



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:- 29/06/2022

To:- Internal Members of IQAC

Sub: IQAC Meeting on 01.07.2022 at 2.00 p.m

This is to inform all the Internal Members of the *Internal Quality Assurance Cell* to be present in IQAC room on 1<sup>st</sup> July 2022 for the First Periodical Meet of 2022- 2023. The meeting will begin sharp at 2.00 p.m.



V. Sujatha  
Principal  
Cauvery College For Women  
Chairperson of the IQAC & The Principal  
Annamalai Nagar,  
Tiruchirappalli - 620 018.  
Tamilnadu.

Agenda:

1. Planning of periodical IQAC Meetings
2. Discussion of receiving Revised Curriculum feedback from stake holders
3. Inquiry about Revision of TA/DA for BOS members
4. Exploration of NAAC SSR preparation
5. Appointment of External experts for Autonomy Manual Evaluation
6. Guidelines for Preparation of AQAR 2022-2023
7. Implementation of Faculty Development Programme
8. Purchasing of Plagiarism Software
9. Incorporation of more number of MoU / MoA
10. Enactment of Research Guideship
11. Exertion of ICSSR/ DST-SEPI/ TNSCST Seminar grants/ Research Project funds
12. Rephrasing Capacity Development Programme/ Skill Oriented Programme
13. Establishment of Audio Visual room



# 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)

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 11/11/22</i>
	Dr N Siva Priya, Deputy Controller of Examinations	<i>N. Siva Priya 11/11/22</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>
	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 Thamilmaraivelvi, Head, Dept of Microbiology	<i>B. Thamilmaraivelvi</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>
	Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	<i>Sinthu Prakash</i>



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
Nationally Accredited (III cycle) with 'A' Grade by NAAC  
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 1<sup>st</sup> July 2022 at 2.00 PM in IQAC room.

#### The following members were present:

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

### **Agenda of the Meeting:**

1. Confirmations of the minutes of the previous meeting held on 04.04.2022
2. Review of Action taken Report of the Previous Meeting
3. Planning of periodical IQAC Meetings
4. Discussion of receiving Revised Curriculum feedback from stake holders
5. Inquiry about Revision of TA/DA for BOS members
6. Exploration of NAAC SSR preparation
7. Appointment of External experts for Autonomy Manual Evaluation
8. Guidelines for Preparation of AQAR 2022-2023
9. Implementation of Faculty Development Programme
10. Purchasing of Plagiarism Software
11. Incorporation of more number of MoU / MoA
12. Enactment of Research Guideship
13. Exertion of ICSSR/ DST-SEPI/ TNSCST Seminar grants/ Research Project funds
14. Rephrasing Capacity Development Programme/ Skill Oriented Programme
15. Establishment of Audio Visual room
16. Any other Matter with the permission of the chair

The meeting began by, Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, CCW (A), on extending a warm welcome to all the members.

The members have discussed the Agenda and the following resolution have been taken

#### **Item 1: Confirmation of Minutes of the previous meeting**

The minutes of the previous meeting held on 04.04.2022, were confirmed through circulation.

#### **Item 2: Review of Action taken Report of the Previous Meeting:**

The IQAC coordinator has presented the Action taken report on the suggestion made in the meeting held on 04, April, 2022.

The members have noted and suggested the following.

1. To discuss the Quality Enhance Measures for the year 2022-2023 with the Criterion Incharges
2. To conduct more number of sponsored seminars, conferences and workshops .

#### **Item 3: Planning of periodical IQAC Meetings:**

Periodical IQAC meetings to be planned to conduct for every quarter.

**Item 4: Discussion of receiving Revised Curriculum feedback from stake holders:**

The format of Stake Holders (Students, Faculty, Alumni & Employers) Feedback for curriculum to be updated for the Academic year 2022-2023.

**Item 5: Inquiry about Revision of TA/DA for BOS members:**

Revision of the Honorarium and Travel allowance for BoS members to be considered for the Academic year 2022 onwards.

**Item 6: Exploration of NAAC SSR preparation:**

Criterion Incharges to incorporate changes in NAAC SSR preparation as per 15/04/2022 Autonomous College Guidelines.

**Item 7: Appointment of External experts for Autonomy Manual Evaluation:**

Two external experts to be appointed for evaluating Autonomy Manual for the Academic year 2022-2023. Departments to prepare Department Manual for 2022-2023 onwards.

**Item 8: Guidelines for Preparation of AQAR 2022-2023:**

Criterion incharges were asked to incorporate preparedness for NEP 2020 in all the formats of AQAR Guidelines from the Academic Year 2022-2023 onwards.

**Item 9: Implementation of Faculty Development Programme:**

Faculty Development Programme to be organised under IQAC banner for the Academic year 2022-2023 onwards.

**Item 10: Purchasing of Plagiarism Software:**

New Plagiarism software to be purchased for the Academic Year 2022-2023.

**Item 11: Incorporation of more number of MoU / MoA:**

All the departments advised to increase more number of MoU/ MoA.

**Item 12: Enactment of Research Guide ship:**

Research Departments are requested to increase Research Guideship's and improve Research student admissions.

**Item 13: Exertion of ICSSR/ DST-SEPI/ TNSCST Seminar grants/ Research Project funds:**

All the departments encouraged to apply ICSSR/ DST SEPI/ TNSCST Seminar and Research project funds.

**Item 14: Rephrasing Capacity Development Programme / Skill Oriented Programme:**

All programmes conducted for the students to be brought under Capacity Development Programme/ Skill Oriented Programme

**Item 15: Establishment of Audio Visual room:**

The implementation of Audio-visual room for preparations of E-content development by both faculty and Students.

**Item 15: Any other Matter with the permission of the chair:**

1. One more Student Representative to be added to the IQAC team.
2. To conduct and collect the feedback from students after successful completion of Student Induction Programme (Deeksharambh from 12.07.2022 to 22.07.2022) to measure the outcome of the course.
3. More number of Extension activities to be conducted. Make all the students involve in extension activity.

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

Dr V Sinthu Janita Prakash  
IQAC Coordinator



Dr V Sujatha

Chairperson of the IQAC & Principal  
**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: 01.07.2022

Venue: IQAC Room

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	
Ex-Officio	Ms V Ramya, Controller of Examinations	
	Dr N Siva Priya, Deputy Controller of Examinations	
Teachers	Dr S Ramalakshmi, Vice Principal	
	Dr S Shameem, Vice Principal	
	Dr N Savithri, Dean of Arts	
	Dr G Kanaga, Dean of Alumnae Relations	
	Dr P Urmila, Head, Dept of English (PG)	
	Dr Jayashree Agarwal, Head, Dept of English (UG)	
	Dr Metilda Bhuvaneshwari, Head, Dept of Social Work	
	Dr J Tamil Selvi, Head, Dept of BBA	
	Dr S Prema Latha, Head, Dept of Mathematics	
	Dr G Maheswari, Head, Dept of Physics	
	Dr P Pungayee @ Amirtham, Head, Dept of Chemistry	
	Ms N Girubagari, Head-in- Charge, Dept of Computer Science	
	Dr R Merlin Packiam, Head, Dept of Computer Applications	
	Dr M Parveen, Head, Dept of Information Technology	
	Dr B Thamilmaraiselvi, Head, Dept of Microbiology	
	Dr R Rameshwari, Head, Dept of Biotechnology	
	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	
	Dr B Baby Shakila, Director of Physical Education	
	Ms S Pommi, Librarian	
Student Representative	Ms K Nikitha, I M.Sc., FSM&D	
	Ms. N.Monika	
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	 01/7/2022
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	



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

**ACTION TAKEN PLAN OF THE MEETING OF IQAC HELD ON 01.07.2022**

Plan of Action Proposed	Action Taken
Planning of periodical IQAC Meetings	The IQAC planned to conduct periodical IQAC meetings for every quarter.  First meeting was conducted on 1 <sup>st</sup> July, 2022 with all Internal members, the Second Meeting with all members on 22 <sup>nd</sup> September 2022. The forthcoming meetings will be conducted in December and March.
Revised Curriculum feedback from stake holders	The feedback has been collected from all the Stake Holders (Students, Faculty, Alumni & Employers). The Analysis was Carried out and Suggestions have been forwarded to Board of studies of the respective departments.
Inquiry about Revision of TA/DA for BOS members	Revision of the Honorarium and Travel allowance for BoS members to be considered and is under approval from the Management for the Academic year 2022 onwards.
Exploration of NAAC SSR preparation	Criterion Incharges to incorporate changes in NAAC SSR preparation as per 15/04/2022 Autonomous College Guidelines.
Appointment of External experts for Autonomy Manual Evaluation	Autonomy manual would be reviewed by two external experts. Also Departments have been instructed to prepare Department Manual from 2022-2023 onwards.
Guidelines for Preparation of AQAR 2022-2023	An orientation on Revised AQAR was given to the Key in-charges by Dr V. Sinthu Janita and Ms V. Ramya. Further meetings were conducted on 25.07.2022 to 27.07.2022. The criterion incharges gave clear instructions to incorporate quality enhancement measures and all the formats of AQAR Guidelines from the Academic Year 2022-2023 onwards.
Implementation of Faculty Development Programme	The following Departments organized Faculty Development Programme in association with IQAC for the Academic year 2022-2023. <ul style="list-style-type: none"> <li>• Department of Physics organized FDP entitled "Research Ethics" on 11.06.2022</li> </ul>

