



Grams : APSAC

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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 22th June 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 18-03-2015.
2. New IQAC members.
3. Action plan for 2015-16.
4. Preparation of AQAR.
5. Formation of various committees.
6. Finalise the student's feedback for the year 2014-15.
7. Academic and Administrative Audits for 2014 - 2015.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. It has been decided to include Mr.A.Balasundaram (Asst.Prof. of Chemistry) and Mr.S.M.Alagappan (Asst.Prof. of Commerce) in the IQAC in place of retiring staff.
3. Resolved to prepare action plan for the year 2015-16
4. Decided to select department representatives for the preparation of AQAR.
5. Decided to form different committees to conduct UGC sponsored programmes for the year 2015-16.
6. Decided to finalise and submit the student's feedback for the year 2014-15 to the Management.
7. Decided to submit the reports of Academic and Administrative Audits for the academic year 2014 - 2015 to the Management.



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Internal Quality Assurance Cell

COMMITTEE MEMBERS

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

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

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

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5. Mr.S.Rajamoorthy – Industrialist (Member) - G. P.

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

7. Dr.V.Elangovan(Member) - V. Elangovan

8. Mr.S.M.Alagappan (Member) S.M. Alagappan

9. Mr.A.Balasundaram (Member) A.B.

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

11. Selvi.R.Karthigarani (Student) (Member) R. Karthi

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

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

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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 6th July 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 22-06-2015.
2. Minor Research Project.
3. Research Papers in Journals.
4. Network Research Centre.
5. Entry level Bridge Course.
6. Evaluation of student's result- April 2015.
7. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to encourage all faculty members to apply for Major and Minor Research Projects from various funding agencies.
3. Resolved to encourage all faculty members to participate in seminars and to published research articles/papers in various peers reviewed journals.
4. Decided to establish a Network Research Centre in which students and staff are provided free internet access for career advancement.
5. Decided to give entry level bridge course for all first year students.
6. Instructed all departments to evaluate the students' results of April-2015 and to conduct PTA meeting.
7. Decided to organise a special meeting on Outlook of GST.



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Internal Quality Assurance Cell

Minutes of Meeting held on 31st August 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 06-07-2015.
2. Digital Question Bank.
3. Remedial Coaching.
4. Interdisciplinary classes for skill based subjects.
5. Motivation for Ph.D.guideship.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to provide question papers of semester exams in digital format.
3. Resolved to instruct all faculties to identify under-performance students and arrange remedial classes.
4. Decided to instruct all departments to conduct Interdisciplinary classes for the students for skill based subjects.
5. Decided to encourage the faculties to apply for Ph.D.guideship.



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Internal Quality Assurance Cell

Minutes of Meeting held on 23rd September 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 31-08-2015.
2. Green Campus.
3. Training programme for farmers.
4. Data base on blood groups.
5. Part time courses.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to conduct specific programmes on various Environmental Awareness Themes.
3. Decided to give training on Bee keeping and sustainable agricultural practices to farmers.
4. Instructed to establish a data base of students on their blood groups.
5. Resolved to motivate all the students to undergo part time courses to develop computer skills and Spoken English.



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Internal Quality Assurance Cell

Minutes of Meeting held on 8th October 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 23-09-2015.
2. Tutorial scheme.
3. Campus Interview.
4. Blood Donation Camp.
5. Training to support staff.
6. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to allot 25 students for each staff under mentor-mentee scheme.
3. Resolved to instruct the Placement Officer to arrange campus interview.
4. Decided to organize Blood Donation Camp in collaboration with Sivagangai Govt. Hospital.
5. Resolved to give special training for the office staff in Office Automation Software.
6. Decided to organise a special meeting on E-learning for Career Advancement.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 27th October 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 08-10-2015.
2. Preparation of AQAR for 2012-13, 2013-14 and 2014-15.
3. NPTEL Programme.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to submit AQAR for 2012-13, 2013-14 and 2014-15.
3. Decided to register our institution as local chapter for NPTEL, Spoken Tutorial and other online course platform. etc. - New platform for Digital Learning has been created by linking the Local Chapter of National Programme for Technology Enhanced Learning.



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Internal Quality Assurance Cell

Minutes of Meeting held on 7th December 2015

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 27-10-2015.
2. Career Guidance.
3. Consultancy services.
4. Promotion of computer knowledge.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to give coaching classes to improve Competitive Examination skill for second and third year students.
3. Decided to provide consultancy services to the Government Departments and to the Society.
4. Resolved to give coaching on MS Office to needy staff members.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 18thDecember 2015

The Principal preside over the meeting.

