

Minutes - 1

Date: 10-07-2018 Time: 1.30 pm

Venue: Principal Room

Agenda:

1. Composition of IQAC
2. Examine the result analysis of 2017-2018 even semester.
3. Scrutinize the admission details.
4. Prepare action plan of this academic year.

Resolutions passed:

The Chairperson of IQAC and the principal of College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. A new Composition is framed
2. Each department that has secured less than 50% 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 strength from 10% to 20% after getting permission from DCE and University.
4. Revised plan to conduct library orientation programme for freshers.
5. Action plans are initiated,
 - i. To upgrade the facilities and thereby enhance the students' proficiency.
 - ii. To organize more Gender Sensitization and extension activity related programmes.
 - iii. Insisting all the departments to organize workshops and seminars.
 - iv. To plant & maintain Medicinal Garden.

Members present

1. Dr. K. Parameswari, Chairperson & principal
2. Dr. R. Vijaya, IGAC Co-ordinator
3. Dr. V. Anuradha, Staff Member
4. Mrs. N. Sujatha, Staff Member
5. Dr. J. Poonguzhali, Staff Member
6. Mrs. M. Amudha, Staff Member
7. Dr. S. Geetha, Staff Member
8. Mrs. A. Poonguzhali, Staff Member
9. Dr. E. Ponselvi, Staff Member
10. Miss. G. Gayathri, Staff Member
11. Mrs. M. Bakyalakshmi, Staff Member
12. Dr. T. Senthil Murugan, Staff Member
13. Mr. S. Valampuri Moorthy, Librarian
14. Mr. V. Dinesh, Junior Assistant
15. Mrs. Shanthi Mohan, OSA Secretary, Local Society
16. Miss. R. Indumathi, Student Union president
17. Dr. G. Sujatha, DKM College, Alumni
18. Mr. M. Naveenkumar, Industrialist, Malladihugs

K. Put
10/7/2018

10/7/18

10/7/2018

10/7/2018

10/7/18

10/7/2018

10/7/18

10/7/18

10/7/18

10/7/2018

10/7/18

10.7.2018

10.7.2018

M. Shanthi
10.7.2018

R. Indumathi
10/07/2018

G. S. T. 10.7.

10.7.2018

Action taken Report after first meet

1. NSS and YRC incharges were instructed to conduct the programmes related to Gender Sensitization.
2. Library Orientation programme for the freshers were scheduled from 02.08.2018 to 27.09.2018 by Librarian.
3. Setting up of medicinal gardening has been initiated by Botany Department.

Minutes - 2

Date: 17-09-2018 Time: 1.30 pm

Venue: principal Room

Agenda:

1. Preparation to participate in NIRF
2. Submission of project proposals
3. Plan to Conduct Nov/Dec 2018 University Examinations
4. Approval of minutes of previous meeting and Action taken Report.

Resolutions passed:

The Chairperson of IQAC and principal of the College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. To submit NIRF details within the stipulated time.
2. To submit proposals for Minor Research project and Students Mini project.
3. To instruct the Chief Superintendent to collect the required details from all the departments to Conduct University Examinations Nov/Dec' 2018.
4. The minutes of previously held meeting is also approved.

PRINCIPAL
Arignar Anna Govt. Arts
College for Women, Principal
Walaajpet - 632 513.

Members present:

1. Dr. K. Parameswari Chairperson & Principal K. Pul / 17/09/2018
2. Dr. R. Vijaya, IQAC Co-ordinator R. Vijaya / 17/09/2018
3. Dr. V. Anuradha, Staff Member V. Anuradha / 17/09/2018
4. Mrs. N. Sujatha, Staff Member N. Sujatha / 17/09/2018
5. Dr. J. Poonguzali, Staff Member J. Poonguzali / 17/09/2018
6. Mrs. M. Amudha, Staff Member M. Amudha / 17/09/2018

7. Dr. S. Geetha, Staff Member 17/9/2018
8. Mrs. A. Poonguzhali, Staff Member 17/9/2018
9. Dr. E. Porselvi, Staff Member 17/9/2018
10. Miss. G. Gayathri, Staff Member 17/9/2018
11. Mrs. M. Balajalaxshmi, Staff Member 17/9/18
12. Dr. T. Senthil Murugan, Staff Member 17/9/18
13. Mr. S. Valampunimoorthy, Librarian 17.9.18
14. Mr. V. Dinesh, Assistant 17.9.18
15. Mrs. Shanthi Mohan, OSA President, 17.9.18
16. Miss. R. Indumathi, Student Union President 17.9.18
17. Dr. G. Sujatha, DKM College, Alumni 17.9.18
18. Mr. M. Naveenkumar, Industrialist, Malladi
Drugs, Pharma, Chemicals. 17.9.18

Action taken Report after the second meet.

