

## IQAC / 2019 – 2020 / MINUTES

### ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN (AUTONOMOUS)



Nationally Reaccredited with B<sup>++</sup> by NAAC in 3<sup>rd</sup> Cycle  
(Run by Hindu Religious and Charitable Board under the Aegis of  
Arulmigu Dhandayuthapani Swami Thirukovil, Palani)  
(Affiliated to Mother Teresa Women's University, Kodaikanal)  
Chinnakalyamputhur, Palani -624 615.

Phone : 04545 - 255128/ 255711, Website : [www.apacw.ac.in](http://www.apacw.ac.in)

E-mail : [apacwprincipal@gmail.com](mailto:apacwprincipal@gmail.com)

#### COMPOSITION OF THE IQAC / 2019 - 2020

Chairperson: The Principal

The Co-ordinator: Mrs. P. Selvi, Dept. of English *PS*

Advisory Committee Members: Dr. Thilagavathi, Dept. of History *TH*  
Mrs. Umarani, Dept. of Physics *UM*  
Dr. Vasuki, Dept. of Tamil *VS*  
Dr. Jeyabharathi, Dept. of Computer Science *JB*

Members of IQAC:

Dr. Banumathi, Dept. of Tamil *BN*  
Dr. Vanitha, Dept. of English *VN*  
Dr. Meena, Dept. of Maths *ME*  
Mrs. Arulmozhi, Dept. of Physics *AR*  
Dr. Selvakumari, Dept. of Physics *SK*  
Dr. Anitha, Dept. of Chemistry *AN*  
Dr. Prema, Dept. of Botany *PR*  
Dr. Uma Maheswari, Dept. of Zoology *UM*  
Dr. Kalaiyarasi, Dept. of Physical Education *KL*  
Dr. Sathya, Dept. of Tamil *VS*  
Dr. Sumithra Devi, Dept. of Commerce *SD*  
Dr. Thangam, Dept. of History *TH*  
Mr. Sekar, Dept. of Economics *SK*  
Dr. Kumar, Dept. of Computer Science *KS*  
Dr. Kungumaraj, Dept. of Computer Science *KK*

Representative from Management: Mr. R. Senthilkumar, Secretary, APACW

Senior Administrative Officer: Mr. Thangavelu, Superintendent

Nominee from Local Society: Dr. D. Senthamaraiselvi, D.S. Clinic, Palani.

Nominee from Students: S. Soundarya, II M.A., English (18PPENS17)

Nominee from Alumni: Dr. Janaki, Assistant Professor, Ulaga Tamil Aaraichi Maiyam

Nominee from Employers/Industrialists/Stakeholders: Mr. Janarthanam, Auditor, Palani.

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**IQAC / 2019 – 2020 / WORK ALLOCATION**

**Dr. Banumathi, Dept. of Tamil**

1. Publication of Handbooks for Promoting Human Values and Professional Ethics
2. Activities for Promotion of Universal Values and Ethics
3. Conducting Programmes on Communal Harmony

**Dr. Prema, Dept. of Botany**

1. Forming an Eco-club, including staff and students as members
2. Taking Initiatives to create Eco-friendly campus
3. Conducting programmes and meetings on 'Eco-consciousness'

**Dr. Sumithra Devi, Dept. of Commerce**

1. Students' Learning Management System (Swayam, Pathshala & MOOCS)
2. E-content developed by teachers
3. Campus Placement

**Mrs. Arulmozhi, Dept. of Physics:**

1. Guidance for Competitive Examinations and Career Counselling
2. Arranging Special Training programmes for competitive examinations

**Dr. Kalaiyarasi, Dept. of Physical Education**

1. Awards/medals for outstanding performance in sports at national/international level
2. Awards/medals for outstanding performance in cultural activities at national/international level

**Dr. Kumar, Dept. of Computer Science:**

1. Promoting Workshops/Seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative Practices

3. Campus Placement

**Mrs. Arulmozhi, Dept. of Physics:**

1. Guidance for Competitive Examinations and Career Counselling
2. Arranging Special Training programmes for competitive examinations

**Dr. Kalaiyarasi, Dept. of Physical Education**

1. Awards/medals for outstanding performance in sports at national/international level
2. Awards/medals for outstanding performance in cultural activities at national/international level

