

MINUTES OF IQAC MEETING - I (2019-2020)

DATE: 13/07/2019 @ 12.30 PM

VENUE: IQAC ROOM

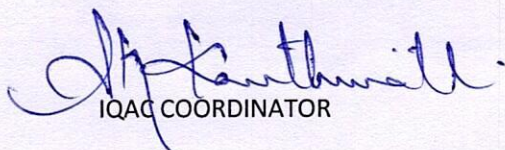
The following members were present:


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)
12. Mr. S. Sridhar, Superintendent – Member
13. Mrs. Vijayalakshmi, Chief Accounts Officer
14. Ms. Aadhira, II B.A. Eng, Student Representative
15. Ms. Nappinai II B.Sc. Stats.
16. Ms. Archana II BCom
17. Ms.V Swathysree , I MCom

Agenda

- Dr. G. Vijayasree Previous Coordinator of IQAC introduced the new team about the details of IQAC and the Initiatives taken by the team during their tenure.
- New IQAC committee formed and discussed about preparation of University of Madras Annual Report 2018 -2019.
- Designing of New website.

Action Point	Action Plan	Responsibility	Target Date
Updating College Information System	New Website to be designed and all information to be updated.	ESRM and HOD's of Various Department	October 2019
UNOM Report 2018 -2019.	Details to be collected and documented	IQAC Members	November 2019


IQAC COORDINATOR


PRINCIPAL

MINUTES OF THE IQAC MEETING –II (2019-2020)

DATE: 25/09/2019 @ 1.30 PM

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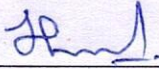
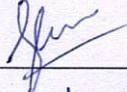
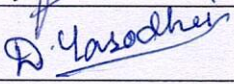
The IQAC members met to discuss the following

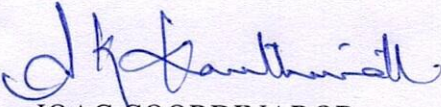
Agenda

- ✓ Criteria Wise Data Verification of UNOM(University of Madras) Report
- ✓ Attendance Entry In SDNBVC Mobile App
- ✓ Changes in Curriculum and conduct of Board of Studies
- ✓ To discuss MOU with Finmark Trainers Private Ltd to provide content for job oriented add-on financial market courses. To take their assistance to conduct exams for national stock exchange and national institute of securities market. The course content and mode of classes (online/offline) were also discussed.

Action Point	Action Plan	Responsibility	Target Date
UNOM report	Data validation	IQAC	Sept - 2019
Attendance Entry in Mobile APP	Daily entry	Respective Class Incharge of all Departments	
Changes in Curriculum	Conduct of BOS	Respective Departments	

S.No	NAME	DESIGNATION	Signature
1	Dr. R. Geetha	Chairperson -Principal	R. Geetha
2	Dr. K. Kanthimathi	Coordinator	Dr. Kanthimathi
3	Dr. S. Hemalatha	Coordinator (Asst)	S. Hemalatha
4	Dr. G. Shanthi	Member	G. Shanthi
5	Dr. G. Tamilselvi	Member	G. Tamilselvi
6	Dr. P. Koteeswari	Member	P. Koteeswari
7	Dr. D. Lalitha	Member	Dr. Lalitha 16/12/20
8	Mrs. P. Amirtha	Member	P. Amirtha
9	Mrs. A. Arundhathi	Member	A. Arundhathi

10	Mrs. G. B. Hema Malini	Member	
11	Mr. Glenn Roger Carr	External expert - Industrialist	
12	Ms. D. Yashodhai	External member - Alumni	
13	-	Local society member	-


IQAC COORDINATOR


PRINCIPAL

MINUTES OF THE FIRST IQAC MEETING-III (2019-2020)

DATE: 3/10/2019 @ 1.30 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. D. Lalitha, Member of IQAC, Associate Professor, Dept of M.Com
8. Mrs. A. Arundhathi, Member of IQAC, Associate Professor, Dept of English
9. Mrs. G.B. Hema Malini, Member of IQAC, Assistant Professor, Dept of Computer Applications
10. Mrs. Amirtha Padmanaban, Member of IQAC, Assistant Professor, Dept of M.Com(A&F)

