



**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),**  
Nationally Accredited (III cycle) with 'A' Grade by NAAC  
ISO 9001:2015 Certified  
TRICHY- 620018.

**INTERNAL QUALITY ASSURANCE CELL**

**Circular No: 01**

**Date:- 25/07/2023**

**To:- All Members of IQAC**

**Sub: IQAC Meeting on 28.07.2023 at 02.00 p.m**

This is to inform all the Members of the *Internal Quality Assurance Cell* to be present in Trust Seminar Hall on 28<sup>th</sup> July 2023 for the First Periodical Meet of 2023- 2024. The meeting will begin sharp at 02.00 p.m.



*V. Vijitha*  
26.7.23  
Chairperson of ~~Periodical~~ The Principal  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018.  
Tamilnadu

**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 11.04.2023 and the Review of the Action Taken Report
2. Presentation of Criterion Wise Quantitative Metrics
3. Plan of Action for the Academic Year 2023-2024
4. Timeline for preparation of AQAR, IIQA and SSR
5. Any other matter with the permission of the chair





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Tiruchirappalli - 620 018

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26.07.2023

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D, Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Agarwal
	Dr Metilda Bhuvaneswari, Head, Dept of Social Work	M. Bhuvaneswari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	B. Thamilmaraiselvi
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
Ms S Pommi, Librarian	S. Pommi	
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 28.07.2023 at 2.00 P.M in the Trust Seminar Hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Shri. K .Thiruneelakandan, Secretary, College Governing Council, CCW(A)
3. Dr Aloysius Edward J, Dean & Professor, Kristu Jayanti College (Autonomous)
4. Mr C Shantha Kumar, Director, Spastic Society of Tiruchirappalli.
5. Dr Sivakumar Muthusamy, Proprietor, Ariviya Technologies, IIT Madras Research Park, Chennai.
6. Dr S Shameem, Vice Principal, CCW(A)
7. Dr G Kanaga, Dean of Alumni, CCW(A)
8. Dr N Savithri, Dean of Arts, CCW(A)
9. Ms V Ramya, Controller of Examinations, CCW(A)
10. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
11. Dr P Urmila, Member, CCW(A)
12. Dr S Jayashree Agarwal, Member, CCW(A)
13. Dr. Metilda Bhuvaneswari, Member, CCW(A)
14. Dr J Tamil Selvi, Member, CCW(A)
15. Dr S Premalatha, Member, CCW(A)
16. Dr G Maheswari, Member, CCW(A)
17. Dr P Amirtham, Member, CCW(A)
18. Ms N Girubagari, Member, CCW(A)
19. Dr R Merlin Packiam, Member, CCW(A)
20. Dr M Parveen , Member, CCW(A)
21. Dr B Tamilmaraiselvi, Member, CCW(A)
22. Dr S Rameshwari, Member, CCW(A)
23. Ms B Thanuja, Member, CCW(A)
24. Dr B Baby Shakila, Member, CCW(A)
25. Ms S Pommi, Librarian, CCW(A)
26. Ms K Nikitha, Student Member, CCW(A)
27. Ms R Monika, Student Member, CCW(A)
28. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
29. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



### **Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 11.04.2023 and the Review of the Action Taken Report
2. IQAC Activity Report (2022-2023)
3. Timeline for preparation of AQAR, IIQA and SSR
4. Review of the Action Taken Report for the Plan of Action proposed for the Academic Year (2022-2023)
5. Presentation of Criterion-wise Quantitative Metrics
6. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

#### ***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 11.04.2023 and the Review of the Action Taken Report of the Previous Meeting***

Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 11.04.2023 and was confirmed by the members present in the meeting.

#### ***Resolution 2: IQAC Activity Report (2022-2023)***

Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW(A), presented the highlights of the activities of the IQAC for the academic year 2022-2023

- NAAC Sponsored National Seminar on *Fostering Global Competence among Higher Educational Institutions through Technology*, 9, 10 June 2022
- National Seminar on *Sustainable Global Environmental Health- Our Planet Our Health* on 26.09.2022
- FDPs conducted: 14, 4 exclusively by IQAC, 2 for Non Teaching
- Programmes Organised:12
- IQAC Meetings Conducted: 5
- Submission of AQAR, NIRF, AISHE, Study in India: 23.12.2022
- Academic & Administrative Audit :24.03.2023
- Internal ISO Audit: 07 Oct 2022, 31 March 2023
- External Peer Team Visit :07.02.2023
- Faculty Exchange Programme Dec 5 to 11, 2022, Jan 5 to 11,2023
- Feed back collected, Analysed, Action taken report presented in GB and uploaded in website
- Environment & Energy Audit: 21.03.2023
- Pre-Congress Symposia for 75 years of Research and Development in Biological Sciences in Swaraj India -14.12.2023 in association with Indian Social Science Academy, Allahabad & Bharathidasan University Tiruchirappalli
- Periodic Meetings of the Statutory and Non Statutory Committees
- Institution of Best Researcher Awards



**Resolution 3: Timeline for preparation of AQAR, IIQA and SSR**

Submission of AQAR (22-23) : August 30, 2023  
Validity of NAAC : December 31, 2024  
IIQA : June 2024  
SSR : September 2024

External Academic Expert, Dr Aloysius Edward J advised to proceed as per the schedule.

**Resolution 4: Review of the Action Taken Report for the Plan of Action given for the Academic Year (2022-2023)**

Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW(A), presented the action taken report and the External Academic Expert, Dr Aloysius Edward J gave the suggestion

**Criterion I**

- Any new course introduced in the curriculum, should reflect in the Minutes of the BoS and the Academic Council

**Criterion II**

- Issues reported by the mentee should be recorded in the mentor mentee report, grievances redressed and should be documented
- Course wise e-contents should be prepared by the faculty and published in the college website and also included in the lesson plan
- OBE policy to be drafted
- To include Indian Knowledge System (IKS) into the curriculum
- To conduct courses focusing on Sustainable Development Goals

**Criterion III**

- Seed Money should be Rs One lakh/project which can be shared with more faculty
- Every faculty should publish atleast one article giving importance to Scopus and Web of Science

**Criterion V**

- 90% of the students should undergo Placement Training Programme and attendance to be maintained properly

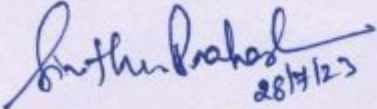
**Criterion VI**

- Financial Assistance of up to Rs 2000/- can be given for registering for Conferences, Workshops and for membership in Professional bodies. A policy document has to be drafted, application form approved by the Principal and Management and the amount should be reflected in the Audited statement.

