



K.M.G. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

R.S.ROAD, AMMANANGKUPPAM, GUDIYATTAM - 635 803.

Approved by Govt.of Tamilnadu & Permanently Affiliated to Thiruvalluvar University

Recognized under section 2(f) and 12(B) of the UGC Act 1956

Accredited By NAAC with 'A' GRADE (CGPA of 3.24/4 - IInd Cycle)

PH: 04171- 227906, 227306,229206

Email: kmgcollege@gmail.com

website: www.kmgcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year: 2024-2025

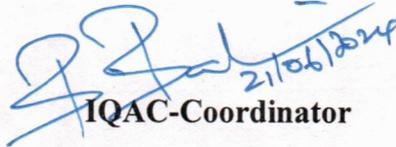
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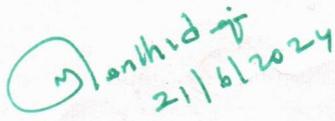
Date: 21.06.2024

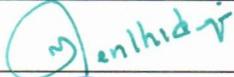
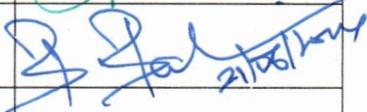
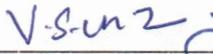
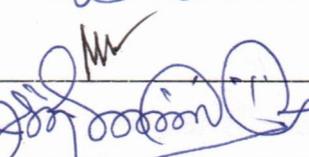
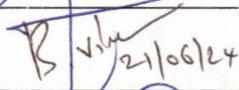
The following members are here by informed to attend the meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 22.06.2024 in the Principal's room at 11.00 AM.

Agenda:

1. Planning for various Academic and Administrative Activities of the Institution for the Academic Year 2024-2025.
2. Conduction of OBE Awareness Training Program for First Year Students.
3. Conduction of a 5-Day Faculty Development Program (FDP) on Research Publications.
4. Discussion on the Effective Conduction of Add-on Courses for the ODD Semester.
5. Other matters with the permission of the chair.


IQAC-Coordinator


Principal
PRINCIPAL,
K.M.G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS),
GUDIYATTAM, VELLORE DISTRICT - 635 803.

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. M. Senthilraj	
2	Coordinator of IQAC	Mr. B. Balaji	
3	IQAC Member	Mr. R.M. Balamurugan	
4	Management	Thiru. K.M.G.Rajendran	
5	External Peer Team (Academician)	Dr. A. Liyakath Ali	
6	External Peer Team (Academician)	Rev. Dr.D. Maria Antony Raj	
7	Teacher of the College	Mrs. V.S. Vinitha Janani	
8	Teacher of the College	Dr. S. Praveen Kumar	
9	Teacher of the College	Dr. P. Shankar	
10	Teacher of the College	Mr. M. Sakthivel	
11	Teacher of the College	Mr. B.Vinoth	
12	Teacher of the College	Dr. S. Kamaraj	
13	Teacher of the College	Mrs. S. Pavithra	
14	Nominee : Office Administration	Mrs.M.Jayanthi	
15	Nominee : Local society	Mr. K.M.Boopathy	
16	Nominee : Alumni	Mr.D.Suresh	
17	Nominee : Student	Ms.M.Vijayalakshmi	
18	Nominee : Employer	Mr. S. Raja	
19	Nominee : Industrialist	Mr. N. Baskaran	
20	Nominee : Stakeholder	Dr. S. Sasikumar	



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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

The first meeting of Internal Quality Assurance Cell (IQAC) was held on 22.06.2024 at 11:30 AM in the Principal's Chamber. The following agendas were discussed.