1. Proposals are sent for the Minor Research project and the student Mini project.
2. NIRF data submitted on 07/12/2018

Minutes - 3

Date: 21.01.2019 Time: 1.30 pm

Venue: Principal Room

Agenda:

1. AISHE Data Submission
2. Scrutinize the result analysis of 2018-2019 odd semester examinations.
3. Ensure Completion of AQAR Report for 2016-2017 and prepare 2017-2018 report.
4. Encourage the staff and students to promote social values through college functions.
5. Discussion regarding feedback forms.
6. Approval of minutes of previous meeting and Action taken Report.

Resolutions passed:

The Chairperson of IQAC and principal of the College Dr. K. Parameswari Presided over the meeting and the resolutions passed are as follows:

1. To submit AISHE details within the stipulated time.
2. Each department which has secured less than 90% should assess the reason and take necessary actions to increase the pass percentage.
3. To collect the details from all the departments and the extension activity clubs for the preparation of 2016-2017 AQAR report.
4. To celebrate the college functions in the month of February from 05.02.2018 to 21.02.2018.
5. Reconstruct the students feedback form and questionnaire preparation for Teachers feedback form and Students Satisfactory Survey (SSS).
6. The minutes of previously held meeting is also approved.

Members Present

1. Dr. K. Paramaswari, Chairperson & Principal K. Pul
21/01/2019
2. Dr. R. Vijaya, ICAE Co-ordinator
3. Dr. Mrs. V. Anuradha, Staff Member 21/1/2019
4. Mrs. N. Sujatha, Staff Member 21/1/2019
5. Dr. Mrs. J. Poonguzali, Staff Member 21/1/19
6. Mrs. M. Amudha, Staff Member 21/1/19
7. Dr. S. Geetha, Staff Member 21/1/2019
8. Mrs. A. Poonguzhali, Staff member 21/1/19
9. Dr. E. Porselvi, Staff Member 21/1/19
10. Miss. G. Gayathri, Staff Member 21/1/19
11. Mrs. M. Bateeya Lateshmi, Staff Member 21/1/19
12. Dr. T. Senthil Murugan, Staff Member 21/1/19
13. Mr. S. Valampuri Moorthy, Librarian 21.1.19
14. Mr. V. Dinesh, Jugal Assistant 21.1.19
15. Mrs. Shanthi Mohan, OSA president, Local Society M. Shanthi
21.1.19
16. Miss. R. Indumathi, Student Union President R. Indumathi
21.1.19
17. Dr. G. Sujatha, Dkm College, Alumni G. S. Sujatha
21.1.19
18. Mr. M. Naveenkumar, Industrialist, Malladi Drugs M. Naveenkumar
21.1.19

Action Taken Report after the Third meet.

1. AISHE report is submitted on 26.02.2019.
2. College functions were initiated as per the plan.
3. English department Organized workshop on 21.02.2019.
4. Students feedback forms had been restructured and structured questionnaires were also prepared for the teachers and SSS.

Minutes - 4

Date: 09.03.2019 Time: 01.30 pm

Venue: Principal Room

Agenda:

1. Review of Lesson plan for the next academic year.
2. Plan for Thiruvalluvar University Examinations Apr/May 2019.
3. Decentralization of works for the next academic year.
4. Review of the bridge Course.

Resolutions passed:

The Chairperson of IBAC and principal of the College Dr. K. Parameswari Presided over the meeting and the resolutions passed, are as follows:

1. The Chief Superintendent of Exam Cell is instructed to collect the required details from all the departments to conduct University Examinations Apr/May '19.
2. To conduct Bridge Course for the freshers and make it convenient for them to attain the Communication Skills in English for the next academic year.
3. Previous meeting minutes is approved and discussed on Action Taken Report.

Members Present.

