# MINUTES OF THE IQAC MEETING -IV(2019-2020)

**DATE: 18/12/2019 @ 12.30 PM**                                      **VENUE: IQAC ROOM**

The following members were present:

1. Dr. R. Geetha, Principal
2. Dr. G. Vijayasree, Former IQAC Co-ordinator,
3. Dr. K. Kanthimathi, IQAC Co-ordinator, Assistant Professor, Dept of English
4. Dr. S. Hemalatha, Additional IQAC Co-ordinator, Assistant Professor, Dept of Mathematics
5. Dr. G. Shanthi, , Member of IQAC, Assistant Professor, Dept of Economics
6. Mrs. G. Tamilselvi, , Member of IQAC, Assistant Professor, Dept of Commerce
7. Dr. P. Koteeswari, Member of IQAC, Assistant Professor, Dept of Physics
8. Dr. D. Lalitha,Member of IQAC, Associate Professor, Dept of M.Com
9. Mrs. A. Arundhathi, Member of IQAC, Associate Professor, Dept of English
10. Mrs. G.B. Hema Malini,Member of IQAC, Assistant Professor, Dept of Computer Applications
11. Mrs. Amirtha Padmanaban,Member of IQAC, Assistant Professor, Dept of M.Com(A&F)

# Agenda

- Preparation of AQAR in new format (2018-2019)
- Preparation of AISHE report
- Formation of new club for Artificial Intelligence
- E-News letter.

| Action Point | Action Plan | Responsibility | Target Date |
|---|---|---|---|
| AQAR Preparatory work | Collection of DATA'S | IQAC | January 2020 |
| AISHE report preparation | Follow-up of Data's required Submission date : by February end | AISHE Co-coordinator and IQAC | February 2020 |
| Formation of AI Club incharge and Members | Allocation of club activities | AI club Incharge | January 2020 |
| Release of E-News letter | Reports of All clubs and departments | Editorial board | March 2020 |

IQAC CO-ORDINATOR                                                      PRINCIPAL