



**PSG College of Arts & Science
Coimbatore – 641 014**

Minutes of the Meeting (2020-2021)

PSG COLLEGE OF ARTS & SCIENCE

COIMBATORE – 641 014

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting with NAAC Criterion Heads

Date: 29.07.2020

Time: 01:00PM to 03:00PM

Mode: Google Meet

Members Present:

1. Dr. Lalitha Ramakrishnan – Adviser, IQAC
2. Dr. B. Ramesh – Co-Coordinator, IQAC
3. Dr. C.S. Shobana – Co-Coordinator, IQAC
4. Dr. D. SenthilKumar – Criterion 1 Head
5. Dr. D. Victor Arokia Doss – Criterion 3 Head
6. Dr. G. Rathika – Criterion 4 Head
7. Dr. K. Poorna – Criterion 5 Head
8. Dr. L. Uthira – Criterion 6 Head and
9. Dr. T. Rajan – Criterion 7 Head

Minutes:

1. Dr. Lalitha Ramakrishnan, Adviser-IQAC gave a welcome remark to the members and asked the criterion heads to list out their requirements from the IQAC for the preparation of NAAC IIQA and SSR.
2. Dr. D. Victor Arokia Doss, requested the IQAC team to provide the required documents in the prescribed format so as to enable the members to consolidate the data.
3. Dr. C.S Shobana replied for the query as many of the departments are yet to submit the data to the IQAC, it delays the progress of sharing the department data to the criterion heads. The same would be carried out once when the data is received from all the departments.
4. It was decided to intimate the situation to Principal and instruct the department heads to submit the data in person at the IQAC which would be functioning from 03.08.2020 onwards.
5. It was decided to collect the student progression details (Criterion 5) through separate Google forms for UG, PG, M.Phil., and Ph.D., students.

6. It was decided to collect the details of alumni contribution to the department (criterion 5) and faculty members contribution to books and chapters (criterion 3) through separate circulars.
7. Dr. B. Ramesh delivered the tanking note.



PSG COLLEGE OF ARTS & SCIENCE
COIMBATORE – 641 014
Internal Quality Assurance Cell (IQAC)

Meeting of the IQAC

Date: 04.09.2020

Mode: Google Meet

Principal, Dr. D. Brindha, convened a meeting with IQAC- Adviser, IQAC Coordinators, and Vice Principals. The following points were discussed:

1. Dr. D. Brindha, Principal enquired about the progression of cycle IV NAAC Reaccreditation documents.
2. Principal will be sending a list of SF faculty members for helping with NAAC document consolidation work.
3. PSG College of Technology/PSG CARE is organizing a webinar on Energy audit and criterion VII team members and faculty members of the Department of Environmental Science will attend the same.
4. Principal will discuss regarding the policy documents on 09/09/2020 with Vice-Principals and Adviser and Coordinators of IQAC.
5. ISO audit will take place on 29/09/2020 and 30/09/2020.
6. Discussion regarding the conduct of semester examination will be done next week.
7. NIRF has invited feedback from the participating institutions. The same will be submitted to NIRF on 05/09/2020.
8. The College will be organizing Teachers's day online lecture programme on 05/09/2020.
9. The NIRF window for the year 2019-2020 will be opened during October 2020 for which the committee has to be formed.
10. Principal informed that Alumni Association is providing scholarship to the deserved candidates in view of COVID-19 pandemic.
11. Dr. Lalitha Ramakrishnan, Adviser-IQAC, suggested for the online-programme on National Educational Policy 2020 for the faculty members.

The meeting came to an end with members discussing NAAC and NIRF work.



MINUTES OF IQAC MEMBERS MEETING

DATE: 30.10.2020

Time: 04:30 PM to 06:00 PM

Mode: Google Meet

Members Present:

1. Dr. D. Brindha – Principal
2. Dr. A. Anguraj – Vice Principal
3. Dr. M. Jayanthi – Vice Principal
4. Ms. M. Umarani – Faculty In-charge, Student Affairs
5. Dr. Lalitha Ramakrishnan – Adviser, IQAC
6. Dr. B. Ramesh, - Co-coordinator, IQAC
7. Dr. C.S. Shobana - Co-coordinator, IQAC
8. Dr. D. Senthilkumar – Member, IQAC
9. Dr. L. Uthira– Member, IQAC
10. Dr. G. Rathika– Member, IQAC
11. Dr. R. Ravikumar– Member, IQAC
12. Dr. T. Rajan– Member, IQAC
13. Dr. B. Sivakumar– Member, IQAC
14. Dr. S. Chandra– Member, IQAC
15. Dr. K. Poorna– Member, IQAC
16. Dr. K. P. Naachimuthu– Member, IQAC
17. Dr. M. Amaravathi– Member, IQAC
18. Dr. S. Mohandass– Member, IQAC
19. Dr. T. Balamurugan– Member, IQAC
20. Dr. M. Latha Maheswari– Member, IQAC
21. Mr. Balarama Krishna Ancha– Member, IQAC
22. Dr. Poonam Sen– Member, IQAC
23. Dr. C. Mythily– Member, IQAC
24. Dr. D. Nithya– Member, IQAC
25. Mr. V. Rajasekaran– Member, IQAC
26. Dr. K. Rajeswari, Head, Social Work Department
27. Dr. S. Venkata Krishna Kumar – Coordinator, IQAC – Leave of absence

Minutes:

I. Welcome and Initial Remarks by the Principal

1. Principal welcomed the members and requested Dr. C.S. Shobana, Co-coordinator to present the activities of IQAC for the past 7 months.

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II. Activities of IQAC for the academic year 2020-2021

2. Dr. C.S. Shobana, Co-coordinator, IQAC, elaborated the activities carried out by IQAC from March 2020 onwards through power point presentation.
3. The online lecture series on National Education Policy (NEP) - 2020 was fully informative IQAC team should take further initiatives to implement it in a suitable manner.
4. After 04.11.2020, an external expert will be invited to review the data collection process to understand our status. The grey areas to be filled after getting advice from the expert.
5. The criterion heads are requested by the principal to come to college from November 2nd onwards and work for NAAC date compilation.
6. The IQA submission shall be tentatively on 28.12.2020.
7. The executive summary from all criterion heads shall be collected after external expert's meeting.
8. As activities for future, National Education Policy related aspects shall be considered for implementation, National days to be celebrated.
9. The online visit of IQAC's Peer Team shall be scheduled by 2nd or 3rd week of November 2020.

III. Quality Initiatives:

10. An SOP is to be prepared for extension activity, malnutrition aspects shall be carried out in adopted village.
11. Startup aspects to be discussed in CDC meeting.



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PRINCIPAL

Minutes of Meeting with IQAC and CDC Members

Date: 04/11/2020

Time: 09:30 AM to 11:30 AM

Mode: Google Meet

Members Present:

1. Dr. D. Brindha – Principal
2. Dr. A. Anguraj – Vice Principal
3. Dr. M. Jayanthi – Vice Principal
4. Ms. M. Umarani – Faculty In-charge (Student Affairs)
5. Dr. Lalitha Ramakrishnan – Adviser, IQAC
6. Dr. S. Venkata Krishna Kumar – Co-ordinator, IQAC – Leave of absence
7. Dr. C.S. Shobana – Co-Coordinator, IQAC
8. Dr. B. Ramesh – Co-Coordinator, IQAC
9. Dr. V. Veeravazhuthi – Member, CDC
10. Dr. B. Ragavan – Member, CDC
11. Dr. D. SenthilKumar – Member, CDC
12. Dr. K. Tamil Selvan – Member, CDC
13. Dr. R. Ravikumar – Member, CDC
14. Dr. N. Krishnaveni – Member, CDC
15. Dr. T. Revathi – Member, CDC
16. Dr. M. Amaravathy – Member, CDC
17. Dr. D. Gomathi – Member, CDC

Minutes:

1. Principal welcomed the CDC members for the meeting and requested Dr. D. Senthilkumar to elaborate the highlights of feedback from the stakeholders regarding curriculum.
2. Dr. D. Senthilkumar, presented the consolidated report of feedback from various stakeholders like students, alumni and employers.
3. It was observed that most of the comments from the stakeholders were to provide more exposure to practicals, include latest industry requirements in the syllabus, to allot more projects, to offer soft skill components, hands on training, industrial visit, facility to attend workshop, to include case studies as well as internship for UG and PG students.
4. Principal appreciated Dr. D. Senthilkumar, for his effort to consolidate the feedback and to present it in a lucid manner. Madam also suggested that the skill based courses are to be improved and CDC members to take care in this aspect. In February 2021,

Bm



during revamping of Curriculum, try to incorporate skill based components in one unit. Common papers like MS Office, Google components shall be offered to all students. Common online course and value added course shall be included.

