



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.
Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC-MEETING MINUTES

For the academic year

2024-2025



S.NO	MEETING	DATE
1	Meeting 1	29.06.2024
2	Meeting 2	23.09.2024
3	Meeting 3	05.12.2024
4	Meeting 4	06.03.2025



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, AACSB Accredited with A+ Grade, ISO 21001:2018 Certified Institution
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA, BCA, MBA, MCA and by UGC for 201 & 12th B.E. studies.

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India

Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL MEETING AGENDA

Date: 29.06.2024

Venue: VSV Board Room

1. To discuss the plan of Action /Road map of IQAC for the current academic year (2024-25 AY)
2. To discuss the roles and responsibilities of ERP, R&D& Association coordinators
3. To discuss timely data submission to IQAC
4. To decide on the Academic Calendar
5. To discuss KPI goals allotment to the department
6. To decide on the IQAC Monthly Newsletter
7. To decide on publishing the daily trumpets
8. To approve the previous IQAC meeting minutes and action taken
9. To discuss any other matter as proposed by the members with the permission of the chair.


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA, BCA & MBA/MCA and by UGC for 2(f) & 12(B) status.

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009. E-mail: stc@stc.ac.in Website: www.stc.ac.in

Meeting Minutes

- The Chairman / Principal presided over the meeting
- The IQAC Coordinator welcomed all those present for the meeting

Agenda 1: Discussion on the Plan of Action/Roadmap for 2024–25

The committee discussed and finalized the **IQAC roadmap** for the academic year 2024-25. Key focus areas included enhancing teaching-learning practices, improving research output, promoting digital initiatives, and strengthening student engagement.

Agenda 2: Roles and Responsibilities of ERP, R&D & Association Coordinators

The roles and responsibilities of the **ERP, R&D, and Association coordinators** were clearly defined. The ERP coordinator was tasked with ensuring smooth digital data flow and system integration. The R&D coordinator was assigned to monitor research progress and proposal development. The Association coordinator was made responsible for submitting reports for all association activities.

Agenda 3: Timely Data Submission to IQAC

The importance of **timely and accurate data submission** was emphasized. All departments were instructed to maintain updated records and submit relevant data to the IQAC as per the academic calendar.

Agenda 4: Finalization of the Academic Calendar

The **Academic Calendar for 2024–25** was reviewed and approved. It included timelines for academic sessions, internal assessments, co-curricular activities, examinations, and institutional events. Departments were directed to align their activities with the finalized calendar.

Agenda 5: KPI Goals Allotment to Departments

Department-wise KPI goals were discussed and allotted. Goals were defined based on institutional priorities and previous performance benchmarks. Each department was asked to formulate action plans for achieving their KPIs and submit progress reports periodically.

Agenda 6 Decision on the IQAC Monthly Newsletter

The committee resolved to initiate a **Monthly IQAC Newsletter** beginning from the next month. The newsletter would include updates on quality initiatives, best practices, departmental highlights, and achievements. It's named "STC Reflections".



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA, BCA & MBA/MCA and by UGC for 2(A) & 2(B) status.

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob. 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Agenda 7: Decision on Publishing the Daily Trumpets

It was decided to launch **Daily Trumpets**, a brief daily update highlighting campus events, achievements, and announcements. The format, responsibilities, and distribution channels were discussed and agreed upon.

Agenda 8: Any Other Matter with Permission of the Chair

Additional suggestions were received from members, including ideas for faculty development workshops and improved stakeholder feedback collection. These were noted for action in subsequent meetings.

Agenda 9: To approve the previous IQAC meeting minutes and action taken

Previous IQAC meeting action taken was presented, and its approved by IQAC members.


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution.
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.
Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting: 1

Date: 29/06/2024

Venue: VSV Block

S.No	Name	Designation	Signature
1.	Dr. M. R. Vanithamani	Principal	
2.	Ms. M. Leelavathi	Coordinator	
3.	Prof. K. Sivaswamy	Dean, Department of Mathematics	
4.	Dr. V. Ramachandran	Director, Centre for Faculty Development	
5.	Dr. D. Senthil Vadivu	Head & Associate Professor, Department of Chemistry	
6.	Dr. G. Anbuselvi	Head & Associate Professor, Department of MSW	
7.	Mr. V. Ashwanth Kanna	Head, Assistant Professor Department of Psychology	
8.	Dr. R. Uma	Associate Professor, Department of Mathematics	
9.	Dr. R. Vennila Nancy Christina	Associate Professor, Department of English	
10.	Dr. K. Parthasarathy	Associate Professor, Department of MSW	
11.	Dr. M. Selvarani	Head & Associate Professor, Department of B.Com (BI) & B.Com (PA)	



