

Minutes of the meeting of IQAC

Date : 10-07-2018 Time: 1.30 pm

Venue: Principal Room

Agenda:

Composition of IQAC

2. Examine the result analysis of 2017-2018 even Semester.
3. Scrutinize the admission details.
4. Prepare action plan of this academic year.

Resolutions passed:

The Chairperson of IQAC and the principal of College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. A new composition is framed.
2. Each department that has secured less than 80% 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 strength from 10% to 20% after getting permission from DCE and University.
4. Revised plan to conduct library orientation programme for freshers.
5. Action plans are initiated,
 - i. To upgrade the facilities and thereby enhance the students' proficiency.
 - ii. To organize more Gender Sensitization and extension activity related programmes.
 - iii. Insisting all the departments to organize Workshops and Seminars.
 - iv. To plant & maintain Medicinal Garden.

Members present

1. Dr. K. Parameswari, Chairperson & principal K Puth
10/7/2018
2. Dr. R. Vijaya, IQAC Co-ordinator Dr. Vijaya
10/7/2018
3. Dr. V. Anuradha, Staff Member Dr. V. Anuradha
10/7/2018
4. Mrs. N. Sujatha, Staff Member Mrs. N. Sujatha
10/7/2018
5. Dr. J. Poonguzhali, Staff Member Dr. J. Poonguzhali
10/7/2018
6. Mrs. M. Amudha, Staff Member Mrs. M. Amudha
10/7/2018
7. Dr. S. Geetha, Staff Member Dr. S. Geetha
10/7/2018
8. Mrs. A. Poonguzhali, Staff Member Mrs. A. Poonguzhali
10/7/2018
9. Dr. E. Pooselvi, Staff Member Dr. E. Pooselvi
10/7/2018
10. Miss. G. Gayathri, Staff Member Miss. G. Gayathri
10/7/2018
11. Mrs. M. Bakija Lakshmi, Staff Member Mrs. M. Bakija Lakshmi
10/7/2018
12. Dr. T. Seethil Murugan, Staff Member Dr. T. Seethil Murugan
10/7/2018
13. Mr. S. Valampuri Moorthy, Librarian Mr. S. Valampuri Moorthy
10.7.2018
14. Mr. V. Dinesh, Janai Assistant Mr. V. Dinesh
10.7.2018
15. Mrs. Shanthi Mohan, OSA Secretary, Local Society Mrs. Shanthi Mohan
10.7.2018
16. Miss. R. Indumathi, Student Union president Miss. R. Indumathi
10.7.2018
17. Dr. G. Sugatha, DKM College, Alumna Dr. G. Sugatha
10.7.2018
18. Mr. M. Naveen Kumar, Industrialist, Malladiidugs Mr. M. Naveen Kumar
10.7.2018

Action taken Report after first meet

1. NSS and YRC subchapters were instructed to conduct the programmes related to Gender Sensitization.
2. Library Orientation programme for the freshers were scheduled from 02.08.2018 to 27.09.2018 by Librarian.
3. Setting up of medicinal gardening has been initiated by Botany department.

17/9/18

Minutes - 2

Date : 17-09-2018 Time : 1.30 pm

Venue : Principal Room

Agenda :

1. Preparation to participate in NIRF
2. Submission of project proposals
3. Plan to Conclude Nov/Dec 2018 University Examinations-
4. Approval of minutes of previous meeting and Action taken Report.

Resolutions Passed:

The Chairperson of IQAC and principal of the College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. To submit NIRF details within the stipulated time.
2. To submit Proposals for Minor Research project and Students Mini project.
3. To instruct the Chief Superintendent to collect the required details from all the departments to conduct University Examinations Nov/Dec' 2018.
4. The minutes of previously held meeting is also approved.

PRINCIPAL
Arignar Anna Govt. Arts
College for Women, Principal
Walajapet - 632 513.
K. Puthur / 17/9/2018

Members present:

1. Dr. K. Parameswari Chairperson & Principal
2. Dr. R. Vijaya, IQAC Co-ordinator
3. Dr. V. Anuradha, Staff Member
4. Mrs. N. Sugatha, Staff Member
5. Dr. J. Poonguzali, Staff Member
6. Mrs. M. Amudha, Staff Member

