

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 1

Venue: IQAC Office

Year: 2020-21

Date: 05-08-2020

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Conducting Online Classes
2. Preparation of online instructional materials by the course teachers
3. Creating awareness on N-List and Digital Library
4. Faculty Enrichment Programme
5. Conducting Webinars

Resolutions Adopted

- ❖ To conduct Online Classes for all UG & PG Students from 08-08-2020
- ❖ To instruct the course teachers regarding the preparation of online instructional materials for their respective courses
- ❖ To conduct major-wise N-list and digital library awareness programmes through online
- ❖ To organize Faculty Enrichment Programme on Handling Google Classroom
- ❖ To instruct the Heads of the Departments to conduct webinars through online

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.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
6.	Dr.P.Pattinathar	Head, Department of Economics -Member	
7.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	
8.	Sri G.Angamuthu	Office Superintendent -Member	
10.	Dr.M.Prabakaran	Librarian -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)
of the IOAC Meeting held on 05-08-2020

- ❖ Online Classes for all UG & PG Students were conducted through Google Classroom /Google meet using institutional email id from 08-08-2020
- ❖ The teachers prepared the online instructional course material and uploaded in the Institutional website and also shared to the students through their respective whatsapp groups.
- ❖ The Central Library of the college conducted the Major-wise N-list awareness and Digital library programmes to the students.
- ❖ IQAC organised Faculty Enrichment Programme on 9th August 2020. Dr.T.Venkatesan, Principal, Vivekananda College, Tiruvedakam West gave Live Demonstration on Google Classroom. 70 Faculty Members participated.
- ❖ The Departments of English, Economics, Commerce, Mathematics, Botany, Zoology, Computer Science, Commerce CA, Central Library and Physical Education conducted webinars between August 2020 and October 2020.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 2

Venue: IQAC Office

Year: 2020-21

Date: 29-10-2020

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Conducting Webinars
3. Alumni Meeting
4. Preparation of a code of conduct for ERMS applications
5. Introduction of Intellectual Property Rights (IPR) Concept

Resolutions Adopted

- ❖
- ❖ To instruct the Heads of the Departments to conduct webinars through online
- ❖ To prepare a code of conduct for ERMS applications for both students and staff
- ❖ To include IPR concept in the syllabus of Final year students.

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.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	
5.	Dr.N.Nagendran	Head, Department of History -Member	
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	
10.	Dr.M.Prabakaran	Librarian -Member	
11.	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	
12.	Sri G.Angamuthu	Office Superintendent -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)
of the IOAC Meeting held on 29-10-2020

- ❖ The Departments of English, Economics, Commerce, Mathematics, Botany, Zoology, Computer Science, Commerce CA, Central Library and Physical Education conducted webinars between August 2020 and October 2020.
- ❖ The ERMS Coordinator prepared the code of conduct for ERMS applications for both students and staff and circulated the same.
- ❖ All the Science Departments included IPR as one unit in a course offered to the final year students.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 3

Venue: IQAC Office

Year: 2020-21

Date: 07-12-2020

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. National Youth Day Symposium
3. Introduction of Learning Outcomebased Curriculum Framework (LOCF)
4. Time table for Even Semester
5. Signing of MOUs, conducting webinars and Academic Enrichment programmes for both students and staff

Resolutions Adopted

- ❖ To organise National Youth Day Symposium by the IQAC and Swami Vivekananda Studies Centre through Online mode on 12-01-2021
- ❖ To modify Outcome Based Education (OBE) as learning outcomes based Curriculum Framework(LOCF)
- ❖ To revise the time table for Even Semester
- ❖ To instruct all the Heads of the Departments should have to have YouTube Channels, Signing of MOUs, conducting webinars and Academic Enrichment programmes for both students and 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.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	
5.	Dr.N.Nagendran	Head, Department of History -Member	
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	
10.	Dr.M.Prabakaran	Librarian -Member	
11.	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	
12.	Sri G.Angamuthu	Office Superintendent -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)
of the IOAC Meeting held on 07-12-2020

- ❖ IQAC and Swami Vivekananda Studies Centre organised Department-wise National Youth Day Symposium through online on 12-01-2021
- ❖ All the Departments planned to implement the LOCF pattern along with the existing CBCS curriculum from the 2021-2022 academic year onwards. It has been decided in the Staff Council meeting held on 1st February 2021.
- ❖ The time table for Even Semester has been revised based on the Tamil Nadu Government Orders.
- ❖ The Department of Economics has signed an MoU with ICMR-NIRT, Chennai

