



ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

Tiruppattur (TK), Sivagangai (Dt)
Tamilnadu State, India, Pin: 630 211



IQAC MINUTES
2018 - 2019



Grams : APSAC

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{ Personal : 04577 - 266176

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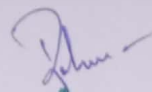
Website : www.apsacollege.com

ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE


TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.


Internal Quality Assurance Cell

SIGNATORIES

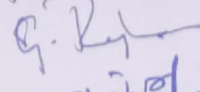
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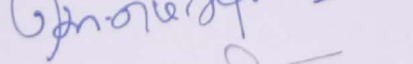
2. Dr.A.Susaimanickam, Principal. (Chair Person) 

3. Dr.G.V.Gopinath (Co-ordinator) 

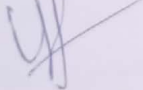
4. Dr.V.Elangovan (Deputy co-ordinator) 

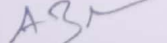
5. Dr.A.Subbiah, Scientist, CECRI (Member) 

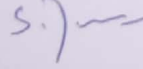
6. Mr.S.Rajamoorthy - Industrialist (Member) 


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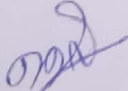
9. Dr.N.Vijayanand (Member) 

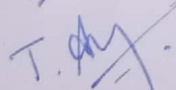
10. Mr.A.Balasundaram (Member) 


11. Dr.S.Jayavel (Member) 

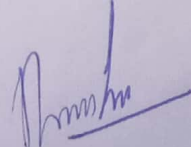
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16. Mrs.Premalatha (Alumni Member) 

17. Mr.Elango-Thayumanavan, BDO, (Alumni Member) 

18. Mr. KR.Veeraiah, Watcher, Forest Dept. (PTA Member)



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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 20th July 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 18-06-2018.
2. Clarification of queries on IIQA by NAAC.
3. Discussion of the modules of the bridge course.
4. Increasing the enrolment for SWAYAM- NPTEL courses under MOOC.

Resolutions:

1. The implementation of the resolutions of the previous meeting was commented.
2. The requested clarification on IIQA by NAAC has been discussed and resolved to submit the same on or before 26.7.2018.
3. Resolved to give entry level bridge course for all first year students with revised module that contain POs, PSOs and Cos (Program Outcomes, Program Specific Outcomes and Course Outcomes).
4. Resolved to enroll more number of students in SWAYAM-NPTEL courses under MOOC.



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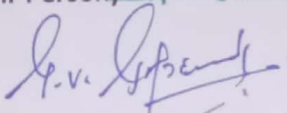
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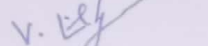
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SIGNATORIES

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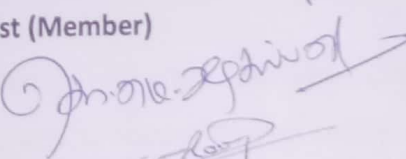
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
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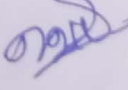
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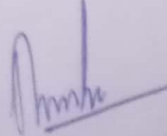
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Minutes of the Meeting held on 13th August 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 20-07-2018.
2. On-line feedback of Alumni, Parents and Faculty members.
3. Extension Activities.
4. Digital Literacy.

Resolutions:

1. The implementation of the resolutions of the previous meeting was reviewed.
2. Resolved to develop a software /app. to receive On-line feedback from Alumni, Parents and Faculty members.
3. Decided to motivate all departments to carry out extension activities on awareness creation related to their programme for the benefit of the society in various villages.
4. To enhance the Digital Literacy, IQAC resolved to instruct all HODs' and faculty members to prepare PPT of the lectures and e-notes and upload in the college website.