Members Present:

S.No	Category	Name	Designation & Address of the Member
1	Chair Person	Prof. Dr. M. Senthilraj	Principal, K.M.G. College of Arts and Science.
2	Coordinator of IQAC	Mr. B. Balaji	Assistant Professor of Chemistry, K.M.G. College of Arts and Science.
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	Assistant Professor of Computer Science, K.M.G. College of Arts and Science.
4	Management	Thiru. K.M.G.Rajendran	Secretary, K.M.G. College of Arts and Science
5	Teacher of the College	Mrs. V.S. Vinitha Janani	Head-Department of Data Science, K.M.G. College of Arts and Science.
6	Teacher of the College	Dr. S. Praveen Kumar	Head-Department of Chemistry, K.M.G. College of Arts and Science.
7	Teacher of the College	Dr. P. Shankar	Assistant Professor of Business Administrations, K.M.G. College of Arts and Science.
8	Teacher of the College	Mr. M. Sakthivel	Assistant Professor of Microbiology, K.M.G. College of Arts and Science.
09	Teacher of the College	Mr. B.Vinoth	Assistant Professor of Mathematics, K.M.G. College of Arts and Science.

10	Teacher of the College	Dr. S. Kamaraj	Assistant Professor of Commerce Computer Applications, K.M.G. College of Arts and Science.
11	Teacher of the College	Mrs. S. Pavithra	Assistant Professor of Computer Applications, K.M.G. College of Arts and Science.
12	Nominee : Office Administration	Mrs.M.Jayanthi	Administrative Officer K.M.G. College of Arts and Science.
13	Nominee : Local society	Mr. K.M.Boopathy	Advocate, Congress House Road, Pudupet, Gudiyattam
14	Nominee : Alumni	Mr.D.Suresh	Bharath uPVC & Interiors
15	Nominee : Student	Ms.M.Vijayalakshmi	Ph.D Scholar in Commerce K.M.G. College of Arts and Science.
16	Nominee : Employer	Mr. S. Raja	Chairman, R.R. Soap Industries, Gudiyattam
17	Nominee : Industrialist	Mr. N. Baskaran	Managing Director, BBK Leathers Pvt. Ltd., Ranipet.
18	Nominee : Stakeholder	Dr. S. Sasikumar	Head-Department of English, K.M.G. College of Arts and Science.

Agenda:

1. Planning for various Academic and Administrative Activities of the Institution for the Academic Year 2024-2025.
2. Conduction of OBE Awareness Training Program for First Year Students.
3. Conduction of a 5-Day Faculty Development Program (FDP) on Research Publications.
4. Discussion on the Effective Conduction of Add-on Courses for the ODD Semester.
5. Other matters with the permission of the chair.

Minutes of Meeting:

1. Planning for various Academic and Administrative Activities of the Institution for the Academic Year 2024-2025:

- Discussion centered on the Academic Calendar for the academic year 2024-2025.
- Strategies for improving both academic and administrative processes were deliberated.
- Members suggested implementing new technologies and methodologies to enhance learning and administrative efficiency.
- All departments were asked to submit their academic plans by 26.06.2024.

2. Conduction of OBE Awareness Training Program for First Year Students:

- It was decided that an OBE (Outcome-Based Education) Awareness Training Program will be organized for the incoming first-year students.
- The training program is scheduled from 24.06.2024 to 28.6.2024.
- Mr. B. Balaji and Mr. R. M. Balamurugan to coordinate with the faculty members to develop the training content and schedule.

3. Conduction of a 5-Day Faculty Development Program (FDP) on Research Publications:

- A 5-Day FDP on Research Publications is planned to enhance the research capabilities of the faculty.
- Tentative dates for the FDP are the First week of August 2024.
- Experts from renowned institutions will be invited to conduct sessions.
- Research Cell to finalize the dates and send invitations to the speakers.

4. Discussion on the Effective Conduction of Add-on Courses for the ODD Semester:

- Add-on courses will be held on Saturday afternoons, during the 4th and 5th hours.
- Faculty assignments will match expertise and availability.
- Course schedules and registration details will be communicated through departmental channels.
- IQAC will monitor course quality and gather feedback for improvements.

5. Other matters with the permission of the chair:

The chair permitted discussions on various other matters such as infrastructure improvement, student support services, and faculty welfare.

The meeting concluded with a vote of thanks to the chair and all the members for their active participation.