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 4

Venue: IQAC Office

Year: 2020-21

Date: 01-02-2021

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Board of Studies Meeting
3. Parents Meeting
4. Academic Council Meeting
5. Faculty Enrichment Programme

Resolutions Adopted

- ❖ To conduct the Board of Studies meeting for all the UG and PG programmes through hybrid mode
- ❖ To conduct Parents Teachers Meeting as per the Government Orders
- ❖ To conduct Academic Council Meeting
- ❖ To organize Faculty Enrichment Programme

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.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	
5.	Dr.N.Nagendran	Head, Department of History -Member	
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	
10.	Dr.M.Prabakaran	Librarian -Member	
11.	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	
12.	Sri G.Angamuthu	Office Superintendent -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)

of the IOAC Meeting held on 01-02-2021

- ❖ The meeting of Board of Studies for all the UG and PG Programmes were conducted through hybrid mode on 23-02-2021
- ❖ Parents Meeting For First Year UG, Second Year UG and First year PG students was conducted through offline on 08-02-2021 as per government orders
- ❖ The COE conducted the Academic Council Meeting on 27-03-2021
- ❖ IQAC organised Faculty Enrichment Programme on Promotion of Research and Facilities held on 16-02-2021. Dr. R. Balasubramani, Associate Professor, Department of Library and Information Science, Bharathidasan University, Trichy delivered lecture on Research Indicator and Open Access Resources.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 5

Venue: IQAC Office

Year: 2020-21

Date: 24-03-2021

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Faculty Enrichment Programme
3. Student Satisfaction Survey
4. Collection of Data from Alumni

Resolutions Adopted

- ❖ To organize Faculty Enrichment Programme on CO PO Mapping and Attainment on 09-04-2021
- ❖ To conduct Student Satisfaction Survey through Google form among all the final year students
- ❖ To instruct all the Heads of the Departments to collect the necessary data from the Alumni.

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.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	
5.	Dr.N.Nagendran	Head, Department of History -Member	
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	
10.	Dr.M.Prabakaran	Librarian -Member	
11.	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	
12.	Sri G.Angamuthu	Office Superintendent -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)

of the IOAC Meeting held on 24-03-2021

- ❖ IQAC organised Faculty Enrichment Programme on Learning Outcome based Curriculum Framework held on 09-04-2021. Dr.V.Parthasarathy, Vice-Principal & ERMS Coordinator, Vivekananda College, Tiruvedakam West gave the demonstration on CO, PEO, PSO – Mapping and Attainment.
- ❖ IQAC conducted Student Satisfaction Survey (SSS) among the outgoing students based on the NAAC guidelines through online by sending the survey link to their institutional email id on 19-04-2021, Monday. 340 students participated in the survey. It was uploaded in the college website.
- ❖ All the Heads of the Departments and coordinators are initiated to create department –wise alumni WhatsApp group to collect data for NAAC.

IQAC coordinator

Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 6

Venue: IQAC Office

Year: 2020-21

Date: 04-05-2021

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Website Updation
3. Course Exit Survey and Programme Exit Survey
4. Annual Report 2020-21
5. Annual Plan for the Academic Year 2021-22
6. NAAC 4th Cycle SSR Preparation

Resolutions Adopted

- ❖ To update the data of individual profile and Department Profile in the College Website
- ❖ To conduct Course Exit Survey for all the students and Programme Exit Survey for the final year students
- ❖ To instruct all the Departments to update the Annual Report for the year 2020-21 and submit the same to the IQAC office.
- ❖ To instruct all the Departments to prepare Annual Plan for the year 2021-22 and submit the same to the IQAC office.
- ❖ To initiate the NAAC SSR Preparation

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.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	
5.	Dr.N.Nagendran	Head, Department of History -Member	
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	
10.	Dr.M.Prabakaran	Librarian -Member	
11.	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	
12.	Sri G.Angamuthu	Office Superintendent -Member	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)

of the IOAC Meeting held on 04-05-2021

- ❖ All the Heads of the Departments initiated the updation of their respective Department profile in the college website.
- ❖ IQAC conducted the Course Exit Survey for all the students and Programme Exit Survey for the final year students. The responses of the same has been sent to the COE office for calculation of CO attainment.
- ❖ All the Departments updated their Annual Report for the year 2020-21 and submitted to the IQAC and the same was printed in the college Magazine 2020-21.
- ❖ All the Departments prepared their Annual plan for the year 2021-22 and submitted to the IQAC.
- ❖ IQAC formed the Criterion-wise Committee to prepare the Self Study Report (SSR) for NAAC Accreditation in the 4th Cycle.

IQAC coordinator

Principal & IQAC Chairperson