



IQAC – Minutes

4th IQAC MEETING MINUTES

DATE: Friday, 10th June 2016 @ 1.30 p.m.

VENUE: PRINCIPAL'S OFFICE

The 4th IQAC meeting was held in the Principal's office on 10th June 2016. The following members attended the meeting:

1. Dr. Fatima Vasanth, Principal
2. Dr. Geetha Rufus, Vice Principal
3. Mrs. Anandapriya, Coordinator – Academics Affairs
4. Mrs. Meena, Coordinator – Student Affairs
5. Dr. Nagajothi, IQAC Coordinator
6. Mrs. Unika, Dean –Nodal Officer
7. Mrs. Lenora Vieyra, Coordinator - Training & Development
8. Mrs. Bronwen Joseph, Administrative Staff Representative

Agenda:

1. Review of Admission -2016
2. Conduct of conferences/ workshops by the departments – 2016-17
3. Academic activities by the departments
4. Dates for Faculty development programs
5. Induction program for new recruits
6. Orientation for first year UG students
7. Expansion of academic programs
8. External Audit
9. Bridge courses
10. Prepare students for competitive examinations

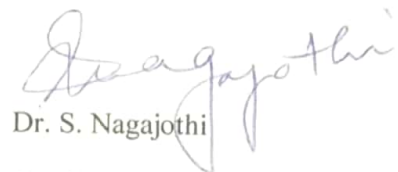
Minutes of the Meeting:

1. Admissions to various programs were reviewed and strategies were formulated to maximize the students' intake against the sanctioned strength.
2. To enhance academic quality, departments were instructed to conduct International/national conferences or workshops and widen the scope of participation for the programmes.
3. Departments proposed the conduct of inter-collegiate events and it was decided to conduct only academic based programs.
4. The schedule for UG students' orientation and information to be conveyed to the parents was categorised into academic, student support services and general rules and regulations.



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5. Heads of department of Commerce, Computer Applications and Corporate Secretaryship to expand the programmes in shift II.
6. IQAC proposed conduct of external academic audit and Departments were instructed to keep the records in order for the audit which was decided to be undertaken in the month October.
7. The heads of department would be instructed to strategise the enrolment of students for preparation for competitive examination.
8. Induction program for new recruits was decided to be conducted in the end of June.
9. The program schedule for Faculty development program was finalised and circulated.
10. Department of English was assigned to conduct bridge course for students coming from Tamil medium.


Dr. S. Nagajothi
IQAC Coordinator

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5th IQAC MEETING MINUTES

DATE: Thursday, 27th October 2016 @ 1.30 p.m.

VENUE: PRINCIPAL'S OFFICE

The 5th IQAC meeting was held in the Principal's office on 27th October 2016. The following members attended the meeting:

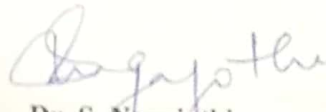
9. Dr. M. Ravichandran, Principal
10. Dr. Geetha Rufus, Vice Principal
11. Mrs. Anandapriya, Coordinator – Academic Affairs
12. Mrs. Meena – Coordinator – Student Affairs
13. Dr. Nagajothi, IQAC Coordinator
14. Mrs. Mashiya Afroze, Nodal Officer
15. Mrs. Lenora Vieyra, Coordinator - Training & Development
16. Mrs. Bronwen Joseph – Administrative Staff Representative

Agenda:

1. Add On courses
2. Parents teacher meeting
3. Alumni meeting

Minutes of the Meeting:

1. Departments were encouraged to conduct add on courses for skill enhancement. Few agencies were suggested for networking and for outsourcing the skill oriented courses.
2. Parents teachers meeting was decided to be conducted in the month of February 2017 to orient the parents regarding the curriculum, co-curricular and extracurricular activities and to seek parent's cooperation in providing quality education. It was also considered important to collect feedback from parents and hence the PTA meeting was proposed.
3. It was proposed to hold the annual Alumni meet and to plan the alumni engagement programmes for the year. HODs were informed to organize the department level alumni meet. A common meeting was also proposed.


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