

Minutes of IQAC Meetings 2016-2017

Meeting 1:- 11th May 2016

- 1) During the academic year 2016-2017 it was planned to apply for M.Com, course and it was scheduled to commence in the year 2017-2018.
- 2) To improve the communication skill of the students, every day during the 1st hour, the students are made to speak in English regularly for five minutes.
- 3) It was decided to increase the reference books in the library. The Head of the Departments were requested to submit the list of text books for reference.
- 4) All the Head of the Departments were requested to plan for national and International conferences.
- 5) It was decided to organise Cultural Fest in the month of December.
- 6) The Management decided to install TALLY SOFTWARE for Management. Information relating to students data.
- 7) It was decided to conduct a workshop by IQAC in the month of September. Department of Commerce have planned to organize a National Level conference in the month of September.
- 8) Job Fair 2017 was decided to organise in the month of March.
- 9) The Head of the Departments were introduced to plan for mini projects.
- 10) To equip the students with employable skills.
Diploma course will be introduced for the first year students.
- 11) The Management planned to motivate faculty Ph.D is they grant financial Circumstance.
- 12) 16th June 2016, will be the reopening day for II & III years.
- 13) The Head of the Departments assured to increase the students admission.
- 14) It was decided to provide 8 more Smart Class room.
- 15) It was planned to organise skill development program.

Member 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	Mrs.G.MidhuBala
7	Mrs.N.Suyamariyathai
8	Dr.V.Senthamarai
9	Mrs.R.Veeramani
10	Mrs.V.Kalaiselvi

Meeting 2: 6th August 2016

- 1) Criterion I is regarding the curricular aspects.
- 2) To improve the Teaching and learning various methods and measures were discussed as below :
 - (a) To encourage questions from the students
 - (b) The students should made to realize the accountability and responsibility of learning
 - (c) To conduct the LSW i.e., Learning Skill Workshop
 - (d) To improve the ethics of the students
 - (e) To initiate ABL i.e., Activity Based Learning
 - (f) To identify the auditory learners and virtual learners
 - (g) To improve peer teaching and peer learning
 - (h) The method of teaching should be such that the gap between the last bench student and first bench student should be reduced.
 - (i) To encourage SWOT analysis by the students
 - (j) To make the student to identify their goals based on two categories i.e., voluntary goals and compulsory goals
 - (k) To kindle their innate abilities words of appreciation is a best way and there by the students may be made to feel they are worth to undertake various duties and responsibilities.
- 3) Regarding Criterion III ,it was discussed to undertake minor projects for ex: conduct a market research, campus projects and socially relevant projects, potentiality of tourism in Madurai, sabarimala etc., creating awareness on solar energy and its installation, journal publication by faculty and students ,watering the plant, solid waste management, recycling of water, green audit and study the electricity consumption in the campus.Science Exhibition was planned to conduct on 6th,7th& 8th October 2016.
- 4) Criterion IV – To create learning interest in the students to form Reader’s club, encourage learning through e- resources ,e-journal etc.,
- 5)Criterion V – To graduate the students and thereby directing the students towards the employment avenues and “earning while learning & Learning while earning” should be guided.6)To establish quality circle, Reader’s club etc., and students should be motivated to prepare the programme calendar.
- 7)To conduct orientation session on placement activities ,its importance of employable skills, Industry orientation etc., should be conducted.

Members Present

S.NO	Name
1	Mr.A.Shakti Pranesh
2	Dr.S.Rajeswari
3	Dr.P.S.Anandithi MBBS DCH
4	Mrs.BimlaChandrasekar
5	Mr.KR.GnanaSambandam
6	Dr.P.Uma
7	Mrs.P.Megala
8	Mrs.R.C.ShanthaKumari
9	Mrs.K.Anitha
10	Mrs.S.Kalaiselvi
11	Mrs.D.Sudha
12	Dr.S.Selva Lakshmi
13	Mrs.G.MidhuBala
14	Mrs.R.Veeramani
15	Mrs.N.Suyamariyathai

Meeting 3: 10th October ,2016

- 1) The date for the Model exam was tentatively planned to conduct at the midst of October month. A FDP is planned on 4th November 2016.
- 2) The plan for the even semester was that to conduct outreach programmes, seminars and to increase the participation in inter-Collegiate meets to win the overall shield.
- 3) The slow learners should be taken care by the class – in charges and concerned course teachers should coach them to prepare for the semester Examinations.
- 4) As we are in the process of reaccreditation all the criteria in charges were requested to complete the NAAC records, documents, register etc.,
 - The Principal appreciated for the grand success of organizing an International conference on Social Perspective in Contemporary English Literature on 10th September ,2016 by the Department of English
 - A National Level workshop (FDP) on Teaching & Research Methods in association with ROOTS INTERNATIONAL JOURNAL OF MULTIDISCIPLINARY RESEARCHES ON 24th September,2016,was organized by IQAC Dr.MamtaBrahmbatt,Associate Prof.B.K.School of Business Management,Gujarat University was the Guest speaker.
 - The Department of Commerce organized “A NATIONAL LEVEL CONFERENCE titled “INNOVATION NEEDED IN COMMERCE,ECONOMICS& MANAGEMENT TO MEET THE PRESENT CRISIS.
 - A National Level conference on “Mathematical Science and Application”was jointly organized by Department of Maths with ROOTS INTERNATIONAL JOURNAL OF MULTI-DISCIPLINARY RESEARCHES on 1st October 2016.

The Guest Speaker was Dr.B.J.Gireesha,Asst.Professor,Department of Post Graduate studies & Research in Maths,KUVEMPUUniversity,Karnataka.

