

# **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 06.06.2019 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 organize In-service training program.**
- 3. To Start NET coaching classes.**
- 4. To create a new website**
- 5. To apply for two new add on courses.**
- 6. Discussion on fresher's day celebration.**
- 7. Any other matter.**
- 8. Vote of Thanks.**

**Date : 03.06.2019**

**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. S. Parvathi who chaired the meeting.

### **Subject : 2**

The HOD of Zoology stated that The Tamilnadu State Council has funded Rs 90,000 to conduct the In-service Training program for the Science Teachers who work in the schools in and around Ooty, in our college.

It was resolved that Dr. Swarnalatha, Asst Prof Department of Zoology would be the Co-ordinator of the program.

### **Subject : 3**

The Head of the department of English, Dr.K.Sujatha insisted on starting NET Coaching classes for MA English students.

### **Subject : 4**

The Principal said that a new college website will be created. The Principal informed that all the faculties of all the departments should work on it by submitting their department data and photos to be uploaded in the website. The staff suggested to create a new e-mail ID for the same. It was finalized as [ehcfw2019@gmail.com](mailto:ehcfw2019@gmail.com) will be the mail ID to submit the department data.

### **Subject : 5**

The department of English and Mathematics wanted to start new add on courses and the same was agreed by the Principal. Department of English chose Diploma in Communicative English and Department of Mathematics chose Certificate course in Multimedia.

### **Subject : 6**

As the first years were given a welcome party every year by the second and third years the staff wanted permission to celebrate freshers day this year also and the same was consented.

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

#### **Action Taken**

- **In service training program was conducted from 01.07.2019 to 05.07.2019.**
- **Fresher's Day was Celebrated on 06.07.2019.**
- **NET Coaching class was started from 09.07.2019.**
- **Two add on courses 1. Diploma in Communicative English and 2.Certificate Course in Multimedia were started.**

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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 04.09.2019 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. 150<sup>th</sup> Gandhi Jayanthi celebration.
3. To conduct Parents Teachers Meeting.
4. Literary fest by Department of Mathematics.
5. Quiz competition by Department of English.
6. Industrial Visit by students of Department of Commerce.
7. District level Quiz competition for Higher Secondary Schools by Department of Computer Science.
8. "Le Maschere" Literary Program by students of MA English Literature.
9. Work Shop for Computer Science Students.
10. Literary Association by Department of Self Finance.
11. To organize many seminars, guest Lectures and Paper Presentations in all the Departments.
12. Any other matter.
13. Vote of thanks.

Date : 30.08.2019

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.S.Parvathi who chaired the meeting.

### **Subject : 2**

The Principal said that since it is 150<sup>th</sup> Gandhi Jayanthi our college should clean the main road in Ootacamund from main Bus stand to Charring Cross.

### **Subject : 3**

As the first internals was over the Heads of the Department wanted to conduct the parents teachers meeting to discuss about the students attendance and performance in internal with their parents.

### **Subject : 4**

Head of the department of Mathematics wanted to conduct their department Literary Function and Exhibition.

### **Subject : 5**

Head of the department of English decided to conduct a quiz competition and a music competition.

### **Subject : 6**

Every year students will be taken to Industrial Visit this year the students of B.Com CA were on the same. It was decided to take them to Shakthi Sugars Pvt. Ltd., Erode.

### **Subject : 7**

Faculties and students of Department of Computer Science were willing to conduct a District level Quiz Competition to all the Higher Secondary Students in and around Nilgiris.

### **Subject : 8**

The MA English Literature students were willing to conduct a Literary Fest and inter department competitions such as music, dance, fashion parade etc and the Principal consented the same.

### **Subject : 9**

Every year a workshop will be conducted for the second and third years of Department of Computer Science. This year it was decided to have it in the topic Dot Net.

### **Subject : 10**

The students of Department of Self Finance were willing to conduct their Literary fest and the same was approved by the Principal.

### **Subject : 11**

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

### **Subject : 12**

The NSS Co-Ordinators wanted to conduct a few awareness programs to the NSS volunteers.

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

### **Action Plan**

- On 02.10.2019 on account of 150th Gandhi Jayanthi the college students cleaned the road from Bus stand to Charring Cross.
- On 19.10.2019 Parents Teachers Meeting was conducted.
- Department of English conducted Quiz Competition on 06.12.2019.
- Department of Mathematics conducted their Ramanujan Mathematical Association on 11.01.2020.
- The students of Department of Commerce visited Shakthi Sugars Pvt. Ltd, Erode on 18.09.2019.

- District Level Quiz Competition was conducted on 04.10.2019 by Department Of Computer Science.
- Workshop ON Dot was conducted on 13.09.2019 for students of Department of Computer Science.
- The Students of Department of Commerce Participated in COMFEST '19 State Level Competitions held at Bharathiar University and won the overall championship Trophy.
- On 21.09.2019 Students of Department of Self of Finance conducted their Literary Fest.
- Department of English organized their department program in the Title "Le Maschere "
- Students of B.Com Presented Paper in International Conference - 'Challenges in Dynamic of Commerce Management' in Hindustan College of Arts and Science Coimbatore.

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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 05.12.2019 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. Music and Drama Competition by Department of English.**
- 3. Industrial Visit by Department of Computer Science Students.**
- 4. To organize Placement Drives and Placement training.**
- 5. To conduct Food Fest "Yammiastic"**
- 6. NSS activities.**
- 7. To conduct sports events.**
- 8. Any other matter.**
- 9. Vote of thanks.**

**Date : 02.12.2019**

**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. S.Parvathi who chaired the meeting.

### Subject : 1

The Head of the Department of English stated that their students were willing to conduct Music and Drama competition in their department and wanted permission for the same.

