P.K.R. ARTS COLLEGE FOR WOMEN
(Autonomous Institution-Affiliated to Bharathiar University, Coimbatore)
Approved by Government of Tamil Nadu and Re-Accredited by NAAC with 'A' Grade
Gobichettipalayam – 638 476, Erode District, Tamil Nadu, India
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Internal Quality Assurance Cell (IQAC) 2023-2024

Meeting Minutes for the Year 2023-2024

P.K.R. ARTS COLLEGE FOR WOMEN
Autonomous Institution- Affiliated to Bharathiar University
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Gobichettipalayam

INTERNAL PREPARATORY MEETING-I ON 12.06.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 12.06.2023 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	**Dr.S.Maragathamani** - Head, Department of Tamil
2.	**Ms.P.N.Puspalatha** – Head, Department of English
3.	**Ms.R.Jayalakshmi** - Head, Department of Mathematics
4.	**Dr.V.Radhika**- Head, Department of Physics
5.	**Dr.P.M.Gomathi** - Head, Department of Computer Science
6.	**Dr.P.Natesan**- Dean, Department of Commerce
7.	**Dr.V.Kavitha** – Head, Department of Management

AGENDA

1. Reconstitution of IQAC committee for the academic year 2023-2024
2. Review of NAAC Cycle-II exit report
3. Proposed plan of action for 2023-2024
4. Discussion on submission of AQAR 2022-2023
5. Discussion on Ph.D registration and Qualifying UGC NET/SET examinations
6. Any other matter

Minutes of the meeting held on 12.06.2023

1. The IQAC Committee was reconstituted the following members take hold of the office for the academic year 2023-2024

Dr.Rajeswari	Advisor
Mrs.R.Jayalaskhmi	Coordinator Department of Mathematics
Dr.O.P.Uma Maheswari	Member Department of Computer Science
Dr.G.K.Pooranee	Member Department of Management
Mrs.S.Mayuri	Member Department of Mathematics

2. An elaborative analysis regarding the NAAC Cycle-II exit report was presented by the former IQAC Coordinator in the presence of IQAC Advisor and members.In regard to that few evocative areas of improvement were suggested by the IQAC advisor.

3. The proposed quality initiatives plan of action was discussed for the academic year 2023-2024.It was suggested to

(i)Conduct more number of inter-collegiate meet,inter-cultural and inter-departmentalevents.

(ii)Conduct of batchwise alumni meet

(iii) Apply project proposals to various funding agencies by the IQAC members.

(iv) Attend more number of FDP's by faculty members in offline/online modes.

(v) Take up SWAYAM/NPTEL courses minimum of one per year.

(vi) Organise more International/National Conferences/Seminars/Workshops by all departments for knowledge enrichment in their respective fields odf specialisation.

(vii) Get recognisition and approval for NPTEL examination center in the campus.

(viii)Sign more MoU's by the departments and to carryout activities of the same periodically.

(ix) Enable ICT facilities in more number of classrooms

(x)Develop the facilities of rain water harvesting,recycling of food waste in the campus

4.Discussion was made regarding the submission of AQAR for the academic yaer 2022-2023.

5.IQAC recommended the Research cell to conduct meeting to encourage faculty members to register for more Ph.D's and to qualify UGC -NET/SET examinations.

Prepared By
(Dr.G.K.Pooranee)

IQAC Co-ordinator
(Mrs.R.Jayalakshmi)

Co-Ordinator - IQAC
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P.K.R. ARTS COLLEGE FOR WOMEN, GOBICHETTIPALAYAM
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Autonomous Institution-Affiliated to Bharathiar University
INTERNAL QUALITY ASSURANCE CELL (IQAC)
2023-2024

NO: IQAC/2023-2024/M1

Dated: 15.06.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 16.06.2023 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	Dr.S.Maragathamani - Head, Department of Tamil
2.	Ms.P.N.Puspalatha – Head, Department of English
3.	Ms.R.Jayalakshmi - Head, Department of Mathematics
4.	Dr.V.Radhika- Head, Department of Physics
5.	Dr.P.M.Gomathi - Head, Department of Computer Science
6.	Dr.P.Natesan- Dean, Department of Commerce
7.	Dr.V.Kavitha – Head, Department of Management

R. Jan 15/6/23

IQAC Co-ordinator
(Mrs.R.Jayalakshmi)

