



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

Venue: IQAC Room

Date: 02.08.2021

Time: 2.30 p.m.

Members Present:

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

Agenda:

- * Review of the previous meeting
- * AQAR Report
- * Placement Activities
- * Internal & External Academic Audit
- * Feedback forms
- * Academic programmes
- * NIRF Report
- * 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 corrections to be carried out by each department in the AQAR report 2019-20. The last date to upload the completed report is 31.08.2021.

- * It has been decided to conduct an Internal Academic Audit on 11.08.2021 (Wednesday) and External Audit on 13.08.2021 (Friday). Dr. Prince, Associate professor of Physics and Dr. Associate professor of computer science from V.O. Chidambaram College, Thoothukudi will be the external Academic Auditors to verify the AQAR documents.
- * The Placement Cell of our college has to plan regular orientation and training programmes. Also, a structured feedback form has to be designed to obtain feedback from Students, Alumni, Parents, Employers and staff members.
- * The Innovation and Incubation Centre and Entrepreneur Development Cell have to plan innovative activities and conduct regular programmes. It would be useful for ARIIA ranking.
- * It has been decided to submit the department's report once in a semester.
- * Heads of the departments were asked to sign MoUs with reputed organizations and conduct at least one programme once a year.
- * Details of students' Private scholarships to be collected through Bonafide certificate for NIRF ranking.
- * Linkages (between institution and companies – Internship) have to be properly done by the departments to provide open exposure to the students.
- * The convenor insisted the members of the academic clubs and the Heads to conduct regular meetings and programmes for the welfare of the students.
- * Members of the IQAC suggested the convenor to take initiatives to provide financial assistance for organizing webinars and other useful programmes.
- * The convenor suggested the Members and the Heads to plan department activities based on the requirements of NIRF & NAAC.
- * Entrepreneur Development Cell has to plan initiatives for conducting New Certificate Courses, Add-on Courses and Training Programmes for our students.
- * The coordinator thanked all the members and the meeting ended at 03.45 pm.

R. Gantho Maheswar
Principal

26.08.2021



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

Venue: Principal Room

Date: 26.08.2021

Time: 2.00 p.m.

Members Present:

1. Dr. N.R. Santhi Maheswari, Principal (in the Chair)
2. Mr. R. Venkatesan – Asso. Prof. of Chemistry, IQAC Coordinator *R.V.*
3. Mr. R. Socrates, Asst. Prof. of Commerce *R.S.*
4. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S.S.*
5. Dr. P. Santharaman, Asst. Prof. of Chemistry *P.S.*
6. Dr. R. Saravana Selvakumar, Asst. Prof. of English *R.S.*
7. Mr. S. Sivasankar, Asst. Prof. of B.B.A *S.S.*
8. Mr. P. Muthuselvam, Asst. Prof. of English *M.P.*
9. T.Ponnulakshmi, Office superintendant *T.P.*

Agenda:

- * Review of the previous meeting
- * AQAR Report
- * Placement Activities
- * Internal & External Academic Audit 2020-21
- * Department and Club Activities
- * Innovation and Incubation cell 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 to take initiatives to organize regular programmes from the Entrepreneur Development Cell and Innovation and Incubation Cell.

- * Internal AQAR report for the academic year 2020-21 to be submitted by the departments at the earliest.
- * It has been decided to maintain corpus fund by the college. The same would be utilized for the development of the college.
- * Structured feedback to be obtained from staff, parents and alumni.
- * Department wise programmes to be planned based on the new Autonomous AQAR 2020-2021 Criteria.
- * After getting consent from the Secretary and the Principal, funding would be provided for organizing the regular department's programme.
- * It has been informed to conduct National / International Conference and conference proceedings with ISBN to be published.
- * Staff members were motivated to apply for Major and Minor projects.
- * The IQAC Coordinator insisted the Placement Cell to conduct training programmes for final year students to face campus interviews.
- * It has been decided to conduct a meeting with the Heads regarding the academic programmes.
- * The coordinator thanked all the members and the meeting ended at 03.45 pm.

