

## Minutes of the 3<sup>rd</sup> Meeting held on 03<sup>rd</sup> October, 2018 at 12.30 pm in the Board Room

### Agenda :

- ✚ Point 1 : To review and take note of the action taken on the minutes of the 2<sup>nd</sup> IQAC Meeting
- ✚ Point 2 : To Discuss on NAAC Peer team visit.
- ✚ Point 3: To preserve the documents of NAAC second cycle
- ✚ Point 4: Submission of AQAR 17-18

### Members Present:

SNo	Name	Designation
1	Dr.Sr.Nirmala, Principal	Chairperson
2	Sr.Velangini, Dept. of English	Member
3	Mrs.AnnieSuneil- HOD, Dept. of English	Member
4	Dr.R.Komala – HOD, Dept. of Physics	Coordinator
5	Mrs.GraceBeena Paul– HOD, Dept. of Zoology	Member
6	Prof. Pardhasarathi – Dept of MBA	Member
7	Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology	Member
8	Mrs.Naga Laxmi – Dept. of Commerce	Member
9	Mrs.K.Sandhya Sree – HOD, Dept. of Comp. Science	Member
10	Dr.S.Sreedevi – Dept. of Microbiology	Member
11	Ms. Vanisree – HOD, Biochemistry	Member
12	Mrs.P.Sowmya Sree Laxmi – Dept. of Comp.Sci	Member
13	Mrs.MonoshriMitra – Dept. of English	Member
14	Mrs.K. Malathi – HOD , Social Sciences	Member
15	Mrs. Geetha Reddy – Dept. of Commerce	Member
16	Mrs.Siddiqa Begum – Senior Office Assistant	Member

### Point 1 : To review and take note of the action taken on the minutes of the 2<sup>nd</sup> IQAC Meeting

The IQAC coordinator placed before the meeting the action taken on the minutes of the 2<sup>nd</sup> IQAC meeting and appraised the members of the action initiated.

**Point 2 : To Discuss on NAAC Peer team visit.**

Principal Sister on behalf of management congratulated the IQAC members for the good team work . She also emphasized that IQAC should function more effectively in future and lead departments.

**Point 3: To preserve the documents of NAAC second cycle**

Mrs. Annie Sunil asked criterion coordinators to preserve all documents which are submitted to NAAC for DVV in board room.

**Point 4: Submission of AQAR 17-18**

Dr. R. .Komala asked coordinators to collect information and required data for filling AQAR 17-18 by November 30, 2018 and it will be uploaded in December.

The meeting ended with vote of thanks to the chairperson.

Chairperson of the Meeting