

**A.V.V.M. SRI PUSHPAM COLLEGE (AUTONOMOUS),
POONDI-613 503, THANJAVUR**



IQAC MEET (2018 – 2019)

IQAC MEET

The IQAC Meeting was convened on 19 June 2018 under the chairmanship of Major. Dr. R.Venkatachalam, Principal in the Office of the Principal at 11:30 a.m. IQAC Co-ordinator **Dr. R. Shanthi** and the members of IQAC attended the meeting.

The following were the deliberations of the meet:

- Development of quality standards for various academic and administrative activities of the college is the main motto of the IQAC.
- Strict Discipline has to be maintained
- Mentor system has to be strictly adhered and the record has to be maintained well.
- Plan the academic activities of the Department, prepare Lesson Plan, Assignments, Online Exams.
- Learning materials can be uploaded in LMS provision for the benefit of the students.
- Ice breaking session, Bridge course and Refresher course have to be conducted in all departments.
- Special Programmes, Seminars, Symposia, Conferences, Special classes for competitive Examinations have to be conducted.
- Upload the Teaching plans.
- Monitor the action taken by departments on feedback response from students, parents and academicians on quality related improvement.
- Collection of data for all the academic activities.
- Preparation of progress report of the Academic Activities.
- Placement training and Placement activities.
- Department Library, Vision – Mission Quality should be taken care
- Students feedback, Teaching aids & suggestions.

Management: Patron – Shri K.Thulasiah Vandayar

1. Major. Dr. R. Venkatachalam
Principal

2. Dr. R. Shanthi
IQAC Co-ordinator

Administrative Bodies

3. Prof N.Rajendran
Dean of Arts & Commerce

4. Dr. V.S. Nagarethinam
Dean Faculty of Science

5. Dr. P.Nadimuthu
Director SPCTE

6. Dr. G. Karikalan
Controller of Examinations

Members

7. Dr. T.S. Baskaran
Associate Professor of Computer Science

8. Dr. R. Rajakumar
Associate Professor of Zoology

9. Dr. N. Shivaji Kabilan
Associate Professor of Tamil

10. Prof. N. Suganya
Assistant Professor of Physics

11. Dr. A. Venkatesh
Assitant Professor of Mathematics

12. Dr. M. Ayyanar
Assistant Professor of Botany

13. Dr. P. Kavitha
Asst. Professor of Zoology

14. Dr. V.Deepa
Alumnae

Office Superintendent

15. Mr.S. Durairajan
Office Superintendent



(Dr.R.Shanthi)

Signature of the IQAC Co-ordinator

IQAC MEET

The IQAC Meeting was convened on 16.07.2018 under the chairmanship of our Principal Major Dr. R. Venkatachalam at 10.00 a.m IQAC Co-ordinator **Dr.R.Shanthi** and the members of IQAC attended the meeting.

The following were the main deliberations of the meet:

- Strict Discipline has to be maintained Breathing Exercise is a must at the beginning of every hour.
- Placement cell – Redington – Students with no Arrears – will get Appointment have 60 – 70% 10 & 12th Degree to be submitted before 23 of this month
- The staff members and students have to be encouraged to register for SWAYAM online courses.
- LMS – Registration – Email id – Password for all staff members.
- Collect students details from the Departments – National Ranking Appointment of Alumni for the Past 3 years 2015 – 16, 2016-17, 2017-18 .
- Anti plastic Awareness Programme, Anti Tobacco and Health Programmes, are to be done in the adopted 5 villages.
- Mentors give counseling for students who take leave more than 3 consecutive days follow up.
- Awareness & Scheduled meeting on Research fundings are to be taken for faculty members.
- Parents Teachers meet has to be conducted.
- Provide NET / SET Coaching study materials for students
Sign Mou's from non – Governmental Organizations.

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15. Mr.S. Durairajan
Office Superintendent



(Dr.R.Shanthi)

Signature of the IQAC Co-ordinator

IQAC MEET

The Meeting of the IQAC was held on 16.08.2018 under the chairmanship of our Principal Major Dr. R. Venkatachalam at 10.30 a.m. IQAC Co-ordinator **Dr. R. Shanthi** and the members of IQAC attended the meeting.

The following were the main deliberations of the meet:

- Academic Diary has to be maintained by the Co-ordinators and the Departmental Academic Activities have to be recorded.
- Academic Curricular Planner has to be updated and kept ready for Auditing.
- Fill in the Feedback forms and submit in the Dean's office.
- The college is applying for star college and Center for Excellence. The concerned Departments are required to extend their fullest co-operation.
- Sri Pushpam Newsletter is getting ready – give complete details of the Department – photos and news of the events.
- Create an email-id for the departments.
- Plan to conduct Personality Development for 2 days as workshop. Resource persons from outside Provide email id.
- NAAC work has to be done.
- Identify Advance Learners – online course at least 2 students from each class.
- Apply for Major & Minor Projects through Principal's office. Provide Bank Details / Aadhar.
- Orientation for Freshers will be conducted on the last week of this month.

