

Internal Quality Assurance Cell (IQAC)

2016 -17

Meeting No : 1/IQAC/2016-2017

Date: 16.05.2016

Agenda:

To discuss about the NAAC records to be prepared and maintained. To take steps to apply for the conferences/ seminars and workshops.

Resolution made:

1. Apply for National /State Level Seminars /Conferences/Workshops under the UGC, ICSSR,TNSCST schemes.
2. Allot guide for the project as early as possible at the beginning of the academic year for PG students.
3. Maintain record for absenteeese.
4. Inform parent's if there is any absenteeese before 10.30am.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superinterdent

Meeting No :2/IQAC/2016-2017

Date: 16.06.2016

Agenda:

To discuss about the classes to be conducted in the academic year for extra- curricular activities. To plan to conduct programmes for this academic year. To maintain visitors card for both day's scholars and hostel students.

Resolutions made:

1. Decide the extra-curricular classes to be conducted like spoken English, tailoring class, embroidery class, art out of waste, library course classes.
2. Frame the dress code for the students.
3. Conduct moral instruction classes for the students.
4. Fix date and plan the date and venue for cultural programmes.
5. Prepare visitors card for the day's scholar students and hostel students.
6. Make a student to speak about the swami Vivekananda speech every day for 3 minutes in prayer.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superinterdent

Meeting No : 3/IQAC/2016-2017

Date: 30.06.2016

Agenda:

To discuss about the conduct of alumni and parents meeting for their academic year. To frame a name for the Alumni Association.

Resolutions made:

1. Conduct alumini meeting for the academic year.
2. Frame a name for alumini association.
3. Conduct parents meeting of the students to make them know about their child's performance for 1st ,2nd & 3rd year students.
4. Fix date for parents meeting.
5. Invite the old students for alumini meeting.
6. Maintain alumini register and attendance register for alumini and parents 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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Agenda:

To make a discussion about the training to be given for the students for developing themselves in their career.

Resolution made:

1. Conduct training classes for the students with regard to civil services/TNPSC, orientation classes.
2. Arrange for career guidance meeting and create awareness among the students to know about various competitive examinations, TNPSC, UPSC examinations the other bank examinations available.
3. Instruct the students and staff members to apply for the examinations.

Following members were present:

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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
5.	Ms.R.Anitha	Assistant Professor of Commerce
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7.	Ms. N.Deepa	HOD,Department of English
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11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Agenda:

To discuss about rules and regulations to followed by the students in the college. To ensure that there is no ragging in the college. To maintain OD form for the students.

Resolution made:

1. Maintain first AID box in all the blocks.
2. Ensure that the there is no ragging in the college by the ragging committee and keep the flux boards in all the blocks.
3. Maintain students OD form if the students go for practice for sports or cultural practice and seminars /conference or workshops.
4. Wear ID card and uniform regularly.
5. Maintain dustbin in campus and instruct the student to use it.

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11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 6/IQAC/2016-2017

Date:02.08.2016

Agenda:

To discuss about the institutional social responsibility of the college. To create and take steps to have bank able for all the students, PAN cards and scholarships available.

Resolution made:

1. Conduct Blood Donation camp and create awareness about blood donation among the students.
2. Apply for NCC.
3. Help the students to avail the PAN cards, bank account and various scholarships that are available for the students.
4. Support the students to avail Ulavar Attai and Educational loans.
5. Arrange for the disaster Management programmes.

Following members were present:

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1.	Yatiswari Neelakantapriya Amba	Secretary
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3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 7/IQAC/2016-2017

Date: 16.08.2016

Agenda:

- 1.To discuss about the village adoption programme and visit the villages.
- 2.To plant crops and ensure green campus.
- 3.To fix date for NSS camp.
- 4.To undergo campus cleaning programme.

Resolution made:

- 1.Conduct village adoption programmes and adopt villages for NSS units.
- 2.Ensure green campus and plant crops whenever needed.
- 3.Plan and fix the date for NSS camp for the academic year.
- 4.Undergo campus cleaning programme.
- 5.Maintain report five years related to NSS.

