



# 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 ASSURENCE CELL (IQAC)

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Phone: 91417122730

Email: [kmgigac@gmail.com](mailto:kmgigac@gmail.com)

[www.kmgcollege.edu.in](http://www.kmgcollege.edu.in)

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Date: 19.06.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 19.06.2018 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

## MINUTES OF THE MEETING

The IQAC meeting is held on 19.06.2018 at 11.00am in the Principal's Chamber. It is the first meeting of this academic year 2018-2019. The Director and Principal extended their wishes for this academic year. In this meeting the following concepts are discussed and resolved.

1. The first concept discussion related to the staff recruitment. Each one faculty is required for the departments of Computer Science and Biochemistry. Each one lab assistant is required for the departments of computer science, biochemistry and chemistry.
2. Heads are instructed to upload the F12 work properly. If any problem arises in this report they are asked to contact the co-ordinator Tmt. G.Sasikala, Asst. Prof. of Computer Science.
3. It is resolved that the net facility would be provided for all the departments particularly the departments of chemistry and tamil.
4. It is decided that the non major subject class attendance incharge will be concern class tutors only.
5. It is informed that the tamil SMS should be sent to the parents regularly.
6. It is resolved that the first year UG classes will commerce on 02.07.2018, Monday.
7. It is instructed that the attendance registration should be done during the morning session at 10.30am. It will go for F12 registration at 10.45am.
8. It is decided that the Bridge course will be conducted for the first year UG students both in English and Tamil subjects. Morning Session three hours has been allotted for the conduction English bridge course from 03.07.2018 to 13.07.2018. For Tamil subject it will be in the tamil class hours.
9. The college magazine should be distributed for the course completed students both UG and PG. This work has been given to the office.
10. It is resolved that the seminars would be conducted for the month of August. The resource persons would be fixed by all the departments from Chennai to Bangalore.
11. PTA meeting will be conducted on 02.07.2018
12. It is informed that the department IQAC activities reports will be submitted to Thiru.J.Srinivasan, Co-ordinator of IQAC on 20.06.2018 without fail.



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**



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Date: 25.07.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 25.07.2018 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)


## MINUTES OF THE MEETING

The IQAC meeting is conducted on 25.07.2018 at 11.00am in the Principal's Chamber. The following concepts are discussed and resolved.

1. It is resolved that the first year UG classes commence on 02.07.2018, Monday. Heads are requested to look after the assigned duties.
2. Heads are instructed to inform the students about the rules and regulations of the college along with concern class tutors.
3. The bridge course will be conducted from 03.07.2018 to 13.07.2018. The time will be 10.00am to 01.00pm. Each five departments two hours duration.
4. On 03.07.2018 id photo session will be conducted for the first year UG students.
5. Heads are asked to complete the F12 work.
6. It is informed that from 03.07.2018 to 13.07.2018 all the Heads and facilities are asked to look after the discipline work during the interval time also.
7. It is decided that the first year UG classes will be disposed at 03.30pm for the first two weeks.
8. It is informed that weekly once students late comers attendance book will be checked by the co-ordinator Dr. J.Jayakumar, HOD of Tamil.
9. It is informed that the University results will be published on 03.07.2018, Tuesday
10. It is informed that the Associate Professor position is application for self financing colleges also. Norms will be fixed by the University. Faculties those who are fulfilling the norms can apply for the same to the University.
11. Seniority list is prepared and given by the University soon. Heads are instructed to induct the names of faculties in the concern departments on the basis of years of services
12. Staff tour will be conducted 14<sup>th</sup> and 15<sup>th</sup> July 2018. The place will be yercaud hills at Salem district.



**IQAC Coordinator  
(Prof.J.Srinivasan)**



**Principal & IQAC Chairman  
( Dr. M.Jayasrirani)**



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Date: 20.08.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 20.08.2018 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

### MINUTES OF THE MEETING

The IQAC meeting is held on 20.08.2018 at 11.15am in the Principal's chamber.

The following concepts are discussed and resolved.

