

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI - 629153

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 16th June, 2023

Agenda:

- Promotion of Staff as new HOD's for Commerce, Mathematics, Computer Science and Zoology departments.
- Orientation for Staff & Bridge Course for Students.
- AQAR preparation for the academic year 2022-2023.
- Production of 100% results.
- Syllabus completion on time.
- Smart board/Interactive board – training for staff.
- Selection of student representatives in all departments.
- Monitoring Staff performance.
- Preparation of academic calendar.

Minutes:

- The Staff promotion was done for the departments of Commerce, Computer Science, Zoology & Mathematics. The following staff members were promoted as new HODs...

Dr. Sahaya Eugin Mary – Commerce

Dr. Abilash Sam Paulstin – Computer Science

Dr. C. Amutha Rani – Zoology

Dr. Bertilla Jaushal – Mathematics

- It was decided to organise an orientation programme and Bridge course for staff and students respectively.
- The AQAR preparation was to be initiated for the academic year 2022-2023.
- The HODs were advised to monitor the completion of syllabus prior to the semester exams.
- The teachers were given an orientation and training regarding the smart board placed in the new seminar hall.
- The HODs were asked to select student representatives in their departments for the student council.
- It was informed that the staff performance would be monitored continuously.
- The HODs were asked to prepare an academic calendar.



16th June, 2023

Action Taken Report :

- Staff were appointed as HOD's and were appreciated.
- The orientation, bridge course and the training on Smart board was conducted.
- The AQAR preparation was initiated.
- The syllabus was completed within the prescribed time.
- The student council members were selected in each department.
- The staff performance was monitored regularly.
- The academic calendar was prepared.

MEMBERS

Sl.No.	Name
1.	Dr. A. Meenakshi Sundararajan
2.	Dr. M. Amalanathan
3.	Dr. R. Murali
4.	Mr. K.R. Krishna Prasad
5.	Dr. R. Jolly Rosalind Silva
6.	Mrs. Sajitha Sajan
7.	Dr. V.J. Hema Reji
8.	Dr. R. Shoba Rani
9.	Dr. N. Vinil Kumar
10.	Dr. C. Limcy
11.	Dr. A. Ajitha
12.	Mrs. V. Vincy


Dr. R. Murali
IQAC Coordinator
Dr.R. Murali




Dr. M. Amalanathan
Principal
Dr M Amalanathan: M.Sc., M.Phil., Ph.D
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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 17th July, 2023**

Agenda:

- Tentative Work load and Timetable for the academic year 2023-2024.
- Attendance and biometrics.
- Self assessment report to be prepared
- Discipline
- Syllabus Completion.

Minutes:

- All the HODs were asked to submit a tentative time table and work load of the academic year 2023-2024 to the office on 18.07.2023.
- It was discussed that it was necessary to concentrate on students and staff attendance. The staff that comes late would be marked as half-day leave.
- All the HODs were advised to prepare a – assessment report for all the staff in their department. The self assessment reports were to be submitted within a week.
- All the staffs were advised to be strict with the discipline and ensure the quality of the institution.
- It was discussed that all the staff have to finish the syllabus within time and the staff were also informed to bring into notice, the necessity of extra classes.




17th July, 2023

Action Taken Report:

- The tentative workload and timetable was submitted to the office by all the HOD's.
- The attendance and punctuality was seriously taken into consideration and is followed strictly by staff and students.
- The self assessment reports were prepared by all the HOD's and staff members and the same was submitted to the office.
- The discipline within the campus is maintained well by the staff and students. The discipline duty is also taken seriously by the staff.
- The syllabus was completed based on the work schedule by all the staff members.


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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 17th August, 2023**

Agenda:

- First council meeting with the new Principal.
- Time table and Work load submission.
- Course File Register
- Adding books to the library
- Onam Celebration
- Orientation for 1st PG & Staff.

