

Date :- 12. 4. 2021

Time :- 10.31am - 12.45pm

Organised by : co-ordinator IQAC

Attended by : All IQAC members & All HoD's

Points Discussed :-

- ⇒ English Dept HoD told that they finished about 60 - 70% work completed on criterion I, II, V.
- ⇒ From chemistry dept they told that 2nd criteria works were finished.
- ⇒ From BBA Dept 75% of work finished in all criterias.
- ⇒ From Maths dept about 80 - 90% of work was completed.
- ⇒ commerce & CS HoD's didn't attend the meeting.
- ⇒ Dr. Kumaresan asked all HoD's to make ready of Master Timetable for 5 years.
- ⇒ collect all participation certificates in all department.

- ⇒ Asked to view Feedback related work.
- ⇒ By Next Monday [19.4.2021] all should complete the above said works.
- ⇒ All HOD's are asked to give the Budget proposal for Add on courses.
- ⇒ Asked to create LP for 2016 [odd/evns] in 2019 LP format.
- ⇒ Project completion certificate & Internship done Report of all final years students from BBA Dept were asked to concern Dept HOD by club activity coordinator.
- ⇒ club activity Incharge R. Manjula Ma'am Reported the work done.
- ⇒ By 1st March initiated, conducted

⇒ No faculty related grievances from any department side.

⇒ By 23.04.2019 all depts should finish their work except English Department.

⇒ All faculties are asked to come to college on all Monday's & Friday's.

⇒ All official work should be uploaded through G-suite mail account.

⇒ Maintain the details in a folder.

⇒ For feed back have to create a folder for easy access.

⇒ certificates should be collected and have a copy in Excel sheet - Academic year wise.

⇒ consolidate the books

⇒ Scholarship work minority students not responded well.

⇒ They collect about student details [community, Aadhar card etc.]

⇒ Collected certificates only.

⇒ B.com & B.com (CA)

L.P ⇒ 2016 [ODD] Not completed

⇒ From 2016 [Even] - 2021 is there

Feedback ⇒ Processing

⇒ criterion II ⇒ Mailed Sankari Ma'am

⇒ Not given Budget Proposal

⇒ BBA Dept

criterion I -

First sem - I year Not yet sent the link

⇒ Time table ⇒ 2016 [Not available]

⇒ Budget Proposal is there

⇒ criterion II, Completed.

⇒ criterion V, Passed students data

- ⇒ HOD's meeting ends by 2.10pm.
- ⇒ Asked about the Requirements regarding criteria.
- ⇒ Audition on 23rd 10am-12pm should be done on computer lab
- [All HOD's & IQAC co-ordinators should present there].

HOD :-

1. Mrs. M. Vijayalakshmi M.Com, M.Phil - M.uz
2. S. Anandeeswari - S. Gopinath
3. ✓ Dr. M. SAKTHI - HOD/Chem.
4. L. Suganthi MCA, MPhil - Supte.
- 5.
- 6.
- 7.

IQAC members :-

- 1.
2. R. YUVARAJ - P. S. J.
3. P. Malaavizhi - P. S. J.
4. D. SUMATHI - D. S. J.
5. S. SANKARI - S. S. J.
6. K. SUGANATH - M. S. J.