

MINUTES OF MEETING (2015 – 2016)

FIRST MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on Monday 6th July, 2015 at 10.30 a.m. in the Principal cabin of the college. The meeting was started on a welcome note by Dr. A.Muthumoni, Chairman IQAC. The Chairman requested all the members for open house discussion on academic excellence.

The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	The Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Mr. A. James Karunakaran	Senior faculty – Hotel Management and Catering Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mr. R. Yuvaraj	Senior faculty – Microbiology	Member
7	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
8	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
9	Mrs. P. Prabha	Senior faculty – English	Member
10	Dr. P. Balaji	Senior faculty – Biotechnology	Member
11	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Ms. P. Hemalatha	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mrs. D. Shanthi Jeslet	Senior Faculty – Computer Science	Co-ordinator

Agenda 1: Nomination of new IQAC co-ordinator

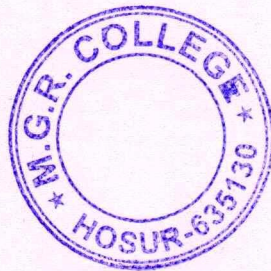
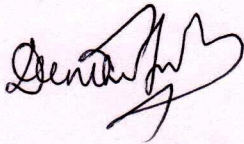
Mr. R. Yuvaraj, Assistant Professor & Head, Department of Microbiology was nominated as the IQAC coordinator for the period 2015 – 2020.

Agenda 2: Completion of syllabus well in advance

Agenda 3: Conduct atleast one funded seminar/conference/workshop for the academic year

Agenda 4: Conduction of orientation programme on change management/grooming for I year students

Agenda 5: To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell



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SECOND MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on Thursday 10th December, 2015 at 10.30 a.m.
The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	The Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Mr. A. James Karunakaran	Senior faculty – Hotel Management and Catering Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mrs. D. Shanthi Jeslet	Senior Faculty – Computer Science	Member
7	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
8	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
9	Mrs. P. Prabha	Senior faculty – English	Member
10	Dr. P. Balaji	Senior faculty – Biotechnology	Member
11	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Ms. P. Hemalatha	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Co-ordinator

Agenda 1: Review of minutes of the first IQAC meeting

Recommendation given by IQAC committee	Action taken for implementation and outcome
To complete syllabus well in advance	Achieved and as a result of that sufficient time was there to recap the syllabus and to conduct two model exams for students
Conduct atleast one funded seminar/conference/workshop for the academic year	Department of Biotechnology has planned and initiated steps to organize the 4 th National conference on "Emerging trends and new challenges in Biotechnology " on February 2016
Conduction of orientation programme on change management/grooming for I year students	Orientation programme for I year students was conducted
To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell	Three faculty professional development trainings were conducted

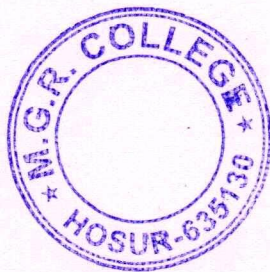
Agenda 2: To place minimum 60% placement for placement registered students.

Agenda 3: Regular conduction of IQAC meetings

Agenda 4: To bag more university ranks than the previous academic year

Agenda 5: To motivate NSS/YRC/RRC co-ordinators to conduct more extension activities

RD



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THIRD MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on Thursday 10th March, 2016 at 10.30 a.m. The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	The Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Mr. A. James Karunakaran	Senior faculty – Hotel Management and Catering Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mrs. D. Shanthi Jeslet	Senior Faculty – Computer Science	Member
7	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
8	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
9	Mrs. P. Prabha	Senior faculty – English	Member
10	Dr. P. Balaji	Senior faculty – Biotechnology	Member
11	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Ms. P. Hemalatha	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Co-ordinator

After a long discussion and deliberations on different issues placed by the co-ordinator the IQAC made the following recommendations.

Agenda 1: Effective public speaking workshop for new staff members

Agenda 2: Students attendance monitoring

The tutor should ensure and follow up regular attendance of the students. In case of deviation from the attendance rules warning should be sent to the students and their parents.

Agenda 3: Feedback

The college should evolve a constructive feedback mechanism of teaching learning and other aspects of the college which should be further used for the improvement and quality assurance.

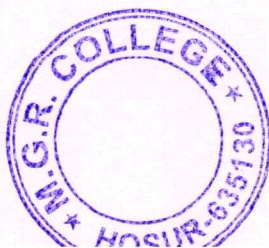
Agenda 4: Student progression

The college must maintain records of student progression and progress report must be sent to parents

Agenda 5: Approval for AQAR for the academic year 2015 -2016

Agenda 6: Review of minutes of the first and second IQAC meeting

Recommendation given by IQAC committee	Action taken for implementation and outcome
To complete syllabus well in advance	Achieved and as a result of that sufficient time was there to recap the syllabus and to conduct two model exams for theory and practicals to students
Conduct atleast one funded seminar/conference/workshop for the academic year	Department of Biotechnology organized the DSTsponsored 4 th National conference on "Emerging trends and new challenges in Biotechnology " on February 2016
To bag more university ranks than the previous academic year	Many students have passed with distinction in the odd semester and additional attention was given to the class toppers.
To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell	Five faculty professional development trainings were conducted
To motivate NSS/YRC/RRC co-ordinators to conduct more extension activities	Twelve Extension activities were conducted



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