

MINUTES

DATE & TIME: 12-07-2017 1.30 PM

VENUE

: Principal's Room: 2nd floor of Admin Building

PARTICIPANTS: MEMBERS OF IQAC

AGENDA:

1. Composition of IQAC
2. Result Analysis of 2016-2017 even Semester.
3. Examining admission details
4. Academic Calender review.
5. Action Plan of this academic year.

Resolutions Passed:

1. New composition is framed.
2. The Departments which secured less than 90% of Pass are instructed to assess the reason and take necessary actions to increase the pass percentage.
3. Based on the demand ratio, it is decided to increase the admission from 10% to 20% after getting prior permission from DCE and University.
4. The academic calender format is updated with a minor change in Allied Subjects of Commerce and Tamil.

PRESIDENCY

5. Action Plans are initiated.

- i. To bring out more M.Phil. Courses
- ii. To motivate the research culture
- iii. To emphasize the faculty Members to complete NET or SET Examinations and to upgrade themselves in the academic process.
- iv. To Upgrade the facilities and thereby enhance the students proficiency.
- v. To initiate Gender Sensitization Programme.

MEMBERS PRESENT

		Principal i/c Chairperson	Date
1.	Dr. C. HEMA	IAAC co-ordinator	12/7/2017
2	Mrs. N. SUJATHA	Staff Member	12/7/2017
3	Dr. V. ANURADHA	Staff Member	12/7/2017
4	Dr. T. POONGUZHALI	Staff Member	12/7/2017
5	Mrs. V. MUTHULAKSHMI	Staff Member	12/7/2017
6	Mrs. M. AMUDHA	Staff Member	12/7/2017
7	Dr. E. PORSELVI	Staff Member	12/7/2017
8	Mrs. R. VIJAYA	Staff Member	12/7/2017
9	Mrs. G. GAYATHRI	Staff Member	12/7/2017
10	Dr. S. SASINANDHINI	Staff Member	12/7/2017
11	Mrs. P. TIRIPURASUNDARI	Staff Member	12/7/2017
12	Dr. S. GEETHA	Staff Member	12/7/2017
13	Mr. S. VALAMPURI MOORTHY	Librarian	12/7/2017
14	Mr. V. DINESH	Assistant	12/7/2017

Action taken report after the first meet

1. Proposals sent for Minor Research Project and Students M.Phil Project. Smart Board was purchased for computer science dept from RUSA funds. Women Development cell was instructed.

MINUTE

to conduct the Programme on Gender Sensitization

2016-17-18-19

AGENDA

1. The project "Promote Digitization of

2. To facilitate Alangford factory to rechristen as

3. To give 100% of Alangford to rechristen as

4. Government has 234 (non operational) not half +

5. To help - 2000 units of power

6. Help to get government to devolve to Loringgo.

7. Help to get govt. to take care of

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MINUTES

DATE & TIME 20.09.2017 1.30 PM VENUE: PRINCIPAL'S ROOM

AGENDA:

1. To participate in NIRF
2. Submission of project proposals.
3. Submission of proposals for M.Phil courses to DCE
4. Plan for conducting NOV / DEC 2017 Thiruvalluvar University Examinations.
5. Approval of minutes of previous meeting and Action Taken Report.
6. To conduct remedial coaching classes for weak students.

Resolutions Passed:

1. To submit NIRF details and AISHE details within the stipulated time.
2. To submit proposals for minor Research Project and students mini project.
3. To submit M.Phil proposals for Tamil, English, Commerce and Mathematics departments.
4. To instruct the Chief Superintendent to collect the required details from all the departments to conduct University Examinations Nov/Dec 2017.
5. To allot hours for Chemistry, Zoology, Botany and English departments in order to conduct remedial coaching class approved by DCE.

