



G Venkataswamy Naidu College, Kovilpatti
(Autonomous)
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Venue: IQAC Room

Date: 30.11..2020

Time: 10.30 a.m.

Members Present:

1. Mr. R. Venkatesan – Asso. Prof. of Chemistry
2. Dr. P. Pandiarani, Asso. Prof. of Mathematics
3. Dr. B. Umadevi, Asso. Prof. of Chemistry
4. Mr. R. Socrates, Asst. Prof. of Commerce
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics
6. Mrs. T.Ponnulakshmi Office superintendent

Agenda:

- * Data Collection and upload of AQAR
- * IQAC Requirement
- * NIRF Registration
- * 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 works pending due to Covid-19 pandemic.
- * The committee discussed about the preparation of AQAR report for the academic year 2019-2020 and decided to send circular to departments and clubs, asked to submit their criterion wise input data to IQAC on or before 10.12.2020.
- * AQAR Criteria-wise reports to be uploaded on or before 31st May of 2021..
- * The members requested the coordinator to purchase an External Hard disk for securing IQAC data and make arrangement for servicing the IQAC cell Inverter
- * It has been decided to collect and store month/semester wise data from each department.
- * IQAC details to be uploaded in the college website.
- * The coordinator informed the members to organize online programmes in connection with IQAC.

* The coordinator thanked all the members and the meeting ended at 3.30 pm.

R. Santhya Maheswari
Principal

1. Mr. R. Venkatesan Asso. Prof. of Chemistry *R. Venkatesan*
2. Dr. P. Pandiarani, Asso. Prof. of Mathematics *P. Pandiarani*
3. Dr. B. Umadevi, Asso. Prof. of Chemistry *B. Umadevi*
4. Mr. R. Sockrates, Asst. Prof. of Commerce *R. Sockrates*
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S. Sankarganesh*
6. Mrs. T.Ponnulakshmi Office superintendent *T. Ponnulakshmi*



G Venkataswamy Naidu College, Kovilpatti
(Autonomous)
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Venue: IQAC Room

Date: 23.12.2020

Time: 10.30 a.m.

Members Present:

1. Mr. R. Venkatesan – Asso. Prof. of Chemistry
2. Dr. P. Pandiarani, Asso. Prof. of Mathematics
3. Dr. B. Umadevi, Asso. Prof. of Chemistry
4. Mr. R. Socrates, Asst. Prof. of Commerce
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics
6. Dr. R. Saravana Selvakumar, Asst. Prof. of English
7. Mr. S. Sivasankar, Asst. Prof. of B.B.A
8. Mr. P. Muthuselvam, Asst. Prof. of English
9. Mrs. T.Ponnulakshmi Office superintendent

Agenda:

- * Review of the previous meeting
- * Work Allocation
- * NIRF Registration
- * IQAC Requirement
- * IQAC Data Collection
- * 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 works assigned in the previous meeting and it was accepted as corrected.
- * The coordinator allotted criteria-wise work to all the members.
- * Motivated the members to collect data and prepare for NIRF registration.
- * The members requested the coordinator to purchase an External Hard disk for securing IQAC data and make arrangement for servicing the IQAC cell Inverter
- * It has been decided to collect and store month/semester wise data from each department.

- * IQAC details to be uploaded in the college website.
- * The coordinator informed the members to organize online programmes in connection with IQAC.
- * AQAR Criteria-wise reports to be uploaded on or before 31st May 2021..
- * The coordinator thanked all the members and the meeting ended at 12.15 pm.

B. Santhya
Principal

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| 1. Mr. R. Venkatesan – Asso. Prof. of Chemistry | <i>R. Venkatesan</i> |
| 2. Dr. P. Pandiarani, Asso. Prof. of Mathematics | <i>Pandiarani</i> |
| 3. Dr. B. Umadevi, Asso. Prof. of Chemistry | <i>B. Umadevi</i> |
| 4. Mr. R. Sockrates, Asst. Prof. of Commerce | <i>R. Sockrates</i> |
| 5. Mr. S. Sankarganesh, Asst. Prof. of Electronics | <i>S. Sankarganesh</i> |
| 6. Dr. R. Saravana Selvakumar, Asst. Prof. of English | <i>R. Saravana Selvakumar</i> |
| 7. Mr. S. Sivasankar, Asst. Prof. of B.B.A | <i>S. Sivasankar</i> |
| 8. Mr. P. Muthuselvam, Asst. Prof. of English | <i>M. P.</i> |
| 9. Mrs. T. Ponnulakshmi Office superintendent | <i>T. Ponnulakshmi</i> |



**G Venkataswamy Naidu College, Kovilpatti
(Autonomous)**

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Venue: IQAC Room

Date: 15.04.2021

Time: 2.00 p.m.

