

Internal Quality Assurance Cell Meeting

Minutes of the meeting held on 06.02.2020

Internal Quality Assurance Cell convened a meeting on 06.02.2020 at 02.00 p.m. in A.V. Room.

The following subjects were discussed.

Agenda

- | Res. No. | Agenda |
|----------|--|
| 01/2020 | To read and record the notice of the meeting. |
| 02/2020 | To confirm the minutes of the last meeting. |
| 03/2020 | To record the leave of absence |
| 04/2020 | To review the action taken on earlier resolutions. |
| 05/2020 | To discuss the new guidelines to prepare AQAR. |
| 06/2020 | To insist the conduct of Board of Studies meeting. |
| 07/2020 | To arrange for Internal Academic Audit. |
| 08/2020 | To discuss the progress of PARAMARSH Scheme. |
| 09/2020 | To review the progress of B.Vec. degree programme. |
| 10/2020 | To insist the faculty members to make use of the SWAYAM/MOOC's platform. |
| 11/2020 | To organize Women Centered Programme |
| 12/2020 | To review the performance of Career Guidance and Placement Cell. |

Date ___/___/___

- 13/2020 To insist the departments to conduct PTA & Alumni meetings.
- 14/2020 To review the activities of various clubs/cells of the College.
- 15/2020 To conduct the Academic Review Meeting with the External Members.

Dr. N.K. Premavathi, IQAC Co-ordinator welcomed the gathering. The minutes of the previous meeting were confirmed. The action taken on earlier minutes were reviewed. The following resolutions were passed for further action.

Minutes

- 01/2020 Notice of the meeting read and recorded.
- 02/2020 Minutes of the last meeting confirmed.
- 03/2020 Leave of absence granted to the following members:
- 04/2020 The action taken on earlier resolutions reviewed.
- 05/2020 Criterion Heads had a discussion with the Advisor and the IQAC Co-ordinator from 10.02.2020 to 12.02.2020 to prepare the Annual Quality Assurance Report as per the new guidelines.

Date ____/____/____

- 06/2020 Resolved to conduct Board of Studies meeting for the academic year 2020-21. The members discussed about the framing of syllabus based on the feedback obtained from the stakeholders.
- 07/2020 Resolved to arrange for Internal Academic Audit to review the performance/activities of the departments.
- 08/2020 Dr. R. Sophia Porchelvi, UGC Nodal Officer, presented the progress of PARAMARSH Scheme. Resolved to organise Criterion wise input programmes to guide the Mentor Institutions.
- 09/2020 Dr. R. Sophia Porchelvi, UGC Nodal Officer, presented the progress of B.Voc. programme. Staff members were asked to strengthen the admission for the B.Vocational Degree programmes.
- 10/2020 Faculty members are asked to login to the SWAYAM/MOOC's website to enroll themselves to attend the online courses.
- 11/2020 Resolved to insist the departments to organize Women Centered Awareness Programme.
- 12/2020 The Co-ordinators of Career Guidance and Placement Cell were advised to arrange for training programme to the final year students to participate in the job fair with confidence.
- 13/2020 Resolved to conduct PTA/Alumni meetings to obtain feedback to improve the functioning of the institution.

Date ___ / ___ / ___

14/2020 Co-ordinators of the Clubs & Cells were asked to submit the activities carried out during the year 2019-20.

15/2020 Resolved to conduct Academic Review Meeting with the External Members

The meeting came to an end with the vote of thanks proposed by the IQAC Co-ordinator

N.K. Premamathi

Co-ordinator
IQAC

K. Legal
Chair Person
Principal

IQAC Committee Members:

External Members:

Dr. S. Senthilnathan,
Associate Professor,
Department of Educational
Technology,
Bharathidasan University,
Thiruechirappalli.

ABSENT

Dr. R. Shanthi,
Associate Professor and Head,
Department of English,
A.V.V.M. Sri Pushpam College,
Poondi, Thanjavur.

