

1ST IQAC MEETING MINUTES

ACADEMIC YEAR 2020-2021

DATE: 09.06.2020 @10.00am

Venue: Tony Conference Hall

The first IQAC meeting for the Academic year (2020-2021) was held in the Tony Conference Hall on 09th June 2020.

The following members attended the meeting.

S.No	Name	Designation
1.	Very Rev.Fr. Dr. R.D.E. Jerome Management Representative	Secretary
2.	Dr.A .Peter Raj Chairperson	Principal
3.	Dr.S. John Michael Raj Local Society Nominee	Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University
4.	Mr. K. BalaMurugan Employer Nominee	Senior Manager HR, PIRAI Infotech
5.	Dr.R. Karpagam Alumni Nominee	Principal, Kathir College of Arts and Science, Coimbatore
6.	Dr. J. Thiravia Mary Gloria Teacher Representative	Head, Department of Commerce
7.	Mr. A. Suresh Teacher Representative	Asst. Prof, Computer Science
8.	Ms. T. Nancy Paul Teacher Representative	Asst. Prof, Management Studies
9.	Mr. S. Yuvaraja Teacher Representative	Asst. Prof, Computer Science
10.	Ms. S. Jemima Teacher Representative	Asst. Prof, English
11.	Ms. S. Anitha Teacher Representative	Asst. Prof, Mathematics
12.	Mr. M. Joseph Diraviam Administrative Officer	Administrative Staff Representative
13.	Dr. A. Anand Gerald IQAC Coordinator	Head, Department of Management Studies

AGENDA

- Organising online webinars
- Implementation of Effective online teaching
- Setting up exam team for online university examinations

Minutes of the Discussion

1) Organising Online Webinars

The IQAC Co-ordinator emphasised all the heads of the department to conduct online webinars for the students to enhance their knowledge and skills.

2) Implementation of Effective online teaching

The Head of the institution insists the various heads of the department and faculty members to exercise online teaching tools like Google Class room, Google Meet, PowerPoint presentation, NPTEL to make the teaching learning process more effective.

3) Setting up Exam Team for online university examinations

The IQAC coordinator suggests setting up a team for each programme to conduct online examinations.

2nd IQAC MEETING MINUTES

ACADEMIC YEAR 2020-2021

DATE: 25.01.2021 @10.00am

Venue: Tony Conference Hall

The Second IQAC meeting for the Academic year (2020-2021) was held in the Tony Conference Hall on 25.01.2021.

The following members attended the meeting.

S.No	Name	Designation
1.	Very Rev.Fr. Dr. R.D.E. Jerome Management Representative	Secretary
2.	Dr.A .Peter Raj Chairperson	Principal
3.	Dr.S. John Michael Raj Local Society Nominee	Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University
4.	Mr. K. BalaMurugan Employer Nominee	Senior Manager HR, PIRAI Infotech
5.	Dr.R. Karpagam Alumni Nominee	Principal, Kathir College of Arts and Science, Coimbatore
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11.	Ms. S. Anitha Teacher Representative	Asst. Prof, Mathematics
12.	Mr. M. Joseph Diraviam Administrative Officer	Administrative Staff Representative
13.	Dr. A. Anand Gerald IQAC Coordinator	Head, Department of Management Studies

AGENDA

- Completion of IQAC Data Template
- Documentation of SSR report
- Curriculum Feedback
- Internal Audit

Minutes of the Discussion

1) Completion of IQAC Data Template

The IQAC Co-ordinator urged the department heads to inform their faculty members to complete the IQAC data template before the end of February.

2) Documentation of Self Study Report.

The IQAC co-ordinator informed that there is a team set up for documenting Qualitative and quantitative Metrics in SSR. All the Heads and faculty members of various programmes are asked to give their utmost co-operation in all aspects.

3) Curriculum Feedback

The IQAC Co-ordinator insists all to submit the curriculum feedback before the end of march.

4) Internal Audit

It was decided that the internal audit will be conducted in the month of April.

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