

**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 16.04.2016**

**Time: 2.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

Feedback on Infrastructure and Curriculum requirement from Alumna

**Members present**

Dr. D. Kamalaveni	Principal
Dr.E.S.Samundeeswari	Associate Professor in Computer Science & IQAC Co-ordinator
Dr. P.Karthiga	Associate Professor & Head, Dept. of History
Dr. R. Parvathi	Associate Professor & Head, Dept. of Mathematics
Dr. N. Sabitha	Associate Professor & Head, Dept. of N & D
Dr.D.Indhirakumari	Board of Studies- Tamil
Dr.S.Narmatha Sivasankari	Board of Studies- English
Mrs.S.Kalai Selvi	Board of Studies- History
Dr.J.Indira Devi	Board of Studies- Maths (UG)
Dr.N.Thilagavathi	Board of Studies- Chemistry
Dr.K.Vijayakumari	Board of Studies- Botany
Dr.P.S.Arunadevi	Board of Studies- Zoology
Dr.M.Nirmala	Board of Studies- Commerce
Ms.S.Arunambiga	Board of Studies- Bio – Chemistry
J.Revathi	Board of Studies- Maths (PG)
Mrs.K.R.Lavanyaa	Board of Studies- M.L.I.S
Ms.S.Ramya	Board of Studies- B.B.A

Alumni relations is an important part of an institution's activities for many reasons: Alumni are an institution's most loyal supporters. They take their knowledge of the institution to their

hometowns and countries and into their professional and social networks. A meeting with alumna was conducted to discuss about the Infrastructure and Curriculum requirement.



**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)

**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 10.03.2016**

**Time: 2.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

Finalising the document formats to be maintained in the department and Google Forms

**Members present**

- |    |                         |  |   |
|----|-------------------------|--|---|
| 1. | Dr. D. Kamalaveni       | Principal  | ✓ |
| 2. | Dr.E.S.Samundeeswari    | Associate Professor in Computer Science &<br>IQAC Co-ordinator | ✓ |
| 3. | Dr. L. M. Swarnalatha   | Assistant Professor in English                                 | ✓ |
| 4. | Dr. P.Karthiga          | Associate Professor & Head, Dept. of History                   | ✓ |
| 5. | Dr. R. Parvathi         | Associate Professor & Head, Dept. of Mathematics               | ✓ |
| 6. | Mrs. F. Shahida Shireen | Associate Professor in Physics                                 | ✓ |
| 7. | Dr. N. Vijaya           | Assistant Professor in Chemistry                               | ✓ |
| 8. | Dr. N. Sabitha          | Associate Professor & Head, Dept. of N & D                     | ✓ |
| 9. | Dr. V. Renugadevi       | Assistant Professor in Commerce                                | ✓ |

The document formats that are to be maintained by the Department, Faculty were discussed and finalized. It is decided to have the following forms

- Department – Consultancy, ICT Smartroom Utilization, ICT Teaching Materials prepared, M.Phil, Ph.D. Produced, MoU, M.Phil/ Ph.D Admitted, Research Projects
- Staff – Publications, Membership, Guide Recognition, Editorial Board, Board of Studies, Doctoral Committee, Inspection Commission, Academic Associations, Participation/Presentation/Chairperson/Resource Person, Staff Participation Details
- Students – Sports/NCC/NSS/quiz club/career guidance & coaching cell, Placement cell - Placement details, Placement / Career Guidance Activities

The details in each form is verified and circulated among the members. Principal asked the members to discuss the details with the department faculty members and come out with suggestions. The revised format is to be placed in Staff Council for discussion. Forms will be designed using Google Forms so that information can be stored in Google Drive, a common repository that can be accessed via Internet any time, anywhere.

Dr. E.S. Samundeeswari had accepted to design the forms and send to other members for verification and validation.



**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)

## MINUTES

**Meeting: IQAC Meeting**

**Date: 26.10.15**















**Time: 1.45pm- 2.45pm**

**Venue: Executive Hall**

### Agenda:

1. Duty Allotment for forthcoming IQAC meetings
2. Any other matter

### Members Present:

1. Dr. D. Kamalaveni, Principal 
2. Dr. E.S.Samundeeswari, IQAC Coordinator 
3. Mrs. F. Shahida Shireen, Associate Professor of Physics 
4. Dr. P.Parvathi, HOD & Associate Professor of Maths 
5. Dr. P.Karthiga, HOD & Assistant Professor of History 
6. Dr. N. Vijaya Assistant Professor of Chemistry 
7. Dr. V. Renugadevi, Assistant Professor of Commerce 
8. Dr. L. M. Swarnalatha, Assistant Professor of English 
9. Dr. B.Ananthi, HOD & Assistant Professor of Computer Science (SF) 
10. Dr. P.Indumathi, HOD & Assistant Professor of Foods & Nutrition 
11. Dr. S.Sumathi, Assistant Professor of English 
12. Dr. Mahoori Devi, Assistant Professor of Corporate Secretaryship 
13. Dr. Thenmozhi, Assistant Professor of Commerce 
14. Ms. G. Tamilzhendhi, HOD & Assistant Professor of Maths (SF) 