Members Present:

1. Mr. R. Venkatesan – Asso. Prof. of Chemistry (in the Chair)
2. Dr. P. Pandiarani, Asso. Prof. of Mathematics
3. Dr. B. Umadevi, Asso. Prof. of Chemistry
4. Mr. R. Socrates, Asst. Prof. of Commerce
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics
6. Dr. P. Santharaman, Asst. Prof. of Chemistry
7. Dr. R. Saravana Selvakumar, Asst. Prof. of English
8. Mr. S. Sivasankar, Asst. Prof. of B.B.A
9. Mr. P. Muthuselvam, Asst. Prof. of English
10. Mrs. T.Ponnulakshmi Office superintendent

Agenda:

- * Review of the previous meeting
- * AQAR Report submission
- * FDP / Visit regarding OBE
- * External Academic Audit
- * Feed back
- * Committee Meeting
- * 2020-21 Report submission
- * Department and Club Activities
- * 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 works assigned in the previous meeting and it was accepted as corrected.
- * The coordinator informed the members about the submission of AQAR report 2019-20.
- * Institution distinctiveness, Best practices and Future plans to be updated at the earliest.

- * OBE based faculty development programme would be arrangement in the last week of April 2021.
- * Dr.P.Santharaman informed the coordinator to concentrate on infra-structural facilities of our college and build slopes for differently abled students.
- * External Academic Audit has been planned to verify 2019-20 & 2020-21 academic reports of the department in the last week of May 2021.
- * It has been decided to obtain online feedback from the students. Format of the same would be finalized soon.
- * Departments that do not come under DBT scheme and all other departments were asked to conduct Department and Club Activities regularly.
- * The coordinator thanked all the members and the meeting ended at 03.15 pm.

N.E. Santharaman
Principal

1. Mr. R. Venkatesan – Asso. Prof. of Chemistry. *R. Venkatesan*
2. Dr. P. Pandiarani, Asso. Prof. of Mathematics *P. Pandiarani*
3. Dr. B. Umadevi, Asso. Prof. of Chemistry *B. Umadevi*
4. Mr. R. Sockrates, Asst. Prof. of Commerce *R. Sockrates*
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S. Sankarganesh*
6. Dr. P. Santharaman, Asst. Prof. of Chemistry *P. Santharaman*
7. Dr. R. Saravana Selvakumar, Asst. Prof. of English *R. Saravana Selvakumar*
8. Mr. S. Sivasankar, Asst. Prof. of B.B.A *S. Sivasankar*
9. Mr. P. Muthuselvam, Asst. Prof. of English *P. Muthuselvam*
10. Mrs. T. Ponnulakshmi Office superintendent *T. Ponnulakshmi*

Action Taken Report

S.No	Queries	Action taken Report
1	A request from Chemistry department to provide a separate room for keeping instruments purchased under DBT Star College Scheme.	A separate room with Shelves, Sink and Power Supply with proper Ventilation for Instruments Lab was provided by the management.
2	A request from IQAC to replace old batteries in IQAC room.	A new Battery set up was furnished by the management to IQAC room.
3	A space and Computer Facility was requested for Institutions Innovation Council to train students by Onandgo Company.	A separate room with computer facility was allotted to Institutions Innovation Council for conducting training by Onandgo Company.
4	Mathematics department requested a network connection to MATLAB.	College management arranged a new network connection to MATLAB.
5	A additional Vehicle Shed was requested by Women Students due to shortage of space in Vehicle Sheds.	College management condisered this request and a new separate vehicle shed was constructed for women students.
6	A Centralized Computer Lab was suggested by Autonomous Inspection Committee during the visit.	Fully equipped centralized computer lab was created by the management with the capacity of 128 systems for unaided students.

SR
Sanku Maheswar
PRINCIPAL In-charge
G.VENKATASWAMY NAIDU COLLEGE
KOVILPATTI - 628 502
SR