



# STET IQAC MINUTES 2017- 18

## Internal Quality Assurance Cell (IQAC)

**SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE**

(Affiliated to Bharathidasan University, Tiruchirappalli)

(NAAC accredited 'A' Grade with CGPA 3.45 / 4.00)

**SUNDARAKKOTTAI, MANNARGUDI- 614 016.**

**TIRUVARUR DISTRICT, TAMIL NADU.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MEETINGS AND RESOLUTIONS (2017-2018)**

Meeting of the IQAC was held on 24.06.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**June 2017**

**Resolution 1 :**

**Proposed by: Dr. R.Saravanamuthu**

**Seconded by: Dr. S. Amudha**

It has been resolved to request the management to accord necessary permission to reconstitute the Internal Quality Assurance Cell (IQAC)

**Resolution 2 :**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. R. Saravanamuthu**

It has been resolved to request the management to accord permission for the submission of AQAR 2016-2017 in website.

**Resolution 3 :**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. N. Uma Maheswari**

It has been resolved to thank the management for having approved the AQAR and permitted for uploading the same to NAAC.

**Resolution 4 :**

**Proposed by: Dr. R. Anuradha**

**Seconded by: Dr. S. Amudha**

It has been resolved to instruct the members of the faculty through the Head of the Departments to motivate the students for attending internship programmes.

**Resolution 5:**

**Proposed by: Dr. N. Uma Maheswari**

**Seconded by: Dr. U. Gayathri**

It has been resolved to request the Heads of the Departments to update their department details in the College website.

**Resolution 6:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. M. Kannahi**

It has been resolved to request the Heads of the Departments to instruct the faculty members to prepare the lesson plan.

**Resolution 7:**

**Proposed by: Dr.V.Dhivaharan**

**Seconded by: Dr. M. V. Srinath**

It has been resolved to inform the Heads of the Departments to organize seminars/conferences/symposia at National and International level.

**Resolution 8:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. S. Amudha**

It has been resolved to instruct the Heads of the Departments to revise the glossary and publish with ISBN number.

**Action Taken**

- ❖ STET journal included in UGC journal list
- ❖ Steps taken to make it in Scopus indexed journal.
- ❖ Students of the Department of Biochemistry had successfully completed their internship programme at Meenakshi Hospital, Thanjavur from 6<sup>th</sup> May to 5<sup>th</sup> June, 2017.

**July 2017**

Meeting of the IQAC was held on 15.07.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. S. Amudha**

It has been resolved to request the Heads of the Departments to keep on monitoring the teaching methodologies followed by the faculty members.

**Resolution 2:**

**Proposed by: Dr. R. Anuradha**

**Seconded by: Dr. M. Kannahi**

It has been resolved to seek permission from the management to apply for funding proposal to Indian National Science Academy (INSA), Bangalore.

**Resolution 3:**

**Proposed by: Dr. V.Dhivaharan**

**Seconded by: Dr. Dr.R.Saravanamuthu**

It has been resolved to instruct the Head of the Science Departments to initiate steps for developing value added products.

**Resolution 4:**

**Proposed by: Dr. J. Pandiyan**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to inform the Heads of the Departments to instruct the faculty members to publish the students project (2016-2017), in well reputed and high impact factor journals.

**Resolution 5:**

**Proposed by: Dr. N. Uma Maheswari**

**Seconded by: Dr. R. Anuradha**

It has been resolved to instruct the Heads of the Science Department to organize training programmes on Bioinstrumentation.

**Resolution 6:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. M. Kannahi**

It has been resolved to request the members of the faculty to mobilize funds from funding agencies for organizing seminars and workshops.

**Resolution 7:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. R. Saravanamuthu**

It has been resolved to request the Part-V Co-ordinators to conduct extension activities with reference to social relevance.

**Resolution 8:**

**Proposed by: Dr. S. Suganthi**

**Seconded by: Dr. M. Hema Priyadharshini**

It has been resolved to instruct the Head of the Departments to conduct guest lecture for their departments concerned.

