



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 16<sup>th</sup> June 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 21-03-2016.
2. Nomination of new members in IQAC.
3. Regular class test.
4. Biometric Attendance.
5. Preparation of AQAR.
6. Plan of action for 2016-17.
7. Promotion of computer knowledge.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Dr.A.Susaimanickam, Principal has been appointed as Chairperson of IQAC'Dr.V.Elangovanas Deputy Coordinator andMr.V.Gurudevrajan, Dr.N.Vijayanandand Dr.S.Jayavel are nominated as members of IQAC.
3. Resolved to instruct all faculties to conduct regular Class Tests from 10 to 10.30 A.M. for all subjects.
4. Decided to implementBiometric attendance for the staff.
5. Resolved to instruct all departments to give necessary information for preparation of AQAR for 2015-16.
6. Decided to instruct all HODs to prepare plan of action for 2016-17.
7. Decided to organise a training program impart administrative skill to Non-teaching staff on Tally Program.



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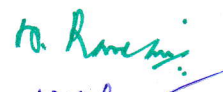
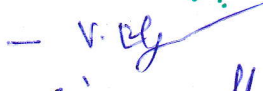
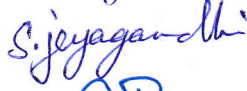


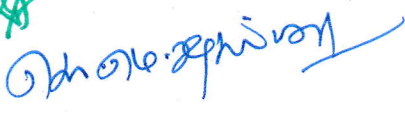


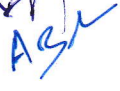





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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 25<sup>th</sup> July 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 16-06-2016.
2. Prohibition of cell phones.
3. National Seminars/Conferences/Workshops.
4. Entry level bridge course.
5. Evaluation of result – April 2016.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all faculties to prohibit the usage of cell phones by the students.
3. Resolved to encourage all faculty members to participate in National Seminars/Conferences/Workshops and to present research articles/papers.
4. Resolved to give entry level bridge course for all first year students.
5. Decided to instruct all departments to evaluate the students' results of April-2016.



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15. Selvan.M.Pandikumar (Student) (Member) *Selvan M. Pandikumar*
16. Mr.M.Ramesh (Alumini) (Member) *M. Ramesh*
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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 5<sup>th</sup> August 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 25-07-2016
2. Academic, Administrative and Gender Audits for the year 2015-16.
3. Remedial Coaching.
4. NPTEL Programme
5. PTA meeting.
6. Motivation for registering Ph.D.
7. Minor projects.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Discuss the reports of Academic, Administrative and Gender Audits for the year 2015-16 and decided to submit to the Management for taking necessary action.
3. Resolved to instruct all faculties to identify under-performance students and arrange remedial classes.
4. Resolved to register our institution as local chapter for NPTEL, Spoken Tutorial and other online course platforms, etc.
5. Decided to instruct all HODs to conduct PTA meeting for Second and Third year students in this month.
6. Resolved to encourage the faculties, without Ph.D., to register for Ph.D.
7. Resolved to motivate the faculties to apply for minor projects.



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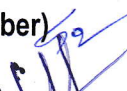





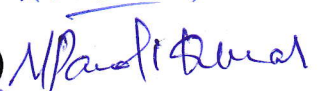

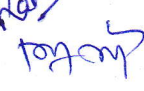

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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 9<sup>th</sup> September 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 05-08-2016.
2. Green Campus.
3. Tutorial scheme.
4. Research guide-ship.
5. Training to support staff.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct Eco Club to conduct specific programmes on Campus Cleanliness and Tree Plantation.
3. Resolved to allot a staff for a maximum of 20 students under tutorial scheme.
4. Decided to motivate faculties to get research guide-ship.
5. Resolved to give special training for the office staff in Office Automation Software.