- S. No. Name of the Person Date
7. Dr. S. Geetha, Staff Member 07/9/2018
 8. Mrs. A. Poonguzhali, Staff Member 07/9/2018
 9. Dr. E. Porsezvi, Staff Member 07/9/2018
 10. Miss. G. Gayathri, Staff Member 17/9/2018
 11. Mrs. M. Balaji Lakshmi, Staff Member 17/9/2018
 12. Dr. T. Senthil Murugan, Staff Member 17/9/2018
 13. Mr. S. Valampuni Moorthy, Librarian 21/9/2018
 14. Mr. V. Dinesh, Assistant 17/9/2018
 15. Mrs. Shanthi Mohan, OSA President, M. Shanthi 17/9/2018
 16. Miss. R. Indumathi, Student Union president & Radhika 17.9.18
 17. Dr. G. Sujaatha, DKM College, Alumni 4.9.18
 18. Mr. M. Alareen Kumar, Industrialist, Malladi Drugs, Pharmaceutical Ltd. 07.10.2018

Action Taken Report after the second meet

1. Proposals are sent for the Minor Research Project and the Student Mini Project.
2. NIRF data submitted on 07/12/2018

Minutes - 3rd MCA meeting

Date : 21.01.2019

Time : 1.30 pm

Venue : Principal Room

Agenda:

1. AISHE Data submission
2. Scrutinize the result analysis of 2018-2019 odd Semester examinations.
3. Ensure Completion of AQAR Report for 2016-2017 and prepare 2017-2018 report.
4. Encourage the staff and students to promote Social Values through College functions.
5. Discussion regarding feedback forms.
6. Approval of minutes of previous meeting and Action taken Report.

Resolutions passed:

The Chairperson of IQAC and principal of the College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. To Submit AISHE details within the stipulated time.
2. Each department which has secured less than 90% should assess the reason and take necessary actions to increase the pass percentage.
3. To Collect the details from all the departments and the extension activity clubs for the preparation of 2016-2017 AQAR report.
4. To Celebrate the College functions in the month of february from 05.02.2018 - 10.02.2018.
5. Reconstruct the Students feedback form and questionnaire Preparation for Teachers feedback form and Students Satisfactory Survey (SSS).
6. The minutes of previously held meeting is also approved.

Members Present

1. Dr. K. Parameswaran, Chairperson & Principal K. Puk 21/1/2019.
2. Dr. R. Vijaya, T&AE Co-ordinator
3. Dr. Mrs. V. Anuradha, Staff Member 21/1/2019
4. Mrs. N. Syathra, Staff Member 21/1/2019
5. Dr. Mrs. J. Poonguzali, Staff Member 21/1/2019
6. Mrs. M. Amudha, Staff Member 21/1/2019
7. Dr. S. Geetha, Staff Member 21/1/2019
8. Mrs. A. Poonguzhalai, Staff member 21/1/19
9. Dr. E. Porselvi, Staff Member 21/1/19
10. Miss. G. Gayathri, Staff Member 21/1/19
11. Mrs. M. Balaji (aleshni), Staff Member 21/1/19
12. Dr. T. Senthil Murugan, Staff Member 21/1/19
13. Mr. S. Valampuri Moorthy, Librarian 21/1/19
14. Mr. V. Dinesh, Junior Assistant 21/1/19
15. Mrs. Shanthi Mohan, OSA president, Local Society M. Shanthi 21/1/19
16. Miss. R. Indumathi, Student Union President R. Indumathi 21/1/19
17. Dr. G. Syathra, Okm college, Alumnus G.S. 21/1/19
18. Mr. M. Naveenkumar, Industrialist 26.1.2019

Action Taken Report after the Third meet.

1. AISHE report is Submitted on 26.02.2019.
2. College functions were initiated as per the plan.
3. English department Organized workshops on 21.02.2019.
4. Students feedback forms had been restructured and Structured Questionnaires were also prepared for the Teachers and SSS.

Minutes - 4

Date : 09.03.2019 Time : 01.30 pm Date : 09.03.2019

Venue: Principal Room², Arignar Anna Govt. Arts College, Walajapet - 632 513.

Agenda:

1. Review of Lesson plan for the next academic year.
2. Plan for Thiruvalluvar University Examinations Apr/May '19.
3. Decentralization of works for the next academic year.
4. Review of the Bridge Course.

Resolutions passed:

The Chairperson of IQAC and principal of the College Dr. K. Parameswari Presided over the meeting and the resolutions passed are as follows:

1. The Chief Superintendent of Exam Cell is instructed to collect the required details from all the departments to conduct University Examinations Apr/May '19.
2. To conduct Bridge Course for the freshers and make it convenient for them to attain the Communication Skills in English for the next academic year.
3. Previous meeting minutes is approved and discussed on Action taken Report.

