

## MINUTES OF MEETING (2018 – 2019)

### FIRST MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on 7<sup>th</sup> June 2018 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	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. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

**Agenda 1:** Proposal and approval of Jc. Chandrashekar Beerp and Dr. C.M.Raghavan nomination as Local Expert and Industry Expert for IQAC

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

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

**Agenda 4:** To encourage staff to prepare e contents for the enhanced curriculum delivery

**Agenda 5:** To promote Alumni – Student lecture Series

**Agenda 6:** To conduct a sponsored conference/workshop/seminar on Ecofriendliness

## SECOND MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **17<sup>th</sup> December 2018** 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. L. Bharath	Student	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 Jc. Chandrashekar Beerp and Dr. C.M. Raghavan nomination as Local Expert and Industry Expert for IQAC	Proposal was accepted & 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 given on 18/06/2018 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 20/8/2018 to 25/08/2018
To encourage staff to prepare e contents for the enhanced curriculum delivery	<b>Department of Computer Science and Computer applications</b> have accepted to provide valuable technical expertise to staff in the preparation of <b>e contents</b>

To promote Alumni – Student lecture Series	<b>Life Science Departments</b> have proposed yearly two <b>Alumni – Student Lecture series programmes</b>
To conduct a sponsored conference/workshop/seminar on Ecofriendliness	Department of Biotechnology has initiated the process of sending proposals to funding agencies for a conference on <b>Ecofriendliness</b>

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

**Agenda 3:** To sensitize PG Life Science and Chemistry students to carry out interdisciplinary project work

**Agenda 4:** To motivate NSS/YRC/RRC co-ordinators to conduct more extension activities in adopted village

**Agenda 5:** To celebrate **Environment conciousness week** – To promote the judicious usage of Non Renewable resources among students and staff

### THIRD MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **8<sup>th</sup> March 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 – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. Chandreshekar Beerp	Local Expert	Member
16	Dr. C.M. Raghavan	Industry Expert	Member
17	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

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

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

##### **Review of minutes of the first IQAC meeting**

Recommendation given by IQAC committee	Action taken for implementation and outcome
To place minimum 70% placement for placement registered students.	More than 70% of Placement registered students have been placed in various MNCs
To sensitize PG Life Science and Chemistry students to carry out interdisciplinary project work	25 PG Students availed the facilities of various departments to complete their project work
To motivate NSS/YRC/RRC co-ordinators to conduct more extension activities in adopted village	Number of programmes were organized in Adopted Village during the Special Camp
To celebrate <b>Environment consciousness week</b> – To promote the judicious usage of Non Renewable resources among students and staff	Life Science Departments Carried out a week long awareness programmes for Staff & Students

**Agenda 2:** To obtain student satisfaction survey report and its consolidation

**Agenda 3:**

**Student progression –**

To strengthen the Training & Placement Cell further to Sign in MOUs for the training and placement

To invite a corporate house to train our students through CSR initiative

To motivate the UG/PG students to go for higher studies

**Agenda 4:** Submission of AQAR – 2018 – 2019 for Approval

**Agenda 5:** Any Other matter