

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 1

Venue: IQAC Office

Date: 06-06-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Bridge Course
2. Special Discourse – Student Development Programme
3. Outcome Based Education (OBE)
4. Certificate Courses
5. Non-Major Electives for I year students

**Resolutions Adopted**

- ❖ To conduct Two days Bridge Course for all the I year students
- ❖ To organize special discourse – student development programme between 6.30 pm and 8.00 pm for three days on 18, 19 and 20<sup>th</sup> June 2018
- ❖ To implement OBE for all the I year UG & PG students from the Academic year 2018-19
- ❖ The Certificate Courses classes for the Odd semester will begin on 03-07-2018
- ❖ The Non-Major Elective Courses classes for the Odd semester will begin on 06-07-2018

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 06-06-2018**

- ❖ Two days Bridge Course for all the I year students at the respective Departments was held during 18<sup>th</sup> & 19<sup>th</sup> June 2018.
- ❖ Special discourse – Student Development Programme was organised between 6.30 pm and 8.00 pm for three days on 18, 19 and 20<sup>th</sup> June 2018. **Dr.G.Gnanasambandam**, Former Head of the Department of Tamil, Thiyagarajar College, Madurai, **Prof. S.S.M.Sundaram**, Former Head of the Department of Commerce, Sourashtra College, Madurai and **Dr.R.Mohan**, Former Head of the Department of Tamil, Madurai Kamaraj University, Madurai were the Chief Guests and delivered their Special Lectures on the titles respectively “**UnnoduPottiPodu**”, “**NambinarKeduvadhillai**”, and “**Valikattum Vaira Varigal**”.
- ❖ The OBE was implemented for all the I year UG & PG students from the Academic year 2018-19
- ❖ The Certificate Courses classes for the Odd semester scheduled on every Tuesday & Wednesday and were started on 03-07-2018
- ❖ The Non-Major Elective Courses classes for the Odd semester scheduled on Friday & Saturday were started on 06-07-2018

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 2

Venue: IQAC Office

Date: 04-07-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Internet Facilities
3. Educational Resource Management System (ERMS)
4. Faculty Enrichment Programme
5. Extension Activities by the students

**Resolutions Adopted**

- ❖ To provide high speed internet facilities in the campus as early as possible
- ❖ To implement the ERMS as early as possible
- ❖ To organize Faculty Enrichment Programme on 23-07-2018
- ❖ To organize extension activities by the students during Mid-Semester holidays

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 04-07-2018**

- ❖ High speed internet facilities in all the Departments and Laboratories through Railwire was provided
- ❖ ERMS has been implemented.
- ❖ Faculty Enrichment Programme was conducted by Internal Quality Assurance Cell for “Implementing the ERP Solution in our College” on 23-07-2018 Monday. 74 faculty members have participated.
- ❖ Students taught yoga to the students of their nearby schools during Mid-Semester holidays between 11-08-2018 and 20-08-2018.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 3

Venue: IQAC Office

Date: 01-08-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Student Development Programme
2. Review of functions of the College Office, Dean & CoE Office
3. Educational Resource Management System (ERMS)
4. Office Automation

**Resolutions Adopted**

- ❖ To organize Student Development Programme on 06-08-2018.
- ❖ To organize an orientation programme on ERMS for Non-teaching Staff
- ❖ To organize an induction programme on Office Automation for Non-teaching Staff Non-teaching staff

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 01-08-2018**

- ❖ Student Development Programme was organised on 06-08-2018. 984 Students have participated.
- ❖ Organised an Orientation Programme on ERMS for all the Non-teaching staff members on 21-08-2018
- ❖ Organised an Induction Programme on Office Automation for Non-teaching staff members on 24-08-2018

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 4

Venue: IQAC Office

Date: 02-08-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Faculty Enrichment Programme
3. Research Supervisor Application
4. Special Discourse – Student Development Programme

**Resolutions Adopted**

- ❖ To organize Faculty Enrichment Programme on 03-09-2018
- ❖ To request all the eligible faculty members to apply for Research Supervisor
- ❖ To organize special discourse – student development programme between 6.30 pm and 8.00 pm on

