



## 6<sup>th</sup> IQAC MEETING MINUTES

DATE: Thursday, 14<sup>th</sup> June 2017 @ 1.30 p.m.

VENUE: PRINCIPAL'S OFFICE

The 6<sup>th</sup> IQAC meeting was held in the Principal's office on 14<sup>th</sup> June 2017. The following members attended the meeting:

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

### **Agenda**

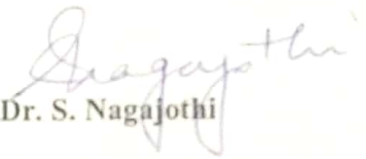
1. Review of Admissions
2. Preparation of Academic Calendar
3. Action Plan for the Academic Year 2017-2018
4. Programmes for Career Enhancement
5. UG Orientation for Shift I and Shift II
6. Bridge Course in English
7. Orientation of MOOC Courses
8. Student Support Services
9. Remedial Classes
10. Any other matter

### **Minutes of the discussion**

- Admission status was updated by the Head of the Departments, with special emphasis on status of admissions in newly introduced programmes in Shift II, strategies were formulated to fill vacancies in BSc Electronic Media.
- Academic Calendar committee was formed with Ms. Anandapriya as the Coordinator and the dates were finalized for the schedule of internal and model exam
- Heads of the departments would be informed to submit the action plan for their departmental activities and tentative dates were finalized for the College programmes
- It was decided to offer Training programme in civil services for the career Enhancement through Civil Services Cell



- Programme schedule and date for UG orientation for Shift I & II was finalized to be held on 24<sup>th</sup> June 2017, Head of the departments were asked to inform Parents about the same.
- Department of English and Training & Development Cell strategized to conduct Bridge course in English in association with Dawn Solutions for a period of one week ,for students from Tamil medium
- Ms.Anandapriya, Academic Affairs Coordinator, informed about the various MOOC courses available in the NPTEL Portal and also proposed to register the College as Local Chapter with NPTEL
- It was decided to organise a voter ID camp for students.
- Based on the University results to be published, it was proposed to plan for the Academic Remedial Sessions

  
Dr. S. Nagajothi  
IQAC Coordinator

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7<sup>th</sup> IQAC MEETING MINUTES

DATE: Friday, 24<sup>th</sup> November 2017 @ 1.30 p.m.

VENUE: PRINCIPAL'S OFFICE

The 7<sup>th</sup> IQAC meeting was held in the Principal's office on 24<sup>th</sup> November 2017. The following members attended the meeting:

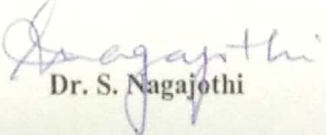
9. Dr. Joseph Durai, Principal
10. Dr. Geetha Rufus, Vice Principal
11. Mrs. Anandapriya, Academics Affairs Coordinator
12. Dr. Nagajothi, IQAC Coordinator
13. Mrs. Meena, Students Affairs Coordinator
14. Mrs. Unika, Nodal Officer
15. Mrs. Lenora Vиейara, Coordinator - Training & Development
16. Mrs. Bronwen Joseph – Administrative Office Representative

Agenda:

1. MOOC courses
2. FDP on research and Revised NAAC manual
3. Passport application drive and Aadhar Camp
4. TNPSC coaching
5. Outreach and extension program

Minutes of the meeting:

- Ms. Anandapriya, Academics Affairs Coordinator, conveyed information about the various MOOC courses available in the NPTEL Portal and also proposed to register the College as Local Chapter with NPTEL
- Since the college is advancing towards NAAC cycle II, IQAC proposed the conduct of FDP on research and revised NAAC manual to orient the faculty on the new framework.
- To facilitate the acquisition of Passport and Aadhar card it was decided to organise a fast track drive in the month of February 2018 as a project of the student support services.
- It was proposed to conduct Competitive exam coaching session through Civil services cell for career counselling and guidance and enable in the process of student progression.
- Community Christmas was proposed as part of extension activity.
- Proposal for Cancerathon and job fair were submitted.

  
Dr. S. Nagajothi

IQAC coordinator

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