SKSS ARTS COLLEGE

THIRUPPANANDAL

**Internal Quality Assurance Cell(IQAC)**

Meeting Notice

Date : 07-07-2017

 All member of the internal quality assurance cell are hereby informed that the First meeting of IQAC for the academic year 2017-18 will be held on 11-07-2017 at 2.30 PM in Seminar Hall. You are therefore requested to kindly make it convenient to attend the meeting.

Coordinator, IQAC Principal

Agenda

1. To read and confirm minutes of the previous meeting
2. To prepare the annual teaching plan
3. Discussion on department result
4. To update college website and Internet Bandwidth
5. To discuss to plan execute CCTV camera in our entire campus
6. To prepare academic calendar

**MINUTES OF MEETING**

Meeting No : 01 Date : 11-07-2017 Time : 2.30 PM

Present Members: 14 Department/Committee : IQAC Committee

 The First meeting of the Internal Quality Assurance Cell for the academic year 2017-18 was held on 11-07-2017 at 2.30 PM in Seminar Hall. The meeting was chaired by the Principal Dr. S. Mohan.

 At the outset IQAC coordinator welcomed the chairperson of the meeting Principal Dr. S. Mohan and all members of Internal Quality Assurance Cell (IQAC). The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thank to the chair.

**Annexure - I**

|  |  |  |
| --- | --- | --- |
| S.No | Agenda | Resolution |
| 1 | To read and confirm minutes of the previous meeting | The minutes of the previous meeting are read by the coordinator and confirmed. As per the minutes of the meeting the action taken report is briefly discussed in the meeting. |
| 2 | To prepare the annual teaching plan . | It has been decided to prepare department wise annual teaching plan.  |
| 3 | Discussion on department result | It is decided to discuss the result in departmental meeting |
| 4 | To prepare academic calendar | It is decided to prepare the academic calendar for the year 2017-18 |
| 5 | To update college website and Internet Bandwidth | All members decided to update college website and upload the necessary documents. |
| 6 | To discuss to plan execute CCTV camera in our entire campus | All members decided to fix CCTV camera in our college entire campus for security purpose. |

Coordinator Principal

**Annexure – II**

Following members were present for the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Member | Signature | Name of the Member | Signature |
| Dr. S. Mohan, (Principal) |  | Dr. V. Murugan, (Teacher Representative) |  |
| Dr. B. Baskaran, (Management Representative) |  | Mr. M. Anandakumar,(Teacher Representative) |  |
| Mr. S. Sivakumar, (Alumni Representative) |  | Mr. M. Parasuraman,(Teacher Representative) |  |
| Dr. S. Lakshmanan(Society Representative) |  | Dr. N. SathishBabu, (Teacher Representative) |  |
| Mr. S. Madhavan, (Teacher Representative) |  | Mr. S. Sivashanmugam,(Office Representative) |  |
| Dr. M.Bhuvaneshwari (Teacher Representative) |  | C. Balaji,(Student Representative) |  |
| Mr. S. Rameshkannan, (Teacher Representative) |  | Dr. N. Rajesh, (Coordinator) |  |

**Annexure – III**

**Action Taken Report**

In complaints with resolution made in the First meeting of IQAC for the year 2017-18 which was held on 11-07-2017. The following activities are successfully carried out.

|  |  |
| --- | --- |
| Subject | Action Taken/Complaints |
| To read and confirm minutes of the previous meeting | Minutes of previous meeting were confirmed |
| To prepare the annual teaching plan  | All faculty members prepared course wise annual teaching plan  |
| Discussion on department result | Results were discussed in departmental meetings |
| To update college website and Internet Bandwidth | College website upgraded |
| To discuss to plan execute CCTV camera in our entire campus | CCTV camera fixed entire campus |

Coordinator Principal

SKSS ARTS COLLEGE

THIRUPPANANDAL

**Internal Quality Assurance Cell(IQAC)**

Meeting Notice

Date : 04-12-2017

 All member of the internal quality assurance cell are hereby informed that the Second meeting of IQAC for the academic year 2017-18 will be held on 14-12-2016 at 2.30 PM in Seminar Hall. You are therefore requested to kindly make it convenient to attend the meeting.

