



**IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM**

*(Run by Immaculate Sisters)*

**Internal Quality Assurance Cell**

**Academic Year 2018 – 2019**



**Circular**

**Date : 04.06.2018**

Internal Quality Assurance Cell (IQAC) meeting is arranged on 05.06.2018 in IQAC Room. All the members of IQAC are requested to attend the meeting at 10.00 a.m. The points to be discussed in the meeting are as follows

**Agenda for the Meeting**

- Prayer
- Admission
- Monthly and Weekly Values
- Formation of IQAC
- Orientation for Students
- Staff Orientation
- Freshers' Day
- Association Inaugural
- National Level Seminar
- Sports Day
- Continuous Internal Assessment

**IQAC Coordinator**

**(Mrs. C. Premila Royy)**

**IQAC Coordinator**

**Idhaya College For Women  
Kumbakonam - 612 001**

**IQAC Chairperson**

**(Rev. Sr. Dr. Euglin Amala)**

**IQAC-Chairperson**

**Idhaya College For Women  
Kumbakonam - 612 001**



# IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM

*(Run by Immaculate Sisters)*

**Internal Quality Assurance Cell**

**Academic Year 2018 – 2019**



## **Minutes of the Meeting of the members of the IQAC held on 05.06.2018**

**Venue : IQAC Room**

**Time : 10.00 a.m.**




The 1<sup>st</sup> meeting of the Internal Quality Assurance Cell for the academic year 2018 – 2019 was held on 05.06.2018 at 10.00 a.m. in IQAC Room.

<b>Plan of Action</b>	<b>Action Taken Report on the IQAC meeting held on 05.06.2018</b>
Aimed to fill up all sanctioned seats.	With the exception of a few seats, all sanctioned seats were filled.
To discuss about the Monthly and Weekly Values.	Decided to prepare Monthly and Weekly Values every year and display in Assembly and all over Campus.
Formation of IQAC Committee.	Formed IQAC Committee for smooth functioning of the College.
To conduct Orientation for Students.	Orientation Programme for Students on the topic "Art of Living" was conducted on 21.06.2018.
To conduct Orientation for Staff.	Conducted Orientation Programme for Staff on 15.06.2018.
Freshers' Day will be conducted.	Freshers' Day was conducted on 25.06.2018.
All Department Association Inaugural function will be conducted.	All Department Association Inaugural function was conducted on 07.07.2018.
National Level Seminar will be conducted.	National Level Seminar was conducted by Computer Science Department on 09.08.2018.

To commemorate National Sports Day.	Annual Sports Day was organized on 29.08.2018 in commemoration of National Sports Day.
Continuous Internal Assessment examinations will be conducted.	Continuous Internal Assessment Examinations were conducted.

### Members Present

S.No	Name	Designation	Signature
1	Rev. Sr. Dr. Eugén Amala	Principal, IQAC Chairperson	<i>[Signature]</i>
2	Mrs. G. Nirmala Martin	Staff Secretary (Teacher Representative)	<i>[Signature]</i>
3	Dr. Lidwina E. Pereira	Assistant Professor & Head - English (Teacher Representative)	<i>[Signature]</i>
4	Mrs. V. Malalakshmi	Assistant Professor & Head - Commerce (Teacher Representative)	<i>[Signature]</i>
5	Mrs. R. Krishnaveni	Assistant Professor & Head - Microbiology (Teacher Representative)	<i>[Signature]</i>
6	Mrs. M.A. Shanthi	Assistant Professor & Head - Information Technology (Teacher Representative)	<i>[Signature]</i>
7	Mrs. R. Kammozhi	Assistant Professor & Head - Computer Applications (Teacher Representative)	<i>[Signature]</i>
8	Mrs. K. Latha	Librarian (Teacher Representative)	<i>[Signature]</i>
9	Rev. Sr. Dr. Lourdu Mary	Member from the Management	<i>[Signature]</i>
10	Rev. Sr. Antoniammal	Administrator	<i>[Signature]</i>
11	Adv. J. Pagarhendhi	Advocate - Nominee from Local Society	<i>[Signature]</i>
12	Mrs. K. Bluvaneswari	Nominee from the Alumni	<i>[Signature]</i>
13	Ms. H. Aysha	Nominee from the Student	<i>[Signature]</i>
14	Ms. P. Brividhya	Nominee from the Student	<i>[Signature]</i>
15	Mr. D. Dominic Varapriyatham	Correspondent, Nirmala High School, (Nominee from the Employer)	<i>[Signature]</i>

