

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

C.No: BWC/2021-2022 /IQAC/ 01

10.08.2021

This is to tell you that the first IQAC meeting for the academic year 2021–2022 on 12.08.2021 at 11:30 a.m. I cordially welcome you to attend a meeting and discussion in which you will be able to express your valuable opinions on the academic aspect of our institution

Agenda:

- Welcome Address by Chairperson-IQAC
- Action Taken Report for 2020-2021
- Faculty recruitment is being discussed.
- Annual plan for the academic year 2021-2022
- Getting ready for the Orientation Programme
- Conducting Bridge courses
- Providing students with Value Added Courses/Certificate Courses.
- Review of the Institution's Teaching Methodologies
- Vote of thanks by IQAC Coordinator.

Copy to

1. The IQAC Members.
2. External Expert
3. Management Member
4. Senior Administrative Officers
5. The Alumni Member
6. The Industry Expert
7. The IQAC Coordinator

IQAC Coordinator

Chairperson - IQAC

12.08.2021

Minutes of the first Internal Quality Assurance Cell (IQAC) meeting

Members Present

Chairperson	:	Dr .D. Rajakumari, Principal
Nominee of the Periyar University	:	Dr.P. Maadeswaran Ph.D. Assistant Professor Department of Energy Science & Technology PeriyarUniversity
External Academic Expert	:	Dr.T. Periasamy, Professor, Department of Tamil, Periyar University
Academic Co-ordinator Management Member	:	Mrs.C.Tamilselvi, Department of Computer Science Dr.A.K.Ramasamy, Secretary
Industry Expert	:	Mr.V.Lakshmana Narayanan, Product Manager, ICT Academy, Chennai
Internal Expert	:	Dr.S.Suganthi, Vice –Principal, Mathematics
Internal Expert	:	Dr.S.Indira, Head &Asst. Professor Tamil
Internal Expert	:	Dr.R.Kohila, Asst. Professor, English
Internal Expert	:	Mrs.S.Suganthi, Head &Asst. Professor, Physics
Internal Expert	:	Dr. V.Meenatchi, Asst. Professor, Chemistry
Internal Expert	:	Dr.D.Thamayanthi, Head &Asst. Professor , Botany
Internal Expert	:	Dr.N.Radha, Asst. Professor, Commerce
Internal Expert	:	Mrs.K.Kalpana, Head &Asst. Professor, BBA
Internal Expert	:	Dr.G.Shobana, Head &Asst. Professor, Zoology
Internal Expert	:	Mrs.S.Sharmila, Head &Asst. Professor, Nutrition & Dietetics
Senior Administrative Officers	:	1.Mr. S.Kumar 2.Mrs. R.Akila
Local Society/Pub	:	Mr. G. Krishnan, News Reporter, Attur, Salem Dt.
Nominee from Student	:	1.Ms.Nasreen, Student Council 2.Ms.A.Rahelabanu, Student Council
Nominee from Alumni	:	Ms. A.Kavitha, Alumni Student (PGAssistant)
Placement Officer	:	Mrs.G.Jeeva, Vice –Principal, Computer Science
Co-ordinator – IQAC	:	Mrs.M.Savithri, Asst. Professor of Commerce

IQAC Coordinator

Chairperson - IQAC

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF ACADEMIC & ADMINISTRATIVE MEETING
HELD ON 12.08.2021

	Time	11:30 am	
	Participants	IQAC Members	
Discussion Topic	Decision or Action		Responsibility
Review of previous meeting.	Dr.D.Rajakumari, Chairperson of IQAC, welcomed the participants and thanked all of the heads and IQAC members for their hard work and dedication throughout the academic year 2020-2021.		
Faculty Requirement	The department's faculty requirements were discussed, and appointments will be made to faculty members from several departments.		All the HoDs
Annual plan 2021-2022	The academic year annual plan was presented and reviewed. Seminars, workshops, and conferences should be held once the whole plan has been submitted and a discussion session with management has taken place.		All the HoDs
IQAC Co-ordinates Orientation Programme and Faculty training	At the start of the academic year, IQAC will develop and perform a faculty and student orientation events. The IQAC will be in charge of the faculty development programme, as well as need-based faculty and staff training.		IQAC

Bridge Course	The Bridge Course is designed for fresher's to bridge the gap between their school and college academics. To evaluate the students, all departments are required to create bridge course materials and question papers. The work for material preparation will be scrutinised and followed up on by IQAC.	All the HoDs and faculty members
Value Added Courses/ Certificate Courses	All departments are expected to develop syllabuses for Value-Added Courses / Certificate Courses	All the HoDs and faculty members
Academic Audit	It will be time to undertake the academic audit for the following year.	All the HoDs