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AGENDA

1. Review of minutes of first meeting of IQAC and the Action Taken Report (ATR) on decisions from the previous meeting

2. Discussion on Department Student Induction Programme (June 19-23, 2023).

3. Overview of Language Enrichment Programme (starting June 20, 2023).

4. Timetable preparation.

5. Unnat Bharat Survey overview and responsibilities.

6. Faculty Development Programme on ICT.

7. Submission deadlines for workload and proposed activities.

8. Status update on annual budget preparation.

9. Any other matter

I. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

<u>Minutes of the meeting held on 16.06.2024:</u>

- ✓ Department Student Induction Programme (SIP) activities are scheduled to take place from 19.06.2023 to 23.06.2023, aimed at welcoming new students and facilitating their integration into the college community.
- ✓ The Language Enrichment Programme is slated to commence on 20.06.2023, focusing on enhancing students' language skills through structured activities and sessions.
- ✓ The Tamil department has been assigned the responsibility of preparing the general timetable for the academic year 2023-2024, ensuring coherence and efficiency in scheduling.
- ✓ The Unnat Bharat Survey will be conducted by respective departments, with Ms. M. Prema, Assistant Professor of Computer Science, appointed as the in-charge to oversee the survey's completion.
- ✓ A Faculty Development Programme focusing on Information and Communication Technology (ICT) is scheduled, with the specific date to be determined later, aiming to enhance faculty skills and knowledge in technology integration.
- ✓ The submission date for workload, timetable, and plan of work will be decided later to accommodate thorough planning and coordination among departments.

- ✓ Departments are required to submit proposed activities for the academic year 2023-2024 by 20.07.2023, outlining educational and extracurricular initiatives.
- ✓ Annual budget preparation is underway across departments to allocate resources effectively and sustainably for various academic and operational needs.
- ✓ Dates and specific activities necessary for maintaining adherence to the academic calendar were finalized, ensuring smooth operations and timely completion of academic and administrative tasks.
- ✓ The Principal, Dr. P.M. Gomathi, and Dr. S. Vidhya will oversee a Faculty Development Programme focusing on Chat GPT on 30.6.2023 and 01.07.2023 at 3.00 p.m., aimed at exploring advancements in conversational AI technology.
- ✓ Department heads are tasked with monitoring the Subject Register, ensuring accurate and updated records of academic courses offered.

Prepared By
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NO: IQAC/2023-2024/M2

Dated: 12.07.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 13.07.2023 at 2:00 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	**Dr.S.Maragathamani** - Head, Department of Tamil
2.	**Ms.P.N.Puspalatha** – Head, Department of English
3.	**Ms.R.Jayalakshmi** - Head, Department of Mathematics
4.	**Dr.V.Radhika**- Head, Department of Physics
5.	**Dr.P.M.Gomathi** - Head, Department of Computer Science
6.	**Dr.P.Natesan**- Dean, Department of Commerce
7.	**Dr.V.Kavitha** – Head, Department of Management

R. Jaw 12/7/23

IQAC Co-ordinator
(Mrs.R.Jayalakshmi)

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AGENDA

1. Review of the minutes from the second IQAC meeting and the Action Taken Report (ATR) on decisions from the previous meeting.

2. Submission Deadline for In-house Projects

3. Planning & Evaluation Committee Meeting

4. NPTEL-SWAYAM Course Registration

5. MoU Review and Renewal

6. Subject Register Improvement

7. IQAC Guidelines for Reporting Programme Outcomes

8. Implementation of Plagiarism Detection Software

9. Annual Quality Assurance Report (AQAR) Submission and criteria wise meeting with Action circle Heads.

10. Any other matter

I. Approval of the Minutes:

The minutes of the previous meeting held on 16.06.2023 was confirmed by the members along with ATR.

II. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

Minutes of the meeting held on 13.07.2024:

- ✓ The submission deadline for In-house projects for the academic year 2022-2023 is set for 01.08.2023, encouraging faculty to engage in research and development activities.
- ✓ The Planning & Evaluation committee will convene on 28.07.2023 to review and strategize institutional goals and performance metrics.

- ✓ Students and faculty members are encouraged to register for NPTEL-SWAYAM courses to enhance their academic and professional skills through online learning platforms.
- ✓ MoUs with external stakeholders, including industry partners, will be reviewed and renewed annually by designated faculty members, Ms. Amshalekha and Ms. Poongkodi, ensuring ongoing collaboration and mutual benefits.
- ✓ Measures to eliminate duplicated entries in the Subject Register and streamline its format will be implemented under the guidance of Criteria II in-charges, promoting clarity and efficiency in academic documentation.
- ✓ The IQAC provided guidelines and templates for reporting programme outcomes, ensuring standardized evaluation and reporting practices across departments.
- ✓ Implementation of plagiarism detection software among faculty and students was deliberated to uphold academic integrity and enhance research quality within the institution.
- ✓ The Annual Quality Assurance Report (AQAR) is scheduled to be submitted by September 2023, detailing institutional achievements, challenges, and future plans as per regulatory requirements and meetings with Action circle Heads from criteria-I to VII was conducted to discuss the progress.