The IQAC has planned to conduct Faculty Development Programmes on 29<sup>th</sup> & 31<sup>st</sup> October, 2015. The resource persons and the duties allotment were decided as follows:

**29.10.2015 FN**

**Resource Person :** Prof. S. Balamurugan,

Dean, School of Communication and Computer Sciences,  
Kongu Engineering College, Perundurai.

**Topic :** Bloom's Taxonomy: A Cognitive Perspective to Teaching, Learning and Evaluation Process

**Welcome Address:** Dr. E.S.Samundeeswari, Associate Professor of Computer Science & Coordinator of IQAC

**Vote of Thanks** : Mrs. F. Shahida Shireen, Associate Professor, Department of Physics.

**31.10.2015 FN**

**Resource Person** : Dr. B.Vanitha, Professor of Economics & IQAC Coordinator,  
Bharathiar University, Coimbatore.

**Topic** : Quality Management in Question Paper Setting and Evaluation of Answer Scripts

**Welcome Address:** Dr. L.M. Swarnalatha, Assistant Professor, PG & Research Dept of English.

**Vote of Thanks** : Dr. V. Renugadevi, Assistant Professor, PG & Research Dept of Commerce

**31.10.2015 AN**

**Resource Person** : Dr. S.S. Palanisamy, (Retd.) Professor in Tamil,  
Gobi Arts & Science College, Gobi

**Topic** : Introspection

**Welcome Address:** Dr. P.Karthiga, Asst. Professor & Head, PG & Research Dept of History

**Vote of Thanks** : Ms. G. Tamilzhendhi, Asst. Professor & Head, PG Dept of Maths (SF)

  
**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)

**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 26.10.2015**







**Time: 2.45pm- 3.45pm**

**Venue: Seminar Hall**

**Agenda**

1. Skill Development Programme
2. Any other matter

**Members present**

1. Dr. D. Kamalaveni Principal 
2. Dr. E.S.Samundeeswari Associate Professor in Computer Science & IQAC Co-ordinator 
3. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics 
4. Mrs. F. Shahida Shireen Associate Professor in Physics 
5. Dr. N. Vijaya Assistant Professor in Chemistry 
6. Dr. N. Sabitha Associate Professor & Head, Dept. of N & D 
7. Thiru. K.Manimaran Lab Assistant
8. Thiru.S.Govindasamy Lab Assistant
9. Thiru.K.Chinnasamy Lab Assistant
10. Thiru.A.Rangasamy Lab Assistant
11. Mr.A.Ganesan Computer Programmer
12. Mr.S.Thirugnanam Computer Programmer
13. Mr.B.Vivek Computer Programmer
14. Mr.K.P. Sankar Computer Programmer
15. Mr.K.Ramesh Computer Programmer
16. Mr.N.Muthukumaran System Administrator
17. Mr.G.Sathiyamoorthi System Administrator
18. Mr.S.Eswaramoorthi Lab Assistant

19.	Mr.P.Viswanathan	Lab Assistant
20.	Tmt.P.Vanitha	Lab Assistant
21.	Mr.P.Sathya Keerthi	Lab Assistant
22.	Tmt.K.Sudha	Lab Assistant
23.	Tmt.T.Geetha	Lab Assistant
24.	Mr.A.Arun Kennedy	Lab Assistant
25.	Mr.P.Kanoonkumar	Lab Assistant
26.	Tmt.L. Jayanthi	Lab Assistant
27.	Mr.S.Loganathan	Lab Assistant
28.	Tmt.R.Thilagavathy	Lab Assistant
29.	Mr.S.Logeshpandiyan	Lab Assistant
30.	Mr.P.Parkavi	Lab Assistant

Training is an essential aspect in the development process of any organization. The meeting with non-teaching staff members was organized to assess the training needs and to organize a variety of in-house training programmes. The non-teaching staff members of Science departments wanted to have a training session in Microscale experiments and non-teaching members of Computer Science and Mathematics expressed their suggestion to have training for installing Linux Operating System and Matlab in Linux Platform.

