



# SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

(Recognized under section 2(f) & 12(B) of UGC Act 1956) ( Affiliated to Periyar University, Salem)

**Internal Quality Assurance Cell**

**Academic Year 2017-2018(ODD)**



# SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

(Recognized under section 2(f) & 12(B) of UGC Act 1956) ( Affiliated to Periyar University, Salem)

**CONSTITUTION OF IQAC [2017-2018]**

**15.06.2017**

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year **2017-2018** with the following members:

## **MEMBERS OF INTERNAL QUALITY ASSURANCE CELL**

<b>IQAC MEMBERS</b>		
<b>S.NO</b>	<b>Name and Address</b>	<b>Chairman/Member</b>
1	Dr. S. JAYANTHI Principal Shri Sakthikailassh Women's College, Salem-03	Chairman
<b>A few senior Administrative Officers</b>		
2	Mr.J.SURESH KUMAR Administrative Officer Shri Sakthikailassh Women's College, Salem-03	Member
3	Mr.V.K.SAMUVEL Administrative Officer AVS Engineering College, Salem-03	Member
<b>Three to Eight Teachers</b>		
4	Dr. V. RADHA Vice Principal, Department of Commerce Shri Sakthikailassh Women's College, Salem-03	Member
5	Dr. K.REVATHI Assistant Professor & Head Department of Biotechnology Shri Sakthikailassh Women's College, Salem-03	Member
6	Dr. V. L. SATHYA Assistant Professor & Head Department of PG English Shri Sakthikailassh Women's College, Salem-03	Member
7	Mrs. S. KRISHNAPRIYA Assistant Professor & Head Department of Business Administration Shri Sakthikailassh Women's College, Salem-03	Member
8	Mrs.R. GAYATHRIDEVI Assistant Professor & Head Department of English Shri Sakthikailassh Women's College, Salem-03	Member
<b>One member from the Management</b>		
9	Mr.K.SENTHIL KUMAR Correspondent AVS & Sakthikailassh Educational Institution, Salem-03.	Member
<b>One nominee each from the Local Society/Trust, Students and Alumni</b>		
10	Mr .VIMALAN PARMASIVAM SRC Project Pvt Ltd, Salem.	Member





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11	Mr.T. JAYAMURUGAN Salem Quality Control Inspector Salem Steel Plant (Sail)	Member
12	Ms.R. ROHINI II B.A ENGLISH Shri Sakthikailassh Women's College, Salem-03	Member (Student)
13	Ms.N.J.Harshini II B.Sc Computer Science Shri Sakthikailassh Women's College, Salem-03	Member (Student)
14	Ms.V. POOJA JP MORGON, Bangalore	Member (Alumni)
<b>One nominee each from the Employer/ Industrialists/ Stakeholders</b>		
15	Mr.SUNDHARAM Founder and Managing Director AERO SPACE Engineering Pvt Ltd	Member
16	Dr.R.RAJENDRAN Associate Professor PG & Research Department of Microbiology PSG College of Arts & Science, Coimbatore.	Member
17	Dr.M.G.SETHURAMAN Professor Department of Chemistry The Gandhigram Rural Institute(Deemed to be University)	Member
<b>One of the senior teachers as the Coordinator/Director of the IQAC</b>		
18	Mrs. A. SHARMILA Assistant Professor & Head Department of English Shri Sakthikailassh Women's College, Salem-03	Coordinator

To

- IQAC File
- All the IQAC members

  
Chairperson

**PRINCIPAL**  
**SHRI SAKTHIKAILASSH**  
**WOMEN'S COLLEGE**  
Military Road, Ammapet,  
**SALEM-636 003.**





# SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

(Recognized under section 2(f) & 12(B) of UGC Act 1956) ( Affiliated to Periyar University, Salem)


## CIRCULAR

01.08.2017

The first meeting of the Internal Quality Assurance Cell will be held on 16.08.2017 at 10 a.m. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

### Agenda

1. Welcome and Introducing the IQAC members by the Chairperson.
2. To introduce New Programme.
3. To implement Class Committee Meeting
4. To Implement Academic Audit
5. To submit the result of the Periyar University Examination held in the month of April/May 2017.
6. To discuss about the enhancement of the infrastructure of the college
7. Any other points with the permission of the Chairperson.