	<ul style="list-style-type: none"> <li>• Department of Computer Science, Information Technology and Computer Applications jointly organized FDP entitled “E-Content Development using ICT Tools for MOOCs” on 13.06.2022 to 15.06.2022.</li> <li>• Department of Social work organized FDP entitled “Research Ethics, Classroom Management and Behavioural Problems in Post Pandemic Period among College students” on 14.06.2022</li> <li>• Department of Microbiology organized FDP entitled “One Day Virtual FDP on Skill Enhancement” on 24.08.2022</li> <li>• Department of Mathematics organized FDP entitled “Proposal Writing for SWAYAM MOOCs” on 26.08.2022</li> </ul>														
Purchasing of Plagiarism Software	Plagiarism software Turnitin and Grammarly software were purchased for the Academic Year 2022-2023.														
Incorporation of more number of MoU / MoA	<p>All the departments were advised to increase the number of MoU/ MoA.</p> <ul style="list-style-type: none"> <li>• PG and Research Department of Social work has Signed MoU with People’s Development Initiative , Trichy for a period of one Year(30/07/2022 to 11/07/2022). The purpose of this MoU would be to initiate Anti-human Trafficking activities.</li> <li>• PG Department of chemistry has Signed MoU with Petro Gang Paints, Theerthamalai, for a period of Five Year (26/07/2022 to 26/07/2027). The purpose of this MoU would be to advance employability, entrepreneurship and skill development to the students.</li> <li>• EDC has Signed MoU with CSIR-IMMT for a period of Five Year. The purpose of this MoU would be Mentoring for Innovation and Start-ups, to bring out collaborative research.</li> </ul>														
Enactment of Research Guideship	Research Departments were advised to increase their research publications in reputed peer reviewed journals and apply for Research Guideship’s and improve Research student admissions.														
Exertion of IR/ DST-SEPI/ TNSCST Seminar grants/ Research Project funds	<p>All the departments encouraged to apply ICSSR/ DST SEPI/ TNSCST Seminar and Research project funds.</p> <ul style="list-style-type: none"> <li>• This Academic year so far 78 Proposals were submitted to TNSCST under Student Project Scheme.</li> </ul> <table> <tr> <td>Social Work</td> <td>- 07</td> </tr> <tr> <td>Computer Science</td> <td>- 12</td> </tr> <tr> <td>FSM&amp; D</td> <td>- 20</td> </tr> <tr> <td>Chemistry</td> <td>- 06</td> </tr> <tr> <td>Microbiology</td> <td>- 16</td> </tr> <tr> <td>Mathematics</td> <td>- 02</td> </tr> <tr> <td>Physics</td> <td>- 15</td> </tr> </table>	Social Work	- 07	Computer Science	- 12	FSM& D	- 20	Chemistry	- 06	Microbiology	- 16	Mathematics	- 02	Physics	- 15
Social Work	- 07														
Computer Science	- 12														
FSM& D	- 20														
Chemistry	- 06														
Microbiology	- 16														
Mathematics	- 02														
Physics	- 15														

	<ul style="list-style-type: none"> <li>DST-FIST – PROJECT (LEVEL-A) applied for R&amp;D Infrastructure under the scheme FIST PG College Level A</li> </ul>
Rephrasing Capacity Development Programme / Skill Oriented Programme	<p>All programmes conducted for the students to be brought under Capacity Development Programme/ Skill Enhancement Programme from 2022 onwards.</p> <p>In this Academic Year from June to September 35 Capacity Development Programme and 33 Skill Enhancement Programmes were organised for the benefit of the Students.</p>
Establishment of Audio Visual room	The implementation of Audio-visual room for preparations of E-content development by both faculty and Students is under consideration by the Management to be implemented in the Academic Year 2022-2023.

*Sinthu Janita*

Dr V Sinthu Janita  
IQAC Coordinator



*V. Sujatha*

Dr V Sujatha  
Chair Person & The Principal  
**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 NAACISO 9001:2015**  
**Certified**  
**TRICHY- 620018.**

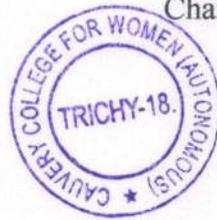
**INTERNAL QUALITY ASSURANCE CELL**

**Circular No: 02**

**Date:- 20.09.2022**

**To:- All the Members of Internal Quality Assurance CellSub:  
 IQAC Meeting on 22.09.2022 at 02.00 p.m**

This is to inform all the Members of the *Internal Quality Assurance Cell* to be present in the Trust Meeting Hall on 22<sup>nd</sup> September, 2022 at 2.00 p.m. for the Second Periodical Meet of 2022-2023.



Chairperson of the IQAC & The Principal

V. Umjathe  
 Principal  
 Cauvery College For Women  
 (Autonomous)  
 Annamalai Nagar,  
 Tiruchirappalli - 620 018.  
 Tamilnadu.

**Agenda :**

1. Presentation of the College Academic Report for the Academic Year 2021-2022
2. Confirmation of the Minutes of the Previous Meeting held on 01.07.2022 and the Review of the Action Taken Report of the Previous Meeting
3. Plan of Action charted out for the Academic Year 2022-2023
4. Any other matter with the permission of the chair



# CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

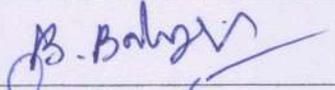
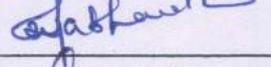
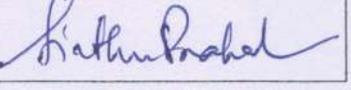
Nationally Accredited (III Cycle) with "A" Grade by NAAC

ISO 9001:2015 certified

Tiruchirappalli - 620 018

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

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 22/9/22
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva Priya 22/9/22
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 22/9/22
	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	
	Ms S Pommi, Librarian	
Assistant IQAC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
Nationally Accredited (III cycle) with 'A' Grade by NAAC  
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 22.09.2022 at 2.00 PM 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 Bhuvaneshwari, 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)

**The following members were absent:**

1. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
2. Mr Rajkumar, Senior Administrative Officer
3. Ms S Dhaarani, Alumni

**Agenda of the Meeting:**

1. Presentation of the College Academic Report for the Academic Year 2021-2022
2. Confirmation of the Minutes of the Previous Meeting held on 01.07.2022 and the Review of the Action Taken Report of the Previous Meeting
3. Plan of Action charted out for the Academic Year 2022-2023
4. Any other matter with the permission of the chair

The meeting began by, Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, CCW (A), on extending a warm welcome to all the members.

The members have discussed the Agenda and the following resolutions have been taken

***Resolution 1: Presentation of the College Academic Report for the Academic Year 2021-2022***

The Chair Person of IQAC and the Principal Dr V Sujatha gave a brief introduction about the college and presented the College Academic Report for the Academic Year 2021-2022. She briefed on the

- Institution Awards & Recognitions
- Registrations
- New Programmes & Courses Introduced
- Faculty Profile
- Faculty Awards & Recognitions
- Results - April 2022
- MOU Signed by the Institution
- Collaboration Activity
- Funds Sanctioned
- Financial Support Received From Management (2021-2022)
- National / International Seminar / Conference Organised by the College
- Seminar / Conferences / Courses / Attended and Papers Presented by the Faculty
- Publications by Faculty & Students
- Patents
- Audits Conducted
- NPTEL- Students & Faculty
- Recruitment Details
- Library
- Scholarships

- Endowment Awards
- Cauvery College Alumni Association (CCAA)
- Meetings conducted by Statutory Committees
- Board of Studies Meetings
- New Policies Drafted
- Meetings conducted by Non Statutory Committees
- Activities of IQAC

***Resolution 2: Confirmation of the Minutes of the Previous Meeting held on 01.07.2022 and the Review of the Action Taken Report of the Previous Meeting***

Dr S Jeyabharathi, Asst Coordinator of IQAC, read the minutes and the action taken report of the previous meeting held on 01.07.2022 and they were confirmed.

***Resolution 3: Plan of Action charted out for the Academic Year 2022-2023***

**CRITERION 1 - CURRICULAR ASPECTS**

**1.1 Curriculum Design and Development**

- Department Curriculum manual has to be prepared
- Syllabus revision is compulsory for all the Programmes
- Follow the new format for Syllabus Revision as per the sample given
- 
- All Departments to go for at least one MoU
- MoU should be either for offering courses focusing on Employability/ Entrepreneurship/ Skill Development or for internship / Project.
- At least one activity to be done for every MoU and properly recorded

**1.2 Academic Flexibility**

- New Courses to be introduced in all the programmes, in Discipline specific courses, Core Choice Courses and Skill Enhancement Courses

**1.3 Curriculum Enrichment**

- Value added course coordinator of the department should maintain a report on VAC offered, brochure, curriculum, attendance, list of students enrolled and list of students completed, evaluated marks and certificates
- All the department should introduce at least two new Value Added Courses every year
- Tamil, English, Mathematics, Biotechnology and Microbiology departments to implement Project / Internship in the UG Programme for the current II Year students (2021-2022Batch) in VI semester in the curriculum or as an extra credit course.

**1.4 Feedback System**

- Feedback to be collected from (i) Students – 25% from each class (Both UG and PG)
- (ii) All the Teachers (iii) Minimum of 25 feedback from employers through placement cell
- (iii) Alumni – 10 from each Department
- Feedback collected to be analyzed and forwarded to the Board of studies for further action.

## **CRITERION – II TEACHING - LEARNING AND EVALUATION**

### **2.1 Catering to Student Diversity**

- Learning level of the students to be accessed at Entry, Mid and Exit Level.
- For Remedial Classes Attendance, Marks, Photos to be maintained
- Step course by Hindu newspaper to be introduced.
- Each department should give at least 5 e-content prepared by the students(advanced learners).

### **2.3 Teaching Learning Process**

- Faculty to prepare at least 2 e-content per year.
- Faculty to make use of new ICT tools and also to include them in the lesson plan.
- Every department to prepare and submit a 4-quadrant e -content proposal for a new course offered in MOOCS.
- Lesson plan to be updated with more teaching pedagogies and activities given to students.

### **2.5 Evaluation Process and Reforms**

- The cumulative report has to be given by the CoE, program wise about student's complaints/grievances against evaluation.
- Question banks to be updated with cognitive levels.

### **2.6 Student Performance and Learning Outcomes**

- Attainments to be calculated for the internal and external marks separately,

## **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

### **3.1 Promotion of Research and Facilities**

- The Budget allocation of seed money for faculty members need to be increased.

