



STET IQAC MINUTES 2016- 17

Internal Quality Assurance Cell (IQAC)

SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE

(Affiliated to Bharathidasan University, Tiruchirappalli)

Recognized by UGC under section 2(f) & 12(B)

(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 (2016-2017)**

Meeting of the IQAC was held on **18.06.2016** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed by: Dr. V. Dhivaharan

Seconded by: Dr. S. Amudha

It has been resolved to request the management to permit to include new members in the Internal Quality Assurance Cell (IQAC).

Resolution 2 :

Proposed by: Dr. Uma Maheswari

Seconded by: Dr. M. Hema Priyadharshini

It has been resolved to request the management to take initiatives to start Research Programme in all the Departments.

Resolution 3 :

Proposed by: Dr. S. Amudha

Seconded by: Dr. S. K. Saravanan

It has been resolved to request the Management to introduce the new Diploma/ value added certificate programmes from the approved list of the parent University.

Resolution 4 :

Proposed by: Dr.S.Amudha

Seconded by: Dr.S.Suba

It has been resolved to instruct and motivate all the Departments to organize symposium/ seminar/ workshop/ conference.

Resolution 5 :

Proposed by: Dr.M.Kannahi

Seconded by: Dr.R.Anuradha

It has been resolved to instruct the Head of the Department of N&D to celebrate Lactation week to create awareness among the women society for the healthy environment

Action Taken

- Department of Computer Science and Master of Computer Applications launched PG Diploma programme in Big Data Analytics from the academic year 2016-2017
- DST-FIST proposal was submitted

Meeting of the IQAC was held on **16.07.2016** 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.J.Pandiyan

It has been resolved to thank the management and staff members for the successful completion of the AQAR for the year 2015 – 2016.

Resolution 2 :

Proposed by: Dr.M.V.Srinath

Seconded by: Dr.N.Uma Maheswari

It has been resolved to request the Management to conduct Faculty Development Programmes on e-content development and Excel spread sheet programme application.

Action Taken

- Value added programme on 'Tally' has been introduced by the Department of Commerce from the academic year 2016-2017

Meeting of the IQAC was held on **20.08.2016** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed by: Dr.A.Panneer selvam

Seconded by: Dr.R.Anuradha

It has been resolved to request the departments to prepare Laboratory manuals, Monographs, Quality research papers with impact factor and Research manual from the student projects.

Action Taken

Lactation week was celebrated on 4.8.2016 by the Department of Nutrition and Dietetics.

One day symposium on "Women Writing: Pain and Vision" was organized by the Tamil Department along with the Sahitya Akademi, New Delhi on 05.08.2016.

Meeting of the IQAC was held on **17.09.2016** 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.N.Uma Maheswari

It has been resolved to request the research departments of Microbiology, Biochemistry, Computer Science and Commerce faculty members and students to publish the student research projects in reputed journals.

Resolution 2 :

Proposed by: Dr.J.Pandiyan

Seconded by: Dr.M.Kannahi

It has been resolved to request the faculty members of Microbiology to publish the Management funded Microbial diversity research projects in reputed journals.

Resolution 3 :

Proposed by: Dr.S.Amudha

Seconded by: Ms.C.Pamila Nahomi Selvam

It has been resolved to request the alumnae association to conduct alumnae meet and also to organize the seminars on emerging areas.

Meeting of the IQAC was held on **15.10.2016** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed by: Dr.V.Dhivaharan

Seconded by: Dr.S.Amudha

It has been resolved to request the management to appreciate the faculty members who have successfully completed State Eligibility Test (SET).

Resolution 2 :

Proposed by: Dr.M.V.Srinath

Seconded by: Dr.R.Saravanamuthu

It has been resolved to request all the faculty members to prepare e-Content for all the subjects for effective teaching of learning process.

Action Taken

- A TOT programme on Gender sensitization, "Training for a Civil Society: Human Rights and Issues" was organized from 3rd to 7th October 2016 in collaboration with Department of Gender Studies, Rajiv Gandhi National Institute of Youth Development, Chennai organized by the Department of Management studies for the NSS programme officers.

Meeting of the IQAC was held on **19.11.2016** 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 instruct the NSS to activate the STET Clean India Mission (SWATCH BHARAT MISSION) activity and other community reach programme.

Resolution 2 :

Proposed by: Dr.M.V.Srinath

Seconded by: Dr.R.Anuradha

It has been resolved to instruct the Department of Computer Science to activate the STET Digital India Mission.

Resolution 3 :

Proposed by: Dr.V.Dhivaharan

Seconded by: Dr.U.Gayathri

It has been resolved to request the Principal to make necessary arrangements for the celebration of the Education Day

Action Taken

- Faculty members of Microbiology published the Microbial diversity research projects in the journals with high impact factor.
- The alumnae of STET arranged the alumnae meet and organized the seminar on "Organic Farming" on 1st October, 2016.

Meeting of the IQAC was held on **28.12.2016** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed by: Dr.M.Kannahi

Seconded by: Dr.R.Anuradha

It has been resolved to request the Heads of the Departments to take initiatives for the interdisciplinary research activities.

Resolution 2 :

Proposed by: Dr.R.Saravanamuthu

Seconded by: Dr.N.Uma Maheswari

It has been resolved to request all the Departments to prepare write-up/ monograph/handbook on the theme oriented project carried out during the academic year 2015-2016.