  
IQAC Coordinator



  
Chairperson

**PRINCIPAL**  
**SHRI SAKTHIKAILASSH**  
**WOMEN'S COLLEGE,**  
Military Road, Ammapet,  
SALEM-636 003.





## Minutes of the First IQAC Meeting

DATE: 16.08.2017

- To submit and approve the proceedings of the first IQAC meeting.

### The following is the action taken report on the decision of the first IQAC meeting

#### Subject1:

Welcome and Introducing the IQAC members by the Chairperson.

#### Resolution:

The Chairperson welcomed and introduced all the IQAC members and requested the members to give their valuable suggestions in order to make the college a Centre of Excellence

#### Subject 2:

To introduce New Programme

#### Resolution:

B.Sc Botany and B.Com Banking and Insurance programmes were introduced

#### Subject3:

To implement Class Committee Meeting

#### Resolution:

Approved and ratified

#### Subject 4:

To Implement Academic Audit

#### Resolution:

Approved and ratified

#### Subject 5:

To submit the result of the Periyar University Examination held in the month of April/May 2017.

#### Resolution:

Reviewed and ratified.

#### Subject 6:

To discuss about the enhancement of the infrastructure of the college





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## Resolution:

Improvement in infrastructure was done.

## Subject 7:

Any other points to be discussed with the permission of the Chairperson.

## Resolution:

To Implement Mentor Mentee System, general points of suggestion for the improvement of many awareness programmes and usage of ICT tools in teaching learning process were discussed.

After elaborate discussion, the IQAC minutes was approved

  
IQAC Coordinator



  
Chairperson

**PRINCIPAL**  
**SHRI SAKTHIKAILASSH**  
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Military Road, Ammapet,  
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# SHRI SAKTHIKAILASSH WOMEN'S COLLEGE

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## MEMBERS PRESENT

## SIGNATURE

### 1. Dr. S. JAYANTHI

Principal

Shri Sakthikailash Women's College.

### 2. Mr. J. SURESH KUMAR

Administrative officer

Shri Sakthikailash Women's College.

### 3. Mr. V. K. SAMUVEL

Administrative officer

AVS Engineering College.

### 4. Dr. V. RADHA

Vice-Principal Department of Commerce

Shri Sakthikailash Women's College.

### 5 Dr. K.REVATHI

Assistant Professor & Head

Department of Biotechnology

Shri Sakthikailash Women's College, Salem-03

### 6. Dr. V. L. SATHYA

Assistant Professor and Head

Department of English

Shri Sakthikailash Women's College.

### 7. Mrs. S. KRISHNAPRIYA

Assistant Professor and Head

Department of Business Administration

Shri Sakthikailash Women's College.





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**8. Mrs. R. GAYATHRIDEVI**

Assistant Professor and Head

Department of English

Shri Sakthikailash Women's College.

**9. Mr. K. SENTHIL KUMAR**

Correspondent

AVS & Sakthikailash Educational Institution

**10. Mr. VIMALAN PARMASIVAM**

SRC Project Pvt Ltd

Salem Steel Plant

**11. Mr. T. JAYAMURUGAN**

Salem Quality Control Inspector

**12. Ms.R. ROHINI**

II B.A ENGLISH

Shri Sakthikailash Women's College, Salem-03

**13. Ms.N.J.Harshini**

II B.Sc Computer Science

Shri Sakthikailash Women's College, Salem-03

**14. Mrs .V. POOJA**

JP MORGON, Bangalore

**15. Dr.M.G.SETHURAMAN**

Professor

Department of Chemistry

The Gandhigram Rural Institute (Deemed to be University)





