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# Providence College for Women (Autonomous)

Autonomous Institution Affiliated to Bharathiar University

SPRINGFIELD, COONOOR - 643 104, THE NILGIRIS.

Reaccredited by NAAC A Grade

Ref. No.

Date.....

IQAC / Circular I / 2022-23

22.07.2022

To

The Heads of the Departments

## IQAC First Quarterly Meeting - Intimation

The IQAC team along with Sr. Principal and Sr. Secretary will have the first quarterly meeting with the Dean, the Academic Council, the Deputy Controller of Examinations, the Heads of the Departments and the Club and Committee Coordinators on 28.07.2022 in the Guest Lounge of the college at 10.30 am.

IQAC Coordinator



(Dr. Savidha R.)

**IQAC Coordinator**

**Providence College for Women  
(Autonomous)  
Coonoor.**

Chairperson IQAC

(Dr. Sr. Sheela V.J.)

**PRINCIPAL,**

**Providence College For Women,  
COONOOR - 643104.**

1. Shani Rajkumar

5. B. S. Rajkumar

2. Dr. N. VISALAKSHI (BOT)

6. Dr. Suresh (Eco)

3. Dr. K. Sathish Kumar (EG)

4. H. J. S.

5. B. Suresh K.

PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS), COONOR

IQAC First Quarterly Meeting on 28.07.2022

Members Present

S.No.	Name	Designation	Position	Signature
1	Sr. Anne Pamplany	Secretary	Secretary	<i>Sr. Anne</i>
2	Dr. Sr. Sheela V.J.	Principal	IQAC Chairman	<i>Dr. Sheela V.J.</i>
3	Dr. Savidha R.	Assistant Professor	IQAC Coordinator	<i>Savidha</i>
4	Dr. Jyothi M.	Assistant Professor	DQAC Coordinator	<i>Jyothi</i>
5	Dr. Beulah Gideon	Assistant Professor	Member IQAC	<i>Beulah Gideon</i>
6	Mr. Karthikeyan R.	Assistant Professor	Member IQAC	<i>R. Karthikeyan</i>
7	Dr. Preethi T.	Assistant Professor	Member IQAC	<i>Preethi</i>
8	Sr. Arockiamary J.	Administrative Representative	Member IQAC	<i>Sr. Arockiamary</i>
9	Mrs. Mary Vinolia C.	Administrative Representative	Member IQAC	<i>Mrs. Vinolia</i>
10	Dr. Hemasrikumar	Associate Professor	Dean of Academics	<i>Hemasrikumar</i>
11	Dr. Beulah Vijayarani C.	Assistant Professor	Deputy Controller of Examinations	<i>C. B. Vijayarani</i>
12	Dr. Sudha N.	Assistant Professor	HOD, Dept. of History	<i>N. Sudha</i>
13	Dr. Hemalatha C.	Assistant Professor	HOD, Dept. of Economics	<i>C. H. Hemalatha</i>
14	Dr. Annie Christie M.S.	Associate Professor	HOD, Dept. of Maths	<i>Annie Christie M.S.</i>
15	Dr. Visalakshi N.	Associate Professor	HOD, Dept. of Botany	<i>N. Visalakshi</i>
16	Dr. Preethi T.	Assistant Professor	HOD, Dept. of Computer Science	<i>Preethi</i>

17	Ms. Sashi Rekha B.	Assistant Professor	HOD, Dept. of Commerce	B. S. Reddy
18	Dr. Malarvizhi F.	Associate Professor	HOD, Dept. of Tamil	D. J.
19	Dr. Josephine Gladys C.	Assistant Professor	Placement Officer	Chitra

#### Members Absent

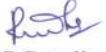
S.No.	Name	Designation	Position
1	Dr. Kavitha Kumaran	Director of Physical Education	Dean, Student affairs Member IQAC
2	Dr. Gomathi	Assistant Professor	Member IQAC
3	Dr. Bhuvana N.	Assistant Professor	HOD, Dept. of English

#### Points of discussion

S. No.	Points of discussion	Action Plan / Activity details	Responsibility
1.	Orientation for students	Power point presentation regarding the activities of the college and special guest address by two Psychiatrist	IQAC
2	Induction programme for Freshers	5 days induction programme on spoken English	IQAC and the Department of English
3.	Academic Calendar	Academic calendar for the year 2022-23	Staff secretary and treasurer
4.	Finalising the Add on courses	Based on the students requirements courses should be finalised.	Dean, Academic Council and Coordinator Certificate courses
5	Reconstituting the committees	Guidance and career guidance <ul style="list-style-type: none"> <li>• Guidance</li> <li>• Aptitude</li> <li>• Placement Training</li> </ul>	Dr. Anitha
		Scholarship	Dr. Jeeva

