

EMERALD HEIGHTS COLLEGE FOR WOMEN

Affiliated to Bharathiar University
Re-Accredited with B⁺⁺ by NAAC (3rd 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 07/07/2021 at 3.30 p.m. through Zoom online platform from Emerald Heights College for Women, Ootacamund. All the members are requested to attend the meeting without fail.

AGENDA

- 1. Welcome Address by the Principal.**
- 2. To improve the attendance in online classes.**
- 3. To conduct webinars.**
- 4. To organize seminar on Stress Management and to cope-up with online classes.**
- 5. To organize Online Workshop by Department of English.**
- 6. To conduct awareness programmes on Covid 19 Vaccine by the NSS Unit.**
- 7. Vote of Thanks.**

Date : 28.06.2021

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. K.Sujatha who chaired the meeting.

Subject : 2

The Principal instructed the Heads of the Departments to improve the students attendance for online classes.

Subject : 3

To enhance the students' knowledge during the pandemic situation, the Principal instructed the Head of the Departments to conduct webinars in their respective department.

Subject : 4

To organize an awareness programme on Stress Management to cope-up with online classes by the Department of Zoology.

Subject : 5

To improve the Communicative skills of the students the Head of the Department of English wanted to organize a webinar on the same.

Subject:6

The Principal of the College informed the Head of the Departments to create an awareness about Covid vaccine among 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 27.08.2021, an online workshop on ‘A Practical Introduction to Phonetics’ was conducted by the Department of English. Dr.V.Neelakandan,Associate Professor of English ,Sri Ramakrishna Mission Vidhyalaya College of Arts and Science,Coimbatore,served as the resource person.**
- **On 30.09.2021, a Guest Lecture was given on Employment and Career Guidance by C.Subramanian, Asst Director,Employment Office ,Ootacamund.**
- **On 7.10.2021, an awareness programme to cope-up with online classes was conducted by the Department of Zoology.Dr.Poornajith.,M.D District Psychiatrist,Govt.Medical College and Mrs.Subathra Devel,M.A.M.Sc Yoga delivered a speech on the Importance of Yoga.**

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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 08.09.2021 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 celebrate the Department function – Busifest by Department of Commerce .**
3. **To Inaugurate the, Literary Association by the Department of English.**
4. **To organize Career Guidance Programme for the students.**
5. **To Organize an on line lecturer series by Department of English.**
6. **To celebrate Ramanujam Day by Mathematical Association, Department of Mathematics.**
7. **To celebrate Wild Life Week by the Department of Zoology.**
8. **To celebrate ‘The Month of Nutrition’ by Department of Zoology.**
9. **To organize Webinars and E-workshop by Department of Commerce.**
10. **Vote of thanks.**

Date : 31.08.2021

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.K.Sujatha who chaired the meeting.

Subject : 2

The Head of the Department of Commerce wanted to celebrate their Department function with the title ' Busifest'.

Subject : 3

The Head of the Department of English wanted to inaugurate the activities of the Department's Literary association activities.

Subject : 4

The Principal insisted the Heads of the Department to organize Career Guidance programme for to students.

Subject : 5

The Department of English wanted to conduct an Online Lecture Series to their students in Introduction on Greek Drama.

Subject : 6

The Department of Mathematics wanted to conduct the department activities on Ramanujam Day by the Mathematical Association with the title 'Mathaazium2021'.

Subject : 7

To celebrate the Wild Life Week by Department of Zoology and to conduct a few competitions based on wild life.

Subject : 8

The Head of the Department of Zoology wanted to celebrate the 'Nutrition Month' on the Title 'Food as immune booster' and Dr.Arun,Asst Surgeon will be the Chief Guest.