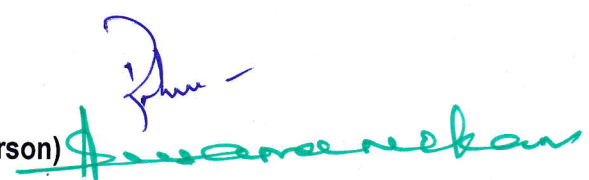




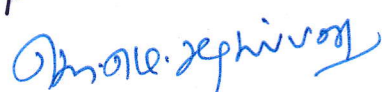
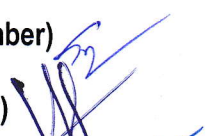

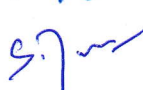



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 27<sup>th</sup> September 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 09-09-2016
2. Common Internal test
3. NET/SLET coaching
4. On-line feedback by students.
5. Publications in journals.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct all departments to prepare consolidated marks of common internal tests.
3. Resolved to arrange special coaching classes for the students to take up entry in Service Commission Examinations such as UPSC, TNPSC, NET/SLET regularly and are monitored.
4. Decided to go for on-line feedback from the next academic year and prepare new Evaluation Format of teachers' performance in teaching by students.
5. Decided to motivate faculty members to present research papers in the seminars and publish papers in the journals.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 30<sup>th</sup>September 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 27-09-2016.
2. Part - time courses.
3. Special program by Library.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to motivate all the students to undergo part time courses to develop computer skills and Spoken English.
3. The Librarian is advised to organise special programmes related to learning resources through Extramural Lecture Program.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 26<sup>th</sup>October2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 30-09-2016.
2. Human Rights Programme.
3. Students Discipline.
4. Training Programme on NAAC Preparedness.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. All departments are encouraged to conduct special programmes on Human Rights.
3. Instructed the discipline committee to strictly maintain students' discipline.
4. Decided to conduct one day training programme on NAAC preparedness with the help of Alagappa University, Karaikudi.



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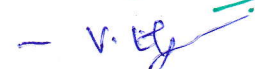












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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 1<sup>st</sup> November 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 26-10-2016.
2. Extension Activities.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to carryout extension activities with students for the benefit of the society at various villages by all departments.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 15<sup>th</sup>December 2016

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 01-11-2016.
2. Finalise AQAR for 2015-16
3. Value Education.
4. Health Awareness Programme.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to submit AQAR for 2015-16 in January 2017.
3. Resolved to continue value education through Yoga.
4. Decided to conduct Health Awareness programmes to the students about Public Health, Sanitation etc.



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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.A.Susaimanickam, Principal. (Chair Person)

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

4. Dr.V.Elangovan (Deputy co-ordinator)

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

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

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

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

18. Mrs.K.Gunavathy (PTA Member)



Grams : APSAC

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Fax No : 04577 - 266103

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# ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 7<sup>th</sup> January 2017

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 15-12-2016.
2. Digital notes.
3. Invited Lectures / Special Lectures

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all faculties to prepare study materials for the students in digital format.
3. Decided to instruct all HODs to organise Invited Lectures / Special Lectures.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 9<sup>th</sup> January 2017

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 07-01-2017.
2. ICT method of teaching.
3. Training Programme.
4. Campus Interview.

#### 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. Decided to instruct Entrepreneurship Development cell to conduct training programmes to the students and self-help groups.
4. Decided to instruct placement officer to arrange campus interview.



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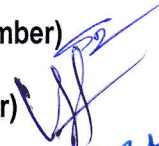
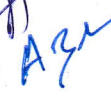

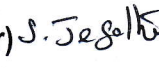

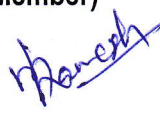

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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 20<sup>th</sup> January 2017

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 09-01-2017.
2. Preparation of NAAC files.
3. Uploading e-notes.
4. Special meeting of IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct all HOD's to complete NAAC files.
3. Resolved to instruct all faculties to prepare e-notes and upload in the college website.
4. Decided to conduct a one day programme on Innovative Practice in Teaching and Learning.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 8<sup>th</sup> February 2017