Minutes:

- After the election of the new principal, it was the first council and IQAC meeting. New members were added to the IQAC and they are as follows:
 - Dr. K. Lucas
 - Dr. G. Rajesh Babu
 - Mrs. Reshma Raju
 - Mrs. L. Mary Jaya
- It was decided that the finalised workload and timetable has to be submitted to the office by the HODs before 20/08/2023.
- It was decided that the course file register should be finished and submitted within a week.
- To improve the book collection in the college library, it was decided that the necessary books for the newly prescribed syllabus would be purchased based on the requirements suggested by the staff concerned through their HODs.
- It was decided that Onam would be celebrated on 26th August 2023. With an inter-departmental “Athapoo” competition.
- It was decided that an orientation program would be organised for the I PG students on 5th September and for the staff on 6th September.
- It was decided that mentors should be allotted for the new first year mentees.



17th August, 2023

Action Taken Report:

- The time table and workload was finished on time and submitted to the office.
- The course file register was finished and submitted to the office.
- The HODs submitted the list of required books to the Librarian, Dr. V.J. Hema Reji and the books were purchased.
- The inter – departmental “Athapoo” competition was celebrated and Department of English won the Iprize and “Best Maveli” award was presented to the Department of Commerce.
- The Orientation program was conducted for the I PG and the staff on 5th and 6th of September respectively.


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Dr. M. Amalanathan

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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 13th September, 2023**

Agenda:

- Kalaingar Nootrandu Vizha (22/9)
- University Rank list - 44 ranks
- Remedial & advanced learner's classes
- Maintaining event registers

Minutes:

- It was decided that the "Kalaingar Nootrandu Vizha" was to be conducted in the college auditorium by the Tamilnadu Government on 22.09.2023. The Staff and Students were asked to co-operate with the same.
- It was happily announced that the University rank list for the academic year 2021-2023 was out. The college has secured 44 ranks in total and the staff and students were appreciated for these achievements.
- The remedial and advanced learner's classes were to be held regularly. The institution aims at 100% results and the staff were asked to concentrate more on the same.
- It was informed that there would be two event registers in the office and events conducted in the college were to be registered properly in that.



13th September, 2023

Action Taken Report:

- The “Kalaingar Nootrandu Vizha” was celebrated in a grand manner in the college auditorium. The Honourable Minister of Information Technology, Mr. Mano Thankaraj, was the chief guest and several other politicians also joined the program. The function was a grand success and was widely appreciated.
- The remedial and advanced learner’s classes were conducted regularly.
- The departments are registering the events properly in both the event registers.


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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 17th September, 2023**

Agenda:

- Fee payment
- Scholarship verification
- Result analysis submission
- Group Building Days
- Sending scanned photos for ID card

Minutes:

- It was decided that the last date for paying the semester fee was 15.10.2023.
- It was decided that the last date to verify the scholarship was 5th September but since the time line was not met the date was extended to 10th of September.
- The HODs were asked to submit the Result Analysis to the office on 08.09.2023.
- It was informed to all the HODs that they were permitted to conduct the Group Building Days on Saturdays.
- The Students who did not get photographs for the ID cards can submit a passport size photograph to the office. That photo would be used in their ID cards.



17th September, 2023

Action Taken Report:

- The fees was paid by the students on time.The scholarship verification was finished on time.
- The result analysis was submitted to the office on 8th September. Later the result analysis was submitted to the secretary.
- Many departments conducted Group Building Days on several Saturdays.
- The photos for ID cards were submitted to the office.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 22nd September, 2023**

Agenda:

- Submission of QNM document for the year 2022-2023
- Preparation of QLM
- Discussion based on QLM submission

Minutes:

- It was decided that QNM documents were to be submitted within the month of October, so that it would be easy for the submission of AQAR.
- Preparation of QLM was discussed. Each Criteria Co-ordinators were given a set of questions and it was explained in detail by Dr. R. Murali, the IQAC Co-ordinator. He also gave a list of documents that have to be collected from each department and explained the details in elaborate manner.
- After explaining the procedure of collection of documents, there was a detailed discussion on the necessity to finish QLM document submission and verification before the submission of AQAR.