**16. Mrs. A. SHARMILA**

Assistant Professor & Head

Department of English

Shri Sakthikailassh Women's College

**LEAVE OF ABSENCE**

**17. Mr. SUNDHARAM**

Founder and Managing Director

AERO SPACE Engineering Pvt Ltd

**18. Dr.R.RAJENDRAN**

Associate Professor

PG & Research Department of Microbiology

PSG College of Arts & Science, Coimbatore

**Members present: 16**

**Members absent: 02**





**Internal Quality Assurance Cell**  
**Academic Year 2017-2018 (EVEN)**





## CONSTITUTION OF IQAC [2017-2018]

02.02.2018

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2017-2018 with the following members:

### MEMBERS OF INTERNAL QUALITY ASSURANCE CELL

IQAC MEMBERS		
S.NO	Name and Address	Chairman/Member
1	Dr. S. JAYANTHI Principal Shri Sakthikailash Women's College, Salem-03	Chairman
<b>A few senior Administrative Officers</b>		
2	Mr. J.SURESH KUMAR Administrative Officer Shri Sakthikailash Women's College, Salem-03	Member
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7	Mrs. S. KRISHNAPRIYA Assistant Professor & Head Department of Business Administration Shri Sakthikailash Women's College, Salem-03	Member
8	Mrs. R. GAYATHRIDEVI Assistant Professor & Head Department of English Shri Sakthikailash Women's College, Salem-03	Member
<b>One member from the Management</b>		
9	Mr. K. SENTHIL KUMAR Correspondent AVS & Sakthikailash Educational Institution, Salem-03.	Member
<b>One nominee each from the Local Society/Trust, Students and Alumni</b>		
10	Mr. VIMALAN PARMASIVAM SRC Project Pvt Ltd, Salem.	Member
11	Mr. T. JAYAMURUGAN Salem Quality Control Inspector Salem Steel Plant (Sail)	Member





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12	Ms. R.ROHINI II B.A ENGLISH Shri Sakthikailassh Women's College, Salem	Member (Student)
13	Ms. N.J.HARSHINI II B.Sc CS Shri Sakthikailassh Women's College, Salem	Member (Student)
14	Mrs. V. POOJA JP MORGON, Bangalore	Member (Alumni)
<b>One nominee each from the Employer/ Industrialists/ Stakeholders</b>		
15	Mr. SUNDHARAM Founder and Managing Director AERO SPACE Engineering Pvt Ltd	Member
16	Dr.R.RAJENDRAN Associate Professor PG & Research Department of Microbiology PSG College of Arts & Science, Coimbatore.	Member
17	Dr.M.G.SETHURAMAN Professor Department of Chemistry The Gandhigram Rural Institute (Deemed to be University)	Member
<b>One of the senior teachers as the Coordinator/Director of the IQAC</b>		
18	Mrs. A. SHARMILA Assistant Professor & Head Department of English Shri Sakthikailassh Women's College, Salem-03	Coordinator

To

1. IQAC File
2. All the IQAC members

  
Chairperson

**PRINCIPAL**  
**SHRI SAKTHIKAILASSH**  
**WOMEN'S COLLEGE,**  
Military Road, Ammapet,  
**SALEM-636 003.**





## CIRCULAR

02.02.2018

The second meeting of the Internal Quality Assurance Cell will be held on 16.02.2018 at 10 a.m. in the Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

### AGENDA

1. Submission of the report by the Chairperson (all academic activities , co-curricular activities , extra-curricular activities, staff activities, sports activities, internship by the students, etc) after the first IQAC meeting
2. To review the recruitment and appointment process of both teaching and non-teaching faculty members appointed in the month of Nov/Dec 2017 and the staff who left the institution in the odd semester during 2017-18.
3. To submit the result of the Periyar University Examination held in November 2017.
4. To discuss about adding new members in the IQAC
5. To discuss about the enhancement of infrastructure of the college.
6. Any other points to be discussed with the permission of the Chairperson.

