

# VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the IQAC Meeting

Meeting No: 1

Venue: IQAC Office

Year: 2021-22

Date: 21-06-2021

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. Organising Department-wise Orientation Programme
4. Conducting Student Development Programme
5. Conducting Department-wise Alumni Meet
6. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

### Resolutions Adopted

It is resolved

- ❖ To conduct Online Classes for all UG & PG Students as per the guidelines provided by the Government
- ❖ To encourage and support the course teachers in preparing effective online instructional materials for their respective courses
- ❖ To conduct Department-wise Orientation Programme to the students on Career Counseling
- ❖ To ask the Heads of the Departments to conduct Student Development Programme once in a week
- ❖ To ask the Heads of the Departments to conduct Department-wise Alumni Meet
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

A. Sathesh Babu  
21/06/2021  
IQAC coordinator

J. V. Venkatesan  
Principal & IQAC Chairperson

### Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	J. V. Venkatesan
2	Prof.V.Parthasarathy	Vice-Principal – Member	V. Parthasarathy
3	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	K. Karthikeyan
4	Dr.A.Satheesh Babu	IQAC Coordinator	A. Sathesh Babu
5	Dr.N.Nagendran	Head, Department of History -Member	N. Nagendran
6	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	M. Shunmugavelu
7	Dr.P.Pattinathar	Head, Department of Economics -Member	P. Pattinathar
8	Dr.M.Seenimurugan	Director of Physical Education -Member	M. Seenimurugan
10	Dr.M.Prabakaran	Librarian -Member	M. Prabakaran
11	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	C. Saoundararaju
12	Sri G.Angamuthu	Office Superintendent -Member	G. Angamuthu

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**

**of the IQAC Meeting held on 21-06-2021**

- ❖ Online Classes for all UG & PG Students were conducted through Google Classroom /Google meet using institutional email id.
- ❖ 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.
- ❖ Department wise Orientation Programme on “Counseling & Life Skills” and “Career Guidance” was conducted for II and III Year Students respectively on 28.06.2021
- ❖ All the Departments conducted Students Development Program / Soft Skill Development Program every week.
- ❖ The Departments of Commerce, Commerce CA, Mathematics, Botany, Zoology organized Department wise Alumni meeting.
- ❖ The coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

*A. Sathya*  
IQAC coordinator

*J. V. Kumar*  
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: 2021-22

Date: 09-08-2021

The meeting began with Om Sahanavavathu

### Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Preparation of online instructional materials by the course teachers
3. Conducting Seminars/Workshops/Webinars
4. Following Mentor-Mentee Programme
5. Registration in Startup India Scheme
6. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

### Resolutions Adopted

- ❖ To instruct all the teachers should prepare minimum one E-Content for each course
- ❖ To instruct the Heads of the Departments to maintain the student's attendance in the ERMS portal
- ❖ To ask all the Heads of the Departments to conduct Seminars/Workshops/Webinars.
- ❖ To streamline the Student Mentor-Mentee system
- ❖ To register the Departments under Startup India Scheme
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

*A. Sathesh*  
9/8/2021  
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.K.Karthikeyan	Dean & Controller of Examinations – Member	<i>K. Karthikeyan</i>
4	Dr.A.Satheesh Babu	IQAC Coordinator	<i>A. Sathesh</i>
5.	Dr.N.Nagendran	Head, Department of History -Member	<i>N. Nagendran</i>
6.	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	<i>M. Shunmugavelu</i>
7.	Dr.P.Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
8.	Dr.M.Seenimurugan	Director of Physical Education -Member	<i>M. Seenimurugan</i>
10.	Dr.M.Prabakaran	Librarian -Member	<i>M. Prabakaran</i>
11.	Dr.C.Saundararaju	Assistant Professor of Botany -Member	<i>C. Saundararaju</i>
12.	Sri G.Angamuthu	Office Superintendent -Member	<i>G. Angamuthu</i>

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 26-08-2021**

- ❖ All the course teachers gave equal weightage for all units while setting question papers for Part-I, Part-II and Part-III Courses for CIA Examinations as per the model sent from the Office of the Controller of Examinations.
- ❖ The curriculum nomenclature modified from Outcome Based Education (OBE) to Learning outcomes based Curriculum Framework(LOCF)
- ❖ All the course teachers followed a five-hours timetable for the Offline classes and three-hours timetable for the Online classes.
- ❖ The Department of Zoology, Botany, Commerce and Physics signed MoUs
- ❖ The Coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

  
IQAC coordinator

  
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: 2021-22

Date: 26-08-2021

The meeting began with Om Sahanavavathu

Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Providing Weightage Marks to Question papers of CIA Examinations
3. Time table for Even Semester during lockdown period
4. Signing of MOUs, conducting webinars and Academic Enrichment programmes for both students and staff
5. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