Prepared By
(Dr.G.K.Pooranee)

IQAC Co-ordinator
(Mrs.R.Jayalakshmi)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
2023-2024

NO: IQAC/2023-2024/M3

Dated: 04.08.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 07.08.2023 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	**Dr.S.Maragathamani** - Head, Department of Tamil
2.	**Ms.P.N.Puspalatha** – Head, Department of English
3.	**Ms.R.Jayalakshmi** - Head, Department of Mathematics
4.	**Dr.V.Radhika-** Head, Department of Physics
5.	**Dr.P.M.Gomathi** - Head, Department of Computer Science
6.	**Dr.P.Natesan-** Dean, Department of Commerce
7.	**Dr.V.Kavitha** – Head, Department of Management

R. Jan 4|8|23

IQAC Co-ordinator

(Mrs.R.Jayalakshmi)
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AGENDA

1. Review of the minutes from the third IQAC meeting and the Action Taken Report (ATR) on decisions from the previous meeting
2. Submission of ABC IDs
3. Committee Roles and Responsibilities Review-Activities of EDC &IIC
4. IQAC Report Presentation
5. Best Practices and Distinctiveness
6. Energy Conservation Initiatives
7. Any other matter

I. Approval of the Minutes:

The minutes of the previous meeting held on 13.07.2023 was confirmed by the members along with ATR.

II. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

Minutes of the meeting held on 07.08.2023:

✓ All faculty members are required to submit the students ABC IDs to the Controller of Examinations (COE) by 05.09.2023, with an extension provided for submission, managed by Dr. Ariyanachiammal, Assistant Professor of Tamil.

✓ The roles and responsibilities of various committees were reviewed and clarified, ensuring effective governance and operational efficiency within the institution.

✓ The IQAC Coordinator, Mrs. R. Jayalakshmi, presented and discussed the AQAR review report, highlighting key achievements and areas for improvement identified through institutional self-assessment.

✓ Strategies and activities aimed at showcasing the college's Best Practices and Distinctiveness, such as mentoring programs and environmental sustainability initiatives, were explored and discussed.

✓ Emphasis was placed on energy conservation through prudent usage practices, promoting a sustainable campus environment and responsible resource management.

Prepared By
(Dr.G.K.Pooranee)

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NO: IQAC/2023-2024/M4

Dated: 03.10.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 04.10.2023 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	Dr.S.Maragathamani - Head, Department of Tamil
2.	Ms.P.N.Puspalatha – Head, Department of English
3.	Ms.R.Jayalakshmi - Head, Department of Mathematics
4.	Dr.V.Radhika- Head, Department of Physics
5.	Dr.P.M.Gomathi - Head, Department of Computer Science
6.	Dr.P.Natesan- Dean, Department of Commerce
7.	Dr.V.Kavitha – Head, Department of Management

R. Jani 3/10/23

IQAC Co-ordinator

(Mrs.R.Jayalakshmi

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AGENDA

1. Review of the minutes from the Fourth IQAC meeting and the Action Taken Report (ATR) on decisions from the previous meeting
2. AQAR Submission Timeline
3. Appointment of Research Committee Coordinators
4. Class Committee and Grievance Committee Meetings
5. Best Practices and Distinctiveness
6. Registration for Ph.D, NET/SET Exams
7. Any other matter

I. Approval of the Minutes:

The minutes of the previous meeting held on 07.08.2023 was confirmed by the members along with ATR.

II. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

Minutes of the meeting held on 04.10.2023:

✓ The Annual Quality Assurance Report (AQAR) will be submitted at the end of October or the first week of November 2023, adhering to the regulatory timeline for reporting institutional performance and quality assurance.

✓ The IQAC Coordinator provided a comprehensive list of the necessary data required for both general institutional activities and specific department activities to ensure accurate and thorough reporting.

✓ Dr. V.S. Lavanya, Assistant Professor of Computer Science, and Dr. Ramya, Assistant Professor of Commerce, have been appointed as the Research Committee coordinators. Their responsibilities will include overseeing research activities and fostering a robust research culture within the institution.

✓ Class Committee meetings and Grievance Committee meetings are scheduled for 18.10.2023. These meetings aim to address academic and administrative concerns, ensuring a conducive environment for both teaching and learning.

✓ The YRC (Youth Red Cross) activities and the Expo of the English Department were identified as exemplary practices. Additionally, the student-centric value education initiative was recognized as the distinctiveness of the college, highlighting the institution's commitment to holistic education.

