

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1
IQAC – MINUTES OF THE MEETING

11.08.21

AGENDA

- To discuss regarding IQAC calendar for the academic year 2020-2021 & 2021-2022 with IQAC coordinators and members.
- To discuss regarding AQAR preparation.

RESOLUTIONS:

The IQAC coordinator has suggested the following instructions with members.

- To verify the IQAC calendar for the academic year 2020-2021 & 2021-2022.
- To submit the IQAC calendar to web committee for web updation.
- To discuss about the IQAC department coordinator list in this academic year.
- Work allotment to IQAC members for AQAR preparation.

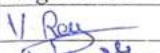
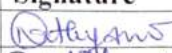

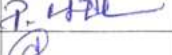
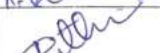



ACTION TAKEN:

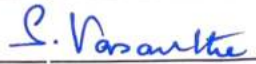
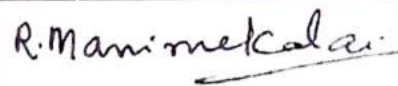
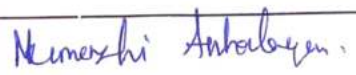
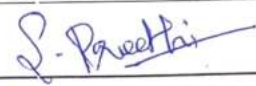

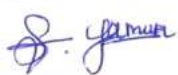
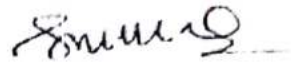

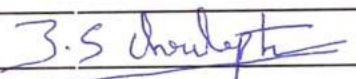
Dr. R. Padmaja and Dr. R. Arunadevi have allotted to check the IQAC calendar for the academic year 2020-2021 & 2021-2022. Circular to be sent to all the departments to collect the IQAC department coordinators name list. IQAC coordinator has been suggested ideas to IQAC members for AQAR preparation.


IQAC Co-ordinator


Principal

IQAC Members:

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

	Name	Signature
Senior Administrative Officer	Tmt. S. Vasantha	
Management Representative	Ms. R. Manimegalai	
Students Representative	1. Ms. Meimozhi Anbalagan-UG Chairman (Day)	
	2. Ms. S. Preethi-UG Vice Chairman (Day)	
	3. Ms. P. Abirami-UG Chairman (Evening)	
	4. Ms. S. Yamuna -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 THE MEETING

03.09.2021

AGENDA

- To discuss regarding the IQAC year plan
- Online Teaching learning process

RESOLUTIONS:

- In the context of pandemic, it was decided to organize all possible events in online mode. IQAC decided to provide all technical support and expertise to all departments, cell and committees to organize events
- Since NAAC accreditation was in the new current academic year, a high level committee was constitute to spearhead the documentation and other necessary accreditation processes
- It was decided to organize the student Induction Programme for the freshers with all necessary modules including modules of vision, mission and code of conduct etc.
- IQAC decided to recommend to avail seed money to the researchers in the new academic year.


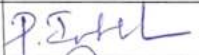

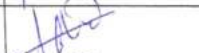

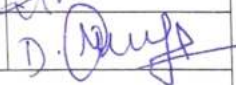
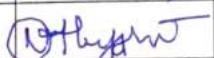
Action Taken:

- Orientation programme for the first year under graduate students was organized from 13.09.2021 to 03.10.2021.
- Online learning was supported using online learning platforms like moodle, Microsoft teams, OBS and Google Tools recording vedio lecture in the smart rooms was facilitated.
- A tentative annual plan for the IQAC activities for the academic year was finalized
- Necessary modification was made to the strategic plan in the light of new education policy.


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.	Mrs. D. Aarthi	
3.	Dr. R. Arunadevi		7.	Mrs.D.Miracline Susanna	
4.	Dr. N. NithyaPriya				

D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1
IQAC – MINUTES OF THE MEETING

25.10.2021

AGENDA

- To discuss about the AQAR preparation
- To discuss about Academic and administrative audit
- To discuss about Value added courses

RESOLUTIONS:

- Preparatory works for AQAR and documentation of NIRF was discussed
- It was decided to conduct Academic and Administrative audit during the academic year
- It was decided to start various value added courses for students targeting skill inculcation, training in trending areas and communication skills.


