

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

Minutes of the meeting of the IQAC held on 03.03.2020

A meeting of the IQAC committee was convened by the IQAC Director, **Dr.R.Rajalakshmi** of Avinashilingam Institute for Home Science and Higher Education for Women at 10.30 am on 03.03.2020 in the IQAC of the Institute.

Members of IQAC

Dr.R.Rajalakshmi

– Director IQAC

Professor, Dept. of Chemistry

Dr.Pa Raajeswari, Assistant Professor / Food Science and Nutrition

Dr. V.Sasirekha, Assistant Professor / Physics

Dr.K.Kalaiselvi, Assistant Professor / Biochemistry/Biotechnology/Bioinformatics

Dr.V.Indira, Assistant Professor / Visual Communication

Dr.T.Amutha, Assistant Professor / Business Administration

Dr.T.Shanmugavalli, Associate Professor / Physical Education

Dr.R.Pappa Ammal, Assistant Professor / Science & Humanities

The agendas of the present meeting are:

- 1.Feedback forms through online submission
- 2.Report pertaining to NAAC and UGC Paramarsh Scheme work
- 3.The plan of action for the academic year 2020-21
- 4.To discuss about the Preparation and submission of Annual Quality Assurance Report(AQAR) for the year 2019-20

The members are highlighted on the following points:

- a) A quality circle consisting of 10 IQAC members assigned the duty of creating awareness of filling up feedback forms through online by the students, Teachers, Parents, Alumni and Employers.
- b) The window for filling up feedback for different classes during different weeks is decided and the schedule is mailed to the computer centre. On the request of the IQAC, the computer centre made necessary arrangements for filling the respective feedback forms.
- c) Report sent to NAAC and UGC Paramarsh Scheme regarding NAAC sponsored workshop and UGC Paramarsh Scheme sponsored workshop.

- d) All the IQAC School and Department in-charge teachers along with HoDs are assigned to collect data criterion wise, for the preparation of AQAR for the year 2019-20.
- e) After detailed discussion, the following plan of action is suggested for the upcoming year.

Plan of action:

- ✚ Infrastructure of the Institute is to be improved by building a Placement Cell and some more classrooms.
 - ✚ New programmes both UG & PG are to be introduced
 - ✚ Faculty to be encouraged to bring more awards
 - ✚ The research output of the faculty and the scholars to be improved by having more publications, patents and improving h-index.
 - ✚ Research projects and Government schemes are to be applied.
 - ✚ Many MoUs to be signed to improve Industry Linkages.
 - ✚ Learning Management System has to be strengthened
 - ✚ Library services to be improved.
 - ✚ Online Workshop/Seminar/Conferences/ FDP to be conducted
- ✓ It is a practice of the institute to collect the self appraisal form of each faculty signed by the HoD through Dean by IQAC. In today's meeting it is brought to the notice of the chairman of IQAC to give permission to go ahead with the activity of the IQAC

At the end of the meeting Prof. R.Rajalakshmi IQAC Director thanked the chairperson and the members of IQAC.


Director IQAC


Chairperson IQAC