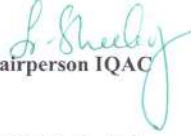
		Non-Governmental scholarship and Philanthropist scholarship	HoDs
		Magazine committee – Research details	Dr. Gomathi from IQAC and Dr. Gladys Magazine coordinator
6.	Revising the Rules of regulations for students	After meeting the student council the Discipline committee will reframe the rules.	Dr. Baby coordinator, SGRC.
7.	Code of conduct	The code of conduct should be submitted by the concerned coordinator in the assigned format.	Dr. Jyothi M. DQAC Coordinator, IQAC Criterion 7.
8	Code of conduct for Research	After meeting the Research guides and research scholars the research advisory committee will finalise the code of conduct	Coordinator, Research Advisory Committee.
9	NIRF parameters should be briefed to the faculty.	A seminar should be organised in NIRF parameters.	IQAC
10	To ensure the curriculum enhancement <ul style="list-style-type: none"> <li>• the clarity in Syllabus revision</li> <li>• introduction of new courses</li> <li>• CO and PO mapping</li> </ul>	The Academic Council should train teachers regarding curriculum development so they can get concrete knowledge for revising the syllabus.	Dr. Hema Srikumar Dean, Academic Council
10	Updating the Website		DQAC member of the Departments
11	Online Feedback	Feedback should be collected through the website.	Mr. Karthikeyan IQAC member, Criterion
12	Reframing Best outgoing student proforma for UG and PG		IQAC

13	Revising Staff self-appraisal	Based on the Suggestion from the management and the staff a proforma should be formed.	IQAC
14	Internal Audit follow up	Internal Audit was conducted on the 16th and 17th of June. to confirm the rectifications follow up should be done	IQAC



IQAC Coordinator

(R.SAVIDHA)



Chairperson IQAC

(Sr.Dr. Sheela V.J.)

# Providence College for Women (Autonomous)

Autonomous Institution Affiliated to Bharathiar University

SPRINGFIELD, COONOR - 643 104, THE NILGIRIS.

Reaccredited by NAAC A Grade

Ref. No.

Date.....

IQAC / Circular 4 / 2022-23

09.09.2022

To

The Heads of the Departments

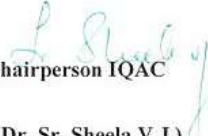
## IQAC II Quarterly Meeting - Intimation

The IQAC team along with Sr. Principal and Sr. Secretary will have the second quarterly meeting with the Dean, the Academic Council, the Deputy Controller of Examinations, the Heads of the Departments and the Club and Committee Coordinators on 13.09.2022 in the Guest Lounge of the college at 10.30 am.

IQAC Coordinator

  
(Dr. Savidha R.)


Chairperson IQAC

  
(Dr. Sr. Sheela V.J.)

IQAC Coordinator  
Providence College for Women  
(Autonomous)  
Coonor.

PRINCIPAL,  
Providence College For Women,  
COONOR - 643104.

1. 

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2. Dr. N. VISALAKSHY (BOTANY)

For  
Dr. Suresh C (FAC)

3. Dr. K. Santhosh Kumar (CS)

4. 


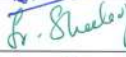


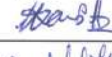

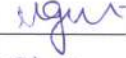

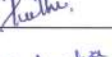



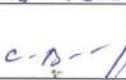

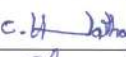
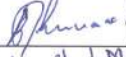
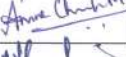

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PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS), COONOOR

IQAC Second Quarterly Meeting on 13.09.2022

Members Present

S.No.	Name	Designation	Position	Signature
1	Sr. Anne Pamplany	Secretary	Secretary	
2	Dr. Sr. Sheela V.J.	Principal	IQAC Chairman	
3	Dr. Savidha R.	Assistant Professor	IQAC Coordinator	
4	Dr. Jyothi M.	Assistant Professor	DQAC Coordinator	
5	Dr. Kavitha Kumaran	Assistant Professor	Member IQAC	
6	Dr. Beulah Gideon	Assistant Professor	Member IQAC	
7	Dr. Gomathi M.	Assistant Professor	Member IQAC	
8	Mr. Karthikeyan R.	Assistant Professor	Member IQAC	
9	Dr. Preethi	Assistant Professor	Member IQAC	
10	Sr. Arockiamary J.	Administrative Representative	Member IQAC	
11	Mrs. Mary Vinolia C.	Administrative Representative	Member IQAC	
12	Dr. Hemasrikumar	Associate Professor	Dean of Academics	
13	Dr. Beulah Vijayarani C.	Assistant Professor	Deputy Controller of Examinations	
14	Dr. Sudha N.	Assistant Professor	HOD, Dept. of History	
15	Dr. Hemalatha C.	Assistant Professor	HOD, Dept. of Economics	
16	Dr. Bhuvana N.	Assistant Professor	HOD, Dept. of English	
17	Dr. Annie Christie M.S.	Associate Professor	HOD, Dept. of Maths	
18	Dr. Visalakshi N.	Associate Professor	HOD, Dept. of Botany	

