



SRI AKILANDESWARI WOMEN'S COLLEGE, WANDIWASH.

(Re-Accredited with 'A' Grade By NAAC) (Recognised under section 2(f) and 12(B) of UGC Act.)
(Permanent Affiliation Granted by Thiruvalluvar University)

SAWCW

IQAC meeting / 2019-2020, Circular No: 12

Dated : 08.07.2019.

Dear members,

The second IQAC meeting will be held on 08.07.2019 at 11.00 PM in Principal's Cabin. You are requested to be kindly present for the same. The agenda for the meeting will be as follows.

Agenda :

- ⇒ To discuss and to finalize the dates for students counselling program to be conducted by Thirumathi Theendral Arasi, Professional Psychologist, Silver Bats Centre, Chennai.
- ⇒ To discuss and to decide the date for the conduct of one day awareness programme on the importance of spoken tutorial and NPTEL Online courses and to decide any other matter pertaining to academic affairs.

[Signature]
Signature of the
Co-ordinator
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

[Signature]
Signature of the
Principal
PRINCIPAL
Sri Akilandeswari Women's College
Wandiwash - 604 408



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Circulated to :

I. Dr. V.S. TAMILAPATHI	
THIRU. M. RAMANAN	M. R.
Dr. Sankari Jeyaraj	
Dr. K. Padmalobana	
Dr. K. Jeyethi	
Mr. S. Selvakumar	
Mr. G. Satejani	G. S.
Dr. D. Bhavathi	

SWAMY ABEDHANANDHA EDUCATIONAL TRUST, WANDIWASH.

Tindivanam Highway, Wandiwash - 604 408, Thiruvannamalai District

(E-mail : sawcw@gmail.com)

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Minutes:

→ The second meeting of IWAC was conducted on 08.07.2019 at 11.00PM in Principal Cabin. The following resolutions were passed in the above said meeting.

→ It was resolved to arrange a general counselling and personal student counselling programme from 10 July to 12 July.

⇒ The members of IWAC discussed the success of general counselling programme conducted to II and III Year UG students on 24 and 25 June 2019.

⇒ As a result the members felt that it was imperative to conduct such type of student counselling programme to first year UG students who came from different educational background, economic and social background.

⇒ The Committee resolved the dates as 10, 11 and 12 July. The programme was designed in such a way to have general student counselling and feedback session.

⇒ It was also resolved to seek help from the incharge of healthy club, Mrs. Nirmala and Mrs. Engilarasi, Assistant Professor, Department of Tamil to make the programme effective.

⇒ It was resolved to conduct one day awareness programme on spoken and NPTEL on 15 July.

⇒ It was suggested by the members of IWAC to encourage the first year students to get enrolled in the above said online examinations and to appoint new department coordinators if required.



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=> It was also resolved to make a request to all the HOD's to monitor the progress of these online courses in their respective departments so as to bring good results and their by to enhance the quality of education provided by this institution.

=> Thus the meeting came to an end successfully.

[Handwritten Signature]
SIGNATURE OF THE
COORDINATOR
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

[Handwritten Signature]
Signature of the
chairperson.
PRINCIPAL
Sri Akilandeswari Women's College
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Dr. V.S. Thirumathi	
Dr. M. Ramani	M.P.
Dr. Savitri Devi	
Dr. K. Radmalokesh	
Dr. K. Jagathi	
Ms. S. Sathyanarayana	
Ms. G. Sarojini	G. S. J.
Dr. D. Bharathi	

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W.C.W

IQAC meeting / 2019-2020, Circular No: 13

Date: 3.10.2019.

Dear members,

The IQAC meeting will be held on 3.10.2019 at 11.00 AM in Principal Cabin. You are requested to be kindly present for the same. The agenda for the meeting will be as follows.

Agenda:

⇒ To finalize the co-ordinator for NAD programme as per the directions given by the registrar, Thiruvalluvar University, Vellore.

⇒ To finalize the SIP co-ordinator, so as to enable him/her to participate in "Ten days training programme for training of teachers (TOT) for students induction programme (SIP at Bharathiar University, Coimbatore on 30th & 31st October).

