



PADMAVANI ARTS & SCIENCE COLLEGE FOR WOMEN

(Affiliated to Periyar University)

Opp. Periyar University, Salem-636011.

(Recognised under section 2(f) & 12(B) of UGC Act,

1956 Accredited by NAAC & An ISO 9001:2008 Certified Institution)

E-mail: padmavaniarts@gmail.com

Contact No: 97877-75795

CIRCULAR

C. No: PVASCW/IQAC/2020-21/01

25.06.2020

This to inform the members of IQAC and external members about the first meeting of the academic year 2020-21 is scheduled on 27.06.2020. All are request to attend the meeting to discuss the following points at 11:00 am (Thursday) through Google meet platform.

AGENDA

- Welcome address by chairman-IQAC
- Review of teaching methodologies and facilities supported by the institution during the Covid-19 pandemic
- To discuss about the empowerment programme and IPR activities through online
- Review of faculty research activities through online
- IQAC action plan for the year 2019-2020
 - ✓ Examination and evaluation reforms in semester examinations
 - ✓ Industry-Institute collaboration
 - ✓ Conducting short term faculty development programme
 - ✓ Encouraging the faculty for the strengthening of research cell.
 - ✓ Eco-friendly practices
 - ✓ Enhancing student involvement in various activities through students wing
- Vote of thanks by IQAC coordinator

IQAC – COORDINATOR

COORDINATOR-IQAC

PADMAVANI

Arts & Science College (W)

SALEM - 636 011 TN

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Arts & Science College (Wom)
Opp. Periyar University.
Salem - 636 011

Copy to:

1. The External Academic Expert Member
2. The Alumni Member
3. The Industry Expert
4. All Internal Expert Members
5. The Placement Officer
6. The Alumni Coordinator
7. The Academic Coordinator
8. The IQAC Coordinator





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Minutes of the first Internal Quality Assurance Cell (IQAC) meeting

Date: 27.06.2020

Time: 11:00 AM

Platform: Google meet

Members Present

- Chairman : Dr. R. Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.
- Internal expert : Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Dr. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
- Internal expert : Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Ms. K. Selvamani, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
- Internal expert : Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr. M. Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer : Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. S. Govindarajan,

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the first meeting of academic year 2020-2021 to review the academic activities and to discuss about the academic plans.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of teaching methodologies	Presented by Academic Coordinator	<ol style="list-style-type: none">1. Discussed about the teaching methodologies during the Covid-19 pandemic.2. All the classes are held through online forum like Zoom app and Google meet by creating whatsapp group for each classes	All the HODs
	Suggestions given by the Academic Experts	<ol style="list-style-type: none">1. The faculties should be ready with the power point presentations for each topics of every subject to handle the classes in the online forum2. The faculties should provide PDF material for their students for the preparation of the examination3. Other than this the students can be provided with the recorded subject videos	All the HODs

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.3 Details of IPR Activities	Presented by Academic Coordinator	1. Discussed about organizing webinars in each departments	All the HODs
	Suggestions given by the Academic Experts	The faculties are asked to organize webinars in the research topics of the concern departments	All the HODs
1.4 Details of R&D	Presented by R&D Coordinator	<ol style="list-style-type: none"> 1. The faculties are asked to publish papers in the UGC care list / Scopus / Web of Science Journals 2. The management comes forward to support the faculties economically in the publication process. 	All the HODs
1.5 Details of IQAC	Presented by IQAC	The IQAC coordinator discussed about the action plan taken in the previous meeting	All the HODs

The first meeting of IQAC ended at 12:30 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. S. Govindarajan, Coordinator—IQAC.



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CIRCULAR

C. No: PVASCW/IQAC/2020-21/02

24.08.2020

This to inform the members of IQAC and external members about the second meeting of the academic year 2020-21 is scheduled on 28.08.2020. All are request to attend the meeting to discuss the following points at 10:30 am (Friday) at seminar hall.