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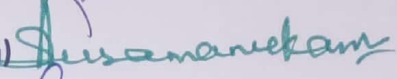
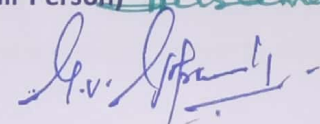
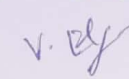
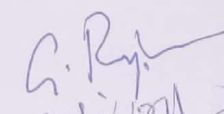
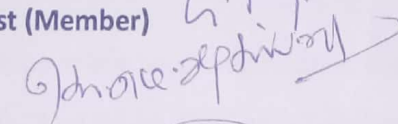

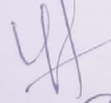
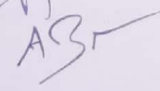


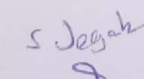

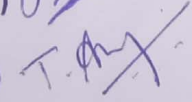

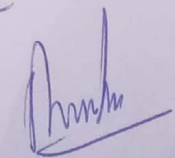
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Minutes of the Meeting held on 3rd September 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the minutes of the previous meeting dated 13-08-2018.
2. Approval of IIQA on 1.9.2018.
3. SSR preparation.
4. Blood Donors' Registration camp.

Resolutions:

1. The implementation of the resolutions of the previous meeting was reviewed.
2. Resolved to share the approval of IIQA on 01.09.2018 with the stack holders.
3. Resolved to collect the necessary data for the preparation of SSR and to submit through online.
4. Resolved to use the Help Desk for data collection, compilation and online submission.
5. Resolved to request the Department of Zoology, Youth Red Cross and Red Ribbon Club to organize Blood Donors Registration camp.



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Minutes of the Meeting held on 14th September 2018

The IQAC Co-ordinator presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 03.09.2018.
2. SSR submitted on 13.09.2018.
3. Student survey started on 13.09.19
4. AQAR 2017-2018.
5. Installation of LCD projector for three departments.
6. Academic, Administrative and Gender Audits for 2017- 2018.

Resolutions:

1. Resolutions of the previous meeting were discussed.
2. Resolved to share all faculty members about successful submission of SSR on 13.09.2018.
3. Resolved to inform all Head of the Departments and Faculty members to follow Online Student Survey.
4. Resolved to collect the data required for AQAR of 2017-2018 from all departments.
5. Resolved to recommend the installation LCD projector in the class rooms of Economics, Commerce and Business Administration departments.
6. Discussed the reports of Academic, Administrative and Gender Audits for 2017 – 2018 and decided to submit to the Management for taking necessary action.



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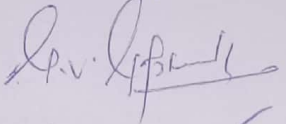
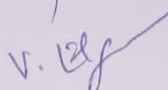

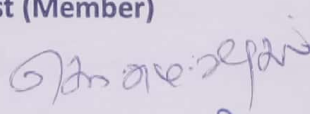


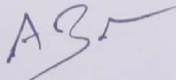
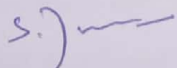



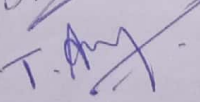

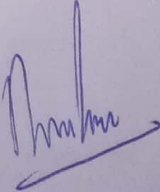
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Internal Quality Assurance Cell

Minutes of the Meeting held on 24th September 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 14-09-2018.
2. DVV clarification from NAAC.
3. AQAR 2017-2018.
4. Online Registration and Feedback system for Alumni.
5. Contact numbers for all Internal Complaint Committee (ICC) members.
6. Inclusion of student member in all committees.
7. Installation of LCD projector for three more departments.

Resolutions:

1. Resolutions of the previous meeting were analysed.
2. Resolved to discuss the Data Validation and Verification (DVV) clarifications, requested by NAAC with Help Desk and Head of the Departments and submit the reply on time.
3. Resolved to compile the AQAR data and verify the supporting documents.
4. Resolved to initiate On-line Registration and Feedback System for Alumni.
5. Resolved to add the contact numbers of all Internal Complaint Committee (ICC) Internal Complaint Committee (ICC) members in College Calender.
6. Resolved to include students as members in all committees/clubs/forums/units.
7. Resolved to recommend installation of LCD projector in the class rooms of Mathematics, English and History departments in addition to the departments mentioned in the previous meeting.



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Minutes of the Meeting held on 17th November 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 24.09.2018.
2. Submission of DVV clarification submitted on 02.10.2018.
3. Discussion with statutory body and the submission of AQAR.
4. Installation of Napkin Incinerator and Napkin Dispenser.

