

MTNC/ IQAC/ 2018-2019

08.06.18

CIRCULAR

A meeting is scheduled for the Criterion Convenors in IQAC office on Tuesday, the 12<sup>th</sup> June 2018 at 10.30 a.m. All the Convenors are requested to attend the meeting without fail.



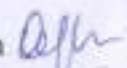
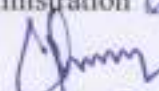
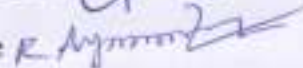
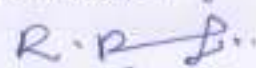

**AGENDA:**

1. Students Satisfaction Survey
2. Preparation of Campus, Department and files to be prepared for the Peer team visit
3. Any other matter

~~IQAC - Convenor~~

IQAC - Advisor

PRINCIPAL

Criterion -I	D.Vimala, Asst Prof of English	
Criterion -II	Dr. R.Dhanalakshmi, Asst Prof of English	
Criterion -III	R.Meenakshidevi, Asst Prof of Business Administration	
Criterion -IV	Dr. N. Parimalanayakhi, Asst Prof of English	
Criterion -V	Dr.R.Arputharaj, Asst Prof of Commerce	
Criterion -VI	R.Praiya, Asst Prof of History	
Criterion -VII	Dr. V.P.R.Rathi, Asst Prof of English	

**ACTION TAKEN REPORT**

1. Students were informed over phone and in person to respond to the mail sent to their personal e mail Id by NAAC.
2. All the Heads' of the departments were requested to update the SSS report to the IQAC office.
3. The Criterion Convenors and the Convenors of various clubs were asked to keep the files ready for the visit.
4. All the Criterion Convenors submitted the required files with evidence in the IQAC office on time.

### MINUTES OF IQAC MEETING HELD ON 12.06.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Advisor:	Prof. R.Rajagovindasamy
Senior Administrative Officers:	Mr.A.Alagarsamy
	Mrs. G.Bathmavathi
Members:	Dr. N. Thenpandian
	Dr. A. Arivu Chelvam
	Dr.V.Suresh Babu
	Dr.R.Alagesan
	Prof.D.Vimala
	Prof. R.Praiya
	Prof. R.Meenakshidevi
Member from the management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran
	Ms.P.Anubharathi
Industrialists:	Mr.R.Rajasekaran
	Mr.R.Sridhar
<b>IQAC</b> Convenor	Dr.A.Ramasubbiah

- Resolved to prepare AQAR by Dr. A. Arivu Chelvam and Dr.R.Alagesan
- Resolved to prepare Principal's Presentation for Peer team visit
- Decided to keep the other necessary files in the IQAC office

MTNC/ IQAC/ 2018-2019

25.06.18

CIRCULAR

AQAR preparation committee is scheduled on 29<sup>th</sup> June 2018. The following members are asked to stay back after the college hours and assemble in the IQAC office.

**AGENDA:**

1. AQAR Preparation
2. Any other Matter

**Members**

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

~~IQAC - Convenor~~

IQAC - Advisor



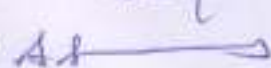
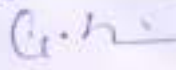



PRINCIPAL

**ACTION TAKEN REPORT**

1. All the members of AQAR committee assembled in the IQAC office at 4.00 p.m.
2. The execution of works was decentralized.
3. The members stayed back till 8..pm.and finished the assigned work and handed it over to the IQAC coordinator

### MINUTES OF IQAC MEETING HELD ON 12.07.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru 
Advisor:	Prof. R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian Dr. A. Arivu Chelvam Dr.V.Suresh Babu Dr.R.Alagesan Prof.D.Vimala  Prof. R.Praiya Prof. R.Meenakshidevi
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Dr.Manoj Kumar, Under Secretary, UGC SERO, Hyderabad is visiting the city on 13<sup>th</sup> July 2018.
- It is resolved to invite him to our college for a special session to discuss on **Quality Mandate of UGC** on 13<sup>th</sup> July 2018.
- It is resolved to invite all the heads of the department of both SF and Regular and the functional heads of the institution to attend the meeting.
- It is decided to hold an FDP on Team Building in collaboration with ICT academy, Chennai on 20<sup>th</sup> and 21<sup>st</sup> July 2018.
- It is decided to constitute a committee to hold these two programmes in an elegant manner.

### ACTION TAKEN REPORT

1. Dr. Manoj Kumar, Under Secretary, UGC SERO, Hyderabad visited our institution and addressed the select faculty members on the importance of Quality Mandate of UGC for improving quality in higher education institutions. The meeting was held for an hour. The faculty members raised their questions regarding dissolving of UGC and replacing it with Higher Education Commission of India, grants for conducting conferences, workshops and symposiums. They shot questions on the inconsistency of approved journals in the UGC website. The Under Secretary clarified all the queries raised by the members of the staff.
2. The faculty development programme was conducted on 21<sup>st</sup> and 22<sup>nd</sup> of July 2018. 15 faculty members from Paramakudi, Trichy, Kovilpatti, Madurai, Karaikudi and 15 staff members from our college attended the meeting. Mr. Jino Jose, appointed by ICT academy was the resource for this two day faculty programme on TEAM BUILDING.
3. All the members of IQAC attended the programme. There was a formal inaugural session. The coordinator welcomed the gathering and Prof. R. Rajagovindasmy Advisor IQAC and the Director of Self Financing Wing inaugurated the two day faculty development programme. The programme is curtailed with the vote of thanks of Prof Meenakshi, Department of Business Administration.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 18<sup>th</sup> July at 1.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. 2<sup>nd</sup> installment for SSR
2. Gearing up the preparation work for NAAC peer team visit
3. Any other matter