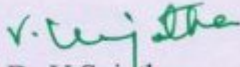
**Resolution 5: Presentation of Criterion-wise Quantitative Metrics**

Criterion Wise Quantitative Metrics doubts were clarified by respective Criterion incharges with External Academic Expert, Dr Aloysius Edward J.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
28/12/23  
IQAC COORDINATOR  
Cauvery College For Women  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



  
Dr V Sujatha  
Chair Person & Principal  
Cauvery College For Women  
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**INTERNAL QUALITY ASSURANCE CELL (IOAC)**

Date: 28.07.2023

Venue: Trust meeting Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	<i>V. Sujatha</i>
Management	Shri. K .Thiruneelakandan, Secretary, College Governing Council	<i>K. P. S.</i>
Ex-Officio	Ms V Ramya, Controller of Examinations	<i>V. Ramya 28/7/23</i>
	Dr N Siva Priya, Deputy Controller of Examinations	<i>N. Siva Priya 28/7/23</i>
Teachers	Dr S Ramalakshmi, Vice Principal	<i>S. Ramalakshmi 28/7/23</i>
	Dr S Shameem, Vice Principal	<i>S. Shameem</i>
	Dr N Savithri, Dean of Arts	<i>N. Savithri</i>
	Dr G Kanaga, Dean of Alumnae Relations	<i>G. Kanaga</i>
	Dr P Urmila, Head, Dept of English (PG)	<i>P. Urmila</i>
	Dr Jayashree Agarwal, Head, Dept of English (UG)	<i>J. Agarwal</i>
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	<i>M. Bhuvaneshwari</i>
	Dr J Tamil Selvi, Head, Dept of BBA	<i>J. Tamil Selvi</i>
	Dr S Prema Latha, Head, Dept of Mathematics	<i>S. Prema Latha</i>
	Dr G Maheswari, Head, Dept of Physics	<i>G. Maheswari</i>
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	<i>P. Pungayee</i>
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	<i>N. Girubagari</i>
	Dr R Merlin Packiam, Head, Dept of Computer Applications	<i>R. Merlin Packiam</i>
	Dr M Parveen, Head, Dept of Information Technology	<i>M. Parveen 28/7/23</i>
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	<i>B. Thamilmaraiselvi</i>
	Dr R Rameshwari, Head, Dept of Biotechnology	<i>R. Rameshwari</i>
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	<i>B. Thanuja 28/7/23</i>
	Dr B Baby Shakila, Director of Physical Education	<i>B. Baby Shakila 28/07/2023</i>
Ms S Pommi, Librarian	<i>S. Pommi 28/7/23</i>	
Senior Administrative Officer	Mr. Amsamohanraj Manager	ATTENDED ONLINE
Student Representative	Ms K Nikitha, I M.Sc., FSM&D Ms G Harini III BBA	ATTENDED ONLINE
External Academic Expert	Dr Aloysius Edward J Dean & Professor, Faculty of Commerce & Management Kristu Jayanti College(Autonomous), Bengaluru	ATTENDED ONLINE
Alumni	Ms S Dhaarani, Proprietor, Narumugai Herbal Sanitary Napkins, Mayiladuthurai  Dr. R. Seethalakshmi Assistant Professor VIT, Vellore	ATTENDED ONLINE
Local Society	Mr C Shantha Kumar, Director, Spastic Society of Tiruchirappalli.	ATTENDED ONLINE
Industrialist	Dr Sivakumar Muthusamy Proprietor, Ariviya Technologies, IIT Madras Research Park, Chennai.	ATTENDED ONLINE
Assistant IQC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	<i>S. Jeyabharathi 28/7/23</i>
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	<i>Sinthu Janita Prakash 28/7/23</i>





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 28.07.2023**

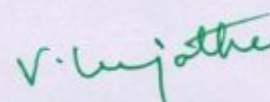
Plan of Action Proposed	Action Taken
Timeline for preparation of AQAR, IIQA and SSR	Submission of AQAR (22-23) : September 30, 2023 IIQA : June 2024 SSR : September 2024
<p><b>Criterion I</b>            Any new course introduced in the curriculum, should reflect in the Minutes of the BoS and the Academic Council.</p>	A separate form has been created for introduction of new courses in the Curriculum. It has to be included in the minutes of the Board of Studies
<p><b>Criterion II</b></p> <p>Issues reported by the mentee should be recorded in the mentor mentee report, grievances redressed and should be documented.</p> <p>Course wise e-contents should be prepared by the faculty and published in the college website and also included in the lesson plan.</p> <p>OBE policy to be drafted</p> <p>To include Indian Knowledge System (IKS) into the curriculum</p> <p>To conduct courses focusing on Sustainable Development Goals</p>	<p>Mentor Mentee ratio should be less than 1:20, The same Mentor to be allocated for entire duration of study and the Mentor maintain proper Academic and Personal record of the Mentee. Mentor should meet mentee often and record if any grievances and take appropriate action.</p> <p>Course wise e-contents prepared by the faculty and published in the college website. New format of Lesson plan suggested by Criterion II including course wise e-contents links from our college website.</p> <p>All the department are preparing Autonomy manual and OBE policy to be drafted by Criterion I &amp; II.</p> <p>Indian Knowledge System (IKS) to be included in the curriculum from the Academic year 2024 – 25 onwards.</p> <p>Each department instructed to identify the courses in their Curriculum towards Sustainable Development Goals (SDG) and submit the list to Criterion I</p>
<p><b>Criterion III</b>            Seed Money should be Rs One lakh/project which can be shared with more faculty</p>	Research Advisory Committee received 61 proposals from various departments. Among the 61 proposals submitted, after the review of the proposals from the appointed member of the BOS of various Departments, 24 projects were selected. Based on the report of the pilot study, a second installment of Rs. 80,000/- has been sanctioned to the 11 faculty members.



Every faculty should publish atleast one article giving importance to Scopus and Web of Science	Faculty have been motivated to utilize Rs. 3000/- given by the college for their Publication.
<b>Criterion V</b> 90% of the students should undergo Placement Training Programme and attendance to be maintained properly	All UG final year students given Placement Training <ul style="list-style-type: none"> <li>• Medical Coding -Life Science</li> <li>• Banking and Life Insurance -Arts</li> <li>• Soft skills – Arts &amp; Science</li> </ul> Attendance maintained by Placement cell.
<b>Criterion VI</b> Financial Assistance of up to Rs 2000/- can be given for registering Conferences, Workshops and membership in Professional bodies. A policy document has to be drafted, application form approved by the Principal, Management and IQAC coordinator the amount should be reflected in the Audited statement.	Policy document drafted. 8 faculty members given financial Assistance of Rs 2000/- for registering Conferences, Workshops and for membership in Professional bodies after approved by the Principal, Management and IQAC coordinator. Forms collected and documented by IQAC.
Presentation of Criterion-wise Quantitative Metrics	Criterion Wise Quantitative Metrics doubts were clarified by respective Criterion incharges with External Academic Expert, Dr Aloysius Edward J.

  
**IQAC COORDINATOR**  
Cauvery College for Women  
**IQAC Coordinator**  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



  
**Dr V. Vijayalaxmi**  
**Principal**  
Chair Person & The Principal  
Cauvery College for Women  
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INTERNAL QUALITY ASSURANCE CELL

Circular No: 02

Date:- 05/09/2023

To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 09.09.2023 at 10.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in Rameswari Nallusamy hall on 9<sup>th</sup> September 2023 for the Second Periodical Meet of 2023- 2024. The meeting will begin sharp at 10.00 a.m.

