



2023-2024 Regular Meeting of Internal Quality Assurance Cell (IQAC)

Minutes of the First Meeting of the IQAC -2023-2024

The First meeting of the IQAC for the year 2023-2024 was held on 5<sup>th</sup> August 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Associate. Prof. Dr. L.Jayapandian and IQAC members

| Sl. No | Name of the IQAC Members               | Designation       | Signature |
|--------|--|-------------------|-----------|
| 1      | Dr. Rekha Sethi                        | Chairperson       |           |
| 2      | Dr. L Jayapandian                      | IQAC Co-ordinator |           |
| 3      | Dr. B K Manjula                        | Member            |           |
| 4      | Assoc. Prof. Tony Lazarus Prem Kumar J | Member            |           |
| 5      | Assoc. Prof. Kasturi L                 | Member            |           |
| 6      | Assoc. Prof. Kalaichalvan A            | Member            |           |
| 7      | Assoc. Prof. Siddarama S               | Member            |           |
| 8      | Assoc. Prof. Louisena Vinoth Priya L   | Member            |           |
| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

The IQAC Co-ordinator Associate. Prof. Dr. L.Jayapandian. Put forward an introductory note focusing on the importance of IQAC and gave a brief account of role and its importance

**Agenda of the Meeting**

1. Preparation of Calendar of event
2. Preparation of Strategic Plan
3. Preparation of Best Practice
4. Organizing Guest Lectures
5. Discussion on conducting certificate courses

**The following decisions were taken during the meeting.**

1. All the department were instructed to prepare Strategic plan & Best Practice and submit to IQAC dates were finalized for submission.
2. Scheduled were finalized to conduct certificate course department wise.



Minutes of the Second Meeting of the IQAC -2023-2024

The Second meeting of the IQAC for the year 2023-2024 was held on 19<sup>th</sup> August 2023 in the Auditorium at 12:00 pm. Which was presided over by IQAC Co-ordinator Associate. Prof. Dr. L.Jayapandian and IQAC members

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| 1      | Dr. Rekha Sethi                        | Chairperson       |           |
| 2      | Dr. L Jayapandian                      | IQAC Co-ordinator |           |
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| 4      | Assoc. Prof. Tony Lazarus Prem Kumar J | Member            |           |
| 5      | Assoc. Prof. Kasturi L                 | Member            |           |
| 6      | Assoc. Prof. Kalaichalvan A            | Member            |           |
| 7      | Assoc. Prof. Siddarama S               | Member            |           |
| 8      | Assoc. Prof. Louisena Vinoth Priya L   | Member            |           |
| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Submission of Annual Report of all the departments.
2. Submission of Annual Report of all the cells and forums
3. Discussion on add on courses/certificate program to be offered during the academic year
4. To conduct Career Guidance Program to all the final years students.

**The following decisions were taken during the meeting.**

1. Planned to organise Career Guidance Program for final year Students
2. Date was finalized to submit the Annual Report of all the respective department.
3. All the Department Heads agreed to conduct 2 certificate programs for the academic year

L. Jayapandian

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Minutes of the Third Meeting of the IQAC -2023-2024

The Third meeting of the IQAC for the year 2023-2024 was held on 16<sup>th</sup> September 2023 in the Auditorium at 12:00 pm. Which was presided over by IQAC Co-ordinator Associate. Prof. Dr. L.Jayapandian and IQAC members.

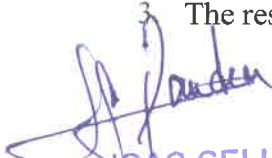
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| 4      | Assoc. Prof. Tony Lazarus Prem Kumar J | Member            |           |
| 5      | Assoc. Prof. Kasturi L                 | Member            |           |
| 6      | Assoc. Prof. Kalaichalvan A            | Member            |           |
| 7      | Assoc. Prof. Siddarama S               | Member            |           |
| 8      | Assoc. Prof. Louisena Vinoth Priya L   | Member            |           |
| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. To Conduct Pre-Placement Training Program to the Final Year Students
2. All the heads of the department were instructed to conduct meeting and submit the report of the result analysis.
3. The research cell finalized the dates for the National level seminar

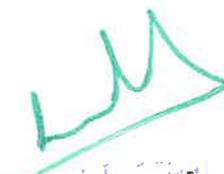
**The following decisions were taken during the meeting.**

1. Placement Cell planned to organise training program to all the Final Year Students.
2. All the Heads of the department were instructed to conduct meeting and submit the report of the result analysis.
3. The research cell finalized the dates for the National level seminar

  
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Minutes of the Fourth Meeting of the IQAC -2023-2024

The Fourth meeting of the IQAC for the year 2023-2024 was held on 29<sup>th</sup> September 2023 in the Auditorium at 2:00 pm. Which was presided over by IQAC Coordinator Associate. Prof. Dr. L.Jayapandian and IQAC members

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| 3      | Dr. B K Manjula                        | Member            |           |
| 4      | Assoc. Prof. Tony Lazarus Prem Kumar J | Member            |           |
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| 8      | Assoc. Prof. Louisena Vinoth Priya L   | Member            |           |
| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Increasing the Numbers of MOU'S
2. Review of the Previous Meeting's
3. Status for the AQAR 2022-2023

**The following decision were taken during the meeting**

1. Every Departmental Heads instructed to have MOU'S at Least one per year.
2. Previous Meeting were Reviewed.
3. The Principal took the Status of the AQAR 2022-2023 from all the Criterion Heads and Informed them to keep all the Documents Ready for the Submission.

