

# MINUTES OF THE IQAC MEETING



**INTERNAL QUALITY ASSURANCE CELL**

**ARUL ANANDAR COLLEGE**

**(AUTONOMOUS)**

**(Reaccredited by NAAC at 'A' Grade)**

**Karumathur, Madurai**

**2022-2023**



## **INTERNAL QUALITY ASSURANCE CELL**

**ARUL ANANDAR COLLEGE (AUTONOMOUS)**

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Karumathur – 625 514, Madurai Dt

### **MEETING MINUTES**

Arul Anandar College has stepped into the action phase of strengthening the office of IQAC by systematic documentation integrating the portals of ERP. In line with it, a meeting was convened with the members of web committee and IQAC contact persons of each department on 4 August 2022 in Room No.113 at 12.30 pm.

The meeting commenced with the introductory note by Dr.S.Valanarasu, IQAC Coordinator, followed by Rev.Fr.V.Innaci John S.J, who stated the purpose of the meeting. The members gathered expressed their opinion on the status of documentation and suggested the following action plans

- To make IQAC as data warehouse
- Systematic practice of documentation through proper channels
- Preparation of common format for report preparation by criterion in-charges
- Organization of workshop on effective documentation.

In addition, Mr.S.Charles Illayaraja, Assistant Professor of Computer Science and Computer Applications presented the modalities of data feeding. Ms.A.Sahaya Josephine Mary, Assistant Professor of English, shared the significance of documentation in NAAC perspective. The meeting ended with the concluding remarks by Rev.Fr.V.Innaci John S.J

  
**Coordinator**  
**IQAC**



# INTERNAL QUALITY ASSURANCE CELL

ARUL ANANDAR COLLEGE (AUTONOMOUS)

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Karumathur, Madurai Dt

Venue : Room No.113

Date : 04.08.2022

Time : 12.30 pm

## Agenda : Web Development Meeting

### Contact Persons

Sl.No	Members	Department	Signature
1	Dr.S.Valanarasu –IQAC-Coordinator	Physics	
2	Dr.A.Arul Selvi	Tamil	
3	Ms.A.Sahaya Josephine Mary	English	
4	Dr.T.Kala	History	
5	Mr.K.Sankaranarayanan	Economics	
6	Dr.M.Arulappan	Philosophy	
7	Dr.M.Gilbert Rani	Mathematics	
8	Dr.C.S.A.Raj	Physics	
9	Dr.M.Amalraj	Chemistry	
10	Dr.C.Justin David	RDS	
11	Ms.S.Jegadeeswari	Tamil	
12	Dr.R.Gnanasekaran	English Literature	
13	Ms.K.Ramya	Commerce	
14	Dr.S.Sheik Fareeth 9783101129	BBA	
15	Dr.P.Ramachandran	IT&M	
16	Dr.P.Muthuveera	Physical Education	
17	Ms.T.Semalatha	Computer Science	
18	Dr.E.Kirthika	FS&T	



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## Web Committee

S.No	Name	Department	Signature
1.	Rev. Fr. V.Innaci John	English	
2.	Dr. G. Gurusamy	Tamil	
3.	Mr. K.Sankaranarayanan	Economics	
4.	Dr. Nivetha Martin	Mathematics	
5.	Dr. M. Amalraj	Chemistry	
6.	Dr. R. Gnanasekaran	English	
7.	Ms. S. Jegadeeswari	Tamil	
8.	Dr. K. Mangayarkarasi	BBA	
9.	Ms. K. Ramya	Commerce	
10.	Mr. S. Charles Ilayaraja	CS&A	
11.	Ms. A. Kalaiselvi	CS&A	



# INTERNAL QUALITY ASSURANCE CELL

ARUL ANANDAR COLLEGE (AUTONOMOUS)

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Karumathur-625 514, Madurai DT

## Minutes for the Meeting


The IQAC coordinator Dr.S.Valanarasu convened a meeting in Rev.Fr.Principal's office at 11.30 am on 10<sup>th</sup> August 2022 to plan the academic activities for the year 2022-23. The college management augmented IQAC with the addition of more faculty members for governing seven criteria in NAAC perspective. The meeting commenced with prayer. IQAC coordinator welcomed the gathering. Rev.Fr.Principal presented the introductory remarks. The members present proposed the following suggestions and action plans for the academic year 2022-23.

