



**Muthayammal College of Arts and Science (Autonomous)**  
**Internal Quality Assurance Cell**  
**Meeting Minutes**

**Date: 02/08/2023**

**Venue : A block conference hall**

**Agenda :**

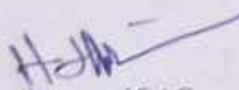
1. Quantitative metrics benchmark for all seven criteria.
2. Department wise tracking sheet for NAAC activities.
3. AQAR 2022-23 data collection.
4. MIS and MRS meeting
5. Restart the initiatives process

**Points discussed:**

1. We discussed with all IQAC members the revised benchmark for all seven quantitative criteria and asked the members to maintain the benchmark, and the next academic administrative audit will be based on the benchmark.
2. Discussed the NAAC activities monthly tracking sheet for the department. It is a self-audit of the department. It is used to understand the departmental NAAC activity status month by month.
3. Discussed the AQAR revised manual and standard operating procedure (SOP) for collecting the data in AQAR 2022-23.
4. We informed all the IQAC members to conduct the MIS and MRS meetings month-on-month in their department to understand the college holistic process status.
5. We discussed creating new initiatives for process development and instructed all process owners to register their initiatives.

**Action Taken Report:**

1. Benchmark for all seven criteria prepared and work is going on towards the benchmark
2. All the department following the NAAC monthly tracking sheet.
3. AQAR data collection was started.
4. Department organized MRS and MIS meetings.
5. Faculties were started to register their initiatives .

  
Coordinator - IQAC

  
Principal





**IQAC MEMBERS :**

S.No.	NAME	SIGNATURE
1	Ms.KARTHIKA S, Asst.professor in Hotel Management and Catering Science Department	
2	Mr.DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	AAA
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Mr.SATHEESH KUMAR V, Asst.Professor in Physics Department	
6	Dr.M.SANKARESWARAN, Asst.Professor in Microbiology Department	
7	Ms.GOMATHI P, Asst.Professor in BBA Department	
8	Ms.HYRUNNISHA N, Asst.Professor in BCA Department	
9	Mr. SENKOTUVEL R, Asst.Professor in Commerce Department	
10	Ms.SARANYA M, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Ms.MEHALA R, Asst.Professor in Tamil Department	
13	Dr.D.AMERASAN, Asst.Professor in Zoology Department	
14	Dr.M.VIDHYA, Asst.Professor in Textile and Fashion Design	
15	Ms.VASANTHI D, Asst.Professor in Computer Science Department	
16	Ms.PRIYANGA GANDHI M, Asst.Professor in Biochemistry Department	
17	Ms.GOMATHI P, Asst.Professor in Statistics Department	







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**Agenda :**

**04.10.2023**


1. Criteria one datasheet and proof collection
2. E-content preparation
3. Sixpoint structure submission
4. Departments file maintenance
5. Students feedback
6. NAAC tracking sheet preparation

**Points Discussed**

1. All the IQAC members are asked to prepare and submit the Criteria 1 metric data sheets, proof, action taken, and report details properly, as well as submit the other criteria details without any mistakes.
2. We discussed E-content status with all the IQAC members and asked them to complete all the department E-content details.
3. All the IQAC members are asked to monitor the six-point structure submission details and are requested to track the department's month-on-month six-point structure.
4. All the IQAC members are asked to maintain the department file properly. Update all the details month by month.
5. All the IQAC members are asked to check the feedback link and educate the students to submit their feedback.
6. It was discussed to prepare and submit the NAAC tracking sheet without any mistakes. All the IQAC members are asked to check the NAAC tracking sheet before submitting it to the IQAC.

**Action Taken Report:**

1. Criteria 1 details submitted
2. E-content preparation started
3. Six -point structure submitted within the time bound.
4. All department updating the files properly.
5. Feedback collected.
6. NAAC tracking sheet submitted.

  
Coordinator - IQAC

  
Principal





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Date: 05.02.2024

Venue: A Block Conference Hall

**Agenda :**

AISHE data preparation

MDRA data preparation


Annual day report preparation.


**Points Discussed:**

1. IQAC members are asked to prepare the data and send it to IQAC office for uploading the same on the All-India Survey on Higher Education portal.
2. Department of BCA, Commerce and Microbiology IQAC members are asked to prepare the documents to participate in the MDRA ranking. We have to upload the details on or before 15.03.2024.
3. All Department IQAC members are prepare the data and send it to IQAC office to prepare the Annual day report.

**Action Taken Report:**

1. AISHE details uploaded properly
2. MDRA details uploaded properly
3. Annual day report preparation completed

  
IQAC - Coordinator

  
Principal







**IQAC MEMBERS :**

S.No.	NAME	SIGNATURE
1	Ms.KARTHIKA S, Asst.professor in Hotel Management and Catering Science Department	S.Karthika
2	Mr.DHINESH KUMAR K, Asst.professor in Mathematics Department	Dhinesh Kumar
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	D.Kavitha
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	Vijayalakshmi P
5	Mr.SATHEESH KUMAR V, Asst.Professor in Physics Department	Satheesh Kumar
6	Dr.M.SANKARESWARAN, Asst.Professor in Microbiology Department	M.Sankar
7	Ms.GOMATHI P, Asst.Professor in BBA Department	Gomathi P
8	Ms.HYRUNNISHA N, Asst.Professor in BCA Department	N. Hyrunnisha
9	Mr. SENKOTUVEL R, Asst.Professor in Commerce Department	Senkottuvel R
10	Ms.SARANYA M, Asst.Professor in Chemistry Department	Saranya M
11	Ms.LAVANYA S, Asst.Professor in English Department	Lavanya S
12	Ms.MEHALA R, Asst.Professor in Tamil Department	Mehala R
13	Dr.D.AMERASAN, Asst.Professor in Zoology Department	D.Amerasan
14	Dr.M.VIDHYA, Asst.Professor in Textile and Fashion Design	M.Vidhya
15	Ms.VASANTHI D, Asst.Professor in Computer Science Department	Vasanthi D
16	Ms.PRIYANGA GANDHI M, Asst.Professor in Biochemistry Department	Priyanga Gandhi
17	Ms.GOMATHI P, Asst.Professor in Statistics Department	P.Gomathi





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**Date: 26.03.2024**

**Venue: A block Conference Hall**

**Agenda :**


1. AQAR review
2. Staff Appraisal submission
3. Curriculum feedback


**Points Discussed:**

1. We discussed with the IQAC members and concern criteria incharges to prepare the all seven criteria details for the review meeting.
2. We discussed about staff appraisal form format details and requested all department IQAC members to conduct the meeting with the department to prepare the appraisal form without any mistake and send it to IQAC within the time period.
3. IQAC members are asked to educate the students to complete the curriculum feedback within the stipulated time.

**Action Taken Report:**

1. AQAR review meeting completed
2. Staff Appraisal work started
3. Curriculum feedback work started.

  
IQAC - Coordinator

  
Principal







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