AGENDA

Welcome address by chairman-IQAC

The committee members review on the process of examination and evaluation in internal examinations, Industry-Institute collaboration, FDP and research, review of previous meeting.

- ✓ To review the online teaching methodologies
- ✓ To discuss about the research Publications and Articles.
- ✓ To prepare the final year students for the Semester Examinations.

IQAC action plan for the year 2020-2021

- Encouraging faculty for the strengthening of research cell
- To Assign the External and Internal Evaluation for Theory and Practical.
- Encouraging the students to involve in the Department Event and college.

Vote of thanks by IQAC coordinator

IQAC – COORDINATOR

COORDINATOR-IQAC
PADMAVANI
Arts & Science College (W)
SALEM - 636 011 TN

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Contact No: 97877-75795

Minutes of the second Internal Quality Assurance Cell (IQAC) meeting

Date: 28.08.2020

Time: 10:30 AM

Venue: Seminar hall

Members Present


- Chairman : Dr. R. Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.
-
- Internal expert : Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Ms. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
- Internal expert : Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Ms. K. Selvamani, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
- Internal expert : Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr. M. Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. S. Govindarajan,

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the second meeting of academic year 2020-2021 to review the previous minutes of meeting and to discuss about the forthcoming plan.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of students Examination	Presented by Dr. T. Natarajan Exam cell member	<ul style="list-style-type: none"> Review on the process of online exam and evaluation of Semester examination for final year students 	All HODs
1.3 Details of research publication	Presented by Academic Coordinator	The faculty members are requested to publish the research paper frequently	All HODs
1.4 Teaching methodologies	Presented by Academic Coordinator	<ol style="list-style-type: none"> The faculties use the power point presentations for each topics of every subject to handle the classes in the online forum The faculties provided PDF material for their students for the preparation of the examination Other than this the students can be provided with the recorded subject videos 	All HODs
1.5 Alumni Feedback Analysis	Presented by Alumni Coordinator	The alumni feedback analysis outcome is presented to the members in the meeting.	All HODs, Academic Coordinator to take necessary action on the alumni feedback.

The second meeting of IQAC ended at 12:00 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. S. Govindarajan, Coordinator— IQAC.


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CIRCULAR

C.No: PVASCW/IQAC/2020-21/03

25.11.2020

This to inform the members of IQAC and external members about the third meeting of the academic year 2020-21 is scheduled on 02.12.2020. All are request to attend the meeting to discuss the following points at 11:00 am (Wednesday) at seminar hall.

AGENDA

- The meeting started with Welcome address by chairman-IQAC
- The IQAC members discuss review of previous meeting and action taken report.
- To ask the faculty members to attend the FDP through online for increase their efficiency.
- Extracurricular activities through online such as math quiz etc
- Faculties to publish research papers and book chapters

IQAC action plan for the year 2020-2021

- The teaching faculties want to publish the articles in UGC care list / Scopus / web of science journals.
- Conducting the refresher courses to faculty members.
- Encouraging faculties to organize the Webinar.
- To Assign the External and Internal Evaluation for Theory Examination.
- Enhancing students to involve in the Departmental Seminar through online.
- Vote of thanks by IQAC coordinator.

IQAC - COORDINATOR

COORDINATOR
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Minutes of the Third Internal Quality Assurance Cell (IQAC) meeting

Date: 02.12.2020

Time: 11:00 AM

Venue: Seminar hall

Members Present

- Chairman : Dr. R. Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.
- Internal expert : Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Ms. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
- Internal expert : Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Ms. K. Selvamani, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
- Internal expert : Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr. M. Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. S. Govindarajan,

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the third meeting of academic year 2020-2021 to review the previous minutes of meeting and to discuss about the forthcoming plan.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of Research and Development	Presented By Academic Coordinator	To ask the faculty members to attend the FDP through online for increase their efficiency	All HODs
1.3 Details of Paper Publications	Presented by Academic Coordinator	All the Faculty members are suggested to publish their research paper/book chapters frequently.	All HODs, To Taken necessary action
1.4 Extracurricular activities	Presented by Ms. S. Uma	All the Faculty members are informed their students to participate in Extracurricular activities through online such as math quiz	All HODs,

The third meeting of IQAC ended at 12:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. S. Govindarajan, Coordinator-IQAC.



