SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

ATTENDANCE SHEET FOR THE 28th IQAC MEETING - 22.08.2019 - 12:00 NOON - 01.00 P.M.

S.NO	NAME	DESIGNATION	SIGNATURE
1	Sri. S. Abhaya Srisrimal Jain	Secretary	
2	Dr. Sambamurthy Padmavathi	Principal & Chairperson	
3	Dr. S. Rukmani	Vice Principal & Director, IQAC	
4	Ms. K. Suma	Associate Director, IQAC	
5	Mr. Stephen Moses Dinakaran, Program Lead (Tamilnadu, Maharashtra and Kolkatta)TCS	Stakeholder- Employer	
6	Ms. Uma Maheswari, Chartered Accountant (Parent of Ms. U.Abinaya, I B.Com AF B, 2019-22 Batch, Shift I)	Stakeholder- Parent	
7	P. Dhayalan(Parent of MS. D. krithika,I B.Com(CS),2019-22 Batch,Shift-II)	Stakeholder- Parent	
8	Dr. M. Kamalam	Member, IQAC	22/8/19
9	Ms. S. Dhanalakshmi	Member, IQAC	
10	Ms. D. Suwaathy Kayalvily	Member, IQAC	
11	Ms. Kimberly Zohaib,HR Head	Member, IQAC	
12	MS.J.Michelle Joan (2016-19 Batch)	Stakeholder - Alumni	
13	Ms. J. Meenakumari (2017-20 Batch)	Stakeholder - Student	

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IQAC MEETING MINUTES

Version 1.4

SOP NO: SOP/ACD/10			
Meeting No. & Date of Meeting:	No. 28 & 22/08/19	**Time:**	12.00 noon - 1.00 p.m.
Minutes Prepared By:	M N V J Rathna Lalitha	**Department & Location:**	IQAC Room

1. Meeting Agenda

1. Action Taken Report
2. Highlights
3. IQAC Initiatives
4. Faculty Enrichment
5. Result Analysis
6. Student Support
7. Infrastructure and Learning Resources
8. Future Plans

2. Attendance at Meeting

Name	Present / Absent	Signature
Attendance enclosed		

3. Action Taken Report

Min No.	Particulars	Owner	Time	Status
2.1	Based on academic performance, students are divided into 3 groups: Advanced, Medium and Slow Learners.	HOD's	June 19	Completed
3	An HR Head was Appointed.	All Staff members	01.11.19 to 31.03.19	Completed
4.	The Animation movie "Tangled" was screened on 9th August 2019 with English subtitles for the selected audience by the department of English.	Dr Smitha	June19	Completed
4.1	Rank List is yet to be announced by the University of Madras.	Examination cell	June 18 to March 19	Under Process
3	8 students have cleared CA foundation course examination and the details of the same are being maintained in SANKALP	Ms Vimala Devi	June 19	Completed
5	Result pulling subjects were identified and special classes are conducted periodically and the same has been recorded.	Dr. S Geetha	Nov 18 to March 19	Completed
8	Initiative taken for inclusion of knowledge economy in CARE list. CARE Protocol Part I : Basic information has been sent to "Cell for Journal analysis" at SPTU (Savitribai Phule Pune University)	Dr. Umahani,		Completed
9	The external affairs team is working towards making the college an institution of international repute, by exploring the possibilities of students exchange programmes with educational institutions outside the country.	Dr S T Deepa, Director		Under Process
10	4 Staff &70 students visited SEBI on 21.08.2019.	Dr. S T Deepa, Director		Completed

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11	1. Students are grouped into 3 categories based on their academic performance, aptitude and soft skills (Assessment for the same completed by Seiger Training Institute). 2. Based on categorization, customized courses planned for students to ensure better placements. 3. HR Summit was organised on 21.08.2019.	Dr Jose Suganya,		Completed

4. Discussions

1.	The meeting commenced by discussing the changes in the IQAC composition based on the peer team recommendations as per the revised NAAC frame work.	
2.	The program coordinators are requested to draft a plan of action for the bucketing system and the same will be implemented in the even semester 2020.	
3.	Chartered accountants shall be invited to enhance the knowledge of students appearing for CA Foundation Course.	
4.	Additional emphasis has to be given in the research domain by focusing more on paper publications in reputed journals.	
5.	It was suggested to conduct examinations digitally through online mode.	
6.	The fact that the college never collects any extra amount other than annual fees was appreciated by the stake holder (Parent) in the meeting.	
7.	The "HR Summit" – an initiative by IQAC to create a platform for the students of the college and the recruiters to meet was held on 21.08.2019. This was well appreciated by the Secretary and he also pointed out that the recruiters of our college students shall also be invited in future for such events.	
8.	The Secretary appreciated the initiatives taken by Dr. S. Rukmani and Ms. K. Suma by enrolling themselves in NPTEL courses thereby setting an example for others.	
9.	Seeking technical help to detect anonymous calls to the institution was suggested.	
10.	It was suggested that a multitude of entrepreneurs be produced under the aegis of the Incubation Centre.	
11.	The secretary addressed the new steering committee members of the NAAC and motivated them to work towards achieving the highest grade.	

