



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](tel:+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 : **Ms. G. Shobarani**
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.

23.08.2021

The meeting was conducted 23.08.2021 at 12.00PM in the Seminar Hall. The following points were discussed and resolved.

1. It is resolved that the regular classes for II UG, III UG will be conducted from 01.09.2021. Students are asked to come to the college on alternative days.
2. II PG students can come to the college regularly from 01.09.2021 onwards.
3. It is informed that the students should follow the SOP strictly. They are asked to bring the sanitizer liquid and water bottles for their own use.
4. Staff members should take Covid vaccination compulsorily.
5. College Transport is available for the students from 01.09.2021 onwards.
6. Virtual convocation demo will be conducted on 25th August 2021, Wednesday.
7. On 01.09.2021 the External Audit files will be verified. Heads are asked to make it ready for the same.
8. Tamil Literary Program will be conducted on 25.08.2021.
9. Faculty members are asked to work for the college admissions improvement.



IQAC Co-Ordinator
(Prof. G. Shobarani)



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(Dr.M. Valarmathi)



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27.08.2021

The meeting was conducted on 27.08.2021 at 12.00PM in the Seminar Hall. The following points were discussed and resolved.

1. It is resolved that the virtual convocation will be conducted on 4th September 2021, Saturday.
2. From 1st September 2021 onwards vaccination camp will be conducted in the college. Staff and students who want to get vaccination should bring their Aadhar Card.
3. Chemistry, Maths, English, Biochemistry and BBA departments show low admissions. The HOD concerned and faculty members are asked to concentrate towards the improvement of the admissions.
4. Heads are asked to submit the IQAC Internal Audit report on 02.09.2021.



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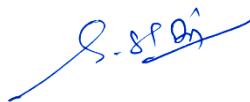
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02.09.2021

The meeting was conducted on 02.09.2021 at 12.00PM in the Seminar Hall. The following concepts were discussed and resolved.

1. The Virtual convocation function will be conducted on 04.09.2021 at 11.00AM in the college old Auditorium. Committee members are asked to complete the Pre-Convocation work.
2. It is said that the rank holders are instructed to participate in the function without fail.
3. It is informed that the lunch will be provided in the New Auditorium for both Staff and rank holders.
4. Classes will be suspended on 04.09.2021 due to conduction of the virtual convocation.
5. Staff members are asked to submit the vaccination certificate in the college office.
6. It is said that the students are encouraged to take active participation in the ICT – Academy activities. Courses/seminars of ICT –Academy and Spoken Tutorial is compulsory for the II UG & III UG Students.
7. It is announced that the IQAC – External Audit will be conducted in the middle of September 2021. Exact date will be announced later.
8. It is informed that the II-CIA Test for III UG Classes and I-CIA Test for II UG & II PG classes will be conducted from 13.09.2021 to 18.09.2021. The test duration will be 2 hours between 2.00pm to 4.00pm with 50 marks.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
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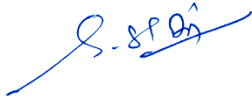
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06.09.2021

The meeting was conducted on 06.09.2021 at 3.00PM in the Seminar Hall. The following concepts were discussed and resolved.

1. It is informed that first year UG & PG classes begin on 27.09.2021, Monday.
2. It is resolved that the Bridge Course will be conducted for the I UG classes. Department of English is the in charge of bridge course.
3. IQAC – Internal Audit will be conducted from 13th September 2021 onwards.
4. Mr. Dinakaran and Mr. Hari have been given incharge for uploading university mark. HOD's are asked to look after the work clearly. Before uploading the marks Heads and class tutors are advised to get signature from the Principal.



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23.09.2021

The meeting was conducted on 23.09.2021 at 3.00PM in the Seminar Hall. The following points were discussed and resolved.