⇒ To discuss and to decide the measures for strengthening the activities of placement cell of the college.

⇒ To finalize the date for one day workshop for non teaching staff.

⇒ To discuss about the celebration of world space week from 04.10.2019 to 10.10.2019 by Department of physics and to decide any other matter pertaining to academic affairs.

[Handwritten Signature]

Signature of the
co-ordinator
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

[Handwritten Signature]

Signature of the
Principal
PRINCIPAL
Sri Akilandeswari Women's College
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Minutes:

The IOAC meeting was conducted on 30.10.2019 at 11 00 AM in Principal's Lab. The following resolutions were passed in the above said meeting.

⇒ It was resolved by the members of IOAC to appoint Miss. E. Kalavani, Head & Assistant Professor, Department of Mathematics as a co-ordinator for NAD programme as per the directions given by the registrar, Thiruvalluvar University, Vellore.

⇒ It was resolved that Mr. Mansoor Ahmad and Dr. Rajesh as a SIP coordinators and they was decided that the coordinators are deputed to participate in "Two days training Programme for Training of Teachers (TOT) for Students Induction programme (SIP) at Bharathiar University, Coimbatore on 30th and 31st October).

⇒ This year many of our students got placed in post office, RRB, police constable, group-I. So it is resolved to intensify the coaching classes for NET / SET and other competitive exams inviting eminent persons in the respective fields. It was also resolved to invite industrialist to visit the institution to identify their placement requirements and to give training accordingly so that placement is assured in private sectors.

⇒ It was resolved to conduct a one day workshop for non teaching staff on 02.10.2019 on financial education for middle income and it was resolved to invite Mr. S.N. Jayabalan,



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Dr. V.S. Thirumathi	<i>[Signature]</i>
Dr. M. Ramani	M.R.
Dr. Savitri Devi	<i>[Signature]</i>
Dr. K. Radmalokesh	<i>[Signature]</i>
Dr. K. Jagathi	<i>[Signature]</i>
Ms. S. Sathkumar	<i>[Signature]</i>
Ms. G. Sarojini	G. S.j.
Dr. D. Bharathi	<i>[Signature]</i>

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Financial Educational trainer, Securities Exchange Board of India as a resource person.

⇒ It was resolved to celebrate the World Space week from 4.10.2019 to 10.10.2019 by Department of Physics.

⇒ Thus the meeting came to end with effectivity.

Signature

SIGNATURE OF
THE CO-ORDINATOR
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

S. ylm - 1
Signature of the
Chairperson.

PRINCIPAL
Sri Akilandeswari Women's College
Wandiwash - 604 408



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AWCW

IQAC Meeting / 2019-2020 / Circular No: 14

Dated : 20-11-2019

Dear Members,

The IQAC meeting will be held on 22-11-2019 at 11.00 am in Principal cabin. You are requested to be kindly present for the same. The Agenda for the meeting will be as follows:-

Agenda:

- To discuss about conduct of academic audit for the year 2018-2019.
- To discuss about the enrollment of students for NPTEL examinations and to encourage them for timely completion of assignments and also spoken tutorial online classes.
- To discuss about conduct of I - Continuous Internal Assessment Test, paper evaluation and Marks Consolidation for the even semester.
- To arrange for a field visit by Institutions Innovation Council.
- To discuss about the conduct of Self Employment Skill training for students, one day workshop, Titan Leap Training at our campus, workshop for school students, Industrial visit and to conduct Internship training
- To collect name list of students those who are below poverty line to render them

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CIRCULATED TO	SIGNATURE
In. V. S. Thatapathy	
Thiru. M. Ramanan	M.R.
Dr. Savithri Devaraj	
Dr. K. Jagathy	
Mr. S. Selvakumar	
Dr. D. Bharathi	D. Bharathi
Dr. K. Vanmathi Selvi	
Mr. A. Prabakaran	
Ms. M. Pavithra	

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Financial support through Leo club.

→ To discuss about theory portion completion,
Conduct of model Examinations and
University Practical Examinations.

→ To discuss and to decide any other
academic matters pertaining to the enhancement
of quality Education.