Dr. R

Date ____ / ____ / ____

Internal Members:

Dr. R. Vanitha,

Associate Professor of Mathematics R. V's

Dr. V. Viji,

Associate Professor of Economics

V-Vij

Dr. R. Poiscilla,

Assistant Professor of Physics

Poiscilla

Management Members:

Thiru. K. Jeyaprakash,

College Committee Member

ABSENT

Senior Administrative Officers:

Dr. R. Sophia Perchelvi,

Controller of Examination

S. P. Perchelvi

Mrs. P. Shanthi,

Superintendent

P. Shanthi

Member from Local Society:

Thiru. R. Jeevanantham,

ADN College - Committee Member

R. Jeevanantham

Alumni Representative:

Dr. S. Veluvigai,

Principal Scientist,

Fish for All, MSSRF, Poompuhar.

ABSENT

Date / /

Representatives from Employers/Industrialists/

Stakeholders:

X Mr. Balasubramanian,
Nagapattinam.

H. Babu

X Mrs. Pournima Natesh, B.Tech (IT) - Tirunelveli
Graphic Designer,
Creative Head, UHA HOME BREAD,
Nagapattinam.

Department QAC Members:

History	-	Dr. Almini
Economics	-	V. Viji
Mathematics	-	M. Sankar
Chemistry	-	N. Pral
Zoology	-	Shree
Commerce (Aided)	-	M. K. Srinivasan
Commerce (SF)	-	Dr. S.
BBA	-	M. (I) Srinivasan
Bio-Chemistry	-	M. Srinivasan
Computer Science	-	K. Srinivasan
Physics	-	N. Srinivasan
Botany	-	J. Srinivasan
Statistics	-	K. Pral
Tamil	-	Dr. S.
English	-	R. Srinivasan
Geology	-	S. Srinivasan
Library	-	R. Viji

Res. No.	Action Taken
04/2020	The action taken on earlier resolutions reviewed.
05/2020	As per the discussion and the guidelines given by UGC, the Criterion Heads prepared the detailed report for their criteria and submitted to the IQAC on 24.02.2020.
06/2020	Heads of the Departments prepared the syllabus for conducting Board of Studies meeting. Due to Covid-19 Board of Studies meeting was postponed.
07/2020	Internal Academic Audit was done by the members of IQAC, COE, IQAC Co-ordinator, Principal and Vice Principal. The team verified all the records of the departments and submitted the report to the Principal on 16.03.2020.
08/2020	As per the resolution, Inaugural function to execute the PARAMARSH programmes was held on 15.02.2020 at college premises. The follow up programmes were carried out in the Meetee Institutions as per the schedule. The detailed report was submitted to IQAC.

Date	Criteria / Title	Name of the Meetee Institution
29.02.20	Criteria II - "Teaching, Learning and Evaluation Strategies: Toward Better NAAC Grading"	TBM College, Poraiyan
09.03.20	Criteria III & V - Research, Innovations and Extension & Student Support and Progression	Thiru. vi. ka. Govt. Arts College, Thiruvananthapuram
14.03.20	Revised Accreditation Process of NAAC & Seven Criteria and their Weightages.	S.K.S.S. Arts College, Thiruparandall

Date / /

Res. No.

Action Taken

Res. No. 9

B.Voc. Marine and B.Voc. Software and Multimedia programmes are running with minimum number of students. The students are taken to the nearby industries and companies for the practical classes to gain skill and knowledge.

Res. No. 10

12 Faculty members were joined in the online courses offered by SWAYAM and benefited.

Res. No. 11

Women Centered Programmes were organized by the departments and all the UG & PG students were benefited by those programmes. The details were submitted to IQAC.

Women Cell of the college organized an awareness programme on "Health & Hygiene" under Prime Minister Poshan Abhiyan Scheme on 25.09.2019.

Res. No. 12

Training programmes were organized for the final year students on 25.01.2020, 01.02.2020 and on 08.02.2020.

Final year students participated in the interview arranged by the Placement Cell.

140 students have obtained the offer letter from various companies.

Res. No. 13

All the departments arranged for Parent Teacher Association meeting and Alumni meeting during the month of February 2020. The parents record their suggestions for various aspects and in the Alumni meeting the outgoing students participated and gave their feedback.

Date ____ / ____ / ____

Saathi

Res. No.

Action Taken

Res. No. 14

Co-ordinators of various Clubs, Cells and Part V activities submitted the activities done during the year 2019-20 to IQAC.

Res. No. 15

Academic Review Meeting with the External Members