

**K.M.G COLLEGE OF ARTS AND SCIENCE, GUDIYATTAM**

**IQAC COMPOSITION**

**2017-18**

1. Chairperson  
Dr. M.Jayasrirani  
Principal
2. Senior Administrative Officers  
Dr.D.Gajapathy  
Director
3. IQAC Coordinator  
Prof. D.Manigandan
4. IQAC Members  
Prof.M.Megharajan  
Vice-Principal  
  
Prof. P.Daniel Sundarraj  
HOD, Department of Computer Science and Applications  
  
Dr. R. Maheswari  
HOD, Department of Biochemistry  
  
Dr. K.Gomathy  
HOD, Department of Commerce  
  
Prof. N.Raji  
HOD, Department of Mathematics
5. Member from the Management : Thiru. K.M.G. Rajendran  
Secretary
6. Nominees from local Society, Students and Alumni
  1. Mr. K.M. Boopathi
  2. Mr. Manoj (Alumni)

12.06.2017

The meeting was held on 12.06.2017 at 11 AM in the principal's chamber. The following points were discussed.

1. It is resolved that the seminars and conferences to be conduct in the month of August-2017.
2. It is decided to conduct sports day either in the month of December 2017 or January 2018.
3. It is resolved to strengthen Communication skill among the students to face various interviews. Weekly once, a period is allotted for this purpose.
4. Bridge course will be conducted for the 1<sup>st</sup> year UG students. This task is assigned to the Department of English.
5. Resolved to conduct Computer Literacy Program(CLP) for the 1<sup>st</sup> year UG students.
6. Resolved to strengthen Placement Cell to get proper placement for the students.



Dr.D.MANIKANDAN  
IQAC Coordinator



Dr. M.JAYASRI RANI  
Principal

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|   | Dr. K.Gomathy<br>HOD, Department of Commerce                                     |
|   | Prof. N.Raji<br>HOD, Department of Mathematics                                   |
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22.06.2017

The meeting was held on 22.06.2017 at 11 AM in the principal's chamber. The following points were discussed.

1. The NAAC Mock Audit will be conducted on 30.06.2017. The department heads and other club convenors are asked to keep the records ready.
2. It is decided that on 30<sup>th</sup> june afternoon classes should be suspended due to the conduction of the mock Audit.
3. All the HOD's and club convenors are asked to update the activities in the college website on or before 23.06.2017.
4. HOD's are instructed to inform the first year UG students to bring the Adhaar card and photo in order to register their names for the voter's list.
5. Bridge course will be conducted for the 1<sup>st</sup> year UG students from 4<sup>th</sup> july 2017.
6. It is informed that hereafter the college library working hours will be from 9.30AM to 5.00 PM



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14.07.2017

The meeting was held on 14.07.2017 at 11 AM in the principal's chamber. The following points were discussed.

1. It is resolved that the seminars by various departments to be conducted from 07.08.2017 to 12.08.2017.
2. It is informed that a souvenir will be released soon and an abstract to be given by all the HOD's on or before 21.07.2017.
3. HOD's are asked to submit information related to seminar on or before 21.07.2017.
4. Every III-day order is allotted for ICT academy activities. Students are instructed to pay Rs.250/- towards the same.
5. Members of NAAC steering committee are requested to check the functioning of the tutorial system of the departments.
6. A mock Audit will be conducted on 01.08.2017. Major. Dr. M. Syed Shahabuddin, former principal of Islamiah college vaniyambadi will visit our college on this day.
7. The Hindu(Daily) newspaper will be circulated to all III UG & II PG students from 1<sup>st</sup> August onwards.



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17.08.2017

The meeting was held on 17.08.2017 at 11 AM in the principal's chamber. The following points were discussed.

