

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting

Meeting No: 1

Venue: IQAC Office

Year: 2019-20

Date: 15-06-2019

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Orientation Programme for I year students and their parents
2. Student Induction Programme
3. Bridge Course
4. Special Discourse – Student Development Programme
5. Outcome Based Education (OBE)
6. Non-Major Electives for I year students
7. Student Mentor-Mentee System
8. Faculty Enrichment Programme

**Resolutions Adopted**

- ❖ To conduct an Orientation Programme for I year students and their parents on 16-06-2019
- ❖ To conduct one day Student Induction Programme for all the I year students on 17-06-2019
- ❖ Two days Bridge Course for all the I year students on 18-06-2019 and 19-06-2019
- ❖ To organize special discourse – student development programme on 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> June 2019
- ❖ To implement OBE for all the II year UG & PG students from the Academic year 2019-20
- ❖ The Non-Major Elective Courses classes for the Odd semester will begin on 05-07-2019
- ❖ To conduct the Student Mentor-Mentee meeting for this Academic Year
- ❖ Faculty Enrichment Programme – 23-07-2019

The meeting ended with Sarve bhavanthu.

N. Wagnathan  
15.06.2019  
IQAC coordinator

T.V.K.  
Principal & IQAC Chairperson

**Members present in the Meeting**

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 15-06-2019**

- ❖ One Day Orientation Programme for all the I year UG students and their parents was conducted on 16<sup>th</sup> June 2019.
- ❖ One Day Student Induction Programme for the I year UG students was conducted on 17<sup>th</sup> June 2019.
- ❖ Two days Bridge Course for all the I year UG students at the respective Departments was held during 18<sup>th</sup> & 19<sup>th</sup> June 2019.
- ❖ Special discourse – Student Development Programme was organised between 6.30 pm and 8.00 pm for two days on 18<sup>th</sup> and 19<sup>th</sup> June 2019. **Mr.S.Jeganathan**, Tamil Nadu State Coordinator for State Languages Department, Bharatiya Education Development Organisation, Madurai, **Dr.K.Revathi Subbulakshmi**, Assistant Professor of Senthamil College, Madurai and **Dr.M.Arunagiri**, Former Principal, Thiagarajar College, Madurai Former Head of the Department of Tamil, Madurai Kamaraj University, Madurai were the Chief Guests and delivered their Special Lectures on the titles respectively “A heroic monk and Liberation poet”, “Management ideas in the Kambar”, and “Surrender to the Guru”.
- ❖ The OBE was implemented for all the II year UG & PG Courses from the Academic year 2019-20
- ❖ The Non-Major Elective Courses classes for the Odd semester scheduled on Friday & Saturday were started on 06-07-2019.
- ❖ The Student Mentor-Mentee meeting for this Academic Year was conducted.
- ❖ Faculty Enrichment Programme was conducted by Internal Quality Assurance Cell on Quick and Simple Way to Generate an Online Quiz on 23-07-2019 Tuesday. 74 faculty members have participated.

*N. Nageshram*  
IQAC coordinator

*T. A. S.*  
Principal & IQAC Chairperson



**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the IQAC Meeting

Meeting No: 2

Venue: IQAC Office

Year: 2019-20

Date: 05-08-2019

The meeting began with Om Sahnavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Boar of Studies Meeting
3. Extension Activities by the students
4. Faculty Enrichment Programme
5. VISETORM

**Resolutions Adopted**

- ❖ To conduct the Board of Studies meeting for the Commerce, Chemistry, Zoology, Computer Science and Commerce CA Departments on 31-08-2019
- ❖ To organize extension activities by the students during Mid-Semester holidays during 15-24 August 2019
- ❖ To organize Faculty Enrichment Programme on 03-09-2019
- ❖ To conduct Student Development Programme on 05-09-2019
- ❖ To conduct Science Exhibition (VISETORM) on 4<sup>th</sup> & 5<sup>th</sup> October 2019.

The meeting ended with Sarve bhavanthu.

