

NAVARASAM ARTS AND SCIENCE COLLEGE FOR WOMEN

(Affiliated to Bharathiar University, Coimbatore – 46)

(Nationally Accredited with 'B' Grade (CGPA 2.89 out of 4) by NAAC)

Arachalur, Erode (Dt)- 638 101. Tamil Nadu.

INTERNAL QUALITY ASSURANCE CELL

Date: 26.09.2012

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 26.09.2012. The IQAC Chairperson Mr.I.Selvam presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Mr.I.Selvam Principal In charge	IQAC Chair Person	Teachers
2.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
3.	Dr.V.Sugumar HOD of Administration	IQAC Member.	
4.	Mrs.G.Esther Vijayakala HOD of Commerce	IQAC Member.	
5.	Mrs.P.Rathiga HOD of Computer Applications	IQAC Member.	
6.	Ms.T.Gowthami	Office Incharge.	Administrative/Technical Staff
7.	Ms.P.Kavitha	Accountant.	
8.	Ms.N.Dhivya Dharani III B.Sc(Maths)	Chairman Student Union Council	Students
9.	Ms.D.Priyanka III B.Com(CA)	Secretary Student Union Council	
10.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
11.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni

12.	Mr.T.K.Dhamodaran	President.	Stake Holders
13.	Mr.O.T.Vadivel	PTA President.	
14.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
15.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

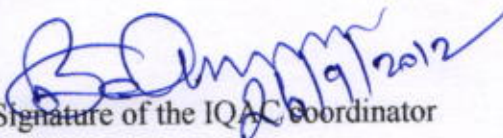
**The co-ordinator announced the following information to the members in the IQAC meeting.**

- The chair Person congratulated all the HODs, faculty members and Non-teaching members for the cooperation made during the visit of the NAAC Peer Team.
- The result for even semester was announced by the university. Six gold medalists and 24 Rank Holders are felicitated for their performance.
- Admission of M.Phil scholars were made by the consultation of the research committee.
- Mr.Muthaiah, Editor, Namathu Nambikai CBE, was invited for the Inaugural function of the college union council and all department functions.
- Classes for I-PG was Inaugurated on 18.07.2012.
- PTA meeting was conducted on 27.07.2012 in which it was decided to have a good rapport between Parents, Teachers and Management for the enhancement of the institution.
- An Orientation Program for all I Year UG students was conducted by the Library department on 24.07.2012 to improve Library Do's & Don'ts.
- An Inter collegiate level Badminton competition was conducted on 07.08.2012 & 08.08.2012 inside the college campus by the Physical Education Department.
- Both PTA & Alumni meet was conducted in the FN & AN session on 19.08.2012 to discuss various developmental activities for the upliftment of the institution.
- Mr.Parivallal, DMW, CNC Training centre, spoke on Emotional Stability on 20.08.2012 in an FDP organized by the institution.
- It was informed in the meeting that the university examinations will commence on first week of November. All the staff members were asked to complete the syllabus and give thorough revision to the students.

- The Chair Person congratulated all the teaching and non-teaching members for the successful completion of Nineth Graduation day on 26.08.2012.

**In the meeting the following points were discussed and decisions were taken.**

- The Chairperson advised all the faculty members and HODs to enhance the Teaching methodology according to the growing demands of Technology.
- Innovative Teaching methods like ICT enabled teaching should be adopted to replace chalk & talk method.
- Extension Activities should be enriched.
- Remedial Classes and Bridge courses should be conducted.
- Outreach programmes should be enhanced.
- The chairperson instructed all the club coordinators to function the club effectively to make the students skill full & Successful.
- It was discussed in the meeting to reopen the college for the even semester on the second week of December.
- It was planned in the IQAC meeting to conduct NSS Camp in the month of December 2012.
- The Meeting came to an end with the vote of thanks by the IQAC coordinator Mr.G. BalaKrishnan.

  
Signature of the IQAC Coordinator

  
Signature of the Chair Person

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INTERNAL QUALITY ASSURANCE CELL

Date: 06.02.2013

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 06.02.2013. The IQAC Chairperson Mr.I.Selvam Presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Mr.I.Selvam Principal In charge	IQAC Chair Person	Teachers
2.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
3.	Dr.V.Sugumar HOD of Administration	IQAC Member.	
4.	Mrs.G.Esther Vijayakala HOD of Commerce	IQAC Member.	
5.	Mrs.P.Rathiga HOD of Computer Applications	IQAC Member.	
6.	Ms.T.Gowthami	Office Incharge.	Administrative/Technical Staff
7.	Ms.P.Kavitha	Accountant.	
8.	Ms.N.Dhivya Dharani III B.Sc(Maths)	Chairman Student Union Council	Students
9.	Ms.D.Priyanka III B.Com(CA)	Secretary Student Union Council	
10.	Dr.C.Kumarasamy	Secretary & Correspondent.	Management Representative
11.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	Alumni



12.	Mr.T.K.Dhamodaran	President.	Stake Holders
13.	Mr.O.T.Vadivel	PTA President.	
14.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
15.	Dr.C.Vadivel	Principal, Bharathiar University Constitution College, Sivagiri.	External Experts

**The co-ordinator announced the following information to the members in the IQAC meeting.**

- Mr.I.Selvam, Principal I/C, introduced the newly appointed Principal, Mrs. Renugadevi, Department of Commerce to all the members of IQAC.
- The chair Person appreciated the coordinator of the NSS Camp for conducting road safety Awareness Program on 31.01.2013.
- The coordinator congratulated all the faculty members for the results obtained in the semester exam.

