

Minutes of IQAC Meetings 2017-2018

Meeting 1: 1st July ,2017

- 1) The IQAC co-ordinator to present the report of activities for the academic year 2016-2017.
- 2) The IQAC cell member had a briefing with the Head of the Departments
- 3) The cell members suggested on quality enhancement in teaching and learning process
- 4) Suggestion to strengthen the admission for few courses
- 5) Plan to commence Add-on- course
- 6) Plan for outreach program ,Intercollegiate Meets
- 7) Recommendation on the Health and Personal issues of motivated students and others
- 8) Motivation on placement cell and Alumni Association Activities
- 9) To enhance MoUs and Industry interaction
- 10) Attention to be focused & Causes activities
- 11) To Strengthen the counseling cell and career guidance cell

Members Present

S.NO	Name
1	Dr.S.Rajeswari
2	Mr.A.Shakti Pranesh
3	Mr.KR.Gnana Sambandam
4	Mrs.Bimla Chandrasekar
5	Dr.P.Uma
6	Mrs.R.C.Shantha Kumari
7	Mrs.G.Midhu Bala
8	Mrs.S.Kalaiselvi
9	Dr.V.Jeyapoornima
10	Mrs.D.Sudha
11	Ms.E.Anushree
12	Mrs.S.Vijaya (AO)
13	Mrs.R.Veeramani
14	Dr.Balasathya
15	Ms.M.Bhuvaneshwari III B.Sc (CS)
16	Ms.Sivaranjini III B.Sc (Physics)
17	Mrs.Anitha

Meeting 2:- 4th September 2017

1. The Class-Incharges and the mentors were requested to initiate the students to complete the semester fees and to monitor the attendance of the students. The course Teachers are instructed to take special care for the slow learners and make them to score more marks.
2. The SCIART EXPO,2017 in decided to conduct in the month of October on 5th ,6th and 7th October,2017. The chief guest can be any of the scientists in Tamilnadu most probably, the young scientist Mr.Rifath Sharook.

3. The Principal insisted on the care and responsibility during Hall Invigilation duty by the faculty. The Last date of submission of valued answer Script should be on/before 28th October 2017.
4. The Inter-Collegiate Meet was decided to conduct on the following dates by the Head of the Departments.
 - ◆ 9th September 2017 Department of Maths.
 - ◆ 14th September 2017 Department of Computer Science.
 - ◆ 19th September 2017 Department of English.
 - ◆ 20th September 2017 Department of Business Administration.
 - ◆ 21st September 2017 Department of Commerce.
 - ◆ 22nd September 2017 Department of Physics.
 - ◆ 23rd September 2017 Department of Tamil
5. All the Departments decided to conduct Seminars, Workshop, Industrial Visit, Outreach Programs and Club activities regularly. The Department of Physics planned to conduct ORP on the theme “Blue whale Game – Akiller – impact of Blue Whale at GHSS, Alanganallur on 12th October 2017.
6. The Department of Computer Science organizes a seminar on Pervasive Computing World of Digital and the Department of Maths plans an IV to Central Electro Chemical Research Institute, Karaikudi on 26th September 2017.
7. The Students Council has planned to celebrate Teachers Day and to conduct competitions in memory of Dr.A.P.J Kalam’s Birthday on 13th October 2017.
8. In case of Extension Activities, N.S.S,YRC,RRC,CCC has planned to conduct SWACHH BHARAT Campus cleaning at Sathiyamoorthy Nagar on 18th September and on 29thSeptember 2017 – A pledge Administering ceremony is planned on the theme SWACHTA KISEVA. In fond Memory as Sardhavallababhai Patel Birth Anniversary on 31st Oct 2017 National Unity Day is planned to celebrate in the Campus.
9. Regarding college Magazine to improve the quality of the content teams are formed i.e., 2 faculty from each Department, to be deputed by the Head of the Departments. The students should be made to contribute their cover designing productive suggestion on or before 2nd January 2017.

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5	Mrs.D.Sudha
6	Mrs.G.Midhu Bala
7	Mrs.R.Veeramani
8	Ms.E.Anushree
9	Dr.V.Jeyapoornima
10	Mrs.K.Logasudha
11	Ms.M.Bhuvaneshwari III B.Sc (CS)