**Agenda:**

1. Review of Action Taken Report
2. Preparation of AQAR 2023-24
3. Exploration of NAAC SSR preparation
4. Guidelines for Preparation of AISHE 2022-23
5. Guidelines for Preparation of NIRF 2022-2023
6. Any other matter with the permission of the Chair



Chairperson of the IQAC & The Principal

**Principal**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 05.09.2023

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha 5/9/23
Management	Shri. K. Thiruneelakandan, Secretary, College Governing Council	K. Thiruneelakandan 5/9/23
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya 5/9/23
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 5/9/23
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 5/9/23
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	Dr N Savithri, Dean of Arts	N. Savithri 5/9/23
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 5/9/23
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila 5/9/23
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree 5/9/23
	Dr Metilda Bhuvaneswari, Head, Dept of Social Work	M. Bhuvaneswari 5/9/2023
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi 5/9/23
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha 5/9/23
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari 5/9/23
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee 5/9/23
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari 5/9/23
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam 5/9/23
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen 5/9/2023
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	B. Thamilmaraivelvi 5/9/23
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 5/9/23
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja 5/9/23
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila 5/9/23
	Ms S Pommi, Librarian	S. Pommi 5/9/2023
	Student Representative	Ms K Nikitha, II M.Sc., FSM&D
	Ms. G. Harini, III BBA	G. Harini 5/9/23
Assistant IQC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi 5/9/23
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash 5/9/23





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the IQAC Meeting

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 09.09.2023 at 10.00 A.M in the Rameshwari Nallusamy Hall.

The following members were present:

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
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9. Dr. Metilda Bhuvaneshwari, Member, CCW(A)
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11. Dr S Premalatha, Member, CCW(A)
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17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
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20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G Harini, Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



## Agenda:

1. Confirmation of the Minutes of the Previous Meeting held on 28.07.2023 and the Review of the Action Taken Report
2. Preparation of AQAR 2023-24
3. Exploration of NAAC SSR preparation
4. Guidelines for Preparation of AISHE 2023-24
5. Guidelines for Preparation of NIRF 2023-2024
6. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr: V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

### ***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 28.07.2023 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 28.07.2023 and was confirmed by the members present in the meeting.

### ***Resolution 2: Preparation of AQAR 2023-24***

Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A), Briefly discussed about the Qualitative and Quantitative metrics of AQAR 2023-24. Criterion in charges were asked to prepare a detailed comparative analysis with higher graded institutes for their metrics and also collect all the evidences with respect to their requirements.

### ***Resolution 3: Exploration of NAAC SSR preparation***

Dr. V. Sujatha Chair Person of IQAC guided the Criterion in charges to incorporate changes in NAAC SSR preparation as per new Autonomy manual Guidelines. Madam also shared her inputs for collecting and cumulating data as per NAAC recommendations.

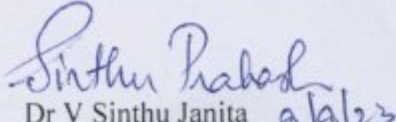
### ***Resolution 4: Guidelines for Preparation of AISHE 2022-2023***

The members of IQAC team discussed with Dr. A. Bhuvanewari, Nodal Officer of AISHE to prepare and present the data for the academic year 2022-2023. The Nodal officer pointed out the new inputs for AISHE. After evaluation the data were approved for submission in the AISHE portal.

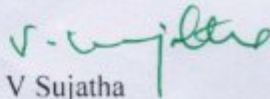
### ***Resolution 5: Guidelines for Preparation of NIRF 2022-2023***

The chairperson and Coordinator of IQAC gave their insights to Dr. K. Kalaiarasi, NIRF coordinator after her presentation of NIRF data for 2023 and it was approved for submission in NIRF portal after a brief revision.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
Dr V Sinthu Janita  
IQAC COORDINATOR  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



  
Dr V Sujatha  
Chair Person & The Principal  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.





## CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited (III Cycle) with "A" Grade by NAAC

ISO 9001:2015 certified

Tiruchirappalli - 620 018

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 09.09.2023

Venue: Rameshwari Nallusamy hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D, Principal	<i>V. Sujatha</i>
Management	Shri. K. Thiruneelakandan, Secretary, College Governing Council	<i>K. Thiruneelakandan</i>
Ex-Officio	Ms V Ramya, Controller of Examinations	<i>V. Ramya</i>
	Dr N Siva Priya, Deputy Controller of Examinations	<i>N. Siva Priya</i>
Teachers	Dr S Ramalakshmi, Vice Principal	<i>S. Ramalakshmi</i>
	Dr S Shameem, Vice Principal	<i>S. Shameem</i>
	Dr N Savithri, Dean of Arts	<i>N. Savithri</i>
	Dr G Kanaga, Dean of Alumnae Relations	<i>G. Kanaga</i>
	Dr P Urmila, Head, Dept of English (PG)	<i>P. Urmila</i>
	Dr Jayashree Agarwal, Head, Dept of English (UG)	<i>J. Agarwal</i>
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	<i>M. Bhuvaneshwari</i>
	Dr J Tamil Selvi, Head, Dept of BBA	<i>J. Tamil Selvi</i>
	Dr S Prema Latha, Head, Dept of Mathematics	<i>S. Prema Latha</i>
	Dr G Maheswari, Head, Dept of Physics	<i>G. Maheswari</i>
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	<i>P. Pungayee</i>
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	<i>N. Girubagari</i>
	Dr R Merlin Packiam, Head, Dept of Computer Applications	<i>R. Merlin Packiam</i>
	Dr M Parveen, Head, Dept of Information Technology	<i>M. Parveen</i>
	Dr B Thamilmalaiselvi, Head, Dept of Microbiology	<i>B. Thamilmalaiselvi</i>
	Dr R Rameshwari, Head, Dept of Biotechnology	<i>R. Rameshwari</i>
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	<i>B. Thanuja</i>
	Dr B Baby Shakila, Director of Physical Education	<i>B. Baby Shakila</i>
	Ms S Pommi, Librarian	<i>S. Pommi</i>
	Student Representative	Ms K Nikitha, II M.Sc., FSM&D
	Ms. G. Harini, III BBA	<i>G. Harini</i>
Assistant IQC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	<i>S. Jeyabharathi</i>
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	<i>Sinthu Prakash</i>





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 09.09.2023

Plan of Action Proposed	Action Taken
Preparation of AQAR 2023-24	The AQAR 2023-2024 is being prepared and will be submitted in NAAC portal before the deadline for 2024 taking into consideration the new bench marks.
Exploration of NAAC SSR preparation	The criterion in charges had a frequent meeting with Principal madam for their data validation. All criterion data has to be collected on or before December 2023.
Guidelines for Preparation of AISHE 2022-2023	Data for All India Survey on Higher Education for the Academic year 2022-2023 to be submitted on February 2024.
Guidelines for Preparation of NIRF 2022-2023	Data for National Institute Ranking Framework (NIRF - 2023) to be submitted on December, 2023

Dr V Sinthu Janita  
IQAC COORDINATOR  
Cauvery College For Women  
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Dr V Sujatha  
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INTERNAL QUALITY ASSURANCE CELL

Circular No: 03

Date:- 01/11/2023

To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 02.11.2023 at 10.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in Rameshwari Nallusamy hall on 2<sup>nd</sup> November 2023 for the Third Periodical Meet of 2023- 2024. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Review of Action Taken Report
2. Planning for faculty orientation programme on NAAC SSR preparation
3. Clarification of doubts about NAAC SSR preparation
4. Evaluation of Seed money proposals and finalizing the Sanctioned list
5. Implementation of NAAN MUDALVAN Career oriented programmes
6. Any other matter with the permission of the Chair



Chairperson of the IQAC & The Principal

Cauvery College For Women  
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Tiruchirappalli - 620 018.  
Tamilnadu.

