

The first Meeting of the Internal Quality Assurance Cell (IQAC) for the
AY: 2022-2023

Date: 29.11.2022

Time: 12.00pm to 2.00pm

Venue: Room No: MG8

Agenda



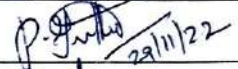

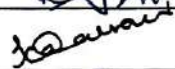
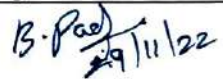
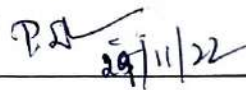
- 1) NAAC RE-SUBMISSION
- 2) NIRF
- 3) NEP IMPLEMENTATION
- 4) FUNDED PROJECTS
- 5) STARTUP CELL.

Ref No.:

Date: 29.11.2022

Internal Quality Assurance Cell (IQAC)
Minutes of IQAC first Meeting

The first IQAC meeting for the Academic Year 2022-2023 was held on 29th Nov -2022. The following members were present in the meeting.

S.No	Name of the Person	Designation	Signature
Chair Person:			
1	Dr.R.Arunadevi	Principal	
Members from Faculty:			
2	Mrs.B.Kalpana	Head,Dept of Mathematics	
3	Mrs.P.Gomathy	Head,Dept of BBA	 29/11/22
4	Dr.R.Jayanthi	Head, PG Dept of Commerce	 29/11/22
5	Mrs.K.Kalaivani	Head, Dept of Chemistry	
6	Mrs.B.Padmadevi	Head, Dept of Physics with CA	 29/11/22
7	Mrs.T.Ezhil	Asst.Professor, Dept of Mathematics	 29/11/22
Convener & Nominee - Employer			
1	Mr. Manu Kumar	IQAC Convener	

The Convener of IQAC Mr. Manu Kumar welcomed the members for the first meeting. A brief agenda was presented by Mr. Manu Kumar, Convener of IQAC.

Resolution 1: Formation of new IQAC committee along with the appointment of the IQAC Head.

Action Plan/Action Taken Report: The new IQAC team would be constituted in consultation with the correspondent and the principal assigning the Criteria 1 in charge, with an office order to be passed, deadline for completion of criteria 1 would be on or before Jan-15th 2023

Resolution 2: Submission of NIRF -2023 Application.

Action Plan/Action Taken Report:

In charge -B Kalpana : Deadline for submission 9th December -2023

- ❖ NIRF In charge to be nominated, AISHE data to be entered in consultation,
- ❖ Registration to be done on -<https://irins.inflibnet.ac.in/>.
- ❖ Employers' data to be provided in the format attached after cross verification report submitted
- ❖ Alumni contact to be done and a Feedback taken
- ❖ Student and faculty data to be provided in the prescribed format
- ❖ Fund utilization to be provided.
- ❖ updating the research data to be done

Resolution 3: Implementation of NEP

Action Plan/Action Taken Report:

In charge – Mrs B Gomathi

- ❖ Registration in ABC and student details to be uploaded for the current Academic year and integrated with Institution website
- ❖ Credit Transfer to be Implemented.

Resolution -4 TIE UP WITH FUNDING AGENCIES / PROJECTS/APPROVAL FROM THE GOVERNMENT and Startup Cell

Action Plan/Action Taken Report

Incharge : Dr.R.Jayanthi , HOD, PG Dept. Of Commerce & Mrs. K.Kalaivani ,HOD, Dept. of Chemistry: Deadline for Submission : 8.12.2022

- ❖ Identification of Courses/Projects which require funding from outsources
- ❖ Benefits of acquiring the knowledge
- ❖ No of students going to benefit out of the course/projects
- ❖ Estimated cost for the courses/projects

Resolution -5 START-UP CELL/INCUBATION CENTRE / APPROVAL FROM THE GOVT

Incharge:Mrs.B.Padmadevi,HOD, Dept of Physics with CA &Mrs.T.Ezhil, Asst.Prof, Dept. of Maths : Deadline :9.12.2022

- ❖ Collect data from NIRF team,(publication details of the students, Placement details, student background details, ideas related to Entrepreneurship)
- ❖ Identify the required area of 5000sqft with space mapping.


Co-Coordinator(IQAC)


Chairperson (IQAC).