N.D. Santhi Maheshwari
Principal

20.09.2021



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

Venue: IQAC Room

Date: 20.09.2021

Time: 2.00 p.m.

Members Present:

1. Dr. N.R. Santhi Maheswari, Principal (in the Chair)
2. Mr. R. Venkatesan – Asso. Prof. of Chemistry, IQAC Coordinator *RV*
3. Dr. B. Umadevi, Head & Asso. Prof. of Chemistry *U*
4. Dr. P. Pandiarani, Asso. Prof. of Mathematics *P*
5. Mr. R. Sockrates, Asst. Prof. of B.Com (PA) *RS*
6. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S*
7. Dr. P. Santharaman, Asst. Prof. of Chemistry *PS*
8. Dr. R. Saravana Selvakumar, Asst. Prof. of English *RS*
9. Dr. S. D. Selvasundari, Asst. Prof. of English, OBE Convenor *SD*
10. Dr. C. Muthulakshmi, Head, Asst. Prof. of B.Com (BA), EDC Convenor

Members Absent:

1. Mr. S. Sivasankar, Asst. Prof. of B.B.A *S*
2. Mr. P. Muthuselvam, Asst. Prof. of English

Agenda:

- * Review of the previous meeting
- * AQAR Report submission
- * AQAR Report 2020-21
- * Proposed department activities 2021-22
- * OBE meeting
- * UGC NET / SLET Training
- * Placement 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.
- * AQAR report for the academic year 2019-20 was successfully uploaded in the website.
- * AQAR report 2020-21 to be submitted at the earliest.

- * The Departments were asked to submit the details of the proposed activities for the year 2021-22 including Entrepreneurial development and innovative programmes.
- * The criteria-wise reports to be prepared based on the Template already sent to the departments and the same to be forwarded to gvnciqac@gmail.com.
- * Dr. R. Saravana Selvakumar, AP/English, would prepare qualitative metrics write-ups for all the criteria.
- * It has been decided to conduct inter department programmes under DBT Scheme.
- * The OBE Convenor Dr. S.D. Selvasundari, Assistant professor of English, has decided to conduct CO Attainment meeting on 29.09.2021.
- * It has been decided to set up Improvisation Committee to monitor students progress.
- * Sixth Hour classes to be included to conduct students' development activities.
- * The IQAC has planned to conduct a special coaching on UGC- NET/SET (Paper-I) for all PG students. Willingness for the training would be obtained from the PG students.
- * Passed out students of our college who are going to appear for the NET / SET examination may be permitted to attend the training.
- * Regular Placement activities like Language, employability Soft-Skill Trainings to be given to UG students.
- * It has been planned to conduct a webinar on NIRF Methodology by IQAC in the first week of October 2021.
- * The coordinator thanked all the members and the meeting ended at 03.45 pm.

N.R. Santhi Maheswari
Principal

1. Dr. N.R. Santhi Maheswari, Principal (in the Chair) *N.R. Santhi Maheswari*
2. Mr. R. Venkatesan – Asso. Prof. of Chemistry, IQAC Coordinator *R.V.*
3. Dr. B. Umadevi, Head & Asso. Prof. of Chemistry *U.*
4. Dr. P. Pandiarani, Asso. Prof. of Mathematics *P.*
5. Mr. R. Sockrates, Asst. Prof. of B.Com (PA) *R.S.*
6. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S.S.*
7. Dr. P. Santharaman, Asst. Prof. of Chemistry *P.S.*
8. Dr. R. Saravana Selvakumar, Asst. Prof. of English *R.S.*
9. Dr. S.D. Selvasundari, Asst. Prof. of English, OBE Convenor *S.D.*
10. Dr. C. Muthulakshmi, Head, Asst. Prof. of B.Com (BA), EDC Convenor *C.M.*



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

**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting**

Venue: IQAC Room

Date: 18.03.2022

Time: 3.00 p.m.

