



J.N.N ARTS & SCIENCE WOMEN'S COLLEGE

Affiliated to University of Madras | ISO 9001 : 2015 Certified Institution

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

JNN ASWC/IQAC/CLR/2018-2019/01

DATE: 12-06-2018

Respected Members,

Sub: Internal Quality Assurance Meeting (IQAC) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting for the Odd Semester of the academic year 2018-2019 will be held on **12.06.2018** (Tuesday) at 10.30 a.m. in the JNN ASWC Conference Hall. All the members of IQAC are requested to attend the meeting without fail. Thanks for your cooperation with IQAC.

The Meeting's Agenda:

1. Welcome and Introduction.
2. Overview of IQAC.
3. Review of Institutional Goals.
4. Identification of Key Areas for Improvement.
5. Formulation of Action Plans.
6. Planning for Faculty Development.
7. Setting up Committees.
8. Closing Remarks.


COORDINATOR- IQAC


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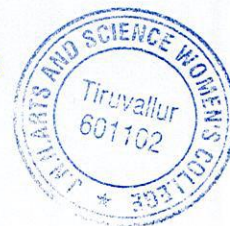

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1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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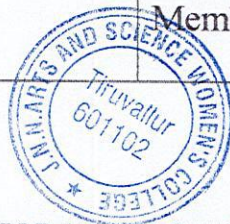


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Composition of Internal Quality Assurance Cell

S.No	Name	Designation	Position
1.	Ms A.V. K Shanthi, Principal, J.N.N Arts and Science Women's College	Head of the Institution	Chairperson
2.	Mr. C. R. Ravishankar, J.N.N Arts and Science Women's College	Administrative Officer	Member
3.	Shri. S. Jayachandran, Chairman, J.N.N Arts and Science Women's College.	Management Representative	Member
4.	Dr. V. Lakshmipathy, Principal, Sridevi Arts and Science College, Ponneri	External Academician	Member
5.	Ms. Vijay Olga, AP/English	Senior Faculty Member	Member
6.	Ms. Usha Maduri, AP/ C.S	Senior Faculty Member	Member



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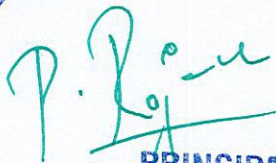
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7.	Ms. Indumathi, HOD - Biochemistry	IQAC Coordinator	Member
8.	Dr. G. Gunasekaran, Principal, J.N.N Institute of Engineering	Nominee from Local Society	Member
9.	Mr. R. Manikavasagam, M/S Dindugal Farm Product and Private Limited	Nominee from Industrialist	Member
10.	Mr. Krishna Kumar	Parent Representative	Member
11.	Ms. G. Hemalatha II B.Sc. (C.S)	Student Representative	Member
12.	Ms. G. Kalaiarasi II B.Com (A&F)	Student Representative	Member




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

JNN ASWC/IQAC/MOM/2018-2019/01

DATE: 14-06-2018

The Internal Quality Assurance Cell (IQAC) meeting for the Odd Semester of the academic year 2018-2019 was held on **14.06.2018** (Thursday) at 10.30 a.m. in the JNN ASWC Conference Hall.

The Meeting's Agenda:

1. Welcome and Introduction.
2. Overview of IQAC.
3. Review of Institutional Goals.
4. Identification of Key Areas for Improvement.
5. Formulation of Action Plans.
6. Planning for Faculty Development.
7. Setting up Clubs and Committees.
8. Academic Calendar
9. Closing Remarks.



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Members present for the meeting:

S.No	Name	Designation	Position	Signature
1.	Ms. A. V. K. Shanthy, Principal, J.N.N Arts and Science Women's College	Head of the Institution	Chairperson	
2.	Mr. C. R. Ravishankar, J.N.N Arts and Science Women's College	Administrative Officer	Members	
3.	Shri. S. Jayachandran, Chairman, J.N.N Arts and Science Women's College.	Management Representative	Member	
4.	Dr. V. Lakshmi pathy, Principal, Sridevi Arts and Science College, Ponneri	External Academician	Member	
5.	Ms. Vijay Olga, AP/English	Senior Faculty Member	Member	
6.	Ms. Usha Maduri, AP/ C.S	Senior Faculty Member	Member	
7.	Ms. Indumathi, HOD - Biochemistry	IQAC Coordinator	Member	
8.	Dr. G. Gunasekaran, Principal, J.N.N Institute of Engineering	Nominee from Local Society	Member	