16	Mr. IC. Charles	Proprietor, DICE Institute, (Nominee from the Industrialist)	
17	Dr. A. John Matha	Principal, (Retd.) Govt. Women's College, Kumbakonam. (Nominee from the Stakeholder)	
18	Mrs. C. Premila Rosy	Assistant Professor & Head - Computer Science & IQAC Coordinator	



**IQAC Coordinator**  
(Mrs. C. Premila Rosy)

**IQAC Coordinator**  
Idhaya College For Women  
Kumbakonam - 612 001




**IQAC Chairperson**  
(Rev. Sr. Dr. Eugio Amala)

**IQAC-Chairperson**  
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**IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM**

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**Internal Quality Assurance Cell**

**Academic Year 2018 – 2019**



### **Circular**

**Date : 01.09.2018**

Internal Quality Assurance Cell (IQAC) meeting is arranged on 04.09.2018 in IQAC Room. All the members of IQAC are requested to attend the meeting at 10.00 a.m. The points to be discussed in the meeting are as follows

#### **Agenda for the Meeting**

- Prayer
- Review of Previous Meeting
- Bio-data for first-year students
- WiFi and Internet Connection
- IECD courses
- 2(f) and 12(B)
- University Practical Examination
- Blood Donation Camp
- Orientation Programme for non-teaching staff
- Handball Tournament
- NLP Programme
- NAAC Internal Audit
- Faculty Development Programme
- Research and Development
- NET/ SET Examinations

**IQAC Coordinator**

**(Mrs. C. Premila Rosy)**

**IQAC Coordinator**

**Idhaya College For Women**

**Kumbakonam - 612 001**

**IQAC Chairperson**

**(Rev. Sr. Dr. Eugén Amala)**

**IQAC-Chairperson**

**Idhaya College For Women**

**Kumbakonam - 612 001**

## Minutes of the Meeting of the members of the IQAC held on 04.09.2018

Venue : IQAC Room








Time : 10.00 a.m.

The 2<sup>nd</sup> meeting of the Internal Quality Assurance Cell for the academic year 2018 – 2019 was held on 04.09.2018 at 10.00 a.m. in IQAC Room.


Plan of Action	Action Taken Report on the IQAC meeting held on 04.09.2018
To read and confirm minutes of the previous meeting	The minutes of the previous meeting are read by the coordinator and confirmed.
Bio-data for first-year students will be submitted to Bharathidasan University portal	Bio-data for first-year students was submitted to Bharathidasan University portal.
To Provide Wifi and Internet Connection for all Departments.	Provided Wifi and Internet Connection for all Departments.
IECD courses will be conducted.	Started IECD courses from 12.09.2018.
To discuss about UGC approval for 2(f) and 12(B) under Act 1956.	UGC granted approval for 2(f) and 12(B) under Act 1956 on 19 <sup>th</sup> September 2018.
University Practical Examination will be conducted.	Started the University Practical Examinations from 24 <sup>th</sup> September 2018 onwards.
To conduct Blood Donation Camp.	Blood Donation Camp was held on 01.10.2018.
To conduct Orientation programme for non-teaching Staff	Orientation Programme for non-teaching staff was conducted on 13.10.2018.

Bharathidasan University Intercollegiate Handball Tournament will be conducted.	Bharathidasan University Intercollegiate Handball Tournament was conducted on 16.10.2018 and 17.10.2018.
Neuro Linguistic Programme will be conducted.	Neuro Linguistic Programme was conducted on 03.11.2018.
NAAC Internal Audit will be conducted.	NAAC Internal Audit was conducted on 15.11.2018.
Five Days Faculty Development Programme will be conducted.	Five Days Faculty Development Programme on "Innovative Techniques in Handling Students" was conducted from 26.11.2018 - 30.11.2018 & 04.12.2018.
To motivate the Faculties to publish papers in UGC Approved Journal.	Faculties published their papers in UGC Approved Journal.
To motivate the Faculties to clear NET/SET Examinations.	Motivated the Faculties to clear NET/SET Examinations.


