

# 1<sup>ST</sup> IQAC MEETING MINUTES

## ACADEMIC YEAR 2021-2022

**DATE:** 01.08.2021

**Venue:** Tony Conference Hall

The first IQAC meeting for the Academic year (2021-2022) was held in the Tony Conference Hall on August 2021

The following members attended the meeting.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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**

- Preparing self study report
- Requirement of Additional documents
- Discussion of the attachment of proof
- Deciding of time for submitting SSR

### **Minutes of the Discussion**

#### 1) Preparing self study report

The IQAC Co-ordinator explained the method of the preparation of self study report. He allotted few faculty members for documentation. He insisted all the heads to co-ordinate in preparing the self study report.

#### 2) Requirement of Additional documents

The IQAC co-ordinator give explanation about the additional documents which required for each criteria as soft and hard copy. He also asked them to submit within the end of August.

#### 3) Discussion of the attachment of proof

The various types of preparation of proof were discussed. A team for creating web link was formed.

#### 4) Deciding of time for submitting SSR

The time for submitting SSR was discussed and finalised. It was decided that the SSR will be submitting in the month of September.

## 2<sup>nd</sup> IQAC MEETING MINUTES

### ACADEMIC YEAR 2021-2022

**DATE:** January @10.00am

**Venue:** Tony Conference Hall

The Second IQAC meeting for the Academic year (2021-2022) was held in the Tony Conference Hall on 25.01.2022.

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**

- Deciding of Dates for Peer team Visit
- Formation of various committees for peer team visit
- Discussion of Cultural Events
- Mock peer team visit

## **Minutes of the Discussion**

### 1) Deciding of Dates for Peer Team Visit

The IQAC Co-ordinator told that the NAAC accreditation council insist us to send the possible three dates for NAAC peer team visit. It was discussed and the three dates were finalised in the month of March.

### 2) Formation of various Committees for peer team visit

The Principal and IQAC-Co-ordinator suggested various committees for accessing NAAC peer team visit. It was discussed and finally 7 Committees were formed.

### 3) Discussion of cultural events.

The Cultural events to be portray on the NAAC peer team visit was discussed and finalised.

### 4) Mock Peer Team Visit

It was decided that the Mock peer team visit will be conducted in the month of February by the experts.

# 3<sup>rd</sup> IQAC MEETING MINUTES

## ACADEMIC YEAR 2021-2022

**DATE:** February @10.00am

**Venue:** Tony Conference Hall

The third IQAC meeting for the Academic year (2021-2022) was held in the Tony Conference Hall on 15.02.2022.

The following members attended the meeting.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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**

- Preparation of PowerPoint presentation
- Presentation of PowerPoint of Heads and committees
- Inviting Alumni and Parents for NAAC peer team visit
- Preparation of NAAC Exit Meeting

## **Minutes of the Discussion**

### 1) Preparation of PowerPoint presentation

The IAQC Co-ordinator insisted that all the Heads and extension co-ordinators must prepare a PowerPoint presentation about their Department and extension Activities.

### 2) Presentation of PowerPoint of Heads and committees.

The Principal and IQAC-Co-ordinator emphasised that all the heads and extension co-ordinators must present their PowerPoint presentation.

### 3) Inviting alumni and parents for NAAC peer team visit

The Alumni from various programmes have been discussed and selected. The college Alumni team was in charge for inviting them. A team was formed to select and invite the parents.

### 4) Preparation of NAAC Exit Meeting

The IQAC Co-ordinator explained about the exit meeting and appointed a team for conducting Exit Meeting.