1. Value-added courses to be conducted for all the UG and PG students, which can be offered from second semester to fifth semester. Minimum 30 hours will be conducted and courses can be conducted via online mode also.
2. Internships for final year students must be obtained from reputed companies and institutions, the minimum period will be 25 days and the following documents should be submitted :Permission letter, Short report (minimum 5 pages), Geo-tagged photos, completion certificate.
3. Remedial coaching to be conducted for slow learners and attendance should be maintained properly in a separate register.
4. Question banks to be prepared for each subject and submitted to the controller office's should consisting of the following (1) Objective type questions, maximum of 100 questions, 2) Short answer questions, Maximum of 50 questions, 3) Descriptive-maximum of 25 questions and 4) Problem solving -maximum of 15 questions (If applicable)
5. Regarding ICT-enabled tools all the faculties are requested to create google class rooms and conduct any of the following activities 1) Assignment, 2) Test, 3) Quiz, etc and send the evidences to IQAC as a pdf file.
6. Teaching plan and e-content (prepared with the help from AAC media center) for all the subjects should be submitted before the 1<sup>st</sup> internal.

7. All the staff members are requested to apply research projects to various funding agencies such as DST, UGC, CSIR, ICSSR, ICPR, etc.
8. Staff members are encouraged to apply for management seed money
9. Staff members are encouraged to avail online library through INFLIBNET for which the username/password can be collected from Librarian. It is also advised that all professors visit the library at least once a day.
10. All the staff members are requested to publish minimum one research article per semester
11. Those who do not have research guideship are requested to apply for research guideship as soon as possible.
12. Collaborative activities for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work can be established with other institutions
13. Placement of the students should be strengthened
14. Students can be promoted to go for Higher education
15. Workshops/seminars should be conducted on any one of the following headings Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development
16. MoUs must be Institution to institution and do some activities at least one per semester and evidences should be submitted to the IQAC office..
17. To motivate the students to qualify in state/ national/ international level examinations and coaching: any such exams must be recorded.
18. Management staff shall be provided with management financial support to attend/present papers in conferences
19. Websites of all the departments should be updated monthly with their activities
20. Submit the following within a week: 1) Circular, invitation/brochure, programme schedule, Report, photos with and without geo-tagged, students attendance list for all programmes (guest lecture, workshop, seminar, conference, training, field visit)
21. Department Newsletter of previous year activities should be uploaded on the website on or before the month of August.
22. Students' Grievances should be dealt properly in the department and the evidences (letters and action taken report) should be submitted.
23. Evidences (student list, bank transaction, photo) from each department for providing alumni scholarship to students should be submitted.
24. The following Capacity Development and Skill Enhancement activities will be organised for improving students' capabilities: such as Soft Skills, Language and Communication

24. The following Capacity Development and Skill Enhancement activities will be organised for improving students' capabilities: such as Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical fitness, Health and Hygiene), Awareness of Trends in Technology with the support of our own staff or expert from other institutions may be conducted.

Dr.A.Sundararaj- Deputy Principal presented the concluding remarks. The meeting ended with vote of thanks by Ms.A.Sahaya Josephine Mary

  
**Coordinator**  
**IQAC**

  
**Principal**



## INTERNAL QUALITY ASSURANCE CELL

ARUL ANANDAR COLLEGE (AUTONOMOUS)

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Karumathur-625 514, Madurai Dt