*H. Nagendran*  
05.08.2019  
IQAC coordinator

*T.V. Srinivasan*  
Principal & IQAC Chairperson

**Members present in the Meeting**

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	<i>T.V. Srinivasan</i>
2	Prof.V.Parthasarathy	Vice-Principal – Member	<i>V. Parthasarathy</i>
3	Dr.N.Nagendran	IQAC Coordinator	<i>H. Nagendran</i>
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	<i>K. Karthikeyan</i>
5	Dr.K.Alagesan	Head, Department of Commerce -Member	<i>K. Alagesan</i>
6	Dr.P.Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
7	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	<i>A. Satheesh Babu</i>
8	Sri A.Sundarajmoorthy	Office Superintendent -Member	<i>A. Sundarajmoorthy</i>
10	Dr.M.Prabakaran	Librarian -Member	<i>M. Prabakaran</i>

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 05-08-2019**

- ❖ The meeting of Board of Studies for the Commerce, Chemistry, Zoology, Computer Science and Commerce CA Departments was held on 31<sup>st</sup> August 2019
- ❖ Students taught yoga to the students of their nearby schools, planted saplings in their respective villages, conducted literacy programme for illiterate people in their villages, conducted swachta programme through cleaning activities in their villages during Mid-Semester holidays between 15-08-2019 and 24-08-2019.
- ❖ Faculty Enrichment Programme was conducted by IQAC on Hands on Training in Public Financial Management System on 03-09-2019.
- ❖ Student Development Programme for all the students was conducted by the IQAC on Services of Post Office on 05-09-2019.
- ❖ The Departments are asked to submit the respective Department plan to conduct Science Exhibition (VISETORM) on or before 15-08-2019.

*H. Vagendhan*  
IQAC coordinator

*[Signature]*  
Principal & IQAC Chairperson

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 3

Venue: IQAC Office

Year: 2019-20

Date: 09-09-2019

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of functions of the College Office, Dean & CoE Office
2. Faculty Enrichment Programme
3. English Enrichment Camp for the I year Students
4. VISETORM
5. Student Development Programme
6. MoU Sign

**Resolutions Adopted**

- ❖ To organize Faculty Enrichment Programme on 09-10-2019
- ❖ To conduct Three Days English Enrichment Camp for the I year students during Semester Holidays
- ❖ To organize VISETORM (Science Exhibition) on 3<sup>rd</sup> and 4<sup>th</sup> October 2019
- ❖ To conduct Kalaikudal as Student Development Programme by Fine Arts Club on 23-10-2019
- ❖ To sign an MoU with Tamil Nadu State Council for Science & Technology on 24-10-2019

The meeting ended with Sarve bhavanthu.

*H. Nageshram*  
09.09.2019  
IQAC coordinator

*T. V. S.*  
Principal & IQAC Chairperson

**Members present in the Meeting**

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	<i>T. V. S.</i>
2	Prof.V.Parthasarathy	Vice-Principal – Member	<i>V. Parthasarathy</i>
3	Dr.N.Nagendran	IQAC Coordinator	<i>H. Nageshram</i>
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	<i>K. Karthikeyan</i>
5.	Dr.K.Alagesan	Head, Department of Commerce -Member	<i>K. Alagesan</i>
6.	Dr.P.Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
7.	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	<i>A. Satheesh Babu</i>
8.	Sri A.Sundarajmoorthy	Office Superintendent -Member	<i>A. Sundarajmoorthy</i>
10.	Dr.M.Prabakaran	Librarian -Member	<i>M. Prabakaran</i>



VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 09-09-2019**

- ❖ The Faculty Enrichment Programme was organized by the IQAC on 09-10-2019. Dr.K.Mayilvel, Former Head, Department of Commerce, Vivekananda College was the Resource Person.
- ❖ The Department of English & IQAC conducted the Three Days English Enrichment Camp for the I year students during 28<sup>th</sup> – 30<sup>th</sup> November 2019. 374 First Year UG students attended the camp.
- ❖ The College organized a Two Day, Vivekananda Science Exhibition to Rural Masses (VISETORM-X) on 3rd and 4th October 2019 on the eve of International Year of Periodic Table of the Chemical Elements. 3865 visitors including students and staff from 63 Institutions benefited from the Science Exhibition.
- ❖ Fine Arts Club of the college conducted Kalaikudal as Student Development Programme on 23-10-2019
- ❖ The College has signed an MoU with Tamil Nadu State Council for Science & Technology to undertake Technology Demonstration and Dissemination on 'Energy from Waste and Training' for the period of three years on 24-10-2019. Under this Project a Bio-Gas Plant was established at the college premises.

*N. W. S. S. S.*  
IQAC coordinator

*[Signature]*  
Principal & IQAC Chairperson

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 4

Venue: IQAC Office

Year: 2019-20

Date: 27-11-2019

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Student Development Programme
3. Result Analysis Meeting
4. Parents Teachers Meeting
5. Alumni Meeting
6. Academic Interaction Meeting

**Resolutions Adopted**

- ❖ To organize Student Development Programme between 6.30 pm and 8.00 pm on 02-12-2019 & 03-12-2019
- ❖ To conduct Result Analysis Meeting on 16-12-2019
- ❖ To conduct Parents Teachers Meeting on 19-12-2019, 20-12-2019 & 04-01-2020
- ❖ To ask the Vivekananda College Alumni Association to conduct Alumni Meeting on 29-12-2019
- ❖ To arrange the Academic Interaction Meeting as per the request from Sri Sarada Niketan College for Women on 06-12-2019.

The meeting ended with Sarve bhavanthu.

H. Nagendran  
27.11.2019  
IQAC coordinator

T.V. Venkatesan  
Principal & IQAC Chairperson

**Members present in the Meeting**

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

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 27-11-2019**

- ❖ IQAC organized Student Development Programme between 6.30 pm and 8.00 pm on 02-12-2019 & 03-12-2019.
- ❖ IQAC conducted Result Analysis Meeting on 16-12-2019. IQAC asked the Course Teachers to conduct Remedial Coaching for the failed students in the November 2019 Examinations.
- ❖ IQAC conducted Parents Teachers Meeting on 19-12-2019 for the I year UG Students, on 20-12-2019 for the II year UG students & on 04-01-2020 III year UG, I year & II year PG students.
- ❖ Vivekananda College Alumni Association conducted Alumni Meeting on 29-12-2019.
- ❖ To arrange the Academic Interaction Meeting as per the request from Sri Sarada Niketan College for Women on 06-12-2019.

*N. Nagenathan*

IQAC coordinator

*T. V. V. V.*

Principal & IQAC Chairperson



**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the IQAC Meeting

Meeting No: 5

Venue: IQAC Office

Year: 2019-20

Date: 24-12-2019

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Academic & Administrative Audit (AAA) – Internal
3. National Youth Day Symposium
4. Department -wise Pongal Festival celebrations
5. Student Development Programme
6. Faculty Enrichment Programme

Resolutions Adopted

- ❖ To conduct Academic & Administrative Audit (AAA) – Internal on 08-01-2020
- ❖ To organise National Youth Day Symposium by the IQAC and Swami Vivekananda Studies Centre on 12-01-2020
- ❖ To organise Department-wise Pongal Festival on 11-01-2020
- ❖ To conduct Kalaikudal -Student Development Programme on 11-01-2020
- ❖ To organize Faculty Enrichment Programme on 21-01-2020

The meeting ended with Sarve bhavanthu.