### **3.4. Research Publications and Awards**

- To increase the number of Projects, Publications in Paper/Book/Chapter, more number of authors from each Department has to be collaborated in every publication.
- Every department should have atleast one research project.

### **3.5 Consultancy**

- In consultancy, Paramarsh amount need to be included.

## **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

- Few more LCD projectors to be installed. Teachers must use the ICT tools regularly and make a record of it.

### **4.2 Library as a Learning Resource**

- More number of books, e-books and e- journals to be purchased.

### **4.3 IT Infrastructure**

- Media Centre, Audio-Visual Centre, Mixing Equipment and software for editing required for e-content development to be established

## **CRITERION V- STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Support**

- Increase the number of students availing scholarship from both institution & CCAA
- In the college audited statement, CAPSA account name should be renamed as CCAA

- A Google form link is to be given and details collected from students who are applying to get bonafide certificate for scholarship
- Department clubs and other clubs have to organise programmes for Capacity Development and Skill Enhancement activities for improving students' capabilities like:
  1. Soft Skills
  2. Language and Communication Skills
  3. Life Skills (Yoga, Physical fitness, Health and Hygiene)
  4. Awareness of Trends
- Students can be trained for the competitive exams during Saturdays
- Awareness should be given to students regarding online grievance submission. (Link to be highlighted on the website. Also, students can be informed in the assembly)
- Grievance box should be checked by the Grievance committee in charge periodically (Every Saturday). Grievances should be recorded in the notebook properly and redressed as early as possible

#### **5.2 Student Progression**

- A Google form link to be given to all the students who are applying for Convocation to fill their higher education or **placement details**

#### **5.3 Student Participation and Activities**

- Student representation in the Academic council.
- More number of Intercollegiate competitions in Cultural and Sports to be conducted

#### **5.4 Alumni Engagement**

- College audited statement should reflect the term Alumni Contribution
- All alumni funds to be transferred/credited to the CCAA account only.
- Convocation fees and CCAA funds, collected from final year students need to be transferred to the corresponding accounts

### **CRITERION-VI - GOVERNANCE, LEADERSHIP & MANAGEMENT**

#### **6.2. Strategy Development and Deployment**

- Institution Strategic / Perspective plan to be framed

#### **6.3 Faculty Empowerment Strategies**

- Annual international exposure for staff to attend / present in conference
- Short term interest-free loans can be given to the faculty
- Teachers to be provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies
- Professional development / administrative training programmes to be organized for teaching and non-teaching staff
- All departments to conduct minimum two Professional development /administrative training programs for teaching and non-teaching staff.
- Faculty can register and complete at least one of the mentioned programmes (online/ face-to-face Faculty Development Programmes such as Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc. every year)

#### **6.4 Financial Management and Resource Mobilization**

- Endowments and sponsorships can be included for Funds / Grants received from non-government bodies, individuals, and philanthropists

#### **6.5 Internal Quality Assurance System**

- Collaborative quality initiatives with other institution(s) to be enhanced through EDC, Internships & MoU

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1. Institutional Values and Social Responsibilities**

- Meditation room for students and faculty, Medical health center to be established in college premises
- Facilities for alternate sources of energy and energy conservation can be done using BLDC fans and sensor based automatic lights
- For effective Solid waste management, Composting Yard (For leaves) and Sale of Vegetable waste can be done
- Microbiology department can periodically check the water potability in the campus
- Green campus initiatives
- Barricade with wheels can be used for restricted entry of automobiles
- Stickers can be placed in all Blocks for ban on use of plastic
- Can implement Medicinal Garden in hostel
- Green audit, Energy audit and Environment audit to be conducted
- Ramp is required in A block and in B block near the lift
- Stickers to be fixed in Disabled-friendly washrooms
- College map & Digital board to be placed near the college entrance
- Students and employees to be sensitized on
- Programs can be conducted by the departments for Preserving natural environment, Developing scientific temper, List of Fundamental Duties & Safeguarding public property
- Commemorative days to be celebrated

Members have appreciated and suggested the following

- a) IQAC to conduct programmes separately
- b) Budget for seed money to be increased
- c) New Value added Courses to be introduced every year.
- d) New courses to be introduced in curriculum focusing on employability, entrepreneurship and skill development
- e) Biogas plant can be constructed from the hostel human waste
- f) Motivate the students to develop new technology to aid physically challenged people and also to train the students to market their products.
- g) Provide awareness programme on diet practices for ADHA children.
- h) To interact more with students through a customized approach to help them recover holistically Post COVID.

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

  
Dr V Sinthu Janita Prakash  
IQAC Coordinator

  
Dr V Sujatha  
Chairperson of the IQAC & The Principal



## 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: 22.09.2022**

**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. 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	<b>ABSENT</b>
	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>
	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 Maheshwari, Head, Dept of Physics	<i>G. Maheshwari</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 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</i>
	Dr B Baby Shakila, Director of Physical Education	<i>B. Baby Shakila</i>
	Ms S Pommi, Librarian	<i>S. Pommi</i>
	Senior Administrative Officer	Manager
Student Representative	Ms K Nikitha, I M.Sc., FSM&D	<i>K. Nikitha</i>
	Ms.N.Monika III B.Sc., Chemistry	<i>N. Monika</i>
External Academic Expert	Dr Aloysius Edward J Dean & Professor, Faculty of Commerce & Management Kristu Jayanti College(Autonomous), Bengaluru	<b>ATTENDED ONLINE</b>
Alumni	Ms S Dhaarani, Proprietor, Narumugai Herbal Sanitary Napkins, Mayiladuthurai	<b>ABSENT</b>
Local Society	Mr C Shantha Kumar, Director, Spastic Society of Tiruchirappalli.	<i>C. Shantha Kumar</i>
Industrialist	Dr Sivakumar Muthusamy Proprietor, Ariviya Technologies, IIT Madras Research Park, Chennai.	<b>ATTENDED ONLINE</b>
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>



22-2

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

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 22.09.2022**

Plan of Action Proposed	Action Taken
<b><u>CRITERION 1 - CURRICULAR ASPECTS</u></b>	
<b>1.1. Curriculum Design and Development</b> <ul style="list-style-type: none"> <li>• Department Curriculum manual has to be prepared</li> <li>• Syllabus revision is compulsory for all the Programmes</li> <li>• Follow the new format for Syllabus Revision as per the sample given</li> <li>• All Departments to go for at least one MoU MoU should be either for offering course focusing on Employability/ Entrepreneurship/ Skill Development or for internship / Project.</li> <li>• At least one activity to be done for every MoU and properly recorded</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 20% syllabus revision is undertaken invariably for all the courses by the departments.</li> <li>• Syllabus revision has been carried out as per the sample format given.</li> <li>• Department of Tamil, Physics, Chemistry, Biotechnology, Microbiology, Computer Science, Computer Application and Information Technology have signed new MOUs which focus on Employability/Entrepreneurship / Skill Development.</li> <li>• As per recommendations, activities are carried out for every MoU</li> </ul>
<b>1.2. Academic Flexibility</b> <ul style="list-style-type: none"> <li>• New Courses to be introduced in all the programmes, in Discipline specific courses, Core Choice Courses and Skill Enhancement Courses</li> </ul>	<ul style="list-style-type: none"> <li>• New courses are introduced in all the programmes</li> </ul>
<b>1.3. Curriculum Enrichment</b> <ul style="list-style-type: none"> <li>• Value added course coordinator of the department should maintain a report on VAC offered, brochure, curriculum, attendance, list of students enrolled and list of students completed, evaluated marks and certificates</li> <li>• All the department should introduce at least two new Value Added Courses every year</li> <li>• Tamil, English, Mathematics, Biotechnology and Microbiology departments to implement Project / Internship in the UG Programme for the current II Year students (2021-2022Batch) in VI semester in the curriculum or as an extra credit course.</li> </ul>	<ul style="list-style-type: none"> <li>• 95 Valued added courses Conducted and 9 new courses were introduced in this year. All the records are maintained as per recommendations.</li> <li>• Group projects /Internships are implemented in all the UG Programmes.</li> <li>• English, Mathematics, Biotechnology and Microbiology departments have introduced Internship in the UG Programme as Extra credit course and Department of Tamil introduced Project in their Curriculum for 2021-2022 batch.</li> </ul>

