



G. VENKATASWAMY NAIDU COLLEGE (Autonomous)

Reaccredited with 'A' Grade by NAAC

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KOVILPATTI

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Venue: Principal's Chamber

Date: 10.07.2024

Time: 3.30 p.m.

Members Present:

1. Dr. M. Subbulakshmi - Principal (in the Chair) *MS*
2. Mr. R. Venkatesan - Asso. Prof. of Chemistry, IQAC Coordinator *R*
3. Dr. V. Ramalakshmi - Assistant IQAC Coordinator, Asso. Prof. of Mathematics *VR*
4. Dr. A. Pandiarani - Advisors, Asso. Prof. of Mathematics *A*
5. Mrs. R. Kavitha Manju - Assistant Professor of Physics *RKM*
6. Mrs. D. Jeyabharathi - Assistant Professor of Computer Science *DJB*
7. ~~Mrs.~~ ^{DY} Mrs. A. Revathi - Head & Assistant Professor of Commerce *A.R.*
8. Mr. G. Angumalar - Assistant Professor of Physics *G.A.*
9. Dr. N. Shanmugapriya - Assistant Professor of Mathematics *N.S.*
10. Dr. R. Saravana Selvakumar - Assistant Professor of English
11. Dr. S. Suganthi - Assistant Professor of Computer Science
12. Mrs. R. Maheswari - Office Superintendent

Members Absent:

1. Dr. B. Umadevi, Advisors, Head & Associate Professor of Chemistry.
2. Mr. S. Sankarganesh - Head & Assistant Professor of Electronics

Agenda:

- ❖ AQAR Correction and resubmission
- ❖ Alumni Contribution
- ❖ MoUs by Departments and Clubs
- ❖ Schedule of Criterion Committee Meetings
- ❖ Pending Workshop, Conferences and Seminars
- ❖ Five Days Faculty Development Program
- ❖ Value-added and Certificate Courses
- ❖ NAAC Seminar
- ❖ Administrative Staff Training
- ❖ Extension Activities
- ❖ Mentor Scheme
- ❖ IQAC Requirements
- ❖ Any Other Points

The following items were taken up for discussion:

- The IQAC coordinator welcomed all the staff members and informed the members about the work assigned in the previous meeting. The previous meeting's minutes were accepted as corrected.
- The coordinator introduced all the IQAC members and criterion convenors.
- The committee reviewed the necessary corrections to the AQAR report 2022-23. Specific areas that required modifications were identified. It was decided that the Coordinator would make the required corrections and resubmit the AQAR before the submission date.
- Potential contributions from alumni were discussed, including guest lectures, mentoring, and funding opportunities. Alumni contributions are to be increased gradually.
- The progress of Memorandums of Understanding (MoUs) with various departments and clubs was reviewed. Departments and clubs were asked to conduct regular programmes.
- Criterion Convenors were asked to prepare the AQAR report for the year 2023-24.
- All departments were instructed to conduct the pending workshops, conferences, and seminars. Responsible committee members were tasked to expedite the organization and execution of these events.
- It was decided to conduct a five-day Faculty Development Programme during the mid-semester holidays.
- The introduction of new value-added and certificate courses was discussed. Departments will propose new courses and a review meeting will be conducted to finalize the courses.
- The coordinator said that a proposal has been submitted for the NAAC-sponsored seminar. Details of the same will be discussed in subsequent meetings.
- Training programmes for administrative staff are to be conducted at the earliest.
- All departments should conduct extension activities starting from the month of July 2024.
- The mentor scheme's progress was evaluated. New mentors will be assigned, and the scheme will be expanded to include additional mentees.
- The specific requirements and standards for IQAC were reviewed. Members will ensure all documentation and practices align with IQAC standards.
- It was decided to conduct a meeting with all the faculty members regarding the academic programmes.

- Faculty members who have received Seed Money from the management are asked to submit their findings/projects to the college journal (JISRS – Journal of Inventive and Scientific Research Studies).
- The coordinator thanked the members, and the meeting ended at 4:30 PM.


IQAC Co-Ordinator


Principal

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