

## MINUTES OF MEETING (2019 – 2020)

### FIRST MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **8<sup>th</sup> June 2019** at 10.30 a.m in the Principal cabin of the college. Dr. A. Muthumoni, Chairman IQAC, started the meeting on a welcome note. The Chairman requested all the members for open house discussion on academic excellence.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R.Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Secretary	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. M. Raghu	Student Representative	Member
15	Mr. Chandreshekar Beerp	Local Expert	Member
16	Dr. C.M. Raghavan	Industry Expert	Member
17	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

**Agenda 1:** Proposal and approval of student representative

**Agenda 2:** Conduction of orientation programme and a Life Skill training Programmes for I year students

**Agenda 3:** To conduct a weeklong Yoga programme for I Year students

**Agenda 4:** To support the Training & Placement cell for the smooth conduct of New Collar Employability Skill Training Programme by **IBM/NASSCOM**

**Agenda 5:** To conduct an intercollegiate technical competition

**Agenda 6:** To conduct a sponsored conference/workshop/seminar on Environment and Pollution

**Agenda 7:** Any other matter

## SECOND MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **11<sup>th</sup> December 2019** at 10.30 a.m. The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Secretary	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. M. Raghu	Student Representative	Member
15	Mr. Chandreshekar Beerp	Local Expert	Member
16	Dr. C.M. Raghavan	Industry Expert	Member
17	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

### Agenda 1: Review of minutes of the first IQAC meeting

Recommendation given by IQAC committee	Action taken for implementation and outcome
Proposal and approval of new student representative for IQAC	Mr. M. Raghu of B.Sc Microbiology was approved by the committee unanimously
Conduction of orientation programme and a Life Skill training Programmes for I year students	Induction & Orientation programme for I year students was conducted on 20 <sup>th</sup> June 2019 by IQAC chairman
To conduct a week long Yoga programme for I Year students	One week Yoga Programme for I Year Students was conducted from 22/07/2019 to 27/07/2019
To support the Training & Placement cell for the smooth conduct of New Collar Employability Skill Training Programme by <b>IBM/NASSCOM</b>	Placement registered students are given special permission to attend the training as per the Schedule given by I Primed

To conduct an intercollegiate technical competition	Both Computer Science and Computer Applications department submitted their willingness to conduct a symposium and an intercollegiate event
To conduct a sponsored conference/workshop/seminar on Environment and Pollution	Department of Biotechnology has initiated the process of sending proposals to funding agencies for a conference on <b>Environmental Toxicology</b>

**Agenda 2:** To provide minimum 70% placement for placement registered students.

**Agenda 3:** To obtain feedback for SSR preparation from students

**Agenda 4:** To encourage staff members & Research Scholars to strengthen their publications

**Agenda 5:** Any other matter

### **THIRD MEETING OF THE IQAC COMMITTEE**

The meeting of the IQAC committee was held on **7<sup>th</sup> March 2020** at 10.30 a.m. The following members attended the meeting.

<b>S. No.</b>	<b>Name of the member</b>	<b>Designation</b>	<b>Category</b>
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. M. Raghu	Student Representative	Member
15	Mr. Chandreshekar Beerp	Local Expert	Member
16	Dr. C.M. Raghavan	Industry Expert	Member
17	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

#### **Agenda 1: Review of minutes of the second IQAC meeting**

<b>Recommendation given by IQAC committee</b>	<b>Action taken for implementation and outcome</b>
To place minimum 70% placement for placement registered students.	More than 70% of Placement registered students have been placed in various MNCs
To obtain feedback for SSR preparation from students	Departments started collecting the feed back
To encourage staff members & Research Scholars to strengthen their publications	A sizable number of staff engaged in research activities started communicating their research work for publications

**Agenda 2:** To Consolidate SSR

**Agenda 3: Student progression** – To motivate the UG/PG students to go for higher studies

**Agenda 4:** Any Other matter