~~IQAC - Convenor~~

Advisor:

Senior Administrative Officers:

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

IQAC - Advisor

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran

Mr.R.Sridhar




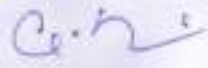

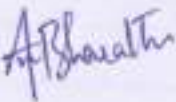

Dr.A.Ramasubbiah

~~BRINCIPAL~~



### MINUTES OF IQAC MEETING HELD ON 13.07.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru 
Advisor:	Prof. R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy 
	Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian
	Dr. A. Arivu Chelvam
	Dr.V.Suresh Babu
	Dr.R.Alagesan
	Prof.D.Vimala 
	Prof. R.Praiya
	Prof. R.Meenakshidevi
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran
	Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran
	Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Received communication from the NAAC office that the institution has passed the prequalified round and qualified for the onsite peer review assessment
- It is resolved to hold Hods' and functional heads' meeting on 19<sup>th</sup> July 2018 in the Principal's office.

**ACTION TAKEN REPORT**

1. The meeting was convened on 19<sup>th</sup> July 2018 at 2.30 p.m. in the Principal's cabin.
2. All the heads of the department, Controller of Examinations, Deans', Superintendent, Committee Convenors, Librarian, Physical Director, NCC officer, NSS programme officers attended the meeting.
3. The Principal chaired the meeting and floor was handed over to the IQAC Coordinator
4. The IQAC Coordinator briefly explained the importance of the meeting and the communication received from the NAAC office.
5. He explained in the meeting that the institution is asked to pay second installment and the logistics expenses for the onsite visit.
6. He listed out the various files to be prepared in the departments and other offices in view of the visit of the NAAC peer team.
7. It is unanimously decided to have a first mock visit by a special team on 30<sup>th</sup> and 31<sup>st</sup> July 2018.

MTNC/ IQAC/ 2018-2019

23.07.18

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 24<sup>th</sup> July at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Preparation of IQAC office for NAAC peer team visit
2. External mock visit of the departments
3. Any other matter

IQAC - Convenor *A. Ramasubbiah*

Advisor

Senior Administrative Officers:

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

IQAC - Advisor

Prof. R.Raja Govindasamy *R. Govindasamy*

Mr.A.Alagarsamy *A.A.*

Mrs. G.Bathmavathi *G.B.*

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala *D.V.*

Prof. R.Praiya

Prof. R.Meenakshidevi

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi *P.Anubharathi*

Mr.R.Rajasekaran




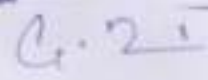
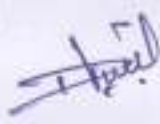
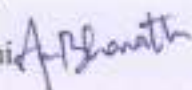

Mr.R.Sridhar

Dr.A.Ramasubbiah *A.R.*

PRINCIPAL *Principal*

**MINUTES OF IQAC MEETING HELD ON 24.07.18**

The Meeting was attended by the following members

- Principal: Dr.S.Nehru 
- Advisor: Prof . R.Raja Govindasamy 
- Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 
- Members: Dr. N. Thenpandian  
Dr. A. Arivu Chelvam  
Dr.V.Suresh Babu  
Dr.R.Alagesan  
Prof.D.Vimala   
Prof. R.Praiya  
Prof. R.Meenakshidevi
- Member from the Management: Mr.K.Rajendrababu
- Students and Alumni: Mr. R.Mahendran  
Ms.P.Anubharathi 
- Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar
- IQAC Convenor Dr.A.Ramasubbiah 

• Resolved to allocate the following works to the IQAC Convenor and members and asked them to submit the prepared files on or before 28<sup>th</sup> July 2018

- 1. Dr.A.Ramasubbiah - **The Mannar Scroll** - The journal  
Principal's Presentation  
IQAC Power point presentation
- 2. D.Vimala - Vision and Mission  
Minutes  
Annual Report of IQAC for 5 years

3. Dr.A.Alagesan - Posters and NAAC/ Autonomy Certificates  
Website
4. Dr. A. Arivu Chelvam - Newspaper Cuttings  
Criterion wise files  
AQAR (2017-2018)
5. Dr.V.Suresh Babu - Bulletin  
Annual Report of the college
6. R.Praiya - List of Programmes by IQAC
7. R.Meenakshidevi - MoU's

- Resolved to conduct external mock visit on 15<sup>th</sup> August 2018 by inviting experts from other institutions.
- Resolved to set up Startups/ Incubation Centre in the college at the earliest.
- Resolved to organise a one day workshop on **Intellectual Property Rights** in the month of August 2018 by inviting Dr. Kantha Babu, Director, Centre for Intellectual Property Rights, Anna University, Chennai.

