

**Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**

**Minutes of the meeting of the IQAC held on 19.07.2018**

A meeting of the IQAC committee was convened by the Chairperson **Dr.Premavathy Vijayan**, Vice Chancellor of Avinashilingam Institute for Home Science and Higher Education for Women at 10.30 am on 19.07.2018 in the Academic Council Hall of the Institute.

**Members Present**

1. Dr.Premavathy Vijayan  
Vice Chancellor - Chair Person
2. Dr.U.Jerinabi  
Dean, Faculty of Business Administration - Dean incharge
3. Dr. S.Kowsalya  
Registrar - Senior Administrative Official
4. Mr.S.Lakshmanan  
Finance officer i/c
5. Dr.R.Parimala  
- Asst. Registrar (Academic)
6. Dr.K.Manimozhi  
Controller of Examinations (i/c)

**Members of IQAC**

7. Dr.K.Sivakamasundari  
Professor, Dept. of Mathematics - Director IQAC
8. Dr.G.Bagyalakshmi, Associate Professor/ T&C
9. Dr. Rachel M Sylus, Assistant Professor / Economics
10. Dr.K.Kalaiselvi Assistant Professor / Biochemistry/Biotechnology/Bioinformatics
11. Dr.J.Arthi, Associate Profesor / Management
12. Ms.S.S.Manimozhi, Assistant. Professor / Education
13. Dr.P.Lalitha, Associate Professor / Chemistry
14. Dr.Lovelin Jerald, Associate Professor / FPPT

***External experts on Quality Management/ Industry / Local Community members***

15. Dr.Mohana Sundari - Nominee (Industrialist)
16. Dr.Gowri Ramakrishnan - Management Member
17. Dr.Kalyani Shankar - Nominee (Alumni)

***Student Representative***

18. S.Santhiya - Student Chairperson

The Major agenda of the present meeting are:

- ✓ To present the action taken report of the academic year 2017-18, to the members of IQAC for their suggestions
- ✓ To inform the plan of action for the academic year 2018-19
- ✓ To discuss about the Faculty Development programmes to the faculty members to be conducted in the odd semester
- ✓ Planning Schedule for meeting Criteria head for the preparation of SSR for NAAC
- ✓ To discuss the completion of IIQA and the submission date

The Chairperson welcomed the new members of IQAC and introduced them. Prof. Sivakamasundari, the Director placed the action taken report of the previous year to the committee members for their suggestions.

1. The plan of action for 2018-19, prepared based on the report on 2017-18 is readout by the IQAC Director with regard to AQAR. The suggestions given by the members are presented as below:
  - a) Student survey on general information about the students, family background etc., which were carried out manually so far, can be done online effectively in a similar way as feedback received from the students
  - b) Ph.D students enrolment is to be increased by motivating faculty members to fill up the maximum sanctioned intake
  - c) Strengthen the environmental projects from Green campus
  - d) Entrepreneurship Development Cell has to organize special lectures by Industrialists and Chief executives of various concerns to enhance the entrepreneurship skills among students
  - e) Faculty members must be encouraged to apply for more patents and publish their findings in Scopus indexed journals

2. More number of Faculty Development programmes are charted out to be conducted during the Odd semester for the benefit of faculty on the following themes
  - a) Entrepreneurship – Initiate and Ignite
  - b) Advance Braille Codes in Science and Maths
3. The members suggested the following initiatives for the welfare of students
  - ✚ To conduct training programme to mould the students with core competency and employability
  - ✚ To enhance and enrich their self-learning ability, Library must be equipped with latest books, Journals and many books on competitive exam
  - ✚ Anti ragging awareness should be created among students.
  - ✚ Confidence level of students is to be analyzed from the student survey. Based on the report, the Women's Study Centre and Student Council have to organize several programmes to enhance the confidence level of students for their empowerment in the society
4. The attendance as well as assessment marks are to be communicated to the parents through mobile
5. Signing MoUs with reputed core industries to enhance internships, industry visits as part of Industry – Institute Interaction for the benefit of the students.
6. The IQAC members of faculties are given duties to respective criteria data collection  
As the institute has to submit Self Study Report of the Institute to NAAC in the middle of this academic year, the chairperson instructed the members to collect necessary data for the preparation.

At the end of the meeting Prof. K. Sivakamasundari, IQAC Director thanked the members of IQAC Committee

  
Director IQAC

  
Chairperson IQAC