Subject : 9

To create an awareness on the Job opportunities and to impart knowledge on Project Work amongst the students, the Department of Commerce wanted to organize a few webinars on the title “DISCOVER YOUR FUTURE OPPORTUNITIES” and “STATISTICAL SURVEY AND COLLECTION OF DATA”

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 23.09.2021, The Literary Association was inaugurated. The Drama Club, the Quiz Club, the Music Club and the Debate Club conducted events respectively to improve the academic skills of the students through Co-curricular
- On 29.09.2021, the Department of Commerce conducted BUSIFEST function. Competitions on Rangoli, Mehendi, Bridal make-up, Fireless cooking, Paper presentation, Art out of waste, Group dance, Duet, Vegetable carving were organized.
- On 01.10.2021, the Literary Association conducted the on –stage and off -stage events Ms. Mary Flora Teacher in St. Hilda's School and Junior College, Ooty was the Chief Guest and distributed the certificates and prizes.
- On 02.12.2021, the Department of Commerce organized a webinar titled “DISCOVER YOUR FUTURE OPPORTUNITIES. Mr. Asif Nazar, Career Expert Avodha Edutech Pvt Ltd was the speaker. He gave details regarding job oriented training courses like Stock Market, Beautician Course, Mobile Repair, Relationship Management, Store Management, Corporate Office Associate and Hospital Management.
- On 03.12.2021, an online lecture series on ‘Introduction to Greek Drama’ was handled by Dr. R. Santhakumari (Rtd) Associate professor, Kongunadu Arts and Science College, Coimbatore. The second session was held on 20.12.2021.
- On 9.12.2021, Hoopae Club of Department of Zoology organized various competitions in the title ‘Integration of Herbal Drugs with Modern Medicine to Combat Covid -19.’
- On 10.12.2021, the Department of Commerce organized a webinar “STATISTICAL SURVEY AND COLLECTION OF DATA” The Chief Guest of this function was Dr. N. Thahira, Head of the Department, Hajee Karutha Rowther Howdia College, Uthamapalayam, Theni.
- On 13.12.2021, a seminar was organized on ‘Project Genesis- Employability Skills’ by Dr. Joby V.J. HR of Transform Tech, Coimbatore.

- On 16.12.2021, Department of Mathematics celebrated 'Mathhaazium 2021' and exhibited charts, puzzles and working models.
- On 20.12.2021, a guest lecture on 'Resume Building' was delivered by Dr.Vidhya.M, Chief Director of Enova Technologies, Coimbatore.
- On 21.12.2021, seminar on 'Application of Mathematics in Science and Technology -A CFD Approach' was organized by Department of Mathematics, Dr.Parthasarathy Nanjundan, Full Time Researcher, Research Institute of Industrial Science and Technology, South Korea was the Resource Person.
- On 28.12.2021, a seminar on 'Digital Marketing' by Mr.Mohamed Ali, Managing Director, Leheca Technologies was organized for the students of the Self Financing Wing.
- On 18.04.2022 and 19.04.2022, the Department of Commerce organized an E-Workshop Tools for Accounting Automation (Tally).

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It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 03.12.2021 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 Department Activities by Department of Commerce with Computer Application.**
- 3. To conduct Department activities by Department of Computer Science.**
- 4. To organize a Parents Teachers meeting.**
- 5. To organize a Placement and Training workshop by Department of English.**
- 6. To conduct Seminars by all the Departments.**
- 7. To discuss on Christmas celebrations.**
- 8. Any other matter.**
- 9. Vote of thanks.**

Date : 25.11.2021

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. K.Sujatha who chaired the meeting.

Subject : 2

The Department of B.Com CA wanted to celebrate their department function with the title 'Flair Trinity Dodger'

Subject : 3

The Department of Computer Science was willing to conduct their Department activities with the title ' Tech Phantom'.

Subject : 4

The Principal informed the Heads of the Department to conduct Parents Teachers Meeting and to discuss about the students performance and attendance with the parents.

Subject : 5

The Department of English wanted to conduct a Placement Training workshop on 'Career Trajectory and Professional Updating'.

Subject : 6

To improve the students knowledge the Principal informed the Heads of the Department to organize seminars in their respective fields.

Subject : 7

The Heads of the Department wanted permission for Christmas celebration and the same was granted.