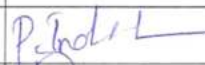




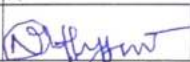
Action Taken:

- The IQAC team started organizing separate interface meetings with each and every departments, clubs and committees in the preparation of AQAR report
- Reports of classes taken by teachers online was collected by IQAC for monitoring the effectiveness of online teaching
- Report of value added courses were collected from the departments


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.	Mrs. D. Aarthi	
3.	Dr. R. Arunadevi		7.	Mrs.D.Miracline Susanna	
4.	Dr. N. NithyaPriya				

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

IQAC – MINUTES OF THE MEETING

27.12.2021

AGENDA

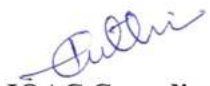
- To discuss about Faculty feedback survey
- To discuss about NIRF registration
- The inputs of the IQAC preparation for the Autonomy review and NAAC visit

RESOLUTIONS:

- Faculty feedback survey planned to conduct in the month of January to identify the challenges faced by the students and the faculty
- Dr. C. Vinodhini has instructed to do the NIRF registration
- IQAC team has instructed to collect all the required data from the departments, clubs and committees


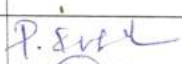
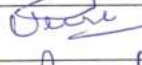
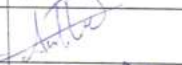



Action Taken:

- Dr. Arunadevi is deputed to prepare and collect the faculty feedback survey for this academic year
- Registration for NIRF ranking has proposed
- It has proposed to conduct departmental visit by IQAC members for validating the files maintained


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. Vinodhini		6.	Mrs. D. Aarthi	
3.	Dr. R. Arunadevi		7.	Mrs.D.Miracline Susanna	
4.	Dr. N. NithyaPriya				

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

IQAC – MINUTES OF THE MEETING

01.02.2022

AGENDA

- To discuss regarding Internal audit schedule with IQAC members.
- To discuss regarding records to be maintained and updated by each departments.
- To discuss about Students Satisfactory Survey and staff feedback for academic year 2021-2022.

RESOLUTIONS:

- The internal audit was scheduled between the following days (07.02.2022 to 09.02.2022).
- The departments should update the PPT presentation.
- Staff incharge was allotted for each record.
- IQAC members are asked to check all the files submitted by the departments.



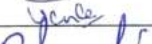




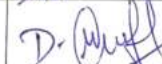
Action Taken:

IQAC coordinator planned to conduct the internal audit on 07.02.21. IQAC coordinator has been advised to the IQAC members to follow and implement the above suggestion as soon as possible. IQAC coordinator has been prepared the schedule for internal audit.


IQAC Co-ordinator


Principal

IQAC Members:

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha		5.	Dr. T. Gomathi	
2.	Dr. C. Vinothini		6.	Mrs.P. Indhumathi	
3.	Dr. R. Arunadevi		7.	Mrs. D. Aarthi	
4.	Dr. N. Nithya Priya		8.	Mrs. D. Miraciline Susanna	

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

IQAC – MINUTES OF THE MEETING

02.02.2022

AGENDA


- Principal to discuss regarding internal audit with IQAC coordinator and members.
- To discuss regarding infrastructure of the college.

RESOLUTIONS:

- External audit will planned to conduct 24.02.2022 and 25.02.2022 or 03.02.2022 and 04.02.2022 or 10.02.2022 and 11.02.2022.
- IQAC members are asked to discuss with departments to get a suggestions for the betterment of departments.
- To discuss about the department notice board and cleanness of the departments.
- To discuss about cubical separation of staffs seating arrangement and separate room for HOD.
- To discuss the infrastructure staff incharge.
- Departments were instructed to prepare their PPT presentation.
- IQAC members are asked to give idea about innovations of controller office.
- IQAC members have been instructed to check the UGC equipment contain name and fund details.
- To discuss about meeting with students representative.


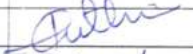






Action Taken:

IQAC coordinator planned to conduct the meeting with IQAC department coordinators. IQAC coordinator has been advised to the IQAC members to follow and implement the above suggestion as soon as possible. IQAC coordinator has been prepared the schedule for internal audit. IQAC coordinator allotted the duties for staff members to check the infrastructure facilities.


IQAC Co-ordinator


Principal

IQAC Members:

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha		5.	Dr. T. Gomathi	
2.	Dr. C. Vinothini		6.	Mrs.P. Indhumathi	
3.	Dr. R. Arunadevi		7.	Mrs. D. Aarthi	
4.	Dr. N. Nithya Priya		8.	Mrs. D. Miracline Susanna	

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

IQAC – MINUTES OF THE MEETING

22.02.2022

AGENDA

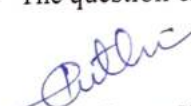
- To discuss regarding the submission of AQAR.
- To discuss the process to be followed in submission of AQAR based on the FDP “Effective Documentation for NAAC” held on 12.03.2022.

