

**CIRCULAR**

A meeting is scheduled for the members of IQAC in IQAC office on Friday, the 3<sup>rd</sup> September 2021 at 10.00 a.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Student Induction Programme
2. Any other matter

~~IQAC - Convenor~~

~~Senior Administrative Officers:~~

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

*B. N. Prasad*  
**PRINCIPAL**

Mr.A.Alagarsamy

Mrs. G.Bathmavathi *G.B.*

Dr.P.Kavitha *P.Kavitha*

Dr. A. ArivuChelvam *A.A.*

Dr.V.SureshBabu *V.S.*

Dr.R.Alagesan *R.A.*

Prof.D.Vimala *D.V.*

Dr. R.Praiya *R.P.*

Dr.R.Sofia *R.S.*

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

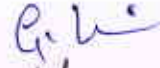



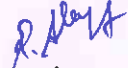
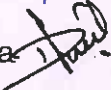



Mr.R.Rajasekaran

Mr.R.Sridhar

Dr.A.Ramasubbiah *A.R.*

## MINUTES OF IQAC MEETING HELD ON 03.09.2021

The meeting was attended by the following members

Senior Administrative Officers:	Mr.A.Alagarsamy
	Mrs. G.Bathmavathi 
Members:	Dr.P.Kavitha 
	Dr. A. ArivuChelvam 
	Dr.V.SureshBabu 
	Dr.R.Alagesan 
	Prof.D.Vimala 
	Dr. R.Praiya 
	Dr.R.Sofia 
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 

- Decided to conduct Student Induction Programme department wise by the concerned department as per the schedule given below with the consent of the chairman.

<b>S.No</b>	<b>Date</b>	<b>Major</b>	<b>Time</b>	<b>Venue</b>
1.	13.09.2.21	B.Com	9.30 t010.30	Moorthy Naidu Andalammal hall
2.	13.09.2021	B.B.A	11.00 to 12.00	Rtn Major Sundararajan Hall
3.	14.09.2021	Economics	9.30 t010.30	Moorthy Naidu Andalammal hall
2.	14.09.2021	History	11.00 to 12.00	Rtn Major Sundararajan Hall
5.	15.09.2021	Maths	9.30 t010.30	Moorthy Naidu Andalammal hall
6.	15.09.2021	Physics	11.00 to 12.00	Rtn Major Sundararajan Hall
7.	16.09.2021	English	9.30 t010.30	Moorthy Naidu Andalammal hall

## ACTION TAKEN REPORT

- Students Induction Programme was successfully organized as per the scheduled dates.

IQAC Convenor

*B. N. Sundarajey*

Principal  
PRINCIPAL

MANNAR THIRUMALAI NAICKER COLLEGE  
MADURAI-625 004

CIRCULAR

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 5<sup>th</sup> October 2021 at 10.00 a.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. AQAR Preparation (2020-2021)
2. Any other matter

~~IQAC - Convenor~~

~~Senior Administrative Officers:~~

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

B. N. Prasad  
PRINCIPAL

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr.P.Kavitha

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Dr. R.Praiya

Dr.R.Sofia

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran

Mr.R.Sridhar

Dr.A.Ramasubbiah

## MINUTES OF IQAC MEETING HELD ON 05.10.2021

The meeting was attended by the following members

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr.P.Kavitha

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Dr. R.Praiya

Dr.R.Sofia

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

- Planned to conduct all staff meeting on 6<sup>th</sup> October 2021 to furnish the data of the previous years to upload AQAR for the year 2020-2021

### **ACTION TAKEN REPORT**

- All Staff meeting was held as discussed in the meeting and faculty were oriented to furnish the data for AQAR 2020-2021.

  
**IQAC Convener**

  
**Principal**  
**PRINCIPAL**  
**MANNAR THIRUMALAI NAICKER COLLEGE**  
**MADURAI-625 004**

**CIRCULAR**

A meeting is scheduled for the convenors of Seven Criteria in IQAC office on the dates given below. All are requested to attend the meeting without fail.

