



1st 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.Vasanth 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. Academic Calendar & Action Plan**
- 2. Bridge Courses**
- 3. Induction Programme**
- 4. Microsoft Teams Training**
- 5. Alumni Meeting & Interface**
- 6. Log Book**

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 2021-2022 with the budget estimation.

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 on 09-08-2021.

3. Microsoft Teams Training

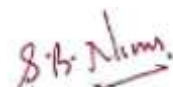
- To promote the quality of e-learning in institution, it was decided to purchase MS Teams.
- Decided to lead the training programme by the technical team to invoke the MS Teams for the staff members.

4. Alumni Meeting & Interface

- The Alumni meeting was decided to be held on 28-08-2021.
- 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



2nd 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.

S.B. Ninu

Dr S.B.Ninu
IQAC Coordinator



3rd IQAC MEETING MINUTES

DATE: 20/12/2021

TIME: 3.00 PM

VENUE: IQAC

The IQAC meeting was held in the IQAC room on 20/12/2021 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. Research Publications**
- 2. Outreach Programmes**
- 3. Industrial Visit**
- 4. SSR Preparation-NAAC Cycle II**
- 5. Principal Selection**

Minutes of the Meeting:

1. Research Publications

- The staff members were encouraged to publish more number of papers in UGC care journals.
- Insist to publish books/Chapter Edited/Reviewer.

2. Outreach Programmes

- The departments insisted on organizing the outreach programmes for the students to engage them in service activities and encouraged them to work with the society to help, uplift and support those in need.
- To initiate one month outreach programme.

3. Industrial Visit/Study Tour

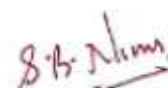
- Departments were encouraged to organize Industrial Visits for the students to focus the experiential learning.

4. SSR Preparation-NAAC Cycle II/NIRF/INDIA TODAY/AISHE

- The IQAC started the data collection work for the SSR-NAAC cycle II.
- NIRF & AISHE Submission On 11-02-2022
- INDIA TODAY Ranking Data Submission -18-02-2022.

5. Principal Selection

- Recruited the new principal of Thiruthangal Nadar College on 2-03-2022



Dr S.B.Ninu

IQAC Coordinator



4th IQAC MEETING MINUTES

DATE: 03/03/2022

TIME: 3.00 PM

VENUE: IQAC

The IQAC meeting was held in the IQAC room on 03/03/2022 to discuss about the following points with the members.

1. Dr.S.Srividhya-Principal
2. Dr K.C.Lalithambika-Vice Principal-Acdemic
3. Prof S.Asaithambi-Vice Principal-Admin
4. Dr S.B.Ninu-IQAC Coordinator & Head, Dept of Bcom ISM
5. Mrs. E.R. Jessie Kirubarani – Head, Dept. of B.com (G)
6. Mr. T.S. Ruba Kannan – Head, Dept. of B.com (CA) & Economics
7. Mr C.Kandaswamy– Head, Dept. of B.com (BM)
8. Mr. B. Ravikumar – Head, Dept. of BBA
9. Mr S.Arun– Head, Dept of Maths
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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. Dr I.Isaivani-Head, Dept of PBPB
16. Mrs S.Jayasudha-Head Dept of Criminology
17. Mr V.Raghavendran-Head, Dept of Bsc S/A
18. Mrs K. Saradha Devi –Head, Dept of BSW
19. Dr N.Santhana Vadivoo- Head, PG Dept of Commerce
20. Dr.A.Ambethraja-Head, PG Dept of Comp.Science
21. Mrs K.Pamme Nesakumari-Dept of English
22. Mrs.R.Sharmila-Head, Dept of Bcom A/F
- 23 Dr S.Anitha-Head, Dept of Bcom (CS)
24. Mrs K.Mangai-Head, Dept of Bcom (G)-Shift II
25. Dr P.Baluswamy-Head, Dept of Bcom(CS)-Shift II
26. Mrs.C.Vijayalakshmi-Head, Dept of BCA-Shift II

Agenda:

- 1. Seminar/Workshop**
- 2. Training for Competitive Exam**
- 3. Mentor: Mentee –Personal & Professional Workshop**
- 4. IT Career Guidance for Fast Learners**
- 5. AQAR Submission 2020-2021**
- 6. IQA Submission-NAAC Cycle II**
- 7. IQAC-Exit Form Template**
- 8. MOUs & Certificate Courses**
- 9. Mega Job Fair**
- 10.PTA Meeting**
- 11.Placement Day**
- 12.TNPSC Exam**
- 13.External Audit**
- 14.Funded Project**
- 15.Village Adaptation Scheme**

Minutes of the Meeting:

1. Seminar/Workshop

- **Insist all the departments to initiate the events in 04 domains namely,**
 - **Knowledge Enrichment Programme**
 - **Skill Development Programme**
 - **Life Skill Enhancement Programme**
 - **Intellectual Property Rights**

2. Training for Competitive Exam

- The faculty members are instructed to train the students for TMB bank examination.
- To focus on Mathematics (Numerical Ability), Basic English & Computer Knowledge and need to coach on a regular basis.

3. Mentor: Mentee –Personal & Professional Workshop

- As per the NAAC guideline the IQAC was decided to conduct the Mentoring workshop for the Mentors to deal the students.

4. IT Career Guidance for Fast Learners

- The IQAC decided to give the career guidance programme for the Fast Learners of the Computer science Background students to enrich their knowledge in the IT Competitive world.

5. AQAR Submission 2020-2021

- The AQAR 2020-2021 was submitted on 02-05-2022.

6. IIQA Submission-NAAC Cycle II

- **The IQA-NAAC Cycle II was submitted on 25-05-2022.**
- **Get the approval from the NAAC on 02-06-2022 to start the SSR Cycle II**

7. IQAC-Exit Form Template:

- **IQAC designed the new template EXIT Form for the staff who were resigning the job from the institution, to get the suggestions (confidential feedback) for the growth of the institution.**

8. MOUs & Certificate Courses:

- **Insist the departments to sign MOU for conducting the certificate courses to do some value addition related to any of the subjects.**

9. Mega Job Fair

- **The placement and Career guidance cell decided to organize the “Mega Job Fair” for the benefit of the students with 35+ companies to recruit that were going to be invited.**

10. PTA Meeting

- **Decided to conduct PTA meeting for the Students to receive the feedback from the parents that shows the transparency of CIE.**

11. Placement Day

- **The Placement cell Along with the management decided to distribute the offer letters of the placed students to the parents.**

12. TNPSC Exam

- **Our college decided to conduct the Tamilnadu public Service Commission Examinations for the benefits of staff welfare.**

13. External Audit

- **Decided to conduct the External Academic Audit for the Academic year 2022-2023 for all the departments.**
- **IQAC should present the overall performance of the academic growth for the academic year 2022-2023.**

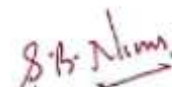
- Decided to invite 05 External Auditors from various colleges from the IQAC discipline area.

14. Funded Project

- **To initiate the funded project for research in our campus by the staff members.**

15. Village Adaptation Scheme

- **Discussion to get approval from central government for the implementation of Unath Bharath Abiyan Scheme for Adopting 05 villages.**



Dr S.B.Ninu
IQAC Coordinator