1. It is resolved that the I UG classes commence on 27.09.2021, Monday. Heads are asked to login all the names of the students in the MS Teams for taking online classes.
2. Bridge course will be conducted for the I UG Classes from 27.09.2021 to 05.10.2021. Regular classes will commence on 06.10.2021, Wednesday.
3. It is announced that the I, II, & III Day order second hour English classes will be conducted by the concerned departments due to the conduction of Bridge course by the dept of English.
4. It is informed that the Model Examination will be conducted for the III UG students from 11.10.2021 to 20.10.2021. The Examination will be 3 hours duration from 1.30pm to 4.30pm with 75 marks.
5. II- CIA Test for II PG & II UG classes will be conducted from 04.10.2021 to 09.10.2021. The test will be 2 hours duration from 2.00pm to 4.00pm with 50 marks.
6. Model Examination will be conducted for the II UG & II PG Classes from 18.10.2021 to 23.10.2021. The Examination will be three hours duration from 1.30pm to 4.30pm with 75 hours.
7. It is instructed that portions for III UG students to be completed on or before 09.10.2021. II UG & II PG classes portions to be completed on or before 30.10.2021.
8. Heads are asked to distribute the degree certificates to the students before 30.09.2021. Thereafter, they are asked to submit the remaining certificates in the college office.



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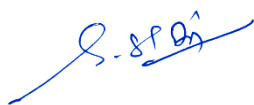
The meeting was conducted on 27.09.2021 at 12.00pm in the Principal Chamber. The following points were discussed and resolved.

It is instructed that the first year under graduate students are asked to register their names in the MS Teams App compulsorily and clear instructions about the online classes to be given to them. The department should take care of this.

1. Students are asked to come to the college regularly up to 04.10.2021. From 05.10.2021 to 17.10.2021 classes will be conducted through online mode. Regular classes commence on 18.10.2021, Monday.
2. It is announced that the faculty members are asked to come to the college on 4th October 2021 and 7th,8th October 2021. Due to local body elections, they need not come to the college on 5th, 6th and 9th October 2021.
3. Heads are asked to submit the time table and work load to the Principal at the earliest.
4. Model Examination will be conducted for the III-UG students as per the schedule already given by the Controller's office.

II CIA Test for IIUG & IIPG classes will be conducted as per the schedule already given test time has been changed. Test will be conducted after 4.30pm.

5. The departments are asked to complete the internal IQAC – Audit work on or before 01.10.2021.
6. Regarding attendance the following decision has been taken by the council.
 - a. Manual Attendance should be maintained for the III-UG students from 16.06.2021 onwards.
 - b. Rovon Attendance will be maintained for the II UG & II PG students from 09.08.2021 onwards.
 - c. Heads are asked to look after the attendance wok regularly.



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05.10.2021

The meeting was conducted on 05.10.2021 at 12.00pm in the Principal Chamber. The following were discussed and resolved.

1. It is resolved to conduct online classes for all the students on 7th and 8th October 2021 due to administrative reasons.
2. It is informed that the time table for model Examination will be sent on 11.10.2021 through Whats App.
3. It is announced that the regular classes will commence on 18.10.2021, Monday. All the first year UG students and PG first year & Second year students are instructed to come to the college as below.

II – UG Students are asked to come on Monday, Wednesday and Friday.

III – UG students are asked to come on Tuesday, Thursday and Saturday.

4. On 15th October 2021 Ayutha Pooja will be done. Two faculty members residing in nearby places from each department can come to the college and conduct pooja in their respective staff rooms.



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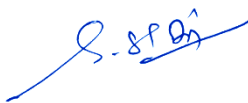
The meeting was conducted on 27.10.2021 at 12.00pm in the Principal's Chamber. The following were discussed and resolved.

1. It is resolved that the regular college for all be classes will commence on 08.11.2021, Monday.
2. Heads are asked to check the availability of class rooms and furniture for the regular classes. If any requirements is needed intimate the same to the college office.
3. It is announced that 03.11.2021 & 04.11.2021 are declared as Deepavali Holidays.
4. It is informed that this month salary will be credited on 30.11.2021.
5. Heads and Tutors are asked to instruct the students about the significance of regular attendance.
6. It is informed that the BIO-DATA note will be submitted to the principal on 10.11.2021.
7. ROVAN attendance work he completed on or before 30.11.2021.
8. IQAC – External Audit will be conducted on 18.11.2021.
9. It is informed that the Heads are asked to follow the departmental activities properly.
10. Syllabus will be completed on or before the prescribed date.

