



## 1<sup>st</sup> IQAC MEETING MINUTES

**DATE: 05/08/2020**

**TIME: 3.00 PM**

**VENUE: Online- G Meet**

The IQAC meeting was held in the Google Meet on 05/08/2020 to discuss about the following points with the members.

1. Dr S.Murugesan-Principal
2. Dr K.C.Lalithambika-Vice Principal
3. Prof S.Asaithambi-VicePrincipal
4. Dr S.B.Ninu-IQAC Coordinator & Head, Dept of Bcom ISM
5. Mrs. E.R. Jessie Kirubarani – Head, Dept. of B.com (BM) & (A/F)
6. Mr. T.S. Ruba Kannan – Head, Dept. of B.com (G)
7. Mr C.Kandaswamy– Head, Dept. of B.com (CA) & Economics
8. Mr. B. Ravikumar – Head, Dept. of BBA
9. Mr S.Arun– Head, Dept of Maths
10. Mr. K .Somasundaram – Head, Dept of BCA
11. Mrs. P.T. Kasthuri Bai – Head, Dept of Computer Science
12. Mr. D. Sivakumar – Head, Dept of Tamil
13. Dr R.Vijayalakshmi- Head, Dept of Physics
14. Dr.C.Karthick-Head, Dept of Chemistry
15. Mrs A.Yogameena-Head, Dept of Bsc S/A

16. Mr A.Vasantha Jayaseelan –Head, Dept of BSW
17. Dr I.Isaivani-Head, Dept of PBPB
18. Dr.Karukuvel-Head, Dept of Bcom (G)-Shift II
19. Mrs.C.Vijayalakshmi-Head, Dept of BCA-Shift II
20. Mrs S.Jayasudha-Head, Dept of Criminology
21. Mr.S.Shankar- Placement Officer & Asst.Prof, Dept of BBA

**Agenda:**

1. Academic Calendar & Action Plan
2. Virtual Learning Setup
3. Webinars & Online Quiz
4. Parents-Teachers Meeting

## **Minutes of the Meeting:**

### **1. Academic Calendar & Action Plan**

- The department activities and common functions of the college were finalized for the academic calendar.
- The Head of the department asked to submit the action plan for the academic year 2020-2021 with the budget estimation.

### **2. Virtual Learning Setup**

- As per the Government order, due to the pandemic the college was decided to handle the online classes.
- Decided to handle the online classes in LMS tool G-Meet.
- The technical team leads the training session for all the staff members.

### **3. Webinars & Online Quiz**

- Departments were encouraged to organize webinars in virtual platform.
- To update the knowledge of the students in various fields like academics, general knowledge, analytical abilities, quantitative reasoning, decided to organize the virtual quiz competition in online mode.

### **4. Parents-Teachers Meeting**

- Decided to organize the PTA meeting in G-Meet.
- The feedback was collected from the parents.

  
Dr S.B.Ninu

IQAC Coordinator

Coordinator

IQAC- Thiruthangal Nadar College



## 2<sup>nd</sup> IQAC MEETING MINUTES

**DATE: 07/12/ 2020**

**TIME: 10.30 AM**

**VENUE: Principal Chamber**

The IQAC meeting was held in the Principal Chamber on 07/12/2020 to discuss about the following points with the members.

1. Dr S.Murugesan-Principal
2. Dr K.C.Lalithambika-Vice Principal
3. Prof S.Asaithambi-Vice Principal
4. Dr S.B.Ninu-IQAC Coordinator & Head, Dept of Bcom ISM
5. Mrs. E.R. Jessie Kirubarani – Head, Dept. of B.com (BM) & (A/F)
6. Mr. T.S. Ruba Kannan – Head, Dept. of B.com (G)
7. Mr C.Kandaswamy– Head, Dept. of B.com (CA) & Economics
8. Mr. B. Ravikumar – Head, Dept. of BBA
9. Mr S.Arun– Head, Dept of Maths
10. Mr. K .Somasundaram – Head, Dept of BCA
11. Dr. P.T. Kasthuri Bai – Head, Dept of Computer Science
12. Mr. D. Sivakumar – Head, Dept of Tamil
13. Dr R.Vijayalakshmi- Head, Dept of Physics
14. Dr.C.Karthick-Head, Dept of Chemistry