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. M. Senthilraj	
2	Coordinator of IQAC	Mr. B. Balaji	
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	
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7	Teacher of the College	Mrs. V.S. Vinitha Janani	V.S-VJ
8	Teacher of the College	Dr. S. Praveen Kumar	Dr. S. Praveen Kumar 22/6/24
9	Teacher of the College	Dr. P. Shankar	Dr. P. Shankar
10	Teacher of the College	Mr. M. Sakthivel	Mr. M. Sakthivel
11	Teacher of the College	Mr. B. Vinoth	Mr. B. Vinoth
12	Teacher of the College	Dr. S. Kamaraj	Dr. S. Kamaraj
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19	Nominee : Industrialist	Mr. N. Baskaran	
20	Nominee : Stakeholder	Dr. S. Sasikumar	Dr. S. Sasikumar



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the First IQAC Meeting held on 22.06.2024

1. Planning for Academic and Administrative Activities:

- **Academic Calendar:** The academic calendar for the year 2024-2025 has been finalized and distributed to all departments.
- **Improvement Strategies:** New technologies and methodologies have been implemented to enhance both academic and administrative processes.
- **Academic Plans:** All departments submitted their academic plans by the deadline of 26.06.2024. These plans have been reviewed and approved.

2. OBE Awareness Training Program for First-Year Students:

- **Program Conducted:** The OBE (Outcome-Based Education) Awareness Training Program for first-year students was successfully conducted from 24.06.2024 to 28.06.2024.
- **Coordination and Content Development:** Mr. B. Balaji and Mr. R. M. Balamurugan coordinated with faculty members to develop the training content and schedule. Feedback from students indicated a high level of engagement and understanding of OBE principles.

3. Faculty Development Program (FDP) on Research Publications:

- **FDP Scheduled:** The 5-Day FDP on Research Publications has been scheduled for the first week of August 2024.
- **Invitations to Experts:** Experts from renowned institutions have been invited to conduct sessions. The Research Cell finalizes the dates and send out invitations.
- **Program Agenda:** The program agenda, including topics and speakers, has been circulated among faculty members to ensure maximum participation.

4. Add-on Courses for the ODD Semester:

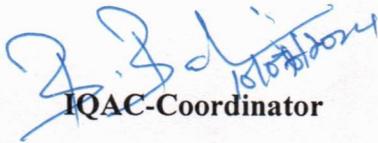
- **Course Schedule:** Add-on courses have been scheduled for the 2nd and 4th Saturdays during the 4th and 5th hours.
- **Faculty Assigning:** Faculty assignments have been matched with their expertise and availability.
- **Communication:** Course schedules and registration details have been communicated through departmental channels.
- **Monitoring and Feedback:** The IQAC is monitoring the quality of the courses and gathering feedback from students for improvements. Initial feedback has been positive, with suggestions for additional topics to be considered.

5. Other Matters:

- **Infrastructure Improvement:** Plans for infrastructure improvement, such as upgrading classroom facilities and expanding Data Science and Artificial Intelligence Computer lab have been initiated.

- **Student Support Services:** Enhanced student support services, including counseling and career guidance, have been implemented. A soft skill program for first-year students was conducted from 24.06.2024 to 02.07.2024 during the 4th and 5th hours. Additional training for support staff has also been conducted.
- **Faculty Welfare:** Discussions on faculty welfare have led to the introduction of new health and wellness programs and a review of faculty workload to ensure a balanced work-life environment.

The meeting concluded with a vote of thanks to the chair and all the members for their active participation and commitment to continuous improvement. The chairperson reiterated the importance of adhering to the timelines and quality standards set during the meeting.


IQAC-Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year: 2024-2025

CIRCULAR

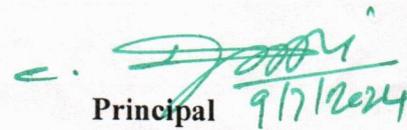
Date: 09.07.2024

The following members are here by informed to attend the 2nd meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 09.07.2024 in the Principal's room at 2.30 PM.