III UG – 29.10.2021

II UG & II PG – 10.11.2021

11. It is said that the Alumini meet to be conducted by all the departments compulsorily.
12. AQAR Report will be submitted on or before 05.11.2021.
13. Tutors to give reminder to the out gone students to collect the mark sheets from the college at the earliest.



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29.10.2021

The meeting was conducted on 29.10.2021 at 11.00AM in the Principal's Chamber. The following points were discussed and resolved.

1. It is resolved that the revision Examinations will be conducted for the II UG, III UG & II PG classes from 08.11.2021 to 13.11.2021 during the Morning session, for 3 hrs with 75 marks, first CIA Test for I UG and I PG classes will be conducted on the same date, in the afternoon 2.00pm to 4.00pm, 2 hours duration with 50 marks..
2. Faculty Members are asked to submit the question papers on or before 05.11.2021 without fail.
3. HOD's and class Tutors are asked to inform the students about the conduction of university exams through offline mode. It is most important one.
4. HOD's are asked to submit the name list of the long absentees and TC issued students in the college office.
5. Even semester (2021-22) Time table workload to be submitted to the Principal on 10.11.2021.
6. Two squad work and two duties will be allotted for all the heads for the forthcoming Revision Examinations.
7. It is resolved that the following two Executive Members have been appointed for the NAAC External Audit for the period of two years from 29.10.2021 to 29.10.2023.

1. Dr. Major S. Syed Shahabudden Former Principal, Islamiah College Vaniyambadi.

2. Dr. A. Liyakathi Ali, HOD, Dept. of Biochemistry, Islamiah College Vaniyambadi.



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Mr.K.Senthil Kumar (Alumni)
7. One / Two Nominees from Employers / Industrialists / Stakeholders : **Dr.R.Natrajan**
Director
K.M.G. College of Education,
Gudiyattam.

29.11.2021

The meeting was conducted on 29.11.2021 at 03.00AM in the Principal's Chamber. The following concepts were discussed and resolved.

1. It is resolved that the II – CIA Test will be conducted for I UG & I PG Classes from 20th December 2021 onwards. Revision Examination will be conducted for the II UG, III UG and II PG classes in the same date. It is the centralized Examination.
2. Faculty Members are asked to submit the question papers in the COE office on or before 15.12.2021.

I UG & I PG – 50 marks with two hours duration

- a. II UG, III UG and II PG – 75 marks with three hours duration.
 - b. Faculty Members RE INSTRUCTED TO CONDUCT Revision classes for the II UG, III UG and II PG students. Revision Tests will be conducted for the these students in the class rooms itself from 6th December 2021 onwards.
3. It is informed that Prof. G. Shobarani, Asst Prof of CS. Has been appointed as the co-ordinator of IQAC. Prof. B. Balaji, Asst prof of Chemistry has been appointed on the Asst. Co-ordinator. Heads and Faculties are asked to extend their fullest Co-Operation towards the IQAC work.
 4. Heads are asked to submit the work load & time table for the even members in the concerned departments to the Principal today 29.11.2021 or tomorrow 30.11.2021.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
(Dr.M. Valarmathi)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

The following members of IQAC were present:


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Principal
2. Senior Administrative Officer : **Prof.M.Megharajan**
Vice-Principal
3. IQAC Coordinator : **Ms. G. Shobarani**
4. IQAC Members : **Dr.J.JayaKumar**
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Prof.M.Saranya
Head, Department of English
Dr.C.Arunachalam
Head, Department of Business
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Dr.K.Gomathy
Head, Department of Commerce
Prof. P.Daniel Sundarraaj
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08.12.2021

The Staff Council meeting was conducted on 08.12.2021 at 12.00PM in the Principal's Chamber.

The following points were discussed and resolved.

1. The Departments are instructed to conduct more NAAC oriented events and either online or offline.
2. Club Co-Ordinators are asked to conduct club activities for this academic year 2021-22.
3. Drug Abuse Awareness Program will be conducted today at 3.00 OM. Police Personals from Gudiyattam station will address the students. Heads are asked to send 10 to 15 Boys students from each department to take part.
4. Minority & SC ST scholarship form should be filled & submitted by the students in the college office today itself.