Following members were present:

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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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 8/IQAC/2016-2017

Date: 31.08.2016

Agenda:

To discuss about the preparation of magazine and calendar for the academic year.

Resolution made:

1. Prepare magazine by collecting articles from the students and staff members.
2. Prepare calendar for the year by planning the leave days, programme days and include the days for sports meeting in the calendar.
3. Know the name and information's of the university representative for the college.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 9/IQAC/2016-2017

Date: 08.09.2016

Agenda:

1. To discuss about the website modification and the blogs and menu's to be included.
2. To prepare written matter for the website.
3. To update the photos and videos in the gallery.

Resolution made:

1. Modify the website and update the records.
2. Prepare unite ups to be include in the website.
3. Update the photos in the gallery.
4. Maintain CD for and complementary Album for every programmes.
5. Maintain the photos files in the system for every year programmes.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 10/IQAC/2016-2017

Date:20.09.2016

Agenda:

1. To discuss about the various activities and programmes to be conducted.
2. To discuss about the records and registers to be maintained.

Resolution made:

1. Inform about the seminars/conferences conducted in other college and make the students participate in the programme.
2. Plan for the 3rd year group project.
3. To plan for CIA and question paper setting for CIA.
4. Frame the time scheduled for bell , prayer and classes.
5. Prepare OD format for student and send SMS to parent regarding absenteese.
6. National conference to be conducted for the academic year.
7. ICT and smart board classes to be maintained.
8. Preparation of Brochuce for national conference.
9. Maintain CIA registers, SCM register and cordonation 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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 11/IQAC/2016-2017

Date: 24.09.2016

Agenda:

1. To discuss about the book and lab requirements and purchase them.
2. To collect the requirements list from all departments. The subscriptions list of journal and magazines to be gathered.

Resolution made:

1. Frame book list as per the requirement by all the departments and purchase it.
2. Frame lab requirement list by the respective department and place orders.
3. Subscribe journals/magazines needed by the librarian and place subscription orders.
4. Maintain the stock registers every year in the proper manner.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 12/IQAC/2016-2017

Date: 05.10.2016

Agenda:

1. To discuss about the NAAC records to be maintained.
2. To discuss about the Autonomous proposal to be done.
3. To develop research skills of the staff members.

Resolution made:

1. Modify website written 1st week of December for uploading AQAR report.
2. Collect national seminar sub-themes to apply for ICSSR.
3. Prepare Autonomous proposal allot co-coordinators.
4. Maintain AIR in the prescribed format.
5. Apply for RRRLF scheme – conference.
6. Conduct summer internship programmes for 3rd year students.
7. Instruct the faculty members to participate, present and publish papers in national/ state/ international level seminars/conference/journals.
8. Maintain records for certificate course.
9. Provide laptops for all departments.

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
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyamayaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 13/IQAC/2016-2017

Date: 04.11.2016

Agenda:

To discuss about the linkages to be create with others colleges, schools and universities the students record to be maintained by the class teachers.

Resolution made:

1. Conduct TNPSC- coaching classes for students.
2. Conduct typewriting class and related exams and maintained records.
3. Create linkage with other college and schools and maintained records.
4. Maintain student's records by collecting various informations of students like – Aadhar, ration card, pan card, voter ID and so on.
5. Conduct Remedial classes for slow learners, advance learners in present and past college works and maintained records.
6. Make institutional visits.
7. Conduct interdisciplinary meeting and forms.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 14/IQAC/2016-2017

Date: 07.11.2016

Agenda:

To make a discussion about the records to be maintained by IQAC co-coordinators with records to NSS, YRC, RRC and CIA records.

Resolution made:

1. Maintain records of NSS, YRC and RRC from 2012-2015.
2. Collect the CIA papers from every department for each semester.
3. Plan for winter intership programmes.
4. Maintain Mou's with schools and colleges.
5. Prepare newsletter and magazines and maintained it from 2012-15.
6. Maintain remedial class 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
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. R.Barani	HOD, Department of Computer science
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11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 15/IQAC/2016-2017

Date: 25.11.2016

Agenda:

1. To discuss about the conduct of staff orientation and Facility Development program me.
2. To plan for the SET/ NET coaching classes including the PG students and staff members.

