

Internal Quality Assurance Cell (IQAC)

2015 – 16

Meeting No: 1/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 18.06.15.

Agenda:

To discuss about the academic development, improvement and records to be maintained.

Resolutions made:

1. Maintain records in the entire department in a proper manner to make it systematized.
2. Plan for the measures to improve the quality of students through Quality Education.
3. Pay attention towards Slow Learners.
4. Make the students to score ranks in University Examination.

Following members were present.

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 2/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 22.06.2015

Agenda:

To discuss about the syllabus to be given to the students for the current Semester.

Resolutions made:

1. Inform the staff members to give the syllabus to the students.
2. Inform the faculty members that syllabus to be written on the board for first year students.
3. Make clear that correct title of the paper is given for every subjects and the syllabus related to it is given.

Following members were present.

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No: 3/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 27.06.15.

Agenda:

To discuss and plan the non-major elective paper and skill based elective paper for the students of all departments.

Resolutions made:

1. Decide the non-major paper with the consultation of all HODs.
2. Decide the skill based papers prescribed by the University.
3. Inform to the students about the non-major paper and skill based elective paper.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 4/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 04.07.15.

Agenda:

To discuss about the typewriting classes to be conducted for both day scholars and hostel students.

Resolutions made:

1. Appointment of co-ordinators for typewriting class.
2. Inform to the students about the typewriting class.
3. Collect the name list of the students to join the typewriting class.
4. Decide the time schedule for day scholars and hostel students.
5. Arrangement for the typewriting class teacher to undertake classes.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 5/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 14.07.2015

Agenda:

To plan for the CIA test to be conducted for the students every month.

Resolutions made:

1. Plan for the CIA test to be conducted every month.
2. Fix date of commencement and date of ending.
3. Fix date for respective subject test by preparing time table.
4. Student informed about the time table and CIA test.
5. Instruct the staff member to prepare question papers for the CIA tests.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 6/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 15.07.2015

Agenda:

To discuss about the result of the University examination and to inform the students about the instant examination conducted by the University.

Resolutions made:

1. Analyze the result of the Semester examination.
2. Inform the failure students about the instant examinations.
3. Find out the passing percentage of the students in each subjects.
4. Inform the student performance to their parents.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 7/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 21.07.2015.

Agenda:

To plan for the Bank Coaching Class and Placement Training for III year students and Spoken English for I and II year students.

Resolutions made:

1. Decide to conduct the Bank Coaching Classes, Placement Training and Spoken English classes.
2. Arrangement for Placement Training Programme for III year students.
3. Arrangement for Spoken English Classes for I and II Year students.
4. Decide the time schedule.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneshwari	Office Superintendent

Meeting No : 8/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 27.07.2015

Agenda:

To discuss about the PG admission and canvassing for the academic year.

Resolutions made:

1. Plan for the steps to be taken to improve PG Admission.
2. Collect addresses from B.Edcollege and to canvass them.
3. UG students of the respective department to apply for PG courses in our college.
4. Advertisements and prepare flux about the PG courses available in the college.
5. Instruct the staff members to canvass for PG admission.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 9/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 29.07.15.

Agenda:

To discuss about the Pre-Primary Teacher Training Classes to be conducted for this academic years.

Resolutions made:

1. Appointment of staff members for the classes to be conducted and completion syllabus.
2. Inform to the students about the Pre-Primary Teacher Training Classes.
3. Collect the name list of the students to join the class.
4. Decide the time schedule for the students.
5. Arrangement for the examinations.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvaneshwari	Office Superintendent

Meeting No : 10/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 31.07.15.

Agenda:

To discuss and plan about the academic forums meetings to be conducted for the academic year.

Resolutions made:

1. Decide to conduct the Association Meetings for all the departments.
2. Fix date and resource persons.
3. Make the students and staff members to present papers.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 11/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 04.08.2015.

Agenda:

To discuss about the Minor Research Projects to be applied under the UGC Scheme.

Resolutions made:

1. Discussion with concerned department HODs.
2. Take necessary steps to apply for the MRP within the stipulated time.
3. Collect the details like topics and its themes for MRP.
4. Decide the names of the staff members who is to apply for MRP.
5. Collect the necessary documents to apply for MRP.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 12/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 12.08.15.