5. The students are to be encouraged to become entrepreneurs, motivated for startups through Institution Innovation Council (IIC).
6. Dr. N. Krishnaveni, highlighted the aspects of National Innovation and Startup Policy (NISP) and a discussion was made regarding providing 2 extra credits for those students who are facilitating their own startup. It was also decided to make the projects for PG students to focus on product development. Additionally, entrepreneurship shall be made as a part of curriculum both at UG and PG level by including a course in Part IV. The concepts of IPR, 50 % practical aspects and field visit to be included as common and remaining concepts shall be discipline specific.
7. Dr. K. Tamil Selvan, Controller of Examinations highlighted the aspects of National Education Policy (NEP) – 2020.
8. Dr. A. Anguraj, Vice Principal added two more features of NEP 2020 as no affiliation to Colleges by the Universities and by 2030, there will be 3 types of education as Research Universities, Teaching Universities and Degree awarding Colleges.
9. A discussion was made regarding the components of NEP 2020 and Principal madam insisted on the inclusion of skill based courses and artificial intelligence. Since we are in need to understand the modalities of State Government regarding the adoption of NEP, it shall be discussed and refined in the further meetings separately.
10. Principal madam insisted the need for mapping of Programme outcomes. It was decided to request the departments to submit the Multiple Choice Questions pertaining to their courses. The Examination Section to facilitate validation of multiple choice questions through subject experts.
11. Dr. V. Veeravazhuthi, insisted for conducting programs to train the staff members to understand the concepts of Program Outcome so that it would be possible to map the outcome. It was decided to organize a 3 day program (discipline specific) for the CDC members, HoD's IQAC members and NAAC team members along with two faculty members from each department seeking the experts from PSG Institute of Management.

Bz



12. The duration for MCA programme is reduced to 2 years and for the same, BoS is scheduled on 19/11/2020.
13. Community engagement program is to be included and guidelines to be framed for conducting extension activity. The inputs shall be obtained from Dr. D. Rajan, Co-ordinator for Extension activity.
14. Faculty members to be allotted for getting training in corporate sectors to enhance their skills and in turn the faculty members to offer corporate training in their relevant fields.
15. Dr. V. Veeravazhuthi, highlighted that giving extra credit to students who complete Massive Open Online Course (MOOC) is appreciable, but for those students who do not opt for such course, the degree is denied and the same may be liberalized.
16. TANSCHER has initiated revamping in English programme. In this regard, guidelines are to be received from the Bharathiar University to revamp the programme by us.
17. Principal madam thanked all the members for their active participation.



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PRINCIPAL

PSG COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL

Minutes of First review Meeting with Management for submission of SSR for NAAC

Date: 05/12/2020 Time: 10:30 AM to 02:30 PM Venue: GRD Auditorium

Members Present:

1. Shri. L. Gopalakrishnan – Managing Trustee
2. Dr. Sheela Ramachandran – Adviser for NAAC SSR preparation
3. Shri. R. Nandakumar – Law Officer
4. Dr. T. Kannaian – Secretary
5. Dr. D. Brindha – Principal
6. Dr. A. Anguraj – Vice Principal
7. Dr. M. Jayanthi – Vice Principal
8. Dr. M. Umarani – Faculty In-charge (Student Affairs)
9. Dr. Lalitha Ramakrishnan – Adviser, IQAC
10. Dr. C.S. Shobana – Co-coordinator, IQAC
11. Dr. B. Ramesh, Co-coordinator, IQAC
12. Dr. D. Senthilkumar – Criterion I head and members
13. Dr. M. Amaravathy – Criterion II head and members
14. Dr. D. Victor Arokia Doss – Criterion III head and members
15. Dr. Rathika – Criterion IV head and members
16. Dr. K. Poorna – Criterion V head and members
17. Dr. L. Uthira – Criterion VI head and members
18. Dr. T. Rajan – Criterion VII head and members

Minutes:

1. Dr. D. Brindha, Principal welcomed the gathering and gave a brief note on the need for the meeting.
2. Dr. Sheela Ramachandran highlighted that about 1500 Higher Educational Institutions had gone for accreditation and only 14 institutions received A⁺⁺ grade and so total clarity is needed in preparing the data for NAAC. The assessment method is scientific and requires documentary evidence. DVV is done only once. For NIRF there is no DVV and for NAAC DVV is applicable. If the percentage or formula is applied for the metrics, an idea about the stand of the institution shall be obtained and then only it is possible to compare with the scores of other institutions.

