

IQAC Meeting Minutes Note.

2022 - 2023

## Meeting 1:

Date: 03.06.2022

Time: 11:30 am to 1 pm

Venue: principals chamber

### Meeting Agenda:

1. Review of previous meeting
2. Academic planning for odd semester (2022-2023)
3. Academic Administrative audit
4. Value added Courses
5. ISO 9001: 2015 Surveillance audit
6. IOAC academic meetings

### Members present:

1. Dr. S. Ravikumar
2. Mr. P. Balamurugan
3. Mr. M. Kanakaraj
4. Mr. E. Prabhakaran
5. Dr. A.P. Venkateshalem
6. Mr. T. Rajamurugan
7. Dr. N. Santhi
8. Mrs. R. Bherathi
9. Mr. P. Senthil Kumar

### Minutes of the Meeting:

• Mr. P. Balamurugan IOAC Coordinator has welcomed all the members of IOAC for the first IOAC meeting of the Academic year 2022-2023.

• It has been resolved to carry out academic planning for odd semester UG and PG students.



- It has been resolved to conduct academic and administrative audit for the academic year 2022-2023 by an external agency.
- HOD's were advised to submit the documents copy to TQAC related to the programs conducted in their respective departments during 2022-2023.
- It has been resolved to conduct department specific value added programs for the benefit of the students and to enhance their skills.
- It has been resolved to conduct more number of webinars/seminars and increase the faculty participation in FDPs and workshops.
- TQAC coordinator proposed the schedule for the conduct of internal academic audit for all the departments.
- Dr. S. Ravithamar, principal has proposed the vote of thanks at the end of meeting.

#### Members present

1. Mr. M. Karthikeyan
2. Mr. E. Prabhalakshmi
3. Dr. A. P. Venkatchalam
4. Mr. T. Rajamanickam
5. Dr. N. Santhi
6. Mrs. R. Bharathi
7. Mr. P. Senthil Kumar



*[Signature]*  
3/6/22

IBAC coordinator



*[Signature]*  
3/6/22  
Principal

PRINCIPAL  
SENGUNTHAR ARTS AND SCIENCE COLLEGE  
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Meeting 2

Date : 22.10.2022

Time: 2pm to 3pm

Venue : Principal Chamber

Meeting Agenda

- Action taken of the previous meeting minutes

- Action plan for even semester

- Status of AQR Submission

- Regarding Fund from projects

- Regarding Quality Enhancement program

- Regarding faculty publications

Minutes of the meeting

1. Mr. P. Balamurugan, IQAC Coordinator has welcomed all the members of IQAC for the second IQAC meetings of the Academic Year 2022-2023.

- IQAC coordinator and the principal insisted all the criterion heads to do the needed preparation for the submission of SSR related to second cycle.

- It has been resolved to conduct NSS special campaign programme and students have been motivated to take part in



## Social activities through NSS.

- It has been proposed to conduct more number of training programs through placement cell
- It has been resolved to conduct more number of webinars / Seminars and increase the faculty participation in FDPs and workshops.
- It has been advised to enhance the quality of Research Departments and to conduct reviews.

## Members present

1. Mr. M. Kannagarajan - M. Kannagarajan
2. Mr. E. Prabhakaran - E. Prabhakaran
3. Dr. A. P. Venkateshchalam - A.P. Venkateshchalam
4. Mr. T. Rajamurugesan - T. Rajamurugesan
5. Dr. N. Shanthi - N. Shanthi
6. Mrs. K. Basanthi - K. Basanthi
7. Mr. P. Senthil Kumar - P. Senthil Kumar

*[Signature]*  
JGAC Coordinator



*[Signature]*  
Principal

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### Meeting : 3

Date : 09.01.23

Time : 12 to 1 pm

Venue : JAC Board room

### Meeting Agenda

- Review of previous meeting
- Academic plan for even semester (2022-2023)
- Internships, project work
- Research publications and research grant
- Value added Courses
- placement and training program.

### Minutes of the meeting

- Discussed about the academic planning and execution for even semester - UG and PG students.
- It has been resolved to conduct more value added courses department wise for the benefits of students.
- It has been conducted to more numbers of training programs through placement cell.
- Quality enhancement training programs were proposed for the betterment of the faculty.



• HODs were insisted to motivate the students to undergo more number of internship and project related work.

• Submit the necessary data for 2021 - 2022 and submitted in AISH postal.

• It has been resolved to go submit the monthly events related to ethics and cultural activities.

#### Members Present

1. Mr. A. Kandasamy M. Kandasamy
2. Mr. E. Prathikaraj E. Prathikaraj
3. Dr. A. P. Venkatachalam A. P. Venkatachalam
4. Mr. T. Rajamurugan T. Rajamurugan
5. Dr. N. Shanthi N. Shanthi
6. Mrs. R. Basanthi R. Basanthi
7. Mr. P. Senthikumar P. Senthikumar

*[Signature]* 09/10/23.

IEAC coordinator



*[Signature]*  
Principal

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Meeting - 4

Date: 21.01.2023

Time: 2 PM to 3 PM

Venue: JISC board room

Meeting Agenda

- Review of previous meeting
- University Result analysis
- Students admission (2023-2024)
- IJC cell activity
- IPR Activities
- Awareness program
- E content development
- Citation related activities.

Meeting minutes

1. Mr. P. Balaraman JISC coordinator has welcomed all the members of JISC for the fourth JISC meeting of the academic year (2022-2023).

2. Head of the departments have been instructed to do IPR related activities for even semester 2022-2023.

3. Students have been encouraged to come up more projects submitted to TNSCSR.



4. Students have been motivated and submit their projects.

5. It has been proposed to conduct class Committee meeting periodically.

6. It has been proposed to conduct more numbers of awareness camp in college premises.

7. All the faculty members have been instructed to develop the subject wise E-content.

8. It has been resolved carry out research work through funding agencies.

#### Members present

1. Mr. M. Keralagan 19/12/23
2. Mr. E. Prabhakaran 19/12/23
3. Dr. A. P. Venkateshram A.P. Venkateshram
4. Mr. T. Rajamohanam T. Rajamohanam
5. Dr. N. Santhi - N. Santhi
6. Mrs. R. Bharathi R. Bharathi
7. Mr. P. Senthikumar P. Senthikumar

*[Signature]*  
19/12/23  
Joc Coordinator



*[Signature]*  
Principal  
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