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		**Time:**	
Objective:		**Location:**	

12/9/19

Signature of the Principal

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ATTENDANCE SHEET FOR THE 29th IQAC MEETING - 03.12.2019 - 02:00 p.m. - 03.00 p.m.

S.NO	NAME	DESIGNATION	SIGNATURE
1	Sri. S. Abhaya Srisrimal Jain	Secretary	
2	Dr. Sambamurthy Padmavathi	Principal & Chairperson	
3	Dr. S. Rukmani	Vice Principal & Director, IQAC	
4	Ms. K. Suma	Associate Director, IQAC	
5	Mr. Stephen Moses Dinakaran, Program Lead (Tamilnadu, Maharashtra and Kolkatta)TCS	Stakeholder- Employer	
6	Mr. D. Vimal Chand, LIC Agent (Parent of Ms. Mahima, I B.Sc Mathematics, 2019-22 Batch, Shift I)	Stakeholder- Parent	
7	Mrs. S Sarayu, House Wife (Parent of Ms. Sripratha, I B.Com CA, 2019-22 Batch, Shift II)	Stakeholder- Parent	
8	Dr. M. Kamalam	Member, IQAC	
9	Ms. S. Dhanalakshmi	Member, IQAC	
10	Ms. D. Suwaathy Kayalvily	Member, IQAC	
11	Ms. Kimberly Zhoaib	Head, HR	
12	Ms. R. Lakshmi Nayanthara (2014-17 Batch)	Stakeholder - Alumni	
13	Ms. J. Meenakumari (2017-20 Batch)	Stakeholder - Student	
14. Mr. Sanskar Swarna		Special Invitee	

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RECEIVED
Date 21/01/2020
Time 1.10 pm
Signature

IQAC MEETING MINUTES

SOP NO: SOP/ACD/10			Version 1.4
Meeting No. & Date of Meeting:	No. 29 & 03/12/19	**Time:**	01.00 p.m. - 02.00 p.m.
Minutes Prepared By:	Dr. M. Kamalam	**Department & Location:**	IQAC Room

1. Meeting Agenda

1. Action Taken Report
2. Highlights
3. IQAC Initiatives
4. Faculty Enrichment
5. Student Support
6. Infrastructure and Learning Resources
7. Calendar of Events
8. Future Plans

2. Attendance at Meeting

Name	Present / Absent	Signature
Attendance enclosed		

3. Action Taken Report

Min No.	Particulars	Owner	Time	Status
4.2	Students were categorized into 3 groups (Slow learners, Average and Advanced learners). Special coaching given based on categorization.	Program Co.ordinators	October 2019	Completed
4.3	Career Guidance program for CA Aspirants was organised by the School of Commerce on 16.10.2019. Mr. Sivaramakrishnan, Chartered Accountant, RVKS Associates was the Guest Speaker.	Dept. of Honours	16.10.10	Completed
4.4	Staff members are publishing papers in the CARE listed journals regularly in their respective domains.	Dr. A. Umahani		Completed
4.5	First internal exams for all PG courses will be conducted through online from current semester. Online assignments will be collected through Collpoll / ERP for all UG science stream courses.	Examination Cell	Jan 2020	Under Process
4.9	Caller IDs are already installed in the landlines. Anonymous numbers which gets stored in the software can be used to track the number.	Ms. Srividhya, CIO		Completed
4.10	To produce more entrepreneurs under the aegis of Incubation Centre various training programs were organized on the following skills: ➢ Temple Flower Waste management ➢ Palm products and Eco friendly products ➢ Culinary skill ➢ Intellectual Property ➢ Shasun Bazaar			Completed

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Meeting No. & Date of Meeting:	No. 29 & 03/12/19	**Time:**	01.00 p.m. - 02.00 p.m.
Minutes Prepared By:	Dr. M. Kamalam	**Department & Location:**	IQAC Room

4. Discussions

1. The Secretary congratulated the Principal for becoming a member of the Senate in the University of Madras.
2. To have better class control and to increase the audibility it was suggested to use collar mikes in the classrooms.
3. It was suggested to appoint a person exclusively to take care of mentoring.
4. More faculty development and training programs are to be conducted frequently by inviting international speakers.
5. It was suggested to call experts to sort out ventilation problems in Building 3.
6. Long waiting queues in the canteen can be avoided by placing orders digitally. It was further suggested to invite parents and form a committee to study the student's requirements and suggest suitable actions.
7. It was suggested by a parent to arrange for National Level Coaching in Throw Ball.
8. It was suggested by the Alumni member that the placement trainings can be initiated in the second year itself and rigorous training can happen in the subsequent year. It was also brought to the notice that the placement training can be more subject-specific apart from concentrating on soft skills.
9. To form a data analytics centre to explore new avenues and to bring improvement using available data.
10. To develop an app to monitor students' performance under different categories.
11. A student satisfaction survey was conducted in the month of October 2019 to make an assessment on the various parameters such as Syllabus Coverage, Class Preparedness, Effective Communication, Teachers' Approach to teaching, Assignment Performance, Competencies and Outcomes, Students' Engagement, Students Centric Methods, Extracurricular Participation, Overall Quality of Teaching and Learning are discussed.

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)			
Objective:		**Time:**	
		Location:	

31/1/2020

Signature of the Principal