22nd September, 2023

Action Taken Report:

- The QNM documents for the academic year 2022-2023 were submitted to the office for correction. The necessary corrections were made as per request.
- After completion of QNM, the QLM work begun and the necessary documents were collected on time.
- The QLM was submitted as per the procedure explained.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 27th September, 2023**

Agenda:

- Academic Audit
- Staff performance appraisal system.
- QNM updation
- QLM updation
- Verification of Annual plan to be verified
- AQAR submission
- 4th FDP for staff members
- Committee for FDP

Minutes:

- It was decided that an academic audit would be conducted department wise with the help of the criteria co-ordinators. They would visit each department and would find the files that are incomplete before the scanning of documents begin.
- It was decided that, it was mandatory to conduct a staff performance appraisal in every department. The forms for the same were to be collected from the criteria co-ordinator and given to the HODs. The last date for submitting the staff performance appraisal form was decided as 03.10.2023, Tuesday.
- The status of QNM updation was discussed and it was noted that criteria 3,4,5 and 6 had finished the QNM corrections. The other criteria were asked to submit the documents for verification soon.
- QLM was also asked to be submitted. The documents were to be verified by the criteria co-ordinator and also by the IQAC co-ordinator.



- It was decided that the annual plan for the upcoming year was to be verified and the events were to be planned accordingly.
- It was decided that the AQAR was to be submitted by 30th of October. Hence the document collection and verification was to be done before the stipulated date.
- It was decided that an FDP would be conducted for the staff members and a committee was formed for the same with the following members:

Sl.No.	Name	Programme
1.	Mrs. Reshma Raju	Chief Organising Secretary
2.	Dr. R. Murali	Welcome speech
3.	Mrs. Merlin Mahil	M.C.
4.	Mrs. Sajitha Sajan	Vote of Thanks
5.	Dr. Thomas Robinson	Invitation
6.	Dr. Bertilla Jaushal	Certificates
7.	Mr. Jayasheelan	Snacks & Tea



27th September, 2023

Action Taken Report:

- Criteria co-ordinators finished the academic audit and suggested the necessary changes.
- The staff appraisal was finished along with the QLM and QNM.
- Annual plans and the AQAR was submitted on time.
- The FDP was conducted.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 26th October, 2023**

Agenda:

- Mark Entry in the office automation and university portals.
- Submission of the NAAC work.
- Submission of No dues slips to the office.
- Updation of QLM document collection
- Naan Mudhalvan mark entry
- Syllabus discussion.

Minutes:

- It was decided that the internal marks would be entered in the Bonifon portal. All the three internal marks were to be entered. By the end of the semester when the university portal for mark entry opens the consolidated marks were to be entered.
- The NAAC work was incomplete and it was decided that the NAAC work should be finished on or before 31st of October. It was also decided that the departments that have not finished the NAAC work would be made to stay back after 4 O'clock from 31st October.
- It was decided to allocate separate dates for nodule slip submission to the office so that the students do not crowd in the office. The HODs were instructed based on the same.
- It was decided that the documents for QLM should be collected at the earliest and it is to be submitted to the criteria heads respectively.
- It was decided that the staff concerned should do the mark entry for Naan Mudhalvan.
- The syllabus for the next semester was to be discussed and the HODs were asked to allocate the subjects and workload and submit it to the office.



26th October, 2023


Action Taken Report:

- Mark entries in the bonifon and the university portal were entered on time.
- The NAAC work was to be completed before 31st of October.
- The No-dues slips were issued based on the fixed dates and it was done properly.
- The QLM documents were collected as per schedule and submitted to the respective co-ordinators.
- The Naan Mudhalvan mark entry was done on time by the concerned staff.
- The subject allocation and workload was submitted by the HODs to the office.