<p><b>1.4. Feedback System:</b></p> <ul style="list-style-type: none"> <li>• Feedback to be collected from (i) Students – 25% from each class (Both UG and PG), (ii) All the Teachers (iii) Minimum of 25 feedback from employers through placement cell, (iv) Alumni – 10 from each Department</li> <li>• Feedback collected to be analyzed and forwarded to the Board of studies for further action.</li> </ul>	<ul style="list-style-type: none"> <li>• As per plan of action, feedback has been collected from stakeholders, analysed and the action taken report is uploaded in the website.</li> </ul>
<p><b><u>CRITERION – II TEACHING - LEARNING AND EVALUATION</u></b></p>	
<p><b>2.1. Catering to Student Diversity:</b></p> <ul style="list-style-type: none"> <li>• Learning level of the students to be accessed at Entry, Mid and Exit Level.</li> <li>• For Remedial Classes Attendance, Marks, Photos to be maintained</li> <li>• Step course by Hindu newspaper to be introduced.</li> <li>• Each department should give at least 5 e-content prepared by the students(advanced learners).</li> </ul>	<ul style="list-style-type: none"> <li>• The assessment of the students learning level through Entry, Mid and Exit Level is accomplished</li> <li>• Attendance, Marks and Photos for Remedial Classes are maintained</li> <li>• 30 Students are introduced with the STEP Program by Hindu Newspaper.</li> <li>• Students were motivated by every department faculty to create E-Content.</li> </ul>
<p><b>2.3. Teaching Learning Process:</b></p> <ul style="list-style-type: none"> <li>• Faculty to prepare at least 2 e-content per year.</li> <li>• Faculty to make use of new ICT tools and also to include them in the lesson plan.</li> <li>• Lesson plan to be updated with more teaching pedagogies and activities given to students.</li> </ul>	<ul style="list-style-type: none"> <li>• 46 E-Contents were created by faculty.</li> <li>• Faculty members have included the usage of ICT tools Smart boards, LCD'in the lesson plan.</li> <li>• Lesson plans are updated with more teaching pedagogies like Power point presentation, Web resources &amp; activities given to the students.</li> </ul>
<p><b>2.5. Evaluation Process and Reforms:</b></p> <ul style="list-style-type: none"> <li>• The cumulative report has to be given by the CoE, program wise about student's complaints/grievances against evaluation.</li> <li>• Question banks to be updated with cognitive levels.</li> </ul>	<ul style="list-style-type: none"> <li>• The CoE has given the Cumulative report, program wise about student's complaints/grievances against evaluation.</li> <li>• Question banks are updated with cognitive levels.</li> </ul>
<p><b>2.6. Student Performance and Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Attainments to be calculated for the internal and external marks separately</li> </ul>	<ul style="list-style-type: none"> <li>• Attainments are calculated for the internal and external marks separately.</li> </ul>
<p><b><u>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</u></b></p>	
<p><b>3.1. Promotion of Research and Facilities:</b></p> <ul style="list-style-type: none"> <li>• The Budget allocation of seed money for faculty members need to be increased.</li> </ul>	<ul style="list-style-type: none"> <li>• Seed money is increased as Rs 20,000/- and is allocated to 24 faculty</li> </ul>
<p><b>3.4. Research Publications and Awards:</b></p> <ul style="list-style-type: none"> <li>• To increase the number of Projects, Publications in Paper/Book/Chapter, more number of authors from each Department has to be collaborated in</li> </ul>	<ul style="list-style-type: none"> <li>• Average of one paper/chapter published per faculty in reputed journals.</li> </ul>

<p>every publication.</p> <ul style="list-style-type: none"> <li>• Every department should have atleast one research project.</li> </ul>	
<p><b>3.5 Consultancy:</b></p> <ul style="list-style-type: none"> <li>• In consultancy, Paramarsh amount need to be included.</li> </ul>	<ul style="list-style-type: none"> <li>• Science Departments with high facility of equipments are involved in consultancy services</li> </ul>
<p><b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b></p> <p><b>4.1. Physical Facilities:</b></p> <ul style="list-style-type: none"> <li>• Few more LCD projectors to be installed. Teachers must use the ICT tools regularly and make a record of it.</li> </ul>	<ul style="list-style-type: none"> <li>• To be purchased</li> </ul>
<p><b>4.2. Library as a Learning Resource:</b></p> <ul style="list-style-type: none"> <li>• More number of books, e-books and e- journals to be purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• Books and journals were purchased Rs 5,11,299/- in the library</li> </ul>
<p><b>4.3. IT Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Media Centre, Audio-Visual Centre, Mixing Equipment and software for editing required for e-content development to be established</li> </ul>	<ul style="list-style-type: none"> <li>• Media centre established for e-content development for Rs 7,50,000 lakhs</li> </ul>
<p><b>CRITERION V- STUDENT SUPPORT AND PROGRESSION</b></p> <p><b>5.1. Student Support:</b></p> <ul style="list-style-type: none"> <li>• Increase the number of students availing scholarship from both institution &amp; CCAA</li> <li>• In the college audited statement, CAPSA account name should be renamed as CCAA</li> <li>• A Google form link is to be given and details collected from students who are applying to get bonafide certificate for scholarship</li> <li>• Department clubs and other clubs have to organize programmes for Capacity Development and Skill Enhancement activities for improving students' capabilities like: Soft Skills 2. Language and Communication Skills 3. Life Skills (Yōgā, Physical fitness, Health and Hygiene) 4. Awareness of Trends</li> <li>• Students can be trained for the competitive exams during Saturdays</li> <li>• Awareness should be given to students regarding online grievance submission. (Link to be highlighted on the website. Also, students can be informed in the assembly)</li> <li>• Grievance box should be checked by the Grievance</li> </ul>	<ul style="list-style-type: none"> <li>• Increased the number and also introduced Merit cum mean scholarship</li> <li>• CAPSA account name renamed</li> <li>• A Google form link has been created and posted in college website and was also circulated through whatsapp. 277 students have applied for bonafide using the link.</li> <li>• Department clubs have organized programmes for Capacity Development and Skill Enhancement activities</li> <li>• Training was given through Value Added Courses Potti Thervu Tamil Illakkanam for 37 students and Introduction to Job Oriented Competitive Examinations for 39 students</li> <li>• Awareness was given to students in college assembly for online and offline feedback. Online Link is given in the college website and a grievance box is placed in C Block Ground Floor.</li> <li>• The grievances are collected periodically,</li> </ul>

<p>committee in charge periodically (Every Saturday). Grievances should be recorded in the notebook properly and redressed as early as possible</p>	<p>recorded and addressed properly. 8 grievances were recorded from complaint box and no Online grievances were recorded.</p>
<p><b>5.2. Student Progression:</b></p> <ul style="list-style-type: none"> <li>• A Google form link to be given to all the students who are applying for Convocation to fill their higher education or placement details</li> </ul>	<ul style="list-style-type: none"> <li>• Data was collected from 1028 students during convocation using the google form link</li> </ul>
<p><b>5.3. Student Participation and Activities:</b></p> <ul style="list-style-type: none"> <li>• Student representation in the Academic council.</li> <li>• More number of Intercollegiate competitions in Cultural and Sports to be conducted</li> </ul>	<ul style="list-style-type: none"> <li>• Students are members in BoS, Academic council &amp; IQAC</li> <li>• Intercollegiate cultural competitions have been planned to conduct in the next academic year</li> </ul>
<p><b>5.4. Alumni Engagement:</b></p> <ul style="list-style-type: none"> <li>• College audited statement should reflect the term Alumni Contribution</li> <li>• All alumni funds to be transferred/credited to the CCAA account only.</li> <li>• Convocation fees and CCAA funds, collected from final year students need to be transferred to the corresponding accounts</li> </ul>	<p>Management is notified to</p> <ul style="list-style-type: none"> <li>• College audited statement to reflect the term Alumni Contribution</li> <li>• All alumni funds to be transferred/credited to the CCAA account only.</li> <li>• Convocation fees and CCAA funds, collected from final year students need to be transferred to the corresponding accounts</li> </ul>
<p><b>CRITERION-VI - GOVERNANCE, LEADERSHIP &amp; MANAGEMENT</b></p> <p><b>6.2. Strategy Development and Deployment:</b></p> <ul style="list-style-type: none"> <li>• Institution Strategic / Perspective plan to be framed</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution Strategic / Perspective plan is being processed along with planning and evaluation committee for the progression.</li> </ul>
<p><b>6.3. Faculty Empowerment Strategies:</b></p> <ul style="list-style-type: none"> <li>• Annual international exposure for staff to attend / present in conference</li> <li>• Short term interest-free loans can be given to the faculty</li> <li>• Teachers to be provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies Professional development / administrative training programmes to be organized for teaching and non-teaching staff</li> <li>• All departments to conduct minimum two Professional development / administrative training programs for teaching and non-teaching staff.</li> <li>• Faculty can register and complete at least one of the mentioned programmes (online/ face- to-face Faculty Development Programmes such as Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc. every year)</li> </ul>	<ul style="list-style-type: none"> <li>• It is under progression</li> <li>• Short term interest-free loans are provided to the staff as Salary advance (Non- teaching)</li> <li>• Management has given approval to support 50% of our faculty to register towards payment of membership fee of professional bodies Professional development</li> <li>• Department Association along with IQAC has organized 13 programmes for teaching and 2 programmes for non teaching faculty</li> <li>• 180 faculty from various department have registered and completed minimum one programme.</li> </ul>

<p><b>6.4. Financial Management and Resource Mobilization:</b></p> <ul style="list-style-type: none"> <li>• Endowments and sponsorships can be included for Funds / Grants received from non- government bodies, individuals, and philanthropists</li> </ul>	<ul style="list-style-type: none"> <li>• The same has been followed</li> </ul>
<p><b>Internal Quality Assurance System:</b></p> <ul style="list-style-type: none"> <li>• Collaborative quality initiatives with other institution(s) to be enhanced through EDC, Internships &amp; MoU</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC has taken the needful step &amp; 344 Collaborative quality activities have been done with other institution(s) &amp; through EDC more than 7 MoU's with 14 activities are done.</li> </ul>
<p><b><u>ITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</u></b></p>	
<p><b>Institutional Values and Social Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Meditation room for students and faculty, Medical health center to be established in college premises</li> <li>• Facilities for alternate sources of energy and energy conservation can be done using BLDC fans and sensor based automatic lights</li> <li>• For effective Solid waste management, Composting Yard (For leaves) and Sale of Vegetable waste can be done</li> <li>• Microbiology department can periodically check the water potability in the campus</li> <li>• Green campus initiatives</li> <li>• Barricade with wheels can be used for restricted entry of automobiles</li> <li>• Stickers can be placed in all Blocks for ban on use of plastic</li> <li>• Can implement Medicinal Garden in hostel</li> <li>• Green audit, Energy audit and Environment audit to be conducted</li> <li>• Ramp is required in A block and in B block near the lift</li> <li>• Stickers to be fixed in Disabled-friendly washrooms</li> <li>• College map &amp; Digital board to be placed near the college entrance</li> <li>• Students and employees to be sensitized on</li> <li>• Programs can be conducted by the departments for Preserving natural environment, developing scientific temper, List of Fundamental Duties &amp; Safeguarding public property</li> <li>• Commemorative days to be celebrated</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Room and Meditation Hall had been launched.</li> <li>• BLDC fans and sensor based automatic lights Will be installed</li> <li>• Composting yards are constructed to keep leaves out of landfills. Solid waste like steels, iron rods are being disposed, Vegetable Wastes are used for making manure and used for gardening purpose. The RO waste water is used for gardening and washing.</li> <li>• Microbiology Department has been checking this water potabilities periodically</li> <li>• Green Audit for the year 2022 - 23 had been done.</li> <li>• Energy Audit for the year 2022 - 23 had been done.</li> <li>• Medical Room and Meditation Hall had been launched.</li> <li>• Medicinal Garden had been implemented.</li> <li>• Various other programmes had also been conducted to preserve natural environment and inculcate the awareness on fundamental duties and to safeguard public properties.</li> <li>• Nearly 52 programmes had been celebrated on commemorative days like Ozone Day, Street Children's Day, Handwriting Day, National Marty's Day etc.,</li> </ul>

*Sinthu Prabha*  
22.9.23

Dr V Sinthu Janita  
IQAC Coordinator

*V. Sujatha* 22.9.23

Dr V Sujatha  
Chair Person & The Principal



**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: 03**

**Date:- 20.12.2022**

**To:- The Core Members of Internal Quality Assurance Cell**

**Sub: IQAC Meeting on 22.12.2022 at 10.00 a.m.**

This is to inform the Core Members of the *Internal Quality Assurance Cell* to be present in the Principal's Cabin on 22<sup>nd</sup> December, 2022 at 10.00 a.m. for the Third Periodical Meet of 2022- 2023.