  
**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)

**Information to:**

1. Tmt. R.Chitra Lab Assistant



**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 20.10.2015**



















**Time: 1.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

Discussion on Youth Led Sustainable Development Programme

**Members present**

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. D. Kamalaveni    | Principal   |      |
| 2. Dr.E.S.Samundeeswari | Associate Professor in Computer Science & IQAC Co-ordinator |    |
| 3. Dr. P.Karthiga       | Associate Professor & Head, Dept. of History                |    |
| 4. Dr. R. Parvathi      | Associate Professor & Head, Dept. of Mathematics            |   |
| 5. Dr. N. Sabitha       | Associate Professor & Head, Dept. of N & D                  |  |
| 6. G. Kavipriya         | II B.Sc., CS  |   |
| 7. J. Vanisri           | II B.Sc., CS  |    |
| 8. P. Nirmala           | I M.Com.,   |    |
| 9. S. Bhuvaneshwari     | I M.Com.,   |    |
| 10. R. Mythili          | I M.Com.,   |    |
| 11. P. Banupriya        | I M.Com.,(CA)   |    |
| 12. G. Nandhini         | II B.Com.,(Co-op)   |    |
| 13. S. Pavithra         | II B.Com.,(Co-op)   |    |
| 14. R. Brindha          | II B.Com.,(Co-op)   |   |
| 15. P. Neelavathi       | III B.A., History   |   |
| 16. M. Mythili          | III B.A., History   |    |
| 17. M. Thilagavathi     | III B.A., History   |   |
| 18. V. Shrignanamozhi   | III B.A., History   |    |

The draft proposal to conduct a programme on Youth Led Sustainable Development Programme of Rajiv Gandhi National Institute of Youth Development (Ministry of Youth Affairs and Sports, Govt.of India) was placed for discussion. Since the programme is to offered to youth belonging to SC / ST category, a meeting with selected students of final year was conducted to discuss the need of students for their capacity building. The students came out with following suggestions. Skills for promoting Leadership, Managerial attitude, communication, knowledge to become Entrepreneur and career opportunity.



**IQAC Coordinator**  
(Dr.E.S.Samundeeswari)



**Principal**  
(Dr. D. Kamalaveni)

## IQAC Meeting

Academic year 2015-2016

Minutes of the IQAC held on 19.10.2015

Time: 2.45pm- 3.45pm

Venue: Executive Hall

### Agenda

Discussion on conduct of FDPs

### Members present

1. Dr. D. Kamalaveni Principal
2. Dr.E.S.Samundeeswari Associate Professor in Computer Science & IQAC Co-ordinator
3. Dr. L. M. Swarnalatha Assistant Professor in English
4. Dr. P.Karthiga Associate Professor & Head, Dept. of History
5. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics
6. Mrs. F. Shahida Shireen Associate Professor in Physics
7. Dr. N. Vijaya Assistant Professor in Chemistry
8. Dr. V. Renugadevi Assistant Professor in Commerce

Submission of proposal to Youth Led Sustainable Development Programme of Rajiv Gandhi National Institute of Youth Development (Ministry of Youth Affairs and Sports, Govt.of India)

The members discussed the need for conducting Faculty Development Programme on Teaching, Learning and Evaluation methodology. It was decided to conduct programmes on Bloom's Taxonomy and Question Paper Setting and Evaluation and invite Mr. S. Balamurugan, Dean, School of Communication and Computer Sciences, Kongu Engineering College, Perundurai and Dr. B. Vanitha, Professor of Economics and IQAC Coordinator, Bharathiar University, Coimbatore. It was also decided to invite Dr. S. S. Palanisamy, Retd. Professor in Tamil, Gobi Arts and Science College, Gobi to address the faculty members on the topic - Introspection.

It is also decided to submit a proposal for conducting a programme on Youth Led Sustainable Development Programme of Rajiv Gandhi National Institute of Youth Development (Ministry of Youth Affairs and Sports, Govt.of India). The programme is to be offered to youth belonging to SC / ST category of our college as well as from neighbouring colleges. It is decided to send invitation to all neighbouring colleges and the members took the responsibility to collect applications from other colleges. It is also decided to convene a meeting with the students to discuss and finalise the topics to be addressed in the programme.