19	Dr.Preethi T.	Assistant Professor	HOD, Dept. of Computer Science	<i>Preethi</i>
20	Mrs. Sashi Rekha B.	Assistant Professor	HOD, Dept. of Commerce	<i>B. S. Rekha</i>
21	Dr. Josephine Gladys C.	Assistant Professor	Placement Officer	<i>Josephine</i>

**Members Absent**

S.No.	Name	Designation	Position
1	Dr. Malarvizhi F.	Associate Professor	HOD, Dept. of Tamil

**The following points were discussed**

1. IQAC Coordinator briefed the action taken on the previous IQAC meeting held on 28.07.2022.

S.No.	Points discussed	Action Taken
1.	Student Orientation	18.07.2022
2.	Student Induction Programme	19.07.2022- 27.07.2022
3.	Updating the website	Channelised for updation

**2. Points of discussion**

S. No.	Points of discussion	Action Plan / Activity details	Responsibility
1.	To modify the data collection strategy	Department Criterion in charges will report to IQAC Criterion members directly	IQAC members and DQAC members
2.	Honorarium for research publications	To encourage the faculty to publish research articles.	IQAC
3.	Departments must conduct any one of the Conference/Seminar/Workshop once in a year.	HoDs are requested to discuss and decide on the Conference/Seminar/Workshop the departments	HoDs



4.	To reduce the complaints regarding examinations and evaluation	Examination Grievances Redressal Cell	CoE and CIA Committee
5.	Academic Audit with External Members	To strengthen the curriculum and the teaching -learning practice better evaluation should be done.	IQAC Team
6.	Course Outcome and Programme Outcome attainment should be calculated	Question papers should be prepared based on Bloom's taxonomy. The CoE Section will analyse the software.	Dean, Academic Council, Controller of Examinations and IQAC.
7	Research Policy should be reframed	Research advisory committee will reframe the research policy and will be finalised by IQAC, Sr. Principal and the Management.	Research Advisory Committee
8	Consultancy Policy	Distribution of consultancy amount should be discussed by the IQAC with the Management and will be finalised.	Management and IQAC (Dr. Gomathi)
9	Internship should be mandatory for the II and III UG students	As a skill development practice students are encouraged to do internships and should be included in the curriculum.	Dean, Academic Council and the HoDs
10	Staff Orientation	Soft skill training	IQAC Team
11	MS Office training for faculty	To facilitate the data collection Excel training should be given to the faculty	Computer Science Department and IQAC (Dr. Preethi)



**IQAC Coordinator**

**(R.SAVIDHA)**



**Chairperson IQAC**

**(Sr.Dr. Sheela V.J.)**

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SPRINGFIELD, COONNOOR - 643 104, THE NILGIRIS.

Reaccredited by NAAC A Grade

Ref. No.

Date.....

IQAC / Circular 14 /2022-23

19.12.2022

To

The Heads of the Departments

The Dean, Academic Council

The Deputy Controller of Examinations

Coordinators of Clubs and Committees

## IQAC Third Quarterly Meeting - Intimation

The IQAC team along with Sr. Principal and Sr. Secretary will have the third quarterly meeting with the Dean, the Academic Council, the Deputy Controller of Examinations, the Heads of the Departments and the Club and Committee Coordinators on 22.12.2022 in the Guest Lounge of the college at 10.30 am.

IQAC Coordinator



(Dr. Savidha R.)

**IQAC Coordinator**  
**Providence College for Women**  
**(Autonomous)**  
**Coonnoor.**

Chairperson IQAC

(Dr. Sr. Sheela V.J.)