**Dr. Kumar, Dept. of Computer Science:**

1. Promoting Workshops/Seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative Practices

**Dr. Jeyabharathi, Dept. of Computer Science:**

1. Website up-gradation
2. Preparing Academic Calendar and Uploading in the Institutional Website
3. Student Satisfaction Survey and Providing Results and Details as Weblink
4. Uploading AQAR, minutes of IQAC meeting and compliance to the decisions on the website

**Dr. Kungumaraj, Dept. of Computer Science:**

1. Patents published/awarded
2. Consultancy by Departments/Clubs/Forums
3. Corporate Training by the Departments/Clubs/Forums
4. Submitting Institutional Data to AISHE

**Dr. Uma Maheswari, Dept. of Zoology**

1. Creating Incubation Centre & Incubating Start-ups on campus
2. MoUs signed by the Departments with Institutions of national/international importance, other institutions, Industries, Corporate houses etc.

**Dr. Anitha, Dept. of Chemistry:**

1. Collaborative Activities for
  - Research
  - Faculty Exchange
  - Student Exchange
2. Linkages with Institutions/Industries for
  - Internship,
  - On-the-job training
  - Project work and
  - Sharing of research facilities

**Dr. Meena, Dept. of Maths**

- Alumni Association
- Alumni Association Registration Details
- No. of registered Alumni
- Alumni contribution during the year & Accounts Maintenance
- Meetings/activities organized by Alumni Association

**Dr. Vanitha, Dept. of English**

- Parent – Teacher Association Details



- Conducting meetings & activities
- Support from the PTA

**Dr. Thangam, Dept. of History:** Promoting & Collecting Details of Research:

1. Ph. Ds awarded
2. Ph.D., Guideship
3. Teachers as resource persons
4. Books and Chapters in edited Volumes / Books published, and papers in
5. National/International Conference Proceedings
6. Research Publications in the Journals notified on UGC website
7. Bibliometrics of the publications, based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index
8. h-index of the Institutional Publications, based on Scopus/ Web of science
9. Faculty participation in Seminars/Conferences and Symposia
10. Honours and Recognitions
11. Awards for Innovation by Institution/Teachers/Research scholars/Students:
12. National/International Fellowship for Advanced Studies/Research
13. Research funds Sanctioned and Received from various agencies, industry and other organisations

**Dr. Selvakumari, Dept. of Physics & Dr. Sathya, Dept. of Tamil:**

Promoting activities of NSS, NCC, YRC, Women's Cell, Consumer Club, National Integration Cell:

1. Extension and Outreach programmes in collaboration with
  - Industry
  - Community and
  - Non- Government Organisations
2. Extension activities with Government Organisations, Non-Government Organisations and programmes such as
  - Swachh Bharat
  - Aids Awareness
  - Gender Issue etc
3. Conducting Gender Equity Programmes
4. Initiatives taken to resolve locational advantages and disadvantages
5. Initiatives taken to engage with and contribute to local community
6. Awards and recognition received for extension activities from Government and other recognized bodies

**HoDs:**

Capability Enhancement and Development Schemes such as

- Soft skill development
- Remedial coaching
- Language lab
- Bridge courses
- Yoga & Meditation
- Personal Counselling and Mentoring

Student Progression to Higher Education

- Conducting meetings & activities
- Support from the PTA

**Dr. Thangam, Dept. of History:** Promoting & Collecting Details of Research:

1. Ph. Ds awarded
2. Ph.D., Guideship
3. Teachers as resource persons
4. Books and Chapters in edited Volumes / Books published, and papers in
5. National/International Conference Proceedings
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8. h-index of the Institutional Publications, based on Scopus/ Web of science
9. Faculty participation in Seminars/Conferences and Symposia
10. Honours and Recognitions
11. Awards for Innovation by Institution/Teachers/Research scholars/Students:
12. National/International Fellowship for Advanced Studies/Research
13. Research funds Sanctioned and Received from various agencies, industry and other organisations

**Dr. Selvakumari, Dept. of Physics & Dr. Sathya, Dept. of Tamil:**

Promoting activities of NSS, NCC, YRC, Women's Cell, Consumer Club, National

**Integration Cell:**

1. Extension and Outreach programmes in collaboration with
  - Industry
  - Community and
  - Non- Government Organisations
2. Extension activities with Government Organisations, Non-Government Organisations and programmes such as
  - Swachh Bharat
  - Aids Awareness
  - Gender Issue etc
3. Conducting Gender Equity Programmes
4. Initiatives taken to resolve locational advantages and disadvantages
5. Initiatives taken to engage with and contribute to local community