Venue : Room No.113

Date : 10.08.2022

Time : 12.30 pm

**Agenda :** Planning for 2022-23

### IQAC Members

	Members	Department	Signature
1.	Dr.S.Valanarasu IQAC-Coordinator	Physics	
2.	Ms.A.Sahaya Josephine Mary	English	
3.	Mr.J.Robert Dhiliban	Mathematics	
4.	Ms.S.Abirami	RDS	
5.	Mr.S.A.Deva Prince	Chemistry	
6.	Dr.M.Gilbert Rani	Mathematics	
7.	Mr. P.Anthony Raj	RDS	CL
8.	Dr.C.Mabel Joshaline	RDS	
9.	Dr.P.Nallathambi	History	CL
10.	Dr.Nivetha Martin	Mathematics	
11.	Dr.D.Jenifa	History	
12.	Dr.C.S.A.Raj	Physics	
13.	Dr.M.Amalraj	Chemistry	
14.	Mr.J.Keba Immanuvel	English Literature	
15.	Ms.T.Semalatha	CS&A	





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**Minutes of AQAR Preparation Meeting/Criterion – VI**

A meeting with the members of criterion VI was conducted on 6<sup>th</sup> September 2022 by the IQAC coordinator Dr.S.Valanarasu. The meeting commenced with a silent prayer. The IQAC convener welcomed the members and presented the format of AQAR to the members and discussed the key components of qualitative metrics pertaining to criterion VI. It was decided to modify the documentation style suiting to the requirements. The members also shared a few suggestions for maintaining the records appropriately. . It was decided to rewrite the policies to suit the current and future demands of institutional growth. The discussion on E-governance, financial auditing, financial support to teaching faculty and other aspects of faculty welfare measures were also deliberated. It was finally decided to prepare and submit a draft of the perspective plan to IQAC. The meeting ended with words of gratitude by Dr.R.Khader Farook, Assistant Professor, IT&M.

  
IQAC-Coordinator

  
Criterion - VI - Convener



## INTERNAL QUALITY ASSURANCE CELL

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Venue : IQAC Office

Date : 06.09.2022

Time : 12.30 pm

**Agenda :** AQAR Preparation Meeting

### Members Present

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Rev. Fr. S. Jayaseelan	Convener, Assistant Professor in RDS	
3.	Dr.Nivetha Martin	Member, Assistant Professor in Mathematics	
4.	Dr.M.Arulappan	Member, Assistant Professor in Philosophy	
5.	Dr.R.Kadher Farook	Member, Assistant Professor in IT & M	



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**Minutes of the Meeting**

**Agenda:** Preliminary discussion with the members of Criteria VII.

The meeting started with a prayer by Rev.Fr.Dr.C.Loudhu Xavier. The members were allotted with the metrics of Criteria VII. The details regarding the title of each metric were discussed individually with each member. The contents to be included under this title were listed out. The units from which data collection could be done were outlined to the members. The context in which data could be documented was elaborated in this meeting. The result of the last NAAC for this criterion was discussed for individual metric. The metrics in which score were reduced was highlighted and reasons for the same was discussed and listed. Strategies for improving the score for those metrics were highlighted. Members were advised to get a deeper understanding of their metrics with a comparative analysis of documentation of data of other reputed colleges. Visits to selected colleges were planned in future for a better orientation on the context of the metrics. Members were advised to participate in workshops/conferences/seminars in this context and integrate the approach in their documentation process. Periodical meetings for this compilation work were planned. It was decided to meet once in month to update the progress of the work. The meeting ended with a vote of thanks by the IQAC coordinator.

  
IQAC-Coordinator

  
Criterion - VII - Convener



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Venue : IQAC Office

Date : 06.09.2022

Time : 12.30 pm

**Agenda :** Preliminary discussion with the members of Criteria VII

**Members Present**

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Dr.C.Mabel Joshaline	Convener, Assistant Professor in RDS	
3.	Rev.Dr.C.Lourdu Xavier	Assistant Professor in Philosophy	
4.	Dr.G.Adaikalaraj	Member, Assistant Professor in RDS	
5.	Mr.K.Sankaranarayanan	Member, Assistant Professor in Economics	
6.	Mr.A.Ratheesh	Member, Assistant Professor in Philosophy	
7.	Ms.E.Krithika	Member, Assistant Professor in FS&T	



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### Minutes of the meeting

The criterion I convener Mr.J.Robert Dhiliban convened a meeting with the criterion members on 10<sup>th</sup> September 2022 in IQAC office. The meeting began with the words of prayer by Dr.I.Pradeepa, Assistant Professor of Mathematics. The convener welcomed the members and deliberated the purpose of the meeting. The members were asked to make the preliminary works for data collection. Few suggestions were proposed by the members to enhance the feedback questions. The convener presented the concluding remarks. The meeting ended with the words of gratitude by Dr.B.Prakash, Assistant Professor of Physics.