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16.12.2021

The meeting was conducted on 16.12.2021 at 03.00PM in the Principal's Chamber. The following points were discussed and resolved.

1. It is resolved that the I UG , I PG classes syllabus will be completed before the end of January 2022.
2. Heads are instructed to give the name list of the faculty members from all the departments(Two members from each department-One male and one female) in orders to seek the discipline committee work for the ensuring calendar year 2022. They are asked to submit the same to the students Co-Ordinator Dr.J. Jayakumar, HOD of tamil.
3. Heads are informed to submit the details pertaining to AQAR to the IQAC Co-Ordinator Prof.G. Shobarani, Assistant Professor of computer science.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
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03.01.2022

The meeting is conducted on 03.01.2022 at 03.00PM in the Principal's Chamber. The following concepts are discussed and resolved.

1. The Departments having practical papers should be ready for the university practical examinations.
2. Samathuva Pongal will be tentatively conducted on 13.01.2022. Only II PG students can take part in this program.
3. On 8th and 10th January 2022, Vaccination camp will be conducted in the college. Students who have not attained 18 years of old also can get the vaccination compulsorily through this camp. They are asked to bring the Aadhar.
4. The departments are informed to prepare e-content for all the subjects, the same should be uploaded in the college website compulsorily for the benefit of the students.
5. It is intimated that the faculty members to be motivated to publish articles in the National and International journals.
6. It is advised that the departments should conduct minimum three departmental activities.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
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07.01.2022

The meeting was conducted on 07-01-2022 at 11.15 AM in the Principal's Chamber. The following points were discussed and resolved.

1. It is resolved that the online classes will be conducted for the I UG & I PG students from 10-01-2022 onwards. Manual attendance should be maintained.
2. On 08-01-2022 Saturday revision /model examination will be conducted through online mode. faculties need not come to the college.
3. It is said that the IQAC reports should be submitted to the coordinator on or before 12-10-2022.
4. Work diary will be given to all the faculties. They are asked to enter the workload properly in the work diary.
5. NIRF details should be submitted to the Coordinator at the earliest.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
(Dr.M. Valarmathi)



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31.01.2022

The meeting was conducted on 31.01.2022 at 03.00PM in the Principal's Chamber. The following points were discussed and resolved.

1. It is announced that the university odd semester examinations will be conducted from 03-02-2022 to 24.02.2022.
2. The Examination will be conducted 3 sessions per day through online mode. Question paper will be found in the university website thirty minutes before every session, the same will be shared by tutors in students' whatsapp group.
3. Students are asked to download the question paper from the either university website or whatsapp group.
4. Students are asked to submit their answer papers to respective departments two days once.
5. It is announced that the even semester classes commence for the II PG students from 16.02.2022.
6. It is said that the lesson plan should be submitted for this academic year 2021-2022 in the format already shared by the IQAC.
7. Club activities reports should be submitted in the format already shared by the IQAC.
8. IIQA should be submitted on or before completion of the April month 2022. All the heads are asked to collect and gather all the academic activities records and other records from November 2017 to April 2022.
9. It is planned to submit SSR report to the NAAC in the month of September 2022.



IQAC Co-Ordinator
(Prof. G. Shobarani)



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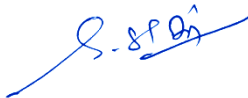
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Director
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16-02-2022

The meeting was conducted on 16.02.2022 at 12.00PM in the Principal's Chamber. The following points were discussed and resolved.

1. It is resolved that the even semester classes for UG courses will be started on 24.02.2022. II PG classes have been started from today onwards. I PG classes will commence on 24-02-2022.
2. Students attendance to be marked in ROVAN compulsorily. Staff members are asked to fill the description column while marking attendance.
3. It is informed that the AQAR documents for the academic year 2020-2021 should be submitted to the IQAC coordinator by tomorrow.
4. BCA department has been appointed to look after the slow learners work for all the departments. Manual attendance is compulsory.
5. Dr. D. Manikandan, Head of Department of microbiology has been appointed as in charge for Add-on course. The minimum hours should be 30 hours. Regular classes have to be taken and test to be conducted.
6. It is informed that the convocation function (2019-2020 batch) will be conducted during the month of march-2022.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
(Dr.M. Valarmathi)



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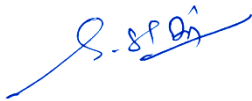
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21.02.2022

The meeting is conducted on 21.02.2022 at 12.00PM in the Principal's Chamber. The following were discussed and resolved.

