

Minutes of IQAC Meetings 2015-2016

Meeting 1:- 5th May 2015

- 1) The Head of the Departments planned to monitor the teaching processes, methods by personal observation besides feedbacks from the students.
- 2) The FDP was planned to organise in the month of June 2015.
- 3) Every month 2 seminars should be scheduled by all the departments.
- 4) To increase the number of MOUs.
- 5) Extension activities is also performed by club coordinators.
- 6) Extension of computer science lab, E-Lab and renovation of L-Lab was discussed.
- 7) The Departments Plan to conduct relevant coaching classes for competitive examinations.
- 8) The counselling session was scheduled to conduct every week by the Coordinators for the needy Students.
- 9) The sports players are initiated to participate in the university selection tournaments.
- 10) The Students excel in inter-Collegiate competition, though it needs to increase number of participants.
- 11) The financially background students were brought to the attention of the Management, thereby, it is resolved.
- 12) Parent Teachers Meet was planned.

Members Present

S.NO	Name
1	Dr.S.Rajeswari
2	Mrs.S.Vijaya(A.O)
3	Mrs.R.C.Shantha Kumari
4	Dr.S.Selva Lakshmi
5	Mrs.D.Sudha
6	Mrs.G.Midhu Bala
7	Mrs.S.Kalaiselvi
8	Mrs.N.Suyamariyathai
9	Dr.V.Senthamarai
10	Mrs.R.Veeramani

Meeting 2:- 3rd July 2015

- 1) Regular monitoring of teaching process by the Head of the Departments and maintenance of register.
- 2) Attendance should be concentrated more for few students.
- 3) FDP is planned in the month of August.
- 4) Evaluation about the results of the students and its review with the principal.
- 5) Department of Commerce planned to organise a State Level Inter-Collegiate Paper Presentation in the month of Sept, 2015.

- 6) MOU with TALLY SEEMA by the Commerce department in the first week of September is in process.
- 7) N.S.S. Special camp is planned at Thenkarai, adopted Village, in the month of August.
- 8) Work in progress of construction of Library, additional class rooms and wash rooms.
- 9) Counselling and mentoring is conducted regularly.
- 10) The Players are given regular and continuous practice to participate in the selection tournaments .
- 10) Science Exhibition is planned to conduct in the month of October College Day and Graduation Day in the 1st Week of October.
- 12) EDC plans to inculcate the Entrepreneurship culture by financial support to the students and they are given an opportunity to prepare their Entrepreneurship projects.
- 13) Parents Teachers Meeting is planned in the first week of July for Freshers.
- 14) Application for 12(B) & 2(F) is in progress.
- 15) The re-appear students were instructed to apply for reevaluation.

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Meeting 3:- 2nd September 2015

- 1) Instruction to monitor Teaching and Learning methods.
- 2) College Day, Graduation Day and Science Exhibition was tentatively fixed on 1st week of October.
- 3) The date of Model Exam was finalized in the 2nd week of October and for PTM.
- 4) Students should be encouraged to enthusiastically participate in competition.
- 5) The faculty participation in conference & Paper presentation.
- 6) Commerce Department & Maths Department have planned to conduct Inter-Collegiate Meet.
- 7) The factory visit and Seminars were planned by Department of Computer Science, Business Administration and Commerce with CA.
- 8) Innovative project is in progress.

- 9) The Model Exam would be in the 2nd week of October.
- 10) Re-appear students were given Special coaching, special attention to sports & games.

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10	Mrs.R.Veeramani

Meeting 4:- 11th November 2015

- 1) To Discuss about the students improvement by motivating them in spoken English
- 2) To improve the quality of preparation of NAAC records.
- 3) To finalize the Internal Test dates.
- 4) To initialize for mini projects.
- 5) To plan for Bridge Course in all departments.
- 6) To prepare the schedule for outreach programme, Seminars and so on by
- 7) To plan for sports Day, Fine Arts, Illakkiya Thiruvizha.
- 8) To strengthen the Mentoring and counselling cell.
- 9) To conduct Entrepreneurship awareness camp.
- 10) To schedule for Skill Training Programme.

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9	Dr.V.Senthamarai
10	Mrs.R.Veeramani

Meeting 5:- 11th January 2016

- 1) The result analysis was submitted by the Head of the Departments and motivates the students to secure University ranks.
- 2) The Computers Literary Programme was planned to conduct on 15th and 16th Feb 2016.
- 3) All the Departments were initiated to conduct Inter-Collegiate Meet.
- 4) EAC was planned on 17th, 18th & 19th Feb 2016.
- 5) The last date of submission of projects was finalized on 1st week of March 2016.
- 6) Initiatives are taken to plan for FDP's.
- 7) An MOU with SIEMENS is made by Department of commerce.
- 8) An awareness seminar on Celebrating Life is planned on 20th January 2016.
- 9) VAC is conducted by all the Departments and test is scheduled tentatively.
- 10) The slow learners are given special coaching during 3-4 P.M.
- 11) To motivate the campus interviews, the students should be prepared to take part in on-Campus interviews. Seminar was conducted on Emergence of Banking Sectors on 28th January 2016.
- 12) It was planned in the meeting to celebrate IWD on 8th March 2016 by inviting successful women personalities and organised a "Sales Day". The spiritual tour for final years was decided on 26th February 2016.

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Meeting 6:- 3rd March 2016

- 1) To coach the slow learners and reappear students by group study and peer teaching.
- 2) The Department of Commerce planned an educational tour to Thirumalai Naickar Mahal in the first week of March.
- 3) The faculty and Head of the Departments were instructed to complete the portion within the last week of March.
- 4) 'KNOW YOUR ECONOMY TEST' was planned to conduct on 11th March 2016.
- 5) The PTM was Scheduled on 19th March 2016.

- 6) It was decided to improve and update the NAAC records and documents by all the departments.
- 7) The Awareness Rally on “Voters Day, Food & Nutrition , Rain Water harvesting at Alanganallur,Vadipatti and Sholavandan on 10th March 2016. And Blood Donation Camp in association with Meenakshi Mission Hospital and Research Centre, Madurai and RRC conducted a rally on 18th March 2016.
- 8) The date for Farewell Day was fixed on 18th April 2016 and Candle Light Ceremony and swearing of office bearers on the same day.
- 9) Faculty Development Programs were planned to attend by Department of English and Business administration in the month of March and 1st April 2016 respectively.
- 10) The Physical Directress coaches the players regularly to strengthen the participation in Sports and games.
Due to measures taken by the Principal and the Placement Cell, six students in B.Sc. (CS) and one student in B.Sc. (Maths) appeared an interview for the post of Tele-Calling Executives on 12th April 2016.
- 11) The Head of the Departments were instructed to consolidate the internal assessment soon after the completion of Model Examination.
- 12) The Department of Commerce with Computer Application has published a magazine on 16th April 2016, titled as “VOICE OF CRYSTALS”
- 13) The Counseling cell has a plan to conduct a seminar on Mental Ability on 1st April 2016.

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