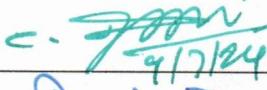
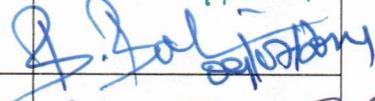
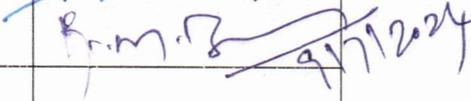
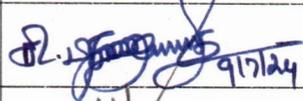
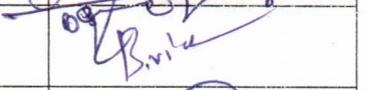
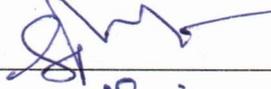
Agenda:

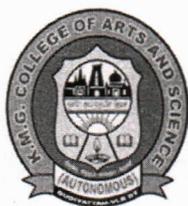
1. The Minutes of the Previous Meeting.
2. AQAR Preparation Work for the Academic Year 2023-2024.
3. Assigning Responsibilities and Setting deadlines for the completion of AQAR Preparation work for each department.
4. Conduction of Workshop on Preparing Question Banks Aligned with Different Bloom's Taxonomy Knowledge Levels.
5. Discussion on the Effective Conduction of Add-on Courses for the ODD Semester.
6. Other matters with the permission of the chair.


IQAC-Coordinator


Principal

PRINCIPAL,
K.M.G. COLLEGE OF ARTS AND SCIENCE
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GUDIYATTAM, VELLORE DISTRICT - 635 803.

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. C. Dhandapani	 9/17/24
2	Coordinator of IQAC	Mr. B. Balaji	
3	IQAC Member	Mr. R.M. Balamurugan	 9/17/2024
4	Management	Thiru. K.M.G.Rajendran	
5	External Peer Team (Academician)	Dr. A. Liyakath Ali	
6	External Peer Team (Academician)	Rev. Dr. D. Maria Antony Raj	
7	Teacher of the College	Mrs. V.S. Vinitha Janani	
8	Teacher of the College	Dr. S. Praveen Kumar	 9/17/24
9	Teacher of the College	Dr. P. Shankar	
10	Teacher of the College	Mr. M. Sakthivel	
11	Teacher of the College	Mr. B.Vinoth	
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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

The 2nd meeting of Internal Quality Assurance Cell (IQAC) was held on 09.07.2024 at 02:30 PM in the Principal's Chamber. The following agendas were discussed.

Members Present:

S.No	Category	Name	Designation & Address of the Member
1	Chair Person	Prof. Dr. C. Dhandapani	Principal, K.M.G. College of Arts and Science.
2	Coordinator of IQAC	Mr. B. Balaji	Assistant Professor of Chemistry, K.M.G. College of Arts and Science.
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	Assistant Professor of Computer Science, K.M.G. College of Arts and Science.
4	Management	Thiru. K.M.G.Rajendran	Secretary, K.M.G. College of Arts and Science
5	Teacher of the College	Mrs. V.S. Vinitha Janani	Head-Department of Data Science, K.M.G. College of Arts and Science.
6	Teacher of the College	Dr. S. Praveen Kumar	Head-Department of Chemistry, K.M.G. College of Arts and Science.
7	Teacher of the College	Dr. P. Shankar	Assistant Professor of Business Administrations, K.M.G. College of Arts and Science.
8	Teacher of the College	Mr. M. Sakthivel	Assistant Professor of Microbiology, K.M.G. College of Arts and Science.
09	Teacher of the College	Mr. B.Vinoth	Assistant Professor of Mathematics, K.M.G. College of Arts and Science.
10	Teacher of the College	Dr. S. Kamaraj	Assistant Professor of Commerce Computer Applications, K.M.G. College of Arts and Science.

11	Teacher of the College	Mrs. S. Pavithra	Assistant Professor of Computer Applications, K.M.G. College of Arts and Science.
12	Nominee : Office Administration	Mrs.M.Jayanthi	Administrative Officer K.M.G. College of Arts and Science.
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14	Nominee : Alumni	Mr.D.Suresh	Bharath uPVC & Interiors
15	Nominee : Student	Ms.M.Vijayalakshmi	Ph.D Scholar in Commerce K.M.G. College of Arts and Science.
16	Nominee : Employer	Mr. S. Raja	Chairman, R.R. Soap Industries, Gudiyattam
17	Nominee : Industrialist	Mr. N. Baskaran	Managing Director, BBK Leathers Pvt. Ltd., Ranipet.
18	Nominee : Stakeholder	Dr. S. Sasikumar	Head-Department of English, K.M.G. College of Arts and Science.