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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 8th January, 2024**

Agenda:

- Document verification of the AQAR
- Organising a NAAC sponsored seminar.
- NPTEL Swayam course registration and exam fee payment.
- Village adoption by each department.
- Submission of Project proposal
- College Journal
- Academic ID creation

Minutes:

- AQAR was sent to all the criteria co-ordinators and they were asked to verify the same to find out any details lacking or that needed improvisation.
- It was decided that a NAAC sponsored seminar has to be conducted and a proposal was to be prepared.
- All the staff members were asked to register for an NPTEL course with the help of the computer science staff.
- It was decided that each department has to adopt a village and conduct programs for the welfare of the particular village.
- Every department was asked to submit at least one project proposal to Dr. R. Murali, the HOD of Chemistry.
- It was decided that the college would be publishing a journal and the staff were asked to suggest a suitable title for the journal.
- It was decided that all the staff should be aware of the Academic ID's like Google Scholar ID, Vidhwan ID and similar five IDs. The Librarian Dr. V.J. Hema Reji was selected as the programme co-ordinator and the program was to be held in the Computer Science Lab.



8th January, 2024

Action Taken Report:

- The AQAR was to be verified and submitted by 7th of February.
- The seminar proposal was to be prepared and submitted for approval.
- The staff were assisted by Mr. K.C. Abhilash Sam Paulstine and everyone registered themselves in 8 weeks course.
- The HODs planned about village adoption with the department staff and are ready to organise eye camps and clean village programs in the adopted villages.
- Each department submitted their completed project proposals to Dr. Murali and Dr. Vincy.
- The name was yet to be selected for the college journal.
- The Academic IDs were created on 18.01.2024. The created IDs were collected and filed.



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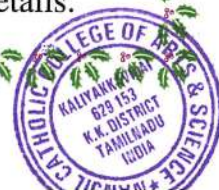
**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 29th January, 2024**

Agenda:

- Review on the AQAR documents obtained
- Suggestion for a College journal.
- Organising a NAAC sponsored seminar
- Corrections on the college website.
- NPTEL exam registration.
- Online feedback on teachers and syllabus.
- Submission of the required registers.
- Change of NAAC accreditation process
- Discussions on NIRF ranking.
- Hands – on – Training
- Project proposal submission.

Minutes:

- The AQAR reports submitted was asked to be reviewed individually by the criteria co-ordinators.
- Teachers were asked to suggest a name for the college journal.
- It was decided that a NAAC seminar would be organised and a project proposal should be made ready.
- The criteria IV co-ordinator was advised to check the college website details.



- The details of all the staff members are to be added in college website.
- All the staff members were asked to join a NPTEL course.
- The teachers were, asked to collect the online feedback from students based on teachers and the syllabus.
- It was decided to make the departments submit a few listed registers for regular checking.
- A change in the NAAC accreditation was discussed.
- Based on NIRF ranking a few discussions were made.
- It was decided that Hands-On-Training Programme would be conducted for the criteria II & Criteria IV members and for the computer science staff.
- It was decided that each department should submit at least one project proposal to Dr. R. Murali, of Chemistry department.



29th January, 2024

Action Taken Report:

- The 5th criteria co-ordinator put forth few suggestions based on student scholarships. The suggestions include TNPSC coaching and taking students for inter – collegiate competitions. The criteria 7 co-ordinator also wanted a change in the best practice of the college. 07.02.2024 is the last date for review.
- “Nanjil International Journal of Science & Humanities”, is the name suggested for the college Journal and more suggestions were welcomed too.
- The IQAC seminar proposal was made ready on the title “Integration technology in the teaching learning process and initiative approach”. It was approved in the meeting.
- The criteria IV co-ordinator along with Mr. Ajil made the necessary corrections in the college website.
- The exam registration for NPTEL was noted on an excel sheet to make sure all the staff have enrolled themselves.
- The Online feedback on teachers and syllabus for the odd semester was to be submitted before 7th February.
- All the listed out registers were submitted department wise, and were signed.
- It was informed that NAAC has taken away the grading system and has brought the system of accreditation alone.
- It was decided that the college would try for NIRF ranking as soon as possible.
- Dr. Beaula Benslet and Dr. Bertilla Jaushal were appointed as co-ordinators for the Hands-on-training programme. It was decided to conduct the training on the topic “Teaching using Artificial Intelligence”, and the session was to be organised on 31st January, 2024.
- All the departments submitted the project proposal to Dr. R. Murali.