Resolutions made:

1. Conduct staff orientation program me with regard to NAAC and for the Management members.
2. Conduct Faculty Development program me to motivate and enhance the teaching methods.
3. Conduct SET/NET coaching classes including PG students and staff members.
4. Instruct the staff members to apply for the SET/NET examinations and get qualilified.

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
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11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 16/IQAC/2016-2017

Date: 15.12.2016

Agenda:

1. To discuss about revision exam dates and time table.
2. To make a discussion about submission of AIR, Group project and nominal roll.

Resolutions made:

1. Fix dates for revision exam and preparation of time table for Revision exam.
2. Submit the AIR, Group project and nominal roll.
3. Decide and fix CIA exam for next year as one hour.
4. Place Notice Boards in every block and costumed all HOD'S to paste some knowledgeable information's in Notice Board.
5. Complete all preliminary works for the National seminar to be conducted in the next academic year in the holidays.

Following members were present:

S. No	Name	Designation/Department
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2.	Prof.(Major) P. Chandrasekaran	Academic director
3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No : 17/IQAC/2016-2017

Date: 10.01.2017

Agenda:

To discuss about the conduct of Entrepreneurship Development pregame for the students and artist them to do business.

Resolutions made:

1. Conduct entrepreneurship development programme for our students.
2. Arrange for resource person as Dr. T.Natarajan, Director and vice –president, Carlisle Brakes and Friction India and solute East Asia.
3. Divide the student into groups and make the student to come out with business ideas.
4. Financially assist the students who are most interested in doing business.
5. Guide the students in preparation of plan process.

Following members were present:

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1.	Yatiswari Neelakantapriya Amba	Secretary
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3.	Ms. T. Manimegalai	Principal
4.	Ms. S. Kavitha	IQAC Co-coordinator & HOD of Commerce
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 18/IQAC/2016-2017

Date: 20.01.2017

Agenda:

To discuss about the conduct of weekly test for slow learners and make them get prepared for the university exam.

Resolutions made:

1. Conduct weekly test for the slow learners.
2. Make the students to learn a small portion everyday and pay attention towards them.
3. Instruct them how to prepare for university exam and how to write answers for the questions.
4. Give the old question papers and make them write answers for it.
5. Value the weekly test papers and correct their mistakes.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 19/IQAC/2016-2017

Date: 03.02.2017

Agenda

To discuss about the conduct of interdisciplinary meeting and make me student participate and present papers in the meeting.

Resolutions made:

1. Conduct interdisciplinary meeting or seminars to make the students enrich their knowledge.
2. Arrange for the meeting.
3. Fix the date venue and resource persons for the meeting.
4. Prepare flux and invitations for the meeting and other 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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Agenda

1. To conduct and discuss about the typewriting class.
2. To form the student about the timing of the classes.

Resolutions made:

1. Conduct typewriting class.
2. Arrange for the typewriting class teacher
3. Check the member of typing machines availability
4. Inform and collect the interested student name list
5. Divide the classes for day scholars and hostel student and give their 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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Agenda

1. To plan and discuss for the preparation of CIA time table.
2. To inform the portion for the CIA.

Resolutions made:

1. Conduct the CIA for the month and fix dates for the test
2. Prepare time table for the CIA and set questions paper
3. Inform the student about the conduct of CIA examinations
4. Inform and give portions and time table for the student
5. Value the papers and prepare progress report and send it to the parents to make them know about the student performance.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 22/IQAC/2016-2017

Date: 20.02.2016

Agenda

1. To discuss about the conduct of placement training programme.
2. To take the student for off campus placement.

Resolutions made:

1. Conduct placement training programmes
2. Fix date venue and resource persons for giving training
3. Invite companies for placement programmes
4. Take necessary steps by referring advertisement and send them for off campus placement
5. Make the student attend placement programmes and instruct them about its importance.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 23/IQAC/2016-2017

Date: 24.02.2017

Agenda

To discuss about the conduct of NSS programmes for this academic year.

