



# NIRMALA COLLEGE FOR WOMEN

(AUTONOMOUS)

Accredited with A GRADE By NAAC in the 3rd Cycle with CGPA 3.62  
Red Fields, Coimbatore - 18.

Phone : 2223469, Fax : 0422-2223222,

E-mail : nirmalacollege@rediffmail.com website : nirmalacollegeonline.ac.in

Ref. No.

Date

SEPTEMBER

09.09.2021

## Agenda of the meeting

1. Members of IQAC and supportive staff are to be relieved for IQAC work after lunch.
2. Members of IQAC are asked to explore other college websites for reference.
3. Templates for the respective criterions should be ready for the presentation. Templates for additional information should also be given clearly.
4. While collecting data from the departments it should be checked clearly by the in charge of the criteria
5. Marks for the self-study papers are to be taken from the gally.

Paulina Vasanthi

DR. PAULINA VASANTHI JOSE  
IQAC Coordinator

I QAC Co-ORDINATOR  
NIRMALA COLLEGE FOR WOMEN  
RED FLD - 18, COIMBATORE - 641 011

S.No.	Name of the IQAC member	Signature
1.	Rev. Sr. Dr. G. S. Mary Fabiola	
2.	Dr. R. Malliga	
3.	Dr. Rosaline Mary	
4.	Dr. Julia Rosemary	
5.	Dr. Harsha M. Pandiya	
6.	Mrs. B. Kanimozhi	
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Date

**SEPTEMBER**  
**18.09.2021**

Meeting was arranged for the IQAC members to address the issues and the requirements faced by the Criteria-in-charges.

1. Maintenance of Laboratory and the infrastructure of the institution.
2. Data templates required for Criteria IV was discussed
3. Enabling Wi-Fi facility in the campus.
4. Details about the department library can be asked through HOD's WhatsApp group.
5. Data template for Criteria III should be sent to the departments through mail by 18.09.2021.
6. All the faculty members should be asked to register in Vidwan so that their details can be taken through INFLIBNET.
7. Criteria work should be allocated properly inside the department.
8. Along with Criteria IV templates, Feedback report of Criteria I can be discussed and collected from the departments on 4<sup>th</sup> October.
9. Policy of different committees should be checked properly before uploading.
10. Quantum of Seed money can be increased for the academic year 2021-2022.
11. Funded seminars conducted in the departments can be shown in 3.2.1. of Criteria III.
12. Outsourcing instruments in science departments can be shown as consultancy.
13. Sports training given in villages by the physical director can also be included in consultancy.
14. Issues faced by Criteria -in-charges of I & II, during the collection of data from the departments was analysed.
15. Details about the students who cleared self-study papers can be taken from COE and highlighted by the respective departments.

*Paulin Vasanthi*  
DR. PAWLIN VASANTHI JOSEPH  
IQAC Co-ordinator

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2.	Dr. R. Malliga	<i>R. Malliga</i>
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5.	Dr. Harsha M. Pandiya	<i>Harsha M. Pandiya</i>
6.	Mrs. B. Kanimozhi	<i>B. Kanimozhi</i>
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Date

SEPTEMBER

25.09.2021

Meeting for all the IQAC members was conducted at 11.30 am on 25.09.2021.

1. Initiation of IPR cell was discussed
2. Report on feedback analysis and action taken reports were discussed.
3. Format for Criterion V was discussed and suggestions were given.
4. Data template for each criterion was suggested to be precise and clear in a way all the possible data can be pooled in.

*Rawlin Vasanthi*

DR. RAWLIN VASANTHI JOSEPH  
IQAC Co-ORDINATOR  
NIRMALA COLLEGE FOR WOMEN  
RED FIELDS, COIMBATORE - 641 018.

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Ref. No.