**Action Taken**

- ❖ Students of the Departments of Microbiology, Biochemistry and Nutrition and Dietetics had successfully completed their internship programme at Meenakshi Hospital, Thanjavur from June 23<sup>rd</sup> to July 3<sup>rd</sup>, 2017.
- ❖ Department of Nutrition and Dietetics conducted “Health Check-up for Hire Lings” on 28.06.2017 in order to activate the Memorandum of Understanding (MoU) with Meenakshi Hospital, Thanjavur.
- ❖ Department of Commerce in collaboration with IARA, Tiruchirapalli organized a guest lecture on “Career Opportunities and Guidance for Commerce Students” on 30.06.2017.

**August 2017**

Meeting of the IQAC was held on 11.08.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. U. Gayathri**

**Seconded by: Dr. R. Anuradha**

It has been resolved to request the Heads of the Science Departments to conduct awareness programme for the progressive farmers/ Self Help Groups.

**Resolution 2:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. S. K. Saravanan**

It has been resolved to request the members of the faculty to take steps for conserving energy by using alternate energy sources.

**Action Taken**

- ❖ Local Committee was constituted for sending the proposal entitle, "Current Scenario in Life Sciences" Science Academies.
- ❖ Department of Economics conducted a guest lecture titled "Hypothesis Testing" on 21.07.2017.
- ❖ Department of Chemistry organized a one day training programme entitled "Operative Methodology of Laboratory Equipments" on 21.07.2017.
- ❖ Department of Mathematics conducted a programme under extension activity, "Vedic Mathematics" for school students on 21.07.2017. Department of BBA conducted a workshop, "Time Management" on 25.07.2017.
- ❖ Department of Computer Science organized a two day workshop in association with ICTACT for the members of the faculty on "Introduction to R-Programming" from 13.7.2017 to 14.7.2017
- ❖ Department of Computer Science organized a three days workshop for the members of the faculty on "Data Mining and Android application Development" from 26.07.2017 to 28.07.2017.
- ❖ Department of BBA organized an awareness programme on "Competitive Examination - an Overview" On 28.07.2017.

- ❖ Department of Tamil conducted extension activity, “Nunkalaithiranai valarthai” on 28.07.2017 at Government Middle School, Kandithampettai.
- ❖ State level intercollegiate programme “Micro Mistress Meet “ (MMM - 2017) was conducted by the Department of Microbiology on 31<sup>st</sup> July-2017.
- ❖ Department of BBA conducted extension activity, “Manufacturing Process” on 31.07.2017.
- ❖ Students of Department of Physics and Chemistry underwent Industrial Visit to Kiran Global Chems Pvt Ltd on 21.07.2017.

**September 2017**

Meeting of the IQAC was held on 04.09.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. S. Amudha**

It has been resolved to instruct the Heads of the Department to activate the MoUs and to seek support for research article publication, arrangement of guest lectures and industrial visit.

**Resolution 2:**

**Proposed by: Dr. N. Uma Maheswari**

**Seconded by: Dr. M. Kannahi**

It has been resolved to instruct the coordinator of Career Guidance and Placement Cell to arrange placement training programme in order to make the students employable.

**Action Taken**

- ❖ Entrepreneurship Development Cell organized a programme on, "Role of NGOs for new entrepreneurs" on 02.08.2017.
- ❖ Department of Nutrition and Dietetics conducted a "Lactation awareness programme" for the Post Graduate students on 08.08.2017.
- ❖ Red Ribbon Club celebrated the International Youth Day by conducting competition titled "AIDS awareness" on 24.08.2017.
- ❖ Students of Department of Commerce underwent an Industrial Visit to Kiran Global Chem Ltd., Karaikkal on 28.08.2017.
- ❖ Department of Economics organized a guest lecture on Growth and Development – Demonstration and GST in India on 30.08.2017.



**October 2017**

Meeting of the IQAC was held on 21.10.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. J. Pandiyan**

**Seconded by: Dr. R. Saravanamuthu**

It has been resolved to request the members of the faculty, research scholars and students of various departments to participate/present the research findings in National and International seminars/Symposia/Conferences.