RESOLUTIONS:

- It has been decided to collect the data through Google drive.
- Individual institutional mail id should be created for each criterion.
- Folders should be created in the respective criterion mail id with question number to collect the data and proof for the same.
- Criterion heads has to be allotted for collection and consolidation of data.

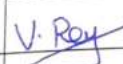

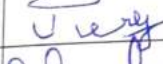

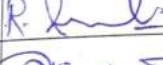

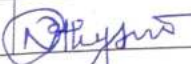
Action Taken:

- The IQAC team sought permission from the principal to implement the resolutions taken regarding the submission of AQAR.
- A total number of seven institutional mail ids created for seven criterions.
- Folders were created with question numbers in relevant drives.
- A total number of seven criterion heads from aided and sever criterion heads for unaided were allotted.
- The question created in the drive were shared to department mail ids.


IQAC Co-ordinator


Principal

IQAC Members:

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1.	Dr. V. Rekha		5.	Mrs.P. Indhumathi	
2.	Dr. C. Vinothini		6.	Mrs. D. Aarthi	
3.	Dr. R. Arunadevi		7.	Mrs.D.Miracline Susanna	
4.	Dr. N. NithyaPriya				

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

IQAC – MINUTES OF THE MEETING

23.03.2022

AGENDA

- To discuss regarding the updation of AQAR with Criterion Heads and Department Coordination.
- To explain the format that has to be followed while collecting the data.

RESOLUTIONS:

- The criterion heads were instructed to stick to the format given while collecting the data from the department.
- The criterion heads were instructed to update the progress in data submission.
- It was resolved that the Unaided staff should work from 10.30 to 12.45 and the Aided staffs should work from 12.45 to 3.00pm.
- It was decided to allot a separate log book for recording the entry and exit time of the criterion heads.

Action Taken:

- The unaided staff members were instructed to work from 10.30 am and the aided staff members were instructed to work till 3.00 pm.
- A separate log book was allotted for enrolling the staff entry and exit time.
- The progression in data submission by the criterion heads were monitored by the IQAC team.

Vinithi
Pullu

IQAC Co-ordinator

P. 6
23/3/2022

Principal

IQAC Members:

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha	<i>V. Rekha</i>			
2.	Dr. C. Vinothini	<i>C. Vinothini</i>	5.	Mrs. P. Indhumathi	<i>P. Indhumathi</i>
3.	Dr. R. Arunadevi	<i>R. Arunadevi</i>	6.	Mrs. D. Aarthi	<i>D. Aarthi</i>
4.	Dr. N. Nithya Priya	<i>N. Nithya Priya</i>	7.	Mrs. D. Miracline Susanna	<i>D. Miracline Susanna</i>

IQAC – MINUTES OF THE MEETING

13.04.2022

AGENDA

- ✓ To discuss regarding Standard Operating Procedure (SOP) SSR of Autonomous Institution.
- ✓ To discuss about the submission of SSR.

RESOLUTIONS:

- It was informed that the metrics should not exceed 5MB, if the attachments exceeds 5MB the respective criterion heads should provide link of that particular data.
- On the basis of SOP it was instructed that the links given should be taken from the college website.
- The IQAC has to discuss about the modification of the website with the website committee.
- The links provided should be take only from the college website and the criterion heads must ensure that the links are working properly.

Action Taken:

- The Criterion Heads were insisted to compress the data for 5MB while consolidating the data and they were also informed that the data exceeding 5MB can be submitted by taking the links of that particular data from the website.
- Each Criterion Heads were provided with one hard copy of SOP guidelines.
- The Website Committee was provided with the format for modification of the website.
- The submission of AQAR was tentatively fixed on first week of May.

Vinodh
Pullu
IQAC Co-ordinator

P. B. T. 4/12/22
Principal

IQAC Members:

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha	<i>V. Rekha</i>	5.	Mrs.P. Indhumathi	<i>P. Indhumathi</i>
2.	Dr. C. Vinothini	<i>C. Vinothini</i>	6.	Mrs. D. Aarthi	<i>D. Aarthi</i>
3.	Dr. R. Arunadevi	<i>R. Arunadevi</i>	7.	Mrs.D.Miracline Susanna	<i>D. Miracline Susanna</i>
4.	Dr. N. NithyaPriya	<i>N. NithyaPriya</i>			

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

IQAC – MINUTES OF THE MEETING

29.04.2022

AGENDA

- To discuss about the consolidation of data for AQAR.
- To discuss regarding the inclusion of data till December 2021 with the criterion Heads.

