

## MINUTES

DATE & TIME: 12-07-2017 1-30 PM

VENUE: Principal's Room.

PARTICIPANTS: MEMBERS OF IQAC

AGENDA:

1. Composition of IQAC
2. Result Analysis of 2016-2017 even Semester.
3. Examining admission details.
4. Academic Calender review.
5. Action Plan of this academic year.

Resolutions Passed:

1. New composition is framed.
2. The departments which secured less than 90% of Pass 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 from 10% to 20% after getting prior permission from DCE and University.
4. The academic Calender format is updated with a minor change in Allied subjects of Commerce and Tamil.

5. Action Plans are initiated.

- i. To bring out more M. Phil. Courses
- ii. To motivate the research culture
- iii. To emphasize the faculty members to complete NET or SET Examinations and to upgrade themselves in the academic Process.
- iv. To Upgrade the facilities and thereby enhance the students' proficiency.
- v. To initiate Gender Sensitization Programme.

MEMBERS PRESENT.

1.	Dr. C. HEMA	Principal / i/c Chairperson	
2.	Mrs. N. SUJATHA	IAAC co-ordinator	12/7/2017
3.	Dr. V. ANURADHA	Staff Member	12/7/2017
4.	Dr. J. POONGUZHALI	Staff Member	12/7/2017
5.	Mrs. V. MUTHULAKSHMI	Staff member	
6.	Mrs M. AMUDHA	Staff Member	12/7/2017
7.	Dr. E. PORSELVI	Staff member	12/7/2017
8.	Mrs. R. VIJAYA	Staff Member	12/7/17
9.	Mrs G. GAYATHRI	Staff Member	12/7/17
10.	Dr. S. SASINANDHINI	Staff Member	
11.	Mrs. P. TIRIPURASUNDARI	Staff Member	
12.	Dr S. GEETHA	Staff Member	12/7/2017
13.	Mr S. VALAMPURIMOORTHY	Librarian.	12-7-17
14.	Mr. V. DINESH	Assistant	12.7.17

Action taken report after the first meet.

1. Proposals sent for Minor Research Project and Smart Board was purchased for computer Science dept from Women's Development cell was instructed RUSA fund.

# to conduct the Programme on Gender Sensitization

## AGENDA

1. To participate in NITF
2. Submission of project proposals
3. Submission of proposals for 11th course to DCE
4. Plan for conducting NOV/DEC SELF THE REALIZATION
5. University Examinations -
6. Approval of minutes of previous meeting and Action Taken Report
7. To conduct remedial coaching classes for weak students

## Resolutions passed:

1. To submit NITF details and NITF details within the stipulated time frame.
2. To submit proposals for minor research project and submit same project.
3. To submit 11th proposals for Tamil, English and Commerce and Mathematics departments.
4. To forward the Chief Superintendent to collect the required details from all the departments to conduct University Examinations NOV/DEC SELF.
5. To allot hours for Chemistry, Zoology, Botany and English department in order to conduct remedial coaching class approved by DCE.

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## MINUTES

DATE & TIME 20.09.2017 1.30 PM VENUE: PRINCIPAL'S ROOM

### AGENDA:

1. To participate in NIRF
2. Submission of project proposals.
3. Submission of proposals for M.Phil courses to DCE
4. Plan for conducting NOV/DEC 2017 Thiruvalluvar University Examinations.
5. Approval of minutes of previous meeting and Action Taken Report.
6. To conduct remedial coaching classes for weak students.

### Resolutions Passed:

1. To submit NIRF details and AISHE details within the stipulated time.
2. To submit proposals for Minor Research Project and students mini project.
3. To submit M.Phil proposals for Tamil, English, Commerce and Mathematics departments.
4. To instruct the Chief Superintendent to collect the required details from all the departments to conduct University Examinations Nov/Dec 2017.
5. To allot hours for Chemistry, Zoology, Botany and English departments in order to conduct remedial coaching class approved by DCE.



## Minutes

Members Present

DATE & TIME: 29-01-2018, 1:30 PM VENUE: PRINCIPAL'S ROOM

### AGENDA:

1. AISHE Data Submission
2. Result Analysis of 2017-18 odd Semester Examinations
3. Preparation of AQAR Report for 2016-17
4. To initiate the golden jubilee year celebration.
5. Encourage the college functions and to start up the extension activities.
6. Approval of minutes of previous meeting and Action taken Report.
7. NIRF duties allotment.

### Resolutions Passed:

To submit AISHE details within the stipulated time.

The departments which have secured less than 90% should assess the reason and take necessary actions to increase the pass percentage.

To collect the details from all the departments and clubs for the preparation of 2016-2017 AQAR Report.

To celebrate the Golden Jubilee year, to plan

the celebration for two days i.e. one day for old staff (23-02-2018) and one day for old students (24-02-2018) and planned to provide a shield and a keychain for all the staff and students. Plan to release "My Stamp" in memory of Golden Jubilee year celebrations.

To celebrate the college functions in the month of February from 14-02-2018 to 21-02-2018.

Previous meeting minutes is approved and discussed on Action Taken Report.

Dr V. Anuradha is assigned as NIRF nodal officer and the five parameters are allotted to commerce, BBA, Botany, Chemistry and History and overall coordination to be carried out by Computer Science and Tamil Department.

