

IQAC MINUTES

2017 -2018

MTNC/ IQAC/ 2017-2018

04.08.17

CIRCULAR

A meeting is scheduled for the IQAC Members and Criterion Convenors in IQAC office on the 9th August at 10.30 a.m. All the Convenors and members are requested to attend the meeting without fail.

AGENDA:

1. Call for papers for the second issue of **The Mannar Scroll**
2. Preparation of SSR based on the revised guidelines
3. Requesting for Profile of the Department and staff members
4. Any other matter

IQAC - Convenor**Advisor:****Senior Administrative Officers:****Members:****IQAC - Advisor**

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.S.S.Jeyabalakrishnan

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

PRINCIPAL

MINUTES OF IQAC MEETING HELD ON 09.08.18

The Meeting was attended by the following members

Advisor:

Prof. R.Raja Govindasamy

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.S.S.Jeyabalakrishnan

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

Criterion Convenors:

Criterion -I

D.Vimala, Asst Prof of English

Criterion -II

Dr. R.Dhanalakshmi, Asst Prof of English

Criterion -III

R.Meenakshidevi, Asst Prof of Business Administration

Criterion -IV

Dr. N. Parimalanayakhi, Asst Prof of English

Criterion -V

Dr.R.Arputharaj, Asst Prof of Commerce

Criterion -VI

R.Praiya, Asst Prof of History

Criterion -VII

Dr. V.P.R.Rathi, Asst Prof of English

IQAC Convenor

Dr.A.Ramasubbiah

- Decided to send a circular to all the departments to prepare the profile of the department and profile of the faculty and submit a soft copy and a hard copy to the IQAC office on or before 21st August, 2017.
- Resolved to conduct all staff meeting on 30th August, 2017 and give awareness on the revised guidelines of SSR.
- Resolved to send a circular to all the faculty members to contribute their articles for **The Mannar Scroll** on or before the 31st August 2017.

ACTION TAKEN REPORT

1. A circular/ an appeal was sent to all the faculty members in the institution and friends from the other colleges, Universities in India and Abroad to contribute their papers to **The Mannar Scroll** on or before the 31st August 2017.
2. All staff meeting was conducted on 30th August, 2017 at 2.30 p.m. in Moorthy Naidu Andalammal Hall. The Principal presided over the meeting in the presence of Secretary of the Governing Council. The IQAC Co ordinator and Convenors of all Criteria explained the details of Qualitative and Quantitative Metrics. A few faculty members from the floor raised questions and the coordinator clarified their doubts.
3. A circular was sent on 9th August 2017 to all the faculty members to send their resume and the profile of the department and submit a soft copy and a hard copy to the IQAC office on or before 21st August, 2017.

MTNC/ IQAC/ 2017-2018

09.10.17

CIRCULAR

A meeting is scheduled for the IQAC Members in IQAC office on Tuesday, the 11th October at 10.30 a.m. All the members are requested to attend the meeting without fail.

AGENDA:

1. Faculty Development Programme on Online Teaching (MOOC)
2. Release of second issue of **The Mannar Scroll**
3. Preparation of IIQA
4. Any other matter

IQAC - Convenor

Advisor:

Senior Administrative Officers:

Members:

IQAC - Advisor

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.S.S.Jeyabalakrishnan

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

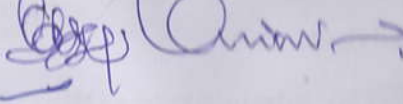

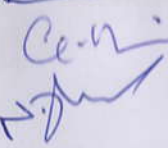






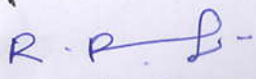



IQAC Convenor

Dr.A.Ramasubblah

PRINCIPAL

MINUTES OF IQAC MEETING HELD ON 11.10.18

The Meeting was attended by the following members

Advisor:	Prof . R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. Arivu Chelvam  Dr.V.Suresh Babu  Dr.S.S.Jeyabalakrishnan  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Resolved to invite Dr.Srinivas, Professor of ICT, NUEPA, New Delhi as Resource person for FDP on **Online Teaching, Learning and Assessment using MOOC Platform, Open Educational Resources and Educational Technology Tools** on 23rd and 24th October 2017.
- Resolved to constitute various committees for the arrangement of the programme.
- Resolved to release the Second issue of **The Mannar Scroll** on 23rd October 2017.
- Resolved to invite Dr.Sumathi Sripathy, Senior Lecturer, Zambia University, Zambia, and Dr.S.Kannan, Director, HRDC, Madurai Kamaraj University, Madurai, as distinguished guests to release the journal.
- Decided to prepare IIQA and constitute committees.