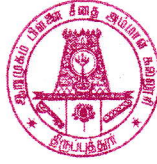
The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 20-01-2017.
2. Evaluation of students result – Nov.-2016.
3. Special Programme.
4. Network Communication Facility and with Reliance Foundation
5. Special meeting for IQAC.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Instructed all departments to evaluate the students' results of Nov-2016.
3. Women Welfare Committee is requested to organize special programmes for girl students within the campus.
6. Decided to provide Network Communication Facility and with Reliance Foundation for the staff and students.
4. Decided to invite Dr. R. Srinivasan, Director, MHRD, Delhi for a special lecture on the different schemes and programmes of MHRD.



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# ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 25<sup>th</sup> February 2017

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 08-02-2017.
2. Blood Donors Registration camp.
3. Accidental Insurance Policy.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to motivate the Department of Zoology, Youth Red Cross and Red Ribbon Club to organize Blood Donors Registration camp.
3. Decided to give cover to parents under Accidental Insurance Policy.



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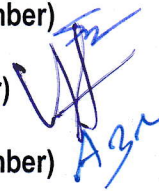






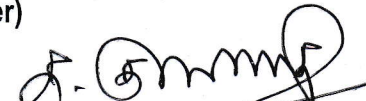
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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

## Internal Quality Assurance Cell

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### Minutes of Meeting held on 3<sup>rd</sup> March 2017

The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 25-02-2017.
2. Soft-Skill Development Programme.
3. Faculty Development Programme.
4. Motivation for the publication of books.
5. Student's feedback for the academic year 2016-17.
6. Academic, Administrative and Gender Audits for 2016 - 2017.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct SC/ST cell to organize soft skill programmes for SC/ST students.
3. Resolved to encourage faculties to attend faculty development programme such as Orientation Course, Refresher Course, etc.
4. Decided to motivate faculties to publish books.
5. Resolved to instruct all the departments to record feedback for the academic year 2016-17.
6. Resolved to conduct Academic, Administrative and Gender Audits for the academic year 2016 - 2017.



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## Internal Quality Assurance Cell

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### Minutes of Meeting held on 27<sup>th</sup> March 2017

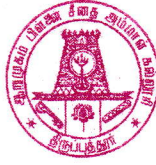
The Principal presided over the meeting.

#### Agenda:

1. Minutes of the previous meeting dated 03-03-2017.
2. Submission of AQAR for 2015-16.
3. Counselling for students.
4. On-line feedback by student's.
5. Training Programme.
6. Alumni Meeting.
7. Campus Interview.

#### Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to prepare and submit AQAR for 2015-16
3. Resolved to give counselling the students who found violating the college rules and regulations.
4. Decided to prepare new evaluation format to go for On-line feedback by the students from the next academic year.
5. Decided to encourage Zoology Department to attend a training programme for specimen preservation.
6. Resolved to create Whatsapp and Facebook account to establish contact with Aluminous.
7. Decided to instruct placement officer for arranging campus interview.



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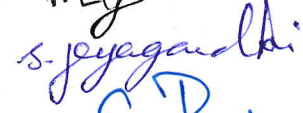






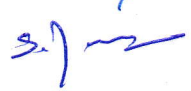




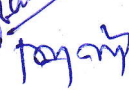

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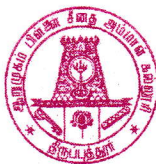
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## Internal Quality Assurance Cell

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### ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2016-2017

- ❖ Continuous Assessment Test.
- ❖ Digital Database on blood donors.
- ❖ Interactive sessions and group discussions.
- ❖ Insurance coverage of all students and parents.
- ❖ Interdisciplinary classes.
- ❖ Promotion of green and clean campus through Eco-club.
- ❖ Medical camp for all stakeholders.
- ❖ Remedial coaching classes and entry level bridge courses were conducted.
- ❖ Digital question bank was prepared.
- ❖ Specimen preservation training given to Zoology students.
- ❖ Office Automation partially completed.



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