

## Minutes of the meeting of the IQAC held on 02.09.2015

A meeting of the IQAC committee was convened by the chairperson *Dr.Premavathy Vijayan*, Vice chancellor (i/c) of Avinashilingam Institute for Home Science and Higher Education for Women at 3.30 pm on 02.09.2015 in the Academic Council Hall of the Institute.

### Members Present

1. Dr.K.Sivakamasundari  
IQAC Coordinator
2. Dr.Sarada Ramadass, Professor/ FSMD
3. Dr.K.T.Geetha, Professor /Economics
4. Dr.R.Brindha, Prof & Head / ECE
5. Dr.P.Shanthi, Assoc. Professor / Commerce
6. Dr.J.Arthi, Asst. Profesor / Management
7. Ms.S.S.Manimozhi, Asst. Professor / Education
8. Dr.P.Lalitha, Asst. Professor / Chemistry

### *Senior Administrative official from the University*

9. Dr. A. Venmathi  
Registrar (i/c)

### *Deans of various faculties*

10. Dr. N.Vasuki  
Dean of Home Science
11. Dr.(Mrs) A.Parvathi  
Dean of Science
12. Dr. P. Ambiga Devi  
Dean of Humanities
13. Dr. U.Jerinabi  
Dean of Business Administration
14. Dr.(Mrs) S.Premakumari  
Dean of Community Education  
& Entrepreneurship Development
15. Dr.Premavathy Vijayan  
Dean of Education

16. Dr.(Mrs.) S.Maragatham  
Dean of Engineering

17. Dr.N.S.Rohini  
Dean, Student Affairs

*N. S. Rohini*

***Student Representative***


18. Manisha Halai, (II B.A Economics)

The major agenda of the meeting were:

- i. Presentation of Action Plan for the Academic year 2015-16
  - ii. Improving Library facilities
  - iii. Discussion on Best Practices
  - iv. To discuss contribution of IQAC in student support
  - v. Action suggested on previous year's of the students feedback
- (i) The Action Plan for the academic year 2015-16 was read out by the co-ordinator for suggestion
- To initiate student facility at the department level and organize sensitizing programmes for students
  - RAC to take up periodical monitoring on research quality and to motivate to publish in Scopus indexed journals
  - Improvement in IQAC office set up
  - Library facilities are to be improved
  - To conduct development programmes for teaching and non-teaching staff
  - To make the campus eco-friendly
  - To conduct parent-teachers meeting and get the feedback from the parents
  - Regular initiatives of IQAC
    - ✓ Collection of data of all 7 Criteria for preparing AQAR
    - ✓ Preparation of Annual report to UGC
    - ✓ Self appraisal forms to be distributed to faculty and get them filled in
    - ✓ Analysis of student data base
    - ✓ Conduct of Induction Programme for fresh recruitment of faculty
    - ✓ To get feedback from all stakeholders
    - ✓ To conduct Internal Academic Audit
    - ✓ To provide data to University News letter
- (ii) To make Library more research oriented. The members suggested many software's and methods to be installed for digitalization, accessing e-journals and plagiarism
- (iii) Regarding feedback from students on teachers, programme and infrastructure, the members suggested to go for on-line submission of feedback to avoid manual collection and strenuous analysis process from the feedback given by the quality

- circle of the Evaluation Committee headed by Dr.Subashini K.Sripathy and Dr.Udayachandrika. To have meetings with parents and get the feedback from parent
- (iv) The best practices for the year 2015-16 are suggested as follows:
- ✓ Education for women and downtrodden
  - ✓ Everyday staff assembly and student assembly
- (v) The members suggested the following for student support based on the student feedback on curriculum, and infrastructure:
- Mock interview for placement assistance
  - Many training programmes for placement and leadership
  - Coaching for competitive exams
  - Counselor - ward interactions
  - Improving toilet and canteen facilities

Finally the IQAC Coordinator thanked the team of members and asked the members to assist in early submission of AQAR

  
Coordinator IQAC

  
Chairperson IQAC