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3. Dr. C.S. Shobana gave a presentation on the work progression by the IQAC for NAAC cycle IV.
4. It was felt that the data collection for the NAAC process as rudimentary and ERP facility for data collection and processing was requested.
5. Dr. D. Senthilkumar, Criterion I head presented the data collected so far. Dr. Sheela Ramachandran insisted that only if the data is substituted in the formula, it would be possible to understand our status and facilitate to refine further.
6. The date for submitting SSR shall be 15.01.2021 and since it requires at-least 4 or 5 reviews, the next review with 75% data collection and compilation shall be on 21.12.2020.
7. The criterion heads and members are relieved from handling the classes for two weeks i.e., from 07.12.2020 to 19.12.2020, in order to speed up the data collection process.
8. Shri.R. Nandakumar, Law Officer, appreciated the faculty members for their dedication to work for the NAAC assessment process. The management will recognize the efforts taken by the faculty members.
9. Dr. D. Victor Arokia Doss, Criterion III head thanked the management for sparing their valuable time in attending the review meeting.




PRINCIPAL

PSG College of Arts & Science
Coimbatore – 14

27/02/2021

To: IQAC Members

CIRCULAR

The meeting of the IQAC along with the External Members for the academic year 2020-2021 is scheduled on 06/03/2021, 10:00 a.m. at Sangamam Hall. All the IQAC members are requested to attend the same.


PRINCIPAL

AGENDA

Time: 10:00 a.m.

Date: 06/03/2021

1. Welcome and Initial Remarks by the Principal
2. Activities of IQAC for the academic year 2020-2021
3. Plan of IQAC for the next academic year
4. NAAC re-accreditation – 4th Cycle
5. AQAR submission
6. Any other

**PSG College of Arts & Science
Coimbatore – 641 014**

Internal Quality Assurance Cell (IQAC)

Meeting of the IQAC

AGENDA

Time: 10:00 a.m.

Date: 06/03/2021

Venue: Sangamam Hall

1. Welcome and Initial Remarks by Principal
2. Activities of IQAC for the academic year 2020-2021
3. Plan of IQAC for the academic year 2021- 2022
4. NAAC re-accreditation –Cycle IV
5. Submission of Annual Quality Assurance Report (AQAR)
2019-2020 to NAAC
6. Any other



**PSG College of Arts & Science
Coimbatore – 641 014.
Internal Quality Assurance Cell**

Meeting of the IQAC with External Members

Date: 06/03/2021

Time: 10:00a.mto 12:00 noon

Venue: Sangamam Hall

Minutes:

Welcome and initial Remarks by Principal

- Principal welcomed all the members and briefed the agenda of the meeting with a request to the external members to provide suggestions for quality initiatives related to Teaching-Learning-evaluation, Institution database, Best practices etc.,

Activities of IQAC for the academic year 2020-2021

- Dr. D. Senthilkumar presented the activities for the year 2020-2021 and the Action Taken Report for the year 2019-2020. The programs conducted for faculty members, Students, Research Scholars, Non –teaching Staff members were listed out.

Plan of IQAC for the academic year 2021- 2022

- The following Plan of Actions were listed for the academic year 2021 -2022
 - Implementation of recommendations of National Educational Policy-2020
 - Program outcomes & Course Outcomes Measurement
 - Implementation of Value Added Courses
 - Enhancement of Learning Management System (MOODLE)
 - Conduct of food Safety Audit (FSSAI)
 - Strengthening Alumni Engagement

The following suggestions were given by the external members:

Dr. Senthilnathan:

- Appreciated the initiatives and suggested identifying areas when there is scope for improvement by analyzing the SSR.
- For Curriculum Enrichment
 - Eminent Professors from International Universities to review Curriculum/Syllabus
 - For students exposure to overseas education opportunities is to be made
 - Entrepreneurship Culture to be adopted
 - Faculty members to generate resources from Consultancy
 - Research has to be focused upon promoting funding
 - Publications shall be of Inter-departmental collaboration, Inter-institutional Collaboration and Foreign Collaboration

- To facilitate Internship, a Co-ordination Cell shall be developed that will provide professional reports.