V. S. S. S.





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Tiruchirappalli – 620 018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 01.11.2023

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha 11/11/23
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya 11/11/23
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 11/11/23
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 11/11/23
	Dr S Shameem, Vice Principal	S. Shameem 1.11.23
	Dr N Savithri, Dean of Arts	N. Savithri 11/11/23
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 11/11/23
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila 1.11.23
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree 1.11.23
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Metilda 01/11/2023
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi 11/11/23
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha 11/11/23
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari 11/11/23
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee 11/11/23
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari 11/11/23
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam 11/11/23
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen 11/11/2023
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	B. Thamilmaraivelvi 11/11/23
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 11/11/23
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja 01/11/23
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila 11/11/23
Ms S Pommi, Librarian	S. Pommi 11/11/23	
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha 11/11/23
	Ms. G. Harini III BBA	G. Harini 11/11/23
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi 11/11/23
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash 11/11/23





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 02.11.2023 at 10.00 A.M in the Rameshwari Nallusamy hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
8. Dr S Jayashree Agarwal, Member, CCW(A)
9. Dr. Metilda Bhuvanewari, Member, CCW(A)
10. Dr J Tamil Selvi, Member, CCW(A)
11. Dr S Premalatha, Member, CCW(A)
12. Dr G Maheswari, Member, CCW(A)
13. Dr P Amirtham, Member, CCW(A)
14. Ms N Girubagari, Member, CCW(A)
15. Dr R Merlin Packiam, Member, CCW(A)
16. Dr M Parveen , Member, CCW(A)
17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
19. Ms B Thanuja, Member, CCW(A)
20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G. Harini, Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



## Agenda:

1. Confirmation of the Minutes of the Previous Meeting held on 09.09.2023 and the Review of the Action Taken Report
2. Planning for faculty orientation programme on NAAC SSR preparation
3. Clarification of doubts about NAAC SSR preparation
4. Evaluation of Seed money proposals and finalizing the Sanctioned list
5. Implementation of NAAN MUDALVAN Career oriented programmes
6. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

### ***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 09.09.2023 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 09.09.2023 and was confirmed by the members present in the meeting.

### ***Resolution 2: Planning for faculty orientation programme on NAAC SSR preparation***

The IQAC Coordinator, Dr. V. Sinthu Janita proposed a plan for conducting a Faculty Orientation Programme on NAAC SSR preparation by Dr. D.I. George Amalarethnam, Vice Principal, Associate Professor and Head, Department of Computer Science, Jamal Mohamed College (Autonomous), Tiruchirappalli. All the members of IQAC accept and it was planned on 3<sup>rd</sup> November.

### ***Resolution 3: Clarification of doubts about NAAC SSR preparation***

The Chair Person of IQAC suggested the criterion incharges to clarify their doubts with Dr. D.I. George Amalarethnam, Vice Principal, Associate Professor and Head, Department of Computer Science, Jamal Mohamed College (Autonomous), Tiruchirappalli, after completing faculty orientation programme.

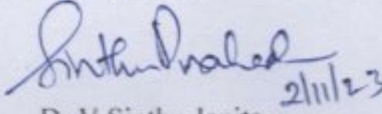
### ***Resolution 4: Evaluation of Seed money proposals and finalizing the Sanctioned list***

Research Advisory Committee received 43 proposals from various departments. Among the 43 proposals submitted, after the review of the proposals from the appointed member of the BOS of various Departments, 10 projects were sanctioned with a amount of Rs. 1,00,000.

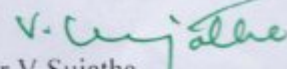
### ***Resolution 5: Implementation of NAAN MUDALVAN Career oriented programmes***

The IQAC Coordinator, Dr. V. Sinthu Janita discussed the implementation of NAAN MUDALVAN career orientation programme for all First and Second year students. The proposed date for this programme was 19.12.2023 and 20.12.2023.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
Dr V Sinthu Janita  
**IQAC COORDINATOR**  
Cauvery College For Women  
(Autonomous)  
Annamaiai Nagar,  
Tiruchirappalli - 620 018,  
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Dr V Sujatha  
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**Principal**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 02.11.2023

Venue: Rameshwari Nallusamy Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree
	Dr Metilda Bhuvaneswari, Head, Dept of Social Work	M. Bhuvaneswari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	B. Thamilmaraivelvi
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha
	Ms. G. Harini III BBA	G. Harini
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash



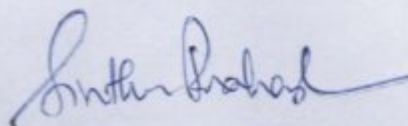


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

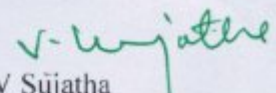
ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 02.11.2023

Plan of Action Proposed	Action Taken
Planning for faculty orientation programme on NAAC SSR preparation	Faculty Orientation Programme on NAAC SSR preparation by Dr. D.I. George Amalarethnam, Vice Principal, Associate Professor and Head, Department of Computer Science, Jamal Mohamed College (Autonomous), Tiruchirappalli on 3rd November. The criterion in charges presented their Criterion inputs. The expert gave valuable suggestions and corrections to be incorporated.
Clarification of doubts about NAAC SSR preparation	The criterion in charges had a one-to-one interactive session with meeting with Dr. D.I. George Amalarethnam, Vice Principal, Associate Professor and Head, Department of Computer Science, Jamal Mohamed College (Autonomous), Tiruchirappalli on 3.11.2023
Evaluation of Seed money proposals and finalizing the Sanctioned list	Research Advisory Committee received 43 proposals from various departments. 10 projects were selected by respective BOS members and sanctioned with a amount of Rs. 1,00,000 in the month of December and their tenure was two years. All the faculty members have to submit their annual report along with one reputed Publication.
Implementation of NAAN MUDALVAN Career oriented programmes	NAAN MUDALVAN career orientation programme was conducted by Mr. K. Rengaraj, Mr. Kiran, Mr. Kiran paul from Face Prep, Focus 4D Career Education pvt ltd, Coimbatore on 19.12.2023 and 20.12.2023. Around 1900 students from all first and second year got benefitted.



Dr V Sinthu Janita  
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Dr V Sujatha  
Chair Person & The Principal

Principal  
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INTERNAL QUALITY ASSURANCE CELL

Circular No: 04

Date:- 18/01/2024

To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 20.01.2024 at 10.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in Rameshwari Nallusamy Hall on 20<sup>th</sup> January 2024 for the Fourth Periodical Meet of 2023- 2024. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Review of Action Taken Report
2. Discussion about revision of new NAAC bench marks and SOP
3. Preparation of AICTE approval for BCA and BBA programmes
4. Organizing Faculty Development Programme on IPR
5. Organizing International Conference on New Ideas in Technology and Innovations
6. Conduct of Governing Body meeting
7. Any other matter with the permission of the Chair



Chairperson of the IQAC & The Principal  
**Principal**  
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V. Vijayalaxmi





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 18.01.2024

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Bhuvaneshwari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
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	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
	Ms S Pommi, Librarian	S. Pommi
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha
	Ms. G. Harini III BBA	G. Harini
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash





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**TRICHY- 620018.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 20.01.2024 at 10.00 A.M in the Rameshwari Nallusamy hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
8. Dr S Jayashree Agarwal, Member, CCW(A)
9. Dr. Metilda Bhuvaneshwari, Member, CCW(A)
10. Dr J Tamil Selvi, Member, CCW(A)
11. Dr S Premalatha, Member, CCW(A)
12. Dr G Maheshwari, Member, CCW(A)
13. Dr P Amirtham, Member, CCW(A)
14. Ms N Girubagari, Member, CCW(A)
15. Dr R Merlin Packiam, Member, CCW(A)
16. Dr M Parveen , Member, CCW(A)
17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
19. Ms B Thanuja, Member, CCW(A)
20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G Harini, Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 02.11.2023 and the Review of the Action Taken Report
2. Discussion about revision of new NAAC bench marks and SOP
3. Preparation of AICTE approval for BCA and BBA programmes
4. Organizing Faculty Development Programme on IPR
5. Organizing International Conference on New Ideas in Technology and Innovations
6. Conduct of Governing Body meeting
7. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 02.11. 2023 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 02.11.2023 and was confirmed by the members present in the meeting.

