



SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

Military Road, Ammapet, Salem - 636003

Creates Responsible Women for Family & Society

(Recognised under section 2(f) & 12(B) of UGC Act 1956)

(Affiliated to Periyar University, Salem)

INTERNAL QUALITY ASSURANCE CELL

Date: 10/01/2022

Time: 1.00PM

AUTHORITY: PRINCIPAL	CIRCULATED TO: ALL CRITERION HEADS
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The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 12/01/2022 at 2.00 PM in IQAC Cell. The members are asked to attend the meeting without fail.

AGENDA

1. Introduction of Criterion Members
2. Introduction of special invitee
3. Discuss on Quality Enhancement
4. Any other Discussion

IQAC COORDINATOR

PRINCIPAL

Copy to

1. All Criterion Heads
2. All Heads of the Departments



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MINUTES OF THE MEETING

Meeting No: 01

Meeting Date: 12/01/2022

Members Present: 11

The Internal Quality Assurance Cell Meeting was held in IQAC Room at 2.00 PM on 12/01/2022. The following points were discussed in the meeting.

- ❖ IQAC Coordinator welcomes Head of the Institution, Special Invitee Dr. M.Jayakumar, Former Placement Director, Bharathiar University, Coimbatore HOD's and Criterion Members.
- ❖ All the Criterion members and HOD's gave their Self Introduction.
- ❖ The Special Invitee addressed the gathering.
- ❖ Teaching Learning and Quality Standards were discussed.
- ❖ Orientation on NAAC Terms and various policies were discussed.
- ❖ Other discussion is completed with the preparation of Action Plan.

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Criterion Review Meeting



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INTERNAL QUALITY ASSURANCE CELL

Date: 27/01/2022

Time: 11.00 am

AUTHORITY: PRINCIPAL	CIRCULATED TO: ALL CRITERION HEADS
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The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 31/01/2022 at 3.00 PM in IQAC Cell. The members are asked to attend the meeting without fail to discuss the status of their Criterion.

AGENDA

1. All the Criterion Quantitative Questions Template to be discussed.
2. Reservation Category discussion.
3. Graduate Attributes of SSWC .
4. Experiential Learning, Participative Learning.
5. ICT Enable Tools.
6. Committees to be framed.
7. Any other discussion completed.

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MINUTES OF THE MEETING

Meeting No: 02

Meeting Date: 31/01/2022

Members Present: 10

The Internal Quality Assurance Cell Meeting was held in IQAC Room at 3.00 PM on 31/01/2022. The following points were discussed in the meeting.

- ❖ The Quantitative Questions template was deeply discussed and clarifications are made.
- ❖ The Norms for the Reserved Category Students are discussed.
- ❖ Preparatory work for Graduate Attributes was done.
- ❖ The intense knowledge about Experiential Learning, Participative Learning and Problem Solving Methodologies were imparted.
- ❖ The usage of ICT Tools in the curriculum and the percentage of usage was discussed.
- ❖ Various Committees has to be framed along with the objectives and functions.
- ❖ Divyangjan Category was discussed.
- ❖ Mentor Mentee system was discussed.

IQAC COORDINATOR

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Criterion 6 Review Meeting



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INTERNAL QUALITY ASSURANCE CELL

Date: 08/03/2022

Time: 2.00PM

AUTHORITY: PRINCIPAL

CIRCULATED TO: ALL CRITERION HEADS

The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 10/03/2022 at 12.30 PM in IQAC Cell. The members are asked to attend the meeting without fail.

AGENDA

1. Details of Extended Profile .
2. Criterion 7 Requirements.
3. Planning to Construct STP (Sewage Treatment Plant).
4. Follow up of National Educational Policy (NEP).
5. Faculty Development Programme.
6. Alma Connect.
7. Add on Course .
8. Any other Discussion.

IQAC COORDINATOR

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MINUTES OF THE MEETING

Meeting No: 03

Meeting Date: 10/03/2022

Members Present: 13

The Internal Quality Assurance Cell Meeting was held in IQAC Room at 12.30 PM on 10/03/2022. The following points were discussed in the meeting.

- ❖ The Institutions Extended Profile template and documents necessary was discussed.
- ❖ The Quotation for Bio gas, Sensor Light ,Solar Light etc was discussed.
- ❖ The importance of Sewage Treatment Plant was discussed.
- ❖ Minimum 5 days FDP's to be organized and to be attended by faculty members.
- ❖ To Register in Alma Connect to create strong Alumni network.
- ❖ Each faculty should conduct to Add On Course in their respective streams.
- ❖ Faculty Development programme for Non-Teaching staffs was planned.
- ❖ The Detailed Report of ISO to be submitted in next meeting.

IQAC COORDINATOR

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INTERNAL QUALITY ASSURANCE CELL

Date: 24/03/2022

Time: 1.00PM

AUTHORITY: PRINCIPAL	CIRCULATED TO: ALL CRITERION HEADS
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The Internal Quality Assurance Cell (IQAC) meeting is scheduled on 24/03/2022 at 11.15 PM in IQAC Cell. The members are asked to attend the meeting without fail.

AGENDA

1. Planning & Delegation of Work
2. Qualitative & Quantitative Questions – Discussion
3. Website Work



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MINUTES OF THE MEETING

Meeting No: 04

Meeting Date: 25/03/2022

Members Present: 09

- ❖ Work has been delegated to all the Criterion Heads.
- ❖ Prior planning regarding Criterion works to scheduled and to be sent to Principal.
- ❖ Priority to be given to NAAC Work.
- ❖ Difficulties to be informed to Principal.
- ❖ Website work to be completed.