Agenda:

1. The Minutes of the Previous Meeting.
2. AQAR Preparation Work for the Academic Year 2023-2024.
3. Assigning Responsibilities and Setting Deadlines for the Completion of AQAR Preparation Work for Each Department.
4. Conduction of Workshop on Preparing Question Banks Aligned with Different Bloom's Taxonomy Knowledge Levels.
5. Discussion on the Effective Conduction of Add-on Courses for the ODD Semester.
6. Other matters with the permission of the chair.

Minutes of Meeting:

1. The Minutes of the Previous Meeting:

The minutes of the previous IQAC meeting were read and confirmed without any amendments.

2. AQAR Preparation Work for the Academic Year 2023-2024:

- Detailed discussion on the requirements and components of the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024.
- Emphasis on timely data collection and documentation from all departments.
- Specific focus areas identified for improvement based on the previous year's feedback.

3. Assigning Responsibilities and Setting Deadlines for the Completion of AQAR Preparation Work for Each Department:

- Responsibilities were assigned to the entire departments for specific Criteria of the AQAR.

S.No	Particulars	Department
1	Extended Profile	Data Science
2	Criteria-1: Curricular Aspects	Microbiology Artificial Intelligence
3	Criteria-2: Teaching-Learning And Evaluation	Computer Application Computer Science Tamil
4	Criteria-3: Research, Innovations And Extension	Biochemistry Physics
5	Criteria-4: Infrastructure And Learning Resources	Chemistry Library
6	Criteria-5: Student Support And Progression	Business Administration Mathematics Physical Education
7	Criteria-6: Governance, Leadership And Management	Commerce Commerce Computer Applications
8	Criteria-7: Institutional Values And Best Practices	English Economics

- Clear deadlines were established to ensure the timely completion of data collection and report preparation.
- The final deadline for submission of all departmental reports and data is set for 31st August 2024.
- Regular follow-up meetings scheduled to monitor progress and provide necessary support.

4. Conduction of Workshop on Preparing Question Banks Aligned with Different Bloom's Taxonomy Knowledge Levels:

- The agenda for the workshop was discussed, including sessions on understanding Bloom's Taxonomy levels, practical exercises for question formulation, and peer review of created question banks.
- A workshop on preparing question banks aligned with Bloom's Taxonomy was proposed and approved. And the workshop will be scheduled on 27.07.2024.
- Communication regarding workshop details and pre-workshop materials will be sent to participants well in advance.

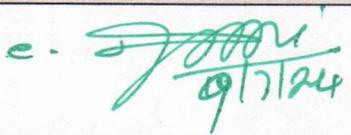
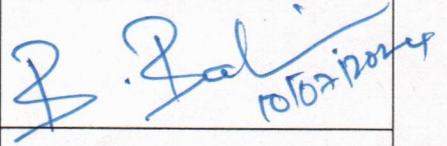
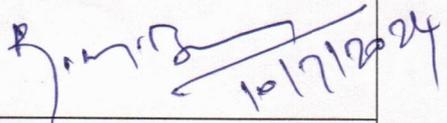
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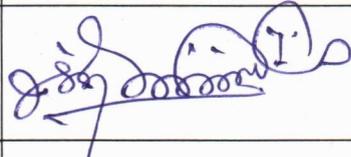
- Add-on courses were scheduled for Saturday afternoons during the 4th and 5th hours.
- Discussed strategies to increase student enrollment and engagement in these courses.
- Faculty assignments were matched with their expertise and availability.
- Schedules and registration details were communicated through departmental channels.
- The IQAC monitored the quality of the courses and gathered feedback from students for improvements. Initial feedback was positive, with suggestions for additional topics to be considered.

6. Other Matters with the Permission of the Chair:

The chair permitted discussions on various other matters.