**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)

**Information to:**

1. Dr. N. Sabitha Associate Professor & Head, Dept. of Nutrition & Dietetics



**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 10.09.2015**










**Time: 1.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

1. NAAC-AQAR preparation
2. Duty allotment for the Guest lecture by Dr. S. Krishnakumar, DRDO

**Members present**

- |    |                         |   |   |
|----|-------------------------|---|---|
| 1. | Dr. D. Kamalaveni       | Principal   |      |
| 2. | Dr.E.S.Samundeeswari    | Associate Professor in Computer Science & IQAC Co-ordinator |    |
| 3. | Dr. L. M. Swarnalatha   | Assistant Professor in English                              |    |
| 4. | Dr. P.Karthiga          | Associate Professor & Head, Dept. of History                |   |
| 5. | Dr. R. Parvathi         | Associate Professor & Head, Dept. of Mathematics            |  |
| 6. | Mrs. F. Shahida Shireen | Associate Professor in Physics                              |  |
| 7. | Dr. N. Vijaya           | Assistant Professor in Chemistry                            |  |
| 8. | Dr. N. Sabitha          | Associate Professor & Head, Dept. of N & D                  |  |
| 9. | Dr. V. Renugadevi       | Assistant Professor in Commerce                             |  |

The tangible results achieved by the institution in various fields identified by the IQAC for this academic year 2015-16 have to be consolidated as the annual self-reviewed progress report (AQAR) of the institution is to sent through IQAC to NAAC. Therefore, a meeting was conducted to discuss the details required and allocation of duties.

Criterion – I : Curricular Aspects


– Dr. N. Vijaya & Dr. S. Saraswathi

Criterion – II : Teaching, Learning and Evaluation

– Dr. P. Karthiga & Dr. S. Sumathi

Criterion – III: Research, Consultancy and Extension

– Dr. R. Parvathi &  
Dr. P. Indumathy

- Criterion – IV : Infrastructure and Learning Resources – Ms. F. Shahida Shireen & Ms. V. S. Kavitha 
- Criterion – V : Student Support and Progression – Dr. N. Sabitha & Dr. G. Mahooridevi
- Criterion – VI: Governance, Leadership and Management - Dr. L. M. Swarnalatha & Dr. B. Ananthi
- Criterion – VII: Innovations and Best Practices – Dr. V. Renugadevi & Ms.G.Thamizhendhi

Part – A consisting of Details of the Institution and IQAC composition and activities and Consolidation of all criterion are to be done by the co-ordinator, Dr. E.S. Samundeeswari.

Decided to organise the guest lecture by Dr. S. Krishnakumar, Senior Technical Officer, Defense Research and Development Organization (DRDO), Avadi, Chennai on 17.10.2016. The duties allocated are given below.

Sl.No.	Duty	Faculty in Charge
1	Hall Booking, Minutes, Report writing, Thanks Letter, Lunch	Dr. E.S. Samundeeswari, Dr. L.M. Swarnalatha and Dr. S. Sumathi
2	Voucher, Gift, Account Settlement	Dr. N. Sabitha Dr. V. Renuga devi Tmt. N. Vijaya
3	Participant Record, Visitors Book, Photo, Mike, LCD, Off stage, Water	Tmt. F. Shahida Shireen Dr. R. Parvathi Dr. S. Thenmozhi
4	Programme Card, Invitation, Banner and Stage seating, Display Board, Water Bottles	Dr. P. Karthika Dr. P. Indhumathy Dr. G. Mahooridevi
5	Welcome Address	Dr. E.S. Samundeeswari
6	Vote of Thanks	Dr. N. Sabitha

  
IQAC Coordinator

(Dr.E.S.Samundeeswari)

  
Principal

(Dr. D. Kamalaveni)

**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 21.08.2015**

**Time: 1.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

1. Introduction of FOSS in curriculum
2. Summer Research Fellowship Programme

**Members present**

- |    |                      |  |    |
|----|----------------------|--|----|
| 1. | Dr. D. Kamalaveni    | Principal  | ↓  |
| 2. | Dr.E.S.Samundeeswari | Associate Professor in Computer Science &<br>IQAC Co-ordinator | SM |
| 3. | Dr. P.Karthiga       | Associate Professor & Head, Dept. of History                   | ✓  |
| 4. | Dr. R. Parvathi      | Associate Professor & Head, Dept. of Mathematics               | R  |
| 5. | Dr.M.Rajeswari       | Associate Professor & Head, Dept. of Botany                    | MR |
| 6. | Dr. N. Sabitha       | Associate Professor & Head, Dept. of N & D                     | NS |
| 7. | Dr.S.K.Jayanthi      | Associate Professor & Head, Dept. of Computer Science          | S  |