### ACTION TAKEN REPORT

1. Experts were sought out for the external mock visit on 15<sup>th</sup> August 2018. Dr. Anandhavalli Mahadevan (Former Vice Chancellor of Mother Teresa University) and Dr.Pandiyarajan (Former Principal of Ayya Nadar Janaki Ammal College) are decided to be the experts unanimously.
2. The meeting was convened on 19<sup>th</sup> July 2018 at 2.30 p.m. in the Principal's cabin.
3. The institution is preparing to set up Startups/ Incubation Centre

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 10<sup>th</sup> August at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. External Mock Visit
2. Bi Annual Bulletin Release
3. Any other matter

~~IQAC - Convenor~~

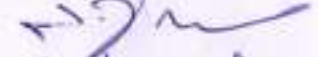
  
PRINCIPAL


Senior Administrative Officers:

Mr.A.Alagarsamy 


Mrs. G.Bathmavathi 


Members:


Dr. N. Thenpandian 

Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 


Prof. R.Praiya 


Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 


Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran


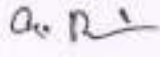
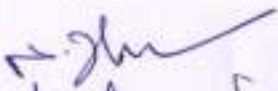
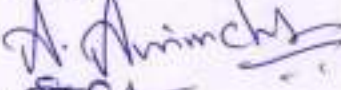



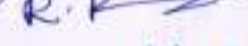
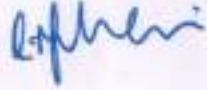

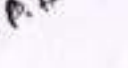
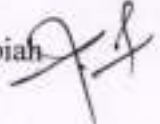
Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 10.08.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. ArivuChelvam  Dr.V.SureshBabu N.  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran  Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Resolved to conduct External Mock Visit inviting Dr. AnandhavalliMahadevan (Former Vice Chancellor of Mother Teresa University) and Dr.Pandiyarajan (Former Principal of AyyaNadarJanakiAmmal College) on 15<sup>th</sup> August 2018.
- Resolved to release **IQAC Bi-annual News Bulletin** on 15<sup>th</sup> August 2018 in the august presence of Dr. AnandhavalliMahadevan (Former Vice Chancellor of Mother Teresa University) and Dr.Pandiyarajan (Former Principal of AyyaNadarJanakiAmmal College)



### ACTION TAKEN REPORT

1. External mock visit was conducted on 15<sup>th</sup> August 2018. Dr. AnandhavalliMahadevan(Former Vice Chancellor of Mother Teresa University) and Dr.Pandiyarajan (Former Principal of AyyaNadarJanakiAmmal College)were the experts of the mock visit.
2. They offered valuable suggestions for improvement to meet the NAAC for the 3<sup>rd</sup> cycle. Based on the feedback on various parameters in all disciplines, the concerned Heads and convenors were advised to expedite the work suggested by the experts.
3. **IQAC Bi-annual News Bulletin** was released on 15<sup>th</sup> August 2018 by Dr.Pandiyarajan (Former Principal of AyyaNadarJanakiAmmal College) and Dr. AnandhavalliMahadevan (Former Vice Chancellor of Mother Teresa University) received the first copy

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 28<sup>th</sup> August at 12.30 p.m. All the members are requested to attend the meeting without fail.

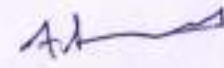
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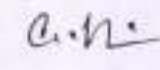
1. Second Mock Visit
2. Any other matter

~~IQAC - Convenor~~

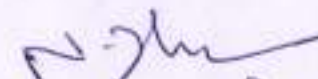
  
PRINCIPAL

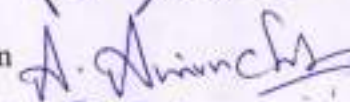
Senior Administrative Officers:

Mr.A.Alagarsamy 

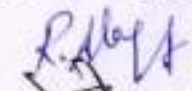
Mrs. G.Bathmavathi 


Members:

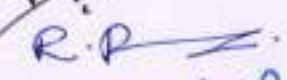
Dr. N. Thenpandian 

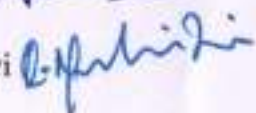
Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

Prof. R.Praiya 

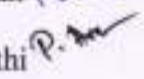
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 

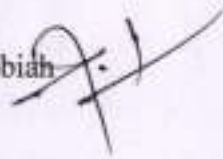
Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran


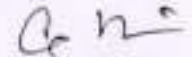
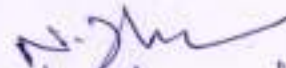
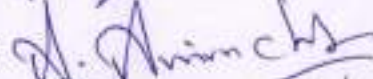

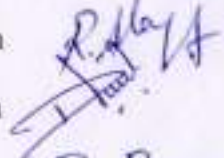


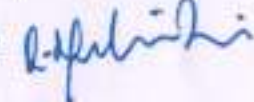
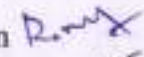
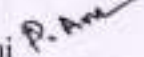

Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 28.08.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Advisor:	Prof .R.RajaGovindasamy
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. ArivuChelvam  Dr.V.SureshBabu  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran  Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbi 

- Resolved to conduct second mock visit inviting Dr.M.Selvam (Retired Professor of Commerce and Syndicate Member of Bharathidhasan University, Trichy and Dr.E.Ramganes Professor and Head, Dept. of Educational Technology, Bharathidhasan University, Trichy on 1<sup>st</sup> September, 2018.
- Allotment of various works for the members for mock visit.

### **ACTION TAKEN REPORT**

1. Second mock visit was conducted on 1<sup>st</sup> September, 2018 by inviting Dr.M.Selvam (Retired Professor of Commerce and Syndicate Member of Bharathidasan University, Trichy and Dr.E.Ramganes Professor and Head, Dept. of Educational Technology, Bharathidasan University, Trichy
2. They have offered their valuable suggestions for overall improvement of the institution to meet the peer team.
3. They visited all the departments, met the convenors of various clubs
4. They had an exclusive discussion with the Librarian, Physical Director and the functional heads of various offices.
5. They had luncheon meeting with the members of the management.
6. They had an exclusive sitting with the Principal & IQAC Co-ordinator and offered their suggestions in power point presentations.


CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 7<sup>th</sup> September at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

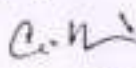
1. Peer Team Visit Dates
2. Third Mock Visit
3. Constitution of Committees for the visit
4. Any other matter

~~IQAC - Convenor~~


  
PRINCIPAL

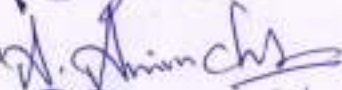
Senior Administrative Officers:

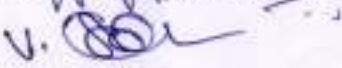
Mr.A.Alagarsamy 

Mrs. G.Bathmavathi 


Members:

Dr. N. Thenpandian 

Dr. A. ArivuChelvam 

Dr. V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

Prof. R.Praiya 

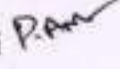
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 

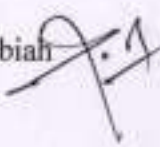
Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar


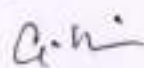
IQAC Convenor

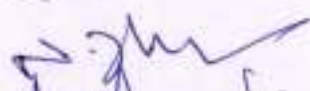




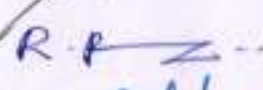

Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 07.09.18

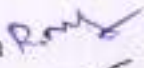
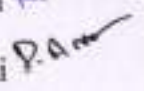
The Meeting was attended by the following members

Principal: Dr.S.Nehru

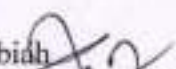
Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvam   
Dr.V,SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbiah 

- Resolved to gear up the work and prepare the institution and the departments for the peer team visit on 12<sup>th</sup> and 13<sup>th</sup> October 2018 as we have received onsite visit dates from the NAAC office.
- Resolved to conduct third mock visit by inviting Dr.Chandrasekar, Former Syndicate member, Periyar and Madras University and Dr.E.Ramganes Professor and Head, Dept. of Educational Technology, Bharathidasan University, Trichy on 2<sup>nd</sup> October, 2018.
- It is resolved to constitute various committees with the convenors with the delegation of work.

## ACTION TAKEN REPORT

- Third mock visit was conducted on 2<sup>nd</sup> October, 2018 inviting Dr.Chandrasekar, Former Syndicate member, Periyar and Madras University and Dr.E.Ramganesesh Professor and Head, Dept. of Educational Technology, Bharathidasan University, Trichy.
- The following committees were constituted and the following faculty members were appointed as convenors :

S.NO	CONVENORS' NAME	COMMITTEE NAME
1.	Dr.N.Thenpandian	Monitoring 
2.	Dr.R. Loganayaki	Reception and Welcome
3.	Dr.V.SureshBabu	Transport 
4.	Dr.S.Ganesan	Food and Refreshment 
5.	Dr.G.Ragupathy	Arrangement of meetings
6.	Dr. Nam.Seenivasan	Arrangement of Parents and Alumni
7.	Dr. R.Dhanalakshmi	Internal Logistics 
8.	Dr.K.Devibooma Dr. R.Alagesan	Cultural 
9.	Dr. R.Arputharaj	Documentation and Media 
10.	Dr. S.S.Jeyabalakrishnan	Extension Activity 
11.	Dr. N.Parimalanayaki	Women Development Cell
12.	Dr.P.Anbuoli	Infrastructure and Campus facilities
13.	Prof.D.Vimala	Secretarial 
14.	Dr.B.Maran	Students' Preparation
15.	Dr. R.Dhanalakshmi	Finance 
16.	Dr.S.Venkateswaran	NCC, Sports, NSS
17.	Dr. R.Alagesan	Flex & Banner Preparation 

### 1. Monitoring Committee:

To monitor the preparations regarding peer team visit and miscellaneous arrangements during the visit in the campus.

### 2. Reception and welcome committee:

To receive the guests in the campus on the first and second day.

### 3. Transport Committee:

To make necessary arrangements for the guest from the hotel to campus and campus to the hotel for two days

### 4. Food and Refreshment Committee:

To look after the refreshment and food to peer team members, Staff for two days.

**5. Committee for arrangements of meeting:**

To look after the arrangements of meeting for HOD's and all staff meeting

**6. Committee for Arrangements of Parents /Alumni:**

To look after the arrangements of meeting for both the parents and Alumni on the prepared time

**7. Internal Logistics committee:**

To take the members of the peer team to the departments, labs, library, ground etc as per the schedule

**8. Cultural programme Committee:**

To arrange cultural programmes as per the schedule

**9. Documentation and media Committee:**

To arrange still photography, videography, press release regarding peer team visit and ensure news coverage before and after the visit.

**10. Extension Activity Committee:**

To educate the people from the adopted village and orient them about the NAAC visit.

**11. Women Development Cell:**

To ensure the activities of tailoring classes and other vocational activities at the time of the visit

**12. Campus facilities and Infrastructure committee:**

To ensure that the campus is clean and neat for the visit

**13. Secretarial Committee:**

To facilitate the members with a room, a system, printer, stationaries and other required items.

**14. Students' Preparation committee:**

To orient and instruct the students about the visit of the NAAC peer team. Explain them the possibility of visiting the classrooms in the working hours and inspect them

**15. Finance Committee:**

To manage the financial matters for the visit of the peer team

**16. NCC,Sports,NSS:**

To prepare the students for activities.