<p>Scholarships</p>	<p>Management Scholarship Mark Concession Trust Concession Sports Concession 40% Transport Concession General Concession for all students Old Student Concession Parentless / orphan Concession HIV/AIDS Concession Ex-Army Service Concession Alumni Scholarship Economically Weaker Section Concession Government Scholarship: Adi Dravidar Tribal Welfare Scholarship Post Metric Scholarship for Minority CS Central Sector Scheme of Scholarship Post Metric Scholarship for Students with Disability PG- Indira Gandhi Scholarship for Single Girl Child Scholarship</p>	
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Publications	Faculty members are motivated to publish articles and books in this academic year	All the HoDs
Feedback	For the next year, feedback from students, parents, alumni, and employers will be collected. The Department of Commerce will prepare and implement feedback for the students.	

IQAC Coordinator

Chairperson - IQAC

INTERNAL QUALITY ASSURANCE CELL
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C.No: BWC/2021-2022 /IQAC/ 02

08.12.2021

This is to let you know that the Second IQAC meeting for the academic year 2021-2022 will be held on Tuesday, 09.12.2021, at 11:30 a.m. in the seminar hall. I cordially welcome you to attend a meeting and discussion in which you will be able to express your useful opinions on the academic side of our institution.

Agenda:

Welcome Address by Chairperson-IQAC
To Examine the Methodologies of Teaching
To assist students in preparing for the semester examination
IQAC's 2021-2022 Action Plan
To assign the theory and practical external and internal evaluations.
To prepare students to assessment.
The NAAC Preparation was designed by the IQAC Committee.
Vote of thanks by IQAC Co-Ordinator.

Copy to

1. The IQAC Members.
2. Management Member
3. Senior Administrative Officers
4. Nominee from local society
5. The Alumni Member
6. The Industry Expert
7. The IQAC Coordinator

IQAC Coordinator

Chairperson - IQAC

09.12.2021

Minutes of the Second Internal Quality Assurance Cell (IQAC) Meeting

Venue: IQAC CELL

Members Present

Chairperson	:	Dr .D. Rajakumari, Principal
Nominee of the Periyar University	:	Dr.P. Maadeswaran Ph.D. Assistant Professor Department of Energy Science & Technology
Periyar University External Academic Expert	:	Dr.T. Periasamy, Professor, Department of Tamil, Periyar University
Academic Co-ordinator	:	Mrs.C.Tamilselvi, Department of Computer Science
Management Member	:	Dr.A.K.Ramasamy, Secretary
Industry Expert	:	Mr.V.Lakshmana Narayanan, Product Manager, ICT Academy, Chennai
Internal Expert	:	Dr.S.Suganthi, Vice –Principal, Mathematics
Internal Expert	:	Dr.S.Indira, Head &Asst. Professor Tamil
Internal Expert	:	Dr.R.Kohila, Asst. Professor, English
Internal Expert	:	Mrs.S.Suganthi, Head &Asst. Professor, Physics
Internal Expert	:	Dr. V.Meenatchi, Asst. Professor, Chemistry
Internal Expert	:	Dr.D.Thamayanthi, Head &Asst. Professor , Botany
Internal Expert	:	Dr.N.Radha, Asst. Professor, Commerce
Internal Expert	:	Mrs.K.Kalpana, Head &Asst. Professor, BBA
Internal Expert	:	Dr.G.Shobana, Head &Asst. Professor, Zoology
Internal Expert	:	Mrs.S.Sharmila, Head &Asst. Professor, Nutrition & Dietetics
Senior Administrative Officers	:	1.Mr. S.Kumar 2.Mrs. R.Akila
Local Society/Pub	:	Mr. G. Krishnan, News Reporter, Attur, Salem Dt.
Nominee from Student	:	1.Ms.Naseera, Student Council 2.Ms.A.Raheelabanu, Student Council
Nominee from Alumni	:	Ms. A.Kavitha, Alumni Student (PGAssistant)
Placement Officer	:	Mrs.G.Jeeva, Vice –Principal, Computer Science
Co-ordinator – IQAC	:	Mrs.M.Savithri, Asst. Professor of Commerce

IQAC Coordinator

Chairperson - IQAC

INTERNAL QUALITY ASSURANCE CELL

Minutes of Academic & Administrative Meeting Held on 09.12.2021

Venue		Seminar Hall	
Time		11:30 am	
Participants		IQAC Members	
Discussion Topic		Decision or Action	Responsibility
Items	Suggestion and advice of member	Dr.D.Rajakumari, Chairperson of IQAC, welcomed the attendees and thanked all of the heads and faculty members for their hard work and dedication during the academic year 2021-2022.	
Teaching methodologies		1. To handle the classes, the faculties utilize power point presentations and E-content for each topic in each subject. 2.The faculty provided their students with PDF materials to help them prepare for the examination. 3.Videos of topics can be recorded and distributed to students.	All HOD's
Students Semester Examination		The examination and evaluation process is discussed.	All HOD's
Library		Latest books and articles with Research Journals to be purchased	Principal

The Second Meeting of IQAC ended at 12:30 pm.