**Resolution 2:**

**Proposed by: Dr. R. Anuradha**

**Seconded by: Dr. N. Uma Maheswari**

It has been resolved to request the members of the faculty, research scholars and students of various departments to publish their research findings in UGC approved journals.

**Resolution 3:**

**Proposed by: Dr. U. Gayathri**

**Seconded by: Dr. M. Kannahi**

It has been resolved to request the research departments to activate the research works as outreach programmes involving the farmers, women self help groups and students.

**Resolution 3:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. J. Pandiyan**

It has been resolved to motivate the students and staff to apply for Summer Research Fellowship / Internship offered by the Science Academies.

**Resolution 4:**

**Proposed by: Dr. N. Uma Maheswari**

**Seconded by: Dr. R. Anuradha**

It has been resolved to request the science departments to organize Science Academies' lecture workshop to motivate the young minds to develop curiosity and inquisitiveness

**Action Taken**

- ❖ Department of Microbiology conducted an International Seminar entitled "Microbes, Microbial Processes and Products" on 12.09.2017.
- ❖ National level seminar entitled "Research Trends in Information Technology" conducted by the Department of Computer Science and Department of MCA on 20<sup>th</sup> September -2017.
- ❖ National level seminar on "Herbal Drug Development" was conducted by the Department of Biochemistry on 22<sup>nd</sup> September -2017.
- ❖ Department of Nutrition and Dietetics conducted a regional workshop, "Food Adulteration" on 27.09.2017.
- ❖ Department of Microbiology, Biochemistry, Nutrition and Dietetics students visited Indian Institute of Food Processing Technology (IICFT), Tanjor on 16.09.2017.

**November 2017**

Meeting of the IQAC was held on 18.11.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. J. Pandiyan**

It has been resolved to request the Head of the Departments of Mathematics, Chemistry, Physics, Commerce and MBA to organize national seminar.

**Resolution 2:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. N. Uma Maheswari**

It has been resolved to request all the Head of the Departments to organize guest lectures in the emerging fields.

**Resolution 3:**

**Proposed by: Dr. S. Suganthi**

**Seconded by: Dr. A.Panneerselvam**

It has been resolved to advice the Principal investigators of UGC- SERO minor research projects to complete their first year work and submit the annual report on time

**Resolution 4:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. R. Anuradha**

It has been resolved to request the Head of the Departments to submit the Workload, Time table and Lesson Plan for even semester to the Principal

**Resolution 5:**

**Proposed by: Dr. U. Gayathri**

**Seconded by: Dr. M. Kannahi**

It has been resolved to request the Part-V co-ordinators to conduct programmes with social responsibilities

**Action Taken**

- ❖ Science Departments conducted Science Academies Lecture Workshop on “Current scenario in Life Sciences” on 11<sup>th</sup> and 12<sup>th</sup> October, 2017, sponsored and supported by Indian Academy of Sciences, Bengaluru, Indian National Science Academy, New Delhi and The National Academy of Sciences, Allahabad

**December -2017**

Meeting of the IQAC was held on 16.12.2017 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to request the members of the faculty and students to enroll for NPTEL (National Programme on Technology Enhanced Learning) online certificate programme and select the courses offered by the same

**Resolution 2:**

**Proposed by: Dr. M. Hema Priyadharshini**

**Seconded by: Dr. S. Suganthi**

It has been resolved to request the coordinators of Entrepreneurship Development Cell to organize Gender Sensitization programme for the final year students

**Resolution 3:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. A. Panneerselvam**

It has been resolved to request the Criterion in-charges to collect and update the data relevant to their criterion from all the departments.

**January-2018**

Meeting of the IQAC was held on 06.01.2018 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. S. K. Saravanan**

It has been resolved to request the Heads of the Department of Management Studies to conduct Motivational Programme on career development.