### Members Present

S.No	Name	Designation	Signature
1	Rev. Sr. Dr. Eugin Amala	Principal, IQAC Chairperson	
2	Mrs. G. Nirmala Martin	Staff Secretary (Teacher Representative)	
3	Dr. Lidwina E. Pereira	Assistant Professor & Head - English (Teacher Representative)	
4	Mrs. V. Mahalakshmi	Assistant Professor & Head - Commerce (Teacher Representative)	
5	Mrs. R. Krishnaveni	Assistant Professor & Head - Microbiology (Teacher Representative)	
6	Mrs. M.A. Shanthi	Assistant Professor & Head - Information Technology (Teacher Representative)	
7	Mrs. R. Kaulasathi	Assistant Professor & Head - Computer Applications (Teacher Representative)	

8	Mrs. K. Latha	Librarian (Teacher Representative)	K. Latha
9	Rev. Sr. Dr. Lourdu Mary	Member from the Management	Sr. Loucy
10	Rev. Sr. Antoinamma	Administrator	A. Antoinamma
11	Adv. J. Pagarbudihi	Advocate - Nominee from Local Society	J. Pagarbudihi
12	Mrs. K. Bhuvaneswari	Nominee from the Alumni	K. Bhuvaneswari
13	Ms. H. Aysba	Nominee from the Student	Aysba
14	Ms. P. Selvidhya	Nominee from the Student	P. Selvidhya
15	Mr. D. Dominic Varaprasatham	Correspondent, Nirmala High School, (Nominee from the Employer)	D. Dominic
16	Mr. I.C. Charles	Proprietor, DICE Institute, (Nominee from the Industrialist)	Absent
17	Dr. A. John Marina	Principal, (Ret.) Govt. Women's College, Kumbakonam. (Nominee from the Stakeholder)	A. John Marina
18	Mrs. C. Premila Royy	Assistant Professor & Head - Computer Science & IQAC Coordinator.	C. Premila Royy

  
 IQAC Coordinator  
 (Mrs. C. Premila Royy)  
 IQAC Coordinator  
 Idhaya College For Women  
 Kumbakonam - 612 001



  
 IQAC Chairperson  
 (Rev. Sr. Dr. Eugin Amala)  
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**Internal Quality Assurance Cell**

**Academic Year 2018 – 2019**



**Circular**

**Date : 19.01.2019**

Internal Quality Assurance Cell (IQAC) meeting is arranged on 21.01.2019 in IQAC Room. All the members of IQAC are requested to attend the meeting at 2.00 p.m. The points to be discussed in the meeting are as follows:

**Agenda for the Meeting**

- Prayer
- Review of Previous Meeting
- Alumni Meet
- Initialization of New Courses – MPhil CS & Mathematics
- Slow Learners & Advanced Learners
- Faculty Development Programme
- Continuous Internal Assessment and Model Examinations
- International Conference
- PTA Meeting
- Graduation Day
- Job Fair

**IQAC Coordinator**

**(Dr. C. Premila Ravi)**

**IQAC Coordinator**

**Idhaya College For Women  
Kumbakonam - 612 001**

**IQAC Chairperson**

**(Rev. Dr. Eugia Amala)**

**IQAC-Chairperson**

**Idhaya College For Women  
Kumbakonam - 612 001**



# IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM

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Internal Quality Assurance Cell

Academic Year 2018 – 2019



## Minutes of the Meeting of the members of the IQAC held on 21.01.2019

Venue : IQAC Room
















Time : 2.00 p.m.




The 3<sup>rd</sup> meeting of the Internal Quality Assurance Cell for the academic year 2018 – 2019 was held on 21.01.2019 at 2.00 p.m. in IQAC Room.