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 02-08-2018**

- ❖ The Faculty Enrichment Programme was organized titled Outcome Based Education on 03-09-2018. 72 faculty members have participated.
- ❖ Two faculty members applied for Research Supervisor leading to guide Ph.D. at Madurai Kamaraj University, Madurai.
- ❖ Special discourse – Student Development Programme was organised between 6.30 pm and 8.00 pm on 20-08-2018

IQAC coordinator

Principal & IQAC Chairperson



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 5

Venue: IQAC Office

Date: 05-09-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Educational Resource Management System (ERMS)
3. Faculty Enrichment Programme
4. Extension Activities
5. Student Development Programme

**Resolutions Adopted**

- ❖ To provide hands-on-training to the faculty members to clarify their doubts on ERMS
- ❖ To organize Faculty Enrichment Programme on 12-10-2018
- ❖ To conduct extension activities through NSS
- ❖ To organise Student Development Programme on 25-09-2018.

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 05-09-2018**

- ❖ Hands-on-training to the faculty members to clarify their doubts on ERMS was conducted on 07-09-2018. 43 faculty members have participated
- ❖ Student Development Programme was organised on 25-09-2018. 312 students have participated.
- ❖ The Faculty Enrichment Programme was organized titled Banks Product Awareness on 12-10-2018. 70 faculty members have participated
- ❖ Extension activities through NSS Camps by five units and Yoga tutoring by the students to their nearby village schools are done during Odd Semester holidays between 14-11-2018 and 28-11-2018.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 6

Venue: IQAC Office

Date: 27-10-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Alumni Association – Registration -Renewal
3. Alumni Association Meeting
4. Alumni Association Activities

**Resolutions Adopted**

- ❖ To make steps to renew the existing Vivekananda College Alumni Association as early as possible
- ❖ To organize Alumni Association meeting on December 2018
- ❖ To arrange placement opportunities to the students
- ❖ To create endowments

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 21-10-2018**

- ❖ The office bearers are insisted to renew the existing Vivekananda College Alumni Association registered during 2008 (Reg.No 105/2008) at the earliest.
- ❖ The annual meeting of the Alumni Association was held on 29<sup>th</sup>December 2019 at our College. 320 alumni have attended
- ❖ Placement opportunities to the students has been arranged in association with the college Placement Cell
- ❖ Two Endowments has been created during the academic year 2018-19 by the Alumni.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 7

Venue: IQAC Office

Date: 14-11-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Special discourse – Student Development Programme
3. Odd Semester Nov-2018-Result Analysis
4. Certificate Courses
5. Non-Major Electives for I year students
6. Parents Teacher Association meeting

**Resolutions Adopted**

- ❖ Special discourse – Student Development Programme was organized between 6.30 pm and 8.00 pm on 29.11.2018 Thursday, 30.11.2018 Friday and 01.12.2018 Saturday
- ❖ To instruct all the course teachers to improve the pass percentage
- ❖ To conduct Peer Team Student Tutor (PTST) classes for the slow learners
- ❖ The Certificate Courses classes for the Even semester will begin on 04-12-2018
- ❖ The Non-Major Elective Courses classes for the Even semester will begin on 07-12-2018
- ❖ To organize Parents Teachers Association Meeting

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**

**of the IOAC Meeting held on 14-11-2018**

- ❖ Special discourse – Student Development Programme was organised between 6.30 pm and 8.00 pm on 29.11.2018 Thursday, 30.11.2018 Friday and 01.12.2018 Saturday
- ❖ The Peer Team Student Tutor (PTST) classes for the slow learners were started
- ❖ The Certificate Courses classes for the Even Semester scheduled on every Tuesday & Wednesday and were started on 04-12-2018
- ❖ The Non-Major Elective Courses classes for the Even Semester scheduled on Friday & Saturday were started on 07-12-2018
- ❖ Parents Teachers Association Meeting was conducted on 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> December 2018. Parents of 368 First year UG students, 340 Second year UG students, 330 Third year UG students and 38 PG students attended the meeting.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 8

Venue: IQAC Office

Date: 12-12-2018

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Faculty Enrichment Programme
3. Boards of Studies meeting
4. Sports Day & Jayanti Day Celebrations

