

K.M.G.COLLEGE OF ARTS AND SCIENCE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF MEETING
ACADEMIC YEAR 2023-2024

2023-2024

MEETING-I

27/07/2023

The meeting was conducted on 27.07.2023 in the Principal's room at 11.00 AM.

Minutes and Action Taken Report:-

1. The status of preparedness of one year SSR documents and support document were discussed with the IQAC coordinator and it was found that 70% of the work has been completed.

2. Preparation of documents for applying Autonomous ⁱⁿ ~~part~~ the portal was discussed in detail.

3. The suggestion has been asked about the date of submission of AGAR for the academic year 2022-2023.

4. The discussion made on conduct the Seminars, conferences and Faculty Development Program for the academic year 2023-2024, decided to complete all these activities before end of the odd semester.

5. It is decided to inform the department to be conduct new add-on, value add and vocational certificate courses on 1st Aug onwards.

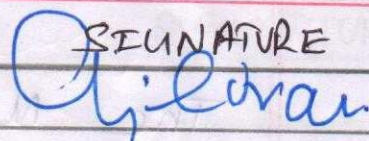
6. Staff members are asked to publish the paper only in Uvic care list, Scop and web of Science etc. The financial support for publishing paper were discussed.

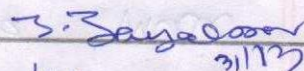
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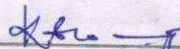
NAME

SIGNATURE

1. Thiru. K.M.UT. Rajendran
2. Prof. Dr. M. Senthilraj
3. Dr. J. Jayakumar
4. Dr. K. Komathi
5. Mrs M. Ashtalashmi
6. Dr. R. Manikandan
7. Dr. J. Thirumagal
8. Dr. D. Manikandan
9. Dr. P. Daniel Sundarraj
10. Mrs. P. Anjugam
11. Mr. B. Balaji
12. Mrs. M. Jayanthi
13. Mr. K.M. Boopathi
14. Mr. D. Suresh
15. Ms. M. Vijayalakshmi
16. Mr. S. Raja
17. Mr. N. Baskaran
18. Mrs. N. Raji







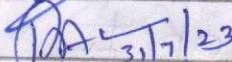




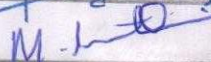


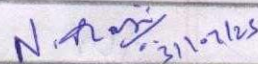


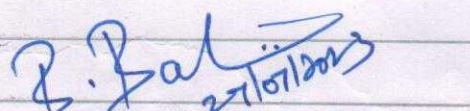


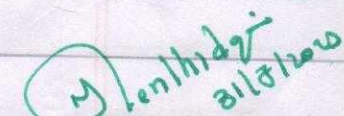









ICE AC - Coordinator


Principal

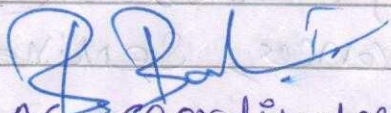
Meeting - II

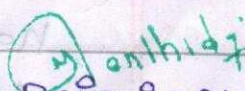
The Meeting was conducted on 25.08.2023 in the principal's room at 11.00 A.M.

Minutes and Action Taken Report:

1. Planning for Various Academic and Administrative Activities of the Institution for the Academic year 2023-24
2. AQAR Preparation for the Academic year 2022-2023
3. Discussion on the Effective Conduction of Add-on Course for the ODD Semester.

S. NO	NAME	SIGNATURE
1.	Thiru. K.M. G. Rajendran	
2.	Prof. Dr. M. Senthilraj	
3.	Dr. J. Jayakumar	J. Jayaram
4.	Dr. K. Gomathy	K. Gomathy
5.	Mrs M. Ashtalakshmi	M. Asha
6.	Dr. B. Manikandan	R. Meher
7.	Dr. J. Thirumagal	J. Thirumagal
8.	Dr. D. Manikandan	D. Manikandan
9.	Dr. P. Daniel Sundaraj	P. Daniel Sundaraj
10.	Mrs. P. Anjugam	P. Anjugam
11.	Mr. B. Balaji	B. Balaji
12.	Mrs. M. Jayanthi	
13.	Mr. K.M. Boopathi	
14.	Mr. D. Suresh	
15.	Mrs. M. Vijayalakshmi	
16.	Mr. S. Raja	
17.	Mr. N. Bakkanah	
18.	Mrs. N. Raji	N. Raji


 IQAC Coordinator


 Principal

Meeting - III

The Meeting was conducted on 5/9/2023 in the Principal's Chamber at 3:00 P.M.

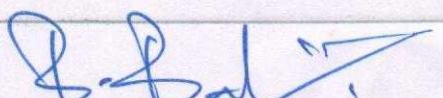
Minutes and Action Taken Report

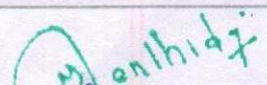
1. Review and Approval of the Minutes of the previous meeting. The Action Points from the last meeting were revisited and progress was noted. Status of AQAR Preparation (2022-23)
2. A Detailed update on AQAR Preparation was presented. The most departments have submitted the required data pending were identified. The IQA team was directed to consolidate and finalize the report.
3. Conduction of National / International conferences, Seminars, Workshops.
The proposed Topics and themes for conference and seminars were discussed.

4. Conduction of Parents - Teachers Meet.

It was decided to organize a Parents - Teachers Meet for the current semester to strengthen communication and gather feedback. The Departments were instructed to prepare progress Report for students to present during the Meets.

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1.	Thiru. K.M. G. Rajendran	
2.	Prof. Dr. M. Senthilraj	
3.	Dr. J. Jayakumari	J. Jayakumari
4.	Dr. K. Gomathi	K. Gomathi
5.	Mrs. M. Ashtalakshmi	M. Ashw
6.	Dr. R. Manikandan	R. Manikandan
7.	Dr. J. Thirumagal	J. Thirumagal
8.	Dr. D. Manikandan	D. Manikandan
9.	Dr. P. Daniel Sundaraj	P. Daniel Sundaraj
10.	Mrs. P. Anjugan	P. Anjugan
11.	Mr. B. Balaji	B. Balaji
12.	Mrs. M. Jayanthi	M. Jayanthi
13.	Mr. K.M. Boopathi	K.M. Boopathi
14.	Mr. D. Suresh	D. Suresh
15.	Mrs. M. Vijayalakshmi	M. Vijayalakshmi
16.	Mr. S. Raja	S. Raja
17.	Mr. N. Baskaran	N. Baskaran
18.	Mrs. N. Raji	N. Raji


IQAE coordinator


Principal

Meeting - IV

The Meeting was conducted on 17.10.2023 in the principal's chamber at 11.00 A.M.

Minutes and Action Taken Report

1. Complete status of AQAR preparation work for the Academic year 2022-23

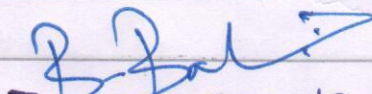
2. Identification of Slow learners and Advanced learners.

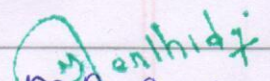
It was resolved to assess students' performance through Assignments, Faculty Feedback.

3. Allotment of Mentor - Mentees for First year students.

A Mentoring Framework was discussed and finalized for First year students.

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1.	Thiru. K.M. G. Rajendran	
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15.	Mrs. M. Vijayalakshmi	
16.	Mr. S. Raja	
17.	Mr. N. Bakkan	
18.	Mrs. N. Raji	N. Raji


B. Balaji
IG/AC Coordinator


M. Anitha
Principal