



**8<sup>th</sup> IQAC MEETING MINUTES**

DATE: Monday, 15<sup>th</sup> June 2018 @ 11 a.m.

VENUE: A V Room

The 8<sup>th</sup> IQAC meeting was held in the AV Room on 15<sup>th</sup> June 2018. The following members were present for the meeting:

1. Dr. Joseph Durai, Principal
2. Dr. Geetha Rufus, Vice Principal
3. Mrs. Anandapriya, Academic Council Member, University of Madras
4. Dr. Nagajothi, IQAC Coordinator
5. Mrs. Meena, Head, Dept of Commerce
6. Mrs. Unika, Nodal Officer
7. Mrs. Lenora Vieyra, Coordinator, Training and Development
8. Mrs. Bronwen Joseph, Administrative Office Representative

**Agenda:**

1. Academic Calendar and Action plan
2. Student council elections
3. Internal assessment schedule
4. Implementation of ERP
5. Registration for NPTEL
6. Bridge course for English and maths

**Minutes of the discussion:**

**Academic Calendar and Action plan**

- The academic calendar details were finalised taking into consideration the activities of the department and common functions of the college.
- Heads of the department would be asked to submit the action plan for the academic year 18-19 with the budget estimation after discussion in the department meeting.

**Student council Elections**

- As part of governance and promotion of student leadership, the Student council election was proposed and the process was discussed. The head of the departments would be requested to submit the list of nominees taking into consideration the overall performance of students in academics, sports and cultural.



### Internal Assessment Schedule

- The internal assessment schedule was finalised for the month of July and August and incorporated in the academic calendar.

### Implementation of ERP

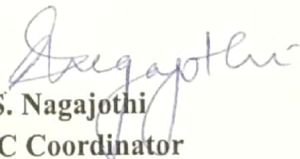
- As a quality initiative toward E-governance, ERP module for attendance entry was discussed and templates were suggested.

### Registration for NPTEL

- NPTEL courses which were open for registration was listed out and HODs were instructed to inform the students to register for the same.

### Bridge courses

- It was decided to conduct bridge course for students in English and Mathematics on working days between July 4<sup>th</sup> 2018 and 18<sup>th</sup> July 2018.

  
Dr. S. Nagajothi  
IQAC Coordinator

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GANDHI NAGAR, ADYAR  
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### 9<sup>th</sup> IQAC MEETING MINUTES

DATE: Friday, 12<sup>th</sup> October 2018 @ 2.30 p.m.

VENUE: AV ROOM

The 9<sup>th</sup> IQAC meeting was held in the AV Room on 12<sup>th</sup> October 2018. The following members attended the meeting:

9. Dr. Joseph Durai, Principal
10. Dr. Geetha Rufus, Vice Principal
11. Mrs. Anandapriya, Academic Council Member, University of Madras
12. Dr. Nagajothi, IQAC Coordinator
13. Mrs. Meena, Head, Dept of Commerce
14. Mrs. Unika, Nodal Office
15. Mrs. Lenora Vieyra, Coordinator, PCEC
16. Mrs. Bronwen Joseph, Administrative Office Representative

#### Agenda:

1. Review of Academic Calendar for odd semester
2. Website updation
3. Alumni database and alumni engagement
4. MOUs
5. National / international seminars/conferences
6. Research publications
7. Conduct of marathon, job fair and inter collegiate cultural

#### Minutes of the discussion:

##### Review of Academic Calendar

- The activities of the odd semester were reviewed and reports were submitted by the department.

##### Website Updation

- It was instructed that department reports and faculty profiles should be updated on the website.





### Alumni database and engagement

- Departments were instructed to update the alumni database and make alumni to participate in the department activities. Departments were asked to conduct minimum one alumni engagement activity.

### MOUs

- Department were asked to enter into MOUs to strengthen linkages and conduct certificate courses.

### Conferences and Seminars

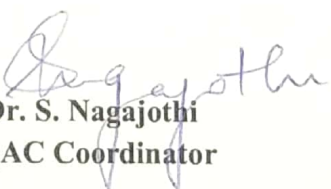
- Departments were encouraged to organise national/international level seminars/conferences. Dept of commerce, corporate Secretaryship, Business Administration, Social Work department and Tamil department submitted the proposals.

### Research Publications

- To promote research culture, it was suggested that every faculty must publish a minimum of one research paper.

### Conduct of extracurricular activities

- Intercollegiate culturals was decided to be conducted in the month of January, marathon in February and job fair in the month of March in association with Confederation of Indian Industries (CII).

  
**Dr. S. Nagajothi**  
IQAC Coordinator

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*Signature*