Resolution 3 :

Proposed by: Dr.S.Amudha

Seconded by: Dr.S.Suganthi

It has been resolved to request the Department of Computer Science, Computer Applications and Information Technology to complete the target of the Software Development Council (SDC) activities of the academic year 2015-2016

Resolutoin 4 :

Proposed by: Dr.K.Suba

Seconded by: Dr.M.Hema Priyadharshini

It has been resolved to request the HoDs to take effective steps to arrange the science and humanities exhibition in the month of February 2017.

Action Taken



Department of Commerce organized a lecture on "Personality Development and Leadership quality" on 21st December 2016.

Meeting of the IQAC was held on **05.01.2017** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed by: Dr.S.Amudha

Secoded by: Dr.R.Saravanamuthu

It has been resolved to instruct the faculty members of all departments to take necessary steps to organize Science Exhibition to enrich the scientific temperament of the students.

Resolution 2 :

Proposed by: Dr. A. Panneerselvam

Secoded by: Ms. M. Sathya

It has been resolved to request the Heads of the Departments to organize Guest/ invited lectures on their emerging areas

Resolution 3 :

Proposed by: Dr.U.Gayathri

Secoded by: Dr.M.Kannahi

It has been resolved to request the Heads of the Departments and faculty members to publish their research work in the well indexed reputed journals

Resolution 4 :

Proposed by: Dr.J.Pandiyan

Secoded by: Dr.R.Anuradha

It has been resolved to request the Principal Investigator of the Minor Research Project, Mrs.R.Rathi, Department of Physics to fulfill all the requirements of the UGC at the earliest.

Resolution 5 :

Proposed By : Dr.R.Saravanamuthu

Secoded By : Dr.A.Panneerselvam

It has been resolved to conduct workshop on “Applications of Statistical Packages for Social Science (SPSS)” and method of writing the report of the thesis/dissertation for the II PG students.

Action Taken

- National Education Day was celebrated by the Department of Mathematics on 3rd, January 2017.
- Pongal carnival was organized by the Department of Nutrition and Dietetics on 12th, January 2017.
- Department of Computer Science and Master of Computer Applications jointly organized an Intercollegiate National level technical meet “STET COMPUTERA – 2K17” in collaboration with ICTACT, Tamil Nadu on January 7, 2017.
- The Software Development Council has entrusted the task of development and implementation of the software on office Automation to the Post Graduate Diploma Programme on Big Data Analytics.

Meeting of the IQAC was held on **18.02.2017** 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.M.Kannahi

It has been resolved to request the R & D Cell to conduct SPSS workshop for the second year PG students.

Resolution 2 :

Proposed By : Dr.N.Uma Maheswari

Seconded By : Ms.M.Sathya

It has been resolved to request the faculty members to monitor the performance of the students in the summative examination of the odd semester.

Meeting of the IQAC was held on **22.03.2017** 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.M.V.Srinath

It has been resolved to request the Heads of the Departments to instruct the II-M.Sc., SC/ST students to apply for the Summer fellowship in Science and Engineering-2017(IISC, Bangalore)

Resolution 2 :

Proposed By : Dr.N.Uma Maheswari

Seconded By : Dr.R.Anuradha

It has been resolved to instruct the Heads of the Departments and Faculty members to advise the final year P.G students to prepare PPT of their projects which are to be presented at the time of viva-voce examination.

Resolution 3 :

Proposed By : Dr.S.Amudha

Seconded By : Dr.U.Gayathri

It has been resolved to instruct all the faculty members to complete their syllabus on time and discuss the University question papers with the students in order to make them to secure high score in the examinations.

Action Taken

- SPSS workshop was conducted by the Research and Development Cell on 27th and 28th February, 2017 for the final year PG students.
- Humanities and Science Departments successfully organized STET EXPO-2017 on a common platform. Around 1000 school students surrounding Mannargudi visited the exhibition.
- Performance of the students in the summit examination of odd semester was analyzed, slow learners were identified and remedial measures were taken.

Meeting of the IQAC was held on **11.04.2017** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

Resolution 1 :

Proposed By : Dr.A.Panneerselvam

Seconded By : Dr.M.Kannahi

It has been resolved request the principal to arrange FDP programmes in the campus during the summer holidays and facilitate the teachers to participate in the FDP / Refresher course / Orientation programmes, if arranged, by the institution outside the campus.

Resolution 2 :

Proposed By : Dr. J. Pandiyan

Seconded By : Dr.R.Saravanamuthu

It has been resolved to instruct the Heads of the Departments and criterion incharges to prepare and complete the documentation work of AQAR

Resolution 3 :

Proposed By : Dr.R.Anuradha

Seconded By : Dr.U.Gayathri

It has been resolved to instruct all the members of the faculty to take necessary steps to publish the research work in the peer reviewed journals with impact factor.

Resolution 4 :

Proposed By : Dr.S.Amudha

Seconded By : Dr.S.Suganthi

It has been resolved to instruct the admission committee to initiate admission process for various UG and PG programmes, for the academic year 2017-2018.

Action Taken

- II M.Sc SC/ST students were identified and motivated to apply for summer internship programme.
- Biominin laboratories produced Vermicompost, Micronutrients and Edible Mushroom as a continuous process involving Department of Microbiology.
- All the Heads of the Departments and PART-V coordinators have completed their assigned extension activities and community research programmes