



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: May 22, 2019, Wednesday

Time: 10.30 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A An Christilla Priya Dharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

Following are the agenda and resolutions passed in the meeting

Quality Initiatives

- The members of IQAC set up the following quality initiatives for the academic year 2019- 2020
- Faculty Development Programme for all the academic staff at the beginning of the academic year.
- Communicative English training for the staff to enhance teaching quality.
- Communicative English programme for the first year from the first week of June.
- To inculcate Human Values Gonzaga Educative plans were drawn for practice.
- Introduce Certificate Courses on Microsoft Office packages for all students.
- Introducing Civil Service coaching classes.

- Up-gradation of the qualification of the staff
- Book review for all staff on all 4th Saturday of every month.
- Establishing a research ecosystem in the college by organizing a National Conference.
- Initiating reformation in Continuous Internal Assessment tests.
- Updating the available facilities of the college.
- Administering feedback for different stakeholders including support staff.
- Documentation of the events and programme.

The members of IQAC collectively agreed to take necessary actions. The meeting ended with a vote of thanks.



Dr. M BAGYAMATHI

IQAC Coordinator

Gonzaga College of Arts & Science for Women
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Krishnagiri-Dist, Tamil Nadu.



Dr. E GLITTA SUMANGALI

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: August 17, 2019, Saturday

Time: 11.45 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr.E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A AnchiristillaPriyaDharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

Following are the agenda and resolutions passed in the meeting

1. Certificate Course

The members expressed the value of Certificate Courses for employment.

One of the primary objectives of Gonzaga College is to develop the students in various skills and molding them resourceful for the job. In line with the mission statement, the Department of Computer Science agreed to offer Microsoft office packages as Certificate Courses to all students

2. Details to be approved for NIRF

The members of IQAC checked the details sent for the NIRF ranking 2019. IQAC coordinator asked all the Heads of the Department to check the pieces of evidence of the data submitted and gave suggestions to process the same.

3. Permanent Affiliation

The members decided to collect the data / supportive documents required for the commission for the permanent affiliation of three courses. The principal enumerated the documents necessary for the commission. The members agreed to carry on the steps for the success of the commission. The members of IQAC resolved to take necessary actions immediately.

The members of IQAC collectively acknowledged the decisions taken and resolved to implement. The meeting ended with a vote of thanks.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: October 03, 2019, Thursday

Time: 10.00 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A AnchiristillaPriyaDharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

Following are the agenda and resolutions passed in the meeting.

1. Feedback from stakeholders

IQAC members discussed about collecting feedback from the stakeholders and scheduled the date for collecting the feedback forms for the following aspects.

- Student's Evaluation on the performance of the staff-Odd 19.10.2019
- Evaluation on Curriculum by Parents (PTA) 25.01.2020
- Evaluation on Curriculum by Alumnae -08. 02.2020
- Faculty Evaluation on Curriculum -16.03.2020
- Students Evaluation on the performance of the staff-Even- 15.04.2020
- Students Evaluation On Curriculum-16.03.2020
- Exit evaluation on the curriculum- 27.04.2020

2. Parent-Teacher Meeting

The members planned to organize Parent Teacher Meeting for both UG and PG to explain the different initiatives related to quality enhancement. The members decided to obtain feedback about the academic and administrative activities of the college. Similarly the date was also finalized.

The members of IQAC collectively resolved to take necessary actions. The meeting ended with a vote of thanks.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: December 16, 2019, Monday

Time: 10.00 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.


S. NO	NAME	POSITION
1	Dr. E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A An Chiristilla PriyaDharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

Following are the agenda and resolutions passed in the meeting

1. Civil Service Coaching Classes

The members decided to propose the plan to introduce Civil Service Coaching classes, schedule for the class, shortlist of the interested students and the other preparation. The overall in charge for the function of the classes was entrusted to Vice-Principal and IQAC member.

The members of IQAC collectively resolved to take necessary actions. The meeting ended with a vote of thanks.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: January 25, 2020, Saturday

Time: 10.00 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A AnchiristillaPriyaDharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

The members of IQAC prayed silently before the meeting initiated. The Principal welcomed the gathering. IQAC coordinator explained the purpose of the meeting.

The Coordinator informed about the meeting agenda and resolutions passed.

1. To Prepare and submit the AQAR of 2016 – 2020

The Principal explained the need of uploading AQAR of four academic years. The coordinator explained to the members about the process of collecting data. The work plan was drawn for the completion of AQAR and suggestions must be submitted to Principal and other administrators. After getting approval from the official, the coordinator of IQAC can upload AQAR in the concerned NAAC portal.

2. **Guidance for the preparation AQAR of 2016 – 2020**

Principal conveyed to approach Dr. Cycil, Former IQAC coordinator of St. Joseph's College, Trichirapalli for the guidance and preparation of AQAR.

The members of IQAC resolved to implement on the decisions taken. The meeting ended up with a vote of thanks.



Dr. M BAGYAMATHI

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting of IQAC

Date: March 18, 2020, Wednesday

Time: 10.00 a.m.

The Meeting commenced with a silent prayer. The following members were present in the meeting.

S. NO	NAME	POSITION
1	Dr. E Glitta Sumangali	Chairperson
2	Dr. M Bagyamathi	Member
3	A John Dayana	Member
4	J Sumathi	Member
5	C Anjali	Member
6	K Usha	Member
7	J Sakthidevi	Member
8	A AnchiristillaPriyaDharsini	Member
9	K Siva Shankari	Member
10	P Lavanya	Member
11	Dr. P Thiravidaprema	Member

The members of IQAC prayed silently. The Principal welcomed the gathering.

The Coordinator informed about the meeting agenda and resolutions passed.

1. The reformation in conduction of Continuous internal Assessment

The members proposed to organize an online Quiz, submission of Assignments through Google classroom and to train the staff and students to familiarize about it.

2. To administer various feedback

The members evaluated the feedback form through online mode and the responses received are the following

- Students' Evaluation on the performance of the staff-Odd -1480
- Evaluation on Curriculum by Parents (PTA) -1150
- Evaluation on Curriculum by Alumnae -453

- Faculty Evaluation on Curriculum -76
- Students Evaluation on the performance of the staff-Even- 1480
- Students Evaluation on Curriculum-912
- Exit evaluation on curriculum-217

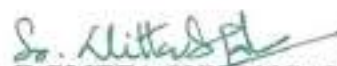
The members of IQAC resolved to take necessary action. The meeting ended up with a vote of thanks.



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