Dr. Rajesh:

- Avenues for Industry Collaboration to be promoted
- In-house Journal shall be initiated

Dr. Sheela Ramachandran:

Appreciated the activities carried out by IQAC and gave the following suggestions

- Journal to be made in University Grants Commission - Consortium for Academic and Research Ethics (UGC- CARE) list to enhance quality publication
- Industry – Institution Interface to be promoted
- Insisted on Facilitative Structures– 7 to 10 centers for different major academic activities to start immediately.
- A team to be framed to help Intellectual Property Rights (IPR)advocacy, awareness, data collection and documentation

Academics

- Adopting the essential components of NEP should be carried out from 2021- 2022.
- Need to form in-house task force and sub task forces
- Schedule to be made for next 3 months and within this time sub- task forces have to know implementation process and lead others
- Out of the 9 framework of NEP, 4 are essentially to be followed

Any Other

The suggestions from the members were invited and is as follows

- Ms. D. Ajanthamani insisted to have a single point to store and receive the official Documents.
- Dr. M. Amaravathi raised that appraisal shall be made for faculty members through Knowledge Management Centre
- Dr. B. Ramesh said that best platforms & resources for conducting online classes and test shall be found for effective usage among the student community.
- Dr. Sheela Ramachandran added that Specific model for preparing e-content for conducting online classes shall be made and in this regard training for professional e-content creation should be conducted.

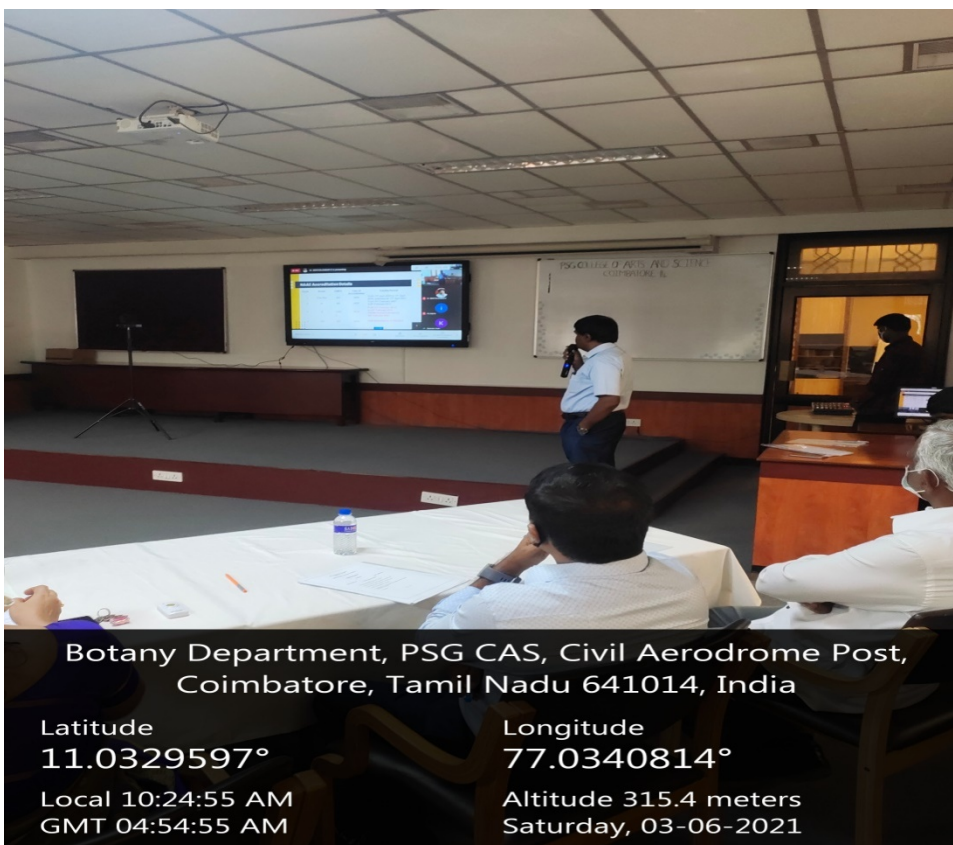
- Dr. S. Senthilnathan added that for multi-model content for lecture delivery, Lecture capturing System shall be used with the help of faculty members from Visual Communication department.
- Dr. M. Balamurugan said the in the department of International Business they are adopting the interdisciplinary approach for Publications/writing skills / blogs that create interest among students for publications
- Dr. B. Sivakumar mentioned the challenges in reaching out to scholars and faculty for research/ publications/ making use of resources
- Dr. S. Senthilnathan added that Guides have to make it mandatory for scholars to use resources and publish as well.
- Dr. Sheela Ramachandran insisted to find a solution by to motivate the students and faculty members to utilize the library
- Dr. Rajesh insisted to get feedback from the participants/ users of resources and do gap analysis for the scope for improvements
- Dr. Punam Sen said that a separate cell to be created for keeping track of functionality of MoUs.
- Dr. Sheela Ramachandran insisted to ensure that the IQAC internal members' meeting is conducted bi-annually.

