

Minutes of IQAC Meetings 2014-2015

Meeting 1:- 15th July 2014

- 1) To improve the Spoken English of the students.
- 2) To bring an improvement in mentoring, the teacher mentors should be given training to handle the students mind.
- 3) The Counselors are requested to meet the students at regular Intervals.
- 4) To identified the players and provide with the coach for regular practice
- 5) To conduct Entry Test for Freshers.

Members Present

S.NO	Name
1	Mr.A.Shakti Pranesh
2	Dr.S.Rajeswari
3	Mrs.S.Vijaya
4	Mrs.R.C.ShanthaKumari
5	Dr.P.Uma
6	Mrs.BimlaChandrasekar
7	Dr.P.S.Anandthi DCH
8	Mr.M.Senthil Kumar
9	Mrs.N.Suyamariyathai
10	Mrs.D.Sudha
11	Dr.S.Selva Lakshmi
12	Mrs.G.Sivbharathi
13	Ms.G.Renuga Devi
14	Dr.V.Senthamarai
15	Mrs.R.Veeramani

Meeting 2:- 12th August 2014

- 1) The Updation of NAAC Records.
- 2) Attention towards the absentees during internal assessments
- 3) Installation of Bio-Metric attendance system.
- 4) Assignment of faculty in-charges for the important events of the academic year.
- 5) Academic performance of the students, based on the MKU Semester Examination Results.
- 6) Plan to conduct A – Three day Entrepreneurship Awareness Camp .

Members Present

S.NO	Name
1	Dr.S.Rajeswari
2	Mrs.S.Vijaya(A.O)
3	Mrs.R.C.ShanthaKumari
4	Dr.S.Selva Lakshmi
5	Mrs.D.Sudha
6	Ms.G.Renuga Devi
7	Mrs.G.MidhuBala
8	Mrs.N.Suyamariyathai
10	Dr.V.Senthamarai
11	Mrs.R.Veeramani

Meeting 3:- 9th September 2014

- 1) In Discussion with the Head of the Departments, the II unit Test schedule was fixed.
- 2) The Date for Science Exhibition was finalized. The Inauguration of Counseling cell to be conducted in the month of October
- 3) All the Heads of the Department had a plan to conduct State level Workshop & Seminars and to plan for factory visits.
- 4) To conduct remedial classes for weak Students.
- 5) Students should be motivated to undergo Diploma Course in Gandhi an Thought
- 6) To Activate the Mentor System.

Members Present

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1	Dr.S.Rajeswari
2	Mrs.S.Vijaya(A.O)
3	Mrs.R.C.ShanthaKumari
4	Dr.S.Selva Lakshmi
5	Mrs.D.Sudha
6	Ms.G.Renuga Devi
7	Mrs.G.MidhuBala
8	Mrs.N.Suyamariyathai
10	Dr.V.Senthamarai
11	Mrs.R.Veeramani

Meeting 4:- 7th November 2014

- 1) The Guest Lectures are to be invited on alternate weeks by all the departments.
- 2) The Course teachers to encourage and inspire students to present papers and to attend seminars at National and International Conferences
- 3) The Dates were fixed for Parents Teachers Meeting and Orientation for Projects.
- 4) Motivation of faculty to do Ph.D, by providing On-The-Duty privilege.
- 5) The Construction of Classrooms.
- 6) All the Departments have planned to conduct Outreach Programme.

Members Present

S.NO	Name
1	Dr.S.Rajeswari
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4	Dr.S.Selva Lakshmi
5	Mrs.D.Sudha
6	Ms.G.Renuga Devi
7	Mrs.G.MidhuBala
8	Mrs.N.Suyamariyathai
10	Dr.V.Senthamarai
11	Mrs.R.Veeramani

Meeting 5:- 5th January 2015

- 1) The counseling cell has planned to meet thrice in a week and planned to conduct seminars on self-Realization and understanding
- 2) It was planned to conduct Entrepreneurship Awareness camp on 2nd week of February 2015 in association with Centre for Entrepreneurship Development, Madurai, Tamilnadu Branch.
- 3) The Competitive & Entrance Test Coaching Classes were planned to conduct
- 4) The Dates for II Units tests was finalized to conduct 2nd week of February and the farewell in the month of march
- 5) To conduct spoken English for student with simple Conversational Sentences
- 6) The faculty and the students are requested to submit their articles for magazine as early as possible..
- 7) As the students are from financially backward families, some students were unable to pay the fees. The Management had granted concession in fees and taken steps to improve their academic performance.
- 8) The Head of the Departments are suggested to orient the Final Students for their higher education.

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5	Mrs.D.Sudha
6	Ms.G.Renuga Devi
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9	Dr.V.Senthamarai
10	Mrs.R.Veeramani

Meeting 6:- 2nd March 2015

- 1) The discussion on matter relating to teaching methods was given special attention, as the students are from rural background
- 2) Attention to the below average students and measures to improve the academic performance.
- 3) It was planned to undergo practice for the players in the District level tournaments.
- 4) The Date for farewell party was finalized to conduct on 2nd week of March and to celebrate Women's Day.
- 5) The Criterion-In charges to monitor the NAAC documents periodically.
- 6) The Discipline of the students to be monitored by the faculty- in –charges which is also a challenge in present scenario.
- 7) A request is made to all the head of the Departments to conduct their Department meet as early as possible.
- 8) The Science Departments tentatively fixed the dates for their Internal & Lab Practicals and VIVA VOCE in the midst of March 2015.
- 9) The Consolidation of internal assessment must be completed in the first week of April 2015.

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