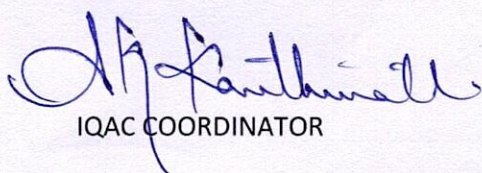
The following members were Absent (with prior permission) :

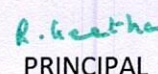
- 1) Mrs. G.Tamilselvi 2) Dr. D.Lalitha 3) Dr. P. Koteeswari

Agenda

- Preparation of UNOM report -Final
- Online feedback format were reviewed and a new format prepared for online entry
- Updating Faculty Achievements and Student's Achievements in CIS.
- Strategies of obtaining project grants from various funding agencies and to expand their research expertise

Action Point	Action Plan	Responsibility	Target Date
UNOM report	Final	IQAC	December 2019
Online feedback by Students	Preparation or modifying questionnaire	ESRM	October 2019
Updating Faculty Achievements and Students Achievements as on date in CIS.	Entry as on date	Association VP's	As applicable
Workshop	Discussion forum	Dean-Research	November 2019


IQAC COORDINATOR


PRINCIPAL

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

DATE: 18/12/2019 @ 12.30 PM

VENUE: IQAC ROOM

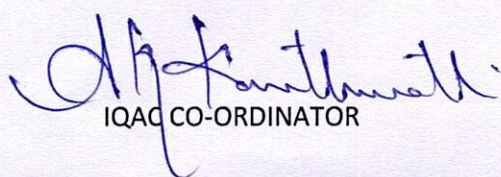
The following members were present:


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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

MINUTES OF THE IQAC MEETING -V (2019-2020)

DATE: 13/2/2020 @ 1.30 PM

VENUE: IQAC ROOM

The IQAC members met to discuss the following:-

- Uploading of Online AQAR
- Extension of UPS Facility for Main block departments.
- Follow up of all club Activities.
- The progress of classes conducted by Finmark trainers was assessed and exam strategies were formulated.
- Alumni member suggested improving communications skills for employability.

Action Point	Action Plan	Responsibility	Target Date
AQAR Uploading	Work on criteria wise uploading with documentation	IQAC	March 2020
Infrastructural development	UPS facility to all Main block Departments	Administrative Officer	April 2020
Follow up and review of all Club activities	Events organised	Respective Club Incharges	March 2020
Institute Innovation council	Training of students on block printing, Jute bag making etc.	IIC team	March 2020

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2	Dr. K. Kanthimathi	Coordinator	K. Kanthimathi
3	Dr. S. Hemalatha	Coordinator (Asst)	S. Hemalatha
4	Dr. G. Shanthi	Member	G. Shanthi
5	Dr. G. Tamilselvi	Member	G. Tamilselvi
6	Dr. P. Koteeswari	Member	P. Koteeswari
7	Dr. D. Lalitha	Member	D. Lalitha 16/12/2020
8	Mrs. P. Amirtha	Member	P. Amirtha
9	Mrs. A. Arundhathi	Member	A. Arundhathi
10	Mrs. G. B. Hema Malini	Member	G. B. Hema Malini
11	Mr. Glenn Roger Carr	External expert - Industrialist	Glenn Roger Carr

12	Ms. D. Yashodhai	External member - Alumni	<i>D. Yashodhai</i>
13	—	Local society member	—

[Signature]
IQAC COORDINATOR

R. Keerthi
PRINCIPAL

MINUTES OF THE IQAC MEETING-VI (2019-2020)

DATE: 6/03/2020 @ 2:00 PM

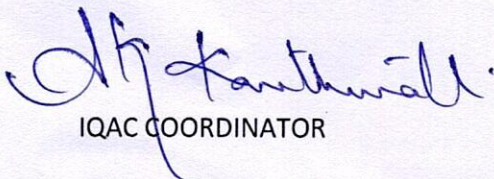
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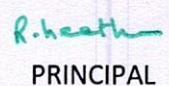
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10. Mrs. G.B. Hema Malini, Member of IQAC, Assistant Professor, Dept of Computer Applications
11. Mrs. Amirtha Padmanaban, Member of IQAC, Assistant Professor, Dept of M.Com(A&F)

Agenda

- Presentation of AQAR report to IQAC Committee (External)/
Management/Statutory body/Dean Council/HOD of various Departments
- Organising Faculty Development Programme-IQAC


IQAC COORDINATOR


PRINCIPAL