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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 7th February, 2024**

Agenda:

- Activities to be done – criteria wise.
- Journal publication
- Online Feedback
- Hands on Training based on AI.
- Scanning of documents.

Minutes:

- Based on the AQAR, the criteria co - coordinators were asked to submit a proposal on the various drawbacks they have found on the AQAR. They were given a week's time and the necessary remedial proposals were asked to be submitted by February 15, Thursday.
- Suggestions regarding the title of the Journal were asked and all approved the title "Nanjil International Journal of Science and Humanities."
- It was decided to collect all the feedbacks through online from this semester.
- The Hands – on Training was to be held on 7th February at 2.00 pm in the Com. Science Lab being organised by Mrs. Beaula Benslet.
- It was decided that all the necessary documents that have to be scanned were to be the sent for scanning.



7th February, 2024

Action Taken Report:

- The remedial proposals were submitted by the criteria co-ordinators to the IQAC co-ordinator Dr. R. Murali.
- It was decided to fix the same title for the journal and proceed with the further works for the same.
- Hands-on-Training was done successfully on “SLIDO” on AI Tool, which would help enhancing the listening capacity of the students.
- The documents were submitted for verification to the office.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 16th February, 2024**

Agenda:

- Online Feedback
- Project proposal submission
- Conducting criteria meetings
- Hands on Training for faculty
- Acceptance of AQAR

Minutes:

- It was decided that online feedbacks have to be collected within a week for the current semester.
- It was decided to collect Research project proposals on 17th February itself.
- It was informed to all the criteria co-ordinators that a criteria meeting should be conducted before 21st February.
- A Hands-on-Training program was to be organised on 21st February, 2024 for all the staff members on Teaching using AI Tools.
- Principal congratulated everyone as AQAR was accepted by the NAAC committee.



16th February, 2024

Action Taken Report:

- Online feedbacks were collected
- Research proposals were collected by Dr. R. Murali on 17th February.
- The criteria co-ordinators conducted meetings based on their criteria necessities.
- Hands on Training program on AI were conducted for all the staff on 21st February, 2024.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 20th February, 2024**

Agenda:

- Hands on Training for staff on Teaching with AI.
- Organising a 7 days FDP.
- Project proposal.

Minutes:

- It was decided that a Hands – on – Training, program would be conducted on 21st February, Wednesday at 2.00 pm in the computer science department lab. It was decided that Mrs. Beaula Benslet would educate the staff on “teaching with AI”.
- It was decided that, for the purpose of NAAC, a seven days FDP would be conducted for the staff members of our institution. The resource persons to be invited were discussed and it was decided that the FDP would be organised in the third week of March
- The Project proposals already collected were checked for correction and asked for resubmission before 22.02.2024.



20th February, 2024

Action Taken Report:

- The Hands – on – Training programme was conducted on 21.02.2024, Wednesday with all the teaching faculty members. The topic discussed was “SLIDO” an AI tool.
- The FDP organising committee is working on the proper arrangements to conduct the seven days FDP.
- The project proposals were recollected by Dr. R. Murali and Dr. V. Vincy.



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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 15th March, 2024**

Agenda:

- Conducting a six days FDP program from 18.03.2024.

Minutes:

- It was decided that a six days FDP program would be organised by the IQAC for all the interested staff members from 2.00 pm – 4.00 pm. The dates were decided to be from 18th March, Monday to 23rd March Saturday. Six resource persons were to speak on six different topics, with the main title “Innovation and Rejuvenation of Teaching and Learning Pedagogy in Higher Education”.

Resource Persons

Sl.No.	Name
1.	Rev. Fr. Dr. J. Francis Xavier Nelson
2.	Dr. A. Lenin Fred
3.	Rev. Fr. Sebastian Francis
4.	Rev. Fr. Dr. M. Eckermens Michael
5.	Rev. Fr. Dr. S. Alwin Mathan Raj
6.	Dr. B. William Dharma Raja

The staff were allocated duties and responsibilities for the FDP.