Students qualifying in state/ national/ international level examinations  
Creating & Monitoring Moodle.com learning platform for students

**PRINCIPAL:**

Professional development / Administrative training programmes for teaching staff.  
Professional development / Administrative training programmes for non-teaching staff:  
Financial support to teachers to attend conferences / workshops  
Membership fee of professional bodies  
Significant Plans of Action for the Academic Year 2019 -2020  
Significant Outcomes for the Academic Year 2019 -2020  
Creating Renewable Energy Sources  
Creating Central Instrumentation Center  
The meeting came to an end with the Vote of Thanks extended by the Co-ordinator.

*P. Devi* 06/08/19.  
The Co-ordinator

*A. P. J* 06/08/19  
The Chairperson

Mrs. Umarani, Dept. of Physics *P. 06.8.19*  
Dr. Thilagavathi, Dept. of History *13.8.19*  
Dr. Vasuki, Dept. of Tamil *13.8.19*  
Dr. Jeyabharathi, Dept. of Computer Science *13.8.19*  
Dr. Banumathi, Dept. of Tamil *13.8.19*  
Dr. Vanitha, Dept. of English *P. 13.8.19*  
Dr. Meena, Dept. of Maths *13.8.19*  
Mrs. Arulmozhi, Dept. of Physics *13.8.19*  
Dr. Selvakumari, Dept. of Physics *13.8.19*  
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Dr. Prema, Dept. of Botany *13.8.19*  
Dr. Uma Maheswari, Dept. of Zoology *13.8.19*  
Dr. Kalaiyarasi, Dept. of Physical Education *13.8.19*  
Dr. Sathya, Dept. of Tamil *13.8.19*  
Dr. Sumithra Devi, Dept. of Commerce *13.8.19*  
Dr. Thangam, Dept. of History *13.8.19*  
Mr. Sekar, Dept. of Economics *13.8.19*  
Dr. Kumar, Dept. of Computer Science *13.8.19*  
Dr. Kungumaraj, Dept. of Computer Science *13.8.19*  
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Nominee from Students: S. Soundarya, II M.A., English (18PPENS17) *S. Soundarya 8/08/19*  
Nominee from Alumni: Dr. Janaki, Assistant Professor, Ulaga Tamil Aaraichi Maiyam  
Nominee from Employers/Industrialists/Stakeholders: Mr. Janarthanam, Auditor, Palani.

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05.08.2019

**IQAC / 2019 – 2020 / WORK ALLOCATION**

The members of the Internal Quality Assurance Cell are asked to attend the meeting at Principal's room at 01.45 pm on 05.08.2019.

**Agenda:**

Restructuring Internal Quality Assurance Cell

Submitting Annual Quality Assurance Report for the Academic Year 2018 - 2019

Resolving Action Plan for the Academic Year 2019 – 2020

Distribution of IQAC Workload to Members

P. Devi 05/08/19.  
The Co-ordinator

A. P. J. 5/8/19  
The Chairperson

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06.08.2019

**MINUTES OF THE MEETING HELD ON 05.08.2019**

The Internal Quality Assurance Cell of the college attended the meeting at Principal's room at 01.45 pm on 05.08.2019. The Chairperson of the IQAC welcomed the members and presented the following Agenda for discussion.

- Restructuring Internal Quality Assurance Cell
- Submitting Annual Quality Assurance Report for the Academic Year 2018 - 2019
- Resolving Action Plan for the Academic Year 2019 – 2020
- Distribution of IQAC Workload to Members

**Discussed Item – I:**

The Internal Quality Assurance Cell of the year 2019 – 2020 was restructured and formed with the induction of new members. As an innovative step, the IQAC Advisory Committee was formed and it was approved by the members. The composition is given below.