Free and Open Source Software (FOSS) is computer software that can be classified as both free software and open-source software. To popularize FOSS and its use through ICT, Ministry of Human Resources and Development, Government of India had launched the Spoken-Tutorial project, IIT Bombay. It is an initiative of the 'Talk to a Teacher' activity of the National Mission on Education through Information and Communication Technology (ICT). The Spoken-Tutorial project is about teaching and learning a particular FOSS via an easy Video tool. Students are already provided with the on-line training programme of Spoken-Tutorial on selected FOSS. As students with the thorough knowledge of specific FOSS will have an edge in the job market and become entrepreneurs and use FOSS in their businesses, saving money vs., if they were using commercial software. IQAC suggested the staff members to incorporate some courses on FOSS in the curriculum. Dr. S.K. Jayanthi, Head & Associate Professor in Computer Science and Dr. R. Parvathi, Head & Associate Professor in Mathematics, had accepted to introduce FOSS as self

learning papers in their curriculum. It is planned to introduce Scilab, LaTeX in Mathematics board and Python, PHP and MySQL in Computer Science board as Self Learning papers. Study materials are based on the Tutorials provided by Spoken-Tutorial, IIT Mumbai and the assessment will be done online.

The details of the Summer Research Fellowship Programme of Science Academies were elaborated by Dr. R. Parvathi. Three national science academies offer several two-month Summer Fellowships to enable students/ teachers to work with scientists associated with the three Academies during 2016. The faculty members interested in enhancing their research acumen are informed to apply for the fellowship.



**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)



## IQAC Meeting

Academic year 2015-2016

Minutes of the IQAC held on 14.07.2015









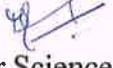










Time: 1.45pm- 3.45pm

Venue: Seminar Hall

### Agenda

1. Creation of Domain mail Ids for the Departments and Staff members.
2. Formats of Document to be maintained by Departments, Staff members and Students

### Members present

1. Dr. D. Kamalaveni Principal 
2. Dr.E.S.Samundeeswari Associate Professor in Computer Science & IQAC Co-ordinator 
3. Dr.R.Nirmaladevi Assistant Professor & Head, Dept. of Tamil 
4. Dr.D.Bhagyathara Associate Professor & Head, Dept. of English 
5. Dr. P.Karthiga Associate Professor & Head, Dept. of History 
6. Dr.K.K.Saradha Assistant Professor & Head, Dept. of Economics 
7. Dr. R. Parvathi Associate Professor & Head, Dept. of Mathematics 
8. Ms.L.Usha Associate Professor & Head, Dept. of Physics 
9. Dr.M.Rajeswari Associate Professor & Head, Dept. of Botany 
10. Dr.S.K.Jayanthi Associate Professor & Head, Dept. of Computer Science 
11. Dr.K.S.Eswari Associate Professor & Head, Dept. of Commerce 
12. Dr.M.Ayammal Assistant Professor & Head, Dept. of Tamil [SF] 
13. Dr.S.Sumathi Assistant Professor & Head, Dept. of English [SF] 
14. Ms.G.Thamizhendhi Asst.Professor & Head, Dept. of Mathematics (UG&PG) [SF] 
15. Ms.P.Anitha Assistant Professor & Head, Dept. of Physics [SF] 
16. Ms.K.Vanitha Bharathi Assistant Professor & Head, Dept. of Chemistry [SF] 
17. Dr. C.Kirubarani Assistant Professor & Head, Dept. of Biotechnology [SF] 
18. Dr.P.Indumathy Assist. Professor & Head, Dept. of Foods & Nutrition [SF] 
19. Mr.N.Senthilkumaran Assist. Professor & Head, Dept. of Computer Applications [SF] 

20.	Ms.K.Arun prabha	Assist. Professor & Head, Dept. of Computer Technology [SF]
21.	Dr.B.Anathi	Asso. Professor & Head, Dept. of Computer Science (UG&PG) [SF]
22.	Ms.N.Dhanalakshmi	Asst. Professor & Head, Dept. of Costume Design and Fashion [SF]
23.	Dr.S.Maheswari	Associate Professor & Head, Dept. of Commerce [SF]
24.	Dr.S.Devaki	Asst. Professor & Head, Dept. of Corporate Secretaryship [SF]
25.	Ms.B.Santhi	Assistant Professor & Head, Dept. of Co-operation [SF]
26.	Ms.S.M.Jayasudha	Asso. Professor & Head, Dept. of Business Administration(CA) [SF]
27.	Mr.T.Stephen	Asst. Professor & Head, Dept. of Library & Information Science [SF]

