



Grams : APSAC

Phone: { College : 04577 - 266142

Personal : 04577 - 266176

Fax No : 04577 - 266103

E.mail : principal@apsacollege.com

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 25<sup>th</sup> June 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 28-03-2014.
2. Common Internal Test.
3. Action plan for 2014-15.
4. Finalise the student's feedback for the year 2013-14.
5. Promotion of computer knowledge.
6. Automation of the Administration.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Instructed all departments to monitor the outcome of conducting common internal test.
3. Decided to prepare action plan for 2014-15.
4. Decided to finalise and submit the student's feedback for the year 2013-14.
5. Resolved to arrange computer training for teaching, nonteaching and all third year students.
6. Recommended to initiate the office automation with computers and automation software.















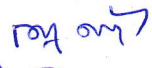

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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

### COMMITTEE MEMBERS

1. Thiru.N.Rameswaran, College Secretary. 
2. Dr.V.S.A.Subramanian, Principal. (Chair Person) 
3. Dr.N.Ramani (Co-ordinator) 
4. Dr.A.Susaimanickam (Deputy co-ordinator) 
5. Mr.S.Jeyaganthi – Industrialist (Member) 
6. Mr.S.Rajamoorthy – Industrialist (Member) 
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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 2<sup>nd</sup> July 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 25-06-2014.
2. National Seminars/Conferences/Workshops.
3. Evaluation of the student's result of April-2014.
4. Tutorial scheme.
5. Inter-collegiate Competition.
6. Outreach activity.
7. Special meeting of IQAC.
8. Academic and Administrative Audits for the year 2013-14.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to encourage all faculty members to participate in National Seminars/Conferences/Workshops and to present research articles/papers.
3. Resolved to evaluate the student's result of April-2014 and conduct PTA meetings.
4. Resolved to allot a staff for a maximum of 20 students under tutorial scheme.
5. Decided to conduct inter-collegiate competition and Intra-department competitions on the eve of Golden Jubilee year celebration of our college.
6. Decided to conduct outreach programs and tree plantation in the campus as part of extension activity programme
7. Decided to organise a special meeting on Research Methodology.
9. Discussed and decided to submit the reports of Academic and Administrative Audits for the year 2013-14 to the Management.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 28<sup>th</sup> July 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 02-07-2014.
2. National Seminar.
3. Entry level Bridge Course.
4. Golden Jubilee celebration.
5. Special meeting of IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to form a committee for conducting National Seminars organised by the Departments of Economics and Commerce sanctioned from UGC.
3. Resolved to give entry level bridge course for all first year students.
4. Resolved to play an active role in Golden Jubilee celebration of our college and encouraged to conduct programs such as Inter-collegiate competition, exhibitions, Inter-collegiate sports competition, mini marathon, Inter- departmental competition etc. successfully.
5. Decided to organise a special meeting on Carbon Trading.
















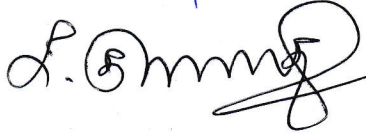
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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 22<sup>nd</sup> August 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 28-07-2014.
2. One day workshop.
3. Minor projects.
4. Special meeting of IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct Librarian to organize one day workshop in Library.
3. Resolve to motivate the faculties to apply for minor projects.
4. Decided to organise a special meeting on Internet and Office Automation.



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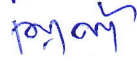

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 12<sup>th</sup> September 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 22-08-2014.
2. Proposal for exhibition.
3. Publications in journals.
4. Part time courses.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to make arrangements for conducting exhibition in Arts and Science departments separately.
3. Resolved to instruct all the departments to organise national seminars or workshops and also motivated to attend/present research papers in international/national seminars.
4. Resolved to motivate all the students to undergo part time courses to develop computer skills and Spoken English.



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V.S.A.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 10<sup>th</sup>October 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 12-09-2014.
2. NET/SLET coaching.
3. Remedial coaching.
4. Digital question bank.
5. Publication of books.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to encourage all PG students to participate NET/SLET coaching classes.
3. Resolved to instruct all faculties to identify underperforming students and arrange remedial classes.
4. Decided to prepare Digital Question Bank in the college Library for the benefit of the students.
5. Resolved to motivate all faculties to publish books.



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*V.S.A.*

*N. Ramani*

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*V. E.*

*S. Jegatha*

*R. Karthi.*

*M. Ramesh*

*P. Muthuraja*

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 16<sup>th</sup>December 2014

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 10-10-2014.
2. Data base of students.
3. Interdisciplinary classes.
4. Faculty Development Programme.
5. Special meeting of IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all departments to prepare data base on student's blood group.
3. Resolved to advise all departments to conduct interdisciplinary classes for the students for skill based subjects.
4. Resolved to motivate all faculties to attend Faculty Development Programme such as Orientation Course, Refresher Course, etc.
5. Decided to organise a special meeting on M.S. Office



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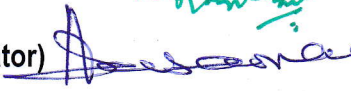









