



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: 91417122730 Email: kmgcollege@gmail.com www.kmgcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 22.07.2020 through Google Meet at 12 pm.

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 Sundarraj
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

Points Discussed:

1. It is resolved that the college admission will be made both online as well as offline. Applications can be had through the college office during the office hours.
2. It is informed that the E-content should be prepared by the faculties for the subjects they are handling and send the same to the IQAC coordinator for the purpose of uploading it in college website.
3. Discussed on
 - a. The activities to be carried out in the academic year by the departments and clubs
 - b. Preparation of News letter
 - c. Preparation of College calendar
 - d. Preparation of College Magazine
 - e. Organizing webinar
4. All the Heads and club coordinators are requested to conduct webinar for the Month of August 2020.
5. Staff members are encouraged to participate in workshops, seminars and conferences and present/publish papers.
6. It is informed that the staff activities during the period should be submitted to the IQAC in Excel sheet.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 17.08.2020 through Google Meet at 12 pm.

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 Sundarraj
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.

Points Discussed:

1. It is announced that the first year UG classes commence on 31.08.2020. Bridge course will be conducted for the first year UG students by the Department of English.
2. It is announced that I-CIA Test will commence on 31.08.2020 for the II, III UG, II PG students.
The test will be conducted during the afternoon session from 02.00pm to 04.00 pm. First two units will be taken into account for this test.
3. For handling online classes PowerPoint Presentation should be encouraged. Staff members can utilize the college Net facility for this purpose.
4. It is intimated that the lesson plan and e-content should be sent to the IQAC Co-ordinator.



**IQAC Co-Ordinator
(Prof. J. Srinivasan)**



**Principal
(Dr.M. Valarmathi)**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 29.08.2020 through Google Meet at 12 pm.

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 Sundarraj
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.

Points Discussed:

1. The first year UG class tutors are instructed to inform the students about joining Microsoft Teams and make them to login today itself in order to attend the online classes.
2. It is announced that the Bridge courses will be conducted for the first year UG students from 31.08.2020 to 10.09.2020 by the Department of English and the regular classes will begin from 11.09.2020.
3. Discussed on the status of activities conducted by the departments and clubs.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 01.10.2020 at 11.00am in the seminar hall.

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 Sundarraj
Head, Department of Computer Science
Prof. N.Raji
Head, Department of Mathematics
Dr.J.Thirumagal
Head, Department of Biochemistry
Dr.D.Manikandan
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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.

Points Discussed:

1. IQAC Co-Ordinator will conduct a meeting for the HODs on 09.10.2020 regarding activities to be followed for NAAC and AQAR.
2. It is announced that the Heads are asked to do the internal department Audit work and submit the same to IQAC Co-ordinator.
3. Discussed about the upcoming webinars planned by the departments and clubs.



**IQAC Co-Ordinator
(Prof. J. Srinivasan)**



**Principal
(Dr.M. Valarmathi)**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 24.11.2020 at 01.00pm in the seminar hall.

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 Sundarraj
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**
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7. One / Two Nominees from Employers / Industrialists / Stakeholders : **Dr.R.Natrajan**
Director
K.M.G. College of Education, Gudiyattam.

Points Discussed:

1. The details and documents needed for AQAR submission are discussed.
2. HOD's are asked to keep the documents ready so as to submit the IQAC report in the month of December-2020.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 05.01.2021 at 11.45am in the principal's chamber..

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
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Director
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Points Discussed:

1. It is informed that AQAR for the academic year 2019-2020 has been submitted, and a review letter has been received from the NAAC.
2. It is resolved to introduce diploma courses, certificate courses and value added courses in the college.
3. Seminars on Intellectual property rights should be conducted. Mr. N. Govindaraj, Dept of Commerce is appointed as the convener of the program.
4. Ph.D holders are asked to publish papers in Indian reputed journals. It is resolved that financial support will be given by the management.
5. The Departments should give proper information for the purpose of NIRF.
6. Discussed about the upcoming FDP programme.



IQAC Co-Ordinator
(Prof. J. Srinivasan)



Principal
(Dr.M. Valarmathi)