***Resolution 2: Discussion about revision of new NAAC bench marks and SOP***

Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A) discussed about the new NAAC bench marks and standard operating procedures to all Criterion in charges and clarified their doubts.

***Resolution 3: Organizing Faculty Development Programme on IPR***

The members of IQAC team planned to organize National level faculty development programme on Intellectual Property Rights in collaboration with Institution Innovation Council. The proposed date would be on 07.02.2024 & 08.02.2024.

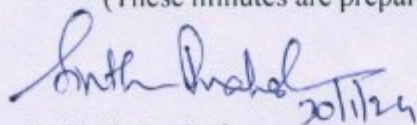
***Resolution 4: Organizing International Conference on New Ideas in Technology and Innovations***

There would be a discussion about organizing an one day International Conference on "Exploring new Horizons in Chemical Sciences in collaboration with Department of Chemistry and CSIR- Institute of Minerals and Material Technology (IMMT) Sachivalya Marg, Bhubaneswar. The proposed date would be on 28.02.2024.

***Resolution 5: Conduct of Governing Body meeting***

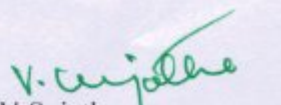
Chair Person of IQAC, CCW (A) Dr. Mrs. V. Sujatha gave a brief instructions to Dr. R. Shanthy, Assistant Professor, PG dept. of English for conducting Ninth Governing Body meeting. The proposed date for GB would be on 21.02.2024. Guidance was given to include the feedback of the Stake holders, Self appraisal and performance appraisals as items in the agenda.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
20/1/24

Dr V Sinthu Janita  
IQAC COORDINATOR  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu:



  
Dr V Sujatha  
Chair Person & The Principal  
Principal  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018.  
Tamilnadu.





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ISO 9001:2015 certified

Tiruchirappalli – 620 018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 20.01.2024

Venue: Rameshwari Nallusamy Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree
	Dr Metilda Bhuvanewari, Head, Dept of Social Work	M. Bhuvanewari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	B. Thamilmaraiselvi
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
Ms S Pommi, Librarian	S. Pommi	
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha
	Ms. G. Harini III BBA	G. Harini
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 20.01.2024

Plan of Action Proposed	Action Taken
Discussion about revision of new NAAC bench marks and SOP	All Criterion in charges clarified their doubts about the new NAAC bench marks and standard operating procedures. The revised metrics has been given special consideration for preparation of SSR.
Organizing Faculty Development Programme on IPR	National level faculty development programme on Intellectual Property Rights in collaboration with institution innovation council was organized on 07.02.2024 & 08.02.2024. The following members acted as a resource persons. 1. Dr.Balaji Ganesh IPR Consultant LP For Ever Chennai 2. Dr.Hema Sindhuja Staff Advisor-IPR Cell Assistant Professor of Chemistry Jamal Mohammed College Trichy 3. Dr.Sridevi Maganti Assistant Professor, Department of Commerce and Management Studies Adikavi Nannaya University MSN Campus Kakinada 4. Dr. T. Pavan Kumar Senior Scientist-Chemistry IP Convener, Manager-Innovation & Technology, CSIR- Institute of Minerals and Material Technology (IMMT) Sachivalya Marg, Bhubaneswar



Organizing International Conference on  
New Ideas in Technology and Innovations

One day International Conference on "Exploring new Horizons in Chemical Sciences in collaboration with Department of Chemistry and CSIR- Institute of Minerals and Material Technology (IMMT) Sachivalya Marg, Bhubaneswar. The proposed date would be on 28.02.2024.

The following members were invited as a resource persons.

1. Prof. R. Ramesh  
Coordinator  
Centre for Organometallic Chemistry  
School of Chemistry Bharathidasan University,  
Tiruchirappalli

Dr. V. Tharmaraj  
Post - Doctoral Fellow  
Institute of Clinical Medicine  
College of Medicine  
National Cheng Kung University (NCKU) Hospital,  
Tainan-70403

Dr. T. Pavan Kumar  
Senior Scientist-Chemistry IP Convener  
Manager-Innovation & Technology  
CSIR- Institute of Minerals and Material Technology  
(IMMT) Sachivalya Marg  
Bhubaneswar

Dr. R. Karvembu  
Professor,  
Department of Chemistry  
National Institute of Technology  
Tiruchirappalli

Dr. K. Sundaravel  
Assistant Professor,  
Department of Chemistry,  
Bharathiar University  
Coimbatore.

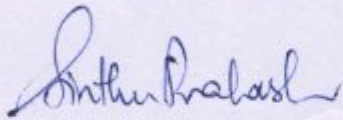
Conduct of Governing Body meeting

Ninth Governing Body meeting was held on 21.02.2024. All members of Governing body has discussed about the following agenda.

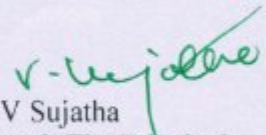
1. Approval of Research Initiatives
2. Approval of the Performance Appraisal and Self Appraisal of the annual year 2022-23
3. Minutes of the finance committee



4. Report of the feedback of the curriculum collected from the stake holders and relevant action taken
  5. Minutes of the Ninth Meeting of the Academic Council
  6. Recording Matters pertaining to the Academic Activities
  7. Result analysis
  8. Achievements and Recent Happenings
  9. New Initiatives / Future Directions
- All the suggestions have been noted by respective the faculty in charges and forwarded for approval of chair.



Dr V Sinthu Janita  
**IQAC COORDINATOR**  
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Dr V Sujatha  
Chair Person & The Principal  
**Principal**  
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INTERNAL QUALITY ASSURANCE CELL

Circular No: 05

Date:- 20/02/2024

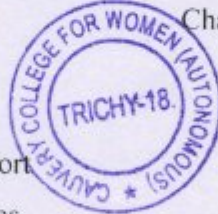
To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 23.02.2024 at 10.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in Rameshwari Nallusamy hall on 23<sup>rd</sup> February 2024 for the Fifth Periodical Meet of 2023- 2024. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Review of Action Taken Report
2. Evaluation of Criterion metrics
3. Planning for Academic and Administrative audit
4. Proposal for College web site updation
5. Any other matter with the permission of the Chair



Chairperson of the IQAC & The Principal

*V. Vijayarathna*  
Principal

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 20.02.2024

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya 20/2/24
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 20/2/24
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 20/2/24
	Dr S Shameem, Vice Principal	S. Shameem 20.2.24
	Dr N Savithri, Dean of Arts	N. Savithri 20/2/24
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 20/2/24
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila 20/2/24
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree 20.2.24
	Dr Metilda Bhuvaneswari, Head, Dept of Social Work	M. Metilda 20/2/2024
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi 20/2/24
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha 2/2/24
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari 20/2/24
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee 20/2/24
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari 20/2/24
	Dr R. Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam 20/2/24
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen 20/2/2024
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	B. Thamilmaraiselvi 20/2/24
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 20/2/24
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja 20/2/24
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila 20/2/2024
Ms S Pommi, Librarian	S. Pommi 20/2/24	
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha 20/2/24
	Ms. G. Harini III BBA	G. Harini 20/2/24
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi 20/2/24
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash 20/2/24