Agenda:

To decide and plan for the meetings and programmes to be conducted by the NSS units.

Resolutions made:

1. Decide to conduct meeting with the NSS Programme Co-ordinators.
2. Enroll the students for unit I, II and III.
3. Decide the regular activities for the year.
4. Decide the place for the special camp.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 13/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 18.08.15.

Agenda:

To discuss and plan for the Industrial visit for the III year students.

Resolutions made:

1. Decide the staff in-charge for the industrial visit.
2. Arrangements to be made for the industrial visit.
3. Decide the date and place of industrial visit.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 14/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 25.08.15.

Agenda:

To discuss and plan the records to be maintained by the department and to get prepared for the NAAC.

Resolutions made:

1. Decide the records to be maintained in the department.
2. Maintain project details of the students.
3. Collect the student's performance to classify the students as slow learners and advanced learners.
4. Maintain assignment register, absentee register and CIA.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 15/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 01.09.2015

Agenda:

To discuss and plan to make the students and staff members to avail with the PAN Card as an Institution Social Responsibility event.

Resolutions made:

1. Inform the students and staff members about PAN cards and to apply for them.
2. Collect the name list of the students and staff for PAN card those who are in need of.
3. Collect the documents needed to apply for PAN card.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 16/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 07.09.2015

Agenda:

To discuss about the rules and regulations, study time and hygienic instruction to be given for the hostel students.

Resolutions made:

1. Inform the students about the rules and regulations in the Hostel.
2. Instruct them about the study time.
3. Inform the hostel staff members to conduct the study periods.
4. Instruct the students to maintain neatness and inform them about the marks for room neatness which will be displayed in the notice board.
5. Students about the food details and timings.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 17/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 05.10.2015

Agenda:

To discuss the students performance and handle remedial classes for slow learners and advanced learners.

Resolutions made:

1. To know the student's performance through CIA Tests conducted monthly.
2. Identify the slow learners and advanced learners.
3. Conduct remedial classes for slow learners and make them study well.
4. Instruct the Advanced learners to learn well and achieve University ranks in the semester exams.
5. Maintain the records of slow learners and the remedial classes conducted.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 18/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 14.10.2015

Agenda:

To discuss about the conduct of weekly test for the slow learners.

Resolutions made:

1. Identify the slow learners in each class and subjects.
2. Conduct weekly test for the slow learners.
3. Value the papers instantly and make them correct their mistakes.
4. Help them to study and guide them how to study the subjects.
5. Maintain record of the slow learners.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 19/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 02.12.2015

Agenda:

To discuss about the National Seminar titles for all the departments.

Resolutions made:

1. Decide the topics for the National Seminar to be conducted.
2. Prepare the sub-themes of the topics.
3. Inform the students about the topics and sub-themes and make them prepare for the presentation in the Seminar.
4. Prepare the National Seminar invitation and Programme Schedule..

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 20/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 03.12.2015

Agenda:

To discuss and plan about the sports meet to be conducted, the practice session and sports day to be conducted.

Resolutions made:

1. Students about the events in the sports and competitions conducted.
2. Give time for the students to practice for the participants.
3. Give on duty for the participants and let them for practice.
4. Conduct sports meet before a week and allot staff members to conduct the competitions.
5. Arrange for the sports day and fix date, venue and chief guest for the sports day.
6. Conduct sports day with necessary arrangement.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 21/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 18.12.2015

Agenda:

To make a discussion about the career guidance programme for the III years.

Resolutions made:

1. Plan for a career guidance programme for the III year students.
2. Fix date, venue and resource person for giving guidance.
3. Inform the students about the of campus careers available for them.
4. Motivate them to settle with a good career whether it is higher studies or job.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 22/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 28.12.2015

Agenda:

To discuss about the staff members to participate, present and publish papers in the State/National/International conference/Seminars/workshops.

Resolutions made:

1. Instruct the staff members to publish articles in Journals/Magazines.
2. Instruct staff members to present and publish papers in conference/workshops conference proceedings.
3. Inform that the management will contribute half of the amount for the presentation/participation/publishing paper.
4. Update themselves with more researches as it will be a credit to their career.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No :23/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 05.01.2016

Agenda:

To discuss about conduct of Alumni meeting and typing of old students list within the stipulated period.