  
IQAC Coordinator



  
Chairperson

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## Minutes of the Second IQAC Meeting

Date: 16.02.2018

- Welcome by the Chairperson - Chairperson of IQAC welcomed all the members
- Introduction of the members of IQAC by the Chairperson.
- To submit and approve the second IQAC meeting minutes, and to analyze the actions taken and the follow-up of those actions in accordance to the first minutes of IQAC

## The following is the action taken report on the decision of the second IQAC meeting

### Subject 1:

Submission of the report by the Chairperson (all academic activities, co-curricular activities, extra-curricular activities, staff activities, sports activities, internship by the students, etc) after the first IQAC meeting

### Resolution:

Read by the Chairperson and approved. To organize more relevant activities related to academics, co - curricular activities & extra-curricular activities, sports activities, internship related activities were discussed.

### Subject 2:

To review the recruitment and appointment process of both teaching and non-teaching faculty members appointed in the month of Nov/Dec 2017 and the staff who left the institution in the odd semester during 2017-18.

### Resolution:

The recruitment and appointment process of both teaching and non-teaching faculty members were newly filled with the approval of the Principal. The list staff members who left the institution in the odd semester was approved and ratified.

### Subject 3:

To submit the result of the Periyar University Examination held in November 2017

### Resolution:

Read and ratified. The members appreciated the University result performance.

### Subject 4:

To discuss about adding new members in the IQAC

### Resolution:

It has been suggested to add two new members in the IQAC





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## Subject 5:

To discuss about the enhancement of infrastructure of the college.

## Resolution:

Discussed and ratified.

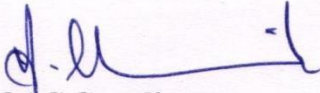
## Subject 6:

Any other points to be discussed with the permission of the Chairperson.

## Resolution:

To participate in ATAL Ranking of Institutions on Innovation Achievements (ARIIA), suggestions to improve effective and intense coaching to students, focus on advanced learners to attain university ranks, initiate green initiatives, Institution's long term and short term goals for strategic development , to establish students council were discussed.

After elaborate discussion, the IQAC minutes was approved

  
IQAC Coordinator



  
Chairperson

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Principal/Chairperson

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Administrative officer

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Department of Chemistry

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Assistant Professor & Head

Department of English

Shri Sakthikailashh Women's College

**LEAVE OF ABSENCE**

**17. Ms. R.ROHINI**

II B.A ENGLISH

Shri Sakthikailashh Women's College, Salem-03

**18. Ms. N.J.HARSHINI**

II B.Sc CS

Shri Sakthikailashh Women's College, Salem-03

**Members present: 16**

**Members absent: 02**





## Action Taken Report of the First IQAC Meeting 2017-2018 (ODD) Date: 16.02.2018

The IQAC Coordinator presented the Meeting Minutes of the First meeting and the action taken report to the Committee members

1. New programmes like B.Sc Botany and B.Com Banking and Insurance programmes were introduced.
2. Class Committee Meeting is implemented to discuss the academic progress of the students, improvement required in teaching learning and other curricular and co-curricular activities of the class.
3. Academic Audit is implemented to audit the teaching learning process, department administration, labs etc for the effective and efficient academic progress
4. Periyar University result of April/May 2017 was analyzed and necessary steps were taken to identify the slow learners for further improvement.
5. Renovation of health clinic, counselling and study centre, library, RO plant, commerce lab was completed and Nutrition lab and Digital library were established.
6. It was decided to implement mentor and mentee system for the next academic year. For the welfare of students, usages of ICT tools in teaching learning process were initiated.

