

# **EMERALD HEIGHTS COLLEGE FOR WOMEN**

Affiliated to Bharathiar University  
Re-Accredited with B<sup>++</sup> by NAAC (3<sup>rd</sup> Cycle)  
Finger Post, Udthagamandalam-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 24.07.2017 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 start new PG courses.
  - i.MA English Literature
  - ii.M.Sc Computer Science
- 3.To construct a new PG block.
- 4.To conduct awareness programmes by the NSS Unit.
- 5.To conduct regular Placement/ Training activities.
- 6.Any other matter.
- 7.Vote of Thanks.

Date : 18.07.2017

Place : Ootacamund.

To

All the members of the IQAC.

## **MINUTES OF THE IQAC MEETING**

### **Subject : 1**

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

### **Subject : 2**

The Head of the Department of English Literature and Computer Science were willing to start PG courses in their Department. The Principal approved their suggestion and directed to send the application to the University for starting new courses.

### **Subject : 3**

Since the college was about to start new PG courses the members of the faculty suggested to construct a new PG block.

### **Subject : 4**

The NSS coordinators stated that they were willing to organize some awareness programmes for the welfare of the students.

### **Subject : 5**

To prepare the students to get selected in interviews, the Heads of the Department suggested to conduct Seminars on Skill development for the students.

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

## **Action Taken**

- **Applications for starting of new courses were sent to the Bharathiar University.**
- **On 27.07.2017, an awareness program on computer based techniques was organized by Shakthi and Yeshwanth from IDBI Bank,Coimbatore.**
- **On 15.08.2017, our college students conducted cultural programmes as part of Independence Day celebration and were awarded with the second prize by the District Collector.**
- **On 30.08.2017, an awareness programme on viral fever was conducted by Dr.G.Shreedharan ,Epidemiologist, DDHS, Nilgiris.**

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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 25.09.2017 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 arrange a study tour for the students as suggested by the Heads of the Department.
3. To conduct workshop for the students.
4. To conduct Graduation day for the 2015 passed out students.
5. To arrange a Parents Teachers Meeting.
6. Any other matter.
7. Vote of thanks.

Date : 18.09.2017

Place : Ootacamund.

To

All the members of the IQAC.

## **MINUTES OF THE IQAC MEETING**

### **Subject : 1**

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

### **Subject : 2**

Since every year the students were taken to different places on a study tour ,this year the students wanted to visit Goa.

### **Subject : 3**

Members of the faculty of the Department of Computer Science wanted to conduct workshop with hands on experience for their students.

### **Subject : 4**

The Heads of the Department insisted about organizing the graduation day for the 2012-2015 batch students.

### **Subject : 5**

After the first internals, the Heads of the department wanted to have a parents teachers meeting to discuss about the students' performance with their parents.

### **Subject : 6**

The Principal instructed all the Department heads to organize regular seminars and lectures for their Department students.

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

## Action Plan

- On 08.09.2017, a workshop on Dot net was conducted by Mr. Azhar Shariff, Software Engineer, IIT Robokart, Mumbai.
- On 14.09.2017, 75 students and 6 members of the faculty visited Goa and 50 students with 4 members of the faculty visited Chennai and Pondicherry.
- On 08.10.2017 the 14<sup>th</sup> graduation day was celebrated and 250 students were graduated by our Honorable Vice Chancellor Dr. Ganapathy.
- On 03.11.2017, a Parents teachers meeting was conducted. Students' attendance and internal marks were discussed with the parents.

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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 08.12.2017 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 conduct FETE
3. To celebrate the Department functions, as suggested by the Heads of the Department.
4. The NSS volunteers wanted to conduct a 7 days camp.
5. To organize placement drives for the final year students.
6. Vote of thanks.

Date : 01.12.2017

Place : Ootacamund.

To

All the members of the IQAC.

## **MINUTES OF THE IQAC MEETING**

### **Subject:1**

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

### **Subject : 2**

Every year food fest was celebrated and the money generated will be donated to the orphan ages. This year, the students wanted to celebrate the FETE with the title "PALOOZA"

### **Subject : 3**

Each Department used to conduct their department activities such as exhibitions, paper presentations and Quizzes. This year also, the Heads of the Department requested the Principal to grant permission for the same.

### **Subject : 4**

The NSS coordinators wanted to conduct a seven days camp at Kasthuribai colony and Indra colony,Ooty.

### **Subject : 5**

The Principal instructed the IQAC coordinator to organize seminars and placement drives for the final year students.

### **Subject : 6**

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

## **Action Plan**

- FETE- food festival “PALOOZA” was celebrated on 05.01.2018.
- On 05.01.2018 the Ramanujam Club-of the Department of Mathematics conducted a Mathematical Exhibition.
- On 05.02.2018, the Department of Commerce and Computer Science organized their department activities.
- A seven days camp was held in Kasthuri bai colony and Indra Nagar from 18.12.2017 to 24.12.2017. The NSS volunteers cleaned the colony and taught the children basic English and Mathematics.
- On 09.01.2018 Savitha Bojan from ‘NEAR FOUNDATION’ ,Ootacamund gave a lecture on Banking Exams.
- **PLACEMENTS**
- On 10.10.2017, Bharath Vidhyalaya Higher Sec.School,Gobicettipalayam placed 35 students.
- On 20.12.2017, IDBI Federal Life Insurance,Coimbatore placed 35 students.
- On 08.01.2018, AB ACADEMY,Coimbatore placed 40 students.
- On 09.02.2018, Bright Star Educational Institution,Coimbatore placed 35 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 05.02.2018 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. Department activities by Department of Zoology.
3. Extension Activities by the Students.
4. College Cultural.
5. Graduation Day celebrations.
6. Sports Day celebration.
7. College Day Celebrations.
8. Any other matter.
9. Vote of thanks.

Date : 29.01.2018

Place : Ootacamund.

To

All the members of the IQAC.

## MINUTES OF THE IQAC MEETING

### Subject:1

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

### Subject:2

Head of the Department of Zoology wanted to conduct their Department activities.

### Subject:3

It was decided to take the students to a Home for the aged in Nanjanadu and Deaf and Dumb School in Ooty as a part of extension activity.

### Subject:4

As a part of entertainment, every year College culturals will be celebrated for the students to bring out their talents in the off-stage and on - stage events. This year it was finalized with the title 'ROZALIA'

### Subject:5

The Principal said that the 15<sup>th</sup> Graduation Day should be organized and the necessary arrangements to be made for the function.

### Subject:6

It was decided to celebrate our College Sports Day and it was also decided to invite Dr.Manju Pushpa,Physical Director,Bharathiar University,Coimbatore as the Chief Guest.

### Subject:7

The Heads of the Department wanted to Celebrate College Day.

### Subject:8

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

## **Action Plan**

- **On 27.03.2018, the 15<sup>th</sup> Graduation Day was celebrated with Dr. Premavathy Vijayan, Vice Chancellor, Avinashiligam, Deemed University as the Chief Guest.**
- **On 16.02.2018 and 17.02.2018, our college culturals were celebrated with the title ROZALIA'18. Dr. Jayaraman, Women Development Officer, The Nilgiris was the Chief Guest. Ms. V.Reshma of III B.Com CA won the title ROZALIA'18.**
- **On 05.03.2018 our College day was celebrated. Mrs. Kala RJD, Coimbatore was the chief guest.**
- **On 02.03.2018 our college Sports Day was celebrated and Dr. Manju Pushpa, Physical Director, Bharathiar University, Coimbatore was the Chief Guest.**