Members Present:

1. Dr. N.R. Santhi Maheswari, Principal (in the Chair)
2. Mr. R. Venkatesan – Asso. Prof. of Chemistry, IQAC Coordinator *R.V.*
3. Dr. B. Umadevi, Head & Asso. Prof. of Chemistry *U.M.*
4. Mr. R. Socrates, Asst. Prof. of B.Com (PA) *R.S.*
5. Mr. S. Sankarganesh, Asst. Prof. of Electronics *S.S.*
6. Dr. P. Santharaman, Asst. Prof. of Chemistry *P.S.*
7. Dr. R. Saravana Selvakumar, Asst. Prof. of English *R.S.*
8. Dr. S. D. Selvasundari, Asst. Prof. of English, OBE Convenor *S.D.*
9. Dr. C. Muthulakshmi, Head, Asst. Prof. of B.Com (BA), EDC Convenor *C.M.*
10. Mr. P. Muthuselvam, Asst. Prof. of English *M.P.*
11. Mr. S. Sivasankar, Asst. Prof. of B.B.A. *S.S.*

Members Absent:

1. Dr. P. Pandiarani, Asso. Prof. of Mathematics

Agenda:

- * Review of the previous meeting
- * AQAR Report submission
- * Details of Department's best practices
- * MoUs
- * Career Guidance programmes
- * Remedial classes
- * Website update details
- * 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.
- * AQAR report for the academic year 2020-21 was ready for uploading.
- * Heads of the departments were asked to prepare the Best practices of their departments in the format prescribed and the same to be forwarded to the IQAC at the earliest.

- * Departments were asked to sign MoUs with reputed institutions and conduct programmes to educate students.
- * It has been decided to conduct a free Career Guidance Programme for our students.
- * Remedial classes would be conducted for the slow learners and the report of the same to be sent to the IQAC.
- * It has been decided to nominate department in-charges to monitor the activities of their department.
- * Details of COs & POs would be uploaded on the college website.
- * Criteria convenors were asked to prepare evidence for all QLMs
- * Geo-tagged photos should be prepared as evidence by the criteria convenors.
- * Start-ups to be initiated by each department.
- * It has been decided to conduct meetings with the research scholars and feedback would be obtained from research guides regarding the availability of resources and facilities.
- * The coordinator thanked all the members and the meeting ended at 05.00 pm.

N.R. Santhi Maheswari
Principal

1. Dr. N.R. Santhi Maheswari, Principal (in the Chair) *N.R. Santhi Maheswari*
2. Mr. R. Venkatesan – Asso. Prof. of Chemistry, IQAC Coordinator *RV*
3. Dr. B. Umadevi, Head & Asso. Prof. of Chemistry *Umadevi*
4. Mr. R. Socrates, Asst. Prof. of B.Com (PA) *R. Socrates*
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. Dr. S. D. Selvasundari, Asst. Prof. of English, OBE Convenor *S. D. Selvasundari*
9. Dr. C. Muthulakshmi, Head, Asst. Prof. of B.Com (BA), EDC Convenor *C. Muthulakshmi*
10. Mr. P. Muthuselvam, Asst. Prof. of English *P. Muthuselvam*
11. Mr. S. Sivasankar, Asst. Prof. of B.B.A *S. Sivasankar*

Action Taken Report (2021-2022)

S.No	Queries	Action taken Report
1	A separate room with computer facility and printer, Alumirah was requested by Curriculum Development cell.	A separate room with computer facility and printer, Alumirah was provided by the management to Curriculum Development cell
2	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 50 systems in Aided Campus.
3	New Class rooms was requested by the departments with ICT for new programmes.	The Vacant rooms are renovated and Provided by the Management as Class rooms with ICT facilities
4	Software for the conduct of online examination was required for Controller of examination office	A new software was developed by computer department to conduct online examination to students
5	MoU with ICTACT renewal was requested by the coordinator after five years duration	MoU with ICTACT Chennai was renewed by the Management After the Payment of Rs.82,630/-
6	A new software was requested by Placement cell to get students personal details for placement activities	A new software was developed by computer department to receive students personal details for placement activities

R. Venkatesh
IQAC coordinator

R. Santhi Maheswari
PRINCIPAL In-charge
G. VENKATASWAMY NAIDU COLLEGE
KOVILPATTI - 628 502.