**Resolutions Adopted**

- ❖ To organize Faculty Enrichment Programme on 6<sup>th</sup> January 2019.
- ❖ To conduct the Boards of Studies meeting for all Programmes on
- ❖ To form various committees to execute the Sports Day & Jayanti Day Celebrations

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**

**of the IOAC Meeting held on 12-12-2018**

- ❖ Faculty Enrichment Programme was organized on 06-01-2019. 74 faculty members have participated
- ❖ The Boards of Studies meeting for all Programmes were conducted on 05-01-2019 to revise the syllabus under OBE for the III and IV Semesters.
- ❖ Various committees to execute the Sports Day & Jayanti Day Celebrations were formed. The 48<sup>th</sup> Annual Sports Day was organised on 8<sup>th</sup> February 2019. Mr.J.R.Samartha, I.F.S. District Forest officer, Madurai Division, Madurai and Dr.M.Krishnan, Vice Chancellor, Madurai Kamaraj University, Madurai were the Chief Guests.
- ❖ The 48<sup>th</sup> Vivekananda Jayanti Day was celebrated on 9<sup>th</sup> February 2019. Dr.S.Natrajan, I.A.S. District Collector, Madurai District was the Chief Guest.

IQAC coordinator

Principal & IQAC Chairperson



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 9

Venue: IQAC Office

Date: 20-02-2019

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Faculty Enrichment Programme
3. Capacity Building Programme
4. College with Potential for Excellence (CPE) Advisory Committee meeting
5. IQAC External Peer Team visit

**Resolutions Adopted**

- ❖ To organize Faculty Enrichment Programmes on 22-02-2019 & 01-03-2019 & 25-03-2019
- ❖ To organize Capacity Building Programme on 25-03-2019
- ❖ To make the arrangements for CPE Advisory Committee visits to our college on 23-03-2019
- ❖ To make the arrangements for IQAC External Peer Team visits to our college on 03-04-2019

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

**Members present in the Meeting**

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**

**of the IQAC Meeting held on 20-02-2019**

- ❖ Two Faculty Enrichment Programmes were organized on 22-02-2019 and 01-03-2019 and 25-03-2019. 71 and 74 faculty members from the college have participated in each programme respectively.
- ❖ A Capacity Building Programme was organized on 25-03-2019. 74 faculty members from the college have participated in the programme.
- ❖ The CPE Advisory Committee visited the college on 23-03-2019 and sent the report to the UGC about the expenditure incurred under CPE scheme.
- ❖ The IQAC External Peer Team visited the college on 03-04-2019 and submitted the report to the Principal about the functioning of IQAC and the College. This report was submitted to the UGC-SERO, Hyderabad along with the Autonomy Grant Utilization for 2018-19.

IQAC coordinator

Principal & IQAC Chairperson

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 10

Venue: IQAC Office

Date: 04-04-2019

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Review of IQAC External Peer Team Report
3. Annual Report 2018-19
4. Faculty Enrichment Programme

**Resolutions Adopted**

- ❖ To carry out the necessary actions on the report of IQAC External Peer Team
- ❖ To instruct all the Departments to prepare Annual Report for the year 2018-19 and submit the same to the IQAC office
- ❖ To organize Faculty Enrichment Programme on 08-04-2019

The meeting ended with Sarve bhavanthu.

IQAC coordinator

Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.N.Nagendran	IQAC Coordinator	
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
5.	Sri P.Natarajan	Head, Department of Mathematics -Member	
6.	Dr.N.Lakshmanan	Head, Department of Botany -Member	
7.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
8.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
9.	Sri A.Sundarajmoorthy	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 04-04-2019**

- ❖ The report of the IQAC External Peer Team was submitted to the UGC-SERO, Hyderabad along with the Autonomy Grant Utilization for 2018-19.
- ❖ All the Departments prepared their Annual Report for the year 2018-19 and submitted to the IQAC and the same was printed in the college Magazine 2018-19.
- ❖ Faculty Enrichment Programme was organized on 08-04-2019. 70 faculty members from the college have participated.

IQAC coordinator

Principal & IQAC Chairperson