



Minutes of IQAC Meeting held on 10.07.2024

Venue: Board Room

Participants:

1. Dr. K.R. Venkatesan, Principal and Chairman-IQAC
2. Mr. S. Hariharan, Assistant Professor and IQAC Coordinator
3. Dr. S. Sivakumar, Associate Professor, Dept. of Biochemistry
4. Dr. B. Ramesh, Professor and Head, Dept. of Biotechnology and Dean, Academics
5. Dr. N. Rangarajan, Associate Professor and Head, Dept. of Biochemistry
6. Mr. R. Krishnamurthy, Assistant Professor and Head, Dept. of Computer Science
7. Dr. G. Suresh, Assistant Professor and Head, Dept. of Microbiology
8. Mr. M. Venkatesan, Assistant Professor and Head, Dept. of Commerce
9. Dr. K. Naveen Kumar, Assistant Professor, Dept. of English & COE
10. Dr. J. Radhakrishnan, Assistant Professor and Head, Dept. of Tamil
11. Dr. R. Veerasivaji, Assistant Professor and Head, Dept. of Mathematics
12. Dr. R. K. Balachandar, Assistant Professor and Head, Dept. of Physics
13. Dr. A. Vikraman, Assistant Professor, Dept. of Business Administration
14. Mr. M. Soundarrajan. , Librarian (In charge)
15. Mr. M. Ganapathy, NSS Programme Officer
16. Mr. M. Seshagiri, Administration Officer
17. Mr. S. Vijayaragavan, Accountant

Agenda of the Meeting:

- To discuss data collection and preparatory work for submitting AQAR 2023-24.
- To discuss on feedback received from various stakeholders on the aspects of Curriculum, Institution for both odd and even semesters of the academic year 2023-24



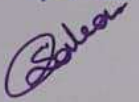

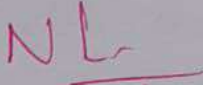


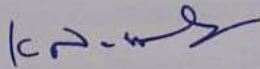


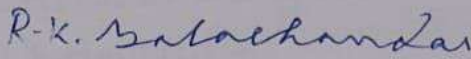

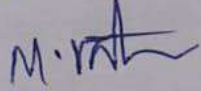
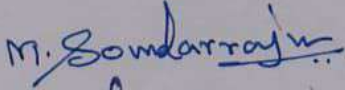


- To discuss various policies and procedures that need to be adopted for the welfare of the Institution.
- To discuss quality assurance strategies to be adopted to enhance the overall quality of the institution.

Proceedings of the Meeting:

- The welcome address was delivered by Mr. S. Hariharan, IQAC-Coordinator.
- The coordinator brought up the discussion on feedback received from various stakeholders for the odd and even semesters of the academic year 2023-24.
- The members discussed on the negative feedback received on various fronts from the stakeholders, such as students, parents, alumni, teachers, employers, etc. The appropriate actions that are to be taken in response to the negative feedback were also discussed and finalised.
- The principal insisted on collecting AQAR data from all the Departments concerned and to start compiling the draft AQAR for the academic year 2023-24.
- The Principal advised that all the Departments comply with the Standard Operating Procedures (SOPs) issued by NAAC towards preparing the AQAR for the year 2023-24.
- The IQAC coordinator listed out and discussed the required documents concerning all the quantitative metrics of the AQAR 2023-24.
- The members were informed to prepare and give their write-ups for various qualitative metrics of AQAR 2023-24.
- IQAC Coordinator set the last date for submission of data and documents as 8.10.2024 and insisted on the timely submission of data and documents for all qualitative and quantitative metrics.
- The Principal informed the prospect of organizing a workshop on the topic of “Policies, Procedures and Practices” in August 2024. He also informed that the workshop is intended to equip the faculty members on framing various policies, such as Research policies, IT infrastructure policies, Infrastructure maintenance policies, etc.
- The Principal said the workshop is intended to help faculty members to learn create new procedures and practices for enhancing the quality of the Institution.
- The principal and IQAC Chairman reiterated to undertake quality-related activities such as organizing workshops, FDPs, and conferences in various departments of the College.

- The meeting concluded with the vote of thanks being delivered by Dr. R. K. Balachandar, Head & Assistant Professor, Department of Physics.

Signature:

1. Dr. K.R. Venkatesan - 
2. Mr. S. Hariharan - 
3. Dr. S. Sivakumar - 
4. Dr. B. Ramesh - 
5. Dr. N. Rangarajan - 
6. Mr. R. Krishnamurthy - 
7. Dr. G. Suresh - 
8. Dr. K. Naveen Kumar - 
9. Dr. J. Radhakrishnan - 
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11. Dr. R. K. Balachandar - 
12. Dr. A. Vikraman - 
13. Mr. M. Venkatesan - 
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