Plan of Action	Action Taken Report on the IQAC meeting held on 21.01.2019
To read and confirm minutes of the previous meeting	The minutes of the previous meeting are read by the coordinator and confirmed.
Alumni Meet will be conducted.	Alumni Meet was conducted for alumnae students on 26.01.2019.
To introduce new Course M.Phil. Computer Science & M.Phil. Mathematics.	Applied for the new Course M.Phil. Computer Science and M.Phil. Mathematics.
To concentrate on Slow Learners & Advance Learners	Conducted Remedial Classes for Slow Learners. Motivated the Advanced Learners to get University Ranks.
To conduct State Level FDP	State Level FDP on "Teaching Methods to Enhance the Emotional Intelligence of the Millennium Youth" was conducted on 02.02.2019.
To conduct Continuous Internal Assessment and Model Examinations.	Continuous Internal Assessment and Model Examinations were conducted.
International Conference will be conducted by BCA, CS & IT Departments.	International Conference was conducted by BCA, CS & IT Departments on 15.02.2019.
To conduct PTA Meeting.	PTA Meeting was conducted on 23.02.2019.

To conduct Graduation Day,	Graduation Day was conducted on 02.03.2019.
To conduct Job-Fair.	Job Fair was conducted on 05.03.2019.

### Members Present

S.No	Name	Designation	Signature
1	Rev. Sr. Dr. Eugin Amala	Principal, IQAC Chairperson	
2	Mrs. G. Nirmala Martin	Staff Secretary (Teacher Representative)	
3	Dr. Lidwina E. Pereira	Assistant Professor & Head - English (Teacher Representative)	
4	Dr. V. Mahalakshmi	Assistant Professor & Head - Commerce (Teacher Representative)	
5	Dr. R. Krishnaveni	Assistant Professor & Head - Microbiology (Teacher Representative)	
6	Mrs. M.A. Shanthy	Assistant Professor & Head - Information Technology (Teacher Representative)	
7	Dr. R. Kanimozhi	Assistant Professor & Head - Computer Applications (Teacher Representative)	
8	Mrs. K. Latha	Librarian (Teacher Representative)	
9	Rev. Sr. Dr. Lourda Mary	Member from the Management	
10	Rev. Sr. Antoniammal	Administrator	
11	Adv. J. Pugazhendhi	Advocate - Nominee from Local Society	
12	Mrs. K. Bhuvaneshwari	Nominee from the Alumni	
13	Ms. H. Aysha	Nominee from the Student	
14	Ms. P. Seividhya	Nominee from the Student	
15	Mr. D. Dominic Varaprasatham	Correspondent, Nirmala High School, (Nominee from the Employer)	

16	Mr. LC. Charles	Proprietor, DICE Institute, (Nominee from the Industrialist)	
17	Dr. A. John Merina	Principal, (Retd.) Govt. Women's College, Kumbakonam, (Nominee from the Stakeholder)	
18	Dr. C. Premila Roy	Assistant Professor & Head - Computer Science & IQAC Coordinator	



**IQAC Coordinator**

**(Dr. C. Premila Roy)**

**IQAC Coordinator**

**Idhaya College For Women**

**Kumbakonam - 612 001**



**IQAC Chairperson**

**(Rev. Sr. Dr. Eugin Amala)**

**IQAC-Chairperson**

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**Academic Year 2018 – 2019**



**Circular**

**Date : 16.03.2019**

Internal Quality Assurance Cell (IQAC) meeting is arranged on 16.03.2019 in IQAC Room. All the members of IQAC are requested to attend the meeting at 2.00 p.m. The points to be discussed in the meeting are as follows

**Agenda for the Meeting**

- Prayer
- Review of Previous Meeting
- Permanent Affiliation
- Voters' Day
- Reports & Common Registers
- University Internal Assessment Marks
- NAAC Internal Audit
- Advance Learners
- University Examinations
- Research and Development
- Library Books
- Student Result Analysis

**IQAC Coordinator**

**(Dr. C. Premila Rosy)**

**IQAC Coordinator**

**Idhaya College For Women**

**Kumbakonam - 612 001**

**IQAC Chairperson**

**(Rev. Dr. Eugie Amala)**

**IQAC-Chairperson**

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**Academic Year 2018 – 2019**



**Minutes of the Meeting of the members of the IQAC held on 18.03.2019**

**Venue : IQAC Room**

**Time : 2.00 p.m.**

The 4<sup>th</sup> meeting of the Internal Quality Assurance Cell for the academic year 2018 – 2019 was held on 18.03.2019 at 2.00 p.m. in IQAC Room.

