



INTERNAL QUALITY ASSURANCE CELL (IQAC)
SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE
(Affiliated to Bharathidasan University, Tiruchirappalli)
(Accredited with 'A' Grade by NAAC)
SUNDARAKKOTTAI, MANNARGUDI-614 016, TAMILNADU, S.INDIA

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETINGS AND RESOLUTIONS
(2019-2020)

Meeting of the IQAC was held on 22.06.2019 in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi

JUNE 2019

Resolution 1 :

Proposed by: Dr.S.Amudha
Secoded by: Dr.G.Vijayalakshmi

It has been resolved to request the Management to give permission to Submit AQAR (2018-2019) and IIQA to NAAC for Cycle 2

Resolution 2:

Proposed by: Dr.N.Umamaheswari
Secoded by: Dr.J.Pandiyan

It has been resolved to instruct all the Faculty members to update their profile in the college website

Resolution 3:

Proposed by: Dr.G.Vijayalakshmi
Secoded by: Dr.R.Anuradha

It has been resolved to instruct the Heads of the departments to prepare Work load, lesson plan and submit the same on or before the academic stream commences

Resolution 4:

Proposed by: Dr.R. Anuradha
Secoded by: Dr.U.Gayathri

It has been resolved to request the management to undergo the recruitment process and select the qualified faculties



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July 2019

Meeting of the IQAC was held on 20.07.2019 in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.J.Pandiyam
Seconded by: Dr.R.Anuradha

It has been resolved to instruct the Heads of the Departments to prepare all the relevant documents as per the ISO format

Resolution 2:

Proposed by: Dr.S.Rukumani
Seconded by: Dr.V.Geetha

It has been resolved to request the Management to built new class room for additional section for the Department of Mathematics

Resolution 3:

Proposed by: Dr.R.Anuradha
Seconded by: Dr.N.Umamaheswari

It has been resolved to encourage the students to participate and present their research findings in outside of the campus

Resolution 4:

Proposed by:Dr.J.Pandian
Seconded by: Dr.G.Vijayalakshmi

It has been resolved to instruct the Heads of the Departments to enhance the research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies



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August 2019

Meeting of the IQAC was held on 24.08.2019 in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Ms.G.K.Gomathi
Seconded by: Dr.K.Bharathipriya

It has been resolved to instruct the Heads of the Departments, members of the faculty and students to organize more awareness program as an extension activity to the local communities

Resolution 2:

Proposed by: Dr.B.Kayathribai
Seconded by: Ms.K.Sooryakala

It has been resolved to instruct the placement coordinators to strengthen the placement activities through corporate relations

Resolution 3:

Proposed by: Dr.M.V.Srinath
Seconded by: Dr.R.Anuradha

It has been resolved to motivate all the members of the faculty and students to apply online courses conducted by SWAYAM/NPTEL courses to uplift the Knowledge

Resolution 4:

Proposed by: Dr.S.Amudha
Seconded by: Dr.N.Umamaheswari

It has been resolved to request the management to select student union office bearers from various department based on their individuality and talents



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Resolution 5:

Proposed by: Dr.K.Bharathipriya
Seconded by: Dr.B.Kayathribai

It has been resolved to instruct the fine arts coordinators to conduct Inter collegiate fine arts competitions to promote the talents of the students

September 2019

Meeting of the IQAC was held on 21.09.2019 in the Board room under the President ship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.N.Umamaheswari
Seconded by: Dr.J.Pandian

It has been resolved to instruct the heads of the department to motivate the students to apply student research project proposal to TNSCST , Chennai

Resolution 2:

Proposed by: DR.C.Asok kumar
Seconded by: Mr.B.S.N.Mohandass

It has been resolved to instruct the Heads of the Departments to organize Seminars/Conferences at National/international level in emerging areas

Resolution 3:

Proposed by: Dr.M.V.Srinath
Seconded by: Dr.V.Geetha

It has been resolved to request the management to design Institute level ERP Module for integrating all academic and administrative activities

Resolution 4:

Proposed by: Dr.M.Kannahi
Seconded by :Mr.A.Sujai

It has been resolved to instruct the Heads of the Departments to assess the teaching efficiency of the faculty members,through feedback mechanism and submit to the Principal



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October 2019

Meeting of the IQAC was held on 26.10.2019 in the Board room under the President ship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.N.Umamaheswari
Seconded by:Ms.G.K.Gomathi

It has been resolved to instruct the Heads of the Department to organise Invited talk/ Guest Lectures in their respective emerging discipline.

