

Minutes of the 7th Meeting held on April, 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 6th IQAC Meeting
- ✚ Point 2: Planning the Almanac for academic year 2019-20

Members Present:

SNo	Name	Designation
1	Dr.Sr.Nirmala, Principal	Chairperson
2	Sr.Velangini, Dept. of English	Member
3	Dr.S.Sreedevi – Dept. of Microbiology	Coordinator
4	Dr.R.Komala – HOD, Dept. of Physics	Co-Coordinator
5	Mrs.AnnieSuneil- HOD, Dept. of English	Member
6	Prof. Pardhasaradhi – Dept of MBA	Member
7	Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology	Member
8	Dr.Mala Das Sharma- HOD, Dept of Chemistry	Member
9	Mrs.GraceBeena Paul– HOD, Dept. of Zoology	Member
10	Mrs.Naga Laxmi – Dept. of Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Dept. of Comp. Science	Member
12	Ms. Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Comp.Sci	Member
14	Mrs.MonoshriMitra – Dept. of English	Member
15	Mrs.K. Malathi – HOD , Social Sciences	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs. Pritha Ghosh- Dept of Microbiology	Member
18	Mrs. C. Latha- HOD, Dept of MBA	Member
19	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 6th IQAC Meeting

The IQAC Coordinator put forth the minutes and the Action taken report of the previous meeting before the members for their approval and submitted to the Chairperson. She thanked all the Coordinators of the Criteria for being Resource persons for the State level workshop and for making it a grand success.

Point 2: Planning the Almanac for academic year 2019-20

The Heads of the all the Departments were requested to attend the meeting with the list of the proposed activities for the year 2019-20

The tentative Almanac was framed considering the suggestions and opinions of all the members.

It was decided that the IQAC would be planning for the three day staff seminars after the Reopening of the college for 2019-20

A scrupulous planning of the general events and celebrations in the college was made after considering the previous year's almanac so that every Department is given the responsibility of a new event.

The Principal reiterated that atleast two departments should plan for a National Seminar every year.

After a thorough discussion on the ISR activity, Share A Meal Program, it was finalized that instead of every month, on one day all the Departments would be simultaneously involved in this outreach program and visit organizations as per the interest. The Principal gave her approval on this proposal.

The meeting continued in the post lunch session with meticulously filling up of the 2019-20 calendar by all the Heads of the Departments with the activities proposed by all the Departments excluding the common holidays and the short term vacation,.

Principal announced that the College would reopen on 15th June,2019.

The meeting came to an end by the best wishes by the Principal for the new Academic Year, 2019-20.

Signature of the Coordinator