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

**Agenda :**

1. Confirmation of the Minutes of the Previous Meeting held on 22.09.2022 and the Review of the Action Taken Report of the Previous Meeting
2. Approval of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022
3. Approval of the data for National Institute Ranking Framework (NIRF- 2023)
4. Approval of the data for All India Survey on Higher Education (AISHE) for the academic year 2021-2022
5. Approval of the document submitted for Study in India
6. Any other matter with the permission of the chair



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Composition	Members	Signature
Chair Person	Dr V Sujatha, Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	Ms V Ramya 22/12/22
Teachers	Dr. S. Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr G Kanaga, Dean of Alumni	G. Kanaga
	Dr N Savithri, Dean of Arts	N. Savithri
Special Invitees	Dr A Bhuvaneshwari, AISHE Nodal Officer	A. Bhuvaneshwari
	Dr K Kalaiarasi, NIRF Nodal Officer	K. Kalaiarasi
Assistant IQAC Coordinator	Dr S Jeyabharathi, Study in India Nodal Officer	S. Jeyabharathi
IQAC Coordinator	Dr V Sinthu Janita Prakash, Dean of Science & HoD of Computer Science	Sinthu Prakash



**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),**  
**Nationally Accredited (III cycle) with 'A' Grade by NAAC**  
**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 22.12.2022 at 10.00 AM in Principal's Cabin.

#### **The following members were present:**

1. Dr V Sujatha, Principal, CCW(A), Chair Person, IQAC
2. Dr. S. Ramalakshmi, Vice Principal, CCW(A)
3. Dr S Shameem, Vice Principal, CCW(A)
4. Dr G Kanaga, Dean of Alumni, CCW(A)
5. Dr N Savithri, Dean of Arts, CCW(A)
6. Ms V Ramya, Controller of Examinations, CCW(A)
7. Dr A Bhuvaneshwari, Special Invitee, AISHE Nodal Officer, CCW(A)
8. Dr K. Kalaiarasi, Special Invitee, NIRF Nodal Officer, CCW(A)
9. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, Study in India Nodal Officer CCW(A)
10. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)

#### **Agenda of the Meeting:**

1. Confirmation of the Minutes of the Previous Meeting held on 22.09.2022 and the Review of the Action Taken Report of the Previous Meeting
2. Approval of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022
3. Approval of the data for National Institute Ranking Framework (NIRF- 2023)
4. Approval of the data for All India Survey on Higher Education (AISHE) for the academic year 2021-2022
5. Approval of the data for Study in India
6. Any other matter with the permission of the chair

The meeting began by, Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, CCW(A), on extending a warm welcome to all the members.

The members have discussed the Agenda and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 22.09.2022 and the Review of the Action Taken Report of the Previous Meeting***

Dr S Jeyabharathi, Asst Coordinator of IQAC, read the minutes and the action taken report of the previous meeting held on 22.09.2022 and they were confirmed.

***Resolution 2: Approval of the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022***

Dr Sinthu Janita, IQAC Coordinator, presented the Annual Quality Assurance Report (2021-2022) and was approved for submission in NAAC portal

***Resolution 3: Approval of the data prepared for National Institute Ranking Framework (NIRF- 2023)***

Dr. Kalaiarasi, NIRF Coordinator, presented the data for NIRF-2023 and was approved for submission in NIRF portal

***Resolution 4: Approval of the data for All India Survey on Higher Education (AISHE) for the academic year 2021-2022***

Dr. A. Bhuvanewari, Nodal Officer of AISHE presented the data for the academic year 2021-2022 and was approved for submission in the AISHE portal.

***Resolution 5: Approval of the data for Study in India***

*Dr S Jayabharathi, Asst IQAC Coordinator & the Nodal Officer for Study in India presented the data for submission in the portal and was approved*

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

Dr V Sinthu Janita Prakash  
IQAC Coordinator

Dr V Sujatha  
Chairperson of the IQAC & The Principal



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

Date:22.12.2022

Venue: Principal's Cabin

IQAC Composition	Members	Signature
Chair Person	Dr V Sujatha, Principal	V. Sujatha
Ex-Officio	Ms V Ramya, Controller of Examinations	Ms V Ramya 22/12/22
Teachers	Dr. S. Ramalakshmi, Vice Principal	S. Ramalakshmi
	Dr S Shameem, Vice Principal	S. Shameem
	Dr G Kanaga, Dean of Alumni	G. Kanaga
	Dr N Savithri, Dean of Arts	N. Savithri
Special Invitees	Dr A Bhuvaneshwari, AISHE Nodal Officer	A. Bhuvaneshwari
	Dr K Kalaiarasi, NIRF Nodal Officer	K. Kalaiarasi
Assistant IQAC Coordinator	Dr S Jeyabharathi, Study in India Nodal Officer	S. Jeyabharathi
IQAC Coordinator	Dr V Sinthu Janita Prakash, Dean of Science & HoD of Computer Science	V. Sinthu Janita Prakash



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

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT OF THE MEETING OF IQAC MEETING HELD ON  
22.12.2022

Plan of Action Proposed	Action Taken
Submission of AQAR 2021-2022	AQAR 2021-2022 was submitted on 22.12.2022. After further verification and modification the final report was submitted on 29.12.2022 and was approved by NAAC
Submission of data for National Institute Ranking Framework (NIRF-2023)	Data for National Institute Ranking Framework (NIRF- 2023) was submitted on 22.12.2022
Submission of data for All India Survey on Higher Education (AISHE) for the academic year 2021-2022	Data for All India Survey on Higher Education (AISHE) for the academic year 2021-2022 was submitted on 22.12.2022
Submission of the data for Study in India	Data for Study in India was submitted on 22.12.2022

Dr V Sinthu Janita Prakash  
IQAC Coordinator

Dr V Sujatha  
Chair Person & Principal



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: 04**

**Date:- 28.01.2023**

**To:- All the Members of Internal Quality Assurance Cell**

**Sub: IQAC Meeting on 31.01.2023 at 11.00 a.m**

This is to inform all the Members of the *Internal Quality Assurance Cell* to be present in the Trust Seminar Hall on 31<sup>st</sup> January, 2023 at 11.00 a.m. for the Fourth Periodical Meet of 2022- 2023.



Chairperson of the IQAC & The Principal

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

**Agenda :**

1. Confirmation of the Minutes of the Previous Meeting held on 22.12.2023 and the Review of the Action Taken Report of the Previous Meeting
2. Presentation of the College Academic Report from June 2022 to December 2022
3. Report on the feedback given to NAAC for the Revised Autonomous Colleges Manual, Benchmarks, SoP and Data Templates (as on 22 Dec 2022)
4. Discussion on Quality Enhancement Measures to be taken based on the Revised NAAC Autonomous Colleges Manual (as on 22 Dec 2022)
5. Academic & Administrative Audit
6. Energy & Environment Audits
7. Annual NAAC Peer Team Visit
8. Any other matter with the permission of the chair



## 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)

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	<i>V. Sujatha</i> 31/1/23
Management	Shri. K .Thiruneelakandan, Secretary, College Governing Council	<i>K. Thiruneelakandan</i> 31/1/23
Ex-Officio	Ms V Ramya, Controller of Examinations	<i>V. Ramya</i> 31/1/23
	Dr N Siva Priya, Deputy Controller of Examinations	<i>N. Siva Priya</i> 31/1/23
Teachers	Dr S Ramalakshmi, Vice Principal	<i>S. Ramalakshmi</i> 31/1/23
	Dr S Shameem, Vice Principal	<i>S. Shameem</i>
	Dr N Savithri, Dean of Arts	<i>N. Savithri</i> 31/1/23
	Dr G Kanaga, Dean of Alumnae Relations	<i>G. Kanaga</i> 31/1/23
	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 Bhuvaneswari, Head, Dept of Social Work	<i>M. Bhuvaneswari</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> 31/1/23
	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 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>Thani</i>
	Dr B Baby Shakila, Director of Physical Education	<i>B. Baby</i>
	Ms S Pommi, Librarian	<i>S. Pommi</i>
Senior Administrative Officer	Mr S Amsamohanraj	<i>Amsamohanraj</i>
Student Representative	Ms K Nikitha, I M.Sc., FSM&D	<i>K. Nikitha</i>
	Ms N Monika III B.Sc., Chemistry	<i>N. Monika</i>
Assistant IQC Coordinator	Dr S Jeyabharathi Assistant Professor, Dept of Microbiology	<i>Jeyabharathi</i>
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	<i>Sinthu Prakash</i>