  
IQAC-Coordinator

  
Criterion – I - Convener



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Venue : IQAC Office

Date : 10.09.2022

Time : 11.15 am

### AQAR Preparation Meeting

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	<b>IQAC-Coordinator</b>	
2.	Mr. J. Robert Dhiliban	Convener, Assistant Professor in Mathematics	
3.	Mr. S. A. Deva Prince	Member, Assistant Professor in Chemistry	
4.	Dr. S. Abirami	Member, Assistant Professor in RDS	
5.	Dr. C. S. A. Raj	Member, Assistant Professor in Physics	
6.	Dr.C.Justin David	Member, Assistant Professor in RDS	
7.	Dr.P.Jerlin Rupa	Member, Assistant Professor in BBA	
8.	Dr.I.Pradeepa	Member, Assistant Professor in Mathematics	
9.	Ms.T.Semalatha	Member, Assistant Professor in CS&A	
10.	Dr.B.Prakash	Member, Assistant Professor in Physics	



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Date: 12.09.2022

**Minutes of AQAR Preparation Meeting/Criterion – II**

The meeting was convened to discuss and decide the following

- The related data templates shared to team members for their perusal
- The process of data collection and classification discussed
- The responsibilities distributed to the team members metricwise and advised to follow the instruction
- The members insists that the orientation should be given to the staff members in order to facilitate them with different educational apps

  
IQAC-Coordinator

  
Criterion - II - Convener



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Venue : IQAC Office

Date : 12.09.2022

Time : 12.30 pm

## AQAR Preparation Meeting

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Dr. M. Gilbert Rani	Convener, Assistant Professor in Mathematics	
3.	Dr. V.Nirmal Rajkumar	Member, Assistant Professor in Economics	
4.	Rev. Dr.A.Anto Nelson	Member, Assistant Professor in Philosophy	
5.	Ms.V.Buvaswari	Member, Assistant Professor in Physics	
6.	Dr.K.Mankayarkarasi	Member, Assistant Professor in BBA	
7.	Dr. R. Gnanasekaran	Member, Assistant Professor in English Lit	
8.	Dr. R. Premkumar	Member, Assistant Professor in Mathematics	





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**Minutes of the Meeting**

Minutes of the meeting held on 13<sup>th</sup> September 2022 at IQAC Office. The meeting was held for the members of Criterion-V committee in connection with preparation of Annual Quality Assurance Report (AQAR). All were present for the meeting. During the meeting the following were discussed.

- The documentation is to be done immediately after the programme are held.
- The documentation for the key indicator 5.2- Student Progression is to be strengthened.
- Each department should depute a staff in charge to collect the data from the alumni of their placement and higher studies.

  
IQAC-Coordinator

  
Criterion –V- Convener



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**AQAR Preparation Meeting/Criterion - V**

Venue: IQAC Office

Date : 13.09.2022

Time : 10.30 am

**Members Present**

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Ms.A. Sahaya Josephine Mary	Convener, Assistant Professor in English	
3.	Dr.S.Ganesh	Member, Assistant Professor in Tamil	
4.	Mr.A.James	Member, Assistant Professor in RDS	
5.	Dr.S.Sebastian	Member, Assistant Professor in Physics	
6.	Dr. P.Arockia Juliet	Member, Assistant Professor in Commerce	



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### Minutes of the Meeting

16-09-2022

#### Agenda

- Review and discuss the documentation for Criterion 3 of the Annual Quality Assurance Report (AQAR) for Arul Anandar College.
- Identify any gaps or improvements needed.
- Assign action items for documentation enhancements.
- Set a timeline for finalizing the AQAR Criterion 3 documentation.

