



Emerald Heights College for Women

Affiliated to Bharathiar University, Coimbatore.
Re-Accredited with Grade B++ by NAAC (4th Cycle)
Finger Post, Ootacamund - 643 006

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 05.07.2023 at 3.30 p.m. in the Seminar Hall. All the members are requested to attend the meeting without fail.

AGENDA

1. Welcome Address by the Principal.
2. To discuss about the NAAC peer team visit.
3. To discuss about the Presentation by all the Heads of the Departments.
4. To organize about the internal audit.
5. To register the students in Naan Mudhalvan portal.
6. To conduct Skill Development Programmes.
7. Any other matter.
8. Vote of Thanks.

Date : 28.06.2023

Place: Ootacamund

To

All the members of the IQAC.



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MINUTES OF THE IQAC MEETING

Subject: 1

The members of the IQAC were greeted and welcomed by the Principal Dr. K. Sujatha who chaired the meeting.

Subject: 2

The Principal informed that the NAAC Peer Team visit is scheduled on 02.08.2023 and 03.08.2023 and discussed about the necessary arrangements to be made.

Subject: 3

The Principal instructed the Department Heads to prepare their Department presentations for the peer team visit.

Subject: 4

The Principal informed that the internal audit is to be conducted to check the registers and records for NAAC.

Subject: 5

The Principal informed that the Naan Muthalvan portal is open for registration and all the students must register in their respective departments.

Subject: 6

The Principal informed the Heads of the Department to conduct Skill Development Programmes for their Department students.

Subject: 7

There being no other matter, the meeting was adjourned after the vote of thanks proposed by the IQAC Coordinator, Dr. J. Iswarya



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Action Taken

- On 02.08.23 and 03.08.23 the NAAC peer team visited the college.
The college was awarded with B++ grade with the score 2.87 in the fourth cycle.
- The students of the respective departments registered in the Naan Muthalvan portal and the department staff registered for FDP organized in the Bharathiar University.
- Skill Development Programmes organized-
 - On 15.07.2023- a Seminar on employability skills: What the Job Market Wants.
 - On 23.08.2023- an International Skill Development Workshop on Eco-consciousness
 - On 16.09.2023- the Litnova- The Art of Negotiation.
 - On 06.10.2023 and 07.10.2023- a two day National level webinar on Tips And Tactics to crack NET/SET was organized.
 - On 04.10.2023 – a Webinar on Understanding Market Structure: A Business Economics Approach.



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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 25.09.2023 at 3.30p.m in the Seminar Hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1.** Welcome address by the Principal.
- 2.** To discuss about the post NAAC PEER TEAM VISIT initiations to be taken.
- 3.** To discuss about Teachers' Day Celebrations
- 4.** To conduct Parents -Teachers Meeting.
- 5.** To organize NSS activities.
- 6.** To conduct seminars and workshops for the students.
- 7.** To arrange for Educational tours and Industrial visit for students.
- 8.** Any other matter.
- 9.** Vote of thanks.

Date : 18.09.2023

Place: Ootacamund.

To

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MINUTES OF THE IQAC MEETING

Subject: 1

The members of the IQAC were greeted and welcomed by the Principal, Dr. K. Sujatha who chaired the meeting.

Subject: 2

The Principal discussed about the feedback given by the NAAC Peer Team about the institution with the IQAC members and asked to improve the performance in all the criteria.

Subject: 3

The Principal informed that the students were willing to celebrate Teachers' Day.

Subject: 4

The Heads of the Department wanted to conduct Parents Teachers Meeting in order to discuss about the students performance to their parents.

Subject: 5

The NSS Coordinator discussed about the NSS activities for the year.

Subject: 6

The Heads of the Department wanted to conduct seminars and workshops for their department students.

Subject: 7

The students were willing to go on education tours and one day Industrial Visits.

There being no other matter the meeting was adjourned after vote of thanks proposed by the IQAC Coordinator, Dr. J. Iswarya



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Action Taken

- On 05.09.2023, the students celebrated Teachers' Day. The Students organized cultural activities and games to entertain the members of the faculty.
- On 07.10.2023, a Parents Teachers Meeting was conducted. The staff discussed about the students' performance and attendance with their parents.
- On 15.09.2023, a National Conference of TECHNO ECOLOGY was organized by the Department of English with around 200 experienced and learned subject experts, research scholars and students.
- On 19.09.2023, an awareness programme on Swatch Bharat was organized Dr. Sridharan, Health Officer, Ooty, Mr. Palanisamy, Sanitary Officer, Ooty and Mr. Siddhanadhan, Sanitary Inspector, Ooty were the resource persons.
- On 03.11.2023, an awareness programme on Vigilance and Anti-corruption was organized, Mrs. P. Santhana Priya, Sub Inspector, V& AC, The Nilgiris, Mr. S.C. Ranganathan, SSI, V&AC, The Nilgiris were the resource persons.
- On 19.01.2024, an awareness programme was conducted on POCSO was organized by the Department of Social Justice and Human Rights.
- From 05.09.2023 to 09.09.2023, 64 students with 5 members of the teaching staff visited Goa and from 30.10.2023 to 03.11.2023, 50 students with 5 members of the teaching staff went to Cochin.
- On 18.10.2023, 65 students went to Avalanche Dam and on 31.10.2023, 45 students went to Kundha Dam.
- On 13.09.2023 and 14.09.2023, Department of Commerce organized a Two Day National Seminar " Fundamentals of Securities Market " Dr.K.Prabhakaran SEBI and NISM trainer were the resource persons.
- On 07.09.2023 and 08.09.2023 a Workshop by Department of Computer Science was organized in the topic Artificial Intelligence & AI Tools, Mr. Rahul IIIT ,Director, Key Skills Hub, Bengaluru was the resourceperson.