NOVEMBER

Date

11.11.2021

## Agenda of the meeting

1. AQAR data should be uploaded before Wednesday (17.11.2021)
2. One of the IQAC member to attend NSF conference.
3. Any documents in regional language is to be translated in English.
4. While uploading additional information, the documents to be uploaded in website should be given to Dr. Mary. The website given by Dr. Mary can be pasted in AQAR data.
5. Counterchecking of criteria 1,2,3 & 4 data with IQAC data.
6. Departments to organise capability enhancement programme.
7. Reports should be collected for all the programmes conducted in the department.
8. Format for presenting documents should be the same for all criteria.

*Pauline Vasanthi*

DR. IQAC COORDINATOR  
DR. PAULINE VASANTHI JOSEPH  
IQAC Co-ORDINATOR  
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DECEMBER

Date

16.12.2021

## Agenda of the meeting

1. All the data required for seven criteria is to be consolidated and send to IQAC.
2. Evaluative reports of the departments for the NAAC period should be submitted to IQAC at the end of January.
3. Staff appraisal- Self report should be submitted as hardcopy to IQAC in the first week of February.
4. Files to be kept ready in the departments was discussed.
5. External academic audit is to be conducted in February. Three IQAC coordinators from other colleges will be invited as experts.
6. Hand book should be maintained in the department

*Pauline Vasanthi*  
Dr. PAULINE VASANTHI JOSEPH  
IQAC Co-ORDINATOR  
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Date

## FEBRUARY

23.02.2022

### Agenda of the meeting

1. Staff Self Appraisal is to be collected by Mrs. Kani Mozhi and Dr. Harsha as Hardcopy.
2. AQAR data for the year 2020 – 2021 should be stored in external hard disk.
3. HOD meeting is to be arranged on how to go about external academic audit.
4. PPT is to be prepared under seven criteria, 8 minutes presentation is allowed. No animation or music should be there in PPT.
5. On 24.02.2022 at 1.30 PM, IQAC members are requested to check the PPTs of the departments.

*Pauline Vasanthi*  
DR. PAVAN KANATHI JOSEPH  
IQAC Co-ORDINATOR  
NIRMALA COLLEGE FOR WOMEN  
RED FIELDS, COIMBATORE - 641 018.

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1.	Rev. Dr. Sr. Mary Fabiola	<i>[Signature]</i>
2.	Dr. R. Mallika	<i>[Signature]</i>
3.	Dr. Rosaline Mary	<i>Dr. Rosaline Mary</i>
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Ref. No.

FEBRUARY  
28.02.2022 [11: 00 AM]

Date

### Agenda of the meeting

1. HOD's meet is to be arranged on 01.03.2022 to discuss about the feedback received from external audit.
2. Presentation of Computer Science, IT and BCA departments should be improved.
3. Presenting text paragraph in slides should be avoided.
4. Presenter should know the details displayed in PPTs.
5. For Entrepreneur documents, the details of atleast one student who is an entrepreneur should be collected and can be called for NAAC.
6. Document should be maintained for Peer group teaching and Advanced learners.
7. Work adjustment register is to be maintained in the department.
8. IQAC members along with the support team is to meet between 3:00 – 4:00 PM in coming days.
9. Percentage of syllabus revision should be less than 30%. Each department should uniquely have 2 electives with two separate codes.
10. All the details discussed in BOS should be mentioned in the resolution.
11. Documents for consultancy – like letters from beneficiary should be maintained in the department.
12. INFLIBNET network is to be made active to check for plagiarism in publication.
13. Writing Book chapter, Publication can be considered as Collaborative activity.
14. The department should complete the activities before March 25

Pauline Vasanthi  
IQAC Co-ordinator  
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FEBRUARY

Date

28.02.2022 [3:00 PM]

Meeting was arranged for all the IQAC members to discuss about the insufficient data from the departments for all seven criteria.

1. Based on the feedback received from External Audit experts, general instruction to the departments were framed.
2. Files and documents to be maintained in the department for all the criteria is listed out and given to departments.
3. Departments are asked to complete their activities by March 20<sup>th</sup> and the reports with Geo tagged photos should be submitted to IQAC office by March 25<sup>th</sup>.