1. The HODs are asked to prepare department profile in the unique format, to be presented to NAAC Peer Team and it should be submitted to the Principal on 31.08.2017.
2. HOD's are asked to use the NET lab for the preparation of documents apart from their department system
3. It is informed that all the faculties should write the work diary regularly.
4. The departments can conduct one hour special classes from 9.00AM to 10.00 AM for the weaker students in order to increase pass percentage.
5. It is instructed to maintain Mentor Mentee file should be properly.
6. Steering committee members are advised to check all the activities relevant to NAAC.
7. One more mock audit will be conducted soon.



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08.09.2017

The meeting was held on 08.09.2017 at 03.00 PM in the principal's chamber. The following points were discussed.

1. It is resolved to conduct mock audit on 11.09.2017. The HOD's are advised to keep the following records properly.
  - a. Progress Card
  - b. Result analysis
  - c. Syllabus
  - d. Tutorial ward details
  - e. Work diary
  - f. Scholarship details
2. It is instructed that the list of students opted for different Non-Major Elective, the syllabus and other related details to be kept in the department.
3. Steering committee members are requested to look after the NAAC work. They are advised to check and the records in each department.
4. PG students are instructed to use the Inlibnet with the login credentials shared already.
5. It is informed that the HOD's are asked to see to the dropout level of the students in the departments concerned.



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05.01.2018

The meeting was held on 05.01.2018 at 11.00 AM in the principal's chamber. The following points were discussed.

1. It is resolved that the College Calendar 2018-2019 will be prepared by the Department of Tamil under the guidance of Dr. J. Jayakumar .
2. Tutors name and mobile number are to be included for the reference by students and parents.
3. The NAAC grade B<sup>+</sup> has to be mentioned in the appropriate places in the Calendar.
4. Conveners for various clubs to be suggested by the HODs after getting willingness from the staff members to perform that work.
5. Dr.D. Manikandan, Head, Department of Microbiology has been assigned the incharge of IQAC Coordinator.
6. Samathuva Pongal Vizha will be held on 12.01.2018 in the campus. Final year students of UG and PG need to attend the Pooja and celebrations.



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07.02.2018

The meeting was held on 07.02.2018 at 03.00 PM in the Principal's chamber. The following points were discussed.

1. It is informed that the Annual day has been postponed to 24<sup>th</sup> Feb 2018.
2. It is informed that the II-CIA test will be conducted from 19.01.2018.
3. It is decided that the 2<sup>nd</sup> year UG & final year PG students alone to take part in the college sports day celebration.
4. It is informed that the final year UG students and PG students will participate in the annual day celebration.
5. It is informed that the College has decided to introduce some job oriented Add-On online courses for PG students. Prof. Anjugam and Prof. R.M. Balamurugan are the conveners of the program. HOD's are asked to depute a faculty member from their department to assists the conveners.
6. Heads of the departments are requested to submit a report towards their department academic resolutions to vice principal on 08.02.2018.



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15.03.2018

The meeting was held on 15.03.2018 at 11.15 AM in the Principal's chamber. The following points were discussed.

1. It is informed that the university practicals will be conducted from 27.03.2018 to 21.04.2018.
2. It is instructed to science departments Heads are asked to submit the scheme of practical on or before 16.03.2018.
3. It is informed that faculty development program for faculties will be conducted on 24.03.2018.
4. Squads will be appointed to look after the model examinations.
5. It is decided that the library book will be renewed by the students on or before 18.04.2018 for arts students and 19.04.2018 for science students.
6. Stock verification work will be done from 16.04.2018 to 20.04.2018.



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16.05.2018

The meeting was held on 16.05.2018 at 02.00 PM in the Principal's chamber. The following points were discussed.

1. It is resolved that the Heads are asked to submit the time table for odd semester, 2018-2019 to Dr.R. Maheshwari, HOD of Biochemistry.
2. Heads are instructed to update the college websites. Rank holders name should be added from the first batch onwards.
3. Heads are instructed to make arrangements for new faculty requirements. Requirement will be done for the position of Assistant Professor and Lab Assistant.
4. Science departments HOD's are asked to submit the lab requirements for the academic year 2018-2019
5. For every class two tutors have been appointed, and they should not be changed until the program ends. Changing the tutors will not be permitted at any circumstances.



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