Vote of Thanks

Dr. C.S. Shobana, Co-coordinator proposed vote of thanks.



External members, senior administrative members and internal members of IQAC



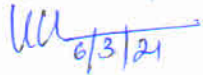
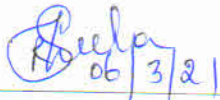


Dr. D. Senthilkumar, Co-ordinator, presenting the activities of IQAC for the academic year 2020-2021.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
PSG College of Arts & Science
Coimbatore - 641 014

IQAC Members Meeting

Date: 06/03/2021

Time: 10 a.m.







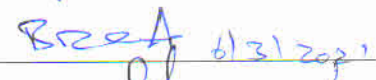









S. No	Name	Signature
1	Dr T Kannaian Secretary, Management Representative	 06/3/21
2	Dr Sheela Ramachandran Stakeholder	 06/3/21
3	Dr Kezevino Aram Nominee from Local Society	ATTENDED THROUGH ONLINE
4	Dr S Senthilnathan Alumni	 06/03/2021
5	Dr R Rajesh Industrialist	
6	Mr T P Senthil Employer	ABSENT








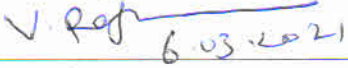


INTERNAL QUALITY ASSURANCE CELL (IQAC)
PSG College of Arts & Science
Coimbatore - 641 014

IQAC Members Meeting

Date: 06/03/2021

Time: 10 a.m.

S. No	Name	Signature
1	Dr D Brindha Principal, Chairperson	 6/3/2021
2	Dr A Anguraj	 6/3/21
3	Dr M Jayanthi	 6/3/21
4	Ms M Umarani	 6-3-2021
5	Dr Lalitha Ramakrishnan	 6-3-2021
6	Dr D Senthilkumar	 6/3/2021
7	Dr B Ramesh	 6/3/2021
8	Dr C S Shobana	 6/3/2021
9	Ms D Ajanthamani	 6/3/2021
10	Ms P Latha	 6/3/2021
11	Mr A Mohanraj	 6/3/2021
12	Dr L Uthira	 6/3/21
13	Dr G Rathika	ABSENT
14	Dr R Ravikumar	 06/03/2021
15	Dr P Nithya	 06/03/21
16	Dr K Poorna	 6/3/2021
17	Dr T Rajan	 6/3/2021

S. No	Name	Signature
18	Dr B Sivakumar	
19	Dr KP Naachimuthu	 06/03/2021
20	Dr S Jeyalakshmi	 6/3/21
21	Dr T Balamurugan	 06/03/2021
22	Dr M Amaravathi	 6/3/2021
23	Dr E Mythily	 6/03/2021
24	Dr M Latha Maheswari	 6.3.2021
25	Mr V Rajasekaran	 6.03.2021
26	Dr Punam Sen	
27	Mr Balarama Krishna Ancha	 06/03/2021
- 28	Dr D Nithya	ABSENT
29	Mr N Mitun Karthik	ABSENT
30	Ms A S Akshya Gayathri	