Resolutions Adopted

- ❖ To instruct all the course teachers should give equal weightage for all units while setting question papers for Part-I, Part-II and Part-III Courses for CIA Examinations.
- ❖ To modify Outcome Based Education (OBE) as learning outcomes based Curriculum Framework(LOCF)
- ❖ To revise the time table for both Offline and Online classes
- ❖ To instruct all the Heads of the Departments to sign MoUs
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

A. Sathesh Babu  
26/08/2021  
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	V. Parthasarathy
3	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	K. Karthikeyan
4	Dr.A.Satheesh Babu	IQAC Coordinator	A. Sathesh Babu
5	Dr.N.Nagendran	Head, Department of History -Member	N. Nagendran
6	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	M. Shunmugavelu
7	Dr.P.Pattinathar	Head, Department of Economics -Member	P. Pattinathar
8	Dr.M.Seenimurugan	Director of Physical Education -Member	M. Seenimurugan
10	Dr.M.Prabakaran	Librarian -Member	M. Prabakaran
11	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	C. Saoundararaju
12	Sri G.Angamuthu	Office Superintendent -Member	G. Angamuthu

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 09-08-2021**

- ❖ All the teachers prepared E-content and uploaded in the college website
- ❖ All the course teachers maintained Students attendance through ERMS / through Google Sheets.
- ❖ The Department of Commerce, Commerce CA, Library, Physics, Zoology organized webinars
- ❖ The student mentor-mentee system has been revised and all the mentors are given with a revised record.
- ❖ The Departments of Zoology, Economics and Botany registered as incubator in Startup India Scheme.
- ❖ The Coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

  
IQAC coordinator

  
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: 2021-22

Date: 04-10-2021

The meeting began with Om Sahanavavathu

#### Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Parents Meeting for the First year students
3. Getting ISBN Number for the college
4. Faculty Enrichment Programme
5. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

#### Resolutions Adopted

- ❖ To conduct Parents Teachers Meeting for the First year students
- ❖ To apply for getting ISBN in the Raja Rammohun Roy National Agency portal.
- ❖ To conduct Faculty Enrichment Programme during November
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

A. Sathesh Babu  
IQAC coordinator 04/10/21

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



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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 04-10-2021**

- ❖ Parents Teachers Meeting for the parents of First Year UG students was conducted through offline on 11-10-2021.
- ❖ The members of the IQAC thanked the Raja Rammohun Roy National Agency, Department of Higher Education, MHRD for allotting 100 numbers of ISBN and the IQAC asks all the Heads of the Departments to utilize the same.
- ❖ The Faculty Enrichment Programme was conducted on Hands on Training on ICT-Enabled Teaching on 19-11-2021.
- ❖ The Coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

  
IQAC coordinator

  
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: 2021-22

Date: 19-01-2022

The meeting began with Om Sahanavavathu

### Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Revision of template for scheme of examination under LOCF
3. Conducting webinars
4. Sending proposals for TANSCHS schemes
5. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

### Resolutions Adopted

- ❖ To ask all the Heads of the Departments to follow the revised template for Scheme of Examinations under LOCF will be send by the Controller of Examinations
- ❖ To ask all the Heads of the Departments to organize Webinars regularly.
- ❖ To ask all the Heads of the Departments to send the proposals invited by TANSCHS for National level one day seminar, two days National Conference, one day Inter-national conference and two days International conferences
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

A. Sathesh Babu  
IQAC coordinator

T. Venkatesan  
Principal & IQAC Chairperson

### Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	T. Venkatesan
2	Prof.V.Parthasarathy	Vice-Principal – Member	
3	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	
4	Dr.A.Satheesh Babu	IQAC Coordinator	A. Sathesh Babu
5	Dr.N.Nagendran	Head, Department of History -Member	N. Nagendran
6	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	M. Shunmugavelu
7	Dr.P.Pattinathar	Head, Department of Economics -Member	P. Pattinathar
8	Dr.M.Seenimurugan	Director of Physical Education -Member	M. Seenimurugan
10	Dr.M.Prabakaran	Librarian -Member	M. Prabakaran
11	Dr.C.Saundhararaju	Assistant Professor of Botany -Member	C. Saundhararaju
12	Sri G.Angamuthu	Office Superintendent -Member	G. Angamuthu

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IQAC Meeting held on 19-01-2022**

- ❖ To ask all the Heads of the Departments to follow the revised template for Scheme of Examinations un LOCF will be send by the Controller of Examinations
- ❖ To ask all the Heads of the Departments to organize Webinars regularly.
- ❖ To ask all the Heads of the Departments to send the proposals invited by TANSCH for National level one day seminar, two days National Conference, one day Inter-national conference and two days International conferences
- ❖ The Coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