ACTION TAKEN REPORT

1. Two day Faculty Development Programme on **Online Teaching, Learning and Assessment using MOOC Platform, Open Educational Resources and Educational Technology Tools** was organized on 23rd and 24th October 2017 at Lab II in the college premises .
2. The Secretary of the college presided over the meeting .The Principal and the Director felicitated the gathering in the inaugural session. The resource person briefly highlighted the two days programme.
3. The programme was successfully conducted on 23rd and 24th October 2017. 45 faculty members from both regular and SF wing attended the programme.
4. There was a presentation session at the end of the programme by each participant in the presence of special invitee Dr. Muthumanickam, Prof and Head, Department of Education and Technology, Madurai Kamaraj University, Madurai.
5. All the participants were given certificates in the valedictory session in the presence of the college President Er.S.Rajagopal.
6. The second issue of **The Mannar Scroll** was released by Dr.Sumathi Sripathy, Senior Lecturer, Zambia University, Zambia, and the first copy was received by Dr.S Kannan, Director, HRDC, Madurai Kamaraj University, Madurai, on 23rd October 2017.
7. Various committees were formed to prepare and upload IIQA in the month of November 2017.

MTNC/ IQAC/ 2017-2018

11.11.17

CIRCULAR

A meeting is scheduled for the IQAC Members and Criterion Convenors in IQAC office on 13th November at 10.30 a.m. All the Convenors and members are requested to attend the meeting without fail.

AGENDA:

1. Submission of IIQA
2. Preparation of SSR
3. Reconstitute the members of IQAC
4. Any other matter

~~**IQAC - Convenor**~~~~**Advisor:**~~**Senior Administrative Officers:****Members:****IQAC - Advisor**

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.S.S.Jeyabalakrishnan

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

IQAC Convenor


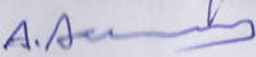
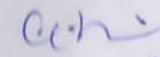



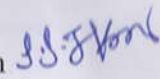





Dr.A.Ramasubbiah

PRINCIPAL

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MINUTES OF IQAC MEETING HELD ON 13.11.17

The Meeting was attended by the following members

Advisor:	Prof . R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. Arivu Chelvam  Dr.V.Suresh Babu  Dr.S.S.Jeyabalakrishnan  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah

- Resolved to upload IIQA on 22.11.17
- Resolved to collect data for SSR with meticulous care as the guidelines for submission of SSR is revised.
- Decided to relieve Dr.S.Jeyabalakrishnan as IQAC member since he is appointed as Dean of Science and add new members in the next academic year.

ACTION TAKEN REPORT

1. Initiative was taken to submit IIQA on time as planned.
2. It was proposed to submit on 22nd November 2017 but it couldn't be successfully submitted on the scheduled date as there were some technical issues in the online process.
3. The challenging threats were rectified after having discussion with the concerned officer in the NAAC office, Bengaluru and IIQA was successfully uploaded on 29th November 2017.
4. The convenors and the members were asked to collect all the required details for the successful submission of SSR on war footing and compile the details as per the questions given in the manual for institutional accreditation.
5. Dr.S.Jeyabalakrishnan, Assistant Professor, Department of Physics was relieved from the office of IQAC and identify potential members to reconstitute the components of IQAC

MTNC/ IQAC/ 2017-2018

30.12.17

CIRCULAR

An urgent meeting is scheduled for the IQAC Members and Criterion Convenors in IQAC office at 2.30. p.m on 30th December. All the Convenors and members are requested to attend the meeting without fail.

AGENDA:

1. Discussion on Higher Education Institution Portal
2. Submission of SSR
3. Any other matter

IQAC - Convenor**Advisor:****Senior Administrative Officers:****Members:****IQAC - Advisor**

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran







Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

PRINCIPAL

Criterion Convenors:

Criterion -I	D.Vimala, Asst Prof of English	
Criterion -II	Dr. R.Dhanalakshmi, Asst Prof of English	
Criterion -III	R.Meenakshidevi, Asst Prof of Business Administration	
Criterion -IV	Dr. N. Parimalanayakhi, Asst Prof of English	
Criterion -V	Dr.R.Arputharaj, Asst Prof of Commerce	
Criterion -VI	R.Praiya, Asst Prof of History	
Criterion -VII	Dr. V.P.R.Rathi, Asst Prof of English	

MINUTES OF IQAC MEETING HELD ON 30.12.17

The Meeting was attended by the following members

Advisor:

Prof . R.Raja Govindasamy

Senior Administrative Officers:

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Members:

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah

Criterion Convenors:

Criterion –I

D.Vimala, Asst Prof of English

Criterion –II

Dr. R.Dhanalakshmi, Asst Prof of English

Criterion –III

R.Meenakshidevi, Asst Prof of Business Administration

Criterion –IV

Dr. N. Parimalanayakhi, Asst Prof of English

Criterion –V

Dr.R.Arputharaj, Asst Prof of Commerce

Criterion –VI

R.Praiya, Asst Prof of History

Criterion –VII

Dr. V.P.R.Rathi, Asst Prof of English

- Resolved to collect the required data in full swing as the portal was open for Self Study Report.
- Decided to collect the required supportive documents from all the departments and other offices.
- Decided to submit SSR a week before the last date 28.01.2018

ACTION TAKEN REPORT

1. Higher Education Portal for Submission of SSR was opened on 28th December 2017.
All Convenors meeting in the presence of the Chairman and the Advisor was convened by the coordinator IQAC in the office. To discuss submission of SSR in the scheduled time.
2. All the required documents and evidences were collected from all resources. They were all compiled and fed in the portal.
3. The institution was directed to submit SSR on 28th January 2018 but the submission date was extended to 28th February 2018.
4. With the cooperation of all the faculty members and members of non- teaching, the SSR was successfully uploaded on 26th January 2018 well ahead of the scheduled date.

MTNC/ IQAC/ 2017-2018

21.02.18

CIRCULAR

A meeting is scheduled for the IQAC Members in IQAC office on 26th February at 10.30 a.m. All the members are requested to attend the meeting without fail.

AGENDA:

1. FDP on E content Development
2. Collection of feedback from students
3. Publishing second and third Bi-annual Bulletin
3. Any other matter

IQAC – Convenor**Advisor:****Senior Administrative Officers:****Members:****IQAC - Advisor**

Prof . R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management:

Mr.K.Rajendrababu

Students and Alumni:

Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists:

Mr.R.Rajasekaran

Mr.R.Sridhar



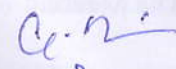




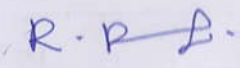



IQAC Convenor

Dr.A.Ramasubbiah

PRINCIPAL

MINUTES OF IQAC MEETING HELD ON 26.02.18

The Meeting was attended by the following members

Advisor:	Prof. R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. Arivu Chelvam  Dr.V.Suresh Babu Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQA C Convenor	Dr.A.Ramasubbiah 

- Resolved to invite Mr.M.Vinay, Faculty of Computer Science, Christ University, Bengaluru, as the resource person for FDP on **E content Development and Digital Tools** on 3rd and 4th March 2018.
- Decided to constitute various committees for the arrangement of FDP.
- Decided to collect online feedback from the students.
- Resolved to request all the faculty members to submit the activities for second and third Bi-annual Bulletin.

ACTION TAKEN REPORT

1. Various committees were formed to successfully conduct the FDP. It is unanimously decided to nominate Prof .D. Vimala to assist the resource person.
2. The FDP on **E content Development and Digital Tools** was conducted on 3rd and 4th March 2018. Mr.M.Vinay, Faculty of Computer Science, Christ University, Bengaluru was the resource person.
3. He introduced to the participants Google Classroom, Infograph, Adobe Spark, various components of Google Drive, various Digital Tools to enhance e - learning and teaching in the classrooms.

CIRCULAR

A meeting is scheduled for the IQAC Members in IQAC office on 2nd April at 12.30 p.m. All the members are requested to attend the meeting without fail.

AGENDA:

1. Review meeting on FDP conducted on 23rd and 24th October, 2017
2. Online Feedback
3. Any other matter

IQAC - Convenor**Advisor:****Senior Administrative Officers:****Members:****Member from the Management:****Students and Alumni:****Industrialists:****IQAC Convenor****IQAC - Advisor**

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Mr.K.Rajendrababu

Mr. R.Mahendran

Ms.P.Anubharathi

Mr.R.Rajasekaran




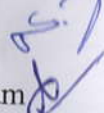








Mr.R.Sridhar

Dr.A.Ramasubbiah

PRINCIPAL

MINUTES OF IQAC MEETING HELD ON 2.04.18

The Meeting was attended by the following members

Advisor:	Prof . R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. Arivu Chelvam  Dr.V.Suresh Babu  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 

- Resolved to conduct review meeting on FDP by inviting Dr.Srinivas, Professor of ICT, NUEPA, NewDelhi, for review of the impact of FDP
- Decided to collect student feedback using Google forms.
- Resolved to insist all the faculty members and non- teaching staff requesting them to come to college even on holidays if there is any work assigned by IQAC regarding SSR clarification.

