

## Minutes of the 4<sup>th</sup> Meeting held on January, 2019 at 2.30 pm in the Board Room

### Agenda :

- ✚ Point 1 : To review and take note of the action taken on the minutes of the 3<sup>rd</sup> IQAC Meeting
- ✚ Point 2 : Appointment of the new IQAC Coordinator
- ✚ Point 3 : To reframe the composition of IQAC
- ✚ Point 4: To discuss the filling of AQAR of 2018-19 and on the Action Taken Report (ATR) on the AQAR
- ✚ Point 5: To plan for the Silver Jubilee Celebrations

### 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

The meeting was presided over by the Principal

### **Point 1: To review and take note of the action taken on the minutes of the 3rd IQAC Meeting**

The IQAC coordinator Dr.Komala , placed before the council, the action taken on the minutes of the 3<sup>rd</sup> IQAC meeting and apprised the members of the action initiated.

She expressed her gratitude to the management for being cooperative throughout her term as the IQAC Coordinator and also thanked all the members for the teamwork and also proclaimed that she would continue to render her support as the Co-Coordinator with the same spirit.

### **Point 2: Appointment of the New Coordinator**

After a rigorous discussion with the members of the IQAC and as per the suggestions given by the Management and the senior faculty, Dr.S.Sreedevi, Head Department of Microbiology was appointed unanimously as the new Coordinator of IQAC

All the members of the IQAC congratulated Dr.Sreedevi and gave their best wishes for all her endeavors as the Coordinator.

Dr.Sreedevi expressed her gratitude to the IQAC for having faith in her and entrusting the responsibility of IQAC and assured to fulfill her responsibility with dedication and commitment.

### **Point 3: Reframing the Composition of Criteria Committees**

Realizing the expectations and needs of the college towards more Efficient functioning, the Criterion coordinators put forth a proposal for the reframing of the composition of the Criterion committees .

The suggestions given by the Members of IQAC and the Coordinators new members were accepted and reframed in all the seven criteria.

### **Point 4: To discuss the filling of AQAR of 2018-19**

Principal asked Dr.Sreedevi to look into the new format of AQAR and make necessary Documentation.

Principal asked IQAC to organize a National Level Workshop on revised AQAR format.

Dr.Komala was asked to apply for various agencies for sponsorship

### **Point 5: To Plan for Silver Jubilee Celebrations**

IQAC was asked to plan for the Intercollegiate Competitions and the Celebrations in view of Silver Jubilee.The Coordinator was asked to make committees for the Silver Jubilee Celebrations for the successful conducting of the event.

The meeting was concluded by the Chair Person with the Best wishes.

**Signature of the Coordinator**