**Resolution 2:**

**Proposed by: Dr. A. Pannerselvam**

**Seconded by: Dr. M. Hema Priyadharshini**

It has been resolved to request all the Heads of the Department to motivate students to carry out their research in interdisciplinary approach.

**Resolution 3:**

**Proposed by: Dr. R. Anuradha**

**Seconded by: Dr. S. Suganthi**

It has been resolved to request all the Heads of the Department to update the details of their departments in the College website.

**Action Taken**

- ❖ Entrepreneurship Development Cell conducted Gender Sensitization programme for the final year students on 22<sup>nd</sup> December, 2017
- ❖ Department of Physics organized one day workshop on "HAM Radio in Disaster Management" on 21<sup>st</sup> December, 2017
- ❖ Department of Chemistry conducted National seminar on "Modern Trends in Chemistry" on 20<sup>th</sup> December, 2017
- ❖ Department of Mathematics conducted National conference on "Emerging Trends in Mathematical Techniques ( NCETMT-2017) on 16<sup>th</sup> December, 2017
- ❖ Red Ribbon Club (RRC) conducted Intercollegiate Competition on World AIDS Day Observation on 26<sup>th</sup> December, 2017

**February-2018**

Meeting of the IQAC was held on 13.02.2018 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. K. Saravanan**

**Seconded by: Dr. S. Suganthi**

It has been resolved to request the Heads of the Department to organize Faculty Development Programme for their departments concerned.

**Resolution 2:**

**Proposed by: Dr. A. Pannerselvam**

**Seconded by: Dr. J. Pandiyan**

It has been resolved to request the Heads of the Departments to take steps to comply with all the recommendations of the NAAC peer committee.

**March -2018**

Meeting of the IQAC was held on 17.03.2018 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to request the Heads of the Department to make arrangements for presenting the research work carried out by the II-M.Sc., students with the help of power point presentation at the time of viva voce examination.

**Resolution 2:**

**Proposed by: Dr. R. Saravanamuthu**

**Seconded by: Dr. M. Kannahi**

It has been resolved to request the Head of the Departments of Microbiology to conduct free hands-on Summer Training Programme on Bio instrumentation for the students from the other institutions.

**Resolution 3:**

**Proposed by: Dr. N. Uma Maheswari**

**Seconded by: Dr. S. Suganthi**

It has been resolved to request the Head of the Departments to take necessary steps to initiate and offer more certificate programmes approved by UGC

**Action Taken**

- ❖ Department of Physics organized one day National seminar on 'Recent Advances in Molecular Spectroscopy' on 27.2.2018
- ❖ Department of Business Administration organized one day National level conference on 'Emerging Challenges of Global Business Scenario on 28.02.2018



**April -2018**

Meeting of the IQAC was held on 21.04.2018 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to request the Heads of the Department to renew and activate Memorandum of Understanding (MoU) with all undersigned institutions

**Resolution 2:**

**Proposed by: Dr. S. Suganthi**

**Seconded by: Dr. M. Hema Priyadharshini**

It has been resolved to request the Heads of the Department to prepare the details about their departmental activities for AQAR -2017-2018.

**June-2018**

Meeting of the IQAC was held on 18.06.2018 in the Board room under the Presidentship of  
Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

**Resolution 1:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. R. Saravanamuthu**

It has been resolved to request the management to accord necessary permission to prepare the AQAR 2017 – 2018 as per the new revised guidelines of NAAC.

**Resolution 2:**

**Proposed by: Dr. S. Suganthi**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to instruct the members of the faculty and students to enroll for NPTEL online certificate programme.

**Resolution 3:**

**Proposed by: Dr. J. Pandiyan**

**Seconded by: Dr. M.V. Srinath**

It has been resolved to instruct the members of the faculty to enhance the e-content resources in their respective fields.

**Resolution 4:**

**Proposed by: Dr. S. Amudha**

**Seconded by: Dr. R. Saravanamuthu**

It has been resolved to request the management to seek permission to organize Faculty Development Programme (FDP) and also a lecture workshop on Intellectual Property Rights (IPR).