

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

## ACADEMIC YEAR 2022-2023

**DATE:** 10.07.2022

**Venue:** Tony Conference Hall

The first IQAC meeting for the Academic year (2022-2023) was held in the Tony Conference Hall on August 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.	Ms. S. Jemima Teacher Representative	Asst. Prof, English

10.	Dr.w. Paulina Vasanthi Teacher Representative	Asst. Prof, Computer Science
11.	Ms. S. Avila Princy 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**

- Analysing NAAC Report
- Organizing Faculty development Programmes
- Conducting Value Added Courses
- Conducting Job Orientation Courses

### **Minutes of the Discussion**

#### 1) Analysing NAAC Report

The IQAC Co-ordinator presented the report given by the NAAC Committee. The strength and the weakened areas were discussed and analysed. It is to be decided that the weakened areas should be concentrated more to earn more credits.

#### 2) Organizing Faculty development Programmes

The IQAC co-ordinator insisted that the Faculties should be oriented more for their holistic development. Hence faculty development programmes have to be arranged effectively.

#### 3) Conducting Value Added Courses

The discussion on value added courses was raised. It was decided that all the programmes must provide Value Added course for the students.

#### 4) Conducting Job Orientation Courses

The discussion on Job oriented course was also raised. It was discussed that the job-oriented course must be provide for the students to pave way for their employability. Then it was decided that the job-oriented course will be provided to the students unanimously in the name of the institution.

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

### ACADEMIC YEAR 2022-2023

**DATE:** 07.10.2022

**Venue:** Tony Conference Hall

The Second IQAC meeting for the Academic year (2022-2023) was held in the Tony Conference Hall on October 2022

The following members attended the meeting.

S.No	Name	Designation
	Very Rev.Fr. Dr. R.D.E. Jerome Management Representative	Secretary
	Dr.A .Peter Raj Chairperson	Principal
14.	Dr.S. John Michael Raj Local Society Nominee	Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University
15.	Mr. K. BalaMurugan Employer Nominee	Senior Manager HR, PIRAI Infotech
16.	Dr.R. Karpagam Alumni Nominee	Principal, Kathir College of Arts and Science, Coimbatore
17.	Dr. J. Thiravia Mary Gloria Teacher Representative	Head, Department of Commerce
18.	Mr. A. Suresh Teacher Representative	Asst. Prof, Computer Science
19.	Ms. T. Nancy Paul Teacher Representative	Asst. Prof, Management Studies
20.	Ms. S. Jemima Teacher Representative	Asst. Prof, English

21.	Dr.w. Paulina Vasanthi Teacher Representative	Asst. Prof, Computer Science
22.	Ms. S. Avila Princy Teacher Representative	Asst. Prof, Mathematics
23.	Mr. M. Joseph Diraviam Administrative Officer	Administrative Staff Representative
24.	Dr. A. Anand Gerald IQAC Coordinator	Head, Department of Management Studies

## **AGENDA**

- Introducing New Extension Activity Cells
- Orientation about applying Funded projects
- Concentrating Student and Faculty Exchange programmes

## **Minutes of the Discussion**

### 1. Introducing New Extension Activity Cells

The discussion on the organisation of new cells were discussed. The IQAC Co-ordinator insisted few cells which will be aid the development of the students. It was decided that few cells will be emerged.

### 2. Orientation about applying Funded Projects

The IQAC Co-ordinator spoke about the funded projects provided by University Grants Commission. various discussions were held. It was decided that the institution will strive to get any funded project.

### 3. Concentrating Student and Faculty Exchange Programmes

The IQAC co-ordinator insisted that the faculty and student exchange programmes must be initiated by all the departments. After the discussion the criteria for exchange programmes were determined

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

### ACADEMIC YEAR 2022-2023

**DATE:** 27.01.2023

**Venue:** Tony Conference Hall

The Third IQAC meeting for the Academic year (2022-2023) was held in the Tony Conference Hall on August 2022

The following members attended the meeting.

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

	Teacher Representative	
14.	Ms. S. Avila Princy Teacher Representative	Asst. Prof, Mathematics
15.	Mr. M. Joseph Diraviam Administrative Officer	Administrative Staff Representative
16.	Dr. A. Anand Gerald IQAC Coordinator	Head, Department of Management Studies

### **AGENDA**

- Introducing Language lab
- Discussion on changes in NAAC metrics
- Collaboration with Industry and NGO
- MoU with institutions

### **Minutes of the Discussion**

1. Introducing Language Lab  
The discussion on the importance of Language Lab was held. It was decided that a separate language Lab will be started in the upcoming year.
2. Discussion on changes in NAAC metrics  
The IQAC Co-ordinator explained the Discussion on changes in NAAC metrics. Discussions were held and planned to prepare the documents accordingly.
3. Collaboration with Industry and NGO  
The discussion was held on the collaboration with Industries and NGO'S. It was decided that the collaboration must be made with the reputed industries and companies. It must cater the need of the students.
4. MoU with Institutions and Industries  
The drafting of MoU was discussed. It was decided that the MoU must be put for one year. Based on the performance and development it can be extended.

**IQAC MEETING MINUTES**  
**ACTION TAKEN REPORT 2022-2023**

<b>MINUTES</b>	<b>ATR</b>			
Organizing Faculty development Programmes	3 faculty development programmes were organised			
	27.08.22	Excelling Adulthood	Rev.Fr.Jai Bernard Joseph Psychologist Salem Diocese	
	16.09.22	Power of Thinking	Mr.Josiah.D.M.Yang Director of International mind Education Institute (IMEI) Besoung South Korea	
	29.10.22	Resilience	Rev.Fr.MariaAntony Parish Priest, Gandhipuram	
Conducting Value Added Courses	4 Value added courses has been conducted Effective communication skills- Dept of English Tally, ERP – Dept of Commerce Python programming- Dept of Computer science			
Conducting Job Orientation Courses	18.11.2022 & 19.11.2022	Mobile Phone Service and Training programme	Mr.B.Krishna Kumar,Managing Director,New Technology, Coimbatore.	40 students

Introducing New Extension Activity Cells	<p>New cells were Introduced.</p> <p>IIC -Institution Innovative Council</p> <p>IIC -Institute Industry Interaction Cell</p> <p>PDC - Personality Development Cell</p> <p>CDC - Community Development Cell</p>
Funded project	An ICSSR project on Social science was initiated by the department of commerce with CA and it was sanctioned.
Student and Faculty Exchange programme	The department of commerce signed MOU with patrician College, Chennai and The Department of Computer science signed MOU with KG arts and Science college Coimbatore.
Introducing Language lab	The Language Lab was Inaugurated in the month of February.
Collaboration with Industry and NGO	The Department of Management studies and Corporate secretary ship has been collaborated with Industries
MoU with institutions	An MOU for spoken English was signed with Success talent centre, Coimbatore.