  
IQAC Coordinator



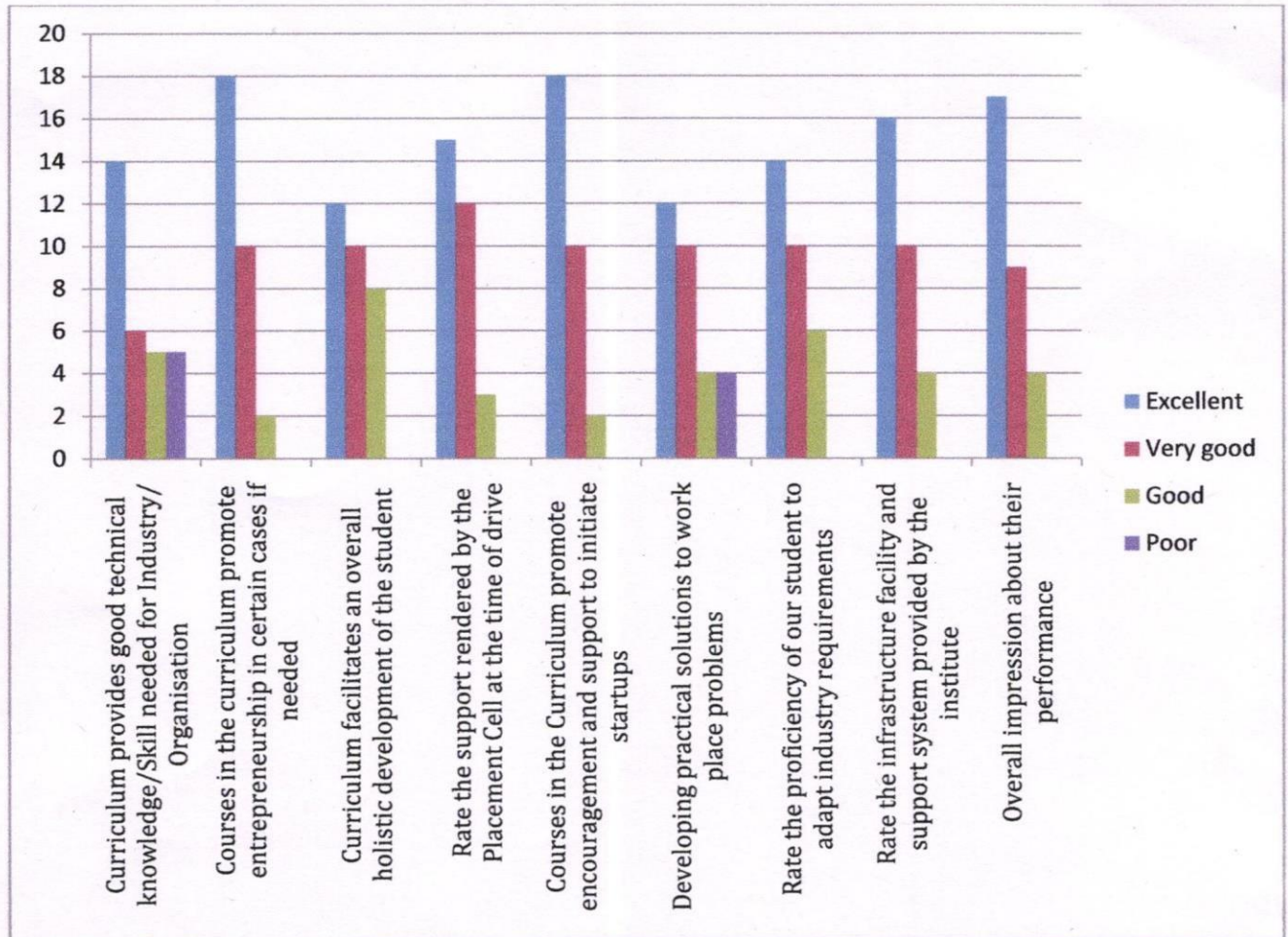
  
Chairperson

**PRINCIPAL**  
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## Employer Feedback Analysis (2017 -2018)



### ii. Action Taken Report- Based on the Feedback Received from Employer 2017-18

- ❖ Internal placement training is given to the students to meet the demands of the industries.
- ❖ We consistently invited industry experts to guide our students' to meet the needs of corporate environment.