Principal discussed the problem of Islands of Data available in departments and elaborated the need for standardizing the formats and contents to be recorded by various stakeholders of the college. She also insisted in maintaining common repository for storing the data to ease retrieval of data any time and any where. IQAC Co-ordinator explained the initiatives of IQAC team members in bringing out the forms and details required by the Administration for preparing various reports to University, UGC and NAAC. Various reports decided are

Department – Consultancy, ICT Smartroom Utilization, ICT Teaching Materials prepared, M.Phil, Ph.D. Produced, MoU, M.Phil/ Ph.D Admitted, Research Projects

Staff – Publications, Membership, Guide Recognition, Editorial Board, Board of Studies, Doctoral Committee, Inspection Commission, Academic Associations, Participation/Presentation/Chairperson/Resource Person, Staff Participation Details

Students – Sports/NCC/NSS/quiz club/career guidance & coaching cell, Placement cell - Placement details, Placement / Career Guidance Activities

The forms will be sent to Department domain mail Ids exclusively created for using Google forms and Google Drive will act as common repository. Staff members are asked to verify the details and try the forms by entering some sample data so that any inconsistency and ambiguity if present, may be addressed by the team in-charge. If any other formats required may also be intimated to the team for effective recording of the activities of the stakeholders.





  
**IQAC Coordinator**

(Dr.E.S.Samundeeswari)

  
**Principal**

(Dr. D. Kamalaveni)

**Information to:**

1. Ms.C.Vasanthadevi Associate Professor & Head, Dept. of Chemistry 
2. Dr.M.Muthunagai Associate Professor & Head, Dept. of Zoology 
3. Dr. N. Sabitha Associate Professor & Head, Dept. of N & D 
4. Dr.S.Kalaiselvi Asso. Professor & Head, Dept. of Commerce (CA) (UG&PG) [SF] 

**IQAC Meeting**  
**Academic year 2015-2016**  
**Minutes of the IQAC held on 10.07.2015**

**Time: 1.45pm- 3.45pm**

**Venue: Executive Hall**

**Agenda**

Document formats standardization and common repository

**Members present**

- |    |                             |  |            |
|----|-----------------------------|--|------------|
| 1. | Dr. D. Kamalaveni           | Principal  | ↓          |
| 2. | Dr.E.S.Samundeeswari        | Associate Professor in Computer Science &<br>IQAC Co-ordinator | <u>ces</u> |
| 3. | Dr. L. M. Swarnalatha       | Assistant Professor in English                                 | ✓          |
| 4. | Dr. P.Karthiga <sup>k</sup> | Associate Professor & Head, Dept. of History                   | ✓          |
| 5. | Dr. R. Parvathi             | Associate Professor & Head, Dept. of Mathematics               | g          |
| 6. | Mrs. F. Shahida Shireen     | Associate Professor in Physics                                 | FS         |
| 7. | Dr. N. Vijaya               | Assistant Professor in Chemistry                               | ✓          |
| 8. | Dr. N. Sabitha              | Associate Professor & Head, Dept. of N & D                     | AB         |
| 9. | Dr. V. Renugadevi           | Assistant Professor in Commerce                                | ✓          |

The department, faculty and student details are required by the Administration for report preparation. Principal and the members discussed the issue regarding preparation of reports for University, UGC and NAAC. Departments maintain the details of events conducted like seminar, conference and special lectures, research students' details, faculty participation in conference etc. As the data are available in various departments in various forms, collecting and consolidating the details takes more time. Hence it was decided to standardize the documents and storing the details in common repository as standardization of document formats across the departments remove ambiguity and confusion. This would also help the Institute in many ways in the long run.

Principal suggested to conduct brain storming session among members to find out what information need to be collected from the Departments, Faculty, Students, various cells, clubs and voluntary organizations. Dr. E.S. Samundeeswari and Dr. R. Parvathi opted to take up this work. Regarding the common repository, Dr. E.S. Samundeeswari suggested to make use of Google Forms for collecting information from various stakeholders. Dr. S. Karthiga and Dr. Sabitha accepted to verify the effectiveness of the forms by inputting some sample data.



**IQAC Coordinator**

(Dr.E.S.Samundeeswari)



**Principal**

(Dr. D. Kamalaveni)