15. Mrs A.Yogameena-Head, Dept of Bsc S/A
16. Mr A.Vasantha Jayaseelan –Head, Dept of BSW
17. Dr I.Isaivani-Head, Dept of PBPB
18. Dr.Karukuvel-Head, Dept of Bcom (G)-Shift II
19. Mrs.C.Vijayalakshmi-Head, Dept of BCA-Shift II
20. Mrs S.Jayasudha-Head, Dept of Criminology
21. Mr.S.Shankar- Placement Officer & Asst.Prof, Dept of BBA

**Agenda:**

- 1. MOU's-Certificate Programme**
- 2. Outreach Programme**
- 3. Vaccination Drive**
- 4. Registration for NPTEL**
- 5. Research Publications**
- 6. Renewal of IQAC**
- 7. Inauguration of Basketball court**

## **Minutes of the Meeting:**

### **1. MOU's-Certificate Programme:**

- To strengthen the linkages & conduct certificate courses the department were asked to sign the MOU's.

### **2. Outreach Programme**

- To increase the experiential learning, the departments were instructed to organize the industrial visit for the students.

### **3. Vaccination Drive:**

- To ensure the collective health of the college, management decided to arrange the vaccination drive.

### **4. Registration for NPTEL**

- The staff members were instructed to register the NPTEL courses.

### **5. Research Publications**


- Insist the staff members to author the books and contribute chapters in Research Journals.
- To promote research culture, it was instructed that every staff members must publish a minimum of one research paper.

### **6. Renewal of IQAC**

- Decided to renew the IQAC.

### **7. Inauguration of Basketball court**

- To keep the students engaged and fit, it was decided to build "TNC Basket Ball Court".

  
Dr S.B.Ninu  
Coordinator  
IQAC- Thiruthangal Nadar College



### 3<sup>rd</sup> IQAC MEETING MINUTES

**DATE: 12/04/2021**

**TIME: 10:30 AM**

**VENUE: Principal chamber**

The IQAC meeting was held in the Principal Chamber on 12/04/2021 to discuss about the following points with the members.

1. Dr S.Murugesan-Principal
2. Dr K.C.Lalithambika-Vice Principal
3. Prof S.Asaithambi-Vice Principal
4. Dr S.B.Ninu-IQAC Coordinator & Head, Dept of Bcom ISM
5. Mrs. E.R. Jessie Kirubarani – Head, Dept. of B.com (BM) & (A/F)
6. Mr. T.S. Ruba Kannan – Head, Dept. of B.com (G)
7. Mr C.Kandaswamy– Head, Dept. of B.com (CA) & Economics
8. Mr. B. Ravikumar – Head, Dept. of BBA
9. Mr S.Arun– Head, Dept of Maths
10. Mr. K .Somasundaram – Head, Dept of BCA
11. Mrs. P.T. Kasthuri Bai – Head, Dept of Computer Science
12. Mr. D. Sivakumar – Head, Dept of Tamil
13. Dr R.Vijayalakshmi- Head, Dept of Physics
14. Dr.C.Karthick-Head, Dept of Chemistry

15. Mrs A.Yogameena-Head, Dept of Bsc S/A
16. Mr A.Vasantha Jayaseelan –Head, Dept of BSW
17. Dr I.Isaivani-Head, Dept of PBPB
18. Dr.Karukuvel-Head, Dept of Bcom (G)-Shift II
19. Mrs.C.Vijayalakshmi-Head, Dept of BCA-Shift II
20. Mrs S.Jayasudha-Head, Dept of Criminology
21. Mr.S.Shankar- Asst.Prof, Dept of BBA

**Agenda:**

- 1. Bridge Courses**
- 2. Induction Programme**
- 3. Microsoft Teams Training**
- 4. Alumni Interface**
- 5. Log Book**



## **Minutes of the Meeting:**

### **1. Bridge Courses**

- It was decided to conduct bridge course for first year students.

### **2. Induction Programme**

- IQAC decided to conduct Induction Programme for the new staff members.