1. Institution Innovation Council(IIC) have been established in the college. Dr. K.Gomathy, HOD of Commerce has been selected as chairman and other incharges have been selected.
2. It is intimated that the MOOC course mark entry should be uploaded in the university website on or before 28-02-2022.



IQAC Co-Ordinator
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09.03.2022

The meeting is conducted on 09.03.2022 at 12.00PM in the Principal's Chamber. The following concepts were and resolved.

1. It is resolved that the regular ROVAN attendance is mandatory. Faculty members are asked to put the attendance in ROVAN daily before at 5.00pm in the working days.
2. It is informed that the Heads are asked to submit the 2021-2022 odd sem result analysis to the principal by today itself.
3. It is said that the special coaching classes will be conducted for the bright students those who are studying III UG & II PG at present.
4. IQAC Coordinator insisted that the conferences, association meetings and club activities to be conducted on or before 13.04.2022.
5. It is said that the convocation will be conducted tentatively on 09.04.2022.



IQAC Co-Ordinator
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31.03.2022

The meeting is conducted on 31.03.2022 at 12.00PM in the Principal's Chamber. The following were discussed and resolved.

1. It is resolved that to complete the syllabus on or before 30.04.2022.
2. It is intimated that the annual day & sports day will be conducted together in the first week of May 2022.
3. It is resolved to conduct Alumni meet, department wise on 09.04.2022.
4. It is instructed that the college secretary will meet the faculty members department wise from 04.04.2022 to 06.04.2022.



IQAC Co-Ordinator
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22.04.2022

The meeting is conducted on 22.04.2022 at 12.00PM in the Principal's Chamber. The following points were and resolved.

1. It is resolved that the model examination will be conducted from 09.05.2022 onwards.
2. Faculty members are instructed to complete the syllabus before the commencement of model examinations.
3. Students are advised to pass the MOOC examination.
4. 27.04.2022 will be the last date for entering II CIA test marks in ROVAN. Faculties are asked to follow the same without fail.



IQAC Co-Ordinator
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Principal
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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.

10.05.2022

The meeting is conducted on 10.05.2022 at 3.00 PM in the Principal's Chamber. The following points were discussed and resolved.

1. It is resolved that the annual day & sports day will be conducted on 21.05.2022.
2. It is resolved to award prizes to toppers of the class, for one boy & one girl in III UG & II PG classes. Heads are asked to submit the name list to the principal.
3. Heads are asked to motivate the students to complete MOOC Course.
4. It is informed that the last date for model examination mark entry in the university website will be on 20.05.2022
5. It is decided to submit AQAR 20-21 report to the NAAC by tomorrow, 11.05.2022.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
(Dr.M. Valarmathi)



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.

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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 : **Ms. G. Shobarani**
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.

18.05.2022

The meeting is conducted on 18.05.2022 at 3.00 PM in the Principal's Chamber. The following were discussed and resolved.

1. It is resolved that the college day will be conducted on 28-05-2022.
2. Heads are instructed to prepare the workload for the academic year 2022-2023 for II UG, III UG & II PG classes and to be submitted on 25-05-2022.
3. It is decided to complete the syllabus on or before 31.05.2022.
4. It is said that the Heads are instructed to inform the passed out students to collect their diploma certificate from the office.
5. It is said that the AQAR report will be submitted to the NAAC office by the next week.
6. HODs are asked to prepare for the past 5 years academic activities reports for the preparation of SSR (NAAC 2nd cycle). The senior faculty member of the department (Next person to HOD) can be assigned to do this task.
7. Regarding admission work, Heads are asked to depute 2 faculty members from the each department and they are asked to submit the name list to the principal.



IQAC Co-Ordinator
(Prof. G. Shobarani)



Principal
(Dr.M. Valarmathi)