

EMERALD HEIGHTS COLLEGE FOR WOMEN

Affiliated to Bharathiar University
Re-Accredited with B++ by NAAC (3rd Cycle)
Finger Post, Udhamandalam-643006

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 20.05.2020 at 3.00p.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 create an awareness to the students on the pandemic situation.**
- 3. Discussion about online classes.**
- 4. To organize webinars for the students.**
- 5. Discussion to encourage the staff to participate/attend webinars.**
- 6. To conduct online Quizzes and competitions.**
- 7. Any other matter.**
- 8. Vote of Thanks.**

Date: 14.05.2020.

Place: Ootacamund.

To

All the members of the IQAC.

MINUTES OF THE IQAC MEETING

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

Subject 2:

Due to the pandemic situation the Principal informed the Department Heads to create an awareness among the students about the safety measures to be followed to avoid the spread of the Covid 19 virus.

Subject 3:

It was decided that the NSS co-coordinators must circulate messages /slogans/flyers through WhatsApp to create awareness about the disease.

Subject 4:

The Principal said that the pandemic situation should not be a hindrance to the education for the students. Madam insisted the Department Heads to start online classes for the students.

Subject 5:

The Principal instructed the Department Heads to organize National and International webinars for the students.

The Principal insisted the staff to attend webinars, refresher courses and online Faculty Development Programmes to enhance their knowledge during this lockdown.

Subject 6:

To make the online classes interesting for the students the Department Heads wanted to conduct online Quizzes and Competitions for the students.

There being no other matter the meeting was adjourned after the vote of thanks proposed by the IQAC co-ordinator, Kavitha.R

Action Taken

- On 01.06.2020 an online Awareness programme for students on Viral Infections and Precautions to be taken was delivered by Dr.S.Manonayaki,Head and Associate Professor ,Dept of Zoology.
- From 04.05.2020 to 06.05.2020 three webinars were organized on the following topics by the Department of B.Com CA and Computer Science...
 1. Constructive practices for uncertain post COVID -19 by Mr.Balaji, Sr.Officer HR ATS -ELGi LTD, Coimbatore,
 2. Unlock the Lockdown by Corporate Etiquette by Ms.Swathi Business Process Head, Amazon.
 3. Accelerate your Competency in this Epidemic Environment by Mr.Pratap Hr.Executive POFI- Technologies, Coimbatore.
- Online classes were started for the students from 08.06.2020. The staff and students were asked to maintain their dress code and be regular to their classes.
- The Department of English organized an International Webinar on 'Catastrophic Effects of Global Adversities and the Therapeutic Power of Literature' on 20.05.2020.The eminent resource person Dr.Florence K.Capellan (Philippines) and Prof.Shobha Jagtap (Libya) deliberated extensively on the topic. Around 300 participants were benefitted by the webinar.
- On 26.05.2020 webinar on the topic 'Constructions of Graphs from groups' was held for Mathematics students.Dr.S.Kavitha Asst.Prof.Dept of Mathematics, Gobi Arts and Science College,Gobichettipalayam was the resource person.
- On 03.06.2020 a webinar on 'Applications on Graph Theory' covering the topics 1.Distance In Graphs and Total Domination Concepts in Graphs' was organized by the Department of Mathematics. The resource persons were Dr.John Asst.Prof.Dept of Mathematics Govt College of Engineering,Tirunelveli and Dr.Sujin Flower,Asst.Prof.,Holy Cross College Nagerkoil.

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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 28.08.2020 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 improve the students 'attendance for the online classes .**
- 3. To conduct an online Parents Teachers Meeting.**
- 4. To prepare the final year students for online examinations.**
- 5. Wild Life Week Celebration by Department of Zoology.**
- 6. Any other matter.**
- 7. Vote of thanks.**

Date: 24.08.2020

Place: Ootacamund.

To

All the members of the IQAC.

MINUTES OF THE IQAC MEETING

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

Subject 2:

The Principal addressed that due to the pandemic situation online classes were being conducted and this is a challenging time for the education system and the staff should monitor the student's attendance. Madam said that the students must on their video throughout the classes and should seat themselves in an isolated place to avoid distractions.

Subject 3:

The Heads of the Department wanted to conduct an Online Parents Teachers meeting to discuss about the students attendance and any inconvenience in conducting online classes.

