



G.Venkataswamy Naidu College, Kovilpatti

Re-accredited with 'A' Grade(3.21 out of 4) by NAAC

(Under the Management of the Kuppuswamy Naidu Charity Trust for education and Medical Relief, Coimbatore-37)



INTERNAL QUALITY ASSURANCE CELL

Meeting 1

IQAC meeting was held on 05.07.2019 at 3.00 p.m. at the Aided campus Library.

Agenda: Collection of Department and Club activity reports for AQAR preparation

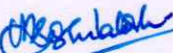
Members Present:

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer Science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi,
Office Superintendent

Minutes of the meeting

1. All the curricular and co-curricular activities of the departments may be sent to separate mail IDs created for curricular and co-curricular activities.
2. Resolved to conduct a program in the middle of September 2019 after the date is confirmed with ICT Academy.
3. All the members of the IQAC should be present after 4 p.m. in the IQAC room for AQAR submission work for the academic year 18-19.


IQAC Coordinator

for, 
Principal *yc*



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INTERNAL QUALITY ASSURANCE CELL

Meeting 2

IQAC meeting was held on 15.07.2019 at 3.00 p.m. at the IQAC room.

Agenda: Getting the feedback forms and documents for the year 2018-19 from previous IQAC Coordinator.

Members Present:

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi,
Office Superintendent.

Minutes of the meeting

1. Resolved to request the former IQAC coordinator Dr.N.R.Santhi Maheswari to hand over the feedback forms and documents to the new-IQAC Co-coordinator Dr.M.Subbulakshmi at the earliest.

IQAC Coordinator

Principal

N.R.SANTHI MAHESWARI, M.Sc.
PRINCIPAL in-charge
G.VENKATASWAMY NAIDU COLLEGE
KOVILPATTI - 628 602



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INTERNAL QUALITY ASSURANCE CELL

Meeting 3

IQAC meeting was held on 06.08.2019 at 3.00 p.m. at the IQAC room

Agenda: Creation of separate e-mail IDs for curricular and co-curricular activities for both aided and un-aided sections of the college

Members Present:

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi,
Office Superintendent

Minutes of the meeting

Resolved to create separate e-mail IDs for curricular & co-curricular activities **for both aided and un-aided sections of the college** and to circulate the mail IDs to all the departments for sending the details of curricular & co-curricular activities. Mrs.K. Renukadevi, Assistant Professor, Department of Physics and Mrs.P.Yogalakshmi, Assistant Professor, Department of Chemistry will be in charge of curricular & co-curricular activities respectively (of aided section). Mrs.D.Jeyabharathi, Assistant Professor and Head, Department of Computer science and Mrs.G. Kameshwari, Assistant Professor and Head, Department of English will be in charge of curricular & co-curricular activities respectively (of unaided section).

Aided departments may send the details of their curricular & co-curricular activities to the following e-mail IDs: Curricular activities: iqaccurri19@gmail.com

Co-curricular activities: iqaccocurri19@gmail.com

Unaided departments may send the details of their curricular & co-curricular activities to the following e-mail IDs: Curricular activities: iqaccurrisfc19@gmail.com

Co-curricular activities: iqaccocurrisfc19@gmail.com

IQAC Coordinator

Principal

M.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.

PRINCIPAL in-charge

G.VENKATASWAMY NAIDU COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Meeting 4

IQAC meeting was held on 04.09.2019 at 3.00 p.m. at the IQAC room

Agenda: 1. Third cycle of NAAC Accreditation

2. SSR preparation and distribution of work

3. Formation of criterion wise committees.

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi,
Office Superintendent

Minutes of the meeting

1. Resolved to start the third cycle of the NAAC work immediately and to distribute the work according to the criterions as per the new guidelines.
2. Resolved to conduct a meeting on 06.09.2019 with all the staff members of our college (Both Aided and Unaided).
3. Resolved to start 3rd cycle of NAAC accreditation work at the earliest.
4. Resolved to form criterion wise committees.


IQAC Coordinator


Principal
N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.
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INTERNAL QUALITY ASSURANCE CELL

Meeting 5

IQAC meeting was held on 21.11.2019 at 2.30 p.m. at IQAC room

- Agenda:**
1. Timely submission of AQAR for the year 2018-19.
 2. Collection of data from departments and clubs
 3. Collection of feedback from stakeholders
 4. Organising Seminars by IQAC

Members Present:

1. Dr.P.Mahendran
College Secretary
2. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
3. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
4. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
5. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
6. Mrs. Ponnulakshmi
Office superintendent

Minutes of the meeting

1. Resolved to submit AQAR report on or before 30.12.2019 through online.
2. Resolved to request the Heads of the departments to submit the necessary documents needed for the submission of AQAR at the earliest.
3. Decided to collect feedback from all the stakeholders (students, teachers, parents and alumni).
4. Resolved to conduct a seminar on 27-11.2019.

IQAC Coordinator

Principal
N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.
PRINCIPAL in-charge
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G. Kuppuswamy Naidu G. Venkataswamy Naidu

INTERNAL QUALITY ASSURANCE CELL

Meeting 6

IQAC meeting was held on 27.11.2019 at 3.00 p.m. at IQAC room

Agenda: 1. To recommend implementation of OBE based syllabus on conferment of Autonomy to our college

Members Present:

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs. Ponnulakshmi
Office superintendent

Minutes of the meeting

It is resolved to recommend the Principal to implement the 'OBE' based syllabus for all UG and PG courses after the award of autonomy by UGC.

IQAC Coordinator

Principal

N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.