**17. Flex, Banner Committee:**

To prepare Flex and Banner and display them in the various points



CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Thursday, the 4<sup>th</sup> October at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Carry out the suggestions offered by the members of the third mock visit
2. Preparation for the Peer Team visit
3. Any other matter

IQAC - Convenor

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr. N. Thenpandian

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

IQAC Convenor


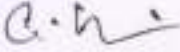
Dr.A.Ramasubbiah

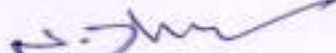


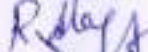



PRINCIPAL

## MINUTES OF IQAC MEETING HELD ON 04.10.18


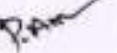
The Meeting was attended by the following members

Principal: Dr.S.Nehru


Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvan   
Dr.V.SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbiah 

- Resolved to carry out the suggestions given by the experts of Mock visit team.
- Resolved to gear up the work and prepare the institution and the departments for the peer team visit on 12<sup>th</sup> and 13<sup>th</sup> October 2018.

### ACTION TAKEN REPORT

- All the Heads, Functional Heads and the offices were requested to carry out the suggestions given by the experts.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 9<sup>th</sup> October at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. NAAC Peer Team Information
2. Preparation for the Peer Team visit
3. Any other matter

IQAC - Convenor

*A. Ramasubbiah*

PRINCIPAL

*N. J. J.*

Senior Administrative Officers:

Mr.A.Alagarsamy

*A.A.*

Mrs. G.Bathmavathi

*G.B.*

Members:

Dr. N. Thenpandian

*N. J. J.*

Dr. A. ArivuChelvan

*A. ArivuChelvan*

Dr.V.SureshBabu

*V.S.*

Dr.R.Alagesan

*R. Alagesan*

Prof.D.Vimala

*D. Vimala*

Prof. R.Praiya

*R. Praiya*

Prof. R.Meenakshidevi

*R. Meenakshidevi*

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

*R. Mahendran*

Ms.P.Anubharathi

*P. Anubharathi*

Industrialists:

Mr.R.Rajasekaran


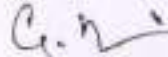
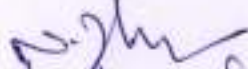
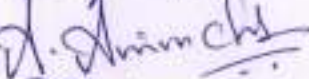

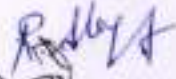

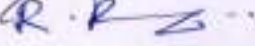
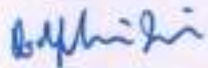
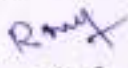
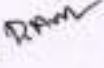
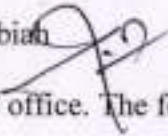
Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

## MINUTES OF IQAC MEETING HELD ON 09.10.18

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. ArivuChelvam  Dr.V.SureshBabu  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran  Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbian 

- Received Peer Team information from NAAC office. The following are the members

1. **Dr. R. Prasad**

Vice-Chancellor, Sarguja University, Ambikapur- 497 001, Chhattisgarh

2. **Dr. N. Nandini**

Professor, Department of Environmental Science, Jnanabharathi Campus,  
Bangalore University, **Bangalore- 560 056**

3. **Prof. Zahoor Ahmad Chatt** Director, Higher Education (J & K State), 48,  
Samander Bagh, M. A. Road, **Srinagar- 190 001 (Jammu & Kashmir)**

Resolved to speed up the work and prepare the institution and the departments for the peer team visit on 12<sup>th</sup> and 13<sup>th</sup> October 2018 as per the tentative schedule received from the NAAC office.

### **ACTION TAKEN REPORT**

All the Heads, Functional Heads and the offices were requested to carry out the suggestions given by the experts of the mock visit.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 16<sup>th</sup> October at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

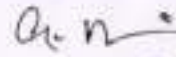
1. Review of Peer Team Visit
2. Settlement of Accounts
3. Any other matter

~~IQAC - Convenor~~


  
PRINCIPAL

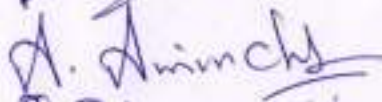
Senior Administrative Officers:


Mr.A.Alagarsamy 

Mrs. G.Bathmavathi 


Members:

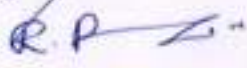
Dr. N. Thenpandian 

Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

Prof. R.Praiya 

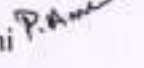
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 

Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar


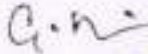
IQAC Convenor


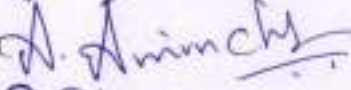

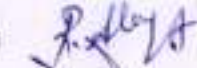

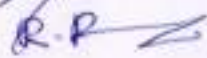

Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 16.10.18

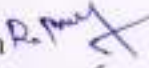

The Meeting was attended by the following members

Principal: Dr.S.Nehru


Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvan   
Dr. V.SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbian 

- Decided to send a circular to the members of the management, Principal, Teaching and Non- teaching, Alumni, Parents and Students thanking them for their earnest co-operation for the successful onsite –visit of the peer team members of NAAC.
- It is resolved to ask all the convenors and HoD's and Functional Heads to settle the account to IQAC for the amount received for the visit.
- Resolved to carry out the suggestions recommended by the distinguished members of the peer team for the growth of the institution in the course of time.



### **ACTION TAKEN REPORT**

1. Circular was sent to all the stakeholders
2. The expenses are handed over and the account is settled with the management.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 16<sup>th</sup> November at 12.30 p.m. All the members are requested to attend the meeting without fail.