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 10.12.2021, the Department of B.Com.CA conducted their department activities with the title 'Flair Trinity Dodger' .The students presented paper videos on advertisement etc. The winners were awarded certificates.**
- **On 17.12.2021, Department of Computer Science organized their Department activities with the title 'Tech phantom'. The students organized exhibition and displayed working models.The winners were awarded certificates.**
- **On 18.12.2021, a Parents Teachers Meeting was conducted. The teachers discussed about the students performance and attendance with the parents.**
- **On 20.12.2021, a Placement Training Workshop on Career Trajectory and Profession Updation was organized by the Department of English with Ms.Ramya Online Educator(Alumna – Department of English, Emerald Heights College For Women,Ooty) as the resource person.**
- **On 23.12.2021, Christmas was celebrated by our college staff and 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 09.03.2022 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 an online FDP by Department of English.
3. To organize an online alumni meet and conduct Literary Competitions by the Department of English.
4. To celebrate College Day.
5. To plan a one day visit to Black Thunder.
6. The students of Self Financing Wing of the college wanted to celebrate Food Fest.
7. Discussion regarding College Tour.
8. Any other matter.
9. Vote of thanks.

Date : 28.02.2017

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. K.Sujatha who chaired the meeting.

Subject : 2

The Department of English wanted to organize an online FDP to their Department members of the Faculty. Dr.Mala Pandurangan Principal,Dr.BMN College of Home Science, Mumbai will be the resource person.

Subject : 3

The Department of English wanted to conduct an Online Alumni Meet and organize their department activities.

Subject : 4

The Principal informed that the College Day will be celebrated in the month of April and informed the Heads of the Department to make the necessary arrangements for the function. It was decided to invite Ms.Monika Rana IAS,SADP- Project Director as the Chief Guest.

Subject : 5

The first year students of the Self Financing Departments were willing to go to Black Thunder for a one day picnic. Permission for the same was granted.

Subject:6

Every Year Food Fest will be celebrated by the students of self financing Wing of the College and the money earned will be donated to the poor students.

Subject:7

The students of B.ComCA and Computer Science wanted to visit Goa and the students of English Literature ,Mathematics ,Zoology and B.Com wanted to go to Cochin and Alleppey.

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

Action Taken

- On 24.02.2022, a lecture on 'Emotional Intelligence' was delivered by Threelok.K, Trainer Soft skills, Attitude Path.
- On 14.03.2022, the Department of English conducted several competitions like Just a minute, Pencil Sketching Quiz etc. Ms Haseena Banu an Alumna of the Department was the Judge and Quiz master.
- On 22.03.22, a talk on TNPSC Exams was given by Dr.T.K.Kirubakaran, Director Vivekananda IAS Acedemy.
- On 24.03.2022, an On line meeting was organized by the Department of English. Around 40 members of the Alumni Association participated and interacted with each other.
- On 29.03.2022, an online Faculty Development Programme on 'Working towards Qualitative Publications an Integral Component of Good Research' was conducted by the Department of English. Dr Mala Panduranga (Alumna of Department of English 1981-1984 Batch) Principal, Dr.BMN College of Home Science, Mumbai, was the Resource Person.
- On 13.04.2022, 158 students and 7 members of the faculty went to Black Thunder.
- On 20.04.2022, 95 students and 6 members of the faculty went to Cochin and on 05.05.2022 56 students and 6 members of the faculty went to Goa for an Educational tour.
- On 28.04.2022, The College Food Fest was celebrated with the title 'Mystical Taste'. Students prepared variety of dishes and stalls were arranged to sell them.
- On 30.04.2022, College Day was celebrated. As discussed earlier Ms.Monika Rana IAS was the Chief Guest and Madam distributed the prizes.

University Rank Holders .

- 1.Harishoba Gurung-I rank Dept of Zoology
- 2.Nirmala Gurang -II rank Dept of Zoology
- 3.Nishma Sherine.M-III rank Dept of Zoology
- 4.Vishnu Priya.N.M-V rank Dept of Zoology
- 5.Pavithra.M-IX rank Dept of Zoology

- **6.Maria Princy.B-V rank Dept of Information Technology**
 - **7.SelviRajeshwari.C-VIII rank Dept of Master of Commerce.**
- The above rank holders were honored by the Chief Guest on College Day.**