Signature
Signature of the
Co-ordinator
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

S. Rethina
Signature of the
Principal
PRINCIPAL
Sri Akilandeswari Women's College
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Minutes :

The IQAC meeting was conducted on 22-11-2019 at 11:00 am in Principal's Cabin. The following resolutions were passed in the above said meeting with a welcome note by the IQAC Co-ordinator.

- It was resolved to conduct the Academic audit for the year 2018-2019 on 21st December. All HOD's were instructed to prepare the report accordingly along with powerpoint presentations.
- It was got to the notice of all the HOD's to make the student enrolled for the NPTEL examination with the help of concerned Co-ordinators and tutors as the last date for enrollment was declared as 30-12-2019 by NPTEL. Also it was discussed that the staff members should encourage the students for the timely completion of NPTEL assignments and spoken tutorial online classes without fail.
- It was resolved to conduct the I-Continuous Internal Assessment Test for the Even Semester from 6th Jan 2020 to 13th Jan 2020. Also it was resolved that all the staff members should complete Evaluation of CAT-I examination papers of Even Semester after Pongal holidays and consolidate the marks to enter in the online portal of university from 28-01-2020 to 01-02-2020.



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→ It was resolved to take the students of IIC- SAEWC for a field visit to ASA- Selvanaj Industries, Vandavasi on 8th January 2020 along with IIC- Convener and departmental faculty co-ordinators.

→ It was resolved to conduct Self Employment skill training regarding Herbal Sanitary Napkin production, Embroidery, Stone work, Fabric painting, Home made chocolates production, organic fertilizer and Pesticide production by Women Development Cell in Association with Women Development Cell Entrepreneurs Association of Tamil Nadu for interested students. It was planned to conduct one day workshop regarding Bioinstrumentation techniques by the Department of Microbiology.

→ It was also resolved to take the students classwise of Microbiology department for Industrial visits to various places such as 1, Pontart Milk Industry and PKKVK, Pondicherry 2, Snap Industry - Seaweeds production + Captiazyme production, Sipcot Industrial park, Ranipet and 3, Central Institute of Brackish water Aquaculture and Golden Jubilee Biotech park for Women's Society, Chennai.



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CIRCULATED TO	SIGNATURE
In. V. S. Thalapaty	
Thiru. M. Ramanan	M.R.
Dr. Savithri Devaraj	
Dr. K. Jagathy	
Mr. S. Selvakumar	
Dr. D. Bharathi	D. Bharathi
Dr. K. Vanmalathi Selvi	
Mr. A. Prabakaran	
Ms. M. Pavithra	

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→ It was planned to conduct Titan Isop Training for students (In Campus mode), to conduct workshop on "Bioinstrumentation" for various school students in and around vandavasi by the departments of Microbiology, Biochemistry, Chemistry and Physics. It was also resolved to organize "State level workshop" on Soft skill & Literature by the Department of English, Internship training regarding UI and UX developer by Softcrylic Company for BCA & CS students.

→ It was resolved to collect the name list of students, those who are below poverty level and to render them financial support to pay their examination fees by the Leo club before 2nd week of March.

→ It was resolved that the theory portions to be completed by the end of March 2nd week and, to conduct Model Examinations accordingly and Practical examinations to be completed within the stipulated time as scheduled by the university.

The meeting came to an end with a vote of thanks proposed by the IAAC Coordinator to the Chair.

[Signature]
Signature of the
Head of the Department
Department of English
Sri Akilandeswari Women's College

[Signature]
Signature of the
PRINCIPAL
Sri Akilandeswari Women's College
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MCW

IGAC Meeting / 2019-2020 / Circular No: 15

Dated: 19-3-2020

Dear Members,

The IGAC meeting will be held on 19-3-2020 at 2.00 pm in Principal cabin. You are requested to be kindly present for the same. The Agenda for the meeting will be as follows:

Agenda:

- To discuss about COVID-19 pandemic lockdown, postponement of practical examinations and to encourage staff members work from home.
- To discuss and to circulate health tips to the students to stay safe at home and to educate about "AAROGYA SETU" App.
- To discuss about conduct of Revision home tests for the students and FDP for the staff members.
- To discuss and to conduct Online quiz and webinar department wise.
- To insist staff and students regarding the importance of wearing Mask.
- To discuss and to educate staff members to handle online classes virtually in an effective manner.