  
IQAC coordinator

  
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: 2021-22

Date: 24-11-2021

The meeting began with Om Sahanavavathu

**Matters Tabled for Discussion**

1. Review of past activities & Action Taken Report (ATR)
2. Board of Studies
3. Conducting Energy Audit, Environmental Audit & Green Audit
4. Awareness to students on NPTEL/SWAYAM courses
5. Monitoring the Code of Conduct among teaching staff, non-teaching staff and students
6. Seed Money Scheme
7. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

**Resolutions Adopted**

- ❖ To conduct Boards of Studies meeting during the first week of January 2022
- ❖ To conduct Energy Audit, Environmental Audit & Green Audit
- ❖ To give awareness to the students on NPTEL/SWAYAM courses
- ❖ To conduct various meeting to monitor code of conduct among teaching staff, non-teaching staff and students
- ❖ To implement the Seed Money Scheme
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

A. Sathya 24/11/2024  
IQAC coordinator

T.V. Vithan  
Principal & IQAC Chairperson

**Members present in the Meeting**

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	T.V. Vithan
2	Prof.V.Parthasarathy	Vice-Principal – Member	V. Parthasarathy
3	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	K. Karthikeyan
4	Dr.A.Satheesh Babu	IQAC Coordinator	A. Sathya
5	Dr.N.Nagendran	Head, Department of History -Member	N. Nagendran
6	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	M. Shunmugavelu
7	Dr.P.Pattinathar	Head, Department of Economics -Member	P. Pattinathar
8	Dr.M.Seenimurugan	Director of Physical Education -Member	M. Seenimurugan
10	Dr.M.Prabakaran	Librarian -Member	M. Prabakaran
11	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	C. Saoundararaju
12	Sri G.Angamuthu	Office Superintendent -Member	G. Angamuthu



VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report (ATR)**  
**of the IOAC Meeting held on 24-11-2021**

- ❖ The Boards of Studies meeting were conducted on 05.03.2022
- ❖ Steps are taken to conduct Energy Audit, Environmental Audit & Green Audit
- ❖ All the Departments gave awareness to the students on NPTEL/SWAYAM courses
- ❖ The code of conduct among teaching staff, non-teaching staff and students has been regularly monitored
- ❖ The seed money scheme has been implemented during January 2021
- ❖ The Coordinator for NAAC at our college conducted Criterion wise Review meetings for SSR Preparation.

*A. Sathya*  
IQAC coordinator

*T. V. Kumar*  
Principal & IQAC Chairperson

# VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the IQAC Meeting

Meeting No: 7

Venue: IQAC Office

Year: 2021-22

Date: 31-05-2022

The meeting began with Om Sahanavavathu

### Matters Tabled for Discussion

1. Review of past activities & Action Taken Report (ATR)
2. Website Updation
3. IPR Classes
4. Course Exit Survey and Programme Exit Survey
5. Annual Report 2021-22
6. Annual Plan for the Academic Year 2022-23
7. Preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

### Resolutions Adopted

- ❖ To update the necessary data in the College Website
- ❖ To conduct Intellectual Property Rights (IPR) classes by the respective Departments
- ❖ 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 2021-22 and submit the same to the IQAC office.
- ❖ To instruct all the Departments to prepare Annual Plan for the year 2022-23 and submit the same to the IQAC office.
- ❖ To conduct review meetings regarding the preparation of SSR to apply for NAAC -4<sup>th</sup> Cycle

The meeting ended with Sarve bhavanthu.

*A. Sathya*  
IQAC coordinator

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

### Members present in the Meeting

S.No.	Name		Signature
1	Dr.T.Venkatesan	Principal & Chairperson	<i>J. V. S.</i>
2	Prof.V.Parthasarathy	Vice-Principal – Member	<i>S. P.</i>
3	Dr.K.Karthikeyan	Dean & Controller of Examinations – Member	<i>W.</i>
4	Dr.A.Satheesh Babu	IQAC Coordinator	<i>A. Sathya</i>
5	Dr.N.Nagendran	Head, Department of History -Member	<i>N. Nagendran</i>
6	Dr.M.Shunmugavelu	Head, Department of Zoology -Member	<i>M. S. Shunmugavelu</i>
7	Dr.P.Pattinathar	Head, Department of Economics -Member	<i>P. Pattinathar</i>
8	Dr.M.Seenimurugan	Director of Physical Education -Member	<i>M. Seenimurugan</i>
10	Dr.M.Prabakaran	Librarian -Member	<i>M. Prabakaran</i>
11	Dr.C.Saoundararaju	Assistant Professor of Botany -Member	<i>C. Saoundararaju</i>
12	Sri G.Angamuthu	Office Superintendent -Member	<i>G. Angamuthu</i>