Resolution 2:

Proposed by: Dr.B.Kayathribai
Seconded by: Dr.U.Gayathri

It has been resolved to instruct the Heads of the Departments to celebrate the important days in our college premises

Resolution 3:

Proposed by: Dr.S.Rukumani
Seconded by: Mr.B.S.N.Mohandass

It has been resolved to instruct the all the Heads of the Department to conduct cycle tests and get the permission from the management through the principal

Resolution 4:

Proposed by: Dr.G.Vijayalakshmi
Seconded by: Ms.V.Mangayarkarasi

It has been resolved to request the Management to take required steps to attain autonomous status for our prestigious institution



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ACTION TAKEN REPORT

Plan of Action	Action Taken Report
IQAC anticipated to submit IIQA for the 2 nd cycle of NAAC	IIQA submitted within the stipulated Period
As per the regulations from AICTE and UGC, faculty members recruitment to be carry on	As per the vacancies received from the departments, qualified faculties were recruited based on the student teacher Ratio
IQAC inculcate the students to participate more programmes in outside the campus	Students from various streams were participated and won prizes from other colleges
Enhance the faculty members to prepare the academic documents in the ISO Format	All the departments are preparing and maintaining their academic documents in the ISO Formats
IQAC promotes the faculty members and students to submit research proposals and receive funds from Government and non government fundig agencies	Students from Microbiology and Physics received the amount of rs.7500 each under Students Project Scheme from TNSCST
Engage the students in social activity	Students from all the branches continuously undergone the extension activity. To improve their social responsibility they conducted more awareness programme to the nearby villages and schools
IQAC plans to boost up the career opportunity of the students	Career guidance cell and placement cell arranged the campus drive and students are placed through the campus drive Through ED cell students are motivated to become as an Entrepreneur and more training programmes were arranged by the cell
IQAC supports the faculty members and students to enroll in SWAYAM/ NPTEL Course	45 faculty members and 30 students have passed in SWAYAM-NPTEL and 7 staff members successfully completed the SWAYAM ARPIT 2019
IQAC intending to organize more intercollegiate competition	An intercollegiate convergence entitled "STET FESTEEMER 2019" was



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	organized on 19 th and 20 th September 2019 by Fine Arts Club Bharathidasan University Inter collegiate KHO –KHO tournament was organized in our institution on 16 th and 17 th September 2019
IQAC Supports to organize invited talk in the emerging areas	Each department is functioning with student association through various club and more invited talk have been organized with the eminent resource persons in the emerging areas
IQAC provides SOP to conduct cycle test and CIA Examination	Centralized CIA Examination and cycle test was conducted by the heads of the departments and progress of the students results were informed to the parents through the profile card by the class in charges
IQAC proposed to avail autonomous status to our institution	All the department incharges enthusiastically collected and submitted the data which is required to attain the Autonomous status



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November 2019

**Meeting of the IQAC was held on 16.11.2019 in the Board room under the
Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.**

Resolution 1:

Proposed by: Dr.J.Pandian
Seconded by: Ms.G.K.Gomathi

It has been resolved to instruct the faculty members to impart quality education through ICT enabled teaching

Resolution 2:

Proposed by: Dr.C.Asokkumar
Seconded by: Dr.U.Gayathri

It has been resolved to instruct all the Heads of the department to apply funding agencies for organising seminars/Conferences.

Resolution 3:

Proposed by: Mr.B.S.N.Mohandass
Seconded by: Mr.A.Sujai

It has been resolved to request the management to give permission for the submission of self study report to NAAC

Resolution 4:

Proposed by: Dr.S.Rukumani
Seconded by: Mr.A.Sujai

It has been resolved to motivate the members of the faculty to attend training programs/Seminars / conferences/FDPs at various institution.



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DECEMBER 2019

Meeting of the IQAC was held on **21.12.2019** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.C.Asokkumar
Seconded by: Ms.V.Mangayarkarasi

It has been resolved to instruct the Heads of the Departments and Part V coordinators to conduct various extension activities/ awareness programme relevant to social responsibility.

Resolution 2:

Proposed by: Dr.S.Amudha
Seconded by: Dr.N.Umamaheswari

It has been resolved to instruct the students and staff members to register National Digital Library

Resolution 3:

Proposed by: : Dr.S.Rukumani
Seconded by: Dr.V.Geetha

It has been resolved to instruct the Heads of the Departments to collect feedback from all stakeholders-Parents, Alumni, Teachers and Employers and submit to the Principal

JANUARY 2020

Meeting of the IQAC was held on **18.01.2020** in the Board room under the Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Ms.G.K.Gomathi
Seconded by:Ms.V.Dharshini

It has been resolved to inculcate human values and professional ethics among the students

Resolution:2

Proposed by: Dr.J.Pandian
Seconded by: Dr.S.Amudha



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It has been resolved to conduct Mentor Institution meeting as per instruction given by NAAC and UGC.