The meeting concluded with a vote of thanks to the chair and all the members for their active participation. The chairperson thanked all members for their active participation and contributions. The commitment to continuous quality improvement was reiterated, and members were encouraged to diligently work on the assigned tasks and initiatives.

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. C. Dhandapani	 9/7/24
2	Coordinator of IQAC	Mr. B. Balaji	 10/7/2024
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	 10/7/2024
4	Management	Thiru. K.M.G.Rajendran	
5	External Peer Team (Academician)	Dr. A. Liyakath Ali	
6	External Peer Team (Academician)	Rev. Dr.D. Maria Antony Raj	
7	Teacher of the College	Mrs. V.S. Vinitha Janani	 V.S. VJ
8	Teacher of the College	Dr. S. Praveen Kumar	 10/7/24

9	Teacher of the College	Dr. P. Shankar	
10	Teacher of the College	Mr. M. Sakthivel	
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Email: kmgcollege@gmail.com

website: www.kmgcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Second IQAC Meeting held on 27.07.2024

Agenda 1: The Minutes of the 1st Meeting

Action Taken:

- The minutes of the previous IQAC meeting were reviewed and confirmed.

Agenda 2: AQAR Preparation Work for the Academic Year 2023-2024

Action Taken:

- A detailed discussion was held regarding the Annual Quality Assurance Report (AQAR).
Each department was instructed to submit the required data in a timely manner.
- A timeline was circulated to all departments for submitting their respective reports.
- A checklist was provided to ensure all required documents were collected.

Agenda 3: Assigning Responsibilities and Setting Deadlines for the Completion of AQAR Preparation Work

Action Taken:

- Responsibilities were assigned to the respective departments for each AQAR criterion as discussed in the meeting.
- A formal communication was sent to each department head specifying their roles in AQAR preparation.
- The deadline for submission of data was set for 31st August 2024.

Agenda 4: Conduction of Workshop on Preparing Question Banks Aligned with Different Bloom's Taxonomy Knowledge Levels

Action Taken:

- The question paper setting program aligned with Bloom's Taxonomy was successfully completed on 27.07.2024 as scheduled.
- Pre-workshop materials were sent to all participants.
- The sessions focused on practical question bank development and peer reviews were organized.
- Feedback was collected from participants post-workshop, with positive responses and suggestions for future improvements.

Agenda 5: Discussion on the Effective Conduction of Add-on Courses for the ODD Semester

Action Taken:

- Add-on courses were successfully scheduled for Saturday afternoons, from 4th and 5th periods, as discussed.
- A communication plan was implemented to inform students about the courses, and registration opened through department channels.
- Faculty was assigned based on their expertise and availability, and initial feedback from students indicated good engagement.
- The IQAC collected feedback from students after the first few sessions, which led to further adjustments to course topics and schedules.

Agenda 6: Other Matters with the Permission of the Chair

Action Taken:

- Additional matters raised during the meeting were discussed, and relevant suggestions were implemented.
- Follow-up action items were delegated to responsible staff members.

The IQAC reiterates its commitment to continuous improvement in quality assurance processes. All members are encouraged to maintain the momentum towards the timely submission of AQAR and related quality initiatives.

IQAC-Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year: 2024-2025

CIRCULAR

Date: 19.08.2024

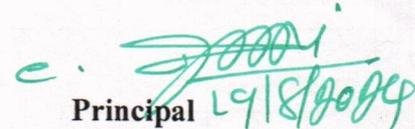
The following members are here by informed to attend the 3rd meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 22.08.2024 in the Principal's room at 2.30 PM.

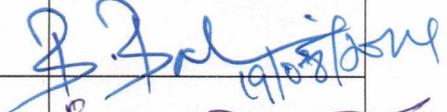
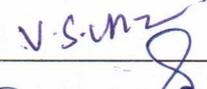
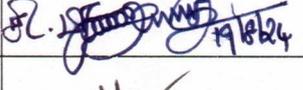
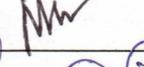
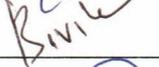
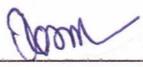
Agenda:

1. The Minutes of the Previous Meeting.
2. Status of AQAR Preparation Work for the Academic Year 2023-2024.
3. Tentative Schedule for conduction of CDC, BoS, Finance Committee, Standing Committee, Academic Council and Governing Body Meeting.
4. Conduction of National/International Conference, Seminars and workshops.
5. Other matters with the permission of the chair.