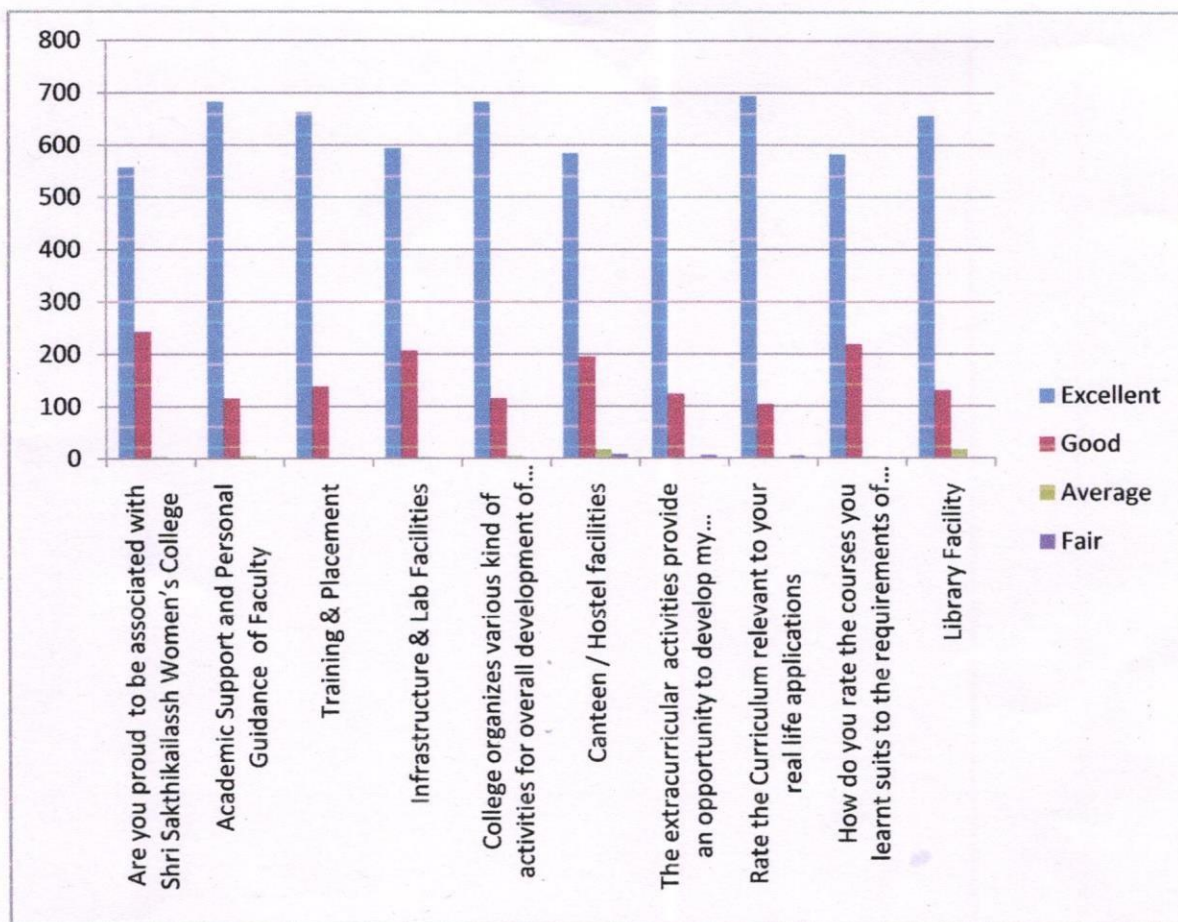


  
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## ALUMNI FEEDBACK ANALYSIS (2017-2018)



### ii. Action Taken Report- Based on the Feedback Received from Alumni 2017-18

- ❖ Suggestions were given to University for Updation in Curriculum to meet the Industrial needs and the current technologies.
- ❖ To enhance the wide range of multi skills of students, the clubs & associations planned to implement more number of Events.
- ❖ We planned to have separate Canteen, Coffee shop and Stationary for Student's welfare.