**In the meeting the following points were discussed and decisions were taken.**

- It was decided to conduct II internal test for the even semester.
- The department of Tamil proposed to undertake an educational tour to Trichy & Kumbakonam to visit the Navagiraha Sthalangal.
- All the staff members were asked to train the students for the ensuring university examination in the month of April.
- It was decided in the meeting to conduct college sports day & Annual day.
- The HODs of Maths & English were asked to conduct remedial courses for the failures to get through in the examination.
- Career Guidance should be given to all outgoing students and more number of placement opportunities should be created.
- The Tamil and English Literary Association in charges were asked to conduct various skill based, Language competent competitions to the students for the college Annual day.
- The meeting came to an end with the vote of thanks by the co-coordinator.

  
Signature of the IQAC coordinator

  
Signature of the Chair Person

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## **ACTION TAKEN REPORT 2012-2013**

**As per the decision taken in the meeting the following actions were implemented:**

- The following departments ,CS, Physics, Biochemistry, English, Chemistry, Commerce, CA, Maths, Tamil conducted various programs, seminars, workshops, refresher courses, Medical Camp by inviting various faculty members, experts in all spheres.
- All the departments followed innovative teaching learning methods by using LCD.
- Blood Grouping Camp as an extension activity was conducted by Health Centre of our college, in which more than 150 students and 200 Public were benefited.
- The Remedial Classes for English and Maths Arrear students were started on September First week for odd semester and in February for even semester.
- As an outreach Programme students from government school, Arachalur were called to visit the Physical Lab and its apparatus.
- Club activities were effectively carried out so as to enable the students to get job opportunities.
- The college reopened 05.12.2012 for the even semester.
- NSS Camp took place in the month of December 2012.
- Second Internal Test for even semester was conducted from 25.02.2013 to 01.03.2013.
- Department of Tamil undertook the education tour to Trichy and Kumbakonam from 11.03.2013 to 13.03.2013.

- Proper coaching and revision was given to the students for the university examination.
- Sports day and Annual day was conducted on 16.02.2013.
- Eleven companies conducted interviews through placement cell.
- Various competitions for college Annual Day were conducted by Tamil and English Literary Association.

  
Signature of the IQAC coordinator

  
Signature of the Chair Person

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Date: 05.07.2013

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 05.07.2013. The IQAC Chairperson Dr.S.Renugadevi presided over the meeting.

The following members were Present in the meeting.

S.No	Name	Designation	Category
1.	Dr.S.Renuga Devi Principal	IQAC Chair Person	Teachers
2.	Mr.I.Selvam, HOD of Tamil,	Vice Principal, IQAC Member.	
3.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
4.	Dr.V.Sugumar HOD of Business Administration	IQAC Member.	
5.	Mrs.G.Esther Vijakala HOD of Commerce	IQAC Member.	
6.	Mrs.P.Rathiga HOD of Computer Applicantions.	IQAC Member.	
7.	Ms.J.Gowthami	Office Incharge.	Administrative/Technical Staff
8.	Ms.P.Kavitha	Accountant.	Students
9.	Ms.R.Viveka III BBA	Chairman Student Union Council	
10.	Ms.S.Keerthana Devi III BA English 'A'	Secretary Student Union Council	Management Representative Alumni
11.	Dr.C.Kumarasamy	Secretary & Correspondent.	
12.	Ms.L.Prabha	Assistant Professor of Commerce PSGR Krishnamal college Coimbatore.	



13.	Mr. T.K.Dhamodaran	President.	Stake Holders
14.	Mr.O.T.Vadivel	PTA President.	
15.	Mr. S. K. M. Maeilanandhan	Founder, SKM Group of companies, Erode.	Employers/ Industrialists
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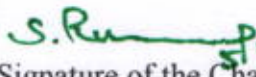
- Library Orientation Programme was conducted for the first year UG students on 29.06.2013 & 30.06.2013 to impart the Do's and Don'ts of Library.
- The chairperson appreciated the Department of Mathematics for conducting a guest Lecture on 02.07.2013 by inviting Karthick Swaminathan, Technical head, S21 Vector Animation Academy, Erode.
- The result analysis of the previous semester was discussed in the meeting and the chairperson advised all the HOD's to take remedial classes for the failures.
- And also the chairperson appreciated faculty members for producing the centum results.

**In the meeting the following points were discussed and decisions were taken.**

- It was decided to conduct a first internal exam for the current semester in the month of July.
- It was decided in the meeting to commence classes for MCA in the month of July.
- Department of Commerce proposed to conduct a Department Seminar on "Creating a Success for Commerce".
- It was proposed in the meeting to conduct an Eye Camp by the health centre in collaboration with Rotary club.
- CA Department proposed to conduct a Seminar on "An Application Orientated Data Structure".
- CS Department proposed to conduct a seminar on Project development.

- All the HOD's and the final year class in charge were asked to select the efficient and skillful students for the college Students union council.
- The meeting came to an end with the vote of thanks by the co-coordinator

  
Signature of the IQAC Coordinator

  
Signature of the Chair Person

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Date: 14.03.2014

MINUTES OF THE MEETING

The IQAC Meeting was conducted on 14.03.2014. The IQAC Chairperson Dr.S.Renuga Devi Presided over the meeting.

The following members were present in the meeting.

S.No	Name	Designation	Category
1.	Dr.S.Renuga Devi Principal	IQAC Chair Person	Teachers
2.	Mr.I.Selvam, HOD of Tamil,	Vice Principal, IQAC Member.	
3.	Mr.G.BalaKrishnan HOD of Computer Science	IQAC Coordinator	
4.	Dr.V.Sugumar HOD of Business Administration	IQAC Member.	
5.	Mrs.G.Esther Vijakala HOD of Commerce	IQAC Member.	
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