



K.M.G. COLLEGE OF ARTS AND SCIENCE

Permanently Affiliated to Thiruvalluvar University and
recognized by UGC under section 2(F) & 12(B) of the UGC Act 1956.
Accredited with B+ Grade by NAAC.
Associate member of ICT ACADEMY.

Phone: 914171227306 Email: kmgcollege@gmail.com www.kmgcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The following members of IQAC were present:

1. Chairperson : **Dr.M.Valarmathi**
Principal
2. Senior Administrative Officer : **Prof.M.Megharajan**
Vice-Principal
3. IQAC Coordinator : **Dr.J.Srinivasan**
4. IQAC Members : **Dr.J.JayaKumar**
Head, Department of Tamil
Prof.M.Saranya
Head, Department of English
Dr.C.Arunachalam
Head, Department of Business
Administration
Dr.K.Gomathy
Head, Department of Commerce
Prof. P.Daniel Sundarraaj
Head, Department of Computer Science
Prof. N.Raji
Head, Department of Mathematics
Dr.J.Thirumagal
Head, Department of Biochemistry
Dr.D.Manikandan
Head, Department of Microbiology
5. Member from the Management : **Thiru. K.M.G. Rajendran, Secretary**
6. Nominees from local Society : **Mr.K.M. Boopathi**
Mr.K.Senthil Kumar (Alumni)
7. One / Two Nominees from Employers / Industrialists / Stakeholders
Dr.R.Natrajan
Director
K.M.G. College of Education,
Gudiyattam

12.06.2019

The meeting was held on 12.06.2019 at 10am in the Principal's chamber. The following points were discussed.

1. The staff particulars asked by the university must be uploaded in the university portal by today itself.
2. The College got permission to run correspondence course in our campus. If 25 students are admitted in a correspondence course the college is prepared to run the course just like regular course.
3. Time table for the academic year must be uploaded to ROVAN software.
4. English department is to conduct bridge course for all the first year and second year students from 20th July 2019.
5. The BCA, B.Com., B.Com., CA departments are asked to give slots to take bridge course for their 2nd year students.
6. The College newsletter through IQAC will be released by our secretary by tomorrow.
7. The discipline committee members are asked to cooperate to maintain discipline at campus.
8. Drinking water facility will be provided for all students at their floors during break hours.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)



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16.07.2019

The meeting was held on 16.07.2019 at 10am in the Principal's chamber. The following points were discussed.

1. It is informed that the 1st CIA test will be conducted from 22.07.2019 to 31.07.2019. The duration of test will be one hour with 25 marks. Students are asked to bring their stationeries. After valuation the test paper to be kept in the department itself.
2. Heads are asked to check the paper codes in the concerned subjects. Attendance, assignments and CIA-I test mark to be uploaded in the University portal on 05.08.2019.
3. PG students are informed to do projects through Tamilnadu State Council for Science and technology. They can get assistance from the organization to do the same.
4. It is informed that the tutors are asked to make proper entry in the ROVAN software. It is applicable for deputations also.
5. On 19th july, a mega Blood Donation Camp will be conducted in the college on the Eve of Founder's Day. Students are instructed to participate in the program.



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29.07.2019

The meeting was held on 29.07.2019 at 11.15am in the Principal's chamber. The following points were discussed.

1. It is resolved that the 1st year PG classes will commence on 07.08.2019.
2. It is informed that the 1st CIA test mark will be uploaded to the University portal on or before 03.08.2019.
3. It is decided that the Times of India news paper will be purchased and circulated to the students from 10th august 2019 onwards.
4. The ICT academy will conduct Add-On courses towards the generation of employment opportunities. Students are advised to make use of these courses for their future employment.



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13.08.2019

The meeting was held on 13.08.2019 at 10am in the Principal's chamber. The following points were discussed.

1. All the Heads are asked to submit the work load of the concern department by today itself.
2. 73rd Independence Day will be celebrated on 15.08.2019 at 9.30 am. All the faculties are requested to attend the function without fail.
3. Heads are asked to submit the furniture requirements of the concern departments.
4. It is announced that Prof.P.Anjugam, HOD of BCA will be appointed as the chief superintendent of examinations for this odd semester.
5. Heads are asked to submit student's strength in order to purchase the Times of India daily newspaper.
6. It is informed that the details in ROVAN should be uploaded every day properly.
7. It is informed that all the departments' associations program to be conducted between 20th august to 30th august 2019.
8. Head are asked to submit the reports to IQAC on or before 21.08.2019.



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23.09.2019

The meeting was held on 23.09.2019 at 12.00PM in the Principal's chamber. The following points were discussed.