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9.	Mr. R. Manikavasagam, M/S Dindugal Farm Product and Private Limited	Nominee from Industrialist	Member	
10.	Mr. Krishna Kumar	Parent Representative	Member	
11.	Ms. G. Hemalatha II B.Sc. (C.S)	Student Representative	Member	
12.	Ms. G. Kalaiarasi II B. Com (A&F)	Student Representative	Member	

The following points were discussed during the meeting:

- The Principal welcomed the members of IQAC for the first meeting. The Principal briefed the members about the College, Trust Members, Courses offered, Achievement of the College, the need and function of IQAC.
- The Coordinator provided a brief overview of the purpose and functions of the Internal Quality Assurance Cell.
- Members of IQAC discussed and clarified the Institution's goals and objectives, emphasizing their alignment with quality standards.
- The Coordinator of IQAC presented key findings from previous assessments and accreditation reports, fostering a discussion on areas for improvement.
- Collaborative development of action plans took place, with members contributing ideas, timeline, and responsibilities.
- The faculty members were encouraged to participate in International and National Conferences and publish their articles in international and national journals. Also explained the importance of Faculty Development Programs (FDP) and Skill Development Training Programs.
- Initiating the formation of Clubs, Committees and Sub-committees to focus on specific areas such as curriculum development, research promotion, and student support services.



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- Academic calendar to be prepared for the forthcoming semester.
- The Coordinator recapped key points discussed and acknowledged members' valuable contributions.
- Dr.U. Indumathi, IQAC coordinator proposed the vote of thanks.

COORDINATOR- IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT

JNN ASWC/IQAC/MOM/2018-2019/01

Action taken report on the decision of the IQAC meeting for the Odd Semester of the academic year 2018-2019 held on **12.06.2018** (Tuesday) is as follows:

S.No	Suggestion	Action Taken
1.	The faculty members are encouraged to participate in International and National Conferences and publication of their works in internationally and nationally renowned journals. Also insisted on participating in Faculty Development Programs (FDP) and Skill Development Training Programs.	All the Faculties attended FDP on "Impact in teaching skills" from 19/12/18 to 23/12/18 .
2.	Discuss to form Clubs, Committees and Sub-committees to focus on specific areas such as curriculum development, research promotion, and student support services.	The Department of Mathematics inaugurated MANIA Club on 21 st December, 2018
3	Preparation of Academic calendar	Calendar was prepared and circulated among departments




COORDINATOR- IQAC


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

JNN ASWC/IQAC/CLR/2018-2019/02

DATE: 21-12-2018

Respected Members,

Sub: Internal Quality Assurance Meeting (IQAC) - Reg.

The Internal Quality Assurance Cell (IQAC) meeting for the Even Semester of the academic year 2018-2019 will be held on **24.12.2018** (Monday) at 10.30 a.m. in the JNN ASWC Conference Hall. All the members of IQAC are requested to attend the meeting without fail. Thanks for your cooperation with IQAC.

The Meeting's Agenda:

1. Welcome and Introduction.
2. Review of Previous Meeting.
3. Review the Academic Calendar 2018-2019 Even Semester.
4. Organize Seminars and Guest lecture.
5. Discussion on Quality Indicators.
6. Data Collection and Analysis.
7. Next Steps and Timeline.
8. Vote of thanks.



COORDINATOR- IQAC

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Composition of Internal Quality Assurance Cell

S.No	Name	Designation	Position
1.	Ms. A.V. K. Shanthi, Principal, J.N.N Arts and Science Women's College	Head of the Institution	Chairperson
2.	Mr. C. R. Ravishankar, J.N.N Arts and Science Women's College	Administrative Officer	Member
3.	Shri. S. Jayachandran, Chairman, J.N.N Arts and Science Women's College.	Management Representative	Member
4.	Dr. V. Lakshmiathy, Principal, Sridevi Arts and Science College, Ponneri	External Academician	Member
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6.	Ms Usha Maduri, AP/ C.S	Senior Faculty Member	Member

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

JNN ASWC/IQAC/MOM/2018-2019/02

DATE: 26-12-2018

The Internal Quality Assurance Cell (IQAC) meeting for the Even Semester of the academic year 2018-2019 was held on **24.12.2018** (Monday) at 10.30 a.m. in the JNN ASWC Conference Hall.

