



IQAC Meeting Minutes (2022-23)

Venue: A-block Conference Hall

Date: 29/09/2022

Time : 3:15 pm

Agenda:

- 1) AQAR Preparation
- 2) Group mail creation
- 3) Google Spreadsheet creation
- 4) Conduct FDP on OBE
- 5) New file format introduced in the academic year 2022-23

Points Discussed:

1. A meeting was organized for IQAC members to discuss about the new AQAR format, SOP and data template and to collect data for AQAR 2021-2022.
2. IQAC members were suggested to create the group mail for the easy transaction and better understating among the equals members
3. A Google spreadsheet was created to update the AQAR work and track AQAR activities by day basis.
4. On demand, FDP was organized on the topic "Outcome Based Education" for HoDs and a senior faculty from each department.
5. A new file format is going to introduce based on the AQAR key parameter for the better understanding and keeping the documents in their proper order

ATR/ Compliance Report:

In complying with the meeting held on 29/09/2022.

1. The group mail id was created
2. The google spreadsheet was created
3. FDP organized on "outcome based education" to all the HODs and senior faculty
4. The New file format was introduced in the department


IQAC CO-ORDINATOR




PRINCIPAL





IQAC MEMBERS :

S.No.	NAME	SIGNATURE
1	Mr.KUPPURAJ S, Asst.professor in Hotel Management and Catering Science Department	
2	DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Ms.MOHANA L, 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	Dr.N.NITHIYA, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Dr.G.S.PRABIN, Asst.Professor in Tamil Department	
13	Dr.D.SUGANYA, Asst.Professor in Zoology Department	
14	Ms.PRIYA S, 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.MANIMEGALAI S, Asst.Professor in Statistics Department	
18	Ms.VIJAYAKANNAN D, Asst.Professor in Foundation English	





IQAC Meeting Minutes (2022-23)

Venue: -A block Conference Hall

Date : 09/11/2022

Time : 3:15 pm

Agenda :

1. NAAC sponsored Seminar Preparation
2. AQAR data collection & Review
3. File format, content

Points Discussed :

1. We discussed the following points regarding the NAAC-sponsored seminar:
 - Google form creation for registration and follow-up
 - Guest confirmation such as date, time, and title
 - Agenda preparation and feedback link creation
2. We discussed AQAR data collection and conducted a criteria-wise review meeting to overcome the challenges.
3. We discussed the categorization of the file based on the NAAC criteria as well as the categorization of the leaf to keep the document based on the metric. Besides, we suggested the department keep two files for backup.

ATR/ Compliance Report:

In complying with the meeting held on 09/11/2022.

1. Completed all the process for NAAC sponsored seminar
2. Completed review for the AQAR data collections
3. Started file documentation work


IQAC CO-ORDINATOR




PRINCIPAL





IQAC MEMBERS :

S.No.	NAME	SIGNATURE
1	Mr.KUPPURAJ S, Asst.professor in Hotel Management and Catering Science Department	
2	DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Ms.MOHANA L, 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	Dr.N.NITHIYA, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Dr.G.S.PRABIN, Asst.Professor in Tamil Department	
13	Dr.D.SUGANYA, Asst.Professor in Zoology Department	
14	Ms.PRIYA S, 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.MANIMEGALAI S, Asst.Professor in Statistics Department	
18	Ms.VIJAYAKANNAN D, Asst.Professor in Foundation English	





IQAC Meeting Minutes (2022-23)

Venue: -A block Conference Hall

Date : 8/12/2022

Time : 3:15 pm

Agenda:

1. NAAC sponsored seminar completion
2. Pre Audit process
3. AISHE uploading process
4. NIRF process


Points Discussed:

1. We discussed the following points regarding the NAAC-sponsored seminar completion.
 - Feedback collection and analysis
 - Certificate distribution.
 - Submitting finance documents and preparing the report.
2. We discussed conducting the department wise pre-audit process.
3. We discussed data collection for the AISHE uploading process.
4. Discussed data collection for the NIRF process.


ATR/ Compliance Report:

In complying with the meeting held on 08/12/2022.

