

# SKSS ARTS COLLEGE

THIRUPPANANDAL


Internal Quality Assurance Cell(IQAC)


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## Meeting Notice

Date : 02-07-2018

All the members of the Internal Quality Assurance Cell are hereby informed that the First meeting of IQAC for the academic year 2018-19 will be held on 06-07-2018 at 2.30 PM in Seminar Hall. You are therefore requested to kindly make it convenient to attend the meeting.

  
Coordinator, IQAC  
**COORDINATOR - IQAC**  
**S.K.S.S. ARTS COLLEGE**  
**THIRUPPANANDAL - 612 504**

  
Principal  
PRINCIPAL  
S.K.S.S. ARTS COLLEGE  
THIRUPPANANDAL - 612 504

## Agenda

1. To read and confirm minutes of the previous meeting
2. Discussion about Department result
3. To prepare the Annual teaching plan
4. To discussion on preparation and submission of AQAR
5. To prepare Academic calendar
6. To undertake General audit
7. To construct Library and seminar hall

M.P

## MINUTES OF MEETING

Meeting No : 01

Date : 06-07-2018

Time : 2.30 PM

Present Members: 14

Department/Committee

: IQAC Committee


The First meeting of the Internal Quality Assurance Cell for the academic year 2018-19 was held on 06-07-2018 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 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 were read by the coordinator and confirmed. As per the minutes of the meeting the action taken report was 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 about Department result	It was decided to discuss the result in Departmental meeting
4	To prepare Academic calendar	It was decided to prepare the Academic calendar for the year 2018-19
5	Discussion on preparation and submission of AQAR	Discussion was made on AQAR and decided to prepare AQAR according to new format
6	To undertake General audit	Discussion has been taken to conduct General audit
7	To construct Library and seminar hall	It was decided to construct Library and seminar hall

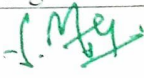
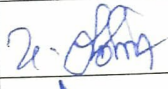




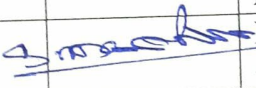

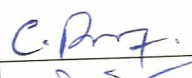

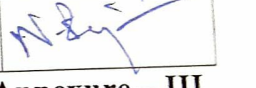
  
Coordinator  
COORDINATOR - IQAC  
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Principal  
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THIRUPPANANDAL - 612 504



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)	
Mr R. Muhunthan, (Society Representative)		Dr. N. SathishBabu, (Teacher Representative)	
Mr. S. Madhavan, (Teacher Representative)		Mr. S. Sivashanmugam, (Office Representative)	
Dr. M.Bhuvaneshwari (Teacher Representative)		G. Selventhi, (Student Representative)	
Mr. S. Rameshkannan, (Teacher Representative)		Dr. N. Rajesh, (Coordinator)	


Annexure – III

Action Taken Report

In compliance with resolution made in the first meeting of IQAC for the year 2018-19 which was held on 06-07-2018. The following activities were successfully carried out.

Subject	Action Taken/Compliance
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 construct Library and seminar hall	Well equipped Library and Seminar Hall has been constructed
To discussion on preparation and submission of AQAR	Year wise data and documents has been collected

  
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