Subject 4:

The Head of the Department of Zoology wanted to celebrate the Wild Life Week in the month of October by conducting competitions like Elocution, Drawing, Painting etc

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

Action Taken

- Regular online classes were conducted for the students.
- On 10.09.2020 an Online Parents Teachers meeting was conducted to discuss about the students attendance and feedback about the online classes.
- On 05.10.2020, Online Wildlife Week Celebration was organized by the Hoopoe-Ecoclub of Department of Zoology on the topic ' Role of Students in Conserving Wildlife' .Dr.K.Saravanan,Asst.Prof.Dept.of Zoology, Nehru memorial college,Puthanampatti,Trichy gave a lecture to the students.
- On 07.10.2020 Mr.A.David, Asst.Prof. Dept of Commerce, N.G.PArts & Science College, Coimbatore delivered a lecture on 'Impact of Corona on Wildlife-People in -Animal out.'
- On 09.10.2020, various competitions like Elocution, Drawing and Painting was organized by the Hoopoe-Eco Club of Dept of Zoology as a part of wildlife week celebration.

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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 02.12.2020 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. Discussion regarding reopening of the college for the final year students.
3. Discussion on regular classes for the final year students and online
4. Classes for the first and second year students.
5. To conduct regular internals for the students.
6. Any other matter.
7. Vote of thanks.

Date: 30.11.2020

Place: Ootacamund.

To

All the members of the IQAC.

MINUTES OF THE IQAC MEETING

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

Subject 1:

The Principal said that as per the Government order regular classes will commence for the final year students from 07.12.2020. Therefore in this regard proper measures like regular sanitizing of class rooms and furniture must be followed. Social Distancing and wearing of mask must be monitored. Principal said that the HOD of each department must take care of precautionary measures of their department.

Subject 2:

The Principal said that online classes for first and second years must be conducted regularly.

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

ACTION TAKEN

- On 07.12.2020 regular classes started for the final year students. SOP was maintained. Regular sanitizing of class rooms and furniture was done. Social Distancing and thermal checking was done.
- On 09.09.2020 internal exams were conducted for the Students.

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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 04.01.2021 at 3.00p.m in the seminar hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1. Welcome address by the Principal.**
- 2. Department of English-Association activities.**
- 3. Celebration of Ramanujam Day by the Department of Mathematics.**
- 4. Department of Commerce- Association Activities.**
- 5. To conduct Placement drives for the final year students.**
- 6. To conduct Seminars, Workshops and webinars for students.**
- 7. Any other matter.**
- 8. Vote of thanks.**

Date: 28.12.2020

Place: Ootacamund.

To

All the members of the IQAC.

MINUTES OF THE IQAC MEETING

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

Subject 2:

The HOD of English wanted to organize the association activities of their Department.

Subject 3:

HOD of Mathematics informed about Plantation in memory of Ramanujam Day.

Subject 4:

Department of Commerce wanted to conduct their association activities.

Subject 5:

The Principal said that placement drives must be conducted for the final year students.

Subject 6:

Since the students were regular to college the principal insisted to conduct workshop and seminars maintaining SOP.

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

Action Taken

- **Activities organized by Department of English Literature.**
 - On 21.01.2021, 11.02.2021 and 04.03.2021 the Debating Club organized Debate with the motto Combat of the Intellect. The club with the Title 'The Rivals' takes up current topics for discussion to enhance students cognizance.
 - On 20.01.2021, 10.02.2021 and 03.03.2021 the Drama Club with the title' The Mask' conducted their dramatic events with the motto rediscover your true self in the other.
 - On 19.01.2021,09.02.2021and 02.03.2021the Quiz club- motto- Feed the Hungry Mind organized a Quiz programme.
 - On 08.03.2021 the music Club with the motto 'If music be the food of life, plays on conducted music competition.
 - On 16.03.2021 students-seminar on 'Myriad Approaches to Literature' and a workshop on 'Communicative Skills 'was organized.Dr.David Arputharaj .Asst Prof,Dept of English and Foreign Languages, Bharathiar University, Coimbatore was the resource person. Around 20 students presented papers.
- On 18.03.2021 Department of Commerce Organized the Department Association Activities. -
- On 20.02.2021 Department of Mathematics celebrated Ramanujam Day.
- On 08.03.2021 each department celebrated International Women's Day within their Department.
 - Dr.Monika Hana and Mr.Prakash, Senior Revenue Inspector gave an awareness speech on Voting Rights.
 - Ms.Nithila Bohra and Ms.Rashmi delivered a speech on Women Empowerment.

On 12.03.2021 a seminar on Bridging the Gap between College and Corporate was organized for the Computer Science and B.Com CA Department students.

Mr Harris Kumar,HR of ENOVA Software and Hardware Solutions Pvt.Ltd,Coimbatore was the speaker.

On 17.03.2021 a placement drive was conducted for the final year students by ENOVA Software and Hardware Solutions Pvt.Ltd, Coimbatore. 20 students were selected.