Members present:

1. Dr. K. Parameswari, Principal Chairperson, Principal PRINCIPAL
Arignar Anna Govt. Arts College for Women, Walajapet - 632 513.
Ic. Pub. 09/03/2019
2. Dr. R. Vijaya, IQAC Coordinator

3. Dr. Mrs. V. Anuradha, Staff Member 19/3/2019
4. Mrs. N. Sujatha, Staff Member 16/3/2019
5. Dr. Mrs. J. Poonguzali, Staff Member 07/3/2019
6. Mrs. M. Amudha, Staff Member 01/3/2019
7. Dr. S. Geetha, Staff Member 08/3/2019
8. Mrs. A. Poonguzhalai, Staff Member 21/3/2019
9. Dr. G. Porselvi, Staff Member 04/3/2019
10. Miss. G. Gayathri, Staff Member 01/3/2019
11. Mrs. M. Bakayalakshmi, Staff Member 02/3/2019
12. Dr. T. B. Semthil Murugan, Staff Member 17/3/2019
13. Mr. S. Valampuri Moorthy, Librarian 26/3/2019
14. Mr. V. Dinesh, Assistant 09/3/2019
15. Mrs. Shanthi Mohan, OSA president, Local Society M. Shanthi 09.3.2019
16. Miss. R. Sindumathi, Student Union president R. Sindumathi 09.3.2019
17. Dr. G. Sujatha, DKM College, Alumni 04.5/2019
18. Mr. M. Naveen Kumar, Industrialist, Malladi drugs 06.3/2019

Action taken Report after the fourth meet

- All the staff members were instructed to prepare the lesson plan framework for the next academic year during the vacation itself.
- To make a schedule for the bridge course for the next academic year.

Minutes -5

Date: 08-04-2019

Time: 01.30 pm

Venue: Principal Room

Agenda:

1. Ensure Curriculum planning.
2. Discussion on Students admission for the next academic year.
3. Review of College Calendar.
4. Analysis of the feedback.

Resolutions Passed:

The Chairperson of IAAC and principal of the College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. All the faculty members are instructed to plan the Curriculum related activities.
2. A plan is proposed to carry out the prior admission works such as making entries of application form and preparing rank list for admission.
3. College calendar will be prepared based on the previous year schedule and suggestions of the Committee members.
4. The feedback should be collected from various stakeholders like teachers and students by the last working day and during Convocation day from Alumni.

Members Present

1. Dr. K. Parameswari Chairperson & Principal

IC Pub 08/04/2019

PRINCIPAL
Arignar Anna Govt. Arts
College for Women,
Walajapet - 632 613

3. Dr. Mrs. V. Anuradha, Staff Member 29. 08. 2019
 4. Mrs. N. Sujatha, Staff Member 15. 08. 2019
 5. Dr. Mrs. J. Poonguzali, Staff Member 09. 08. 2019
 6. Mrs. M. Amudha, Staff Member 09. 08. 2019
 7. Dr. S. Geetha, Staff Member 08. 08. 2019
 8. Mrs. A. Poonguzhalai, Staff Member 09. 08. 2019
 9. Dr. E. Porsezvi, Staff Member 09. 08. 2019
 10. Miss. G. Gayathri, Staff Member 08. 08. 2019
 11. Mrs. M. Bakiyalakshmi, Staff Member 08. 08. 2019
 12. Dr. T. Senthil Murugan, Staff Member 08. 08. 2019
 13. Mrs. S. Valampuri Moorthy, Librarian 21. 08. 2019
 14. Mr. V. Dinesh, Office, Assistant 08. 08. 2019
 15. Mrs. Shanthi Mohan, QSA President, local Society M. Shanthi 08. 08. 2019
 16. Miss. R. Indumathi, Student Union President R. Indumathi 08. 08. 2019
 17. Dr. G. Sujatha, DKM College, Alumni 08. 08. 2019
 18. Mr. M. Nareenkumar, Industrialist, Malladi drugs 08. 08. 2019

Action taken Report after fifth meet

1. All the Staff members were instructed to carry out the Plans for curriculum related activities.
2. Preparation of rank list for admission is carried out.
3. Feedback were collected from Students & Teachers on last working day.
4. Submitted AQAR report (2016-2017) to NAAC.