**PRINCIPAL,**  
**Providence College For Women,**  
**COONNOOR - 643104.**

1. Shanidha R. I. For Dr. Isaac (Eco)

2. Dr. N. VISALAKSH (BOT) B. B. S. Reddy

3. Dr. K. Santhosh Kumar (CS) 9.

4. H. J. B. 10.






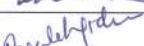
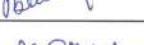

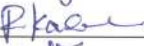





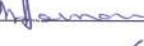


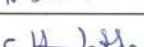

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PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS), COONOR

IQAC Third Quarterly Meeting on 22.12.2022

Members Present

S.No.	Name	Designation	Position	Signature
1	Sr. Anne Pamplany	Secretary	Secretary	
2	Dr. Sr. Sheela V.J.	Principal	IQAC Chairman	
3	Dr. Savidha R.	Assistant Professor	IQAC Coordinator	
4	Dr. Jyothi M.	Assistant Professor	DQAC Coordinator	
5	Dr. Kavitha Kumaran	Assistant Professor	Member IQAC	
6	Dr. Beulah Gideon	Assistant Professor	Member IQAC	
7	Dr. Gomathi M.	Assistant Professor	Member IQAC	
8	Mr. Karthikeyan R.	Assistant Professor	Member IQAC	
9	Dr. Preethi	Assistant Professor	Member IQAC	
10	Sr. Arockiamary J.	Administrative Representative	Member IQAC	
11	Mrs. Mary Vinolia C.	Administrative Representative	Member IQAC	
12	Dr. Hemasrikumar	Associate Professor	Dean of Academics	
13	Dr. Beulah Vijayarani C.	Assistant Professor	Deputy Controller of Examinations	
14	Dr. Sudha N.	Assistant Professor	HOD, Dept. of History	
15	Dr. Hemalatha C.	Assistant Professor	HOD, Dept. of Economics	
16	Dr. Bhuvana N.	Assistant Professor	HOD, Dept. of English	
17	Dr. Annie Christie M.S.	Associate Professor	HOD, Dept. of Maths	
18	Dr. Visalakshi N.	Associate Professor	HOD, Dept. of Botany	
19	Dr. Preethi T.	Assistant Professor	HOD, Dept. of Computer Science	

20	Mrs. Sashi Rekha B.	Assistant Professor	HOD, Dept. of Commerce	B. S. Reddy
21	Dr. Josephine Gladys C.	Assistant Professor	Placement Officer	Reddy

#### Members Absent

S.No.	Name	Designation	Position
1.	Dr. Bhuvana N.	Assistant Professor	HOD, Dept. of English
2.	Dr. Hemasrikumar	Associate Professor	Dean of Academics
3.	Dr. Beulah Gideon S.	Assistant Professor	Member IQAC

#### The following points were discussed

1. IQAC Coordinator briefed the action taken on the previous IQAC meeting held on 13.09.2022.

S.No.	Points discussed	Action Taken
1.	Extended committee meeting planned	02.02.2023
2.	'MS Office' Training Planned	10.02.2023
3.	NIRF workshop Planned	11.04.2023
4.	External Academic Audit planned	19.04.2023 -20.04.2023

#### 2. Points of discussion

S. No.	Points of discussion	Action Plan / Activity details	Responsibility
1	NIRF Nodal officer		
2	IQAC Extended Committee Meeting	To have a cordial meeting with the IQAC extended committee members regarding the functioning of IQAC.	IQAC
3	Best Outgoing Student Award	Proforma for the Best Outgoing Student Award for UG and PG will be revamped	IQAC

4	Staff Self Appraisal	Proforma for staff Self appraisal will be revamped.	Principal and IQAC
5	Department should suggest one consultant to put up in the website	Departments will discuss the strengths of consultants of the department and the details will be displayed on the website.	HoDs and the research committee
6	IRINS registration ORCHID ID	To register in the IRINS portal the faculty should have an ORCHID ID.	Librarian and IQAC (Criterion 3)
7	Policy for the code of ethics		
Annual reports			
7	Academic Council	-	Dean, Academic Council
8	Add on Courses	-	Dr. Jacquelin Martin , Coordinator, Certificate Committee
9	Student support and progress	-	Dean, Student Affairs.
10	Controller of Examination	-	CoE section and CIA Committee
11	Extension	-	Ms. Mirna and Dr. Gomathi (IQAC)
12	IQAC Annual report	-	IQAC Coordinator
13	Sr. Principal's report	-	Dr. Cynthia George, Dr. Beulah Gideon (IQAC) and Sr. Principal
14	Magazine	-	Dr. Gladys, Coordinator Magazine Committee



**IQAC Coordinator**

**(R.SAVIDHA)**



**Chairperson IQAC**

**(Sr.Dr. Sheela V.J.)**