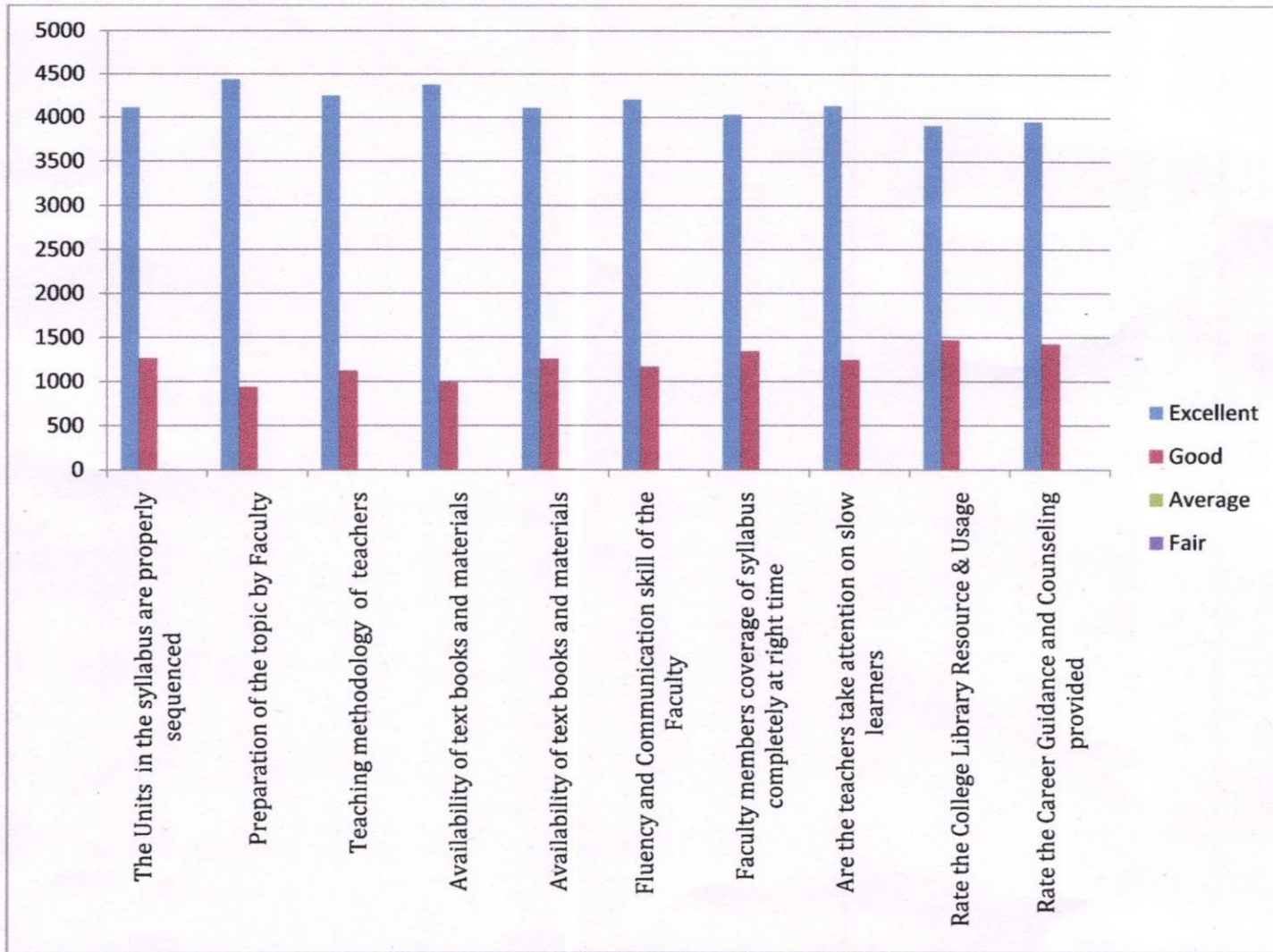


  
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## Student Feedback Analysis (2017-2018)