Resolution 3:

Proposed by: Dr.S.Rukumani

Seconded by: Ms.V.Dharshini

It has been resolved to motivate the students to undergo internship programme as a part of curriculum and also to inculcate practical Knowledge in the emerging areas

Resolution 4:

Proposed by: Dr.V.Geetha

Seconded by: Dr.M.V.Srinath

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

FEBRUARY 2020

Meeting of the IQAC was held on **15.02.2020** in the Board room under the
Presidentship of Dr. V. Dhivaharan, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.C.Asokkumar

Seconded by: Dr.J.Pandian

It has been resolved to instruct the physical education department to organize Sports Day in our college premises

Resolution 2:

Proposed by: Dr.J.Pandian

Seconded by: Dr.S.Amudha

It has been resolved to instruct the Heads of the departments to make arrangements during autonomous visit

Resolution 3:

Proposed by: Dr.B.Kayathribai

Seconded by: Dr.U.Gayathri

It has been resolved to motivate the students to participate and present research articles in seminars and conferences organized by various institutions



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March 2020

Meeting of the IQAC was held on **21.03.2020** in the Board room under the Presidentship of **Dr. V. Dhivaharan**, Correspondent, STET Women's College, Mannargudi.

Resolution 1:

Proposed by: Dr.M.V.Srinath

Seconded by: Dr.R.Anuradha

It has been resolved to instruct the Heads of the Departments to prepare and motivate the students for cycle tests and University practical examination

Resolution 2:

Proposed by: Dr.S.Amudha

Seconded by: Dr.N.Umamaheswari

It has been resolved to instruct the Heads of the departments to take classes through online virtual platform in Covid 19 lockdown and complete the portions

Resolution 3:

Proposed by: Dr.G.Vijayalakshmi

Seconded by: Dr.U.Gayathri

It has been resolved to instruct the Heads of the departments to prepare and keep the necessary documents for ISO surveillance for quality management system

Resolution 4:

Proposed by: Dr.N.Umamaheswari

Seconded by: Ms.V.Mangayarkarasi

It has been resolved to request the Heads of the Departments to instruct the students to present the research works carried out by the II PG students with the help of Power Point Presentation at the time of viva voce examination.

Resolution 5:

Proposed by: Dr.M.V.Srinath

Seconded by: Dr.S.Rukumani

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 of other institutions.



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Plan of Action	Action Taken Report
IQAC Facilitates for ICT Enabled teaching	All the faculty members use ICT tools for Teaching, Learning and Assessment. Feedback is also received through ICT Tools. ERP package have been implemented in the campus .Paperless communication was carried on through this module
Suggest the Department to get financial assistance from funding agencies to organize seminars and conference	Department of Commerce received fund from ICSSR for the seminar entitled e-waste management
Motivate the staff members to participate and present papers at institution level	Totally 1636 certificates were received by the faculty members for their participation and presentation in various seminars /conferences/workshops in various institutions
To engage the students in socially productive activities during their period of study in the institution	Part V are functioning to instill social responsibility among the students. The clubs are run by the students for the students and to conduct various activities which develop their leadership and soft skills.
To ensure effective usage of National Digital Library (NDL) by all the teachers and students	Implemented by the teachers and students and they are effectively using the resources
To ascertain Smart Campus, i.e., planning of efficient and economical use of water, electricity, solar power and water recycling systems	The campus is maintained with Eco friendly interfaces with Alternative energy sources, Sewage Water Treatment Plant, Energy efficient lighting , Solar powered lights
To inculcate human values and professional ethics in the students	Included in the curriculum through Value Education Course as mandatory. The clubs also conduct various activities and competitions to inculcate human values and professional ethics



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To improve learning opportunities for slow learners by providing counseling and care for students through mentor system	Mentor –Mentee system has been systemized and implemented efficiently. Slow learners are identified and additional care have been taken to secure more marks.
Motivate the Faculty members to use online apps to complete the portions during Lock down	Through ERP and Google platform classes have been taken and viva voce for the PG students was conducted through online virtual mode
IQAC proposed to launch certificate and diploma course in the next academic year	