**AGENDA:**

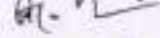
1. Declaration of Accreditation results by NAAC
2. Preparation for Appeal
3. Any other matter

~~IQAC Convener~~  
A. Ramasubbiah

  
PRINCIPAL

Senior Administrative Officers:

Mr.A.Alagarsamy 


Mrs. G.Bathmavathi 


Members:

Dr. N. Thenpandian 


Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 


Prof. R.Praiya 

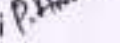
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 

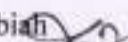
Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar


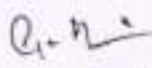
IQAC Convener

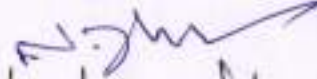
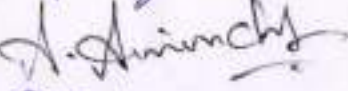
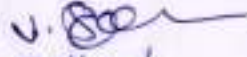

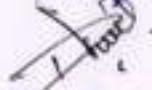
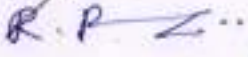
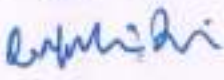
Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 16.11.18

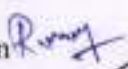
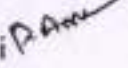
The Meeting was attended by the following members

Principal: Dr.S.Nehru


Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvam   
Dr. V.SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbiah 

- As the institution was not satisfied with the declaration of result it is resolved to go for an appeal.
- Resolved to work in war footing for the appeal process as the last date for applying for appeal is on 2<sup>nd</sup> December 2018

**ACTION TAKEN REPORT**

- Appeal Application was submitted through online on 01.12.19

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 18<sup>th</sup> January at 12.30 p.m. All the members are requested to attend the meeting without fail.


**AGENDA:**

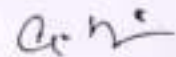
1. FDP on IPR
2. Communication from NAAC regarding retaining old grade
3. Any other matter

~~IQAC - Convenor~~


  
PRINCIPAL

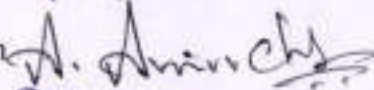
Senior Administrative Officers:


Mr.A.Alagarsamy 


Mrs. G.Bathmavathi 


Members:

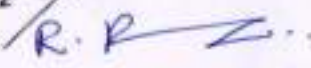
Dr. N. Thenpandian 


Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

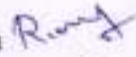
Prof. R.Praiya 

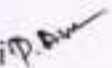
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 


Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar


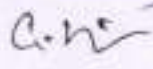
IQAC Convenor


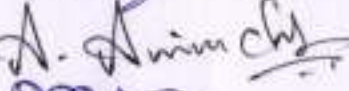




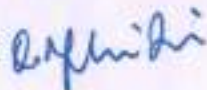
Dr.A.Ramasubbiah 

## MINUTES OF IQAC MEETING HELD ON 18.01.19

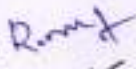
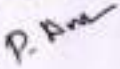
The Meeting was attended by the following members

Principal: Dr.S.Nehru

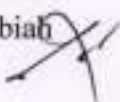
Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvam   
Dr.V.SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbiah 

- Resolved to organize Faculty Development Programme on IPR inviting Dr. M.KanthaBabu, Director, Centre for Intellectual property Rights, Anna University, Chennai as Resource Person on 22<sup>nd</sup> January 2019.
- Discussion on the Communication from NAAC on retaining old grade
- Members were allotted with various work for the successful <sup>conduct</sup> running of FDP
- Delegation of work for the successful conduct of FDP

### ACTION TAKEN REPORT

1. Faculty Development Programme on IPR was conducted on 22<sup>nd</sup> January 2019 inviting Dr. M.Kantha Babu, Director, Centre for Intellectual Property Rights, Anna University, Chennai as Resource Person.
2. 36 members from the regular stream attended the programme
3. He highlights on IPR, Innovation, Start Ups, Incubation Centre and applying for Patent drafting
4. The members of the management felicitated the gathering in the Valedictory Programme and the Principal gave away certificates to the participants.
5. A detail discussion was held regarding retaining ~~the~~ A grade with the members of the Management in the presence of the Principal. It is decided to have some clarifications with NAAC and decided to intimate them the process the Application of Appeal

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 8<sup>th</sup> February at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

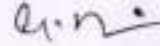
1. Organising various Programmes
2. Mannar Scroll and News Bulletin
3. Online Students Feedback
4. Any other matter

~~IQAC - Convener~~


  
PRINCIPAL

Senior Administrative Officers:

Mr.A.Alagarsamy 

Mrs. G.Bathmavathi 


Members:

Dr. N. Thenpandian 

Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

Prof. R.Praiya 

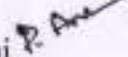
Prof. R.Meenakshidevi 

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran 


Ms.P.Anubharathi 

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

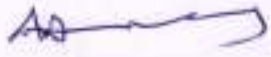
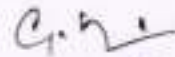
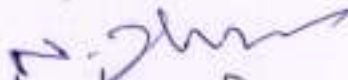
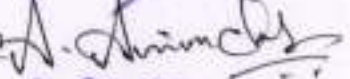




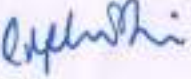

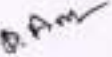

IQAC Convener

Dr.A.Ramasubbiah 



## MINUTES OF IQAC MEETING HELD ON 08.02.19

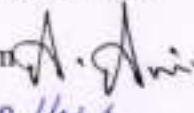
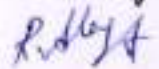

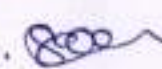
The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Senior Administrative Officers:	Mr.A.Alagarsamy 
	Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian 
	Dr. A. ArivuChelvam 
	Dr.V.SureshBabu 
	Dr.R.Alagesan 
	Prof.D.Vimala 
	Prof. R.Praiya 
	Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran 
	Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran
	Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Resolved to host following programmes in the month of March
  1. ICT Based Effective Communication for faculty members
  2. Workshop on The Applications of SPSS and AMOS for Data Analysis
  3. API and CAS for Regular Staff members
  4. Office Automation for Non-Teaching Staff
  5. Effective Communication for Final Year Students
  6. State/Regional/National level Conference on Preparation and Submission of SSR

- Resolved to appoint members as convenors for various programmes as given below.