1. It is informed that the model examinations to be conducted from 11th October onwards and portion have to be covered before the commencement of model examination.
2. Model examination papers should be valued and the marks to be submitted to the Controller of Examination office on 22.10.2019.
3. Attendance will be closed for this semester on 28.10.2019.
4. It is informed that the practical examinations will be conducted from 21.10.2019.



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10.10.2019

The meeting was held on 10.10.2019 at 11.00AM in the Principal's chamber. The following points were discussed.

1. Uploading CIA marks to the University portal starts from 23.10.2019. Heads are advised to do the work in a systematic way. They are asked to depute a local faculty to do the task.
2. Heads are asked to instruct the students about the importance of attending the model examinations. If they failed to attend it, the retest will be conducted for the absentees.
3. It is informed that all the three test marks, instead of best two, will be taken into account for awarding CIA marks in the semester exam.



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18.10.2019

The meeting was held on 18.10.2019 at 11.00AM in the Principal's chamber. The following points were discussed.

1. It is resolved that the retest will be conducted on 21.10.2019 for absent students.
2. Heads are asked to submit the workload of the even semester 2019-2020 and staff requirements on 21.10.2019 to the Principal.
3. Staff members are informed to get the genuineness certificate from the concern board and Universities.



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18.12.2019

The meeting was held on 18.12.2019 at 03.00 PM in the Principal's chamber. The following points were discussed.

1. It is advised to upload attendance regularly in the ROVAN software without fail.
2. Heads are instructed to pay attention towards the late comers. They should be insisted to avoid it.
3. College consumer club will conduct a program on 24th December 2019. Each department is asked to depute 10 students to take part in this program.
4. On 27th December, a movie will be screened to the students from the Public Relations Office, Vellore District. Heads are informed to collect money from the students by selling the tickets and make the students to watch the movie.



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21.01.2020

The meeting was held on 21.01.2020 at 03.00 PM in the Principal's chamber. The following points were discussed.

1. It is resolved that the college news letter will be released on 23.1.2020.
2. Heads are informed to instruct the students about the submission of articles, essays and other works towards the preparation and publication of college magazine.
3. On 26th January, 71st Republic Day will be celebrated in the college campus at 9.15 AM. Each department to make 20 students to participate the same.
4. IQAC seminar will be conducted on 29.02.2020.
5. Heads are informed to instruct the students about the regular attendance. They should know the significance of it.
6. Resubmission of dissertations by regular M.Phil., course are to taken care by the HOD concerned.



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06.02.2020

The meeting was held on 06.02.2020 at 03.00 PM in the Principal's chamber. The following points were discussed.

1. The police department is going to conduct an awareness program on using SOS app on 08.02.2020. All the girl students are instructed to bring the mobile phones for this event.
2. Faculties are asked not to use the mobile phones inside the class room.
3. Heads are asked to submit the resolution proposals for the Academic Council. They are asked to submit the same to the Vice-Principal on 07.02.2020 at 1 PM without fail.



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09.03.2020

The meeting was held on 09.03.2020 at 11.00 AM in the Principal's chamber. The following points were discussed.

1. The HODs are asked to submit the workload for the odd semester of the academic year 2020-2021 to the principal on 16.03.2020.
2. Staff requirements if any may be brought to the Principal by the HODs concerned.
3. All the heads are asked to submit the attendance percentage of the students by today itself in the following range
 - a. 75% and Above
 - b. 65% - 75%
 - c. 55% - 65%
 - d. Below 55%
4. Heads are asked to submit the University Practical examination time table to the Principal on 17.03.2020 without fail.
5. It is informed that the offer letter to the placed students through campus interviews will be given to the students on 12.03.2020 at 10.00 Am to 11.00 AM.
6. The department should maintain separate Staff profile for each staff.
7. Articles, drawings, stories etc to be published in College magazine to be submitted to prof.P.Anjugam HOD of BCA on or before 13.03.2020.



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16.03.2020

The meeting was held on 16.03.2020 at 11.00 AM in the Principal's chamber. The following points were discussed.

1. Heads are asked to submit the requirements for writing students biodata and attendance registers for the academic year 2020-2021.
2. It is informed that Articles, drawings, stories, essays etc to be published in College magazine to be submitted to prof.P.Anjugam HOD of BCA on or before 18.03.2020.
3. College Calander work for the academic year 2020-2021 has been given to dept of BCA.
4. College magazine work for the academic year 2020-2021 has been given to dept of English.
5. Stock verification committee have been formed. Heads are requested to verify the stocks and submit the report positively on 08.04.2020.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)