



**Shrimathi Devkunvar Nanalal Bhatt Vaishnav College For Women (Autonomous)**

**Affiliated to University of Madras - Re-Accredited with 'A+' Grade by NAAC**

**Minutes of Internal Qualities Assurance Cell Meeting (2024 – 2025)**

**&**

**Action Taken Report (ATR)**



Shrimathi Devkunvar Nanalal Bhatt Vaishnav College For Women (Autonomous)

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### MINUTES OF THE IQAC MEETING

**Date:** 24/06/2024

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

#### Agenda & Discussions

- The IQAC Team discussed the necessary documents related to the NAAC accreditation process.
- Emphasis was given on ensuring all supporting documents are updated and properly organized.
- NIRF Report Preparation -- The structure and key components of the NIRF report were discussed.
- Members suggested incorporating quantitative and qualitative data for better ranking prospects.
- Allocation of Duties (Criteria-wise) -- Responsibilities were assigned to faculty members based on NAAC criteria (1 to 7).
- Feedback Report- - The committee reviewed feedback received from students, faculty, and alumni. Suggestions were made to improve institutional processes based on the feedback.

#### ACTION TAKEN REPORT

##### **IQAC Cell – Follow-up Actions were taken**

- NAAC revision is in progress with regular follow-ups.
- NIRF data compilation will be completed by the stipulated date.
- Feedback-based improvements would be implemented in the next academic cycle.

*M. Vijayarani*  
24/6/24





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### MINUTES OF THE IQAC MEETING

**Date:** 11/07/2024

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

#### Agenda & Discussions

- The Team assessed the current status of NAAC documentation.
- Criterion-wise progress was reviewed, and gaps were identified for further action.
- Discussions were held on restructuring the website for better accessibility and compliance with NAAC requirements.
- Peer Team Visit Preparations- Mock visits and documentation checks were suggested to ensure readiness.
- Roles were assigned for smooth coordination during the actual visit.

#### Action Taken Report

##### **IQAC Core Committee – Follow-up Actions\***

- Website updates are live, with continuous improvements planned.
- Infrastructure upgrades will be completed in phases.

*Y. Vijayana*  
11/7/2024





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### MINUTES OF THE IQAC MEETING

**Date:** 05/08/2024

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

#### Agenda & Discussions

- The Team discussed the framework for compiling NIRF and AISHE reports
- Emphasized the need for accurate data collection from all departments
- Decided on timelines for data submission and verification
- Assessed current status of Annual Quality Assurance Report (AQAR) preparation
- Identified gaps in data collection and documentation

#### Action Taken Report

- Department Heads to submit NIRF/AISHE data within 20 days
- IQAC team to verify all data before final submission
- AQAR revision to be completed by next month

*M. Vijayaseel*  
5/8/24





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### MINUTES OF THE IQAC MEETING

**Date:** 16/09/2024

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

#### Agenda & Discussions

- Feedback Report Analysis - Reviewed student and faculty feedback on curriculum effectiveness and discussed mechanisms for continuous feedback collection
- Proposed topics for faculty development programs

#### Action Taken Report

- Workshop on " Teaching and Assessment " to be conducted on 22<sup>nd</sup> February 2025 month
- Prepare action taken report on feedback implementation

*M. Vijayaraj*  
16/9/2024







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### MINUTES OF THE IQAC MEETING

**Date:** 21/01/2025

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

#### Agenda & Discussions

- Youth Lead Summit 2025 for students was planned
- Reviewed proposed activities and participation strategy
- Identified student coordinators for summit preparation
- Discussed budget allocation and resource requirements
- AQAR 2023-24 Planning- Assessed documentation requirements for the annual report and set timeline for draft preparation and final submission
- Club& Awareness Cells Activities- Evaluated ongoing awareness programs and Discussed student participation and impact assessment

#### Action Taken Report

- Formed Youth Lead Summit organizing committee with 5 student representatives
- Finalized AQAR submission timeline
- To Conduct summit preparatory meetings bi-weekly

*y. vijayaraj*  
21/01/2025





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## MINUTES OF THE IQAC MEETING