Correspondent

Copy to:

1. All IQAC members
2. Academic Office

The Second Meeting of the Internal Quality Assurance Cell (IQAC) for the

AY: 2022-2023

Date: 15.12.2022

Time: 10.00am-12.00pm

Venue: Zoom Meet

Agenda






- 1) NIRF
- 2) IRINS
- 3) STARTUP CELL
- 4) CRITERION 1
- 5) CRITERION 7

Ref No.:

Date: 15.12.2022

Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Third Meeting

The Second IQAC meeting for the Academic Year 2022-2023 was held on 15th Dec-2022. The following members were present in the meeting.

S.No	Name of the Person	Designation
Chair Person:		
1	Dr.R.Arunadevi	Principal ✓
Members from Faculty:		
2	Mrs.B.Kalpana	Head,Department of Mathematics 
3	Mrs.P.Gomathy	Head,Department of BBA 
4	Dr.R.Jayanthi	Head, PG Department of Commerce 
5	Mrs.K.Kalaivani	Head,Department of Chemistry 
6	Mrs.G.Subashri	Asst.Professor,Department of Commerce 
7	Mrs.T.Ezhil	Asst.Professor,Department of Mathematics 
Convener & Nominee - Employer		
1	Mr. Manu Kumar	IQAC Convener

The Convener of IQAC Mr. Manu Kumar welcomed the members for the second meeting. A brief agenda was presented by Mr. Manu Kumar, Convener of IQAC.

Resolution 1: Discussion about NIRF

Action Plan/Action Taken Report: In charge – Mrs.B.Kalpana

Discussions: About NIRF

- | |
|--|
| ➤ The Convener discussed about the initial STEPS to be taken for NIRF REGISTRATION. |
| ➤ NIRF REGISTRATION to be done immediately and should provide the USERNAME and PASSWORD at the earliest. |
| ➤ Student details should be collected regarding NIRF and to be kept ready. |

Resolution 2: Discussion about IRINS

Action Plan/Action Taken Report: In charge – Dr.R.Jayanthi

- | |
|---|
| ➤ Discussed what is IRINS and how to register with IRINS. |
| ➤ DR.R.JAYANTHI is the Institute's Nodal Officer regarding IRINS. |

Resolution 3: Implementation of STARTUP CELL

Action Plan/Action Taken Report: In charge – Mrs.B.Padma Devi

- | |
|---|
| ➤ Discussed about Startup cell in our college. |
| ➤ Should identify an area of 5000 sq. feet for this startup cell |
| ➤ To get a floor plan or blue print for this area from the management |

Resolution 4: Discussion about CRITERION 1

Action Plan/Action Taken Report: In charge – Mrs.B.Kalpana

Cr.1.1.1 -Implementation of PO's & CO's updated – Mapping to be discuss with all the HOD's.
Cr.1.1.2 -Academic Calendar – Marking with Internal Exam Dates have been send. (Mail has been send)
Cr.1.1.3 – Add the current Academic Year details of the Faculty <ul style="list-style-type: none">✓ Under line the faculty Members✓ Proof for all as to be attached
Cr.1.2.1 – CBCS (Updation) <ul style="list-style-type: none">✓ Minutes of Meeting held in University to be attached✓ Choice Based Credit System details regarding implementation to be attached.
Cr.1.2.1.1 – Programme for CBCS proof along with syllabus as to be attached.
Cr.1.2.2.1 – Certificate Course: <ul style="list-style-type: none">✓ Additional Skills approval✓ Various additional courses for both UG / PG✓ Planning for Entrepreneurship Programme
Cr. To be Updated: Cr.1.2.2.2, Cr.1.3.1, Cr. 1.3.2, Cr. 1.3.3, Cr 1.4.1

Resolution 5: Discussion about CRITERION 7

Action Plan/Action Taken Report: Incharge – Mrs.P.Gomathy (on the absence of Mrs.B.Padmadevi)

- | |
|---|
| ➤ Discussed about the best practices done by our institution such as teaching self defense for school students in chengalpat – karate, wall paintings in various places of chengalpat |
| ➤ Sharing with other institutions such as taking classes for B.ED college/school. |
| ➤ Using Language Lab to improve the communication skills of our Students. |


Co-Coordinator (IQAC)


Chairperson (IQAC)

Correspondent

Copy to:

- 1. All IQAC members**
- 2. Academic Office**

**The Third Meeting of the Internal Quality Assurance Cell (IQAC) for the
AY: 2022-2023**

Date: 05.01.2023& 06.01.2023

Time: 1.30pm-2.30pm& 10am-2.30pm

Venue: MG 8

Agenda

- 1) NAAC RE-SUBMISSION
- 2) NIRF
- 3) MOSDE
- 4) STARTUP CELL.