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**Minutes of the Fifth Meeting of the IQAC -2023-2024**

The fifth meeting of the IQAC for the year 2023-2024 was held on 13<sup>th</sup> October 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Co-ordinator Associate. Prof. Dr. L.Jayapandian and IQAC members

| Sl. No | Name of the IQAC Members               | Designation       | Signature |
|--------|--|-------------------|-----------|
| 1      | Dr. Rekha Sethi                        | Chairperson       |           |
| 2      | Dr. L Jayapandian                      | IQAC Co-ordinator |           |
| 3      | Dr. B K Manjula                        | Member            |           |
| 4      | Assoc. Prof. Tony Lazarus Prem Kumar J | Member            |           |
| 5      | Assoc. Prof. Kasturi L                 | Member            |           |
| 6      | Assoc. Prof. Kalaichalvan A            | Member            |           |
| 7      | Assoc. Prof. Siddarama S               | Member            |           |
| 8      | Assoc. Prof. Louisena Vinoth Priya L   | Member            |           |
| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Internal Exam is mandatory to all the semester
2. Discussion on Internship, Industrial Visit and Field Visit

**The following are the decision were taken during the meeting.**

1. Internal Examination time table has been finalized
2. Industrial visit for final year students BBA were finalized
3. The Heads of all the department planned to send students for Internship program
4. The Department of Life Science has agreed for Field Visit.

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**Minutes of the Sixth Meeting of the IQAC -2023-2024**

The Sixth meeting of the IQAC for the year 2023-2024 was held on 30<sup>th</sup> October 2023 in the Auditorium at 12:00 am. Which was presided over by IQAC Coordinator Associate. Prof. Dr. L.Jayapandian and IQAC members

| Sl. No | Name of the IQAC Members               | Designation       | Signature |
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| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Audit to be conducted to all the cells and forums
2. Discussion on extension activities by the Department and Cells members.
3. Conducting Faculty Development Program

**The following decision were taken during the meeting.**

1. The IQAC has scheduled the plan of Internal Audit
2. The IQAC finalized the date for FDP.
3. Every cell and forum instructed to organize at least two events per semester

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Minutes of the Seventh Meeting of the IQAC -2023-2024

The Seventh meeting of the IQAC for the year 2023-2024 was held on 4<sup>th</sup> November 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Associate. Prof. Dr. L.Jayapandian and IQAC members.

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| 2      | Dr. L Jayapandian                      | IQAC Co-ordinator |           |
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| 9      | Assoc. Prof. Roselin K                 | Member            |           |
| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Every Department has to organise National Level Seminar
2. Verification of Department documents and individual profile and update
3. Conducting of pre-campus training for all the final year students
4. Conducting campus drive

**The following decision were taken during the meeting.**

1. All the department are instructed to organize one National Level seminar/conference for this academic year.
2. IQAC verified all the department documents.
3. Placement cell conducted pre-placement training to all the final years



**Minutes of the Eighth Meeting of the IQAC -2023-2024**

The Eighth meeting of the IQAC for the year 2023-2024 was held on 17<sup>th</sup> November 2023 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

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| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. To Conduct Staff Development Program
2. To Conduct Internal Examination
3. Discussion on Cultural Activities Program

**The following decision were taken during the meeting**

1. The IQAC has planned to organise Staff Development Program
2. The Examination Committee and Heads of all the department agreed to conduct Internal Examination.
3. The Cultural Forum planned to conduct the cultural activities with the support of all the department heads

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Minutes of the Ninth Meeting of the IQAC -2023-2024

The Ninth meeting of the IQAC for the year 2023-2024 was held on 11<sup>th</sup> February 2024 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

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| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Plan and action discussion of IQAC
2. Discussion about the meeting agenda of governing council
3. Discussion of conducting of pre placement training and conducting campus drive

**The following decision were taken during the meeting**

1. All the heads given suggestion about the plan and action for the academic year 2023-24
2. Senior faculty members accepted to train the students based on their capacity for the placement

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**Minutes of the Tenth Meeting of the IQAC -2023-2024**

The Tenth meeting of the IQAC for the year 2023-2024 was held on 25<sup>th</sup> February 2024 in the Auditorium at 11:00 am. Which was presided over by IQAC Coordinator Asst. Prof. Jayapandian L and IQAC members

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| 10     | Ms. Savitha M                          | Librarian         |           |
| 11     | Mr. Navendran D                        | PRO               |           |

**Agenda of the meeting**

1. Discussion on Mock test

**The following decision were taken during the meeting**

1. Mock test of extended profile and criteria from 1 to 7 were discussed with heads of the criteria and take the input from them.

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