**AGENDA:**

1. Preparation of AQAR
2. Any other matter

~~IQAC - Convenor~~

*B. N. Prasad*  
PRINCIPAL

S.No	Date & Time	Criterion	Convenor	Signature
1.	20.10.2021, 1.00 pm	Criterion-I	Prof.D.Vimala	<i>[Signature]</i>
2.	20.10.2021, 2.00 pm	Criterion-II	Dr.V.Suresh Babu	<i>V. Suresh Babu</i>
3.	21.10.2021, 1.00 pm	Criterion-III	Dr.R.Bhavani	
4.	21.10.2021, 2.00 pm	Criterion-IV	Dr.R.Loganayaki	
5.	22.10.2021, 1.00 pm	Criterion-V	Dr.R.Arputharaj	
6.	22.10.2021, 2.00 pm	Criterion-VI	Dr.P.Kavitha	<i>P. Kavitha</i>
7.	23.10.2021, 1.00 pm	Criterion-VII	Dr.V.P.Rathi	



## MINUTES OF IQAC MEETING HELD ON 05.10.2021

The meeting was attended by the following members

S.No	Criterion	Convenor	Signature
1.	Criterion-I	Prof.D.Vimala	
2.	Criterion-II	Dr.V.Suresh Babu	
3.	Criterion-III	Dr.R.Bhavani	
4.	Criterion-IV	Dr.R.Loganayaki	
5.	Criterion-V	Dr.R.Arputharaj	
6.	Criterion-VI	Dr.P.Kavitha	
7.	Criterion-VII	Dr.V.P.Rathi	

### Criterion-I

- Members are oriented to work meticulously since AQAR has to be uploaded through online portal.
- Instructed Criterion Convenor and members to work on obtaining online feedback and revision of Syllabus.

### Criterion-II

- The members were briefed to meticulously collect the data
- Instructed to concentrate more on SSS as the feedback is to be obtained through online.

### Criterion-III

- The staff were oriented the importance of their role in collecting the minute details of the data for this criterion as it is found many challenges in the previous year and also they were informed about the lowest score secured in the last accreditation


### Criterion-IV, V, VII & VII

Staff are advised to collect the data meticulously catering to the needs of the all questions.

## ACTION TAKEN REPORT

- Several meetings were convened by the conveners with the members and assigned the task of collecting data from the departments, offices and office of the Deans.

  
IQAC Convenor

  
Principal

MANNAR THIRUMALAI NAICKER COLLEGE  
MADURAI-625 034

**CIRCULAR**

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 14<sup>th</sup> December 2021 at 10.00 a.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. Preparing th Institution for Autonomy Review Visit
2. Formation of committees
3. Any other matter

**IQAC - Convenor**

Senior Administrative Officers:

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

*B. N. Prasad*  
**PRINCIPAL**

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr.P.Kavitha

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Dr. R.Praiya

Dr.R.Sofia

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran

Mr.R.Sridhar

Dr.A.Ramasubbiah

## MINUTES OF IQAC MEETING HELD ON 14.12.2021

The meeting was attended by the following members

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr.P.Kavitha

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Dr. R.Praiya

Dr.R.Sofia

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

- Requested the members to prepare the institution for autonomy visit as we have received expert committee visit dates (23<sup>rd</sup> & 24<sup>th</sup> December 2021)
- Planned to conduct all staff meeting to prepare the institution for autonomy visit.
- Various committees were constituted for the visit.

## Autonomous Visit Committee

### Steering Committee:

Dr. B. Manoharan  
Dr. P. Kavitha  
Dr. A. Ramasubbiah  
Dr. R. Bhavani

Principal  
Co-ordinator  
Nodal Officer  
Co-coordinator

### Reception and Welcome:

Dr. A. Arivuchelvam  
Dr. B. Kothai Nachiyar  
Dr. R. Sofia  
Ms. Sarojaa V.Kumar  
Dr. G. Manimuthu  
Mrs. A. Mirunalini

Convenor  
Member  
Member  
Member  
Member  
Member

### Transport:

Dr. V. Sureshbabu  
Mrs. D. Vimala  
Dr. R. Praiya  
Ms. P.R. Muthumeena  
Mrs. G. Priyadharshini  
Mr. M. Perumal  
Mr. M. Murugesan

Convenor  
Member  
Member  
Member  
Member  
Member  
Member

### Food and Refreshment:

Dr. S. Ganesan  
Dr. S. Vishnu Suba  
Dr. S. Lingeswari  
Dr. V. Devika

Convenor  
Member  
Member  
Member

### Orientation to Students/ Staff:

Dr. V. Geetha  
Dr. S. Andal  
Dr. K. Kumarakurubaran  
Mr. A. Erott Selvan

Convenor  
Member  
Member  
Member

### Orientation to Parents & Alumni:

Dr. S. S. Jayabalakrishnan  
Dr. S. Gayathridevi  
Dr. K. Balasathya  
Dr. P. Chitradevi  
Dr. S. Rengaraj  
Mr. C. Senthil Kumar