15th March, 2024

Action Taken Report

- The FDP was organised and conducted in a successful manner with the co-operation and sponsorship of many people.



Dr. R. Murali

IQAC Coordinator
Dr.R. Murali

IQAC Co-ordinator

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.



Dr. M. Amalanathan

Principal
Dr. M. Amalanathan, M.Sc..M.Phil..Ph.D
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI - 629153**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 25th March, 2024**

Agenda:

- Submission of online Feedback forms
- Appreciation for 06 days FDP
- Improvements for the next academic year
- NAAC work
- Stock verification
- Paper submission
- UGE NET/ SET coaching for students.
- Submission of criteria based year plan.

Minutes:

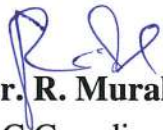
- It was informed to the criteria I co-ordinator that the online feedback forms for the students and staff have to be collected by 27.03.2024, Wednesday.
- All the IQAC members along with the IQAC co-ordinator Dr.R.Murali and the program co-ordinator Dr.K.Lucas were appreciated for successfully organising the FDP.
- Based on the six days FDP, it was decided to find improvements that can be done in the academic circle for the next academic year 2024-2025.
- The NAAC based documents were to be finished as per criteria requirements before April 26th.
- It was decided that the criteria IV member would set a team along with the lab assistants and make a register and depute staff to finish off the stock verification.
- It was decided that each staff should publish at least one paper per academic year and so it was decided that all the staff had to submit a paper on or before 31.03.2024.
- Based on the TN-SET exam announcement, it was decided that a coaching would be given to the PG students as an orientation for Paper I in common and Paper II department wise with subject experts.
- It was decided that a criteria based year plan was to be prepared by all the criteria co-ordinators, by April 03.



25th March, 2024

Action Taken Report:

- The feedback forms were collected on time.
- The improvements to be made were listed out and discussed in the open forum.
- The NAAC related document collection was started.
- Stock verification was done and necessary materials were purchased.
- Paper to be published was collected by the IQAC co-ordinator on 31st March through mail.
- The NET & SET orientation was conducted department wise for the PG students,
- Criteria based year plans were submitted by the criteria co-ordinators.



Dr. R. Murali
IQAC Coordinator
Dr.R. Murali



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IQAC Co-ordinator

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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI - 629153**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 25th April, 2024**

Agenda:

- NAAC Work
- Submission of registers and documents
- Criteria wise year plan
- Formal Audit
- Department wise working dates.

Minutes:

- It was decided that, the NAAC work is to be completed within the following week 4th of May. The progress of the earlier NAAC work was also analysed.
- The members were advised to submit all the necessary documents and registers on or before 2nd May for the Principal's signature.
- The criteria Co-ordinators were asked to submit a criteria wise year plan for the academic year 2024-2025.
- It was decided that a formal audit would be conducted on 2nd May.
- The department wise working days were to be decided after the progress check on 2nd May.



25th April, 2024

Action Taken Report:

- The NAAC documents were almost submitted to the criteria head by all the other members.
- All the registers and documents were almost submitted to the criteria heads by all the other members.
- All the registers and documents were signed and sealed as per schedule.
- Year plans were submitted by the criteria co-ordinators to the IQAC co-ordinator Dr. R. Murali.
- A formal audit was conducted by the IQAC members on 2nd May in all the departments.
- The dates for department wise working days were decided and informed to the staff.



Dr. R. Murali
IQAC Coordinator
Dr.R. Murali

IQAC Co-ordinator
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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 28th May, 2024**

Agenda:

- Academic Calendar Preparation
- New members for IQAC
- Year plan for Academic year 2024-2025
- Miscellaneous.

Minutes:

- Dr. M. Amalanathan, the principal of NACCAS congratulated everyone for the successful completion of an academic year and welcomed all to the new academic year 2024-2025.
- Dr. Beulah Benslet S S of Department of BCA and Ms. Subi M S of Department of English were selected as new criteria II co-ordinators for IQAC.
- It was decided that the syllabus review for the new semester will be conducted on 16th July 2024.
- Feedback collection for the previous semester is planned to be collected on July, 23rd 2024.
- IQAC members must submit the criteria wise proposal for the new academic year in the next meeting.
- Previous year QNM i.e., till May 31st must be updated by 10th ,July 2024.
- QLM must be submitted on 31st July 2024. Both QNM & QLM was to be finalised by 14th August 2024.