✓ Faculty members are encouraged to register for Ph.D. programs, and students are motivated to succeed in NET/SET exams.

Prepared By
(Dr.G.K.Pooranee)

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NO: IQAC/2023-2024/M5   Dated: 28.11.2023

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 29.11.2023 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	**Dr.S.Maragathamani** - Head, Department of Tamil
2.	**Ms.P.N.Puspalatha** – Head, Department of English
3.	**Ms.R.Jayalakshmi** - Head, Department of Mathematics
4.	**Mrs.C.Aruljothi**- Head, in-charge, Department of Physics
5.	**Dr.P.M.Gomathi** - Head, Department of Computer Science
6.	**Dr.P.Natesan**- Dean, Department of Commerce
7.	**Dr.V.Kavitha** – Head, Department of Management

R. Jai 29/11/23
IQAC Co-ordinator
(Mrs.R.Jayalakshmi)

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1. Review of the minutes from the Fifth IQAC meeting and the Action Taken Report (ATR) on decisions from the previous meeting
2. Continuation of MoU Activities
3. Confirmation of Plan of Work Dates
4. Submission Deadline for Even Semester Plan of Work.
5. Submission Deadline for AQAR (Academic Year 2022-2023) and criteria wise meeting with Action circle Heads.
6. Completion Deadline for General Timetable and Newsletter (Academic Year 2023-2024)
7. Planning of Department Activities
8. Any other matter

I. Approval of the Minutes:

The minutes of the previous meeting held on 04.10.2023 was confirmed by the members along with ATR.

II. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

Minutes of the meeting held on 29.11.2023:

- ✓ It was informed that activities related to the existing MoUs with external partners should continue to ensure ongoing collaboration and mutual benefits.

- ✓ The staff secretaries are required to confirm the plan of work dates by 11.12.2023.

- ✓ The plan of work for the even semester must be submitted on or before 18.12.2023.

- ✓ The AQAR for the academic year 2022-2023 will be submitted on 16th December, 2023 and discussions with action circle heads were also carried out.

- ✓ The general timetable and newsletter for the academic year 2023-2024 must be completed on or before 31.12.2023.

- ✓ Department activities must be planned according to the list provided by the IQAC.

- ✓ Faculty members were reminded to complete the in-house projects as scheduled

Prepared By
(Dr.G.K.Pooranee)

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NO: IQAC/2023-2024/M6   Dated: 23.01.2024

CIRCULAR

We are pleased to inform you that there will be an IQAC meeting on 24.01.2024 at 2:30 pm. We look forward to your esteemed presence and review the Quality Assurance and improvement measures for the academic year 2023-2024.

S.No	Name of the Faculty members
1.	**Dr.S.Maragathamani** - Head, Department of Tamil
2.	**Ms.P.N.Puspalatha** – Head, Department of English
3.	**Ms.R.Jayalakshmi** - Head, Department of Mathematics
4.	**Mrs.C.Aruljothi**- Head, in-charge, Department of Physics
5.	**Dr.P.M.Gomathi** - Head, Department of Computer Science
6.	**Dr.P.Natesan**- Dean, Department of Commerce
7.	**Dr.V.Kavitha** – Head, Department of Management

R. Jan 23/1/24

IQAC Co-ordinator

(Mrs.R.Jayalakshmi)

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AGENDA

1. Review of the minutes from the sixth IQAC meeting and the Action Taken Report (ATR) on decisions from the previous meeting
2. Submission of E-content
3. Registration for India Today- MDRA Best Colleges Ranking 2024
4. Faculty Requirement for Academic Year 2024-25
5. Students Council Selection Process
6. Committee Meetings Schedule
7. Update on NAAC Reforms
8. Any other matter

I. Approval of the Minutes:

The minutes of the previous meeting held on 29.11.2023 was confirmed by the members along with ATR.

II. Discussions:

The following Plan of Action for the Academic year 2023-2024 was framed and decisions were made to execute the plan.

__Minutes of the meeting held on 24.01.2024:__

- ✓ The timely submission of E-content is strongly encouraged to facilitate accessibility and utilization.

- ✓ The institution has decided to participate in the India Today- MDRA Best Colleges Ranking 2024, aiming to enhance visibility and recognition.

- ✓ Heads of departments are instructed to submit faculty requirements for the academic year 2024-25 to ensure adequate staffing.

- ✓ The interview for new members of the Students Council is scheduled for 06.03.2024, with elections following on 12.03.2024.

- ✓ Scheduled committee meetings include the Class Committee on 01.04.2024 and the Grievance Committee on 02.04.2024 to address academic and administrative issues.

R. Jan 23/1/24