### **3. Microsoft Teams Training**

- To promote the quality of e-learning in institution, it was decided to purchase MS Teams.
- Decided to lead the training programme by the technical team to invoke the MS Teams for the staff members.

### **4. Alumni Interface**

- The departments were instructed to update the alumni database and make alumni to participate in the department activities.
- Decided to conduct alumni-guest lecture.

### **5. Log Book**

- To improve the quality of the data standard, it was decided to maintain the log book for the attendance, work done & marks entry.

  
Dr S.B.Ninu

**IQAC Coordinator**

**Coordinator**  
**IQAC- Thiruthangal Nadar College**



## 4<sup>th</sup> IQAC MEETING MINUTES

**DATE: 20/09/2021**

**TIME: 3.00 PM**

**VENUE: IQAC**

The IQAC meeting was held in the IQAC room on 20/09/2021 to discuss about the following points with the members.

1. Dr K.C.Lalithambika-Principal Incharge
2. Prof S.Asaithambi-Vice Principal-Admin
3. Dr S.B.Ninu-IQAC Coordinator & Head, Dept of Bcom ISM
4. Mrs. E.R. Jessie Kirubarani – Head, Dept. of B.com (G)
5. Mr. T.S. Ruba Kannan – Head, Dept. of B.com (CA) & Economics
6. Mr C.Kandaswamy– Head, Dept. of B.com (BM)
7. Mr. B. Ravikumar – Head, Dept. of BBA
8. Mr S.Arun– Head, Dept of Maths
9. Mr. K .Somasundaram – Head, Dept of BCA
10. Dr. P.T. Kasthuri Bai – Head, Dept of Computer Science
11. Mr. D. Sivakumar – Head, Dept of Tamil
12. Dr R.Vijayalakshmi- Head, Dept of Physics
13. Dr.C.Karthick-Head, Dept of Chemistry
14. Dr I.Isaivani-Head, Dept of PBPB
15. Mrs S.Jayasudha-Head Dept of Criminology

16. Mr V.Raghavendran-Head, Dept of Bsc S/A
17. Mrs K. Saradha Devi –Head, Dept of BSW
18. Dr N.Santhana Vadivoo- Head, PG Dept of Commerce
19. Dr.A.Ambethraja-Head, PG Dept of Comp.Science
20. Mrs K.Pamme Nesakumari-Dept of English
21. Mrs.R.Sharmila-Head, Dept of Bcom A/F
- 22 Dr S.Anitha-Head, Dept of Bcom (CS)
23. Mrs K.Mangai-Head, Dept of Bcom (G)-Shift II
24. Dr P.Baluswamy-Head, Dept of Bcom (CS)-Shift II
25. Mrs.C.Vijayalakshmi-Head, Dept of BCA-Shift II
26. Mr.S.Shankar- Placement Officer & Asst.Prof, Dept of BBA

**Agenda:**

- 1. E-governance**
- 2. Website updation**
- 3. Student Council Election**
- 4. Webinars & Workshop**
- 5. Soft skill**
- 6. National Level FDP**
- 7. International Webinar**

## **Minutes of the Meeting:**

### **1. E-governance**

- For the quality initiative, ERP module for attendance, Timetable, Exam/Marks was discussed and templates were suggested.

### **2. Website updation**

- The faculty profiles, department activities, extracurricular activities should be updated in the website.

### **3. Student Council Election**

- To promote the student leadership, the student council election was proposed and the process was discussed. The head of the departments were requested to submit the list of nominees taking into consideration the overall performance of students in academics & extracurricular activities.

### **4. Webinars & Workshop**

- Departments were encouraged to organize national/International level webinars/Workshop in MS Teams.

### **5. Softskill**

- Decided to conduct Online Soft skill class For IInd & IIIrd year students with "Be positive Academy"

### **6. National Level FDP**

- To enrich the quality of teaching, IQAC was decided to conduct 2 days online National FDP programmes for the faculty members.

### **7. International Webinar**

- Decided to conduct the collaborative International webinar by the PG Department of computer science.

  
Dr. S. B. Nithu

**IQAC Coordinator**

**Coordinator**

**IQAC- Thiruthangal Nadar College**