Ref No.:

Date: 6.1.2023

Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Third Meeting

The Third IQAC meeting for the Academic Year 2022-2023 was held on 5 & 6th Jan-2023. The following members were present in the meeting.

S.No	Name of the Person	Designation
Chair Person:		
1	Dr.R.Arunadevi	Principal
Members from Faculty:		
2	Mrs.B.Kalpana	Head,Department of Mathematics
3	Mrs.P.Gomathy	Head,Department of BBA
4	Dr.R.Jayanthi	Head, PG Department of Commerce
5	Mrs.K.Kalaivani	Head,Department of Chemistry
6	Mrs.B.Padmadevi	Head,Department of Physics with CA
7	Mrs.T.Ezhil	Asst.Professor,Department of Mathematics
Convener & Nominee - Employer		
1	Mr. Manu Kumar	IQAC Convener

The Convener of IQAC Mr. Manu Kumar welcomed the members for the third meeting. A brief agenda was presented by Mr. Manu Kumar, Convener of IQAC.

Resolution 1: : Discussion about NAAC criteria with Criterion heads.

Action Plan/Action Taken Report: The following suggestions were given for the NAAC criteria

Discussions: About NAAC criteria

1.1.1	A meeting with all HOD's will be scheduled through online mode after 16 th of Jan 2023 to discuss about Po's &Co's
1.1.2	Academic calendar has to be prepared, if any deviations from the calendar , have to be mentioned
1.1.3	Templates and proof of the calendar has to be sent to Mr Manu Kumar after 15 th Jan.
1.2.1	In CBCS guidelines furnished by University of Madras, course wise guidelines followed our college have to be underlined.
1.2.2	Need to prepare a list of 30 add on courses which are relevant our courses from the given list
1.3.1	Details will be given by Mr. Manu Kumar.
1.3.2	The details have to be mailed to Mr. Manu Kumar and need to be discussed during online meeting with HOD's
1.4.1	Online feedback details for staff ,students and alumni have to be mailed to Mr. Manu Kumar .Analysis part will be done by him.
2.1.1	The details have to be countersigned by Mrs.B.Kalpana & Mr.Saravanan.
2.1.2,2.2.2	The details have to be countersigned by Mrs.B.Kalpana & Mrs.R.jayanthi
2.3.1	Every department has to prepare the details about the methodologies of teaching.
2.3.2	For ICT enabled tools and Teaching Mr.Manu kumar will give the details. In addition the faculties taking smart room classed have to be recorded.
2.3.3	Name of the mentees list have to be prepared for mentor-mentee records.
2.4.1&2.4.3	In the Sanctioned staff list whether they are permanent/ temporary details have to mentioned.
2.6.3	The details have to be countersigned by Mrs.B.Kalpana.
3.2.1	Eco systems for innovations- theory part will be done by Mr.Manu Kumar.
3.3.2	For staff publications in UGC listed journals web link has to be created and included in the college website.
3.4.3& 3.4.4	Club activities have to uploaded.
3.5.1&3.5.2	Collaborative activities (MOU's) will be given by MR.Manukumar.
4.1.1	Proof has to be attached
4.1.2&4.1.3	Google drive link for the activities have to be uploaded
4.1.4	The details have to be signed by Mrs.Kalpana
4.2.1	The Library details will be checked during next visit, also the theory part will be given by Mr.Manu Kumar.

4.2.2	All financial details required for NIRF /AQAR &IQAC have to be collected from financial controller.
4.3.3	Copy of Bandwidth agreement details have to be uploaded.
4.4.1	Details have to be collected from accounts office.
5.1.1	Govt scholarship details have to be countersigned by Mrs. B.Kalpana
5.1.3	Meditation and yoga details have to be included the category of lifeskills.
5.1.3	Details for competitive exam coaching/career counseling will be given by Mr.ManuKumar.
5.1.5	Mechanism flow chart has to be drawn and has to select all the listed items.
5.2.1	Student progression details (higher studies, jobs obtained through placement cell of college, own self) have to be increased
5.1.1	Govt scholarship details have to be countersigned by Mrs. B.Kalpana
5.3.2	Student council-details about election, investiture have to be given
6.2.2	Organogram chart to be uploaded in our college website
6.3.4	The details will be given by Mr.Manukumar
6.5.1	Details from NIRF/start up cell /IRNIS have to be uploaded.
7.1.4	1,2,3,4 have to be included
7.1.5	All 5 has be included.
7.1.10	The details will be given by Mr.Manukumar.
7.2	Progression should be there.