Members Present

		Date
1	Dr. C. Hema	15/09/2017
2	Mrs N. Sujatha	15/09/2017
3	Dr V. Anuradha	22/09/2017
4	Dr. T. Poonguzhalai	07/09/2017 22/09/17
5	Mrs V. Muthulakshmi	22/09/2017
6	Mrs - M. Amudhan	22/09/2017
7	Dr. E. Porsezvi	22/09/2017
8	Mrs. R. Vijaya	22/09/2017
9	Miss. G. Gayathri	12/09/17
10	Dr. S. Sasinandhini	12/09/17
11	Mrs P. Tiripuramundari	12/09/17
12	Dr. S. Geetha	12/09/17
13	Mr. S Valampurimoorthy	20.9.17 22/09/17
14	Mrs V. Dinesh	22/09/17
15	Mrs. Shanthi Mohan	20.9.17 M. Shanthi
16	Action Taken Report after the Second Meet	

1. Proposals for M.Phil. programmes - Tamil, English, commerce and Mathematics have been sent to DCE.

2. Proposals are sent for the Minor Research Project and Students Mini Project.

Discussed a bus ticket & driving at bus stand bus master at no. 9, Freebus bus stand off 110 road near vidya nivas to promote our franchise.

Ambardeles

Minutes

transcript attached

DATE & TIME: 29-01-2018, 1:30 PM VENUE: PRINCIPAL'S ROOM

AM 9:30 AM

AGENDA:

1. AISHE Data Submission
2. Result Analysis of 2017-18 odd Semester Examination
3. Preparation of AQAR Report for 2016-17
4. To initiate the golden jubilee year celebration.
5. Encourage the college functions and to start up the extension activities.
6. Approval of minutes of previous meeting and Action taken Report.
7. NIRF duties allotment.

Resolutions Passed:

To submit AISHE details within the stipulated time.

The departments which have secured less than 90% should assess the reason and take necessary actions to increase the pass percentage.

To collect the details from all the departments and clubs for the preparation of 2016-2017 AQAR Report.

To celebrate the Golden Jubilee year, to plan

the celebration for two days i.e. one day for old staff (23-02-2018)

and one day for old students (24-02-2018) and planned to provide a shield and a keychain for all the staff and students. Plan to release

"My Stamp" in memory of Golden Jubilee year celebrations.

To celebrate the college functions in the month of

February from 14-02-2018 to 21-02-2018.

Previous meeting minutes is approved and discussed
on Action Taken Report.

Dr V. Anuradha is assigned as NIRF nodal officer
and the five parameters are allotted to commerce,
BBA, Botany, Chemistry and History and overall
coordination to be carried out by Computer Science
and Tamil Department.

Members Present

Member	Role	Date
Dr. C. Hema	Principal/Chairperson	29.1.18
Mrs. N. Sugatha	Dece co-ordinator	29.1.18
Dr. V. Anuradha	Staff Member	29.1.18
Dr. J. Poonguzhalai	Staff Member	29.1.18
Mrs. V. Muthulakshmi	Staff Member	29.1.18
Mrs. M. Amudha	Staff Member	29.1.18
Dr. E. Porselvi	Staff Member	29.1.18
Mrs. R. Vijaya	Staff Member	29.1.18
Mrs. G. Gayathri	Staff Member	29.1.18
Dr. S. Pasinandhini	Staff Member	29.1.18
Mrs. P. Tempurasundari	Staff Member	29.1.18
Dr. S. Geetha	Staff Member	29.1.18
Mr. S. Valampurimoorthy	Staff Member	29.1.18
Mr. V. Dinesh	Staff Member	29.1.18
Mrs. Santhi Mohan	Student	29.1.18

Action taken report after the Third Meet

Our prominent Alumni Mrs E.SUNDARAVALLI, IAS,

Thiruvalluvar District Collector, Thira K.P. ANBAZAGAM

Higher Education Minister, Thiru K.C. Neeramani

Minister for Commercial Tax and Registration Dept.

and Dr. Nilofer Kafeel Minister for Labour

were invited and Honoured the OLD STUDENTS

MEETING. A Shield and a Keychain with the emblems
of our College stamped on it were given to each

participant. In memory of Golden Jubilee year.

My stamp was released by the above Chief Guests.