- 5) SCIART EXPO,2016 was conducted on 6th ,7th& 8th October 2016.The overall winner shield was won by BBA Department.
- 6) The Tamil department released a book on “Biometric HykooPoem-2nd sept 2016.It was decided that all the other departments should also conduct international conferences and the faculty, students should present papers to enrich their knowledge and research experience.

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5	Mrs.D.Sudha
6	Mrs.G.MidhuBala
7	Mrs.R.Veeramani
8	Mrs.PanimalarSundar
9	Mrs.S.Kalaiselvi
10	Mrs.N.Suyamariyathai

Meeting 4: 12th Dec,2016

- 1) The Schedule of dates for syllabus coverage was planned For I unit test,2 units should be covered before Pongal holidays. The date of I unit test is from 16th Jan-24th Jan 2017. Similarly for II unit test is from 1st March – 10th March 2017. Model Exam 3rd April -12th April 2017. 13th April 2017-Farewel Day and will be the last working day for the students. The career guidance cell plans to conduct the coaching class for service commission exam-TNPSC,BSRB,UPSC. The class –In – charges of the respective classes are requested to collect the list of names and hand it over to placement officer.
- 2) The outreach programmes can be conducted at convenient dates of the departments.
 - ◆ The Department of Business Administration have planned to conduct outreach programme on 4th January,2017 titled”Impact of Demonetization and uses of Swiper” at Iyyappannaickanpatti.
 - ◆ Department of Computer Science has planned to conduct their Outreach Programme,titled “Cashless Transaction at Kuruvithurai Village” on 14th December 2016.

- ◆ Department of Commerce-OR-22.12.2016 at “Milakaranai village titled”How to use ATM machines and major advantages of cashless Transactions and “E-banking Techniques and Future Technology” on 4th Jan 2017.
 - ◆ Department of Mathematics –OR-04.01.2017 ,Venue :Visalakshi High School,VisalakshiNagar,Vilangudi.
- 3) EAC is scheduled in the month of January on 29th ,30th and 1st February 2017.
 - 4) On the Campus Interviews are planned on 22nd December 2016.The name of the company is KGISL for the designation of Customer Support Executive under the cadre of voice and non-voice process.On 6th January 2017,Tech Mahindra is invited to conduct on the campus interview on the above said designation.Solvers India conducts an O-C-I on 3rd feb 2017 for Infosys ,WIPRO,TCS,CTS.
 - 5) Pongal Celebration is on 12th January,2017.
 - 6) The College closes on 22nd December for X-mas holiday and reopens on 2ndJanuary,2017.

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6	Mrs.G.MidhuBala
7	Mrs.N.Suyamariyathai
8	Mrs.S.Kalaiselvi
9	Mrs.R.Veeramani
10	Mrs.PanimalarSundar

Meeting 5: 14th February 2017

- 1) Regarding the performance of the students in the I unit test, more concentration and attention is needed for the I year students. So, the Principal invited that the respective course Teachers need to take care of the slow learners.
- 2) The “KNOW YOUR ECONOMY” Test is planned to conduct on 16th March 2017.
- 3) The assessment test for Value Added Course should be conducted in the 2nd week of March 2017.The Question papers should be submitted on or before 5th March 2017.
- 4) The International conference on Contemporary issues of Commerce,Management and IT is planned on 4th March, 2017,organised by Department of Commerce with Computer Application.

- 5) On –the – campus Interview is planned on 15th feb 2017 for final year by Alcance Technologies Chennai for the post of Customer Support Executive.
- 6) In the month of March a Job Fair is planned on 18th March 2017.Around 2 companies recruits the candidates.
- 7) On account of the World Women’s Day we have decided to invite Mrs.JosephineArockiaMary,Honey Bee breeder a successful women Entreperneur.
- 8) Farewel celebration will be on 13th April 2017.The special invitee will be Mr.MadhukoorRamalingam,thefamours Tamil Laureate.
- 9) The last date of submission of project reports will be on on before 2nd March 2017.The Viva-voce should be conducted in the third week of march,2017.
- 10) The Criteria – In – chargers are requested to complete of NAAC records by second week April 2017.The criteria In charges are insisted to submit the respective criteria reports and department reports as early as possible.

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7	Mrs.S.Kalaiselvi
8	Mrs.N.Suyamariyathai
9	Mrs.PanimalarSundar
10	Mrs.Sathya

Meeting 6: 6th April,2017

- 1) The Criteria-in-charges are requested to complete their NAAC reports and evidences on or before 26th April 2017.
- 2) The Madurai Kamaraj University Semester Examination April 2017 may commence from 21st april.The Head of the Departments are requested to consolidate their Internal assessments on or before 15th April 2017.
- 3) The Course Teachers are requested to value the answer scripts with great care.
- 4) Farewel Day is decided to celebrate on 13th April,2017.
- 5) On that occasion the Head of the Departments were instructed to invite the parents of those students who were selected in the on-the-campus interview. In the presence of the parents the offer letters will be issued.

- 6) The Students with 100% attendance will also be motivated with a cash award of Rs.500/- .The class – In – charge are requested to prepare the list of 100% attendance of their respective classes and hand it over in the office.
- 7) The swearing ceremony of the office bearers will also take place on the same day.
- 8) The occasion will be continued with candle light ceremony.
- 9) The cultural events should be planned prior to the model exam and it was decided that only one cultural event for a major i.e., only 5 participants for a team. So, that everybody will get an opportunity to performThe chief guest will be Mr.MadhukoorRamalingam.
- 10) The Submission of work load and subject allotment should be done on or before April 12th 2017.
- 11) Regarding the admission of the next academic year 2017-18 especially for BBA ,B.A (Tamil) it should be strengthened.

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