Agenda:

1. Minutes of the previous meeting dated 07-12-2015.
2. Human Rights Programme.
3. Students Discipline.
4. Extension Activities.
5. Counselling for students

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to encourage all departments to conduct special programmes on Human Rights.
3. Decided to instruct the discipline committee to strictly maintain student's discipline.
4. Decided to motivate all departments to carryout extension activities by our students for the benefit of the society at various villages.
5. Resolved to give counselling to the students who found violating the college rules and regulations.



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Internal Quality Assurance Cell

Minutes of Meeting held on 6th January 2016

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 18-12-2015.
2. Invited Lectures / Special Lectures
3. Preparation of AQAR
4. Evaluation of student's result - Nov. 2015.
5. Alumni meeting.
6. Enrichment course.
7. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all HODs to conduct Invited Lecture / Special Lecture meetings.
3. Resolved to speed up preparation of AQAR for submission.
4. Instructed all departments to evaluate the student's result of Nov -2015.
5. Recommended the Alumni Association to conduct Alumni meet regularly.
6. Resolved to instruct all departments to arrange enrichment classes frequently and evaluate.
7. Decided to organise a special meeting on Innovative Practices in Extension activities.



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Internal Quality Assurance Cell

Minutes of Meeting held on 22nd January 2016

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 06-01-2016.
2. Special Programmes.
3. Health Awareness Programme.
4. Soft-Skill Development Programme.
5. Value Education.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Women Welfare Committee is requested to organize special programmes for girl students' welfare.
3. Decided to conduct Health Awareness programmes to the students about Public Health, Sanitation, etc.
4. Decided to motivate SC/ST cell to organize soft skill programmes for SC/ST students.
5. Resolved to continue value education through Yoga.



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15. Mrs.K.Gunavathy (PTA Member) *K. Gunavathy*



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ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 17th February 2016

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 22-01-2016.
2. Blood Donation Camp.
3. PTA meeting.
4. Student feedback.
5. NET/SLET coaching

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Advised our college NSS, NCC, YRC, RRC and Abdul Kalam Club to conduct blood donation camp, in our college, in associated with Blood Banks of Medical College Hospital, Sivagangai and Govt. Hospital, Karaikudi.
3. Resolved to advise all departments to conduct PTA meeting on every semester to review the performance of the students.
4. Resolved to instruct all the departments to record feedback from the students.
5. Decided to arrange special coaching classes for the students to take up entry in Service Commission Examinations such as UPSC, TNPSC, NET/SLET regularly.



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Internal Quality Assurance Cell

COMMITTEE MEMBERS

1. Dr.V.S.A.Subramanian, Principal. (Chair Person) *V.S.A.*
2. Dr.N.Ramani (Co-ordinator) *Dr. Ramani*
3. Dr.A.Susaimanickam (Deputy co-ordinator) *A. Susaimanickam*
4. Mr.S.Jeyaganthi – Industrialist (Member)
5. Mr.S.Rajamoorthy – Industrialist (Member) – *G. Raju*
6. Dr.G.V.Gopinath (Member) *G.V.G.*
7. Dr.V.Elangovan(Member) – *V. Elangovan*
8. Mr.S.M.Alagappan (Member) *S.M. Alagappan*
9. Mr.A.Balasundaram (Member) *A. Balasundaram*
10. Tmt.S.Jegatha, (Supdt.) (Member) *S. Jegatha*
11. Selvi.R.Karthigarani (Student) (Member) *R. Karthi*
12. Selvan.M.Pandikumar (Student) (Member) *M. Pandikumar*
13. Mr.M.Ramesh (Alumini) (Member)
14. Mr.P.Muthuraja (Alumini) (Member) *P. Muthuraja*
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Internal Quality Assurance Cell

Minutes of Meeting held on 21st March 2016

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 17-02-2015.
2. ICT method of teaching.
3. Academic, Administrative and Gender Audits for the academic year 2015-16.
4. Training Programme.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct all staff members to follow ICT method of teaching.
3. Resolved to conduct Academic, Administrative and Gender Audits for the academic year 2015-16.
4. Decided to instruct Entrepreneurship Development cell to conduct training programmes to the students and self-help groups.



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3. Dr.A.Susaimanickam (Deputy co-ordinator) *A.Susaimanickam*
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5. Mr.S.Rajamoorthy – Industrialist (Member) *S.Rajamoorthy*
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ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2015-2016

- ❖ 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 softwares.
- ❖ 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.
- ❖ Academic and Administrative audits done.
- ❖ Women rest room buildings renovated.