Resolutions:

1. Resolutions of the previous meeting were analysed discussed the submission of DVV clarification.
2. Resolved to discuss with statutory body and the submission of AQAR.
3. Resolved to submit AQAR on 19.11.2018.
4. Considering personal and environmental hygiene, IQAC resolved to recommend the installation of Napkin Incinerator and Napkin Dispenser in the women's rest room.



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ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211, Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of the Meeting held on 12th December 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 17-11-2018.
2. Set dates for NAAC Peer Team Visit.
3. NAAC Peer Team Visit schedule.
4. Second help Desk.
5. Preparation for NAAC visit.

Resolutions:

1. Resolutions of the previous meeting were discussed.
2. After the discussion, the chosen dates of the intimation of NAAC Peer Team Visit on 31st January and 1st February 2019 was accepted.
3. Resolved to inform all HODs', Committees and students about NAAC Peer Team Visit Schedule.
4. Resolved to establish another Help Desk to make arrangements for the NAAC Peer Team Visit.
5. All Head of the Departments, Faculty members and Non teaching Staff were asked to be prepared to face the NAAC Peer Team Visit.



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Internal Quality Assurance Cell

Minutes of the Meeting held on 22nd December 2018

The Principal presided over the meeting.

Agenda:

1. Resolutions of the previous meeting dated 12-12-2018.
2. IQAC Journal.
3. Open Book Test.

Resolutions:

1. Resolutions of the previous meeting were discussed.
2. Resolved to publish "Biannual Journal" from IQAC in August and March of every academic year.
3. Resolved that an Editorial Board may be formed comprising the Principal as the Chief Editor, IQAC Co-ordinator as the Editor and Deputy Co-ordinator as the Co-editor for the IQAC Journal.
4. Resolved to instruct the Publication Committee of the institution to coordinate and bring the IQAC journal on time.
5. Resolved to instruct all HODs' to conduct Open Book Test for students.



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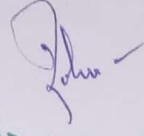

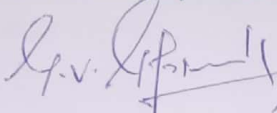

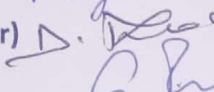

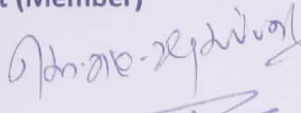

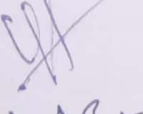
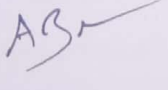
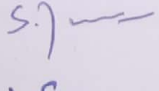

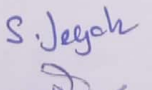
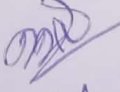
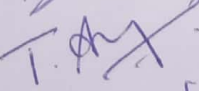
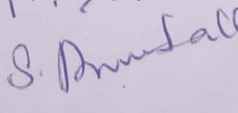

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Internal Quality Assurance Cell

Minutes of the Meeting held on 10th January 2019

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 22-12-2018.
2. Students Amenity Centre.
3. Community Pongal.
4. Cultural events for NAAC Peer Team Visit.
5. Revision of curriculum.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to Outsource Students Amenity Centre.
3. Resolved to Celebrate Community Pongal in the campus on 12.01.2019 as the symbol of promoting local traditions and culture.
4. Resolved to instruct the cultural committee to organise cultural events on the occasion of NAAC Peer Team Visit.
5. Resolved to instruct all HODs' to forward their recommendations to revise the curriculum and subsequently forward to the Dean, College Development Council, Alagappa University.



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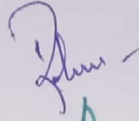
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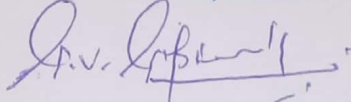
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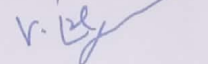
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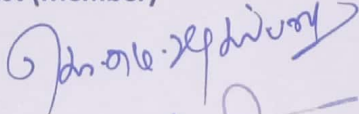
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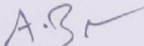
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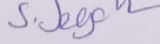
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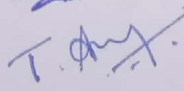
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