**Date:** 04/02/2025

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

### Agenda & Discussions

- Clubs& Cells Activities- Reviewed ongoing awareness programs and their impact
- Discussed student participation strategies and resource allocation
- Identified key areas for faculty skill enhancement
- Proposed topics and potential resource persons
- Finalized timeline for FDP implementation

### Action Taken Report

- FDP on Current trends in Teaching and Learning to be held next month.
- Documentation of all awareness activities for AQAR reporting

*M. Vijayalakshmi*  
4/2/2025





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## MINUTES OF THE IQAC MEETING

**Date:** 24/03/2025

**Time:** 12.00pm -1.00pm

**Venue:** IQAC Office

### Agenda & Discussions

- Pre-Discussion on AQAR (Annual Quality Assurance Report)
- Reviewed the draft AQAR report for completeness and accuracy.
- Assigned responsibilities for finalizing the report before submission.
- Discussed the need for scheduling the AAA to assess institutional processes.
- Proposed dates and formed an internal audit committee.
- Evaluated data requirements for NIRF submission.
- Discussed strategies to improve institutional ranking.

### Action Taken Report

- AQAR- To ensure all supporting documents are archived for future reference.
- AAA: To conduct a mock audit before the final AAA.
- NIRF: To analyze feedback post-submission to improve next year's ranking.

*Y. Vijayakumar*  
24/3/2025







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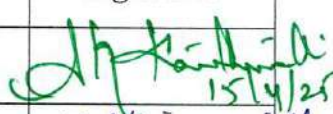
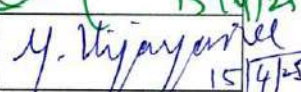

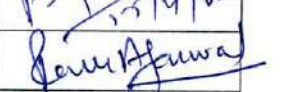
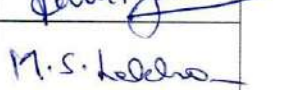

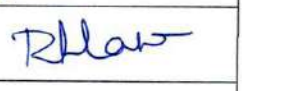
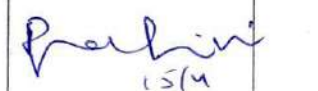

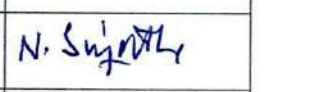

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**IQAC Meeting 2024-2025**

**Date: 15/04/2025**

**Time: 2.00pm**

**Venue: IQAC Office**

S.No	Name	Designation	Role in IQAC	Signature
1	S/Lt. Dr.K. Kanthimathi	Principal i/c	Chairperson	 15/4/25
2	Dr.G.Vijayasree	Associate Professor, Dept of Statistics	IQAC Coordinator	 15/4/25
3	Dr.P.Beena	Associate Professor, Dept of English	IQAC Co-Coordinator	 15/4/25
4	Dr.RenuAgarwal	Vice Principal Shift-I (SFS)	Internal Member	
5	Dr.M.S.Lekha	Associate Professor, Dept of Economics	Internal Member	
6	Dr. R.Saraswathy	Assistant Professor, Dept of Tamil	Additional UGC Nodal Officer	-
7	Dr.M.Mahadevi	Associate Professor & Head(Dept of Computer science with Data Science), Dept of M.Sc(CS)	Internal Member	
8	Ms.R.Archana	Assistant Professor & Head, PG Dept of English	Internal Member	
9	Dr.R. Vijaya Vahini	Assistant Professor & Head of PG Dept of Home Science- FSND	Internal Member	 15/4
10	Dr.Vimala Vasudevan	Assistant Professor & Head of UG Dept of Corporate Secretaryship	Internal Member	-
11	Mr.S.Sridhar	Superintendent	Internal Member	
12	Mrs.C. Vijayalakshmi	Chief Financial Officer	Internal Member	-
13	Dr.N.Sujatha	IQAC Coordinator, JBAS College for Women	External Member	
14	Ms.S.U.Bhavana	Project Assistant, BML CSIR-Central Leather Research Institute, Chennai	Alumna- member	

## IQAC Meeting Photos 2024 – 2025