1. Dr. K. Parameswari, Chairperson & Principal
2. Dr. R. Vijaya, IBAC Coordinator

K. Pul [Signature] 09/03/2019
Principal

PRINCIPAL
Arignar Anna Govt. Arts
College for Women,
Walajapet - 632 513.

K. Pul [Signature] 09/03/2019

[Signature] 09/03/2019

3. Dr. Mrs. V. Anuradha, Staff Member 29/3/2019
4. Mrs. N. Sujatha, Staff Member 16/9/3/2019
5. Dr. Mrs. J. Poonguzali, Staff Member 9/3/2019
6. Mrs. M. Amudha, Staff Member 9/3/19
7. Dr. S. Greetha, Staff Member 9/3/2019
8. Mrs. A. Poonguzhali, Staff Member 9/3/19
9. Dr. E. Ponselvi, Staff Member 9/3/19
10. Miss. G. Gayathri, Staff Member 9/3/19
11. Mrs. M. Bakujalakshmi, Staff Member 9/3/19
12. Dr. T. Benthil Murugan, Staff Member 9/3/19
13. Mrs. S. Valampuri Moorthy, Librarian 9.3.2019
14. Mr. V. Dinesh, Assistant 9.3.2019
15. Mrs. Shanthi Mohan, OSA President, Local Society M. Shanthi 9.3.2019
16. Miss. R. Indumathi, Student Union President R. Indumathi 9.3.2019
17. Dr. G. Sujatha, DKM College, Alumni G. S. V. 9.3.2019
18. Mr. M. Naveen Kumar, Industrialist, Malladi Drugs M. Naveen Kumar 9.3.2019

Action Taken Report after the fourth meet

1. All the staff members were instructed to prepare the lesson plan framework for the next academic year during the vacation itself.
2. To make a schedule for the bridge course for the next academic year.

Date: 08-04-2019

Time: 01.30 PM

Venue: Principal Room

Agenda:

1. Ensure Curriculum planning
2. Discussion on students admission for the next academic year
3. Review of College Calendar
4. Analysis of the feedback

Resolutions Passed:

The Chairperson of IAAC and Principal of the College Dr. K. Parameswari presided over the meeting and the resolutions passed are as follows:

1. All the faculty members are instructed to plan the Curriculum related activities.
2. Plan is proposed to carry out the prior admission works such as making entries of application forms and preparing rank list for admission.
3. College Calendar will be prepared based on the previous year schedule and suggestions of the Committee members.
4. The feedback should be collected from various stakeholders like teachers and students by the last working day and during Convocation day from Alumni.

Members Present

1. Dr. K. Parameswari Chairperson & Principal
2. Dr. P. Vijaya IAAC Coordinator

K. Pub 7/08/04/2019
PRINCIPAL
 Arignar Anna Govt. Arts
 College for Women,
 Walajpet - 632-513
 K. Pub 08/04/2019

Dona

3. Dr. Mrs. V. Anuradha, Staff Member 27/08/19
4. Mrs. N. Sujatha, Staff Member 15/08/19
5. Dr. Mrs. J. Poonguzali, Staff Member 08/08/19
6. Mrs. M. Amudha, Staff Member 08/08/19
7. Dr. S. Geetha, Staff Member 08/08/19
8. Mrs. A. Poonguzhali, Staff Member 08/08/19
9. Dr. E. Porselvi, Staff Member 08/08/19
10. Miss. G. Gayathri, Staff Member 08/08/19
11. Mrs. M. Bakiyalakeshmi, Staff Member 08/08/19
12. Dr. T. Senthil Murugan, Staff Member 08/08/19
13. Mr. S. Valampuri Moorthy, Librarian 08/08/19
14. Mr. V. Dinesh, Office Assistant 08/08/19
15. Mrs. Shanthi Mohan, ASA President, local Society M. Shanthi 08.4.19
16. Miss. R. Indumathi, Student Union President R. Indumathi 08.4.2019
17. Dr. G. Sujatha, DKM College, Alumni G. S. 08.4.19
18. Mr. M. Nareenkumar, Industrialist, Malladi drugs Mr. M. Nareenkumar

Action taken Report after fifth meet

1. All the Staff members were instructed to carry out the Plan for curriculum related activities.
2. Preparation of rank list for admission is carried out.
3. Feedback were collected from students & Teachers on last working day.
4. Submitted A&AR report (2016-2017) to NAAC.