1. It is resolved that the Department Associations will be formed by all the departments. Though this association a program will be conducted for each semester.
  - ✓ Office Bears will be
  - ✓ III UG one student – Secretary
  - ✓ II UG one student – Joint secretary and dept. heads will be the Vice President
2. Seminars will be conducted from 16.08.2018 to 23.08.2018. The detail information has been given below

Date	Dept.	Venue	Date	Dept.	Venue
16.08.2018	Tamil	Auditorium	21.08.2018	English	Auditorium
17.08.2018	Commerce	Auditorium		Microbiology	Seminar Hall
20.08.2018	BBA	Auditorium	24.08.2018	Mathematics	Auditorium
	Chemistry	Seminar Hall		Biochemistry	Seminar Hall

3. It is informed that the last date for the appointment of Resource Person and submission of abstract will be on 01.08.2018.
4. It is advised that the F12 complaints should be rectified regularly.
5. Ward meeting will be conducted by all the departments on or before 25.07.2018. Instructions will be given for the students related to punctuality, discipline, award of CIA marks and participation of extracurricular activities etc. This instruction should encourage the students to attract the college atmosphere.
6. Heads are instructed to sign weekly to the lesson plans.
7. First year UG students are informed to submit three Xerox copies of +2 mark sheet in the office
8. CLP will be conducted for Non-computer students from 01.08.2018 onwards.
9. Students from unorganized sector workers family and farmers family are instructed to apply scholarship.
10. Special classes will be conducted for English arrears students from 1715 September 2018 onwards and Bio statistics.



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**



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Date: 13.08.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 13.08.2018 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

## MINUTES OF THE MEETING

The IQAC meeting is held on 13.08.2018 at 02.00pm in the Principal's chamber. The following concepts are discussed and resolved.

1. It is resolved that the KMG-2018 seminars will be conducted from 16.08.2018 to 24.08.2018. Dr. J.Jayakumar, Co-ordinator of student's affairs will be the convener of food committee. Heads are asked to depute two faculty members and 10 to 15 students from the concerned departments for food providing work.
2. Prof.M.Mohanapriya, HOD of physics and NSS programme officers are asked to take part in the food service.
3. Heads are asked to make ready for moments and contents which should be permit in it.
4. UG & PG final year students are allowed to take part in the seminar programmes. Remaining classes will be suspended on that particular day.
5. It is resolved that the Resource persons will be paid for traveling allowance.
6. The Souvenir will be released on 16<sup>th</sup> August 2018. If it fails, this course will take place on 24<sup>th</sup> August 2018.
7. It is decided that the Government College students are allowed to participate the seminars with concerned registration fee of Rs. 100/- Each college can send only 20 students.
8. All the arts students both UG and PG can participate the Tamil Literacy program to be conducted on 16<sup>th</sup> August 2018.
9. 72<sup>nd</sup> Independence Day will be celebrated in the college at 09.00 am. Staff and students are instructed to participate the program without fail.
10. It is informed that the ICT program starts by the next week.



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**





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Date: 25-09-2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 25<sup>th</sup> September in the Principal's room at 10.30 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

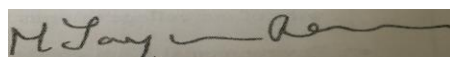
### MINUTES OF THE MEETING

The IQAC meeting is conducted on 25<sup>th</sup> September 2018 at 10.30 am in the Principal's chamber. The following concepts are discussed and resolved.

1. It is resolved that the Heads are asked to submit the buy absentee and TC issued students list to Smt. V.Selvi, Cashier of the College by today itself.
2. On 26<sup>th</sup> or 27<sup>th</sup> September 2018, the college will pay the University fees. So, head are asked to submit the correct name list of the concerned department students.
3. It is informed that the first UG and PG vacancies to the field within two days. Proper steps save to be taken by the concerned heads.
4. It is instructed that the transferred students name list should be collected and corrected properly.
5. Proper steps have to be taken for the long absentee students to attend the regular classes if it is possible.
6. Tutors are informed to maintain student BIODATA records correctly.
7. AQAC reports should be submitted by all the HOD's on 10<sup>th</sup> October 2018 without fail.
8. The Enviro club convener is asked to make use of the NSS volunteers to promote the college natural environment.
9. Academic Audit will be conducted two resource persons from outside will conduct the program. Suggestions will be provided by those in order to promote the academic audit.
10. NAAC related documents will be submitted on the basis of July 1<sup>st</sup> to next year June 30<sup>th</sup>.
11. Heads are requested to submit suggestions for the University Academic Council meeting to the held on November 2018. Suggestions are related to the concerned department development activities and academic problems to the solved. It is submitted to the Vice Principal on 26<sup>th</sup> September 2018.
12. It is decided that 100 students from our college will participate the Book exhibition fair held at Thiruvalluvar School, Gudiyattam on 27.09.2018 at 11.00am.