The meeting started with silent prayer. The meeting commenced with a comprehensive review of the existing documentation for Criterion 3 of the AQAR. To improve the documentation, the report and necessary documents need to be documented at IQAC immediately. It is suggested to give necessary guidelines to faculty via Dean Research to improve the publication in UGC care list/Scopus/Web of Science. Finally, the meeting was concluded with a vote of thanks by the convener.

  
IQAC-Coordinator

  
Criterion – III – Convener



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Venue: IQAC Office

Date : 16.09.2022

Time : 12.30 p.m.

## AQAR Preparation Meeting/Criterion - III

Sl.No	Name	Designation	Signature
1.	Dr. S. Valanarasu	IQAC-Coordinator	
2.	Dr. M. Amalraj	Convener, Assistant Professor in Chemistry	
3.	Dr. N. Savitha Devi	Member, Assistant Professor in Chemistry	
4.	Dr. G. Ramkumar	Member, Assistant Professor in Mathematics	
5.	Dr. P. Nallathambi	Member, Assistant Professor in History	
6.	Dr. E. Nanda Kumar	Member, Assistant Professor in Economics	
7.	Dr. P. Ramachandran	Member, Assistant Professor in IT & M	
8.	Mr. T. Manoj Prabhakaran	Member, Assistant Professor in CS & A	



**INTERNAL QUALITY ASSURANCE CELL  
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Date: 19.09.2022

**Minutes of AQAR Preparation Meeting/Criterion – II**

The meeting was convened to discuss and decide the following

- The related data templates shared to department in-charges for their perusal
- The process of data collection deliberated and different format of evidence insisted.
- The time line for submission was decided.
- The incharges insist that the orientation should be given to the staff members in order to facilitate them with different educational apps

  
IQAC-Coordinator

  
Criterion - II - Convener



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Venue: Room No.113

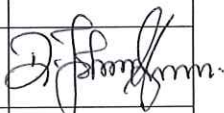

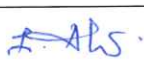

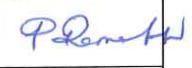


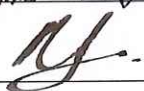


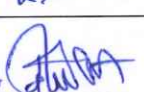
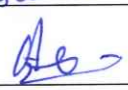
Date : 19.09.2022

Time : 12.30 p.m.

## AQAR Preparation Meeting/Criterion - II

Sl.No	Name	Designation	Signature
2.	Dr. M. Gilbert Rani	Convener, Assistant Professor in Mathematics	
3.	Dr. V.Nirmal Rajkumar	Member, Assistant Professor in Economics	
4.	Rev. Dr.A.Anto Nelson	Member, Assistant Professor in Philosophy	<i>[Signature]</i>
5.	Ms.V.Buvaneswari	Member, Assistant Professor in Physics	
6.	Dr.K.Mankayarkarasi	Member, Assistant Professor in BBA	
7.	Dr. R. Gnanasekaran	Member, Assistant Professor in English Lit	<i>[Signature]</i>
8.	Dr. R. Premkumar	Member, Assistant Professor in Mathematics	

Sl.No	Department	Criterion-II staff in charge / IQAC Contact Person	Name	Signature
1.	Food Science and Technology	IQAC Contact Person	E. KRITHIKA	<i>[Signature]</i>
2.	TAMIL LITERATURE	Criterion -II incharge & IQAC contact Person	S. JEGADEESWARAR	<i>[Signature]</i>
3.	COMMERCE	IQAC Contact Person	K. RAMYA	<i>[Signature]</i>
4.	History	"	D. JENIFA	<i>[Signature]</i>
5.	BBA	"	S. SHEIK FAREETH	<i>[Signature]</i>