PRINCIPAL in-charge

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INTERNAL QUALITY ASSURANCE CELL

Meeting 7

IQAC meeting was held on 21.12.2019 at 3.00 p.m. at IQAC room

- Agenda:**
1. Review meeting on activities
 2. Budget allocation for IQAC, Departments and clubs.
 3. Publishing IQAC Newsletter
 4. External audit
 5. Quality certification.
 6. Organising IPR seminar by Commerce department.

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs. Ponnulakshmi
Office superintendent

Minutes of the meeting

1. Resolved to conduct a month end review meeting for IQAC members to discuss the previous month's activities.
2. Resolved to discuss the budget allocation for IQAC, club and department activities with the secretary.
3. Resolved to design Google forms for getting feedback from all stakeholders.
4. Resolved to publish a monthly newsletter for IQAC from the beginning of even semester (2019-20).
5. Resolved to ask the Heads of departments to submit the monthly report on or before 25th day of every month to IQAC.
6. Decided to conduct External Audit in next semester.
7. Decided to collect 2019-2020 odd semester report from all the departments.
8. Resolved to form Students Council and to create a format for Mentor-Mentee system.
9. Decided to take steps for ISO certification or NBA or any other quality audit.
10. Resolved to organise Professional Development Programme for teaching faculty and training for non-teaching members.
11. Decided to insist commerce departments of both aided and unaided sections to organise a seminar on IPR.
12. Decided to register the Institution in the AISHE portal, and to motivate the usage of renewable energy sources and to insist on eco-friendly campus.
13. Decided to encourage the faculty members and students for exchange programmes and to form incubation centre.
14. Resolved to conduct a training programme on "Best out of waste" for women students.


IQAC Coordinator


Principal
N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.
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INTERNAL QUALITY ASSURANCE CELL

Meeting 8

IQAC meeting was held on 08.01.2020 at 3.00P.M at our college IQAC room

- Agenda:** 1. Preparing for Autonomous inspection committee visit.
2. January IQAC News letter preparation

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi
Office superintendent

Minutes of the meeting :

1. It was insisted that Departments to be prepared for the upcoming Autonomous Inspection committee visit in the month of February.
2. Monthly reports should be collected from all departments for monthly Newsletter preparation.

IQAC Coordinator

Principal

N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.,
PRINCIPAL in-charge
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INTERNAL QUALITY ASSURANCE CELL

Meeting 9

IQAC meeting was held on 28.01.2020 at 3.00P.M at our college IQAC room

- Agenda:** 1. Welcoming Autonomous inspection committee with banner.
2. Fixing of extension activities banner

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi
Office superintendent

Minutes of the meeting

1. Decided to inform the Heads of departments about the Autonomous inspection team visit to our college on 13.02.2020 and 14.02.2020. IQAC was ready to welcome the team with all preparation except Banner which should be prepared fixed in IQAC room.
2. It was decided to prepare and fix extension activities banner of the college in the IQAC room.

IQAC Coordinator

Principal

N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.
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INTERNAL QUALITY ASSURANCE CELL

Meeting 10

IQAC meeting was held on 15.02.2020 at 3.30P.M at our college IQAC room

- Agenda:**
1. Implemetation of suggestions given by Autonomous Inspection committee.
 2. Motivating departments to apply for funded Research projects, Seminars etc.
 3. Uploading of IQAC minutes of the meeting in a college website.

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi
Office superintendent

Minutes of the meeting :

1. It was decided to implement the suggestions given by Autonomous inspection committee.
2. Resolved to motivate departments to apply for projects, seminars etc.
3. Decided to upload the minutes of the meeting in the college website.


IQAC Coordinator


Principal

A.N.R.SANTHI MAHESWARI, M.Sc., M.Phil., Ph.D.
PRINCIPAL In-charge
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INTERNAL QUALITY ASSURANCE CELL

Meeting 11

IQAC meeting was held on 27.02.2020 at 3.30P.M at our college IQAC room

- Agenda:** 1. Content for February the IQAC Newsletter.
2. Collection of activity reports from departments.

Members Present :

1. Mrs.K. Renukadevi,
Assistant Professor,
Department of Physics.
2. Mrs.P.Yogalakshmi,
Assistant Professor
Department of Chemistry.
3. Mrs.D.Jeyabharathi
Assistant Professor and Head,
Department of Computer science (unaided).
4. Mrs.G. Kameshwari,
Assistant Professor and Head,
Department of English (Unaided).
5. Mrs.T.Ponnulakshmi
Office superintendent

Minutes of the meeting

1. Decided to collect the content for the Newsletter from every department in time.
2. It was insisted that HOD's must stick to the date of submission of details every month.

IQAC Coordinator

Principal
A.R.SANTHI MAHESWARI, M.Sc., M.P.N., P.D.
PRINCIPAL in-charge
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Action Taken Report

| S.No | Queries | Action taken Report |
|------|---|--|
| 1 | The long pending issue of fixing fans in classrooms in aided campus to beat summer heat. | About 60 fans are fixed in all classrooms. |
| 2 | Non functioning of the intercom facility and internet connection of mathematics department. | The intercom facility and internet connection was restored. |
| 3 | RO water scarcity in the Aided campus during summer. | RO water brought from nearby water treatment plant and supplied. New pipeline connection was established by village panchayat to supply Manoor water to meet the demand. |
| 4 | Extra Air cooler for stage in the auditorium to beat summer heat during functions/meetings. | New air cooler was purchased with permission from secretary. |
| 5 | Disability resource centre formation insisted. | Disability resource centre formed with convener. |
| 6 | Media recording centre formation suggested. | Multimedia production centre established and required equipments purchased. |

N. Santhi Maheswari
PRINCIPAL In-charge
G.VENKATASWAMY NAIDU COLLEGE,
KOVILPATTI - 628 502