SREE SARASWATHI THYAGARAJA COLLEGE

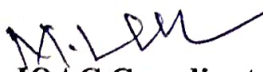
An Autonomous NAAC Re-Accredited (A+ Grade) ISO 21001:2018 Certified Institution
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA, BCA & MBA/MCA and by UGC for 2nd & 12th studies.
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India
Mob: 73737 66550, 99432 66008, 99951 66009. Email: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL MEETING AGENDA

Date: 23.09.2024

Venue: VSV Board Room

1. To discuss on AQAR submission
2. To present the template for fortnight reports
3. To discuss with the department R&D coordinators to achieve their department's goals.
4. To discuss enhancing the Project proposals and their functionalities,
5. To decide on the internal audit through Class observations.
6. To review the KPI achievements
7. To discuss any other matter as proposed by the members with the permission of the chair.
8. To Present the action taken on previous meeting


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Meeting Minutes

Agenda 1: Discussion on AQAR Submission

The committee discussed the progress of the Annual Quality Assurance Report (AQAR) for the academic year. Members reviewed the current status of data collection and identified areas needing timely submission. It was agreed that departments must adhere to the revised deadlines to ensure submission within the stipulated timeline.

Agenda 2: Presentation of the Fortnight Report Template

A standardized fortnightly report template was presented and approved for implementation. The template aimed to streamline regular reporting on academic and administrative activities. All departments were advised to begin using the format with immediate effect to maintain consistency.

Agenda 3: Discussion with Department R&D Coordinators

The committee engaged with departmental R&D coordinators to evaluate progress on research goals. Coordinators shared updates on publications, project submissions, and collaborations. It was resolved that support mechanisms such as proposal review panels and interdepartmental research groups would be strengthened.

Agenda 4: Enhancement of Project Proposals and Functionalities

The quality and impact of student and faculty project proposals were discussed. Suggestions were made to enhance proposal innovation and functionality. It was decided that departments would organize review sessions and encourage projects with societal and industrial relevance.

Agenda 5: Decision on Internal Audit through Class Observations

The committee decided to initiate internal audits via class observations to monitor teaching practices and student engagement. A schedule for classroom observations was proposed, and faculty members were informed that constructive feedback would be shared as part of the quality improvement process.

Agenda 6: Review of KPI Achievements

A mid-year review of KPI achievements was conducted. Departments presented their performance reports, and the committee analyzed areas where targets were met or lagging. Follow-up actions were suggested for under-performing areas, with a focus on mentoring and resource allocation.



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001 2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA/BCA & MSA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Agenda 7: Any Other Matters with Permission of the Chair

Under this agenda, additional points were raised, including suggestions for capacity-building workshops and proposals for collaborative events. These were discussed and noted for follow-up action in upcoming meetings.

Agenda 8: To present the action taken on the previous meeting

The previous IQAC meeting action taken was presented, and it was approved by IQAC members.


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution.
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.
Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

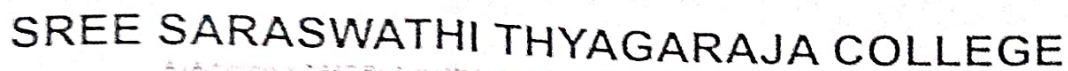
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting: 2

Date: 23/09/2024

Venue: VSV Block

S.No	Name	Designation	Signature
1.	Dr. M. R. Vanithamani	Principal	
2.	Ms. M. Leelavathi	Coordinator	
3.	Prof. K. Sivaswamy	Dean, Department of Mathematics	
4.	Dr. V. Ramachandran	Director, Centre for Faculty Development	
5.	Dr. D. Senthil Vadivu	Head & Associate Professor, Department of Chemistry	
6.	Dr. G. Anbuselvi	Head & Associate Professor, Department of MSW	
7.	Mr. V. Ashwanth Kanna	Head, Assistant Professor Department of Psychology	
8.	Dr. R. Uma	Associate Professor, Department of Mathematics	
9.	Dr. R. Vennila Nancy Christina	Associate Professor, Department of English	
10.	Dr. K. Parthasarathy	Associate Professor, Department of MSW	
11.	Dr. M. Selvarani	Head & Associate Professor, Department of B.Com (BI) & B.Com (PA)	



INTERNAL QUALITY ASSURANCE CELL MEETING AGENDA

Date: 05.12.2024

Venue: VSV Board Room

1. To discuss the Result Analysis for the even semester
2. To present the consolidated KPI achievements
3. To decide the audit process for the mid-term examination
4. To discuss OBE attainment for the even semester
5. To review the department events and activities of the even semester.
6. To review the KPI achievements
7. To discuss any other matter as proposed by the members with the permission of the chair.

