



Grams : APSAC

Phone: { College : 04577 - 266142
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Website : www.apsacollege.com

ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 19th July 2013

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 09-02-2013.
2. Reconstitution of IQAC.
3. Evaluation of results - April 2013.
4. Finalise the student's feedback for the year 2012-2013.
5. E-books and e-journals.
6. Tutorial scheme.
7. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. IQAC committee members were reconstructed as per the recommendation of NAAC peer team which visited the college for reaccreditation in August 2012. New coordinator for NAAC was appointed and new members were reconstructed as per the IQAC norms.
3. Resolved to evaluate student's results for April 2013. According to that it has been finally decided to conduct remedial and enrichment classes.
4. Decided to finalise and submit the student's feedback for the year 2012-2013 to the management.
5. Decided to equip with e-books and e-journals in the Library and all Departments
6. Resolved to allot a staff for maximum 25 students under tutorial scheme.
7. Decided to organise a special meeting on "A Tool for Statistical Analysis".



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COMMITTEE MEMBERS

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2. Dr.N.Ramani (Co-ordinator) *N. Ramani*
3. Mr S. Jeyagandhi –Industrialist – Member *S. Jeyagandhi*
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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 30th August 2013

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 19-07-2013.
2. Academic and Administrative Audit for the academic year 2012-13.
3. Counselling cell.
4. Entry level bridge course.
5. Part - time courses.
6. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Discussed and decided to submit the report of Academic and Administrative Audit for the Academic year 2012-13 to the management.
3. Decided to establish separate counselling cells for boys and girls to give counselling for needy students.
4. Resolved to strengthen entry level bridge courses for students.
5. Resolved to ensure the participation of students in part time courses such as computer skills and Spoken English.
6. Decided to organise a special meeting on "Role of ICT in Teaching and Learning".



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Internal Quality Assurance Cell

Minutes of Meeting held on 24thOctober 2013

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 30-08-2013.
2. Nomination of IQAC staff in-charge from each department.
3. Uploading of Association Activities.
4. Alumni meeting.
5. Major and Minor research projects.
6. Motivation for registering Ph.D.
7. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to nominate staff in-charge as IQAC representative from each department.
3. Decided to upload all association activities in the college website.
4. Resolved to advise each department to conduct alumni meetings.
5. Resolved to encourage the staff members to apply for Major and Minor research projects under various funding agencies.
6. Decided to motivate the faculties to register for Ph.D.
7. Decided to organise a special meeting on "The Role of E-Learning and E-Content in HEIs".



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Minutes of Meeting held on 27thDecember 2013

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 24-10-2013.
2. Addition of industrialist as IQAC member.
3. Girl's student counsellor.
4. Green campus.
5. Common internal test.
6. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. IQAC has decided to induct industrialists Thiru.S.Rajamoorthy & Mr.S.Jeyaganthi as IQAC members of our college.
3. Decided to appoint a senior woman staff as counsellor for girl students.
4. Decided to advise tree plantation inside the campus.
5. Decided to constitute a Central Internal Test Committee for common internal test in the University Examination pattern.
6. Decided to organise a special meeting on "INFLIBNET – The Knowledge Resource".



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Minutes of Meeting held on 24th January 2014

IQAC Co-ordinator has presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 27-12-2013.
2. Creation of email-ID.
3. Up-gradation of Laboratory facilities.
4. Installation of UPS.
5. Renovation of women rest room.
6. Evaluation of results of Nov.2013.
7. PTA meeting.
8. Value Education.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to advise all departments to create email - ID for all staff and students.
3. Recommended Science Departments to improve laboratory facilities for promoting basic scientific research.
4. Recommended to install uninterrupted power supply system in computer science department.
5. Recommended to improve women rest room facilities.
6. Resolved to carry out evaluation of results - Nov.2013.
7. Resolved to instruct all departments to conduct PTA meeting to review the performance of the students.
8. Decided to include Value education in the curriculum itself.



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G.P.

5. Dr.G.V.Gopinath (Member)

G.V.G.

6. Dr.M.Maheswari (Member)

M.M.

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Minutes of Meeting held on 20th February 2014

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 24-01-2014.
2. Publication of research papers.
3. Smart classes.
4. Campus interview.
5. Infrastructure.
6. Faculty Development Programme.
7. Enrichment classes.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to motivate all faculties to publish research papers in referred journals.
3. Resolved to install smart classrooms.
4. Resolved to instruct placement officer to conduct campus interviews for students.
5. Recommended to arrange separate two wheeler parking facility for girl students.
6. Resolved to motivate all faculties to attend Faculty Development Programmes such as Orientation Course, Refresher Course, etc.
7. Resolved to encourage quick learners by conducting enrichment classes.



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Minutes of Meeting held on 28th March 2014

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 20-02-2014.
2. Strengthening PTA & Alumni.
3. National Seminars / Workshops
4. Student's feedback for the Academic year 2013-14.
5. Preparation of AQAR.
6. Academic and Administrative Audits for the Academic year 2013-14.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to conduct PTA & Alumni meetings at department and college level to include various plans and executions.
3. Resolved to motivate all the departments to organise national seminars or workshops also motivated all faculties to attend/present research papers in international/national seminars.
4. Resolved to instruct all the departments to record feedback for the Academic year 2013-14 from the students.
5. Decided to prepare AQAR at the end of the academic year.
6. Resolved to conduct Academic and Administrative Audits for the Academic year 2013-14.



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ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2013-2014

- ❖ In order to prepare students for university examination pattern, common internal test was introduced.
- ❖ Laboratory facilities in the science departments were improved for promoting basic scientific research.
- ❖ Uninterrupted power supply and computers with latest power supply was given to computer science department.
- ❖ Women rest room facilities improved
- ❖ Separate two wheeler parking facilities arranged for girl students
- ❖ Guest Lecturers were appointed for the departments where regular staff are not available
- ❖ Staff members sent to refresher course, orientation programme, seminar, symposium etc. as part of faculty improvement programme.