Sl.No	Department	Criterion-II staff in charge / IQAC Contact Person	Name	Signature
6.	Eng. Literature	Criterion-II incharge	Dr. I. Johnson Stephen	
7.	Chemistry	IQAC Contact Person	Dr. M. Amalraj	
8.	Philosophy	In-charge	Dr. Anil Nelson	
9.	Dr. C. Justin David	IQAC contact person Rural Develop Science	Dr. C. Justin David	
10.	IT & M	contact person	Dr. P. RAMACHANDRAN	
11.	Physics	Contact person	Dr - c - s - A - RAJ	
12.	Tamil	A. Arulselvi	For Dr. A. Muthulakshmi	
13.	English	IQAC Contact Person	R. Gnanam	
14.	English	IQAC Contact Person	Sr. Lawrence	
15.	Economics	IQAC Contact person	K. Sankaranarayanan	
16.	Physical Education	IQAC Contact person	Dr. P. Muthuvel	
17.	TAMIL	IQAC "	A. Arulselvi	



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### Minutes of the Meeting

The criterion I convener Mr.J.Robert Dhiliban convened a meeting with the criterion members on 27th September 2022 in IQAC office. The meeting began with the words of prayer by Dr.S.Abirami, Assistant Professor of RDS. The convener welcomed the members and deliberated the purpose of the meeting. The members presented the status of their work. The feedback questionnaire was finalized by the criterion members. The members were instructed to complete their tasks on or before the deadline. The convener presented the concluding remarks. The meeting ended with the words of gratitude by Dr.P.Jerlin Rupa, Assistant Professor of BBA.

  
IQAC-Coordinator

  
Criterion – I - Convener





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Sl.No	Name	Designation	Signature
1.	Mr. J. Robert Dhiliban	Convener, Assistant Professor in Mathematics	
2.	Mr. S. A. Deva Prince	Member, Assistant Professor in Chemistry	
3.	Dr. S. Abirami	Member, Assistant Professor in RDS	 27/09/2022
4.	Dr. C. S. A. Raj	Member, Assistant Professor in Physics	
5.	Dr.C.Justin David	Member, Assistant Professor in RDS	
6.	Dr.P.Jerlin Rupa	Member, Assistant Professor in BBA	
7.	Dr.I.Pradeepa	Member, Assistant Professor in Mathematics	 27/05/2022
8.	Ms.T.Semalatha	Member, Assistant Professor in CS&A	
9.	Dr.B.Prakash	Member, Assistant Professor in Physics	 27/9



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**Minutes of AQAR Preparation Meeting/Criterion – VI**

The convener of criterion VI, Rev.Fr.S.Jayaseelan SJ convened a meeting on 25<sup>th</sup> January 2023 with Dr.S.Valanarasu, the IQAC coordinator and the criterion members to discuss the preparation of the perspective plan with special reference to the quantitative metrics of criterion VI. The meeting commenced with the words of prayer by Dr.M.Arulappan, Assistant Professor of Philosophy. The gathering was welcomed by the criterion convener. The data to be furnished in each template was discussed in detail. It was decided to communicate the required supporting documents to IQAC to speed up the data collection process. It was finally decided to submit the draft of the quantitative metrics to the IQAC office in a couple of weeks. The meeting ended with the words of gratitude by Dr.Nivetha Martin, Assistant professor of Mathematics.

  
IQAC-Coordinator

  
Criterion - VI - Convener



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Karumathur – 625 514, Madurai Dt

Venue : IQAC Office

Date : 25.01.2023

Time : 11.30 am

**Agenda :** AQAR Preparation Meeting

**Members Present**

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Rev. Fr. S. Jayaseelan	Convener, Assistant Professor in RDS	
3.	Dr.Nivetha Martin	Member, Assistant Professor in Mathematics	
4.	Dr.M.Arulappan	Member, Assistant Professor in Philosophy	
5.	Dr.R.Kadher Farook	Member, Assistant Professor in IT & M	



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**Minutes of the Meeting**

Minutes of the meeting held on 8<sup>th</sup> February 2023 at IQAC Office. The meeting was held for the members of Criterion-V committee in connection with preparation of Annual Quality Assurance Report (AQAR). All were present for the meeting. During the meeting the following were discussed.