**Members Present**

Dr. C. Hema	Principal / Chairperson	
Mrs. N. Sujatha	De A/c coordinator	29/1/2018
Dr. V. Anuradha	Staff Member	29/1/2018
Dr. J. Poonguzhali	Staff Member	29/1/2018
Mrs. V. Muthulaxmi	Staff Member	29/1/2018
Mrs. M. Amudha	Staff Member	29/1/2018
Dr. E. Porselvi	Staff Member	29/1/2018
Mrs. R. Vijaya	Staff Member	29/1/2018
Mrs. G. Gayathri	Staff Member	29/1/2018
Dr. S. Sasinandhini	Staff Member	29/1/2018
Mrs. P. Tiripurasundari	Staff Member	29/1/2018
Dr. S. Geetha	Staff Member	29/1/2018
Mr. S. Valampuri Moorthy	Staff Member	29/1/2018
Mr. V. Dinesh	Staff Member	29/1/2018
Mrs. Santhi Mohan		29/1/2018
Student		

## Action taken report after the Third Meet

Our prominent Alumni Mrs E. SUNDARAVALLI, IAS, Thiruvalluvar District Collector, Thiru K.P. ANBAZAGAM Higher Education Minister, Thiru K.C. Neeraman Minister for Commercial Tax and Registration Dept., and Dr. Nilofer Kafeel Minister for Labour were invited and honoured the OLD STUDENTS MEETING. A Shield and a Keychain with the emblem of our College stamped on it were given to each participant. In memory of Golden Jubilee year, My Stamp was released by the above Chief Guests.

Invitations were sent to the former Principals, Former Teaching and Non-Teaching Staff members, of our College.

Previous meeting minutes were approved and discussed on Action Taken Report.

Dr. Manjula, Director, Directorate of Collegiate Education presided over the OLD STAFF MEETING.

Ms Andal Priyadarshini, Podhigai Television fame, and Thiru Gopinath, Vijay Television Stardom <sup>and Subasleerapandian of Tamizhar Peravaal</sup> Neeya Nana Programme fame, were invited as Chief Guest and honoured on MUTHAMRUVIZHA which was celebrated for two days.



# Minutes

DATE & TIME : 19-03-2018 1.30 PM VENUE: PRINCIPAL'S ROOM

## AGENDA :

Framing policies for departmental activities.

Review of Lesson Plan for the next academic year.

Plan for Thiruvalluvar University Examinations  
April / May 2018.

Review of Bridge Course.

## Resolutions Passed :

The Chief Superintendent is instructed to collect the required details from all the departments to conduct Thiruvalluvar University Examinations April / May 2018.

To conduct Bridge course for the Freshers and make it convenient for them to attain the communication skills in English.

Previous meeting minutes is approved and discussed on Action Taken Report.

Members Present

Dr. C. Hema	Principal i/c & Chairperson	
Mrs. N. Sujatha	IQAC co-ordinator	15/3/2018
Dr. V. Anusradha	Staff Member	15/3/2018
Dr. J. Poonguzali	Staff Member	15/3/2018
Mrs V. Mathulaxmi	Staff Member	
Mrs. M. Amudha	Staff Member	15/3/2018
Dr. E. Porselvi	Staff Member	15/3/2018
Mrs. R. Vijaya	Staff Member	15/3/2018
Mrs. G. Gayathri	Staff Member	15/3/2018
Dr. S. Sasinandhini	Staff Member	
Mrs. P. Tiripurasundari	Staff Member	
Dr. S. Geetha	Staff Member	15/3/2018
Mr S. Valampurimoorthy	Librarian	15/3/2018
Mr V. Dinesh	Junior Assistant	
Mrs. Santhi Mohan	OSA Secretary	15/3/2018

Action taken report after the fourth week

Golden Jubilee was celebrated in a grand manner. All the staff members were instructed to carry out the lesson Plan framework for the next academic year during the vacation.

To make a schedule for the bridge course for the next academic year.

# Minutes

DATE & TIME : 19.05.2018 10-30 AM VENUE : PRINCIPAL'S ROOM.

Agenda : 1. Curriculum Planning

2. Students admission discussion for the next academic year.

3. Preparation of college calendar

4. Decentralization of Administrative works

Resolutions Passed :

All the faculty members are instructed to plan the curriculum related activities.

To carry out the prior admission works such as making entries of application form and preparing rank list for admission.

College calendar will be prepared based on the previous year schedule.

Administrative works will be decentralized, involving all the permanent faculty members.

## Members Present

Dr. C. Hema	Principal &c Chairperson
Mrs N. Sujatha	ISAC co-ordinator 15/7/19/5/2018
Dr V. Anuradha	Staff Member 21/5/2018
Dr J. Poonguzhali	Staff Member 01/5/2018
Mrs. V. Muthulaxmi	Staff Member 19/5/2018
Mrs. H. Amudha	Staff Member 19/5/2018
Dr. E. Porselvi	Staff Member 19/5/2018
Mrs R. Vijaya	Staff Member 19/5/2018
Mrs G. Gayathri	Staff Member 19/5/2018
Dr S. Sasinandhini	Staff Member 19/5/2018
Mrs P. Teripurasundari	Staff Member 19/5/2018
Dr S. Geetha	Staff Member 19/5/2018
Mr S. Valampuri moorthy	Librarian 19/5/2018
Mr V. Dinesh	Junior Assistant 19/5/2018

## Action Taken Report after the fifth meet

All the staff members were instructed to carry out the lesson plan framework for the next academic year during the vacation.

Administrative works are decentralized to various regular staff members.

Preparation of rank list for admission

To make a schedule for the bridge course for the next academic year.