Invitations were sent to the former Principals,

Former Teaching and Non-Teaching Staff members,
of our College.

Previous meeting minutes were approved and discussed
on Action Taken Report.

Dr. Manjula, Director, Directorate of Collegiate Education
presided over the OLD STAFF MEETING.

Tmt Andal Priyadarshini, Podhigai Television fame,

and Thru Gopinath Vijay Television Star dom
and Subasree Pandian of Tamizhar Peravai
Peeta Nana Programme fame, were invited

as Chief Guest and honoured on MUTHAMIZHVAZH
which was celebrated for two days.

Minutes

DATE & TIME : 19-03-2018 1.30 PM VENUE: PRINCIPAL'S ROOM

AGENDA :

Framing policies for departmental activities.

Review of Lesson Plan for the next academic year.

Plan for Thiruvalluvar University Examinations

April | May 2018. No. 1, Model Town - Vizianagaram

Review of Bridge course.

Resolutions Passed:

The Chief Superintendent is instructed to collect the required details from all the departments to conduct Thiruvalluvar University Examinations

April | May 2018.

To conduct Bridge course for the fresher's

and make it convenient for them to attain

the communication skills in English

Previous meeting minutes is approved and

discussed on Action Taken Report.

Members Present

		DATE
Dr. C. Hema	Principal i/c & Chairperson	19/3/2018
Mrs. N. Sugatha	IQAC co-ordinator	19/3/2018
Dr. V. Anuradha	Staff Member	19/3/2018
Dr. J. Poonguzali	Staff Member	19/3/2018
Mrs V. Mathulaxmi	Staff Member	19/3/2018
Mrs. M. Amudha	Staff Member	19/3/2018
Dr. E. Porselvi	Staff Member	19/3/2018
Mrs. R. Vijaya	Staff Member	19/3/2018
Mrs. G. Gayathri	Staff Member	19/3/2018
Dr. S. Sasikandhini	Staff Member	19/3/2018
Mrs. P. Teripura Sundari	Staff Member	19/3/2018
Dr. S. Geetha	Staff Member	19/3/2018
Mr S. Valampurimoorthy	Librarian	19/3/2018
Mr V. Dinesh	Junior Assistant	19/3/2018
Mrs. Santhi Mohan	OSA Secretary	19/3/2018

Action taken report after the fourth week

Golden Jubilee was celebrated in a grand manner. All the staff members were instructed to carry out the lesson plan framework for the next academic year during the vacation.

To make a schedule for the bridge course for the next academic year.

Minutes

DATE & TIME : 19.05.2018 10.30 AM VENUE : PRINCIPAL'S ROOM.

Agenda : 1. Curriculum planning

2. Students admission discussion for the next academic year.

3. Preparation of College Calender

4. Decentralization of Administrative works

Resolutions Passed :

All the faculty members are instructed to plan the curriculum related activities.

To carry out the prior admission works such as making entries of application form and preparing rank list for admission.

College calender will be prepared based on the previous year schedule.

Administrative works will be decentralized, involving all the permanent faculty members.

Work at the department level will be kept free from interference of other departments.

Students admission will done by principal.

Students admission will be done by a team of

Members Present

Dr. C. Hema

Mrs N. Sugatha

Dr V. Anuradha

Dr T. Poonguzhalai

Mrs. V. Muthulakshmi

Mrs. H. Amudha

Dr. E. Ponnelli

Mrs R. Vijaya

Mrs G. Gayathri

Dr S. Sasinandhini

Mrs P. Teripurasundari

Dr S. Geetha

Mr S. Valampurimoorthy Librarian

Mr V. Dinesh

Principal i/c &

Chairperson

IEAC Co-ordinator 19/5/2018

Staff Member 19/5/2018

Staff Member 19/5/2018

Staff Member

Staff Member 19/5/2018

Staff Member

Action Taken Report after the Fifth Meet

All the staff members were instructed to carry out the lesson plan framework for the next academic year during the vacation.

Administrative works are decentralized to various regular staff members.

Preparation of rank list for admission

To make a schedule for the bridge course for the next academic year.