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 23.02.2024 at 10.00 A.M in the Rameshwari Nallusamy hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
8. Dr S Jayashree Agarwal, Member, CCW(A)
9. Dr. Metilda Bhuvanewari, Member, CCW(A)
10. Dr J Tamil Selvi, Member, CCW(A)
11. Dr S Premalatha, Member, CCW(A)
12. Dr G Maheswari, Member, CCW(A)
13. Dr P Amirtham, Member, CCW(A)
14. Ms N Girubagari, Member, CCW(A)
15. Dr R Merlin Packiam, Member, CCW(A)
16. Dr M Parveen , Member, CCW(A)
17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
19. Ms B Thanuja, Member, CCW(A)
20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G Harini, Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 20.01.2024 and the Review of the Action Taken Report
2. Evaluation of Criterion metrics
3. Planning for Academic and Administrative audit
4. Proposal for College web site updation
5. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 20.01.2024 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 20.01.2024 and was confirmed by the members present in the meeting.

***Resolution 2: Evaluation of Criterion metrics***

The Criterion main in charges presented their cumulated Qualitative and Quantitative metrics data with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha and Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A). Both of them gave their elaborate review of that datas, All suggestions were taken care.

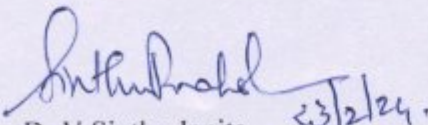
***Resolution 3: Planning for Academic and Administrative audit***

The members proposed the planning of Academic and Administrative audit in the month of March. Five teams with Two External Experts to be appointed. Two teams for science departments, two teams for Arts department and One team for the Administration Audit. Student Interaction for Arts and Science stream to be conducted separately.


***Resolution 4: Proposal for College web site updation***

The IQAC coordinator explained to Dr. Parveen, Professor and Head Dept. of Information technology for the need of website Updation for uploading NAAC SSR documents and related data links.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
Dr V Sinthu Janita  
**IQAC COORDINATOR**  
Cauvery College For Women  
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Annamalai Nagar,  
Tiruchirappalli - 620 018,  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 23.02.2024

Venue: Rameshwari Nallusamy Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya 23/2/24
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 23/2/24
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 23/2/24
	Dr S Shameem, Vice Principal	S. Shameem 23.2.24
	Dr N Savithri, Dean of Arts	N. Savithri 23/2/24
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 23/2/24
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila 23/2/24
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Jayashree 23.2.24
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Bhuvaneshwari 23/02/2024
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi 23/2/24
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha 23/2/2024
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari 23/2/2024
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee 23/2/24
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari 23/2/24
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam 23/2/24
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen 23/2/2024
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	B. Thamilmaraiselvi 23/2/24
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 23/2/24
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja 23/02/24
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila 23/2/24
	Ms S Pommi, Librarian	S. Pommi 23/2/24
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha 23/2/24
	Ms. G. Harini III BBA	G. Harini 23/2/24
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi 23/2/24
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash 23/2/24





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 23.02.2024

Plan of Action Proposed	Action Taken
Evaluation of Criterion metrics	The Criterion main in charges presented their cumulated Qualitative and Quantitative metrics. The suggestions was given By Madam Principal and IQAC coordinator to improve their scores.
Planning for Academic and Administrative audit	The Academic Administrative audit was conducted on 25.03.2024 with the following subject experts. <u>Arts - I</u> Dr. J.O. JERYDA GNANAJANE ELJO Professor Department of Social Work Bharathidasan University Khajamalai Campus Tiruchirappalli-620 023. Mail ID: jerydaanand@gmail.com Mobile No. : +91-94439 22703; +91-95973 74993  Dr. R. NANDHINI Assistant Professor (Senior Grade) Department of English UCE-BIT Campus Tiruchirappalli-620 024. Mail ID: nandhinimani76@yahoo.co.in. Mobile No. : +91-94439 51816  <u>Arts - II</u> Dr. A. MAYIL MURUGAN Associate Professor & Head PG Department of Commerce The Madura College (Autonomous) Madurai - 625 011. Mail ID: mayil_madura@yahoo.co.in Mobile No. : +91-94438 31199



Dr. D. GUNASEKARAN  
Associate Professor & HOD  
Department of Mathematics  
PSG College of Arts & Science  
Coimbatore-641 014.  
Mail ID: gunapsgcas@gmail.com  
Mobile No: +91-97905 02357

Science- I

Dr R. RAMASWAMY BABU RAJENDRAN  
Senior Professor  
Department of Environmental Biotechnology  
School of Environmental Sciences  
Bharathidasan University  
Tiruchirappalli-620 024.  
Mail ID: ramaswamybr@gmail.com,  
ramaswamybdu@gmail.com  
Mobile No: +91-94421 05438

Dr. P. U. MAHALINGAM  
Professor & Head  
Department of Biology  
The Gandhigram Rural Institute  
(Deemed to be University)  
Gandhigram-624 302.  
E-Mail: pumahalingam@yahoo.co.in  
Mobile: +91-94458 18371

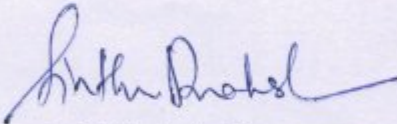
Science – II

Dr. P. MURUGANANDAM  
Professor and Head  
Department of Physics  
Bharathidasan University  
Tiruchirappalli- 620 024  
Mail ID: anand@bdu.ac.in  
Mobile No.: +91-94877 06093


Dr. P. KALAVATHI  
Professor & Head  
Department of Computer Science & Applications  
The Gandhigram Rural Institute  
(Deemed To Be University)  
Dindigul-624 302.  
Mail ID: pkalavathi.gri@gmail.com  
Mobile No.: +91-94458 98371



	<u>Administration</u>
	<p>Dr. B. JEYAPRAGASH Professor Department of Library and Information Science Bharathidasan University Tiruchirappalli-620 024. Mail ID: bjeyapragash@gmail.com Mobile No.: +91-99449 81455</p> <p>Dr. A. ROSE VENIS Associate Professor Department of Chemistry St. Joseph's College Tiruchirappalli- 620 002 Mail ID: rosevenis@gmail.com Mobile No.: +91-94431 15762</p>
Proposal for College web site updation	Dr. Parveen, Professor and Head Dept. of Information technology and Shalom Infotech made discussion with the Criterion and Website in charges about the requirements and the model required for upload NAAC SSR report and supporting documents.

  
Dr V Sinthu Janita  
**IQAI COORDINATOR**  
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Dr V Sujatha  
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INTERNAL QUALITY ASSURANCE CELL

Circular No: 06

Date:- 01/03/2024

To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 04.03.2024 at 10.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in Rameshwari Nallusamy hall on 4<sup>th</sup> March 2024 for the Sixth Periodical Meet of 2023- 2024. The meeting will begin sharp at 10.00 a.m.