ACTION TAKEN REPORT

1. A Review meeting on FDP was conducted on 3rd April, 2018. Dr.Srinivas, Professor of ICT, NUEPA, NewDelhi, addressed the participants.
2. The faculty members presented their reports experimented in the class rooms using ICT tools introduced by Dr.Srinivas in the FDP.
3. The resource person stressed upon the participants to create e - content and present it effectively in the classrooms.
4. He also advised to have one more effective session to further enhance the use e - content in the classroom.
5. A new feedback form was structured and collected from the students using online through Google Forms which is first of its kind in the campus.
6. A circular was sent to all the faculty members and non -teaching staff informing them to respond to the request from IQAC office in summer vacation.

CIRCULAR

A meeting is scheduled for the IQAC Members and Criterion Convenors in IQAC office on 25th May 2018 at 10.30 a.m. All the members and Convenors are requested to attend the meeting without fail.

AGENDA:

1. Queries received on SSR
2. Any other matter

IQAC - Convenor**Advisor:****Senior Administrative Officers:****Members:****IQAC - Advisor**

Prof. R.Raja Govindasamy

Mr.A.Alagarsamy

Mrs. G.Bathmavathi

Dr. N. Thenpandian

Dr. A. Arivu Chelvam

Dr.V.Suresh Babu

Dr.R.Alagesan

Prof.D.Vimala

Prof. R.Praiya

Prof. R.Meenakshidevi

Member from the Management: Mr.K.Rajendrababu**Students and Alumni:** Mr. R.Mahendran

Ms.P.Anubharathi

Industrialists: Mr.R.Rajasekaran




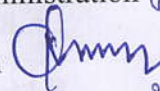

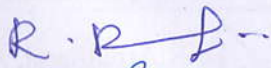


Mr.R.Sridhar

IQAC Convenor

Dr.A.Ramasubbiah









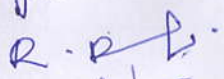







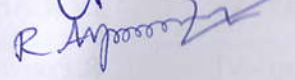
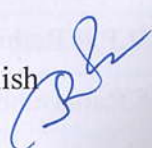

PRINCIPAL

Criterion Convenors:

Criterion -I	D.Vimala, Asst Prof of English	
Criterion -II	Dr. R.Dhanalakshmi, Asst Prof of English	
Criterion -III	R.Meenakshidevi, Asst Prof of Business Administration	
Criterion -IV	Dr. N. Parimalanayakhi, Asst Prof of English	
Criterion -V	Dr.R.Arputharaj, Asst Prof of Commerce	
Criterion -VI	R.Praiya, Asst Prof of History	
Criterion -VII	Dr. V.P.R.Rathi, Asst Prof of English	
IQAC Convenor:	Dr.A.Ramasubbiah	

MINUTES OF IQAC MEETING HELD ON 25.05.18

The Meeting was attended by the following members

Advisor:	Prof. R.Raja Govindasamy 
Senior Administrative Officers:	Mr.A.Alagarsamy  Mrs. G.Bathmavathi 
Members:	Dr. N. Thenpandian  Dr. A. Arivu Chelvam  Dr.V.Suresh Babu  Dr.R.Alagesan  Prof.D.Vimala  Prof. R.Praiya  Prof. R.Meenakshidevi 
Member from the Management:	Mr.K.Rajendrababu
Students and Alumni:	Mr. R.Mahendran Ms.P.Anubharathi 
Industrialists:	Mr.R.Rajasekaran Mr.R.Sridhar
IQAC Convenor	Dr.A.Ramasubbiah 
Criterion Convenors:	
Criterion –I	D.Vimala, Asst Prof of English 
Criterion –II	Dr. R.Dhanalakshmi, Asst Prof of English 
Criterion –III	R.Meenakshidevi, Asst Prof of Business Administration 
Criterion –IV	Dr. N. Parimalanayakhi, Asst Prof of English 
Criterion –V	Dr.R.Arputharaj, Asst Prof of Commerce 
Criterion –VI	R.Praiya, Asst Prof of History
Criterion –VII	Dr. V.P.R.Rathi, Asst Prof of English 
IQAC Convenor:	Dr.A.Ramasubbiah 

- Resolved to send response to the clarifications raised by the Data Validity Verification team.
- Resolved to pressing the convenors and the members to prepare the responses and get them ready in a week of time.

ACTION TAKEN REPORT

1. The Convenors and members of the various criteria were swift in their action and collected the required data.
2. It was compiled together and discussed with the Co-ordinator, the Advisor and the Chairman.
3. The institution received 53 clarifications and all of them were properly rectified and the responses were uploaded on 7th June, 2018.