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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 06.12.2023 at 3.30p.m in the Seminar Hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1.** Welcome address by the Principal.
- 2.** To discuss about the Graduation Day celebrations.
- 3.** To organize placement drives for the final year students.
- 4.** To organize 7 day camp by NSS students.
- 5.** To discuss about the competitions to be conducted by all the Departments.
- 6.** Vote of thanks.

Date: 01.12.2023

Place: Ootacamund.

To

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MINUTES OF THE IQAC MEETING

Subject: 1

The members of the IQAC were greeted and welcomed by the Principal, Dr. K. Sujatha who chaired the meeting.

Subject: 2

The Principal informed that the 19th Graduation Day will be celebrated on 28.12.2023. The Honorable Justice Thiru. N. SatishKumar, Honorable Judge, High Court of Madras will be the Chief Guest. The Principal discussed about the necessary arrangement to be made for the celebrations.

Subject: 3

The Principal informed to organize placement drives for the final year students and to conduct placement and training classes to get placed in the interview.

Subject: 4

The NSS students wanted to have a one week camp at Thalaikundha, Ooty.

Subject: 5

The Heads of the Department wanted to conduct various competitions to enhance the students' skills.

There being no other matter the meeting was adjourned after vote of thanks proposed by the IQAC Coordinator, Dr. J. Iswarya



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Action Taken

- On 28.12.2023, the Graduation Day was celebrated. The Honorable Justice Thiru. N. Satish Kumar, Honorable Judge, High Court of Madras was the Chief Guest and distributed the degree certificates.
- From 12.02.2023 to 18.02.2023, a NSS special camp was organized at Thalakundha, Ooty by the NSS wing of the college.
- Competitions- Organized
 - Conducted Essay Writing and Speech Competition on Drug Abuse-26.06.2023
 - Conducted the competitions like Debate, Face Painting, Group Dance and Fashion show on behalf of JCI Ooty on 26.08.2023.
 - Conducted Speech Competition on Mahatma Gandhi 'Relevance of Gandhian Thought in Today's World' on 14.09.2023.
 - Conducted Drawing Competition on The Importance of Voting on 09.10.2023.
 - Competitions were held in regard to 56th National Library Day on 14.12.2023.
- The following placement drives were conducted

S. NO.	NAME OF THE INSTITUTION	NO. OF STUDENTS PLACED
1	NICE EDUCATION	44
2	KG INVICTA SERVICES PRIVATE LIMITES (KGISL)	23
3	WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH	16
4	MICHAEL'S ACADEMY OF COMMUNICATIVE ENGLISH	12
5	PSS GROUPS: FOXCONN INDIA	29
6	NAVAA INTERNATIONAL SCHOOL	10
7	BEADS SOFTWARE SOLUTION LLP	9
8	PSS GROUPS	28
9	HICITIZEN LIFE SKILLS	5
10	MICHAEL'S ACADEMY OF COMMUNICATIVE ENGLISH	17
10	KG INVICTA SERVICES PRIVATE LIMITES (KGISL)	7



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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 15.02.2024 at 3.30p.m in the Seminar Hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1.** Welcome Address by the Principal
- 2.** To organize Sports Day celebrations.
- 3.** To discuss about College Day Celebrations.
- 4.** To celebrate Lamp Lighting Ceremony
- 5.** To organize Students Farewell.
- 6.** To discuss about Literary Fest Cognizance'24
- 7.** Any other matter.
- 8.** Vote of thanks.

Date: 08.02.2024

Place: Ootacamund.

To

All the members of the IQAC.



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MINUTES OF THE IQAC MEETING

Subject: 1

The members of the IQAC were greeted and welcomed by the Principal, Dr. K. Sujatha who chaired the meeting.

Subject: 2

The Principal discussed about the arrangements to be made for Sports Day Celebrations and informed that Mr. K. Shankar, Senior Manager, Indian Bank, The Nilgiris, International Medalist in Athletics will be the Chief Guest.

Subject: 3

The Principal stated that the College Day will be celebrated and the meritorious students will be awarded with certificates and medals.

Rev. Sr. Dr. V. J. Sheela, Principal, Providence College For Women, Coonoor will be the Chief Guest.

Subject: 4

The Principals said that the Lamp Lighting ceremony should be organized for the outgoing students and the necessary arrangements to be made for the function.

Subject: 5

The students of the of Self Financing wing expressed their willingness to conduct Farewell for their final year students in Gem Park Star Hotel, Ooty and the same was approved by the Principal.

Subject: 6

The students of Self Financing wing were willing to organize the Literary fest Cognizance'24.

There being no other matter the meeting was adjourned after vote of thanks proposed by the IQAC Co-ordinator, Dr. J. Iswarya



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Action Taken

- On 01.03.2024, Sports Day was celebrated. Mr. K.Shankar, Senior Manager, Indian Bank, The Nilgiris, International Medalist in Athletics distributed the prizes as the Chief Guest.
- On 09.03.2024, the College Day was celebrated. Rev. Sr. Dr. V. J Sheela, Principal, Providence College For Women, Coonoor was the Chief Guest and awarded the proficiency certificates and medals to the meritorious students.
- On 04.03.2024, Farewell party was given to the outgoing students.
- On 27.03.2024, the Lamp Lighting ceremony was celebrated for the outgoing students.