Agenda:

1. Review of Action Taken Report
2. Discussion about Binary Accreditation of NAAC
3. Planning of Board of studies meeting
4. Conduct of Non Statutory Committee meeting
5. Any other matter with the permission of the Chair



*V. Vignathe*  
Chairperson of the IQAC & The Principal  
**Principal**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 01.03.2024

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	Ms V Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 11/3/24
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 11/3/24
	Dr S Shameem, Vice Principal	S. Shameem 1.3.24
	Dr N Savithri, Dean of Arts	N. Savithri 1/3/24
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 1/3/24
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila 11/3/24
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Agarwal 1.3.24
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Bhuvaneshwari 01/03/2024
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi 11/3/24
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha 11/3/2024
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari 11/3/24
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee 11/3/24
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari 11/3/24
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam 11/3/24
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen 11/3/2024
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	B. Thamilmaraivelvi 11/3/24
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 11/3/24
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja 01/03/2024
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila 11/3/24
Ms S Pommi, Librarian	S. Pommi 11/3/24	
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha 11/3/24
	Ms. G. Harini III BBA	G. Harini 11/3/24
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi 11/3/24
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash 11/3/24





CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
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ISO 9001:2015 Certified  
TRICHY- 620018.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 04.03.2024 at 10.00 A.M in the Rameshwari Nallusamy hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
8. Dr S Jayashree Agarwal, Member, CCW(A)
9. Dr. Metilda Bhuvanewari, Member, CCW(A)
10. Dr J Tamil Selvi, Member, CCW(A)
11. Dr S Premalatha, Member, CCW(A)
12. Dr G Maheswari, Member, CCW(A)
13. Dr P Amirtham, Member, CCW(A)
14. Ms N Girubagari, Member, CCW(A)
15. Dr R Merlin Packiam, Member, CCW(A)
16. Dr M Parveen , Member, CCW(A)
17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
19. Ms B Thanuja, Member, CCW(A)
20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G Harini Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 21.02.2024 and the Review of the Action Taken Report
2. Discussion about Binary Accreditation of NAAC
3. Planning of Board of studies meeting
4. Conduct of Non Statutory Committee meeting
5. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 23.02.2024 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator and Dean of Science, CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 23.02.2024 and was confirmed by the members present in the meeting.

***Resolution 2: Discussion about Binary Accreditation of NAAC***

Chair Person of IQAC, CCW (A) Dr. Mrs. V. Sujatha and Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A), Briefly discussed about the merits and demerits of Binary Accreditation system of NAAC.

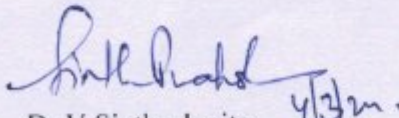
***Resolution 3: Planning of Board of studies meeting***

HOD's were given instruction to conduct the tenth Board of Studies meeting in the first week of April to confirm VI Semester Syllabus of 2022-2023 batch, III & IV Semester Syllabus of 2023-2024 batch and I Semester Syllabus of 2024-2025 batch.

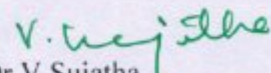
***Resolution 4: Conduct of Non Statutory Committee meeting***

The Conduct of Non Statutory Committee meeting would be planned on the end of March. The Schedule preparation work given to Vice Principals Dr. S. Ramalakshmi and Dr. M. Shameem.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
Dr V Sinthu Janita  
IQAC COORDINATOR  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



  
Dr V Sujatha  
Chair Person & The Principal  
Principal  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.





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Tiruchirappalli - 620 018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 04.03.2024

Venue: Rameshwari Nallusamy Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Agarwal
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Bhuvaneshwari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	B. Thamilmaraivelvi
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
	Ms S Pommi, Librarian	S. Pommi
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha
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Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

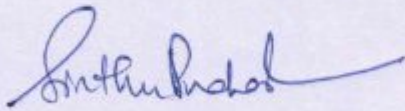
**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 04.03.2024**

Plan of Action Proposed	Action Taken
Discussion about Binary Accreditation of NAAC	Madam Principal after attending the meeting with NAAC Director on 19.03.2024 explained about the National Assessment and Accreditation Council (NAAC) going to to initiate extensive changes in the accreditation process, introducing Binary Accreditation and Maturity-Based Graded Accreditation for Higher Educational Institutions (HEIs) in the country. The NAAC committee has categorized the HEIs into three bodies - University, Autonomous College, and Affiliated/Constituent Colleges and has decided their assessment criteria based on the category in which they fall into. The binary accreditation system will be implemented by the end of May 2024, and the HEIs will have to apply for accreditation through the Academic Data Management System (ADMS). The NAAC will check the data and information provided by the HEIs and may conduct a online visit if required. Our NAAC fourth cycle we had already cumulated the data for five years. The transition between new and existing system would take another one year. So, the Principal informed that our college will submit SSR in the existing methodology. IQA will be submitted in the first week of May, 2024.
Planning of Board of studies meeting	The Head of the departments were directed to conduct their BOS on or before 10.04.2024, and submit the minutes by 20.04.2024.

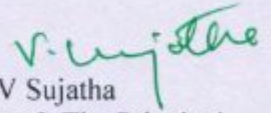


Conduct of Non Statutory Committee meeting

Vice Principals Dr. S. Ramalakshmi and Dr. M. Shameem prepared the Schedule for Non Statutory Committee meeting. According to their schedule the meeting will be conducted on 28.03.2024. All the committee in charges were asked to present their Action taken report and Proposed Agenda for the Academic year 2024-2025.



Dr V Sinthu Janita  
**IQAC COORDINATOR**  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



Dr V Sujatha  
Chair Person & The Principal

**Principal**  
Cauvery College For Women  
(Autonomous)  
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Tamilnadu.





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INTERNAL QUALITY ASSURANCE CELL

Circular No: 07

Date:- 27/03/2024

To:-The Internal members of Internal Quality Assurance cell

Sub: IQAC Meeting on 28.03.2024 at 11.00 a.m

This is to inform the Internal Members of the *Internal Quality Assurance Cell* to be present in KRT hall on 28<sup>th</sup> March 2024 for the Seventh Periodical Meet of 2023- 2024. The meeting will begin sharp at 11.00 a.m.



Agenda:

1. Review of Action Taken Report.
2. Discussion about status of NAAC criterion completion with criterion in charges.
3. Preparation of Departmental evaluative report for SSR
4. Conduct of External Peer team visit
5. Planning for IQAC annual activity for the Academic year 2024-25
6. Brief about Binary Accreditation
7. Any other matter with the permission of the Chair

*V. Vijatha*  
Chairperson of the IQAC & The Principal  
**Principal**  
Cauvery College For Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018.  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 27.03.2024

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D, Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	V. Ramya
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga
	Dr P Urmila, Head, Dept of English (PG)	P. Urmila
	Dr Jayashree Agarwal, Head, Dept of English (UG)	J. Agarwal
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	M. Bhuvaneshwari
	Dr J Tamil Selvi, Head, Dept of BBA	J. Tamil Selvi
	Dr S Prema Latha, Head, Dept of Mathematics	S. Prema Latha
	Dr G Maheswari, Head, Dept of Physics	G. Maheswari
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	P. Pungayee
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	N. Girubagari
	Dr R Merlin Packiam, Head, Dept of Computer Applications	R. Merlin Packiam
	Dr M Parveen, Head, Dept of Information Technology	M. Parveen
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	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	B. Thanuja
	Dr B Baby Shakila, Director of Physical Education	B. Baby Shakila
	Ms S Pommi, Librarian	S. Pommi
Student Representatives	Ms. K. Nikitha, II M.Sc., FSM&D	K. Nikitha
	Ms. G. Harini III BBA	G. Harini
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	S. Jeyabharathi
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	S. Janita Prakash





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

The IQAC Meeting, Cauvery College for Women (Autonomous), Tiruchirappalli was convened on 28.03.2024 at 10.00 A.M in the KRT Hall.