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MEMBERS PRESENT	SIGNATURE
Ln. V. S. Thelepatty	
Thiru. M. Ramanan	
Dr. Savitri Devaraj	
Dr. K. Jagathy	
Mr. S. Selvakumar	
Dr. D. Bharathi	
Dr. K. Vanmathi Selvi	
Mr. A. Prabakaran	
Ms. M. Pavithra	

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- To discuss and to conduct "Personal Financial fitness" program.
- To discuss and to derive any other matters pertaining to the development of the Internal Quality of the Management.

Signature
Signature of the
Co-ordinator
Head of the Department
Department of English
Sri Akilandeswari Women's College
Wandiwash - 604 408

S. Rajkumar
Signature of the
Principal
PRINCIPAL
Sri Akilandeswari Women's College
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Minutes :

The IQAC meeting was conducted on 19-3-2020 at 2.00 pm in Principal's cabin. The following resolutions were passed in the above said meeting with a welcome note by the IQAC Co-ordinator.

→ It was resolved to lockdown the college physically due to the spread of COVID-19 pandemically, the HOD's were instructed to disseminate the information that all the remaining "university practical Examinations" will be postponed to all the External Examiners and students.

→ According to the State Government notification all the staff members were encouraged to work from home in order to maintain continuity of academic work and to Stay Safe.

→ It was discussed to send health tips in text, images, videos and voice messages to the students, give suggestions regarding diet to be followed to overcome the situation. Librarian was instructed to send links of E-books pertaining to both academic



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and non academic to inculcate and continue the habit of reading books during the pandemic. It was also distributed to insist all staff and students to download ANROGYA SETU App as per the instructions, concerning the safety of all.

→ It was resolved to conduct Revision home test for students during April 2020 by sending question papers through whatsapp group pertaining to each class. It was also resolved to conduct FDP on Moodle Learning Management System in association with Spoken Tutorial, IIT Bombay during the end of April 2020.

→ It was resolved that every department should conduct online quiz to the students through google forms pertaining to Coronavirus pandemic, its awareness and also regarding their academics in order to make the students keep in touch and beware of the situation. It was also insisted that all the departments should organize an Internation webinar on behalf of Silver Jubilee year celebration of the institution during the month of June 2020, inviting renowned Resource persons.

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→ It was intimated that the staff and students should be educated regarding the importance of wearing Mask and how to prepare face mask as per the guidelines individually.

→ It was resolved the staff should be educated through virtual mode regarding :-

1. How to grade assignment in google classroom
2. How to give quiz through Google classroom
3. How the student will submit an assignment in google classroom.
4. How to generate E-certificate using google forms.
5. How to generate E-certificate using custom templates.
6. How to create google forms.
7. How to search for UGC-CARE Listed journals + SCOPUS / SCI journals
8. How to create ORCID Id and link with Scopus and
9. How to manage citations using Mendeley Reference Manager.

→ It was also resolved to conduct webinar on "Personal Financial Fitness - Investor Awareness"



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MEMBERS PRESENT	SIGNATURE
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Thiru. M. Ramanan	M.R.
Dr. Savitri Devi Raj	
Dr. K. Jagathy	
Mr. S. Selvakumar	
Dr. D. Bharathi	
Dr. K. Vanmathi Selvi	
Mr. A. Prabakaran	
Ms. M. Pavithra	

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program during July 2020, by IAAC, SAEWCW and MCUBE Academy, Training Partner of National Stock Exchange of India Ltd (NSE) - faculty, Dr K. Prabakaran to create awareness that - "Like health and wellness, personal financial fitness is an important aspect of overall well being.

The meeting came to an end with a vote of thanks proposed by the IAAC Co-ordinator to the chairs.

Signature
Signature of the
Co-ordinator
Head of the Department
Department of English
Sri Akilandeswari Women's College
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S. Senthil
Signature of the
Principal
PRINCIPAL
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