**IQAC Coordinator  
(Prof.J.Srinivasan)**



**Principal & IQAC Chairman  
( Dr. M.Jayasrirani)**



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Date: 08.10.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 08.10.2018 in the Principal's room at 11.10 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

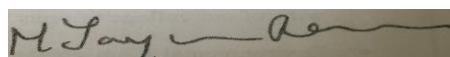
### MINUTES OF THE MEETING

The Staff council meeting is conducted on 08.10.2018 at 11.15am in the Principal's chamber. The following concepts are discussed and resolved.

1. It is resolved that the Heads are asked to submit the Graduates name list as well as the strength of the graduates along with their parents for the functions to be conducted on 13.10.2018.
2. It is informed that the Management has been appointed Raman Sound Service for stage decoration work Mr. Murali for photography work for the convocation day.
3. It is informed that the total diploma receives would be 682+1=683
4. From 29.10.2018 onwards the remedial classes will be conducted for the weak students in the English subject.
5. All the Heads are asked to monitor the students at the college main gate 04.00 pm to 05.00pm daily. It comes to effect by today itself (08.10.2018).
6. Random checking should be done by all the Heads for the eradication of mobile usage among the students.
7. Students are instructed to meet the Principal during morning interval (10.55 am to 11.10am), Lunch break (01.00 pm to 01.50pm) and the college hours will be over (i-e) 03.50pm.
8. It is intimated that the University examinations may commence on 09.11.2018, Friday.
9. During the class hours some of the students are wandering in the college campus without attending the classes. Particularly afternoon session at 03.00pm. This should be rectified.
10. Heads are asked to submit the names of the students without TC admitted in I UG & I PG classes. They are asked to submit the same to the Principal at 04.00 PM today (08.10.2018)
11. It is intimated that the F12 work has been rectified completely. If any clarification in this report kindly contact the co-ordinator.
12. Tea & snacks will be provided for all the Head at 03.45pm in the Seminar Hall. They are asked to look after the discipline work from 04.00 pm to 05.00 pm in the college main gate.



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**



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Date: 26.11.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 26.11.2018 in the Principal's room at 2.00 PM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

### MINUTES OF THE MEETING

The IQAC meeting is conducted on 26.11.2018 at 02.00pm in the Principal's chamber. The following concepts are discussed and resolved.

1. It is resolved that the reopen for I & III UG classes will commence on 18.12.2018, Tuesday.
2. Timetable for even semester has been distributed to all the Heads. They are asked to contact Dr. J.Thirumagal, HOD of Biochemistry to rectify the clarification.
3. Heads are asked to submit a list towards the lab fee hours (day order wise) to the Principal.
4. 12.12.2018 and 17.12.2018, these two days will be declared as holidays for the students. Faculty members are instructed to do complete the odd semester lesson plan (F12) work in these two days.
5. It is informed that on 13<sup>th</sup> 14<sup>th</sup> December 2018, in these two days Arts block and concerned department lets can be utilized for the conduction of classes.
6. It is informed that the BCA & B.Com (CA) classes will commence on 11.12.2018 for even semester.
7. It is announced that all the II PG classes will be suspended on 14.12.2018.
8. Heads are asked to submit their department staff seniority list to the Vice Principal on 27.12.2018 without fail. The college plans to submit the same to the University on 28.12.2018.
9. It is instructed that these three departments Heads (i-e) Chemistry, Biochemistry and Microbiology) area asked to prepare a proposal for Ph.D program to be conduct the insuring academic year.
10. Staff members are request to continue their one day salary towards the recovery of cyclone hit areas.



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**



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Date: 31.12.2018

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 31.12.2018 in the Principal's room at 11.00 AM

The following members of IQAC were present:

- |   |  |
|---|--|
| 1. Chairperson                                      | Dr. M.Jayasrirani,<br>Principal  |
| 2. Senior Administrative Officers                   | Dr.D.Gajapathy,<br>Director<br>Prof.M.Megharajan,<br>Vice-Principal  |
| 3. IQAC Coordinator                                 | Prof. J.Srinivasan   |
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| 5. Member from the Management                       | : Thiru. K.M.G. Rajendran,<br>Secretary  |
| 6. Nominees from local Society, Students and Alumni |  |

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2. Mr. Manoj (Alumni)

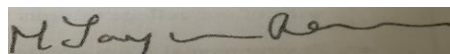
### **MINUTES OF THE MEETING**

The IQAC meeting is conducted on 31.12.2018 at 11.00am in the Principal's chamber. The following concepts are discussed and resolved.