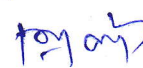

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 23<sup>rd</sup> January 2015

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 16-12-2014.
2. Proposal for FDP on quality-related teaching.
3. Evaluation of students result Nov.2014.
4. Extension Activities.
5. Campus Interview.
6. Value education.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to conduct a Faculty Development Programme with a special focus on quality-related teaching.
3. Instructed all departments to evaluate the student's result of Nov.2014.
4. Decided to motivate all department carryout extension activities by our students for the benefit of the society at various villages.
5. Resolved to conduct campus interview.
6. Resolved to inculcate value based education to the students through Yoga.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 5<sup>th</sup> February 2015

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 23-01-2015.
2. Enrichment course.
3. Installation of CCTV Camera.
4. Alumni meeting.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct all departments to arrange enrichment classes frequently and to evaluate the student's improvements by constituting a committee.
3. Decided to install CCTV Camera in the campus.
4. Resolved to recommend the Alumni Association to take active participation in Golden Jubilee Celebration.












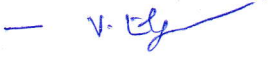




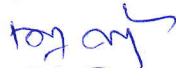

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 16<sup>th</sup> February 2015

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 05-02-2015.
2. Equal Opportunity Centre.
3. Assess the Golden Jubilee celebration activities.
4. Net work facility.
5. Soft Skill development programme for SC/ST students.
6. Motivation for registering Ph.D.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to establish Equal Opportunity Centre.
3. Various committees were requested to assess and follow the Golden Jubilee celebration activities.
4. Decided to provide the network facilities to office, Library and all departments.
5. Decided to motivate SC/ST cell to organise Soft Skill development programme for SC/ST students.
6. Decided to motivate faculties to register Ph.D. those who are not enrolled.



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# ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

### COMMITTEE MEMBERS

1. Thiru.N.Rameswaran, College Secretary.

2. Dr.V.S.A.Subramanian, Principal. (Chair Person)

3. Dr.N.Ramani (Co-ordinator)

4. Dr.A.Susaimanickam (Deputy co-ordinator)

5. Mr.S.Jeyaganthi – Industrialist (Member)

6. Mr.S.Rajamoorthy – Industrialist (Member)

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

8. Dr.D.K.Venkatachalapathy (Member)

9. Dr.M.Maheswari (Member)

10. Dr.V.Elangovan(Member)

11. Tmt.S.Jegatha, (Supdt.) (Member)

12. Selvi.R.Karthigarani (Student) (Member)

13. Selvan.M.Pandikumar (Student) (Member)

14. Mr.M.Ramesh (Alumini) (Member)

15. Mr.P.Muthuraja (Alumini) (Member)

16. Mrs.K.Gunavathy (PTA Member)



Grams : APSAC  
Phone: { College : 04577 - 266142  
Personal : 04577 - 266176  
Fax No : 04577 - 266103  
E.mail : principal@apsacollege.com  
Website : www. apsacollege.com

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 20<sup>th</sup> February 2015

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 16-02-2015.
2. Teaching - Learning process.
3. Updating knowledge of staff.
4. Special meeting of IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct all the departments to collect feedback from the students through Structured Questionnaires related to Teaching-Learning process and subsequently IQAC evaluates and makes necessary changes in teaching and learning practices.
3. Resolved to encourage all the staff members to attend Refresher/Orientation, Seminar/Workshop and other Faculty Improvement Programmes.
4. Decided to organise a special meeting on Ethical Values and Moral Values for Youth



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*Thiru N. Rameswaran*  
*V.S.A.*

*N. Ramani*

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### Minutes of Meeting held on 18<sup>th</sup> March 2015

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 20-02-2015.
2. Student support services.
3. Development programme for support staff.
4. Green Campus.
5. Academic and Administrative Audits for 2014- 2015.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to enhance awareness for students' support services such as Food in Canteen, safe drinking water, Extension of Library working hours, Accidental Insurance Policy, Sports equipments and Kits, etc.
3. Resolved to give special training to operate softwares pertaining to college office.
4. Resolved to instruct Eco Club to conduct specific programmes on Environmental Awareness and Tree Plantation.
5. Resolved to conduct Academic and Administrative Audits for the academic year 2014 - 2015.



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### ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2014-2015

- ❖ Safe drinking water was provided through reverse osmosis unit
- ❖ 45 KVA Automatic Generator was installed for uninterrupted power supply
- ❖ Networking facilities extended to office, library and departments
- ❖ LCD projectors and green boards provided for effective teaching
- ❖ Interdisciplinary classes were conducted for skill based subjects
- ❖ Laboratory facilities improved and new instruments purchased in science departments for basic scientific research
- ❖ Office automation was initiated with computers and automation software
- ❖ Digitalized stock and lending system introduced in library
- ❖ A permanent public address system was installed
- ❖ Tree plantation programme was conducted to green the campus.
- ❖ Additional furniture provided for class rooms.
- ❖ Administrative, Academic and Gender audit done
- ❖ Women rest room buildings renovated