

2014 - 15

**INTERNAL QUALITY ASSURANCE CELL**

**Meeting No : 1/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 10.06.14.**

**Agenda**

To discuss about the bridge course to be conducted for first year students.

**Resolution made :**

1. Preparation of workload for bridge course.
2. To prepare time table for bridge course.
3. To choose topics for bridge course.

**Following members were present:**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent

**Meeting No : 2/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 07.07.14.**

**Agenda:**

1. To identify slow learners/advanced learners and to conduct remedial classes.
2. To provide Advanced Reading materials for competitive examinations/higher studies.

**Resolution made:**

1. Identification of Slow Learners immediately after CIA I.
2. Provision for ARM on thrust areas from each department.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent

**Meeting No : 3/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 12.08.14.**

**Agenda:**

To orient the teachers in preparation and submission the Academic Interaction record.

**Resolution made:**

1. Accountability towards curriculum delivery
2. Synchronization in completion of syllabus according to the dates of CIA

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 4/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 10.09.14.**

**Agenda:**

**To collect feedback from the students on infrastructure, teaching and learning**

**Resolution made:**

1. To collect formal and unstructured feedback from the students.
2. Discuss with the students regarding the suggestions and grievances.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent

**Meeting No : 5/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 22.09.14.**

**Agenda:**

To discuss about the conduct of job oriented DTP Course.

**Resolution made:**

1. Formal approval for the Conduct the DTP Course in the staff council.
2. To explain the students regarding the importance of the course.
3. To finalise duration and course teachers for the course.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyamayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 6/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 25.11.14.**

**Agenda:**

To appoint mentors for convening academic career guidance and personal guidance programme.

**Resolution made:**

1. Prepare schedule for career guidance programme.
2. Fix the date and time schedule.
3. To nominate Coordinating mentor Ms.R.Anitha, Assistant Professor of Commerce for consolidating the college level issues from all the departments.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 7/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 11.12.14.**

**Agenda:**

To conduct Placement Programme for the students.

**Resolution made:**

1. Appointment of Co-coordinators for the Placement Programme.
2. Collect the list of students from each department
3. Arrangement for the Placement Programme/invitation to the institutions and healthy organisations.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Perianayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneshwari	Office Superintendent

**Meeting No : 8/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 23.12.14.**

**Agenda:**

To conduct Bank Coaching Class for the students.

**Resolution made:**

1. Appoint Ms.J.Jeyanthi, Assistant Professor of Commerce and Ms.D.Amudha, Assistant Professor of Computer Science as Co-ordinators for the Bank Coaching Class.
2. To invite R2E Institute for conduct coaching classes to the students.
3. Time table arrangement for the coaching classes.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent



**Meeting No : 9/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 05.01.15.**

**Agenda:**

To inform about the usage of suggestion box to present their suggestion, complaint and grievance.

**Resolution made:**

1. Decided to install SCG box in the office premises
2. To nominate the 3-5 members committee to monitor the SCG box, representations and for necessary action.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 10/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 08.01.15.**

**Agenda:**

To conduct periodical meetings for staff members to know about the students performance.

**Resolution made:**

1. Conduct periodical meetings.
2. Discuss the student's performance with CIA.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 11/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 05.02.15.**

**Agenda:**

To convene and conduct a meeting for faculty members to improve and update themselves.

**Resolution made:**

1. Motivate the faculty members to participate in Seminar/Workshop/Conference and publishing papers and articles.
2. Apply for NET/SET Examination.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyamayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent

**Meeting No : 12/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 12.02.15.**

**Agenda:**

To conduct periodical HOD meeting to instruct them to maintain the AIR and CIA.

**Resolution made:**

1. Maintain AIR and CIA in a proper manner.
2. Frequently verification of AIR and CIA.
3. Keep this record under the custody of HOD.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

4.

**Meeting No : 13/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 12.03.15.**

**Agenda:**

To conduct Faculty Development Programme for the staff members to improve the teaching methods.

**Resolution made:**

1. Fix the date, topic, and venue for the FDP.
2. Arrangement for Resource Persons.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanayaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvaneswari	Office Superintendent

**Meeting No : 14/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 16.03.15.**

**Agenda:**

To conduct the representatives meeting for verification of completion of syllabus.

**Resolution made:**

1. Verification of syllabus.
2. Time schedule for model practical.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

**Meeting No : 15/IQAC/2014-2015**

**MINUTES OF THE MEETING HELD ON 17.03.15.**

**Agenda:**

To conduct Alumni meeting for the old students and to know their development.

**Resolution made:**

1. Collect the address and phone number.
2. Invite the Alumni to share their views.

**Following members were present**

<b>S.No</b>	<b>Members Present</b>	<b>Designation/Department</b>
1.	Yatiswari Durgapriya Amba	Secretary
2.	Prof(Major) P.Chandrasekaran	Academic Director
3.	Ms.T.Manaimegalai	Principal
4.	Ms.A.Periyanyaki	HOD of Tamil
5.	Ms.S.Yogambal	HOD of English
6.	Ms.S.Kavitha	HOD of Commerce & Mgt
7.	Ms.R.Anitha	Joint Co-ordinator
8.	Ms.A.Latha	HOD of Chemistry
9.	Ms.K.V.Nithya	HOD of Computer Science
10.	Ms.R.Suganthi	HOD of Mathematics
11.	G.Krishnaveni	HOD of Microbiology
12.	Ms.T.Lakshmipriya	HOD of Physics
13.	Ms.R.Indira Gandhi	Librarian
14.	Ms. K.Poongodi	Physicial Directress
15.	Ms.T.Bhuvanewari	Office Superintendent