- Preparation of AQAR has to be started on 14th August, 2024.
- AQAR has to be finalized on 28th August 2024 and to be submitted on 18th September, 2024. The Approval from the management must be done before 4th September 2024.
- NIRF submission has to be done before 25th February, 2025.
- Department wise association meeting has to be conducted in the second week of August, Probably on 5th August, 2024.
- It was decided to conduct Fresher's day in each department in the first week of July.
- Group Building day has to be organised on the following dates.

S.No.	Date	Department
1.	03.08.2024	English Dept.
2.	10.08.2024	Maths Dept.
3.	17.08.2024	Physics Dept.
4.	31.08.2024	Com.Sci. Dept. & B.C.A.
5.	14.08.2024	Zoology Dept & B.B.A.
6	21.08.2024	Phy. Edu.
7.	28.08.2024	B.Com.

- Fine Arts Day for each department must be conducted on following dates:

S.No.	Date	Department
1.	05.02.2025	English & Maths Dept.
2.	12.02.2025	Physics & B.B.A.
3.	19.02.2025	Commerce & Zoology
4.	26.02.2025	Com. Sci., B.C.A. & Chemistry
5.	05.03.2025	M.S.W. & Physical Edu.



- Extension Activity must be conducted by the department on the second week of December this year, probably between 9th December.
- Seminar /Conference / Workshop/ Symposium must be organised by each department during the first week of March.
- Tour week was planned in two sections.
 - Section I: September 20th,21st& 22nd
 - Section II: October 10th, 11th& 12th.
- FDP for teachers are to be held twice a year i.e, during July 2024 and Jan 29th 2025.
- Training for Non-Teaching Staff has to be conducted on 31st July, 2024 and 5th February 2025.
- Academic Audit has to be conducted on 21st August 2024.
- College sports day was planned to be conducted on 2nd April, 2025. College Fine Arts day will be on 3rd April, 2025 and College Day on 4th April, 2025.
- Oliva Fest will be conducted on 25th September, 2024.
- Academic year inauguration will be held on 24th June 2024.
- Orientation for the first year UG and PG is planned to be conducted on 26th for the second year UG and 2nd year PG it will be held on 19th June, 2024. While for the third UG it will be on 20th June, 2024.
- On behalf of college Fine Arts committee competition will be organized on the 4th Friday of each month.
- Sports Competitions has to be conducted on the third Friday of each month.
- Paper presentation for all PG final years will be conducted on 11th April, 2025.



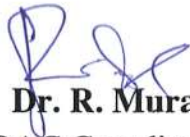
- 26th December of every year was planned as Alumni Meet Day.
- Parents meeting for the Odd Semester is to be conducted on 13th August 2024 for all Arts Courses and 14th August 2024 for all Science courses. Whereas for the even semester it has to be done on 11th March, 2025 and 12th March, 2025 for Science and Arts respectively.
- Industrial visit (IV) is to be executed between 17th March to 21st March, 2025.
- Remedial class will be held every Thursday.
- Remedial class has to be conducted on every Wednesday.
- Result analysis has to be held on 1st week of August for the previous semester and for the current semester on 1st week of March.
- It is also planned that each and every club must also plan and inaugurate their clubs.
- Suggestion for including the columns for entering the UMIS/EMIS ID in the students profile was proposed.
- It was decided that the next criteria meeting will be held on 18th June. 2024.



28th May, 2024

Action Taken Report:

- All the dates were finalized and made into academic calendar as per the meeting plan.



Dr. R. Murali
IQAC Coordinator
Dr.R. Murall

IQAC Co-ordinator

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Dr. M. Amalanathan

Principal

Dr. M. Amalanathan, M.Sc., M.Phil., Ph.D

PRINCIPAL

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