- The data is to be thoroughly checked by the IQAC contact persons before submission of the same to IQAC.
- The documentation is to be done through ERP.

Each department should depute a staff in charge to collect the data from the alumni of their placement and higher studies.

**IQAC-Coordinator**

**Criterion –V- Convener**



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**AQAR Preparation Meeting/Criterion - V**

Venue: IQAC Office

Date : 08.02.2023

Time : 11.15 a.m.

**Members Present**

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Ms.A. Sahaya Josephine Mary	Convener, Assistant Professor in English	
3.	Dr.S.Ganesh	Member, Assistant Professor in Tamil	
4.	Mr.A.James	Member, Assistant Professor in RDS	
5.	Dr.S.Sebastian	Member, Assistant Professor in Physics	
6.	Dr. P.Arockia Juliet	Member, Assistant Professor in Commerce	



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Minutes of the Meeting

**Agenda:** Progress of data documentation.

Meeting started with invoking of Gods blessings by Mr. A.Ratheesh . The members were requested to present their progress in data collection process. The data with their record were explained to all the members of the group. The method of collection was found to be difficult for all the members the individual extension units had data which were in a different format and had to completely modify according to the context of the metrics. Many members expressed their difficulty in receiving the data from few units since they were incomplete. The expressed the assistance of IQAC for their collection. Assurance was given to the members for their request and individual circulars were drafted to be sent all extension and part V units to submit their data. Best practices were decided to be the same as presented in the last cycle of NAAC. It was decided to be changed after a high level discussion with the college officials. All the members were advised to submit their data within 15 days. The meeting ended with vote of thanks by Dr.C.Mabel Joshaline.

  
IQAC-Coordinator

  
Criterion - VII - Convener



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Venue : IQAC Office

Date : 09.02.2023

Time : 12.30 pm

**Agenda :** Progress of data documentation

**Members Present**

Sl.No	Name	Designation	Signature
1.	Dr.S.Valanarasu	IQAC-Coordinator	
2.	Dr.C.Mabel Joshaline	Convener, Assistant Professor in RDS	
3.	Rev.Dr.C.Lourdu Xavier	Assistant Professor in Philosophy	
4.	Dr.G.Adaikalaraj	Member, Assistant Professor in RDS	
5.	Mr.K.Sankaranarayanan	Member, Assistant Professor in Economics	
6.	Mr.A.Ratheesh	Member, Assistant Professor in Philosophy	
7.	Ms.E.Krithika	Member, Assistant Professor in FS&T	



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### Minutes of the Meeting

22-02-2023

#### Agenda

- Review progress on the consolidation of Criterion 3 for AQAR submission.
- Address any challenges or issues encountered during the documentation process.

The meeting began with a silent prayer followed by the review of the progress made in consolidating Criterion 3 for AQAR submission. Challenges identified included coordinating revisions among team members and the need for additional data sources. The meeting was concluded with a vote of thanks by the convener.

  
IQAC-Coordinator

  
Criterion III – Convener





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Venue : IQAC Office

Date : 22-02-2023

Time : 12.30 – 1.30 pm

## AQAR Preparation Meeting/Criterion-III

Sl.No	Name	Designation	Signature
1.	Dr. M. Amalraj	Convener, Assistant Professor in Chemistry	M. Aei
2.	Dr. N. Savitha Devi	Member, Assistant Professor in Chemistry	N. Savitha Devi
3.	Dr. G. Ramkumar	Member, Assistant Professor in Mathematics	G. Ramkumar
4.	Dr. P. Nallathambi	Member, Assistant Professor in History	
5.	Dr. E. Nanda Kumar	Member, Assistant Professor in Economics	E. Nanda Kumar
6.	Dr. P. Ramachandran	Member, Assistant Professor in IT&M	P. Ramachandran
7.	Mr. T. Manoj Prabhakaran	Member, Assistant Professor in CS&A	T. Manoj Prabhakaran