Dr. Thenpandiyam was asked to coordinate all the members.

1. Workshop on The Applications of SPSS and AMOS for Data Analysis- Dr.V.SureshBabu
  2. FDP for Self Financing Staff Members - Dr.A.Arivuchelvam 
  3. FDP for Regular Staff Members - Dr.R.Alagesan 
  4. Self Enhancement Programme for Students - Mrs.R.Praiya 
  5. Non-Teaching Staff - Dr.V.Suresh Babu 
- Decided to restructure the questionnaire for online students' feedback.
  - Decided to send circular for getting articles and details for The Mannar Scroll and News Bulletin respectively.
  - Decided to reconstitute the IQAC

### ACTION TAKEN REPORT

1. A Two Day Workshop on The Application of SPSS and AMOS for Data Analysis is scheduled to hold it on 22<sup>nd</sup> & 23<sup>rd</sup> February 2019 in the campus. Decided to send invitation to all the colleges in the state level. It is decided to invite Dr.M.Pandikumar, Associate Professor, Loyola Institute of Bussiness Administration, Chennai and Dr.A.Anandh, Associate Professor of Finance, Gananam School of Business, Thanjavur.
2. A One Day Workshop on API & CAS. It is decided to conduct on 2<sup>nd</sup> March 2019 for the faculty members of the regular stream who were appointed after 2006. It is unanimously decided to invite Dr. Manickavasagam, the former Controller of Examination, Alagappa University, Karaikudi.
3. It is planned to hold a workshop on Communicative English for the final year students on March 4<sup>th</sup> 2019. Dr.Lakshmi, Assistant Professor and Head, Department of English, Anna University, Tindivanam Capmus has kindly consented to be the resource person for the conference.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Monday, the 25<sup>th</sup> February at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Communication from NAAC on the extension of the Accreditation status of Autonomous Colleges till the eligibility
2. Arrangements for various programmes scheduled in the month of March
3. Any other matter

~~IQAC - Convenor~~

PRINCIPAL i/c

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr. N. Thenpandian

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran


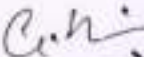

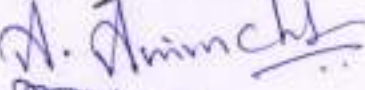



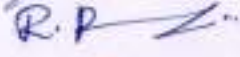
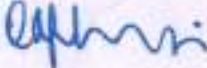
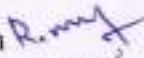
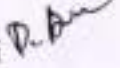

Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

## MINUTES OF IQAC MEETING HELD ON 22.02.19

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Senior Administrative Officers:	Mr.A.Alagarsamy 
	Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian 
	Dr. A. ArivuChelvam 
	Dr.V.SureshBabu 
	Dr.R.Alagesan 
	Prof.D.Vimala 
	Prof. R.Praiya 
	Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran 
	Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran
	Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Resolved to take a decision on the communication received from NAAC whether to retain the previous grade or go for an appeal.
- Resolved to conduct various programmes under the aegis of Autonomous grant like workshop on OBE, Communicative skills for Staff, Students Enhancement programme in the month of March.

### **ACTION TAKEN REPORT**

It is decided to retain the previous grade and at the same time it is proposed to send an appeal to NAAC for clarification regarding to evaluate our SSR.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Monday, the 04<sup>th</sup> March at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Arrangement for the FDP on 8<sup>th</sup> March 2019
2. Arrangement for the one day workshop on "One Day Training and Production Workshop on prospects of Outcome Based Curriculum" on 9<sup>th</sup> March 2019
3. Arrangement for students' enhancement programme on Better English... Better Life! on 9<sup>th</sup> March 2019
4. Any other matter

IQAC - Convenor

*A. Ramasubbiah*

*N. Thenpandian*  
PRINCIPAL

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr. N. Thenpandian

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar


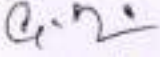
IQAC Convenor

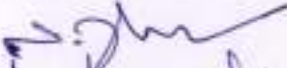


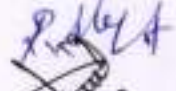
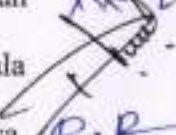
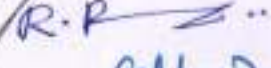
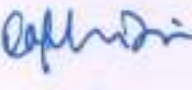
Dr.A.Ramasubbiah

## MINUTES OF IQAC MEETING HELD ON 04.03.19


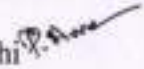
The Meeting was attended by the following members

Principal: Dr.S.Nehru

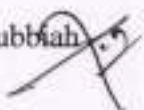
Senior Administrative Officers: Mr.A.Alagarsamy   
Mrs. G.Bathmavathi 