Resolutions made:

1. Conduct seminars for the student to enrich their knowledge
2. Make them for know about the health and hygiene.
3. Arrange for resource persons.
4. Fix date venues for the meeting / seminar
5. Make the student know about the importance of NSS

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneshwari	Office Superintendent

Agenda

- 1.To plan and discuss about the staff members presentations participations conferences and workshops.
- 2.To publish articles in the Journals.

Resolutions made:

- 1.Instruct the staff members to publish participate and present papers in the national / state/ International conference/ seminar/ workshop.
- 2.Publish articles in the journals
- 3.Inform that if the publish present or participate in seminars / conference/ workshop they will be given concession for half the amount.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 25/IQAC/2016-2017

Date: 28.02.2017

Agenda

To discuss about the student performance and to maintain the records of the students.

Resolutions made:

1. Analyse the student performance after conducting remedial class and weekly test.
2. Maintain the student profile
3. Investigate about the portion completion and model examinations paper setting
4. Instruct the student and motivate them to perform well in semester exam
5. Give the timetable and for date for hall ticket distribution.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 26/IQAC/2016-2017

Date:01.08.2017

Agenda:

To discuss about the certificate courses to be conducted in the next academic year.

Resolutions made:

1. Plan and decide the certificate courses to be conducted in the next year
2. Allot staff members for the courses and teach them
3. Prepare the time schedule for each classes
4. Inform the student about the classes in the beginning of the year

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
5.	Ms.R.Anitha	Assistant Professor of Commerce
6.	Ms. A. Periyamayaki	HOD, Department of Tamil
7.	Ms. N.Deepa	HOD,Department of English
8.	Ms. A.Latha	HOD, Department of Chemistry
9.	Ms. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Agenda

To discuss about the cultural fest and the programmes to be conducted.

Resolutions made:

1. Conduct cultural week and to bring out the latest of the student
2. Fix the rules and regulations for each programme
3. Fix the date for the cultural celebrations
4. Allot judge for each competition
5. Allot staff members in-charge for each competitions.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Agenda

1. To discuss about the conduct bank coaching class.
2. To make the student informed and arrange for the resource persons for bank coaching.

Resolutions made:

1. Arrange for bank coaching classes
2. Arrange for the resource persons to give banking coaching
3. Allot staff members in-charge of bank coaching
4. Inform the student about bank coaching and make the interest student to participate in the class.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 29/IQAC/2016-2017

Date: 10.03.2017

Agenda

To discuss about the suggestions box and grievance redressal measure taken to solve the problem if any.

Resolutions made:

1. Inspect the suggestion box
2. Collect the feedback from student
3. Investigate the suggestion or problem told by the student though feedback
4. Overcome the problems given by the student

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 30/IQAC/2016-2017

Date: 14.03.2017

Agenda

To discuss about the sports meet to be conducted for each competitions before sports day celebrations.

Resolutions made:

1. Conduct sports meet for every competitions a week before the sports day
2. Allot staff members for each even of the sports and mark the result
3. Collect the result of each events and co-ordinate it
4. Conduct sports day and distribute the prizes
5. Arrange and fix date venue and resource person for sports day

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 31/IQAC/2016-2017

Date: 15.03.2017

Agenda:

To make discussion about the Result and to take appropriate measures to improve the result percentage for the concurred departments.

Resolutions made:

1. Analyse the result for the semesters and compare it with the past years.
2. Guide and conduct classes for the weak students.
3. Instruct the staff members to take special care for the slow learners.
4. Make the arrear students write the exams in the coming semester and clear their arrears.
5. Find out the reasons for the poor result of the students.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Agenda:

1. To discuss about the scholarship details to apply for the students in various trust.
2. To instruct Dean to take necessary steps for applying scholarships.

Resolutions made:

1. Instruct and ask the Dean to take necessary steps to apply for various scholarships.
2. Collect student's lists to apply for scholarships.
3. Analyse various conditions of scholarship available and inform the students about the scholarship.
4. Collect the requirements needed to apply for scholarship.
5. Maintain the records of scholarships for the past 5 years from 2012-15.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 33/IQAC/2016-2017

Date: 17.03.2017

Agenda:

1. To discuss about the UGC and ICSSR MRP schemes and apply for it.
2. To inform the faculty members about MRP and make them apply for it.