The Meeting's Agenda:

1. Welcome and Introduction.
2. Review of Previous Meeting.
3. Review the Academic Calendar 2018-2019 Even Semester.
4. Organize Seminars and Guest lecture.
5. Discussion on Quality Indicators.
6. Data Collection and Analysis.
7. Next Steps and Timeline.
8. Vote of thanks.



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Members present for the meeting:

S.No	Name	Designation	Position	Signature
1.	Dr. A.V. K. Shanthi, Principal, J.N.N Arts and Science Women's College	Head of the Institution	Chairperson	
2.	Mr. C. R. Ravishankar J.N.N Arts and Science Women's College	Administrative Officer	Member	
3.	Shri. S. Jayachandran, Chairman, J.N.N Arts and Science Women's College.	Management Representative	Member	
4.	Dr. V. Lakshmiathy, Principal, Sridevi Arts and Science College, Ponneri	External Academician	Member	
5.	Ms. Vijay Olga, AP/English	Senior Faculty Member	Member	
6.	Ms. Usha Maduri, AP/ C.S	Senior Faculty Member	Member	
7.	Ms. Indumathi, HOD - Biochemistry	IQAC Coordinator	Member	



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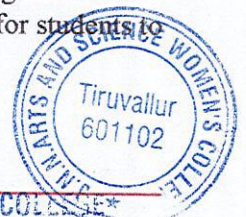
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8.	Dr. G. Gunasekaran, Principal, J.N.N Institute of Engineering	Nominee from Local Society	Member	<i>Gunasekaran</i>
9.	Mr. R. Manikavasagam, M/S Dindugal Farm Product and Private Limited	Nominee from Industrialist	Member	<i>R. Mani</i>
10.	Mr. Krishna Kumar	Parent Representative	Member	<i>Krishna Kumar</i>
11.	Ms. G. Hemalatha II B.Sc. (C.S) G.Kalaiarasi II B. Com (A&F)	Student Representative	Member	<i>Hemalatha. G</i>
12.	Ms. G. Kalaiarasi II B. Com (A&F)	Student Representative	Member	<i>G. Kalaiarasi</i>

The following points were discussed during the meeting:

- The Principal welcomed the members of IQAC.
- Review and discuss about Previous Meeting and Consult Action Taken.
- The Chairperson at the institution has reviewed the Academic Calendar for the Even Semester of 2018-2019.
- Dr. G. Gunasekaran, suggested all the departments to conduct seminars and workshops in current trends to equip the students with the knowledge and skill set required by the industries.
- Committee suggested to conduct regular workshops on integration technology in classrooms. Expand counseling services and organize mental health awareness campaigns. The career guidance programs and soft skill development programs organize by all departments in this academic year 2018-19 was discussed. Conduct awareness programs by Training and Placement Cell for all departments. Discuss to implement mentoring programs for students to provide guidance and support.

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- Stakeholders' participation in enhancing the teaching process through feedback from Students, Industrial experts and parents are collected to monitor and evaluate the teaching learning processes.
- Members discussed the timeline for implementing action plans and agreed on a schedule for future IQAC meetings.
- Ms. Indumathi, IQAC coordinator proposed the vote of thanks to all the IQAC.

COORDINATOR-IQAC

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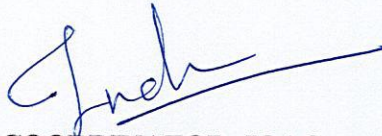
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT


JNN ASWC/IQAC/MOM/2018-2019/02


Action taken report on the decision of the IQAC meeting for the Even Semester of the academic year 2018-2019 held on **24.12.2018** (Monday) is as follows:

S.No	Suggestion	Action Taken
1.	Dr. G. Gunasekaran, suggested all the departments to conduct seminars and workshops in current trends to equip the students with the knowledge and skill set required by the industries.	"THEATRE WORKSHOP" organized by the Department of English on 27th & 28th December 2018. A Guest Lecture on Software Engineering Fundamentals is organised by the Department of Computer Science on 28 th December 2018.


COORDINATOR- IQAC




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