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CIRCULAR

C. No: PVASCW/IQAC/2020-21/04

25.01.2021

This to inform the members of IQAC and external members the fourth meeting of the academic year 2020-21 is scheduled on 05.02.2021. All are requested to attend the meeting to discuss the following points at 11am (Friday) at seminar hall.

AGENDA

The meeting started with Welcome address by chairman-IQAC

The IQAC members discuss the performance of previous meeting and action taken report.

To prepare the students for Model and semester examinations.

To prepare for Annual day and Graduation day.

To ask the faculty members to prepare the project proposal applying for funding agency

The committee members have to prepare the planning for create awareness regarding the opportunities of entrepreneurship programmes

The committee of decide to organize the placement for final year and alumni

IQAC action plan for the year 2020-2021

- The respective Departments to conduct the Certificate and Value Added courses for development of the Students Knowledge.
- IQAC has planned to organize the Workshop for all the Departments
- IQAC Committee planned for NAAC Preparation
- To Assign the External and Internal Evaluation for Theory and Practical.
- To motivate the students to participate in events conducted by NCC, NSS, RRC and YRC

Vote of thanks by IQAC coordinator

IQAC - COORDINATOR

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Minutes of the Fourth Internal Quality Assurance Cell (IQAC) meeting

Date: 05.02.2021

Time: 11:00AM

Venue: Seminar hall

Members Present

- Chairman : Dr.R.Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms.P. Sumathi.
- Alumni member : Ms.P. Sumathi.
- Industry expert : Dr.A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
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- Internal expert : Dr.M.Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
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- Internal expert academic coordinator : Dr.M.Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr.T.Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. S. Govindarajan, Asst. Professor, Dept. of Biotechnology

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the fourth meeting of academic year 2020-2021 to review the previous minutes of meeting and to discuss about the forth coming plan.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of College Functions and events	Presented by Academic Coordinator	<ul style="list-style-type: none"> The respective heads of the department ask to prepare the duties for College day and Graduation day 	All HODs, to take necessary action
1.3 Details of Model and Semester Examinations	Presented by Academic Coordinator	All the Faculty members are advised to submit Question Bank for their respective subjects .	All HODs, to take necessary action
1.4 Details of Students Placement	Presented by Dr.T.Natarajan Placement Officer	<ul style="list-style-type: none"> 20% of students placed through on campus and off campus drive in the academic year 2018-2019 was presented by the placement officer. Many carrier guidance programs and soft skill development programs organized by the placement cell in this academic year. To expect more than 30% of students will be placed in this year 	All HODs, Academic Coordinator
1.5.The entrepreneurship programme	Presented by Academic Coordinator	The Entrepreneurial development cell to organize the Seminars for both Students and Faculty Members	All HODs
1.6 NAAC Preparation	Presented by IQAC Coordinator	The Concern Criterion Heads to verify the NAAC work what so for done and fix the target for final submission to NAAC.	All HODs, Academic Coordinator

1.7 Practical Examinations	Presented by Dr.T.Natarajan	The respective head of the department conducted the model exam through concern internal exam cell and prepare the students for university practical examinations	All HODs,
1.8 Event conducted by NCC and NSS	Presented by NCC and NSS Co-ordinator	The coordinator of NCC and NSS will organize village adoptions and encourage more numbers of students to participate from all the departments.	All HODs,

The fourth meeting of IQAC ended at 01:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. S. Govindarajan, Coordinator—IQAC.



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