Convenor  
Member  
Member  
Member  
Member  
Member

### Internal Logistics:

Mrs. D. Vimala

Convenor

Dr. P. Sindhu	Member
Dr. R. Ratheka	Member
Mrs. R. Sumathi	Member
Ms. P. R. Muthumeena	Member
Dr. R. Kothaikani	Member

**Documentation and Media:**

<b>Dr. R. Arputharaj</b>	<b>Convener</b>
Dr. K. Devi Booma	Member
Mrs. K. Rani	Member
Mr. J. Bharathi	Member

**Extension Activity:**

<b>Dr. P. Anbuoli</b>	<b>Convener</b>
Dr. A. Arivuchelvam	Member
Dr. V. P. Rathi	Member
Dr. P. Thirugnanasammandam	Member
Mr. S. Silambarasan	Member
Mr. C. Senthil Kumar	Member
Dr. K. Kumarakurubaran	Member
Mr. N. Vanniadas	Member
Ms. R. Rohini	Member

**Infrastructure and Campus Facilities:**

Mr. S. Silambarasan	<b>Convener</b>
All NSS Programme Officers	Member

**Finance:**

<b>Dr. P. Kavitha</b>	<b>Convener</b>
Dr. R. Bhavani	Member

**Flex & Banner Preparation:**

<b>Dr. S. Vigneswaran</b>	<b>Convener</b>
Mr. A. Velmurugan	Member

**Cultural Committee:**

<b>Dr. R. Alagesan</b>	<b>Convener</b>
Dr. T. Mallika	Member
Ms. Sarojaa V. Kumar	Member
Dr. T. Thakshnamoorthy	Member
Dr. S. Manjula	Member
Ms. S. Sarithra Samyuktha	Member

**Guard of Honour:**

Dr. S. Rajagopal

**Video & Photograph:**

Mr. S. Veerapandi

*R. Alagesan*

## **ACTION TAKEN REPORT**

- All Staff meeting was held as discussed.
- Autonomy review visits were held on 23<sup>rd</sup> and 24<sup>th</sup> December 2021 and the experts handed over a sealed report to the institution.

  
**IQAC Convenor**

  
**Principal**  
**PRINCIPAL**  
**MANNAR THIRUMALAI NAICKER COLLEGE**  
**MADURAI-625 004**

**CIRCULAR**

A meeting is scheduled for the members of IQAC and Criterion Convenors in IQAC office on Tuesday, the 4<sup>th</sup> January 2022 at 10.00 a.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. AQAR Preparation (2020-2021)
2. Any other matter

~~IQAC - Convenor~~

**Criterion**

Criterion-I

Criterion-II

Criterion-III

Criterion-IV

Criterion-V

Criterion-VI

Criterion-VII

*B. N. Prasad*  
**PRINCIPAL**

**Convenor**

Prof.D.Vimala *Vimala*

Dr.V.Suresh Babu *V. Suresh Babu*

Dr.R.Bhavani

Dr.R.Loganayaki

Dr.R.Arputharaj

Dr.P.Kavitha *P. Kavitha*

Dr.V.P.Rathi

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi *G.B.*

Members:

Dr.P.Kavitha

Dr. A. ArivuChelvam *A. ArivuChelvam*

Dr.V.SureshBabu *V. Suresh Babu*

Dr.R.Alagesan *R. Alagesan*

Prof.D.Vimala *Vimala*

Dr. R.Praiya *R. Praiya*



Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

Dr.R.Sofia 


Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran

Mr.R.Sridhar

Dr.A.Ramasubbiah 

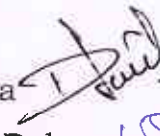
## MINUTES OF IQAC MEETING HELD ON 04.01.2022


The meeting was attended by the following members

### Criterion

Criterion-I  
Criterion-II  
Criterion-III  
Criterion-IV  
Criterion-V  
Criterion-VI  
Criterion-VII

### Convenor


Prof.D.Vimala 

Dr.V.Suresh Babu 

Dr.R.Bhavani

Dr.R.Loganayaki

Dr.R.Arputharaj

Dr.P.Kavitha 

Dr.V.P.Rathi


Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi 


Members:


Dr.P.Kavitha 


Dr. A. ArivuChelvam 

Dr.V.SureshBabu 

Dr.R.Alagesan 

Prof.D.Vimala 

Dr. R.Praiya 

Dr.R.Sofia 

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 

- Requested the convenors to identify the gray areas of each criteria and submit the SWOC analysis of their respective criteria
- Decided to assign NIRF uploading work Dr.R.Sofia and Dr.A.Arivuchelvam

## ACTION TAKEN REPORT

- Submitted a SWOC analysis of the institution to the management on 28<sup>th</sup> January 2022.
- NIRF was uploaded on 11<sup>th</sup> February 2022

  
IQAC Convenor

  
Principal  
PRINCIPAL  
MANNAR THIRUMALAI NAICKER COLLEGE  
MADURAI-625 004

**CIRCULAR**

A meeting is scheduled for the members of IQAC in IQAC office on Tuesday, the 5<sup>th</sup> April 2022 at 10.00 a.m. All the members are requested to attend the meeting without fail.