Pauline Vasanthi  
DR. IQAC COORDINATOR  
IQAC Co-ORDINATOR  
NIRMALA COLLEGE FOR WOMEN  
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Ref. No.

MARCH

Date

18.03.2022

Meeting was arranged for all the IQAC members at 3:15 PM in the IQAC office.

1. SSR data is to be uploaded from the first week of June. Hence, IQAC members are asked to be ready with their data on April 15<sup>th</sup>.
2. Data collected for the NAAC period should not be merged, it is to be kept yearwise.
3. Preparation of Criteria wise data is to be discussed with IQAC Coordinator in the following days 21.03.2022 (AN) – Criteria I, 22.03.2022 (AN) - Criteria II, 23.03.2022 (FN) – Criteria III, 25.03.2022 (AN) – Criteria IV, 26.03.2022 (FN) – Criteria V, 28.03.2022 (AN) – Criteria VI and 29.03.2022 (AN) – Criteria VII.
4. Computer lab in the Maths department is given to IQAC members and support team for SSR work.
5. Internal audit will be conducted on March 30<sup>th</sup> by the IQAC members. Files in the departments is to be checked.

*Pamela Vasanthi*  
DR. IQAC COORDINATOR  
IQAC Co-ORDINATOR  
NIRMALA COLLEGE FOR WOMEN  
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Ref. No.

**MARCH**

Date

**29.03.2022**

Agenda of the meeting.

1. Allotment of departments to IQAC members for the entire audit of files.
2. List of files to be checked was given.
3. Evaluative forms for the internal audit of the departments were given.
4. Scrutiny of files and reports to be conducted on 30.03.2022.
5. Formats of criteria is to be prepared for the documentation of SSR.
6. SSR data should be ready by April 30<sup>th</sup>. For preparing the response for the metrices, the help of supportive staff can be sought.

*Pauline Vasanthi*

DR. IQAC Coordinator **JOSEPH**

I QAC Co-ORDINATOR

NIRMALA COLLEGE FOR WOMEN

RED FIELDS, COIMBATORE - 18 - 641 010,

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APRIL

Date

23.04.2022

IQAC members were called for a meeting with Dr. Baba Gnanakumar, Kristu Jayanthi College and discussed the following.

1. Collection of data from the departments for SSR preparation.
2. Usage of my Gov. website to get wards from government agencies.
3. Publication of research articles in Scopus should be 20% in number compared with total number of staff.
4. Financial support by management is to be audited and shown in budget statement.
5. Feedback has to be collected for all the department activities along with the report through Google form.

*Paulin Varanthen*  
DR. IQAC COORDINATOR  
IQAC Co-ORDINATOR  
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APRIL

27.04.2022

### Agenda of the meeting

1. Preparation and collection of data has to be done according to the guidelines and in time.
2. All the seven year data has to be collected on or before 30<sup>th</sup> April.
3. All the metrics should be shown on May 10<sup>th</sup> for executive summary.
4. Format of 5 years data, that is from 2017 – 2018 folder should have a word document, Excel sheet for data template and two folders for additional information.
5. Data template – descending order is to be followed in the arrangement of years.
6. 29<sup>th</sup> April, one metric in each criteria is to be ready.
7. All the reports should include a feedback for all the seminars, Guest lecture and activities.

Pauline Vasanthi  
IQAC Co-ordinator  
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Date

MAY

02.05.2022

## Agenda of the meeting

1. Selection of header for the documentation of SSR.
2. On every page of the documents, header should be given as NAAC – SSR cycle IV, NCW and the footer will be criteria number and the metric number.
3. For paste link information, upload data in the website, only link to be given for upload information, documents can be uploaded directly in the portal.
4. From May 11<sup>th</sup> onwards, Executive report and SWOC analysis will be prepared criteria wise. All the IQAC members are asked to get together for the preparation of documents.
5. Mentor Mentee and the Remedial report should be strengthened.

*Pauline Vasanthi*  
DR. PAULINE VASANTHI JOSEPH  
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