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
Nationally Accredited (III cycle) with 'A' Grade by NAAC  
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 31.01.2023 at 11.00 AM in the Trust Meeting 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 R Seethalakshmi, Alumni, Asst Professor, GITAM Hyderabad Business School, Hyderabad
7. Ms. Ms S Dhaarani, Alumni, Proprietor, Narumugai Herbal Sanitary Napkins, Mayiladuthurai
8. Mr S Amsamohanraj, , Senior Administrative Officer, CCW(A)
9. Dr S Shameem, Vice Principal, CCW(A)
10. Dr G Kanaga, Dean of Alumni, CCW(A)
11. Dr N Savithri, Dean of Arts, CCW(A)
12. Ms V Ramya, Controller of Examinations, CCW(A)
13. Dr N Siva Priya, Deputy Controller of Examinations CCW(A)
14. Dr P Urmila, Member, CCW(A)
15. Dr S Jayashree Agarwal, Member, CCW(A)
16. Dr. Metilda Bhuvaneswari, Member, CCW(A)
17. Dr J Tamil Selvi, Member, CCW(A)
18. Dr S Premalatha, Member, CCW(A)
19. Dr G Maheswari, Member, CCW(A)
20. Dr P Amirtham, Member, CCW(A)
21. Ms N Girubagari, Member, CCW(A)
22. Dr R Merlin Packiam, Member, CCW(A)
23. Dr M Parveen, Member, CCW(A)
24. Dr B Tamilmaraivelvi, Member, CCW(A)
25. Dr S Rameshwari, Member, CCW(A)
26. Ms B Thanuja, Member, CCW(A)
27. Dr B Baby Shakila, Member, CCW(A)
28. Ms S Pommi, Librarian, CCW(A)
29. Ms K Nikitha, Student Member, CCW(A)
30. Ms R Monika, Student Member, CCW(A)
31. Dr S Jeyabharathi, Member, Assistant IQAC Coordinator, CCW(A)
32. Dr V Sinthu Janita Prakash, Dean of Science & Coordinator, IQAC, CCW(A)

**Agenda :**

1. Confirmation of the Minutes of the Previous Meeting held on 22.12.2023 and the Review of the Action Taken Report of the Previous Meeting
2. Presentation of the College Academic Report from June 2022 to December 2022
3. Report on the feedback given to NAAC for the Revised Autonomous Colleges Manual, Benchmarks, SoP and Data Templates (as on 22 Dec 2022)
4. Discussion on Quality Enhancement Measures to be taken based on the Revised NAAC Autonomous Colleges Manual (as on 22 Dec 2022)
5. Academic & Administrative Audit
6. Energy & Environment Audits
7. Annual NAAC Peer Team Visit
8. Any other matter with the permission of the chair

The meeting began by, Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, CCW(A), on extending a warm welcome to all the members.

The members have discussed the Agenda and the following resolutions were taken

***Resolution 1: Confirmation of the Minutes of the Previous Meeting held on 22.12.2023 and the Review of the Action Taken Report of the Previous Meeting***

Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, read the minutes and the action taken report of the previous meeting held on 22.12.2023 and they were confirmed.

***Resolution 2: Presentation of the College Academic Report from June 2022 to December 2022***

Dr. V Sujatha, Chair Person of IQAC and the Principal of Cauvery College for Women Autonomous presented the College Academic Report from June 2022 to December 2022

***Resolution 3: Report on the feedback given to NAAC for the Revised Autonomous Colleges Manual, Benchmarks, SoP and Data Templates (as on 22 Dec 2022)***

Dr S Jeyabharathi, Assistant Coordinator of IQAC presented a report on the feedback given to NAAC for the Revised Autonomous Colleges Manual, Benchmarks, SoP and Data Templates (as on 22 Dec 2022). The feedback was submitted to NAAC on 10.01.2023.

***Resolution 4: Discussion on Quality Enhancement Measures to be taken based on the Revised NAAC Autonomous Colleges Manual (as on 22 Dec 2022)***

Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science presented Criterion-Wise Quality Enhancement Measures and they were approved by the members after discussion

**Criterion I: - Curricular Aspects**

- To increase the number of feedback collected from the stakeholders
- Feedback to be collected from Academic Peers
- To compare new courses with University syllabus also

**Criterion II: - Teaching Learning and Evaluation**

- Results for every programmes should be published within 15 days
- To conduct more programmes in the Quiz Club
- Grievances and action taken for both academic and psychological issues of the students to be recorded in the mentor – mentee report
- Graduate Attributes / Learning outcomes to be integrated in the assessment process

**Criterion III: - Research, Innovations and Extension**

- Seed money Allocation to be increased to Rs.20,000/- for faculty
- Faculty from Physics, Chemistry, Microbiology and Biotechnology to apply for fellowships
- All Science faculty to apply for TNSCST projects
- Eligible Faculty to apply for guideship (28 more can apply)
- Faculty to publish more articles in journals, books and chapters (Rs.3000/- will be given as incentive)
- To increase the citations, incentives can be given for peer citation quoted in the article
- Research Ethics committee to be formulated properly

**Criterion IV: - Infrastructure and Learning Resources**

- At least Rs.10,00,000/- to be utilised for library every year. More number of books, e-books and e-journals to be purchased
- Faculty and students to utilize digital library
- Book review can be done for new arrival of books in the library
- Few more LCD projectors to be fixed in class rooms. Teachers must use the ICT tools regularly and make a record of it
- Usage of dept laptops by students to be recorded
- Newly installed Multimedia Center to be used optimally to prepare more number of e-contents

**Criterion V: - Student Support and Progression**

- Increase the number of students availing scholarship from both institution & CCAA
- To organize more Intercollegiate competitions in Cultural and Sports and to organise Technical fest/Academic fest by the departments
- To provide career counselling including e-counselling and guidance for competitive examinations
- For Programmes conducted with Alumna as the resource person, mention "Alumna" and the batch they studied in the invitation

**Criterion VI: - Governance, Leadership and Management**

- Perspective plan / Strategic plan (Short term & Long term) to be framed
- To update Service Rules in HR policy
- To include Complaint Management in e-governance administration
- In the Expenditure statement, for the budget heads, e-governance implementation of ERP to be included
- Annual e-governance report to be approved by the Governing Council
- (50 – 60%) of faculty should register for conference / workshops or apply for membership in Professional Bodies. Minimum Rs.5000/- will be given as financial assistance
- All faculty should register and complete atleast one NPTEL course
- 50% of faculty should apply for Orientation / Refresher / Short Term courses offered by Academic Staff College or can apply for Professional Development Programmes -PDP or Management Development Programmes- MDP of minimum 5 days / 30 hrs duration
- Academic and Administrative Audit to be conducted. Follow up Action for the Audit done in the previous year to be collected
- Performance Appraisal and Self Appraisal to be done for faculty
- NIRF, India Today, Education World and participation in other rankings to be included

**Criterion VII: - Institutional Values and Best Practices**

- For Sensor-based energy conservation, Library to be fitted with sensor based automatic lights
- Green audit, Energy audit, Environment audit to be conducted
- Ramp required in A block and in B block near the lift
- Disabled-friendly washrooms stickers to be fixed
- BLDC fans for energy conservation to be purchased
- Barricade with wheels can be used for restricted entry of automobiles

**Resolution 5: Academic & Administrative Audit**

- Academic Audit for 2019-2020 & 2020-2021 was conducted on 21.03.22
- Follow up Action for the Audit done for the previous year were collected from the departments
- For the Academic Year 2021-2022, the Academic and Administrative Audit will be conducted in March after the Even Semester Practical Examination
- Data sheets to be collected from the departments for the Audit
- Three teams will be formed to Audit the departments and other facilities and interact with the students

**Resolution 6: Energy & Environment Audits**

Prof. A. Alagappa Moses, (Functional Area Expert - Ecology and Biodiversity - Category A Accredited by National Accreditation Board for Education & Training Quality Council Of India) will be conducting the audit on 21-02-2023. Data has been collected for

1. Institutional profile
2. Green Campus
3. Flora and Fauna
4. Land details
5. Air and Noise
6. Food in canteen
7. Waste management
8. Energy (electric power)
9. Ventilation in rooms
10. Campus Hygiene

**Resolution 7: Annual NAAC Peer Team Visit**

Annual NAAC Peer Team Report Visit was conducted on 07.02.2023.

Dr D I George Amalarethnam, IQAC Coordinator, Bursar & Director of MCA, Jamal Mohammed College, Tiruchirappalli and Dr R. Qurshid Begum, Additional Dean of IQAC, St.