Resolutions made:

1. Apply for ICSSR MRP project.
2. Collect the staff list and informations required from them to apply for MRP.
3. Apply for the conferences or seminars under the scheme of ICSSR for SPSS.
4. Instruct the particular dean to take necessary steps 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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 34/IQAC/2016-2017

Date: 20.03.2017

Agenda:

To discuss about creating a forum for Library and Physical education and to conduct seminar workshop/conference with regard to it.To apply for National Conference under RRRLF scheme.

Resolutions made:

1. Apply for the National conference under the Raja Ram Mohan Roy Foundation Scheme.
2. Fix date, time and venue for conference and send the proposal within the specified period.
3. Create a forum for physical education as PESSY.
4. Create a forum for Library as Library Information Science (LIS).
5. Conduct seminars/conferences/workshops under this forum with regard to physical education and library.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 35/IQAC/2016-2017

Date: 23.03.2017

Agenda:

To discuss and to avail all the students and staffs with PAN card and Bank account.

Resolutions made:

1. Collect the list of members these who need PAN card and Bank account.
2. Fill the forms of PAN card and Bank accounts for the respective students and staffs.
3. Collect the documents needed for PAN card and account opening.
4. Deliver the cards to them when received.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 36/IQAC/2016-2017

Date: 28.03.2017

Agenda:

1. To discuss about the rules and regulations to keep their room clean.
2. To put marks for their neatness and put in the notice board.

Resolutions made:

1. Inform the students to keep their rooms neat and tidy.
2. Inform them about the marks for their neatness and which will be displayed in the notice board.
3. Instruct them to study well and use the study hours well.
4. Maintain the time schedule correctly as fixed already for all the duties and activities in the hostel.
5. Reveal their problems if any in the hostel and provide remedial measures to overcome it.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvanewari	Office Superintendent

Meeting No: 37/IQAC/2016-2017

Date: 01.04.2017

Agenda:

To discuss about the works to be completed during the year and any staff requirements needed for the next academic year.

Resolutions made:

1. Complete the works like consolidates mark register and other records to maintain for their academic year.
2. Identify and collect the staff requirements if any in all departments.
3. Collect the willing list for invigilation.
4. Instruct the students about the timetable for semester examination.
5. Inform the students about hall-ticket date of issue.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 38/IQAC/2016-2017

Date: 03.04.2017

Agenda:

To discuss about the National Conference records to be maintained and amounts to be settled.

Resolutions made:

1. Maintain the register for registration for our students and other college students and staff members.
2. Settle the financial statements for the National seminar conducted by each department.
3. Maintain the presentation and participation list of all National seminars.
4. Maintain the certificate, file, notepad and pen details distributed in the Conference.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 39/IQAC/2016-2017

Date: 06.04.2017

Agenda:

To discuss about the RRC programmes conducted during the year to produce the reports.

Resolutions made:

1. List out the programmes conducted during the years.
2. Prepare RRC report and send it to the concerned persons from where communications received.
3. Maintain the 5 years report for NAAC records.
4. Maintain the photo records for 5 years.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent

Meeting No: 40/IQAC/2016-2017

Date: 11.04.2017

Agenda:

To discuss about the YRC programmes conducted and to produce the reports for the next academic year.

Resolutions made:

1. List out the programmes conducted during the year.
2. Prepare the YRC reports and send it to the concerned communication received.
3. Maintain 5 years report for the NAAC record.
4. Settle the flag distribution reports and amounts.

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
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. R.Barani	HOD, Department of Computer science
10.	Ms. S.Thilagavathi	HOD, Department of Mathematics
11.	Ms. S.Preethi	HOD, Department of Micro biology
12.	Ms. P.Mouli	HOD, Department of Physics
13.	MS.K.S.Kavitha	HOD, Department of Business Administration
14.	MS.P.Anitha	Librarian
15.	Ms.K.Poongodi	Physical Directress
16.	Ms.T.Bhuvaneswari	Office Superintendent