Resolution 2: Submission of NIRF -2023 Application.

Action Plan/Action Taken Report:

In charge – Mrs B Kalpana

- Financial data not to be entered as zero. Amount must be written.
- Pass percentage has to be increased

Resolution 3: Implementation of MOSDE

Action Plan/Action Taken Report: Implementation of MOSDE

In charge – Mrs.P.Gomathy

The following are needed.

- Last three years (2020-2022) financial statement
- Trust deed
- Pan card of Trust
- Project execution team of 5 members (2 members from managing committee and 3 from teaching community)

Resolution 4: Implementation of Start Up Cell

Action Plan/Action Taken Report:

In charge – Mrs B .Padmadevi

- College Trust has to be registered in **NGO DARPAN**
- Manufacturing space of 5000sq.ft area
- Project execution team of **5** faculty members
- To gain the benefits of ministry of Small, Micro and Medium Enterprises (MSME) scheme need
- Last 3 year financial statement of turnover of the trust


Co-Coordinator(IQAC)


Chairperson (IQAC).

Correspondent

Copy to:

- 1. All IQAC members**
- 2. Academic Office**

The Forth Meeting of the Internal Quality Assurance Cell (IQAC) for the

AY: 2022-2023

Date: 01.03.2023

Time: 2.00pm-2.45pm

Agenda

- 1) STARTUP CELL
- 2) CRITERION -1

Ref No.:

Date: 01.03.2023

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Third Meeting

The Forth IQAC meeting for the Academic Year 2022-2023 was held on 1st March-2023. The following members were present in the meeting.

S.No	Name of the Person	Designation
Chair Person:		
1	Dr.R.Arunadevi	Principal
Members from Faculty:		
2	Mrs.B.Kalpana	Head,Department of Mathematics
3	Dr.R.Jayanthi	Head, PG Department of Commerce
4	Mrs.B.Padmadevi	Head,Department of Physics with CA
5	Mrs. G.Subhasri	Asst.Professor,Department of Commerce
6	Mrs.T.Ezhil	Asst.Professor,Department of Mathematics
7	Mrs.J.Jeya Hepsipa	Asst.Professor,Department of Commerce
Convener & Nominee - Employer		
1	Mr. Manu Kumar	IQAC Convener

The Convener of IQAC Mr. Manu Kumar welcomed the members for the forth meeting. A brief agenda was presented by Mr. Manu Kumar, Convener of IQAC.

Resolution 1: : Discussion about Start Up cell with Team head and members.

Action Plan/Action Taken Report:

In charge – Mrs.B.Padmadevi

- Identification of project areas
- Report submission of identified project areas and the deadline for submission was on or before 04.03.23
- Separate Whatsapp group has to be created for Star Up cell for further communication.
- Need to submit a letter from Principal and Correspondent addressed to Department of Science and Technology.....(complete details will be given by Mr. Manukumar)

Resolution 2: : Review of NAAC criterion -1 with Team head and members.

Action Plan/Action Taken Report: The following suggestions were given for the NAAC criteria

Discussions: About NAAC criteria

1.1.1	One-to-one meeting with criterion heads will be scheduled to discuss about Po's & Co's
1.1.2	Academic calendar has been verified
1.1.3	Templates and proof of the calendar can be uploaded to NAAC website
1.2.1	The details can be uploaded to NAAC website.
1.2.2	In addition to the mentioned certificate courses ,courses from MOSDE can be included.
1.3.1	Details will be given by Mr. Manu Kumar.
1.3.2	For the link submission, Project reports of students have to be scanned, compressed .
1.4.1	Through Google sheet Online feedback details for staff , students and alumni for odd semester 2021-22 have to be mailed to Mr. Manu Kumar .Analysis part will be done by him.

Co-Coordinator (IQAC)

Chairperson (IQAC).

Correspondent

Copy to:

1. All IQAC members
2. Academic Office