Joseph's College, Tiruchirappalli were the Peer Team Experts. The Criterion- in charges presented the data submitted for AQAR 2021-2022. The experts gave their observations and suggestions for all the criteria

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

Dr V Sinthu Janita Prakash  
IQAC Coordinator

Dr V Sujatha  
Chairperson of the IQAC & The Principal



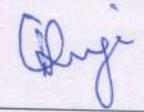
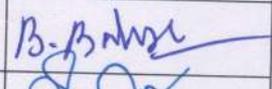
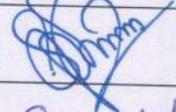
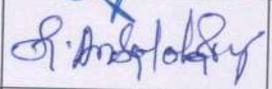
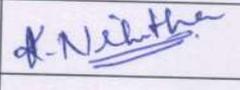
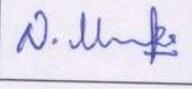
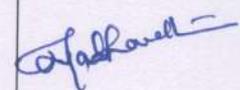
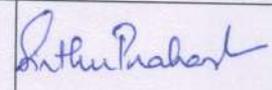
**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)**  
Nationally Accredited (III Cycle) with "A" Grade by NAAC  
ISO 9001:2015 certified  
Tiruchirappalli - 620 018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 31.01.2023

Venue: Trust meeting Hall

IQAC Composition	Members	Signature
Chair Person	Dr Mrs V Sujatha, M.Com, M. Phil, Ph.D,Principal	v.sujatha 31.1.23
Management	Shri. K .Thiruneelakandan, Secretary, College Governing Council	K.P.S. 21/1/23
Ex-Officio	Ms V Ramya, Controller of Examinations	Manvi 31/1/23
	Dr N Siva Priya, Deputy Controller of Examinations	N. Siva 31/1/23
Teachers	Dr S Ramalakshmi, Vice Principal	S. Ramalakshmi 31/1/23
	Dr S Shameem, Vice Principal	S. Shameem
	Dr N Savithri, Dean of Arts	N. Savithri 31/1/23
	Dr G Kanaga, Dean of Alumnae Relations	G. Kanaga 31/1/23
	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 21/1/23
	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 21/1/23
	Dr R Rameshwari, Head, Dept of Biotechnology	R. Rameshwari 31/1/23

	Ms B Thanuja, Head, Dept of Food Service Management & Dietetics	
	Dr B Baby Shakila, Director of Physical Education	
	Ms S Pommi, Librarian	
Senior Administrative Officer	Mr S Amsamohanraj	
Student Representative	Ms K Nikitha, I M.Sc., FSM&D	
	Ms N Monika III B.Sc., Chemistry	
External Academic Expert	Dr Aloysius Edward J Dean & Professor, Faculty of Commerce & Management Kristu Jayanti College(Autonomous), Bengaluru	ATTENDED ONLINE
Alumni	Dr R Seethalakshmi Assistant Professor in Human Resource Management Gitam University, Hyderabad	ATTENDED ONLINE
	Ms S Dhaarani, Proprietor, Narumugai Herbal Sanitary Napkins, Mayiladuthurai	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	
IQAC Coordinator	Dr Sinthu Janita Prakash Dean of Science & Head, Dept of Computer Science	



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

**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 31.01.2023**

Plan of Action Proposed	Action Taken
<p><b>Criterion I: - Curricular Aspects</b></p> <ul style="list-style-type: none"> <li>• To increase the number of feedback collected from the stakeholders</li> <li>• Feedback to be collected from Academic Peers</li> <li>• To compare new courses with University syllabus also</li> </ul>	<ul style="list-style-type: none"> <li>• Total number of feedback collected from all the stakeholders – 4124</li> <li>• Number of Feedback collected from Academic peers – 146</li> <li>• 354 UG courses and 18 PG courses are introduced in the curriculum.</li> </ul>
<p><b>Criterion II: - Teaching Learning and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Results for every programmes should be published within 15 days</li> <li>• To conduct more programmes in the Quiz Club</li> <li>• Grievances and action taken for both academic and psychological issues of the students to be recorded in the mentor – mentee report</li> <li>• Graduate Attributes / Learning outcomes to be integrated in the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>• Results published on 15.05.2023 after the exam ended on 02.05.2023.</li> <li>• 20 quiz events were conducted through the respective department clubs.</li> <li>• Grievances and action taken for both academic and psychological issues of the students are recorded in the mentor – mentee report.</li> <li>• In the new curriculum, Graduate Attributes &amp; Learning Outcomes are integrated into the assessment process.</li> </ul>
<p><b>Criterion III: - Research, Innovations and Extension</b></p> <ul style="list-style-type: none"> <li>• Seed money Allocation to be increased to Rs.20,000/- for faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Currently, there are 24 seed money projects total Rs.20,000/- with a maximum aggregate of Rs.4,80,000.</li> </ul>

- Faculty from Physics, Chemistry, Microbiology and Biotechnology to apply for fellowships
- All Science faculty to apply for TNSCST projects
- Eligible Faculty to apply for guideship (28 more can apply)
- Faculty to publish more articles in journals, books and chapters (Rs.3000/- will be given as incentive)
- To increase the citations, incentives can be given for peer citation quoted in the article.
- Research Ethics committee to be formulated properly

- Six faculty members from Physics and Biotechnology were awarded Summer Faculty Research Fellowships (SERF-2023) from IIT Delhi.
- 73 Projects applied and 8 TNSCST student projects from the Departments of Chemistry, Computer Science, Physics, and Microbiology were sanctioned.
- Five faculty members from Science departments applied for guide ship.
- To encourage faculty to publish more science-indexed publication in journals, books, chapters, and increase citations, a total of Rs.15,000 has been provided as an incentive of Rs.3,000 per head.
- Best researcher awards have been given to encourage faculty publishing and citation.
- New external peer team members have been added to the Research Ethics Committee in accordance with the new criterion III norms.

**Criterion IV: - Infrastructure and Learning Resources**

- At least Rs.10,00,000/- to be utilized for library every year. More number of books and e- journals to be purchased
- Faculty and students to utilize digital library
- Book review can be done for new arrival of books in the library
- Few more LCD projectors to be fixed in class rooms. Teachers must use the ICT tools regularly and make a record of it
- Usage of dept laptops by students to be recorded. Newly installed

- 702 books purchased and 144 Journals renewed and one online access membership in British council was added. Rs.5,99,470 was spent for the library purchase.
- Proper timetable has been scheduled to access the digital library for the students and faculty members.
- Nearly 20 newly arrived books were reviewed.
- 10 more LCD projectors to be fixed.
- Students are given provision to use their respective departments laptops. The department maintains a register for the same. Faculties are using Multimedia

<p>Multimedia Center to be used optimally to prepare more number of e-contents</p>	<p>center to prepare e-contents regularly. Multimedia center works as per the slot.</p>
<p><b>Criterion V: - Student Support and Progression</b></p> <ul style="list-style-type: none"> <li>• Increase the number of students availing scholarship from both institution &amp; CCAA</li> <li>• To organize more Intercollegiate competitions in Cultural and Sports and to organise Technical fest/Academic fest by the departments.</li> <li>• To provide career counselling including e-counselling and guidance for competitive examinations</li> <li>• For Programmes conducted with Alumna as the resource person, mention "Alumna" and the batch they studied in the invitation</li> </ul>	<ul style="list-style-type: none"> <li>• Number of students availing CCAA scholarship has been increased from 114 to 285 (by giving Rs.2000 per student instead of 5000) <ul style="list-style-type: none"> <li>➤ Number of Students availing Management Scholarship has been increased from 243 to 972.</li> <li>➤ Number. of students availing Sports Scholarship &amp; NPTEL Topper Scholarship have been included. 100 students(100 X1000 = 1,00000)</li> </ul> </li> <li>• Wings is planned to conduct Intercollegiate Literary competitions during the year 2023-2024</li> <li>• Career counselling &amp; competitive exam coaching programmes were conducted VAL→ Competitive exam based</li> <li>• Programmes were conducted with alumna as resource person and mentioned the word Alumna with batch information in the Invitations.</li> </ul>
<p><b>Criterion VI: - Governance,Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Perspective plan / Strategic plan (Short term &amp; Long term) to be framed</li> <li>• To update Service Rules in HR policy</li> <li>• To include Complaint Management in e-governance administration</li> <li>• In the Expenditure statement, for the budget heads, e-governance</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution Strategic / Perspective plan is being processed along with planning and evaluation committee for the progression.</li> <li>• HR Policy Updation will be carried.</li> <li>• Discussed to include Complaint Management in e-governance administration.</li> <li>• Expenditure statement, for the budget heads, e-governance implementation of ERP to be included,</li> </ul>

implementation of ERP to be included

- Annual e-governance report to be approved by the Governing Council
- (50 – 60%) of faculty should register for conference / workshops or apply for membership in Professional Bodies. Minimum Rs.2000/- will be given as financial assistance
- 50% of faculty should apply for Orientation / Refresher / Short Term courses offered by Academic Staff College or can apply for Professional Development Programmes -PDP or Management Development Programmes- MDP of minimum 5 days / 30 hrs duration (All faculty should register and complete atleast one NPTEL course)
- Academic and Administrative Audit to be conducted. Follow up Action for the Audit done in the previous year to be collected

it is informed to the administrative officer & Council Members and followup will be taken.

- Initiative taken for the approval of Annual e-governance report by the Governing Council.
  - To be discussed with the Top management and the Council for the apply for membership in Professional Bodies. Minimum Rs.5000/- will be given as financial assistance
  - 138/197 Members of the Staff has registered themselves for Online course - NPTEL , MOOC, Swayam.
  - Academic and Administrative Audit was completed on 24.03.2023.
- The following Subject experts Audited the reports and visited the departments and other Facilities and interacted with the Faculty and Students.
1. Dr. M. Ezhil Paramaguru, Assistant Professor, Department of Tamil, Thiagarajar College, Madurai – 625 009 , Tamilnadu, India.
  2. Dr. S. Mekala, Associate Professor, Department of Humanities and Social Sciences, National Institute of Technology Tiruchirappalli-620 015, Tamilnadu, India.
  3. Dr. M. Velavan, Assistant Professor, School of Management, Sastra University, Thanjavur-613 401, Tamilnadu, India.
  4. Dr. K.Maheswari, Head & Department of Mathematics, Kumaraguru College of Technology, Coimbatore-641 049, Tamilnadu, India.
  5. Dr.P.U. Mahalingam, Professor, Department of Biology, The Gandhigram Rural Institute (Deemed to be University), Gandhigram-624 302, Dindigul, Tamilnadu, India.
  6. Dr. D. Arvind Prasanth, Assistant Professor, Department of Microbiology, Periyar University,

- Performance Appraisal and Self Appraisal to be done for faculty

Salem-636 011, Tamilnadu, India

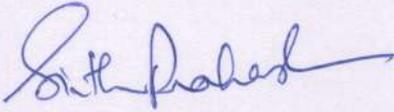
7. Dr. S. M. Rajendran, Principal Scientist, CSIR-CECRI, Karaikudi-630 003, Tamilnadu, India
8. Dr. D. Nalini, Assistant Professor & Head, Department of Chemistry, PSGR Krishnammal College for Women, Peclamedu, Coimbatore-641004, Tamilnadu, India
9. Dr. K. Karthikeyan, Associate Professor of Commerce, Dean & Controller of Examination, Vivekananda College, Tiruvedakam, Madurai – 625 234, Tamilnadu, India.
10. Mr. Peter Jayakumar, Former Librarian, St. Joseph's College (Autonomous), Tiruchirappalli-620 002, Tamilnadu., India.