RESOLUTIONS:

- The Criterion heads are instructed to collect the data for AQAR till December 2021.
- The collected data should be consolidated and presented before the IQAC coordinator.
- The IQAC coordinator and IQAC members should check whether the data given are correct and the links are active.

ACTION TAKEN:

- The format for submission of AQAR data clarification was circulated.
- It was insisted that all the data should be sent through the institutional mail id (ac.in).
- The Principal insisted the IQAC team to visit the nearby colleges accredited by NAAC before the submission of SSR to get new insights regarding the data submission.

Vinithi
R. Arunadevi

IQAC Co-ordinator

IQAC Members:

P. 6
29/4/22
Principal

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha	<i>V. Rekha</i>	4.	Dr. N. NithyaPriya	<i>N. NithyaPriya</i>
2.	Dr. C. Vinothini	<i>C. Vinothini</i>	5.	Mrs.P. Indhumathi	<i>P. Indhumathi</i>
3.	Dr. R. Arunadevi	<i>R. Arunadevi</i>	6.	Mrs. D. Miraciline Susanna	<i>D. Miraciline Susanna</i>

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

IQAC – MINUTES OF THE MEETING

12.05.2022

AGENDA

- To discuss regarding the visit to VIT University.
- To discuss regarding the visit to Abdul Hakkem College.

RESOLUTIONS:

- IQAC room has to be provided with high speed scanner and color printer.
- The proof of each metrics of the criterion has to maintain in separate box file.
- Bureau has to be purchased for arranging the box files
- Initiatives should be taken in improving quantitative metrics
- All the financial data should be enclosed with audit report.

Action Taken:

- It has been decided to purchase the box files and bureau to maintain question wise data for each criterion.
- List of box files and bureau to be purchased was submitted to Secretary.
- All the departments were instructed to involve maximum number of students in various activities.
- The criterion heads were instructed to attach the audit report where ever required.

Vinithi
Arunadevi

IQAC Co-ordinator

IQAC Members:

P. 6
12/5/22
Principal

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha	<i>V. Rekha</i>	4.	Dr. N. NithyaPriya	<i>N. NithyaPriya</i>
2.	Dr. C. Vinothini	<i>C. Vinothini</i>	5.	Mrs.P. Indhumathi	<i>P. Indhumathi</i>
3.	Dr. R. Arunadevi	<i>R. Arunadevi</i>	6.	Mrs. D. Miracline Susanna	<i>D. Miracline Susanna</i>

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

IQAC – MINUTES OF THE MEETING

06.07.2022

AGENDA

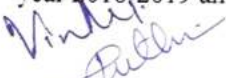
- To discuss about the preparation process for autonomy visit with the new principal.
- To discuss about the deadline for the submission of data by criterion heads.

RESOLUTIONS:

- It was resolved that all the criterion heads should meet the principal and report the status of work done with the percentage of pending work to be completed.
- The IQAC members should submit the work done to the principal.
- The principal instructed to concentrate on the feedback regarding curriculum.
- It was resolved to complete the AQAR revision for the academic year 2018-2019 and 2019 -2020.


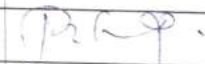
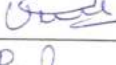
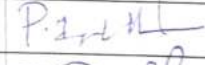



ACTION TAKEN:

- The criterion heads were called for meeting with principal.
- Dates were scheduled for the submission of data.
- The following members were allotted for the consolidation of feedback regarding curriculum (Dr.N.NithyaPriya – Parents feedback, Dr.R. Arunadevi – Alumni feedback, Mrs.P.Indhumathi-Students feedback and Mrs.D.Miracline Susanna – Employer feedback)
- The IQAC members were instructed to complete the AQAR revision for the academic year 2018-2019 and 2019-2020.


IQAC Co-ordinators


Principal

IQAC Members:

S. No	Name	Signature	S. No	Name	Signature
1.	Dr. V. Rekha		5.	Dr. T. Bharathi	
2.	Dr. C. Vinothini		5.	Mrs.P. Indhumathi	
3.	Dr. R. Arunadevi		6.	Mrs. D. Miracline Susanna	
4.	Dr. N. NithyaPriya		7.	Ms. P. Nithya Priya	