IQAC Coordinator

Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous NAAC Re-Accredited with 'A+' Grade ISO 21001:2018 Certified Institution
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 215 & 12(B) studies

Palani Road, Pollachi, Coimbatore - 642 197, Tamilnadu, India.

Mob: 73737 66550, 95432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Minutes of the IQAC Meeting

Agenda 1: Discussion on Result Analysis for the Even Semester

The committee reviewed and discussed the **result analysis** of the even semester. Department-wise performance, pass percentages, subject-wise outcomes, and areas of improvement were analyzed. Departments were advised to take corrective actions in courses with lower performance metrics.

Agenda 2 : Presentation of Consolidated KPI Achievements

A **consolidated report on KPI achievements** across all departments was presented. The data showcased progress in areas such as academic delivery, student performance, research output, faculty development, and extension activities. Departments were commended for improvements, and specific areas requiring attention were highlighted.

Agenda 3: Decision on the Audit Process for the Mid-Term Examination

The committee discussed and finalized the **audit process for the mid-term examinations**. It was agreed that a sample-based review would be conducted, including question paper quality, valuation consistency, and documentation. Departments were instructed to maintain all records systematically for audit verification.

Agenda 4: Discussion on OBE Attainment for the Even Semester

The **Outcome-Based Education (OBE) attainment** reports for the even semester were reviewed. Departments presented their attainment levels for course outcomes (COs) and program outcomes (POs). Suggestions were made to improve indirect assessment methods and to strengthen feedback mechanisms for continuous refinement.

Agenda 5: Review of Department Events and Activities

The committee reviewed the **events and activities conducted by each department** during the even semester. These included workshops, seminars, guest lectures, industrial visits, and student participation in external events. Departments were appreciated for organizing impactful activities and encouraged to document all events for NAAC and IQAC records.



SREE SARASWATHI THYAGARAJA COLLEGE

As Accredited by NAAC, Re-Accredited with 'A' Grade 15/3 21/03/2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66908, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Agenda 6: Review of KPI Achievements

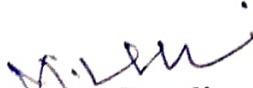
A detailed review of KPI achievements was conducted. Departments reported their progress on defined targets. The IQAC evaluated performance against benchmarks and suggested measures to close the gap where necessary. Follow-up reports were requested to ensure accountability.

Agenda 7: Any Other Matter with the Permission of the Chair

Additional matters raised by members included proposals for inter-departmental collaboration and student skill development initiatives. These suggestions were well received and scheduled for discussion in the next IQAC meeting.

Agenda 8: To present the action taken on the previous meeting

The previous IQAC meeting's action taken was presented, and it was approved by IQAC members.


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.
Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting: 3

Date: 05/12/2024

Venue: VSV Block

S.No	Name	Designation	Signature
1.	Dr. M. R. Vanithamani	Principal	
2.	Ms. M. Leelavathi	Coordinator	
3.	Dr. D. Senthil Vadivu	Head & Associate Professor, Department of Chemistry	
4.	Dr. G. Anbuselvi	Head & Associate Professor, Department of MSW	
5.	Mr. V. Ashwanth Kanna	Head, Assistant Professor Department of Psychology	
6.	Dr. R. Uma	Associate Professor, Department of Mathematics	
7.	Dr. R. Vennila Nancy Christina	Associate Professor, Department of English	
8.	Dr. K. Parthasarathy	Associate Professor, Department of MSW	
9.	Dr. M. Selvarani	Head & Associate Professor, Department of B.Com (BI) & B.Com (PA)	



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous IQAC Re-Accredited with A+ Grade ISO 21001:2018 Certified Institution.
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA, BCA & MBA/MCA and by UGC for 2(F) & 12(B) status.