### Subject : 2

The faculties of the Department of Computer Science wanted to take their students to Industrial Visit to KGISL,Coimbatore and Indian Institute of Soil and Water Conservation.

### Subject : 3

The Principal insisted the Heads of the Department to bring many Institutions for Placement for the final years and this year all the final years should have an offer letter in the hand while leaving the college.

### Subject : 4

Every year the Department of Self Finance conducts Food Fest and the money collected will be used for Extension Activity.This year it was decide to celebrate in the name "YUMMIASTIC".

### Subject : 4

The Principal insisted the NSS Coordinators to conduct many NSS activities.

### Subject : 5

Since our sports Day will be celebrated in the month of February the Principal said that the intramural events will be conducted in the first and second week of February.

## 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

- On 13.12.2019 music and on 20.12.2019 drama Competitions were held by Department of English.
- On 19.12.2019 the students of Department of Computer Science were taken to Indian Institute of Soil and Water Conservation, Ooty and on 20.12.2019 were taken to KGISL, Coimbatore.
- On 11.01.2020 Food Fest Yammiastic was celebrated and the money collected was used for Green Auditing and Extension activity.
- NSS Activities
  - A. From 13.01.2020 to 19.01.2020 the NSS students visited Ullathi Village and conducted 7 days Camp
  - B. Road safety awareness program was organised on 24.01.2020
  - C. Traffic Week Competition was held in RTO office, Ooty
  - D. National Voters Day was Celebrated in HADP Tribal Center Ooty.
- Intramural Sports Events-Chess, Carrom, Badminton, Throw ball, Basket Ball and athletics were conducted from 02.02.2020 to 28.02.2020.
- Placements

| S.No | Date       | Institution  | Number of Students Placed |
|------|------------|--|---------------------------|
| 1.   | 06.01.2020 | Bharath Vidyala Higher Secondary School, Gobiccetpalayam | 28                        |
| 2.   | 09.01.2020 | Bright Star Educational Institution                      | 215                       |
| 3.   | 27.01.2020 | Winners Institute of Communicative English.              | 25                        |
| 4.   | 28.01.2020 | Micheal's Academy of Communicative English               | 32                        |
| 5.   | 03.03.2020 | Surety Insurance, Coimbatore                             | 42                        |

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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 03.02.2020 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. One Day National Level Conference by Department of English.**
- 3. Extension Activities by the Students.**
- 4. Two days camp by final years and a visit to Black Thunder.**
- 5. College Cultural.**
- 6. Graduation Day and Alumni Meet.**
- 7. Sports Day celebration.**
- 8. Women's Day Celebration.**
- 9. Any other matter.**
- 10. Vote of thanks.**

**Date : 29.01.2020**

**Place : Ootacamund.**

**To**

**All the members of the IQAC.**

## **MINUTES OF THE IQAC MEETING**

- 1. The members of the IQAC were greeted and welcomed by the Principal, Dr. S. Parvathi who chaired the meeting.**
- 2. The Head of the Department of English stated that their Department has planned to organize a One Day National Level Conference in the title "Revisiting Myths." It was decided to Invite Dr.N.Ramani,Head of the Department English (Rtd)from PSG college of Arts And Science ,Coimbatore for Inauguration.**
- 3. It was decided to take the students to ASHIA Residential Rehabilitation Center for the Differently Abled, Ooty and Deaf and Dumb School,Ooty as a part of extension activity.**
- 4. The final years were willing to visit Camp Mistea, Kotagiri for two days camp with trekking and rest were willing to visit Black Thunder water Theam Park,Mettupalayam.**
- 5. As a part of entertainment every year College culturals will be celebrated for the students to perform the off-stage and on - stage events. This year it was finalized in the title "VIBRANCE 2020".**
- 6. The Principal said that the 17<sup>th</sup> Graduation Day will be celebrated on 08.02.2020 and the necessary arrangements to be made for the function as discussed earlier. Following the Graduation Day the Alumni Meet to be conducted by the respective Departments.**
- 7. It was decided to celebrate our 51<sup>st</sup> Sports Day on 29.02.2020 and S.Jayachandran, District Sports and Youth Welfare Officer as the Chief Guest.**
- 8. The Heads of the Department wanted to Celebrate Women's Day by conducting a few cultural activities on 07.03.2020.**
- 9. There being no other matter the meeting was adjourned after vote of thanks proposed by the IQAC Co-ordinator,Kavitha.R.**

## **Action Plan**

- On 08.02.2020 Graduation Day was celebrated Dr. K. Murugan, Registrar I/c , Bharathiar University was the Chief Guest.
- 108 students were taken to Camp Mistea Resorts in Kotagiri on 10.02.2020 and returned on 11.02.2020 and on 15.02.2020 120 students were taken to Black Thunder, Mettupalayam.
- On 11.02.2020 as a part of extension activity the students visited ASHIA Residential Rehabilitation Center for the Differently Able ,Ooty and Deaf and Dumb School, Ooty and donated Stationery.
- On 25.02.2020 to 27.02.2020 our college cultural was celebrated. Mr. Babu, Project Director ,Women Welfare, The Nilgiris was the Chief Guest. Ms. Gabriella of III Maths won the Overall Trophy.
- On 29.02.2020 our college Sports Day was celebrated and the overall Trophy was won by Department of B.Com. CA.
- ON 06.03.2020 a One Day National Seminar was conducted with Two Technical Sessions.

The first session was headed by. Mr. Stephen, Associate Professor, Department of English, Christu Jeyanthi College, Bengaluru and the second session by Mrs. Sreedevi K Menon, Assistant Professor, Department of English, Mercy College, Palakkad.

- On 07.03.2020 Women's Day was celebrated with cultural programs and the college Principal distributed Ice creams to all the Students.