*H. Nagendran*  
24.12.2019  
IQAC coordinator

*T. V. Venkatesan*  
Principal & IQAC Chairperson

Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	<i>T. V. Venkatesan</i>
2	Prof.V.Parthasarathy	Vice-Principal – Member	<i>V. Parthasarathy</i>
3	Dr.N.Nagendran	IQAC Coordinator	<i>H. Nagendran</i>
4	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	<i>K. Karthikeyan</i>
5	Dr.K.Alagesan	Head, Department of Commerce -Member	<i>K. Alagesan</i>
6	Dr.P.Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
7	Dr.A.Satheesh Babu	Assistant Professor of Economics -Member	<i>A. Satheesh Babu</i>
8	Sri A.Sundarajmoorthy	Office Superintendent -Member	<i>A. Sundarajmoorthy</i>
10.	Dr.M.Prabakaran	Librarian -Member	<i>M. Prabakaran</i>

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 24-12-2019**

- ❖ IQAC conducted the Department-wise Academic & Administrative Audit (AAA) – Internal on 08-01-2020
- ❖ IQAC and Swami Vivekananda Studies Centre organised National Youth Day Symposium on 11-01-2020
- ❖ The Department-wise Pongal Festival was celebrated on 11-01-2020
- ❖ Viveka Fine Arts Club organised Kalaikudal -Student Development Programme on 11-01-2020 between 6.30 p.m. and 8.00 p.m.
- ❖ IQAC organized Faculty Enrichment Programme on Hands on Training in E-Content Development held on 21-01-2020.

*N. Wazundhan*  
IQAC coordinator

*T. V. Vithu*  
Principal & IQAC Chairperson

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

Meeting No: 6

Venue: IQAC Office

Year: 2019-20

Date: 21-01-2020

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Extension Activities by the Students
3. Board of Studies Meeting
4. Academic & Administrative Audit (AAA) – External
5. Student Development Programme

**Resolutions Adopted**

- ❖ To conduct the meeting of Board of Studies for the Tamil, Sanskrit, English, Economics, History, Mathematics, Physics and Botany Departments on 1<sup>st</sup> February 2020
- ❖ To organize extension activities by the students during Mid-Semester holidays during 10-15 February 2020
- ❖ To organize Student Development Programme on 18-02-2020
- ❖ To conduct Academic & Administrative Audit (AAA) – External on 24-02-2020

The meeting ended with Sarve bhavanthu.

*N. Nageshwaran*  
21.01.2020  
IQAC coordinator

*T. V. Venkatesan*  
Principal & IQAC Chairperson

**Members present in the Meeting**

S.No.	Name		Signature
1	Dr. T. Venkatesan	Principal & Chairperson	<i>T. V. Venkatesan</i>
2	Prof. V. Parthasarathy	Vice-Principal – Member	<i>V. Parthasarathy</i>
3	Dr. N. Nageshwaran	IQAC Coordinator	<i>N. Nageshwaran</i>
4	Dr. K. Karthikeyan	Dean & Controller of Examinations – Member	<i>K. Karthikeyan</i>
5	Dr. K. Alagesan	Head, Department of Commerce -Member	<i>K. Alagesan</i>
6	Dr. P. Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
7	Dr. A. Satheesh Babu	Assistant Professor of Economics -Member	<i>A. Satheesh Babu</i>
8	Sri A. Sundarajmoorthy	Office Superintendent -Member	<i>A. Sundarajmoorthy</i>
10.	Dr. M. Prabakaran	Librarian -Member	<i>M. Prabakaran</i>



**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 21-01-2020**

- ❖ The meetings of Board of Studies for the Tamil, Sanskrit, English, Economics, History, Mathematics, Physics and Botany Departments were held on 1<sup>st</sup> February 2020
- ❖ Students taught yoga to the students of their nearby schools, planted saplings in their respective villages, conducted literacy programme for illiterate people in their villages, conducted swachta programme through cleaning activities in their villages during Mid-Semester holidays between 10-02-2020 and 15-02-2020.
- ❖ IQAC organized Student Development Programme on Patriotism : Need of the Hour for Modern Youth held on 18-02-2020.
- ❖ IQAC conducted Academic & Administrative Audit (AAA) – External on 24-02-2020.

*H. Vagendran*  
IQAC coordinator

*J. V. V.*  
Principal & IQAC Chairperson