Resolutions made:

1. Type the name list of the old students in the system.
2. Maintain Alumni Register and get information from the old students while visiting the college.
3. Get the old student list within 10 days by getting the support of the students between 3-5 P.M daily and finish the work.
4. Arrange for Alumni meeting.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No :24/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 11.01.2016

Agenda:

To make a discussion about the preparation of students profile.

Resolutions made:

1. Collect student's information with photo and to prepare students details.
2. Maintain the student's details in a register/note.
3. Maintain the student's notes for each class in all the departments.
4. Get the staff members informed about how to maintain the note.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 25/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 19.01.2016

Agenda:

To make a discussion about the Retest to be given to the students who have been given on duty for sports practice.

Resolutions made:

1. Conduct retests for the students who went for sports practice.
2. Inform the staff members to conduct the re-test and to enter the marks in the CIA register.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 26/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 28.01.2016

Agenda:

To discuss about the preparation brochure for National Conference.

Resolutions made:

1. Collect the topics and sub-topics of the National conference and other details.
2. Fix the registration fees for scholars, students and faculty members.
3. Fix the rates of Notepad, file, pen and lunch and then include it in the registration fees.
4. Prepare the brochure and distribute it to the departments within the stipulated period.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 27/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 10.02.2016

Agenda:

To discuss about the collection of proficiency list of out gone and present students.

Resolutions made:

1. Inform the staff/HOD members to collect the proficiency list of out gone and present students.
2. Prepare a Major paper wise and Allied paper wise proficiency list by all departments paper will proficiency list by all departments.
3. Distribute prizes to the proficiency winner's in the college day function.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 28/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 20.02.2016

Agenda:

To discuss and plan to conduct inter-departmental meeting to enrich the knowledge of the students.

Resolutions made:

1. Conduct Inter-departmental meeting to enrich the knowledge of the students.
2. Fix date, venue and resource persons for the interdepartmental meetings.
3. Arrange for the meeting.
4. Arrange for the flux preparation and invitation.
5. Inform the students about the interdepartmental meeting.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 29/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 26.02.2016

Agenda:

To discuss and prepare the Annual report of all department regarding the conference and Seminar conducted.

Resolutions made:

1. Annual report to be prepared by all the departments with regard to the activities conducted.
2. Prepare the Seminar/conference report conducted during the year and maintain it in the Minute Register of all the departments.
3. Conduct valediction function of the all the associations.
4. Fix date, venue& resource persons for the valedictory function.
5. Get annual report signed by the chair/person/chief guest of the function.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K. V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 30/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 29.02.2016

Agenda:

To discuss about the University Commission and the document to be prepared.

Resolutions made:

1. Inform the staff members about the visit of the commission members.
2. Make proper arrangements for the Commission.
3. Keep the records/documents ready for the Commission.
4. Make necessary hospitality arrangements for the Commission.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 31/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 03.03.2016

Agenda:

To discuss about the corpus fund and its utilization for the next academic year.

Resolutions made:

1. Corpus fund details for their academic year.
2. Decide about the utilization of corpus fund for the benefit of the students.
3. Find out the requirements of the fund and make it avail by using corpus fund.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No : 32/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 10.03.2016

Agenda:

To discuss and plan for the celebrations of Guru Maharaj Jeyanthi.

Resolutions made:

1. Plan for the Guru Maharaj Jeyanthi celebration.
2. Fix chief guest for the Jeyanthi celebration.
3. Prepare duty list for the staff members.
4. Make necessary arrangement in the specified date.
5. Send two students and staff members for the Guru Maharaj Jeyanthi.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD, Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No : 33/IQAC/2015-2016

MINUTES OF THE MEETING HELD ON 26.03.2016

Agenda:

To discuss about the library checking dates for all the departments and to fix dates for the returning of library books staffs and students.

Resolutions made:

1. Fix date for returning for library books by staff and students.
2. Fix date for the departments to check the stock for library books.
3. Note down the missing books and take necessary actions regarding it.
4. Maintain library register with all the necessary information.
5. Complete the stock verification within the stipulated time.

Following members were present:

S. No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce & Management
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyanyaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. K.V.Nithya	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	MsM.Karthika	HOD, Department of Microbiology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.P.Anitha	Librarian
14.	Ms.K.Poongodi	Physical Directress
15.	Ms.T.Bhuvanewari	Office Superinterdent