

## IQAC MINUTES OF MEETING (2016 – 2017)

### FIRST MEETING OF THE IQAC COMMITTEE

The first meeting of the IQAC committee was held on **Monday 6<sup>th</sup> June, 2016** 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.

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	Mrs. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mr. A. James Karunakaran	Senior faculty – HMCS	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	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

**Agenda 1:** Nomination of new Student representative

**Agenda 2:** Completion of syllabus well in advance

**Agenda 3:** To finalize the date for I Year induction and to conduct orientation programme on change management/grooming for I year

**Agenda 4:** To conduct Motivational Programme for First Year students after Induction

**Agenda 5:** To conduct at least one funded seminar/workshop/conference for the academic year

**Agenda 6:** To encourage and motivate staff members to clear SET/NET

**Agenda 7 :** To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell

**Agenda 8:** To conduct Effective public speaking workshop for new staff members

## SECOND MEETING OF THE IQAC COMMITTEE (2016 -2017)

The second meeting of the IQAC committee was held on **Wednesday 7<sup>th</sup> December, 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	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Mrs. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mr. A. James Karunakaran	Senior faculty – HMCS	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. Sakhivel	Senior faculty – Business Administration	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	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
Nomination of new Student representative	Mr. L. Bharath, student, Department of Microbiology was nominated as the IQAC student representative for 2016 – 2019.
Completion of syllabus well in advance	HoDs and staff members were instructed to complete the syllabus well in advance by meticulous planning
To finalize the date for I Year induction and to conduct orientation programme on change management/grooming for I year	First year Induction was done on 15/06/2016 and Orientation programme for I year students was conducted by Training and Placement Cell
To conduct Motivational Programme for First Year students after Induction	<b>Dr. Kannan Gireesh</b> , a renowned psychiatrist was invited to conduct a 3 hours motivational programme on 08/07/2016
To conduct at least one funded seminar/workshop/conference for the academic year	Department of Biotechnology has started working to conduct a funded National Conference
To encourage and motivate staff members to clear SET/NET	60 members have appeared in TNSET 2016
To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell	E mail etiquette – 18/06/2016 Institutional etiquette – 13/08/2016 training programmes were conducted to elevate the professionalism of faculty members
To conduct Effective public speaking workshop for new staff members	Effective public speaking workshop is planned to organize for new staff members on 18/11/2016

**Agenda 2:** To have minimum 60% placements for placement registered students.

**Agenda 3:** To bag more University ranks

**Agenda 4:** To conduct a funded extension activity

**Agenda 5 :** To initiate AQAR preparation

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

The third meeting of the IQAC committee was held on **Wednesday 8<sup>th</sup> February 2017**. 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	Mrs. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Mr. A. James Karunakaran	Senior faculty – HMCS	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. Sakhivel	Senior faculty – Business Administration	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

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

#### **Agenda 1: 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 2: Feedback**

Obtaining students feedback on curriculum and other aspects from final year students to be initiated.


#### **Agenda 3: Student progression**

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

#### **Agenda 4: Approval for the submission of AQAR 2016-2017**

**Agenda 5: Review of minutes of the first/second IQAC meetings**

<b>Recommendation given by IQAC committee</b>	<b>Action taken for implementation and outcome</b>
Nomination of new Student representative	Mr. L. Bharath, student, Department of Microbiology was nominated as the IQAC student representative for 2016 – 2019.
Completion of syllabus well in advance	HoDs and staff members were instructed to complete the syllabus well in advance by meticulous planning
To finalize the date for 1 Year induction and to conduct orientation programme on change management/grooming for 1 year	First year Induction was done on 15/06/2016 and Orientation programme for 1 year students was conducted by Training and Placement Cell
To conduct Motivational Programme for First Year students after Induction	<b>Dr. Kannan Gireesh</b> , a renowned psychiatrist was invited to conduct a 3 hours motivational programme on 08/07/2016
To conduct at least one funded seminar/workshop/conference for the academic year	Department of Biotechnology has started working to conduct a funded National Conference
To encourage and motivate staff members to clear SET/NET	60 members have appeared in TNSSET 2016
To conduct minimum three internal faculty professional development training for the faculty members through training and placement cell	E mail etiquette – 18/06/2016 Institutional etiquette – 13/08/2016 training programmes were conducted to elevate the professionalism of faculty members
To conduct Effective public speaking workshop for new staff members	Effective public speaking workshop was organized for new staff members on
To have minimum 60% placements for placement registered students.	More than 60% students have been placed in different IT, ITES and other MNCs
To bag more University ranks	Bagged 22 University ranks
To conduct a funded extension activity	TNSCST has recognized MGR College as a nodal centre for conducting YSSP – 2017.
To initiate AQAR preparation	AQAR for the academic year 2016 -2017 was prepared and submitted for the approval