<b>Plan of Action</b>	<b>Action Taken Report on the IQAC meeting held on 18.03.2019</b>
To read and confirm minutes of the previous meeting	The minutes of the previous meeting are read by the coordinator and confirmed.
To apply for Permanent Affiliation for BCA Additional Section, M.Sc., Mathematics & M.Com.	Applied for Permanent Affiliation for BCA Additional Section, M.Sc., Mathematics & M.Com on 03.04.2019.
To organize Voters' Day Awareness Programme.	Organized Voters' Day Awareness Programme on 05.04.2019.
Each Department HOD's should submit the report about the following: Pass Percentage for UG & PG Students, Attendance Percentage, Awards and Achievements, New initiative for Admission.	On 11.04.2019, each Department HOD submitted a report on the following: Pass Percentage for UG & PG Students, Attendance Percentage, Awards and Achievements, New Initiative for Admission.
University Internal Marks will be submitted.	University Internal Marks were submitted on 12.04.2019.
NAAC Internal Audit will be conducted.	NAAC Internal Audit was conducted on 27.04.2019.
Encourage the Advanced students to get University Ranks	Encouraged the Advanced students to get University Ranks.

Hall Ticket for the April 2019 University Examinations will be distributed.	Hall Ticket for the April 2019 University Examinations was distributed on 15.04.2019.
Encourage the Staff to publish the paper in UGC Indexed Journals.	Staff published the paper in UGC Indexed Journals.
To purchase Library Books.	Purchased Library Books.
Student Result Analysis from the Examination Result, Remedial classes schedule for students with arrears will be prepared and submitted.	Reviewed the Student Result Analysis and conducted the Remedial classes for arrear students.

### Members Present

S.No	Name	Designation	Signature
1	Rev. Sr. Dr. Eugin Amala	Principal, IQAC Chairperson	<i>E. Eugin</i>
2	Mrs. G. Nirmala Martin	Staff Secretary (Teacher Representative)	<i>G. Nirmala</i>
3	Dr. Lidwina E. Pereira	Assistant Professor & Head - English (Teacher Representative)	<i>Lidwina E. Pereira</i>
4	Dr. V. Mahalakshmi	Assistant Professor & Head - Commerce (Teacher Representative)	<i>V. Mahalakshmi</i>
5	Dr. R. Krishnaveni	Assistant Professor & Head - Microbiology (Teacher Representative)	<i>R. Krishnaveni</i>
6	Mrs. M.A. Shanthi	Assistant Professor & Head - Information Technology (Teacher Representative)	<i>M.A. Shanthi</i>
7	Dr. R. Kanimozhi	Assistant Professor & Head - Computer Applications (Teacher Representative)	<i>R. Kanimozhi</i>
8	Mrs. K. Latha	Librarian (Teacher Representative)	<i>K. Latha</i>
9	Rev. Sr. Dr. Lourdu Mary	Member from the Management	<i>Absent</i>
10	Rev. Sr. Antonianmal	Administrator	<i>A. Antonianmal</i>
11	Adv. J. Pugalchandru	Advocate - Nominee from Local Society	<i>J. Pugalchandru</i>

12	Dr. K. Bhuvaneshwari	Nominee from the Alumni	<i>K. Bhuvaneshwari</i>
13	Ms. H. Aysha	Nominee from the Student	<i>Aysha</i>
14	Ms. P. Srividhya	Nominee from the Student	<i>P. Srividhya</i>
15	Mr. D. Dominic Varaprashnam	Correspondent, Nirmala High School. (Nominee from the Employer)	<i>D. Dominic</i>
16	Mr. LC. Charles	Proprietor, DICT Institute, (Nominee from the Industrialist)	<i>LC. Charles</i>
17	Dr. A. John Merina	Principal, (Retd.) Govt. Women's College, Kumbakonam. (Nominee from the Stakeholder)	<i>A. John Merina</i>
18	Dr. C. Premila Rosy	Assistant Professor & Head - Computer Science & IQAC Coordinator	<i>C. Premila Rosy</i>

*C. Premila Rosy*

**IQAC Coordinator  
(Dr. C. Premila Rosy)  
IQAC Coordinator  
Idhaya College For Women  
Kumbakonam - 612 001**



*E. Eugina Anjala*

**IQAC Chairperson  
(Rev. Sr. Dr. Eugina Anjala)  
IQAC-Chairperson  
Idhaya College For Women  
Kumbakonam - 612 001**