETING MINUTES
(Online Meeting)**

28.05.2020

AGENDA

- To discuss regarding staff feedback collection from the students through Google forms.
- To assign the work to each IQAC member regarding feedback process.

RESOLUTIONS:

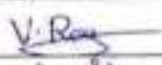
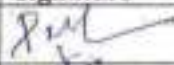
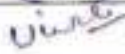
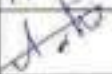
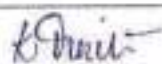
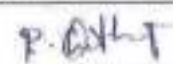
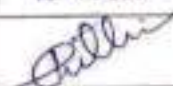
The IQAC coordinator has discussed the following points with IQAC members.

- Google forms should separately created for each department and the link to be circulated among the students to respond it.
- IQAC members have been instructed to follow up to ensure that the students from the Departments allocated are filling up the Google forms feedback.


IQAC Co-Ordinator


Principal

IQAC Members:

S.No.	Name	Signature	S.No.	Name	Signature
1.	Dr.V.Rekha		5.	Mrs.P.Indhumathi	
2.	Dr.C.Vinothini		6.	Ms.D.Aarthi	
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