1. (i) Completed feedback collections and analysis
(ii) Completed certificate distribution
(iii) Submitted finance documents and report
2. Started the pre audit process.
3. Completed AISHE uploading process
4. Completed NIRF process


IQAC - COORDINATOR




PRINCIPAL





IQAC MEMBERS :

S.No.	NAME	SIGNATURE
1	Mr.KUPPURAJ S, Asst.professor in Hotel Management and Catering Science Department	
2	DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Ms.MOHANA L, 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	Dr.N.NITHIYA, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Dr.G.S.PRABIN, Asst.Professor in Tamil Department	
13	Dr.D.SUGANYA, Asst.Professor in Zoology Department	
14	Ms.PRIYA S, 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.MANIMEGALAI S, Asst.Professor in Statistics Department	
18	Ms.VIJAYAKANNAN D, Asst.Professor in Foundation English	





IQAC Meeting Minutes (2022-23)

Venue: -A block Conference Hall

Date : 20/01/2023

Time : 3:15 pm

Agenda:

1. MDRA Ranking
2. MGNCRE grade system
3. Annual day preparation.

Points Discussed:

1. We discussed applying for the India Today MDRA Ranking and the procedure for the data capture system as well as uploading the data on the MDRA portal.
2. We discussed the plan and arrangement of physical visits for MGNCRE (Mahatma Gandhi National Council of Rural Education) members and document preparation for applying the MGNCR grade system.

ATR/ Compliance Report:

In complying with the meeting held on 20/01/2023.

1. Successfully uploaded data on the MDRA portal
2. Successfully completed MGNCR visit and submitted the document.


IQAC CO-ORDINATOR




PRINCIPAL





IQAC MEMBERS :

S.No.	NAME	SIGNATURE
1	Mr.KUPPURAJ S, Asst.professor in Hotel Management and Catering Science Department	
2	DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Ms.MOHANA L, 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	Dr.N.NITHIYA, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Dr.G.S.PRABIN, Asst.Professor in Tamil Department	
13	Dr.D.SUGANYA, Asst.Professor in Zoology Department	
14	Ms.PRIYA S, 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.MANIMEGALAI S, Asst.Professor in Statistics Department	
18	Ms.VIJAYAKANNAN D, Asst.Professor in Foundation English	





IQAC Meeting Minutes (2022-23)

Venue: -A block Conference Hall

Date : 05/04/2023

Time : 3:15 pm

Agenda:

1. AQAR presentation
2. AQAR submission
3. Academic and Administrative Audit.
4. Annual day report preparation

Points Discussed:

1. We discussed to arrange the AQAR presentation before uploading the all seven criteria details on the portal.
2. We discussed to verify all seven criteria details for uploading the AQAR final copy.
3. We discussed to organize the Academic and Administrative audit process.
4. We discussed to prepare the template to collect the data for an annual day report preparation.

ATR/ Compliance Report:

In complying with the meeting held on 05/04/2023.

1. AQAR presentation work completed
2. AQAR submission work completed
3. Academic Audit work completed
4. Annual day report preparation completed


IQAC CO-ORDINATOR




PRINCIPAL





IQAC MEMBERS :

S.No.	NAME	SIGNATURE
1	Mr.KUPPURAJ S, Asst.professor in Hotel Management and Catering Science Department	
2	DHINESH KUMAR K, Asst.professor in Mathematics Department	
3	Dr.D.KAVITHA, Asst.Professor in Biotechnology Department	
4	Ms.VIJAYALAKSHMI P, Asst.Professor in Electronics and Communication Department	
5	Ms.MOHANA L, 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	Dr.N.NITHIYA, Asst.Professor in Chemistry Department	
11	Ms.LAVANYA S, Asst.Professor in English Department	
12	Dr.G.S.PRABIN, Asst.Professor in Tamil Department	
13	Dr.D.SUGANYA, Asst.Professor in Zoology Department	
14	Ms.PRIYA S, 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.MANIMEGALAI S, Asst.Professor in Statistics Department	
18	Ms.VIJAYAKANNAN D, Asst.Professor in Foundation English	