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90851 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL MEETING AGENDA

Date: 06.03.2025

Venue: VSV Board Room

- 1.1 To discuss the NIRF submission
- 1.2 To decide on the MRM presentation
- 1.3 To decide on the ISO surveillance Audit
- 1.4 To review the department events and activities of the odd semester.
- 1.5 To review the KPI achievements
- 1.6 To discuss any other matter as proposed by the members with the permission of the chair.


IQAC Coordinator


Chairman



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade ISO 21001:2018 Certified Institution
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 200 & 1200 courses.
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 98432 86008, 90951 08009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

Minutes of the IQAC Meeting

1.1 Discussion on NIRF Submission

The committee discussed the preparation and submission of the National Institutional Ranking Framework (NIRF) data. Departments were reminded to verify the accuracy of metrics related to teaching, learning, graduation outcomes, research, and perception. It was agreed that the final submission would be reviewed centrally before uploading to ensure consistency and quality.

1.2 Decision on the MRM Presentation

It was decided that each department would prepare a Management Review Meeting (MRM) presentation, summarizing academic performance, research contributions, student achievements, and departmental initiatives. A standardized template was approved, and deadlines were set for submission and presentation to the management team.

1.3 Decision on ISO Surveillance Audit

The committee finalized the plan for the upcoming ISO Surveillance Audit. Departments were instructed to update standard operating procedures, maintain audit trails, and ensure compliance with documented quality processes. A mock audit was also proposed to ensure readiness and address any non-conformities in advance.

1.4 Review of Department Events and Activities – Odd Semester

The committee reviewed the departmental activities conducted during the odd semester, including technical events, student development programs, guest lectures, and community outreach initiatives. Departments were commended for active participation and advised to align future events more closely with institutional objectives and quality benchmarks.

1.5 Review of KPI Achievements

A mid-semester review of KPI performance was conducted. Departments shared progress updates, highlighting strengths and challenges. The IQAC provided feedback and emphasized the importance of timely documentation and evidence collection for all performance indicators.

1.6 Any Other Matter with Permission of the Chair

Under this agenda, members proposed new initiatives such as digital dashboards for real-time monitoring of academic metrics and interdepartmental collaboration on research themes. These proposals were taken on record and would be explored further in subsequent meetings.


IQAC Coordinator


Chairman

SREE SARASWATHI THYAGARAJA COLLEGE

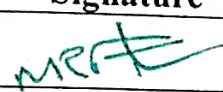
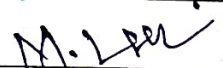
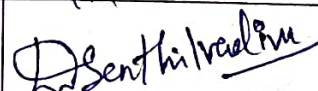
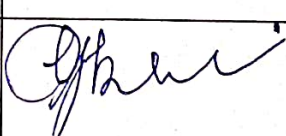
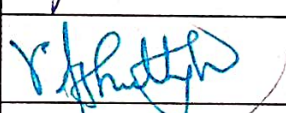
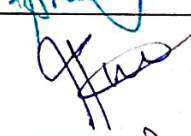
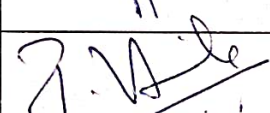
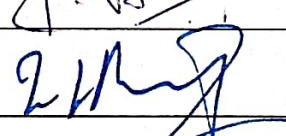
An Autonomous, NAAC Re-Accredited with 'A+' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for BBA/BCA & MBA/MCA and by UGC for 2(f) & 12(B) status
Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.
Mob: 73737 66550, 99432 66008, 90951 66009 E-mail: stc@stc.ac.in Website: www.stc.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting: 4

Date: 06/03/2025

Venue: VSV Block

S.No	Name	Designation	Signature
1.	Dr. M. R. Vanithamani	Principal	
2.	Ms. M. Leelavathi	Coordinator	
3.	Dr. D. Senthil Vadivu	Head & Associate Professor, Department of Chemistry	
4.	Dr. G. Anbuselvi	Head & Associate Professor, Department of MSW	
5.	Mr. V. Ashwanth Kanna	Head, Assistant Professor Department of Psychology	
6.	Dr. R. Uma	Associate Professor, Department of Mathematics	
7.	Dr. R. Vennila Nancy Christina	Associate Professor, Department of English	
8.	Dr. K. Parthasarathy	Associate Professor, Department of MSW	
9.	Dr. M. Selvarani	Head & Associate Professor, Department of B.Com (BI) & B.Com (PA)	