- Performance Appraisal and Self Appraisal is planned this Academic year once the questionnaire is framed.

**Criterion VII: - Institutional Values and Best Practices**

- For Sensor-based energy conservation, Library to be fitted with sensor based automatic lights
- Green audit, Energy audit, Environment audit to be conducted
- Ramp required in A block and in B block near the lift
- Disabled-friendly washrooms stickers to be fixed

- We are working for the development of Sensor-based energy conservation, Library to be fitted with sensor based automatic lights.
- Green Audit, Energy Audit, Environment Audit conducted on 21.03.2023, Dr. A. Alaggappa Moses, Associate Professor & Head, Department of Environmental Sciences, Bishop Heber College, Tiruchirappalli- 620017 and his team Visited our campus and conducted the Audit.
- Ramp construction in A block and in B block is about to start.
- Disabled-friendly washrooms stickers fixed.



Dr V Sinthu Janita  
IQAC Coordinator




Dr V Sujatha  
Chair Person & The Principal  
**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  
TRICHY- 620018.

INTERNAL QUALITY ASSURANCE CELL

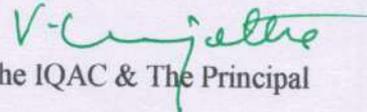
**Circular No: 05**

**Date:- 10/04/2023**

**To:- Internal Members of IQAC**

**Sub: IQAC Meeting on 11.04.2023 at 10.00 a.m**

This is to inform all the Internal Members of the *Internal Quality Assurance Cell* to be present in IQAC room on 11<sup>th</sup> April 2023 for the Fifth Periodical Meet of 2022-2023. The meeting will begin sharp at 10.00 a.m.

  
Chairperson of the IQAC & The Principal

**Agenda:**

1. Confirmation of the Minutes of the Previous Meeting held on 31.01.2023 and the Review of the Action Taken Report
2. Faculty Development Programme on Cyber Security and Smart Boards
3. Organizing NAAC Collaborative Seminar
4. Submission of IIQA
5. Preparation of AQAR 2022-2023
6. External Peer Team Visit for 2022-2023
7. IQAC Internal Academic and Administrative Audit.
8. Implementation of Plan of Action using New Bench marks
9. SSR Data validation by External Academic members
10. Any other matter with the permission of the chair



# 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: 10.04.2023

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. 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
	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 Representative	Ms K Nikitha, I M.Sc., FSM&D	K. Nikitha
Assistant IQC Coordinator	Ms.N.Monika III B.Sc., Chemistry	N. Monika
Assistant IQC 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



CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),  
Nationally Accredited (III cycle) with 'A' Grade by NAAC  
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 11.04.2023 at 10.00 AM in the IQAC Room.

**The following members were present:**

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

## Agenda :

1. Confirmation of the Minutes of the Previous Meeting held on 31.01.2023 and the Review of the Action Taken Report
2. Faculty Development Programme on Cyber Security and Smart Boards
3. Organizing NAAC Collaborative Seminar
4. Submission of IIQA
5. Submission of AQAR 2022-2023
6. External Peer Team Visit for 2022-2023
7. IQAC Internal Academic and Administrative Audit.
8. Implementation of Plan of Action using New Bench marks
9. SSR Data validation by External Academic members
10. Any other matter with the permission of the chair

The meeting began by, Dr. V. Sinthu Janita Prakash IQAC coordinator and Dean of Science, CCW(A), on extending a warm welcome to all the members and presenting the achievements of IQAC and Action Taken report of the Plan of Action charted out for the academic year 2022-2023..

The Chair Person of IQAC, Dr. V. Sujatha, Principal of the college 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 31.01.2023 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 achievements of IQAC and Action Taken report of the meeting held on 31.01.2023

### ***Resolution 2: Faculty Development Programme on Cyber Security and Smart Boards***

Faculty Development Programme on Cyber Security and Smart Boards is scheduled to be conducted in the second week of June before college reopens

### ***Resolution 3: Organizing NAAC Collaborative Seminar***

A proposal has been sent to NAAC to organize a Collaborative Two day National Seminar on Holistic and Multidisciplinary Approach Towards National Education Quality Frame Work on 05.07.2023 and 06.07.2023

### ***Resolution 4: Submission of IIQA***

For the IV Cycle NAAC reaccreditation, it is planned to submit IIQA in NAAC portal before August 2024, for the period of 5 years from 2019 to 2024

### ***Resolution 5: Submission of AQAR 2022-2023***

AQAR 2022-2023 to be submitted in NAAC portal in August 2023.

**Resolution 6: External Peer Team Visit for 2022-2023**

External Peer Team visit is scheduled immediately after the submission of AQAR

**Resolution 7: IQAC Internal Academic and Administrative Audit**

After discussion, it was decided to conduct the Academic and Administrative Audit externally

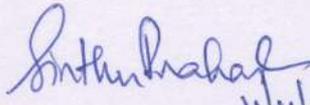
**Resolution 8: Implementation of Plan of Action using New Bench marks**

Based on the bench mark and the 4 years data collected for SSR submission, a detailed study will be made and the plan of action for the academic year 2023-2024 will be charted out.

**Resolution 9: SSR Data validation by External Academic members**

The data that is collected for NAAC SSR submission, to be validated by External experts followed by mock visit by external experts

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

  
11/4/23

Dr V Sinthu Janita  
IQAC Coordinator

  
11.4.23.  
Dr V Sujatha  
Chair Person & The Principal



**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: 11.04.2023

Venue: Dr. Rameswari Nallusamy 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>
	Dr Metilda Bhuvanewari, Head, Dept of Social Work	<i>M. Bhuvanewari</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 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</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, I M.Sc., FSM&D
	Ms.N.Monika III B.Sc., Chemistry	<i>Monika N</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>



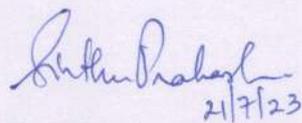
**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),**  
**Nationally Accredited (III cycle) with 'A' Grade by NAAC**  
**ISO 9001:2015 Certified**  
**TRICHY- 620018.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

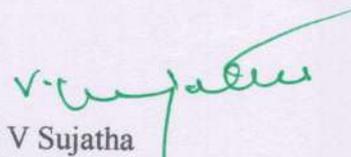
**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 11.04.2023**

<b>Plan of Action Proposed</b>	<b>Action Taken</b>
<p>Faculty Development Programme on Cyber Security and Smart Boards is scheduled to be conducted in the second week of June before college reopens.</p>	<p>1. Faculty development Programme on "Smart Class-Interactive Flat Panel Training" was organized along with DST-CURIE grant for Women PG Colleges 2022 on 12.06.2023.</p> <p>2. "Cybercrime Against Women on Social Media" was organized along with Tamil Nadu State Commission for Women and National Commission for Women on 27.06.2023</p>
<p>A proposal has been sent to NAAC to organize a Collaborative Two day National Seminar on Holistic and Multidisciplinary Approach Towards National Education Quality Framework on 05.07.2023 and 06.07.2023</p>	<p>NAAC collaborated Two day Virtual Seminar on Holistic and Multidisciplinary approach towards National Education Quality Framework had been successfully organized on 5<sup>th</sup> and 6<sup>th</sup> July 2023 with the following Resource Persons.</p> <p>Dr. B.S. Ponmudiraj, NAAC, Advisor, National Assessment and Accreditation Council, Bangalore, Karnataka.</p> <p>Dr. Anjana Sharma, Pro Vice Chancellor, Jaipur National University, Jaipur.</p> <p>Dr Aloysius Edward J, Dean &amp; Professor, Faculty of Commerce &amp; Management, Kristu Jayanti College (Autonomous), Bengaluru, Karnataka.</p> <p>Dr. K. A Hashim, Corporate Manager, MES Aided Colleges, Calicut, Kerala.</p> <p>Dr. R. Arthur James, Director – IQAC, NIRF Coordinator, Professor &amp; Head, Department of Marine</p>

	<p>Science, Bharathidasan University, Tiruchirappalli.</p> <p>Dr. E. Ramganes, Professor, Coordinator of UGC SAP DRS II, Department of Educational Technology, Director – IECD, Bharathidasan University, Tiruchirappalli.</p> <p>Dr. K . Karunakaran, CEO, Hindustan College of Arts and Science, Coimbatore, Tamil Nadu.</p>
For the IV Cycle NAAC reaccreditation, it is planned to submit IIQA in NAAC portal before August 2024, for the period of 5 years from 2019 to 2024.	IIQA for the IV Cycle NAAC re-accreditation is planned to be submitted in NAAC portal before August 2024, for the period of 5 years from 2019 to 2024.
AQAR 2022-2023 to be submitted in NAAC portal in August 2023	The AQAR 2022-2023 is being prepared and will be submitted in NAAC portal in August 2023 taking into consideration the new Bench marks.
External Peer Team visit is scheduled after the submission of AQAR	External Peer Team visit to be scheduled after the submission of AQAR.
Academic and Administrative Audit to be planned.	Academic and Administrative Audit to be planned in the month of February 2024.
Based on the bench mark the 4 years data collected for SSR submission, a detailed study will be made and the plan of action for the academic year 20223-2024 will be charted out.	The periodical Criterion in charges meeting along with the Principal was conducted to study the SWOT analysis of every Criterion and the adaptations and revisions would be planned to enrich the Criterion.
The data collected for NAAC SSR submission, to be validated by External experts followed by mock visit by external experts.	The data collected for NAAC SSR submission, to be validated by External experts followed by mock visit by external experts would be planned in the month of April 2024.

  
21/7/23

Dr V Sinthu Janita  
IQAC Coordinator



Dr V Sujatha  
Chair Person & The Principal