**The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr S Shameem, Vice Principal, CCW(A)
3. Dr G Kanaga, Dean of Alumni, CCW(A)
4. Dr N Savithri, Dean of Arts, CCW(A)
5. Ms V Ramya, Controller of Examinations, CCW(A)
6. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
7. Dr P Urmila, Member, CCW(A)
8. Dr S Jayashree Agarwal, Member, CCW(A)
9. Dr. Metilda Bhuvanewari, Member, CCW(A)
10. Dr J Tamil Selvi, Member, CCW(A)
11. Dr S Premalatha, Member, CCW(A)
12. Dr G Maheswari, Member, CCW(A)
13. Dr P Amirtham, Member, CCW(A)
14. Ms N Girubagari, Member, CCW(A)
15. Dr R Merlin Packiam, Member, CCW(A)
16. Dr M Parveen , Member, CCW(A)
17. Dr B Tamilmaraiselvi, Member, CCW(A)
18. Dr S Rameshwari, Member, CCW(A)
19. Ms B Thanuja, Member, CCW(A)
20. Dr B Baby Shakila, Member, CCW(A)
21. Ms S Pommi, Librarian, CCW(A)
22. Ms K Nikitha, Student Member, CCW(A)
23. Ms G Harini, Student Member, CCW(A)
24. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
25. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)



**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 03.03.2024 and the Review of the Action Taken Report
2. Discussion about status of NAAC criterion completion with criterion in charges.
3. Preparation of Departmental evaluative report for SSR
4. Conduct of External Peer team visit
5. Planning for IQAC annual activity for the Academic year 2024-25
6. Brief about Binary Accreditation
7. Any other matter with the permission of the Chair

The meeting began with Chair Person of IQAC, CCW(A) Dr. Mrs. V. Sujatha, Principal of the College on extending a warm welcome to all the members.

The IQAC Coordinator, Dr. V. Sinthu Janita brought forth the items in the agenda and the members have discussed and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 03.03.2024 and the Review of the Action Taken Report of the Previous Meeting***

Dr. S. Jeyabharathi, Assistant IQAC Coordinator CCW(A), presented the Minutes of the Meeting and the Action Taken Report of the meeting held on 03.03.2024 and was confirmed by the members present in the meeting.

***Resolution 2: Discussion about status of NAAC criterion completion with criterion in charges.***

The main in charges of each criterion presented their metric wise data compilation with Chair Person of IQAC, CCW (A) Dr. Mrs. V. Sujatha. Madam proposed a dead line for completion of all the cumulative works on or before 16<sup>th</sup> April 2024.

***Resolution 3: Preparation of Departmental evaluative report for SSR***

The IQAC team prepared a sample for departmental evaluative report and kept for discussion after a review with Madam Principal it would be posted in their group. The team requested all the Heads to accomplish their data on or before April 13, 2024.

***Resolution 4: Conduct of External Peer team visit***

The IQAC Coordinator, Dr. V. Sinthu Janita Prakash discussed with the team to conduct External Peer team visit. The team members suggested to keep it once they have completed all the compilation work. they proposed to conduct it during the third week of April.

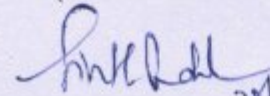
***Resolution 5: Planning for IQAC annual activity for the Academic year 2024-25***

The execution team of IQAC requested all the Heads to conduct one Student Orientation and Faculty development programme under the Banner of IQAC for the next Academic year 2024-2025.

***Resolution 6: Brief about Binary Accreditation***

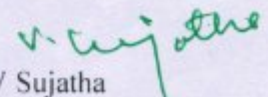
Chair Person of IQAC, CCW (A) Dr. Mrs. V. Sujatha and Dr. V. Sinthu Janita Prakash, IQAC Coordinator and Dean of Science, CCW (A), briefly discussed about the difficulties to accept the Binary Accreditation system for our fourth cycle.

(These minutes are prepared and circulated with the approval of the Chairperson)

  
28/3/24  
Dr V Sinthu Janita

**IQAC COORDINATOR**  
**Cauvery College For Women**  
**(Autonomous)**  
**Annamalai Nagar,**  
**Tiruchirappalli - 620 018,**  
**Tamilnadu,**



  
Dr V Sujatha  
Chair Person & The Principal  
**Principal**  
**Cauvery College For Women**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 28.03.2024

Venue: KRT Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	<i>V. Sujatha</i>
Ex-Officio	Ms V Ramya, Controller of Examinations	<i>V. Ramya</i>
	Dr N Siva Priya, Deputy Controller of Examinations	<i>N. Siva Priya</i>
Teachers	Dr S Ramalakshmi, Vice Principal	<i>S. Ramalakshmi</i>
	Dr S Shameem, Vice Principal	<i>S. Shameem</i>
	Dr N Savithri, Dean of Arts	<i>N. Savithri</i>
	Dr G Kanaga, Dean of Alumnae Relations	<i>G. Kanaga</i>
	Dr P Urmila, Head, Dept of English (PG)	<i>P. Urmila</i>
	Dr Jayashree Agarwal, Head, Dept of English (UG)	<i>J. Jayashree</i>
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	Dr J Tamil Selvi, Head, Dept of BBA	<i>J. Tamil Selvi</i>
	Dr S Prema Latha, Head, Dept of Mathematics	<i>S. Prema Latha</i>
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	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	<i>P. Pungayee</i>
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	Dr R Merlin Packiam, Head, Dept of Computer Applications	<i>R. Merlin Packiam</i>
	Dr M Parveen, Head, Dept of Information Technology	<i>M. Parveen</i>
	Dr B Thamilmaraivelvi, Head, Dept of Microbiology	<i>B. Thamilmaraivelvi</i>
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IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	<i>Sinthu Janita Prakash</i>

28/3/24





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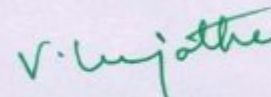
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 28.03.2024

Plan of Action Proposed	Action Taken
Discussion about status of NAAC criterion completion with criterion in charges.	After discussion with Madam Principal, the Criterion in charges were asked to submit their cumulative data on or before 20 <sup>th</sup> April, 2024.
Preparation of Departmental evaluative report for SSR	The sample data template has been forwarded to the departments and after completion the departments have to submit on or before 15 <sup>th</sup> April, 2024.
Conduct of External Peer team visit	The External Peer team Report for UGC IS planned during the second week of May, 2024 for UGC
Planning for IQAC annual activity for the Academic year 2024-25	Each department should plan one student orientation and faculty development programme in collaboration with IQAC for the next Academic year 2024-2025.
Brief about Binary Accreditation	Madam Principal and IQAC coordinator explained that the transition between new and existing system would be difficult for our college in this period. IQAC to be submitted in the first week of May, 2024 in the existing NAAC format.

  
IQAC COORDINATOR  
Cauvery College for Women  
IQAC Coordinator  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.



  
Dr V. Vijayalaxmi  
Principal  
Cauvery College for Women  
(Autonomous)  
Annamalai Nagar,  
Tiruchirappalli - 620 018,  
Tamilnadu.