IQAC-Coordinator

CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL
K. M. G. COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
GUDIYATTAM - 635 803. VELLORE DIST,


Principal 19/8/2024

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. C. Dhandapani	
2	Coordinator of IQAC	Mr. B. Balaji	
3	IQAC Member	Mr. R.M. Balamurugan	
4	Management	Thiru. K.M.G.Rajendran	
5	External Peer Team (Academician)	Dr. A. Liyakath Ali	
6	External Peer Team (Academician)	Rev. Dr. D. Maria Antony Raj	
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12	Teacher of the College	Dr. S. Kamaraj	
13	Teacher of the College	Mrs. S. Pavithra	
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15	Nominee : Local society	Mr. K.M.Boopathy	
16	Nominee : Alumni	Mr.D.Suresh	
17	Nominee : Student	Ms.M.Vijayalakshmi	
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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

The 3rd meeting of Internal Quality Assurance Cell (IQAC) was held on 19.08.2024 at 02:30 PM in the Principal's Chamber. The following agendas were discussed.

Members Present:

S.No	Category	Name	Designation & Address of the Member
1	Chair Person	Prof. Dr. C. Dhandapani	Principal, K.M.G. College of Arts and Science.
2	Coordinator of IQAC	Mr. B. Balaji	Assistant Professor of Chemistry, K.M.G. College of Arts and Science.
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	Assistant Professor of Computer Science, K.M.G. College of Arts and Science.
4	Management	Thiru. K.M.G.Rajendran	Secretary, K.M.G. College of Arts and Science
5	Teacher of the College	Mrs. V.S. Vinitha Janani	Head-Department of Data Science, K.M.G. College of Arts and Science.
6	Teacher of the College	Dr. S. Praveen Kumar	Head-Department of Chemistry, K.M.G. College of Arts and Science.
7	Teacher of the College	Dr. P. Shankar	Assistant Professor of Business Administrations, K.M.G. College of Arts and Science.
8	Teacher of the College	Mr. M. Sakthivel	Assistant Professor of Microbiology, K.M.G. College of Arts and Science.
09	Teacher of the College	Mr. B.Vinoth	Assistant Professor of Mathematics, K.M.G. College of Arts and Science.

10	Teacher of the College	Dr. S. Kamaraj	Assistant Professor of Commerce Computer Applications, K.M.G. College of Arts and Science.
11	Teacher of the College	Mrs. S. Pavithra	Assistant Professor of Computer Applications, K.M.G. College of Arts and Science.
12	Nominee : Office Administration	Mrs.M.Jayanthi	Administrative Officer K.M.G. College of Arts and Science.
13	Nominee : Local society	Mr. K.M.Boopathy	Advocate, Congress House Road, Pudupet, Gudiyattam
14	Nominee : Alumni	Mr.D.Suresh	Bharath uPVC & Interiors
15	Nominee : Student	Ms.M.Vijayalakshmi	Ph.D Scholar in Commerce K.M.G. College of Arts and Science.
16	Nominee : Employer	Mr. S. Raja	Chairman, R.R. Soap Industries, Gudiyattam
17	Nominee : Industrialist	Mr. N. Baskaran	Managing Director, BBK Leathers Pvt. Ltd., Ranipet.
18	Nominee : Stakeholder	Dr. S. Sasikumar	Head-Department of English, K.M.G. College of Arts and Science.

Agenda:

1. The Minutes of the Previous Meeting.
2. Status of AQAR Preparation Work for the Academic Year 2023-2024.
3. Tentative Schedule for conduction of CDC, BoS, Finance Committee, Standing Committee, Academic Council and Governing Body Meeting.
4. Conduction of National/International conference Seminars and workshops.
5. Other matters with the permission of the chair.

Minutes of Meeting:

1. The Minutes of the Previous Meeting:

- The minutes of the previous meeting held on 09.07.2024 were read and confirmed.