Coordinator, IQAC Principal

Agenda

1. To read and confirm minutes of the previous meeting
2. To organize the alumni meet
3. To organize women’s day celebration with cultural activities at Sathabhiseka Mahal
4. To organize sports day and convocation at Sathabhiseka Mahal
5. To collect feedback form from students and teachers
6. To conduct extension activities through NSS
7. To upgrade generator facility
8. To create GYM

**MINUTES OF MEETING**

Meeting No : 02 Date : 14-12-2017 Time : 2.30 PM

Present Members: 12 Department/Committee : IQAC Committee

 The Second meeting of the Internal Quality Assurance Cell for the academic year 2017-18 was held on 14-12-2017 at 2.30PM in Seminar Hall. The meeting was chaired by the Principal Dr. S. Mohan.

 At the outset IQAC coordinator welcomed the chairperson of the meeting Principal Dr. S. Mohan and all members of Internal Quality Assurance Cell (IQAC). The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thank to the chair.

**Annexure - I**

|  |  |  |
| --- | --- | --- |
| S.No | Agenda | Resolution |
| 1 | To read and confirm minutes of the previous meeting | The minutes of the previous meeting are read by the coordinator and confirmed. As per the minutes of the meeting the action taken report is briefly discussed in the meeting. |
| 2 | To organize the alumni meet | Decided to organize commerce department alumni meet at kumbakonam |
| 3 | To organize women’s day celebration with cultural activities | It is discuss and decided to organize women’s day on 08-03-2018 with various cultural activities at Sathabhiseka Mahal  |
| 4 | To organize sports day and convocation | It is discuss and decided to organize sports day and convocation at Sathabhiseka Mahal |
| 5 | To collect feedback form from students and teachers | It is decided to collect the feedback form from all students and staff regarding requirement of academic needs.  |
| 6 | To conduct extension activities through NSS | All members are decided to conduct NSS Camp and to conduct extension activities |
| 7 | To upgrade generator facility | All members are decided to upgrade generator facility |
| 8 | To create GYM | All members are decided to create GYM facility at college campus. |

Coordinator Principal

**Annexure – II**

Following members were present for the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Member | Signature | Name of the Member | Signature |
| Dr. S. Mohan, (Principal) |  | Dr. V. Murugan, (Teacher Representative) |  |
| Dr. B. Baskaran, (Management Representative) |  | Mr. M. Anandakumar,(Teacher Representative) |  |
| Mr. S. Sivakumar, (Alumni Representative) |  | Mr. M. Parasuraman,(Teacher Representative) |  |
| Dr. S. Lakshmanan(Society Representative) |  | Dr. N. SathishBabu, (Teacher Representative) |  |
| Mr. S. Madhavan, (Teacher Representative) |  | Mr. S. Sivashanmugam,(Office Representative) |  |
| Dr. M.Bhuvaneshwari (Teacher Representative) |  | C. Balaji,(Student Representative) |  |
| Mr. S. Rameshkannan, (Teacher Representative) |  | Dr. N. Rajesh, (Coordinator) |  |

**Annexure – III**

**Action Taken Report**

In complaints with resolution made in the Second meeting of IQAC for the year 2017-18 which was held on 14-12-2017. The following activities are successfully carried out.

|  |  |
| --- | --- |
| Subject | Action Taken/Complaints |
| To read and confirm minutes of the previous meeting | Minutes of previous meeting were confirmed |
| To collect Feedback Forms from all students and Staff | Feedback form from students and staff were collected and analyzed. |
| To organize women’s day celebration with cultural activities | Successfully organized the women’s day on 08-03-2018 at Sathabhiseka Mahal with various cultural activities headed by Dr. P. Hemalatha, Principal, Govt. Women Arts College, Kumbakonam |
| To organize sports day and convocation | Successfully organized the sports day and convocation at Sathabhiseka Mahal headed by Dr. P. Manisankar, Vice Chanceller, Bharathidasan University, Thiruchirappalli |
| To conduct extension activities through NSS | All members are decided to conduct NSS Camp at Thirulokki Village. |
| To upgrade generator facility | New generator was purchased and implemented in service |
| To create GYM | GYM was purchased and fixed in college campus. |

Coordinator Principal