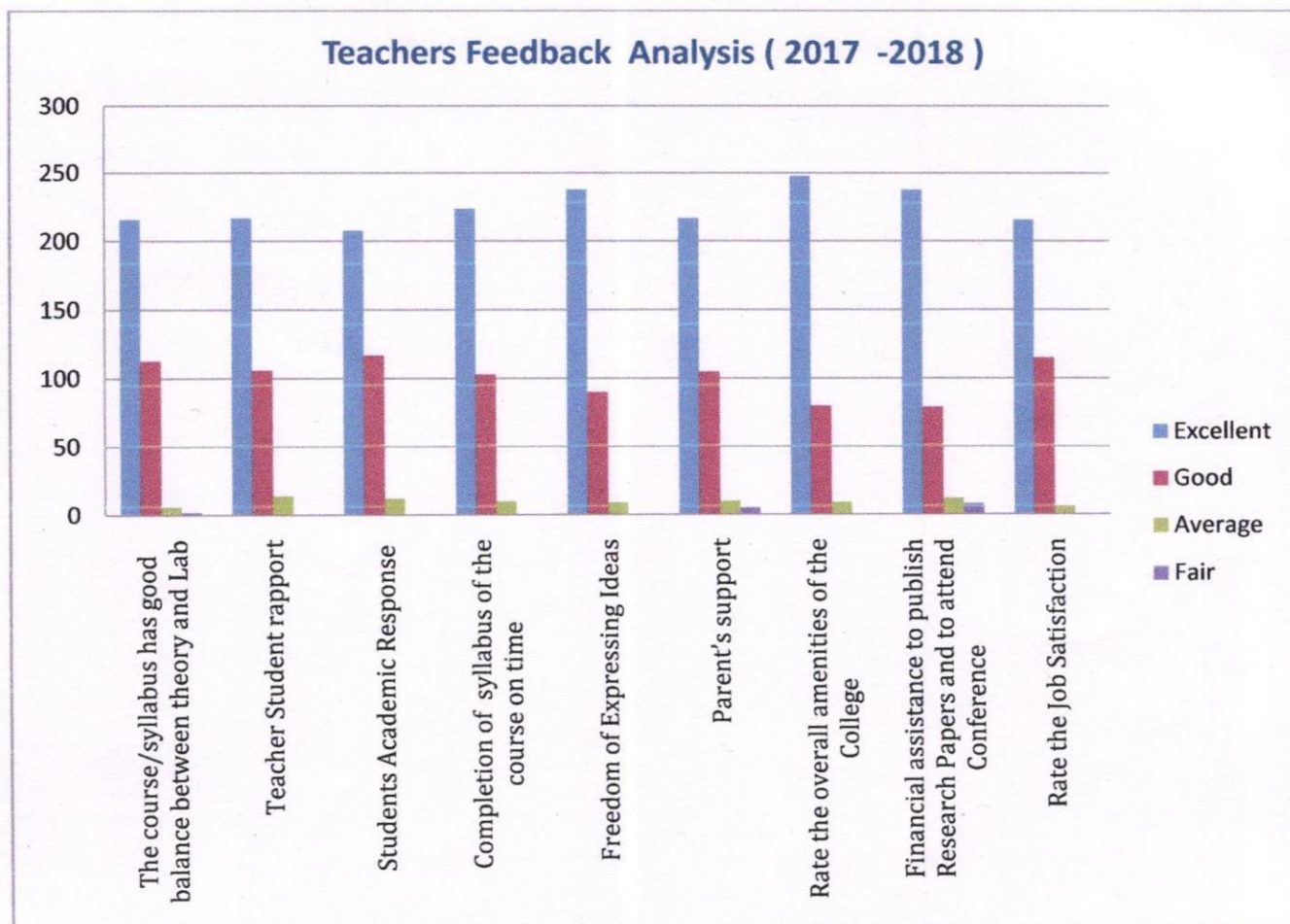
### ii. Action Taken Report- Based on the Feedback Received from Students (2017-18)

- ❖ In response to the minimum number of specific books in the library, the college took initiative to increase the quantity of books related to various subjects, along with journals, magazines, research-related books, competitive exam books, and e-books. These additions were made to cater to the needs of the students.
- ❖ To create the interest in learning beyond the classroom methodologies, the college developed plans to promote experiential learning as a means of enhancing students' educational experience.



  
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## ii. Action Taken Report- Based on the Feedback Received from Teachers (2017-18)

- ❖ The management emphasized the importance of parental support in nurturing and guiding their wards academic development at home. The college organized Parent Teacher Meeting and encouraged them to take an active role in grooming their wards studies.
- ❖ The college provided adequate opportunities and support to faculty members for uplifting their skills through financial support and also motivated them to publish articles in UGC Care list journals.



  
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