Meeting 3:- 2nd November 2017

1. The Principal-The Chief superintendent of MKU Semester Examination, briefed about the responsibility of invigilation Duty. All the Invigilator were strictly instructed to be inside the Examination Hall sharply at 9.45A.M and complete the attendance at 10.30A.M.
2. The Sports day activities in discussion with the Physical Directress was planned i.e., each department should take part in the March Past and also in other events. The Head of the Departments were requested to submit the name list of the participants and Events. In-Charges to P.D on December 12th 2017. International conference should be conducted by all the departments. The Department of Commerce plans to organise in the month of 2018. Alumni Association should be strengthen by gathering the Alumnae by making the innovative innovation on 9th February 2018, Sports day Meet is planned.
3. The last date of submission of work load and time table for the Even Semester in on (or) before 20th November 2017.
4. Department of Business Administration have planned to conduct Outreach Programme on the theme Water Conservation, Dengue Fever & Disaster Management (Flood) at GHSS, Mullippallam in the first week of December and Industrial visit to Anya Recant Leaf Plates Manufacturer and Exporter, Madurai
5. The date of submission of Question paper for the Even Semester is 8th December 2017. The 1st Unit Test 2018 will commence from 5th January 2018.
6. Regarding regular affairs-initiate fees collection for the even semester, collection of articles from the faculty and the students should be completed on or before 4th January 2018.

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10	Mrs.D.Sudha
11	Ms.E.Anushree
12	Mrs.S.Vijaya (AO)
13	Mrs.R.Veeramani
14	Dr.Balasathya
15	Ms.M.Bhuvaneshwari III B.Sc (CS)
16	Ms.Sivaranjini III B.Sc (Physics)
17	Mrs.Anitha

Meeting 4:- 6th January 2018

1. All the Head of the Departments (Criteria In-Charges) presented the activities accomplished and updated the data.
2. Departments of Commerce, Department of Business Administration, and Department of Commerce with Computer Application planned to organise an international workshop on accounting students.
 - * International Conference are planned by Department of Commerce and Computer Science in the month of February 2018.
 - * The Sports Meet was scheduled tentatively on second week of February and Graduation Day on the second week i.e., on 10th February 2018.
 - * To Strengthen the Alumni Association it was decided to organise a day prior to the graduation day ,so that ,everyone can attend the occasion The Head of the Departments were instructed to take up their duties, that were already vested in them and the ICF is scheduled on the 4th week of February.
3. The suggestion to inculcate the learning skill, library should be utilized by the students and also recommended to organise library week and the prize can be awarded for the frequent uses and readers from the students community and to allot extra hours.
4. Mini projects can be planned for the Science students, which motivates the research attitude in them.
5. Feedback should be collected every semester from the students and also from the alumnae, parents, which helps for the improvement of the instruction valuable suggestion from the suggestion box is also considered them and there.
6. Skill Development Programme is also planned i.e., like TOIEC and TALLY which paves a way for employment opportunity for the students.
7. It was recommended to undertake Need Assessment Survey and Goal Achievement Programme to assess the requirement of the students and its output.
8. It was advised to plan for more income generation activity i.e., Consultancy Service for this purpose, a tie-up can be had with the Tamilnadu Polytechnics.
9. The care and attention towards the health of the students also contributes to the enhanced academic performance. So, the students should be consoled regarding readily the intake of sufficient calories of food.
- 10)The Head of the Departments are insisted to monitor regarding that the recommendation and suggestion are accomplished as per the need.
- 11)The Criterion Incharges are requested to proceed with the documentation of NAAC report & Records.
- 12)It was planned to provide parking slot at the cost of Rs.2Crores and ground for Track & Field events.
- 13)To empower the women students more entrepreneurship Development Programmes should be organised for the students.
- 14)As a part of Skill Development activities, Tailoring classes are conducted in the college Campus.

- 15)The students who are Financially weak are encouraged to take up the part time jobs
 16) Plan to increase the number of books in the library.
 17)The Head of the Departments were advised to complete the NAAC records and with relevant evidences & Photograph.

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6	Mrs.G.Midhu Bala
7	Mrs.R.Veeramani
8	Ms.E.Anushree
9	Dr.V.Jeyapoornima
10	Mrs.K.Logasudha
11	Ms.M.Bhuvaneshwari III B.Sc (CS)

Meeting 5:- 13th March 2018

- 1) The date for VIVA-VOICE for BBA was scheduled in the last week of March and the Model Exam will be during the 1st Week of April 2018.
- 2) The Last Date for the submission of question paper is on (or) before 17th March 2018.
- 3) The Head of the Departments discussed about the faculty requirement and the External Members for the interview panel .The external member for all the departments should be finalized on (or) before 20th March 2018.
- 4) The head of the Departments in consultation with their faculty in the department, were requested to give the name list of their respective students of office bearers.
 - * The date of farewell is planned to conduct on 11th April 2018.
- 5) All the Departments were instructed to conduct valediction of club meet within the month of March 2018. A tentative schedule should be planned for the same.
- 6) In discussion with the Head of the Departments, they were instructed to monitor the syllabus coverage and completion of internal assessment.
- 7) The Bank coaching classes is planned to commence in the month of June 2018.
- 8) The Permanent Affiliation for at least two UG Courses is planned.
- 9) The date of interview was scheduled on 21st April 2018.