Members: Dr. N. Thenpandian   
Dr. A. ArivuChelvam   
Dr.V.SureshBabu   
Dr.R.Alagesan   
Prof.D.Vimala   
Prof. R.Praiya   
Prof. R.Meenakshidevi 

Member from the Management: Mr.K.Rajendrababu

Students and Alumni: Mr. R.Mahendran   
Ms.P.Anubharathi 

Industrialists: Mr.R.Rajasekaran  
Mr.R.Sridhar

IQAC Convenor Dr.A.Ramasubbiah 

- Resolved to appoint the following members as incharge for the above mentioned programmes:

Faculty Development programme –Dr.AArivu Chelvam

Workshop on OBE- Ms.D.Vimala

Students' Enhancement Programme- Ms. R.Praiya



- Decided to invite Dr.J.Lakshmi from Anna University, Chennai as the resource person for the FDP on One Who Can Do, Teachers! How to do and What to Do? On 8<sup>th</sup> March 2019
- Decided to invite Dr.E.Ramganesesh from Barathidasan University, Trichyas the resource person for a “One Day Training and Production Workshop on prospects of Outcome Based Curriculum” on 9<sup>th</sup> March 2019
- Decided to invite Dr.J.Lakshmi from Anna University , Chennai as the resource person for the Student Enhancement Programme on Better English ... Better Life! on 9<sup>th</sup> March 2019
- Requested the incharge members of the programme to organize the programme meticulously as a team.
- Resolved to issue the certificate of appreciation for the organisers.

### ACTION TAKEN REPORT

1. All the three programmes were successfully organized and the organisers were provided with appreciation certificates.

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 19<sup>th</sup> March at 12.30 p.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Self Appraisal From
2. Students' Feedback
3. Academic Audit
4. News Bulletin
5. AQAR
6. Parents Feedback Analysis
7. Alumni Feedback Analysis
8. Any other matter

~~IQAC - Convenor~~

*N. J. ...*  
PRINCIPAL i/c

Senior Administrative Officers:

Mr.A.Alagarsamy *A.A.*

Mrs. G.Bathmavathi *G.B.*

Members:

Dr. N. Thenpandian *N. J. ...*

Dr. A. ArivuChelvam *A. Arivu chel*

Dr. V.SureshBabu *V.S.*

Dr.R.Alagesan *R. Alagesan*

Prof.D.Vimala *D. Vimala*

Prof. R.Praiya *R.P.*

Prof. R.Meenakshidevi *R. Meenakshidevi*

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran *R.M.*

Ms.P.Anubharathi *P.A.*

Industrialists:

Mr.R.Rajasekaran

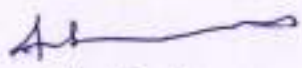
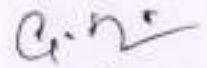
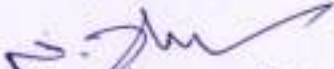
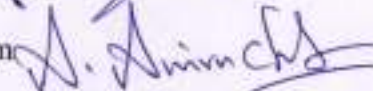

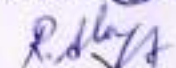

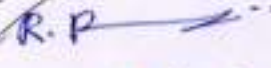
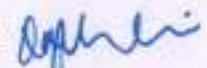
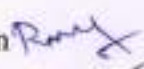
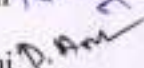
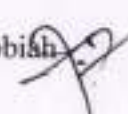
Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbish *A.R.*

## MINUTES OF IQAC MEETING HELD ON 19.03.19

The Meeting was attended by the following members

Principal:	Dr.S.Nehru
Senior Administrative Officers:	Mr.A.Alagarsamy 
	Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian 
	Dr. A. ArivuChelvam 
	Dr.V.SureshBabu 
	Dr.R.Alagesan 
	Prof.D.Vimala 
	Prof. R.Praiya 
	Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran 
	Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran
	Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbish 

- Resolved to appoint Dr.A.Ramasubbiah as the incharge to collect the Staff Appraisal form and consolidate it and prepare action taken report before 31<sup>st</sup> March 2019.
- Resolved to appoint Ms.D.Vimala as the incharge staff to collect the feedback from students and consolidate the report

- Decided to conduct Academic Audit on 5<sup>th</sup> of April and send circular to all the departments to get ready for the Academic Audit as the responsibility is vested with IQAC.
- Decided to appoint Dr.V.Suresh Babu and Ms.R.Praiya as the incharge staff for preparing News Bulletin. They were also instructed by the Coordinator to collect the data from regular and self finance wing respectively.
- Resolved to give the responsibility of preparation and consolidation of AQAR to Ms.D.Vimala
- Resolved to appoint Dr.A.Arivu Chelvam as the incharge staff to consolidate the Parents feedback collected during PT meet.
- Resolved to appoint the following members as incharge for consolidation of Alumni Feedback.  
Regular- Dr.A.Arivu Chelvam  
Self Finance Wing- Dr.V.Suresh Babu
- Resolved to instruct Ms.D.Vimala to prepare the IQAC Annual Report for the academic year 2018- 2019

### ACTION TAKEN REPORT

1. Staff Appraisal form issued and collected their academic achievement for the year 2018-2019
2. Academic Audit was conducted for all disciplines on 5<sup>th</sup> April.
3. Data were collected for the News Bulletin for the academic years, but, the issue of News Bulletin is postponed.
4. Reports from all Disciplines/ Clubs/ Administrative Offices/ Controller of Examinations/ Deans Office/ for the online submission of AQA. Planned to upload it at the earliest.
5. Feedback from final year students were collected. Parents and Alumni report also collected for the year 2018-2019