  
Prof. R. Yuvraj

Signature of the Coordinator, IQAC

  
Dr. A. Muthumoni

Signature of the Chairperson, IQAC



A. MUTHUMONI, M.Com., M.Phil., M.A., M.L.S., M.B.A., M.F.P., M.P.P., M.S.P., M.T.S., M.V.S., M.W.S., M.X.S., M.Y.S., M.Z.S., M.A.A., M.A.B., M.A.C., M.A.D., M.A.E., M.A.F., M.A.G., M.A.H., M.A.I., M.A.J., M.A.K., M.A.L., M.A.M., M.A.N., M.A.O., M.A.P., M.A.Q., M.A.R., M.A.S., M.A.T., M.A.U., M.A.V., M.A.W., M.A.X., M.A.Y., M.A.Z., M.B.A., M.B.B., M.B.C., M.B.D., M.B.E., M.B.F., M.B.G., M.B.H., M.B.I., M.B.J., M.B.K., M.B.L., M.B.M., M.B.N., M.B.O., M.B.P., M.B.Q., M.B.R., M.B.S., M.B.T., M.B.U., M.B.V., M.B.W., M.B.X., M.B.Y., M.B.Z., M.C.A., M.C.B., M.C.C., M.C.D., M.C.E., M.C.F., M.C.G., M.C.H., M.C.I., M.C.J., M.C.K., M.C.L., M.C.M., M.C.N., M.C.O., M.C.P., M.C.Q., M.C.R., M.C.S., M.C.T., M.C.U., M.C.V., M.C.W., M.C.X., M.C.Y., M.C.Z., M.D.A., M.D.B., M.D.C., M.D.D., M.D.E., M.D.F., M.D.G., M.D.H., M.D.I., M.D.J., M.D.K., M.D.L., M.D.M., M.D.N., M.D.O., M.D.P., M.D.Q., M.D.R., M.D.S., M.D.T., M.D.U., M.D.V., M.D.W., M.D.X., M.D.Y., M.D.Z., M.E.A., M.E.B., M.E.C., M.E.D., M.E.E., M.E.F., M.E.G., M.E.H., M.E.I., M.E.J., M.E.K., M.E.L., M.E.M., M.E.N., M.E.O., M.E.P., M.E.Q., M.E.R., M.E.S., M.E.T., M.E.U., M.E.V., M.E.W., M.E.X., M.E.Y., M.E.Z., M.F.A., M.F.B., M.F.C., M.F.D., M.F.E., M.F.F., M.F.G., M.F.H., M.F.I., M.F.J., M.F.K., M.F.L., M.F.M., M.F.N., M.F.O., M.F.P., M.F.Q., M.F.R., M.F.S., M.F.T., M.F.U., M.F.V., M.F.W., M.F.X., M.F.Y., M.F.Z., M.G.A., M.G.B., M.G.C., M.G.D., M.G.E., M.G.F., M.G.G., M.G.H., M.G.I., M.G.J., M.G.K., M.G.L., M.G.M., M.G.N., M.G.O., M.G.P., M.G.Q., M.G.R., M.G.S., M.G.T., M.G.U., M.G.V., M.G.W., M.G.X., M.G.Y., M.G.Z., M.H.A., M.H.B., M.H.C., M.H.D., M.H.E., M.H.F., M.H.G., M.H.H., M.H.I., M.H.J., M.H.K., M.H.L., M.H.M., M.H.N., M.H.O., M.H.P., M.H.Q., M.H.R., M.H.S., M.H.T., M.H.U., M.H.V., M.H.W., M.H.X., M.H.Y., M.H.Z., M.I.A., M.I.B., M.I.C., M.I.D., M.I.E., M.I.F., M.I.G., M.I.H., M.I.I., M.I.J., M.I.K., M.I.L., M.I.M., M.I.N., M.I.O., M.I.P., M.I.Q., M.I.R., M.I.S., M.I.T., M.I.U., M.I.V., M.I.W., M.I.X., M.I.Y., M.I.Z., M.J.A., M.J.B., M.J.C., M.J.D., M.J.E., M.J.F., M.J.G., M.J.H., M.J.I., M.J.J., M.J.K., M.J.L., M.J.M., M.J.N., M.J.O., M.J.P., M.J.Q., M.J.R., M.J.S., M.J.T., M.J.U., M.J.V., M.J.W., M.J.X., M.J.Y., M.J.Z., M.K.A., M.K.B., M.K.C., M.K.D., M.K.E., M.K.F., M.K.G., M.K.H., M.K.I., M.K.J., M.K.K., M.K.L., M.K.M., M.K.N., M.K.O., M.K.P., M.K.Q., M.K.R., M.K.S., M.K.T., M.K.U., M.K.V., M.K.W., M.K.X., M.K.Y., M.K.Z., M.L.A., M.L.B., M.L.C., M.L.D., M.L.E., M.L.F., M.L.G., M.L.H., M.L.I., M.L.J., M.L.K., M.L.L., M.L.M., M.L.N., M.L.O., M.L.P., M.L.Q., M.L.R., M.L.S., M.L.T., M.L.U., M.L.V., M.L.W., M.L.X., M.L.Y., M.L.Z., M.M.A., M.M.B., M.M.C., M.M.D., M.M.E., M.M.F., M.M.G., M.M.H., M.M.I., M.M.J., M.M.K., M.M.L., M.M.M., M.M.N., M.M.O., M.M.P., M.M.Q., M.M.R., M.M.S., M.M.T., M.M.U., M.M.V., M.M.W., M.M.X., M.M.Y., M.M.Z., M.N.A., M.N.B., M.N.C., M.N.D., M.N.E., M.N.F., M.N.G., M.N.H., M.N.I., M.N.J., M.N.K., M.N.L., M.N.M., M.N.N., M.N.O., M.N.P., M.N.Q., M.N.R., M.N.S., M.N.T., M.N.U., 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