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6	Mrs.R.Veeramani
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8	Dr.V.Jeyapoornima
9	Dr.K.Balasathya
10	Ms.M.Bhuvaneshwari III B.Sc (CS)

Meeting 6:- 28th May 2018

- 1) The improvement of quality in teaching was focused from the view of four aspects i.e., teaching and learning student's involvements, research activities and placements. Therefore to enhance the quality in teaching the faculty were motivated to attend faculty development programmes, present papers in the national and international conferences. The management decided to extend the financial support by granting incentives as well as 50% of the expenses to be borne by them.
 - 2) The teaching should not only be confined to chalk and talk method but also, using information communication and technology like Video Conferencing Power Point Presentation and in animated presentation. This will make the students to learn about the subjects. For the purpose, the Management provides with the smart class room for all the departments.
 - ◆ Block 1 – Physics & Computer Science Department
 - ◆ Block 3 – Tamil & BBA Department
 - ◆ Block 5 – B.Com & B.Com (CA) Department
 - ◆ Seminar Hall – Maths Department
 - ◆ It was planned to inaugurate in the month of August 2018
- All the faculty were suggested to handle classes not only with the use of chalk and talk method and also with power point presentation, Video conferencing and other A/V aids to improve the teaching methods and create an interest in Learning.
 - All the Departments are requested to conduct FDP. The Head of the Departments Submitted a Tentative Schedule for FDP.

Department	Date
Department of Tamil	12.06.2018
Department of Computer Science	12.06.2018
Department of Business Administration ,Commerce, Commerce With Computer Application	14.06.18
Department of English	07.07.2018

Name of the Department	FDP Topic
Tamil	ஆசிரியர்கற்பித்தல்முறைகள்
Computer Science	UPGRADE TO PYTHON
English	EFFECTIVE CLASSROOM MANGEMENT
BBA , Commerce , Commerce with CA	“TEACHING LEARNING A NEW PARADIGM”

- Classroom teaching plays a major role in the learning and to make the art of Learning more effective students must be given opportunities to gain practical knowledge to exposure through seminars and the on-the spot study. In this purview it was decided to organise seminars, Workshop, Paper presentation, Club activities and industrial Visits.

Tentative Schedule for Seminar and Industrial Visit

Name of the Department	Seminar	Industrial visit
BBA	28.06.2018	
BBA Club inauguration	16.07.2018	23.07.2018
Tamil Club inauguration	18.07.2018	
Maths Club inauguration	19.06.2018	
CS Club inauguration	25.07.2018	
Commerce with CA Club inauguration	21.08.2018	
Commerce Club inauguration		23.07.2018

- 3) Memorandum of Understanding are planned in the Month of July 2018, tentatively on 23rd July 2018.

Name of the Department	Name of the institution/Organisation
BBA	BOSTON AVIATION ACADEMY
English	TOEIC
Tamil	AYYAGUDI COACHING CENTRE
Computer Science	GGIIT INFO, PS INFOTECH KALVI INSTITUTE
Maths	NATIONAL FASHION DESIGNING ACADEMY & RACE TRAINING INSTITUTE
Physics	E-CAREER PLUS(Mobile phone Technology)
Commerce with CA	KALVI INSTITUTE PVT LTD SM ACADEMY KIRUBHA FOUNDATION
Commerce	KIRUBHA FOUNDATION KALVI INSTITUTE

- 4) Career Guidance Programme has to be focused more.
- 5) Orientation to parents of fresher's is planned on 27th June 2018 and Fresher Day on 12th July 2018,
- 6) The commencement of classes for 1st year UG and PG is on 2nd July 2018.

- 7) The Bridge Course is on 4th, 5th and 6th July 2018.
- 8) The 1st Unit Test commences from 10th August to 21st August 2018. The Inter-Collegiate.

Meet is in process and its tentative dates are

Department	Date
Department of Commerce	07.08.2018
Department of Physics	11.09.2018
Department of Maths	12.09.2018
Department of Computer Science	14.09.2018
Department of English	18.09.2018
Department of Tamil	20.09.2018
Department of Commerce with CA	26.09.2018
Department of Business Administration	26.09.2018

A FDP ON VALUE EDUCATION FOR TEACHING AND NON-TEACHING staff is planned in the month of July 2018.

Members Present

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1	Mr.A.Shakti Pranesh
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4	Mrs.D.Sudha
6	Mrs.G.Midhu Bala
7	Mrs.R.Veeramani
8	Dr.Justina Jeyakumari
9	Dr.V.Jeyapoornima
10	Mrs.K.Logasudha
11	Mrs.Karthiyayini