IQAC Coordinator

Chairperson– IQAC

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

C.No:BWC/2021-2022 /IQAC/ 03

26.04.2022

This is to let you know that the Third IQAC meeting for the academic year 2021-2022 will be held on 27.04.2022, at 11:30 a.m. in the seminar hall. I cordially welcome you to attend a meeting and discussion in which you will be able to express your useful opinions on the academic side of our institution.

Agenda:

- Welcome Address by Chairperson-IQAC
- Review of Teaching Methodologies
- Organizing and Conducting Placement Training
- IQAC's 2021-2022 Action Plan
- To Assign the External and Internal Evaluation for theory and practical
- To equip students to take an assessment.
- To encourage students to participate in NCC, NSS, RRC, Scout and YRC events held.
- Vote of thanks by IQAC Co-Ordinator.

Copy to

1. The IQAC Members.
2. Management Member
3. Senior Administrative Officers
4. Nominee from local society
5. The Alumni Member
6. The Industry Expert
7. The IQAC Coordinator

IQAC Coordinator

Chairperson– IQAC

Minutes of Third Internal Quality Assurance Cell (IQAC) meeting Date: 27.04.2022

Members Present

Chairperson	:	Dr .D. Rajakumari, Principal
Nominee of the Periyar University	:	Dr.P. Maadeswaran Ph.D. Assistant Professor Department of Energy Science & Technology
Periyar University External Academic Expert	:	Dr.T. Periasamy, Professor, Department of Tamil, Periyar University
Academic Co-ordinator	:	Mrs.C.Tamilselvi, Department of Computer Science
Management Member	:	Dr.A.K.Ramasamy, Secretary
Industry Expert	:	Mr.V.Lakshmana Narayanan, Product Manager, ICT Academy, Chennai
Internal Expert	:	Dr.S.Suganthi, Vice –Principal, Mathematics
Internal Expert	:	Dr.S.Indira, Head &Asst. Professor Tamil
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Nominee from Alumni	:	Ms. A.Kavitha, Alumni Student (PGAssistant)
Placement Officer	:	Mrs.G.Jeeva, Vice –Principal, Computer Science
Co-ordinator – IQAC	:	Mrs.M.Savithri, Asst. Professor of Commerce

IQAC Coordinator

Chairperson - IQAC

INTERNAL QUALITY ASSURANCE CELL

Minutes of Academic & Administrative Meeting Held On 27.04.2022

Time		11:30 am	
Participants		IQAC MEMBERS	
Discussion Topic		Decision or Action	Responsibility
Items	Suggestion and advice of member	The Chairperson of IQAC Dr.D.Rajakumari welcomes the gathering and appreciated all the Heads and faculty member for their hard work and service rendered for the academic year 2020 – 2021	
Teaching methodologies		1. The Faculty members are asked to revise the portion for the semester examination 2. The faculty members are asked to encourage the students to score their percentage.	All HOD's
Students Semester Examination		The procedure for conducting examination and evaluation is discussed. Students will take a model exam, which will be conducted by the staff. Request that the students submit their answer.	All HOD's

<p>The student to Participate in event conducted by NCC, NSS, RRC, Scout and YRC.</p>	<p>Presented by NCC and NSS Co-ordinator</p>	<p>The NCC and NSS coordinators will conduct several awareness programmes and quizzes.</p> <p>All staff members are encouraged to encourage students to take part in all events, such as tree planting and various Awareness programmes.</p>	<p>All HODS.</p>
<p>NAAC Preparation</p>	<p>Presented by IQAC Coordinator</p>	<p>Staff members are asked to submit their regular activities which are related for the submission of the SSR Report in IQAC cell.</p>	<p>All HODS.</p>
<p>Placement Training</p>	<p>Placement Coordinator and Trainers</p>	<p>All third-year undergraduates and second-year postgraduates will receive placement training, and they will be given equal opportunities to participate in on-campus and off-campus campaigns.</p>	<p>All HODS.</p>

The Third meeting of IQAC ended at 12:40 pm.

IQAC Coordinator

Chairperson - IQAC