**AGENDA:**

1. AQAR Upload
2. Conduct of various programmes
3. Work Allotment for programmes
4. Any other matter

~~IQAC - Convenor~~

~~Senior Administrative Officers:~~

Members:

Member from the Management:

Students and Alumni:

Industrialists:

IQAC Convenor

*B. N. Prasad*  
PRINCIPAL

Mr.A.Alagarsamy

Mrs. G.Bathmavathi *G.B.*

Dr.P.Kavitha *P.Kavitha*

Dr. A. ArivuChelvam *A.A.*

Dr.V.SureshBabu *V.S.*

Dr.R.Alagesan *R.A.*

Prof.D.Vimala *D.V.*

Dr. R.Praiya *R.P.*

Dr.R.Sofia *R.S.*

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran

Mr.R.Sridhar

Dr.A.Ramasubbiah *A.R.*

## MINUTES OF IQAC MEETING HELD ON 14.12.2021

The meeting was attended by the following members

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr.P.Kavitha

Dr. A. ArivuChelvam

Dr.V.SureshBabu

Dr.R.Alagesan

Prof.D.Vimala

Dr. R.Praiya

Dr.R.Sofia

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

- Reviewed the uploaded data of AQAR before submission
- Members were given incharge of various programmes.

<b>S.No</b>	<b>Name of the Programme</b>	<b>Date</b>	<b>Incharge</b>
1.	Capacity Building Programme for final year students	8 <sup>th</sup> April 2022	Dr. A.Arivuchelvam
2.	Online Faculty Development Programme	18 <sup>th</sup> April 2022 to 24 <sup>th</sup> April 2022	D.Vimala
3.	Faculty Enhancement Programme	27 <sup>th</sup> April 2022	Dr.A.Alagesan
4.	Student Enhancement Programme	28 <sup>th</sup> , 29 <sup>th</sup> & 30 <sup>th</sup> of April 2022	Dr.R.Sofia
5.	Enhancement Programme	29 <sup>th</sup> April 2022	Dr.R.Sofia
6.	Faculty Development Programme	30 <sup>th</sup> April 2022	Dr.A.Ramasubbiah

## **ACTION TAKEN REPORT**

- AQAR was uploaded on 6<sup>th</sup> April 2022
- Capacity Building Programme for final year students was conducted on Essential Skills for Enormous Success on 8<sup>th</sup> April 2022. Dr. Lilly Golda, Assistant Professor of A.P.C Mahalaxmi College, Tuticorin was the Resource Person.
- A Seven Day Online Faculty Development Programme from 18<sup>th</sup> April 2022 to 24<sup>th</sup> April 2022 was organised in collaboration with APC Mahalaxmi College and IQAC Cluster India on Enhancing Quality by Unearthing Innovative Practices - EQUIP 2022, 750 Teachers across the country attended the programme and were enlightened on various topics.
- Faculty Enhancement Programme was organised on Education 4.0 for Sustainable Economic Development on 27<sup>th</sup> April 2022, Dr. Ramganes, Professor from Department of Education Technology, Bharathidasan University was the Resource Person.
- Student Enhancement Programme was organized for the final year students on 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> of April 2022 on Building Unique Selling Point. Dr. A. Lakshmi, Assistant Professor from Anna University, Dindivanam Campus was the Resource Person.
- A One Day Enhancement Programme was organised exclusively for the non-teaching staff on Soft Skills and Life Skills on 29<sup>th</sup> April 2022.  
A One Day Faculty Development Programme on Preparing the Institution for Accreditation in the Post- Pandemic Period was organised on 30<sup>th</sup> April 2022. Principals, Vice Principals, Teachers and IQAC coordinators from 31 colleges participated in the event. Dr. R. Ponmudiraj, Advisor from NAAC, Bangalore was the Resource Person
- Certificates were issued for the participants of all the programmes

  
IQAC Convenor

  
Principal  
PRINCIPAL  
MANNAR THIRUMALAI NAICKER COLLEGE  
MADURAI-625 084