2. Status of AQAR Preparation Work for the Academic Year 2023-2024:

- The Coordinator presented the current progress of AQAR preparation work, highlighting the deadlines given to each department. It was reported that most departments are on track with data collection, though some delays were noted in a few departments.
- The departments experiencing delays were asked to expedite their data submission before the final deadline of 31.08.2024.
- Regular follow-up meetings and reminders were suggested to ensure timely submission.
- Departments were urged to complete their AQAR-related work by 31.08.2024. Additional assistance would be provided by the IQAC where necessary.

3. Tentative Schedule for Conduction of CDC, BoS, Finance Committee, Standing Committee, Academic Council, and Governing Body Meetings:

- The tentative schedule for various academic activities for the even semester of 2024-2025, circulated by the Principal's office, was reviewed and discussed. The key dates are as follows:

S.No.	Particulars	Tentative Date
1	Curriculum Development Cell (CDC) Meeting	22.08.2024
2	Submission of 2 nd Semester Syllabus to the CDC	28.09.2024
3	Conduction of Board of Studies (BoS) Meeting	27.11.2024 to 29.11.2024
4	Conduction of Finance Committee Meeting	02.12.2024
5	Conduction Standing Committee Meeting	04.12.2024
6	Conduction of Academic Council Meeting	06.12.2024
	Conduction of Governing Body Meeting	09.12.2024
	Publishing Content on the Website	09.12.2024

- The above dates were tentatively approved, and it was noted that adjustments might be made based on availability and other institutional commitments.
- Departments were advised to prepare their respective syllabi and academic documents in alignment with the provided schedule.
- The IQAC Coordinator was tasked with ensuring timely communication of the finalized dates and related activities to all involved departments and members of the academic bodies.
- The Principal emphasized the importance of adhering to these deadlines to maintain the institution's academic calendar and governance.

4. Conduction of National/International Conferences, Seminars, and Workshops:

- The Seminar/Conference schedule for Academic year 2024-2025, circulated by the Principal's office on 27.08.2024, was presented during the meeting.
- The detailed schedule includes the following planned events:

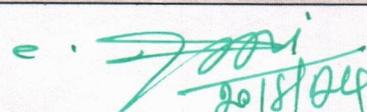
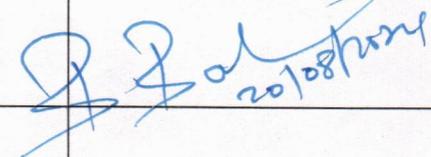
S.No.	Date	Department	Venue
1	18.09.2024	BCA & Data Science	Auditorium & Seminar Hall
2	19.09.2024	BBA	Auditorium & Seminar Hall
3	20.09.2024	Computer Science & AI	Auditorium & Seminar Hall
4	23.09.2024	Tamil	Auditorium
5	24.09.2024	Mathematics	Seminar Hall
6	25.09.2024	Chemistry	Auditorium
7	26.09.2024	Biochemistry	Seminar Hall
8	26.09.2024	Microbiology	Seminar Hall
9	26.09.2024	Commerce CA	Auditorium & Seminar Hall
10	27.09.2024	English	Auditorium & Seminar Hall

- The schedule was reviewed, and members expressed their support for organizing the events as per the given timeline.
- The Principal suggested ensuring all arrangements, including logistics and invitations to resource persons, are made well in advance.
- Departments were instructed to finalize their respective Seminar/Conference agendas and coordinate with the IQAC office for any support needed.
- A follow-up meeting will be conducted to assess progress and address any concerns related to the upcoming seminars/conferences.

5. Other Matters with the Permission of the Chair:

The chair permitted discussions on various other matters.

The meeting concluded with a vote of thanks to the chair. All members were reminded of the upcoming deadlines and encouraged to continue working collaboratively towards enhancing the institution's quality standards.

S.No	Category	Name	Signature
1	Chair Person	Prof. Dr. C. Dhandapani	 2018/10/14
2	Coordinator of IQAC	Mr. B. Balaji	 2018/10/14
3	Teacher of the College & IQAC Member	Mr. R.M. Balamurugan	 2018/10/14
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