1. Instructions were given to take action for collecting the college fees from the students on or before 10.01.2019.
2. 05.01.2019 will be a working day for the staff. Fine arts program will be conducted on that day by the English department.
3. A national conference will be conducted on 10.01.2019 by IQAC of our college. The M.Phil students must compulsorily attend their program.
4. Library book requirements if any must be immediately forward to the librarian.
5. The articles are to be collected from the students and the same must be submitted to Mr.C.Arunachalam HOD of Business Administration within 10 days.
6. The department has to motivate the students for more number of University ranks in the coming years.
7. The students need to be instructed not to keep the mobiles in bikes and those who violate if may be fined.
8. Round on phone check need to be done by HOD at classes.
9. The Staff members need to finish the syllabus by March 1<sup>st</sup> week.
10. Tentatively, it has been decided to conduct the sports day on 01.02.2019.
11. Tentatively, the Samathuva Pongal celebration will be conducted on 11.01.2019.
12. If Samathuva Pongal is celebrated on 11.01.2019, the next day (12.01.2019) may be holiday for the college to compensate the working day on 05.01.2019.



**IQAC Coordinator  
(Prof.J.Srinivasan)**



**Principal & IQAC Chairman  
( Dr. M.Jayasrirani)**





# 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 ASSURENCE CELL (IQAC)

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Phone: 91417122730

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[www.kmgcollege.edu.in](http://www.kmgcollege.edu.in)

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Date: 10.01.2019

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 10.01.2019 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

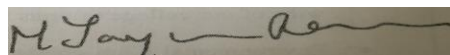
### MINUTES OF THE MEETING

The Staff council meeting is conducted on 10.01.2019 at 11.00am in the Principal's chamber. The following concepts are discussed and resolved.

1. It is resolved that the CIA test for non-major paper will be conducted on 29.01.2019 with one hour duration. The time will be from 10.00am to 11.00am/
2. Heads are requested to submit the concerned departments annual activities report to the Vice-Principal on 21.01.2019 without fail. Co-curricular activities conveners are also asked to submit the same on that day.
3. KMG -2019 Quiz will be conducted on 18<sup>th</sup> January 2019. It will be conducted in the Seminar Hall at 10.30am.
4. Head are asked to submit the Prize winners list on or before 23.01.2019.
5. It is informed that the Department of BCA will be a program on 28<sup>th</sup> January at 10.00 am to 01.00pm in the Auditorium the same day, the department of chemistry will hold a program in the seminar hall. It will be a full day program.
6. It is said that the department of Mathematics will conduct its Association meeting on 25<sup>th</sup> January 2019 in the Auditorium. The Department of Biology will conduct a program in the Seminar Hall on the same day.
7. It is informed that on 30<sup>th</sup> January 2019, the Department of Computer Science will hold a meeting at 10.00am in the seminar hall. The department of BBA will conduct a program in the Auditorium both morning and afternoon sessions o the same day.



**IQAC Coordinator  
(Prof.J.Srinivasan)**



**Principal & IQAC Chairman  
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Date: 11.02.2019

The Meeting of the Internal Quality Assurance Cell (IQAC) was held on 11.02.2019 in the Principal's room at 11.00 AM

The following members of IQAC were present:

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

1. Mr. K.M. Boopathi
2. Mr. Manoj (Alumni)

### MINUTES OF THE MEETING

The Staff council meeting is conducted on 11.02.2019 at 02.00pm in the Principal's chamber and the following these were discussed.

1. A new discipline committee is formed which includes HODs and members of staff from all departments to regulate the discipline particularly during first hour.
2. Explanation from the staff that produced below 80% results is sought.
3. Ward meeting is to be conducted by the tutors regarding result improvement, motivating the students to produce more ranks in the coming years, other grievances and the consolidated report has to be submitted to the Principal on coming Monday.
4. Atleast 3 units meet be included while preparing question papers for the second CIA. Hence, the staff members are asked to complete atleast 3 units in every subject before the commencement of second CIA.
5. The question papers for the second CIA need to be submitted by the staff to COE of our college on or before 13.02.2019.
6. Examination squad will be formed to supervise the students at examination hall. The squad is held responsible to avoid any malpractice by the students during examinations.
7. It is decided to start competitive examination coaching classes in the next academic year in our campus itself.
8. A bus or a van will be arranged for the marriage of Mr. D.Tamilselvan, Asst. Professor, Maths Department on 20.02.2019 (Evening)
9. Value Education question paper for II CIA will be prepared by Mrs.M.Mohanapriya of Physics department.
10. At the time of invigilation, the invigilation's must be in the examination hall throughout three hours. They cannot engage other



**IQAC Coordinator**  
**(Prof.J.Srinivasan)**



**Principal & IQAC Chairman**  
**( Dr. M.Jayasrirani)**