Management: Patron – Shri K.Thulasiah Vandayar

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Office Superintendent



(Dr.R.Shanthi)

Signature of the IQAC Co-ordinator

IQAC MEET

The Meeting of the IQAC was held on 18.09.2018 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 11.00 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- Display of the Departmental Activities in the Entrance Notice Board & Departmental Notice Board.
- Parents Teachers meet has to be arranged in the Departments.
- Utilization Certificate for UGC Minor & Major Projects has to be sent Books and Instruments have to be submitted to the Research Committee and the Library.
- Alumni Detail Record has to be ready - arrange for the meet.
- Future Plan of the Departments has to be prepared.
- Materials can be uploaded in BlogSpot.
- Individual Bio data of the staff members has to be updated
- Conduct Academic Programmes, Quiz for the students to celebrate the specific unique day for the department.
- API score should be on increase Present articles in seminars and publish in journals.
- Online Learning Management System courses for M.Phil scholars & IQAC members.

Workshop on Research Methodology, Scientific Writing and Statistical Data Analysis will be conducted on 05, 06 Oct 2018.

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Office Superintendent



(Dr.R.Shanthi)

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IQAC MEET

The Meeting of the IQAC was held on 15.10.2018 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 11.00 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- Strict Discipline has to be maintained.
- For National ranking, collection of the complete required data. Students employment details with Chairman cell number and email Id.
- For Ph.D course work process has to be done through a letter, to C.O.E of our institution.
- The list of IQAC subcommittee members and students chapter must be submitted to the IQAC Co-ordinator.
- Scholarship – Biodata of the individual candidates has to be uploaded. Online password & website available in the Principal's office. 8 scholarships are available for students other than Rajiv Gandhi Scholarship. Details have to be informed to the student.
- Timetable for the oncoming even semester has to be submitted in the Dean's office. Individuals Timetable with unit wise allotment has to be submitted.
- Senior staff members have to take class for III year and must motivate them.

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(Dr.R.Shanthi)

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IQAC MEET

The Meeting of the IQAC was held on 01.11.2018 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 10.30 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- Staff profile to be updated with PAN number and Aadhar Card Number.
- Details regarding Awards certificates of Seminars, workshops, Papers presented & Published are to be submitted.
- Mentor-system records to be maintained.
- Staff members provide proof for Board of Studies, Member of Academic Council and others.
- Apply for property rights / Patents / Minor / Major Projects & Copy right.
- Vision and Mission for the Departments
- Choice Based Credit System certificate courses and Value Added Courses.
- Handbook Academic Activities.
- Alumni Association Meet Dean's office feedback.
- Meeting of the various committees on 03.11.2018 at 10.00 a.m.
- SWAYAM online courses for Advanced Learners

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(Dr.R.Shanthi)

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IQAC MEET

The Meeting of the IQAC was held on 06.12.2018 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 11.00 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- Personality Development PG / IQAC organizers a Programme for Staff members on 12,13 Dec 2018 at AC Seminar Hall.
- Handbook for Attendance.
- Enlist students to join Certificate & Online courses.
- Motivate the staff members to do Ph.D and get recognition for guiding M.Phil & Ph.d.
- Display Vision and Mission for the Department.
- Refresher and Orientation courses get permission from RJD office 10 days earlier.
- Publication – Impact factor
- Follow new guidelines from 2013 batch, Guide, students – Chairman DRC.

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(Dr.R.Shanthi)

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IQAC MEET

The Meeting of the IQAC was held on 21.01.2019 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 10.30 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- IQAC workshop for Mentee colleges to be convened on 25 January 2019 in seminar Hall A/C. Two members from each department must participate in the seminar.
- Sub-committee members meet- shortly.
- Two members from each class IQAC Students Chapters meet to be held shortly.
- Submit Individual Staff Profile.
- AQAR 2013 – 17 submitted
- Prepare for Academic Audit
- Comprehensive Knowledge Test for PG-IV semester New Syllabus – Questions – Objective Type – COE office.
- Convene workshops and International / State Seminars in the Departments.
- Personality Development Classes for II PG – Self – Introduction.
- Alumni Meet – NIRF Ranking.
- LMS to be uploaded regularly with learning materials.

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(Dr.R.Shanthi)

Signature of the IQAC Co-ordinator

IQAC MEET

The Meeting of the IQAC was held on 02.02.2019 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 10.30 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- The Evaluate Report of the Departments with supportive evidence in PDF Format – Softcopy.
- Students Individual details –Mentors – before Mid semester.
- PG Internship Projects – one week – outside after Mid Semester before End Semester on or before 5 April 2019.
- SWAYAM Online Courses Workshop is Conducted on 02 February 2019.
- Certificate course Examination III UG & II PG unit Two – 10 hour self study – Syllabus circular to be sent.
- NET / SET Coaching class for M.Phil scholars.
- Coaching for competitive Examinations has to be conducted for Final year Students.
- PTA, Alumni meet has to convened for every semester.

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15. Mr.S. Durairajan

Office Superintendent



(Dr.R.Shanthi)

Signature of the IQAC Co-ordinator

IQAC MEET

The Meeting of the IQAC was held on 10.03.2019 under the Chairmanship of our Principal, Major Dr. R. Venkatachalam at 11.30 a.m. at the Office of the Principal **Dr. R. Shanthi**, IQAC Co-ordinator and the members of the IQAC attended the meeting.

The following were the main deliberations of the meet:

- OD / CC / Permission always through proper channel.
- Mid / End semester valuations – college invigilation Turn Duty / Valuation – no substitute or change .
- NE / NP forms are getting ready.
- End Semester starts, Election duty forms have to be submitted .
- Online Tests for OT contact the head of the Department of computer science.
- Assignment completion / CIA consolation. Assignment notebooks have to be submitted in the Exam hall.
- Evaluation report of the department has to be submitted.
- Comprehensive Test – Book has to be submitted.

Management: Patron – Shri K.Thulasiah Vandayar

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