

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES**

A meeting of Internal Quality Assurance Cell (IQAC) Committee was held on Wednesday, 20th January, 2021 at 3.00 p.m. in the Principal's office to discuss the agenda. The following members were present.

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| 1. Dr. S.Perumal | Principal |
| 2. Dr.K.A.Janardhanan | Management Representative |
| 3. Dr.R.P.Dhanya | Asst. Co-ordinator |
| 4. Dr.Priya .C.Nair | |
| 5. Dr.Ciby S. Kumar | |
| 6. Mr.B.Sankar Gopu. | |
| 7. Mrs.R.V.Nisha | |
| 8. Mr.C.Murugesan | |
| 9. Mrs.P.S.Lekshmi | |
| 10. Mrs.L.B.Resmi | |
| 11. Dr.J.Babudas | |
| 12. Mrs.Sheela Pushpa Darlin | |
| 13. Dr.P.Kollapa Dhas | Academician |
| 14. Dr.S.Radha Krishnan | Industrialist |
| 15. Mr.B.D.S.Mani | Social Activist |
| 16. Mr.M.C. Shibin Tad | Alumni |
| 17. Dr.R.Rajalakshmi | Co-ordinator(IQAC) |

The following business were transacted

- Item No 1.* Submission of AQAR for Second Cycle
RESOLVED t the minutes of the IQAC meeting held 19th September were presented and passed. Planned and assigned the criteria leaders to collect details for the criteria mentioned in AQAR format.
- Item No 2.* Reconstitution of Committee members
RESOLVED to reconstitute the committee by adding new members.

Item No 3. Enrollment of Department Representative members into the Committee

RESOLVED that the HODs are asked to nominate any one representative from UG and PG to IQAC from their department .

Item No 4. Preparation of NIRF-2020, Data Capturing System.

RESOLVED to submit using Data Capturing System for the submission of NIRF 2020 on or before February 2, 2021

Item No 5. Any other matters

- a) Preparation and Completion of the AQAR Reports for 2016-2017,2017-2018, 2018-2019, 2019- 2020 before May 31,2021
- b) Resolved to apply for the Research Centre in Biotechnology.
- c) IQAC appreciated all the Examination nodal officers for the successful conduct of the university examination through online.

The meeting was concluded with the Vote of Thanks.

Co-coordinator, IQAC

Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date of IQAC meeting Wednesday, 20th January, 2021

Sr.No	Item	Resolution	Action taken
1.	Submission of AQAR for Second Cycle	Insisted the criteria leaders to collect details for the criterion mentioned in AQAR	-
2.	Reconstitution of Committee members	Reconstituted the IQAC committee by adding new members.	<ul style="list-style-type: none"> The IQAC Committee is reconstituted by adding new members Dr.V.S.Sangeetha, Dr.J.Babudhas, Mrs.Amutha Angel, Mrs.Sheela Pushpa Darlin, Mrs. S.T.Deepa. The members inducted were given an introduction of the working of IQAC Committee and an idea about how their service is to be done.
3.	Enrollment of the department representative through the Heads of various departments.	Appointment of representatives of all the departments through the HODs.	<ul style="list-style-type: none"> The Heads of all the Departments introduced their representatives for IQAC. The representatives are Dr. S.Padmadevi (Tamil), Mrs .P.Indira (B Com), Mrs.Preetha (B Com), Ms.B.Anslin (Maths), Mrs.V.Simlin Shaly (Maths), Mrs.Stanly Sherin (IT), Mrs.M.R.Ramya (CS), Mrs. T.D.Jeba Freeda (CS), Mr.C.S.Salin Dhas (Vis Com), Mrs.S.K.Shiny Raj (English), Mrs.C.Sheeba Christilda (BBA), Dr.S.Poornima (BT), Dr. Gnanslin Sheeba(BT), Mrs.T.O.Sunitha(BCA).
4.	Preparation of NIRF-2020, DCS.	Preparation for the submission of data for NIRF, 2020.	<ul style="list-style-type: none"> The details required for the submission of NIRF-2020 through the Data Capturing System are collected on or before 30nd January, 2020

5.	Any other matter	<p>Preparation to collect the details for the submission of AQAR for the subsequent academic years.</p> <p>Application for Research Centre in Biotechnology.</p> <p>Appreciation to Nodal officers</p>	<ul style="list-style-type: none"> • The IQAC members discussed the matters related to the collection of material resources for the subsequent academic years from 2016-2017 onwards and to complete it before 31st ,May,2021. • The Committee discussed the requirements to be submitted to apply for Research Centre in Biotechnology. • The nodal officers were appreciated by the Principal and the IQAC committee for the successful conduct of the University Examination through online.
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