**Chairperson:** The Principal

**The Co-ordinator:** Mrs. P. Selvi, Dept. of English

**IQAC Advisory Committee Members:**

Mrs. Umarani, Dept. of Physics  
Dr. Thilagavathi, Dept. of History  
Dr. Vasuki, Dept. of Tamil  
Dr. Jeyabharathi, Dept. of Computer Science

**Members of IQAC:**

Dr. Banumathi, Dept. of Tamil  
Dr. Vanitha, Dept. of English  
Dr. Meena, Dept. of Maths  
Mrs. Arulmozhi, Dept. of Physics  
Dr. Selvakumari, Dept. of Physics  
Dr. Anitha, Dept. of Chemistry  
Dr. Prema, Dept. of Botany  
Dr. Uma Maheswari, Dept. of Zoology  
Dr. Kalaiyarasi, Dept. of Physical Education

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E-mail : [apacwprincipal@gmail.com](mailto:apacwprincipal@gmail.com)

28.08.2019

**IQAC / 2019 – 20 / Minutes of the Meeting held on 28.08.2019**

The Internal Quality Assurance Cell of the college convened a meeting with the Heads of the Departments to discuss the Plan of Action for the Academic Year 2019 – 20. It was resolved whole-heartedly in the meeting to fulfil all the demands of the higher education, as per the parameters of NAAC. As such the given Action Plan was charted out.

- Major Projects
- Minor Projects
- Workshops/Seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
- Awards for Innovation won by Institution/Teachers/Research scholars/Students
- Research Publications and Awards
- Patents published/awarded during the year
- Consultancy: Corporate Training
- Collaborations
- Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities:
- MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc
- E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)
- Gender Equity Promotion programmes
- Start-ups
- Outreach Programmes, as stated by UGC

P. Devi 28/08/19  
The Co-ordinator

A. P. S. 28/8/19  
The Chairperson

2020.07.23 13:45

- The Head, PG & Research Department of Tamil: *[Signature]* 29/8/19
- The Head, PG & Research Department of English: *[Signature]* 29/8/19
- The Head, PG & Research Department of History: *[Signature]* 29/8/19
- The Head, Department of Economics: *[Signature]*
- The Head, Department of Mathematics: *[Signature]* 28/8/2019
- The Head, PG & Research Department of Commerce: *[Signature]* 28/8/19
- The Head, Department of Physics: *[Signature]*
- The Head, Department of Chemistry: *[Signature]*
- The Head, Department of Botany: *[Signature]*
- The Head, PG Department of Zoology:
- The Head, PG Department of Computer Science: *[Signature]*
- The Head, Department of Computer Applications: *[Signature]* 28/8/2019

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27.08.2019

**IQAC / 2019 – 2020 / PLAN OF ACTION**

The Heads of the departments are asked to attend the meeting at the English Language  
Laboratory at 11.00 am on 28.08.2019.

**Agenda:**

- Charting out the Plan of Action for the Academic Year 2019 – 2020.
- Monitoring the progression of activities towards Quality Assurance.

P. Devisi 27/08/19.  
The Co-ordinator

A. P. S. 28/8/19  
The Chairperson

- The Head, PG & Research Department of Tamil: [Signature] 28/8/19.
- The Head, PG & Research Department of English:
- The Head, PG & Research Department of History: [Signature] 28/8/19
- The Head, Department of Economics: [Signature]
- The Head, Department of Mathematics: [Signature] 28/8/2019.
- The Head, PG & Research Department of Commerce: N. Sultana 28/8/19.
- The Head, Department of Physics: R. V. L. (HOD FIC) 28/8/19
- The Head, Department of Chemistry: [Signature]
- The Head, Department of Botany: [Signature] 28/8/19
- The Head, PG Department of Zoology: [Signature] 28/8/19
- The Head, PG Department of Computer Science: [Signature] 28/8/19
- The Head, Department of Computer Applications: [Signature] 28/8/19

2020.07.23 13:45





6. Awards and recognition received for extension activities from Government and other recognized bodies

**HoDs:**

Capability Enhancement and Development Schemes such as

- Soft skill development
- Remedial coaching
- Language lab
- Bridge courses
- Yoga & Meditation
- Personal Counselling and Mentoring

Student Progression to Higher Education

Students qualifying in state/ national/ international level examinations

Creating & Monitoring Moodle.com learning platform for students

**PRINCIPAL:**

Professional development / Administrative training programmes for teaching staff:

Professional development / Administrative training programmes for non-teaching staff:

Financial support to teachers to attend conferences / workshops

Membership fee of professional bodies

Significant Plans of Action for the Academic Year 2019 -2020

Significant Outcomes for the Academic Year 2019 -2020

Creating Renewable Energy Sources

Creating Central Instrumentation Center

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