SRI MEENAKSHI GOVERNMENT ARTS COLLEGE FOR WOMEN

(AUTONOMOUS)

Affiliated to Madurai Kamaraj University

MADURAI 625002 TAMIL NADU.

Re-accredited with 'B++' grade (4th cycle) by NAAC

Meeting Minutes – First IQAC Meeting (2024-2025)

Date: 29.08.2024

Time: 10:00 AM

Venue: Principal's Room

Agenda:
1. Revision of IQAC composition
2. Academic Calendar
3. Plan of Action for the academic year 2024-2025
4. NAAC Reforms Survey

The first meeting of IQAC for the academic year 2024-2025 was held on **29.08.2024** at 10.00 am in the Principal room.

The following resolutions were made:

1. The following changes have been made in the composition of IQAC. **Mr. Pon Kumar, Yi-YUVA** Chair & Industrialist, **Mr. Ramesh Duraikannan** (NGO) and **Ms. Ramya Sivaselvi** (Alumna) have been included as members of IQAC team
2. Decided that all events conducted by the various departments should be uploaded to the College website as & when it is Completed.
3. A roadmap of Activities & initiatives for the current academic year and the next five years is to be formulated.
4. The IQAC plans to organise an orientation on " **NAAC Reforms** " to all faculty members in September 2024.
5. Activities promoting **IKS** to be initiated (Eg: Short term certificate Courses on archeology) by all departments.
6. COE office automation insisted on an OBE pattern of question paper and CO attainment of course outcome to be achieved through automation.
7. Online Education through **Swayam portal** to be encouraged among staff & students -one Staff / one student from each department to complete at least one course per year.
8. Activities for slow learners and fast learners to be documented and the outcome to be analyzed.
9. ICT integration in teaching and learning evaluaton to be followed (workshop on AI tools to be Conducted for Staff and Students).
10. Plagiarism detection Software to be installed to facilitate Research Scholars.
11. Planned to adopt a village in collaboration with NSS & MOU with DigitALL to be made functional for this purpose.
12. Conduct of coaching for examinations, Job fair, Govt programmes and Open University classes to be documented under Consultancy Services.
13. CCTV Camera & PAS for the college campus- to be reinstated
14. Data to be Collected from all departments for **green and energy audits** and to be audited by Internal and External agencies.

15. Recycling of paper through **TNPL** has be initiated
16. Solid waste management, through composting, incinerator, recycling to be initiated to reduce / reuse / recycle the campus waste.
17. Botany Department to initiate booklet preparation on Campus flora.
18. Alumni mentorship to be initiated and an illustrious alumna to be invited to encourage, guide & hand hold the final year students in the respective field of interest and the outcome to be analysed
19. Workshop to be conducted for final year students on Resume building using AI Tools.
20. State/National Sports activities to be Conducted in our College.
21. Log book & User data to be maintained for laboratories and libraries.
22. New infrastructural resources to be photographed **(360° photos)** and date to be uploaded in our website
23. Organogram, Institutional distinctiveness and best Practices to be updated for the current year.
24. Suggested to allocate Restrooms for physically Challenged students in the new building.
25. Training on financial management, ITR filing for Teaching and Non- Teaching faculty to be organized in October 2024.
26. IPR Committee to initiate programs / workshops focussing on patents and copyrights.

IQAC Coordinator   **Principal**

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	
Dr. P.Selvi, Associate Professor, History	
Dr. T. Glory Selvam, Associate Professor, Commerce	
Dr. S. Jesima, Assistant Professor of Tamil	
Dr. J. Shahin, Assistant Professor of English	
Dr. D.Maheswari,Associate Professor of History.	
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	
Dr.D.Arumugakani, Associate Professor of Mathematics	
Dr. R.Vijayalakshmi, Associate Professor of Physics	
Dr.M.Mahalakshmi, Associate Professor of Physics	
Dr. S. Manoranjitham, Associate Professor of Chemistry	
Dr. S. Rani Vijaya, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	
Dr.S.Naga Nandhini Sujatha, Assistant Professor of Computer Applications	

Meeting Minutes – Second IQAC Meeting (2024-2025)

Date: 02.09.2024
Time: 10:00 AM
Venue: I MSc Home Science Classroom

Agenda:

1. Revision of College Profile
2. Finalized Plan of Action
3. Data Collection for 2023-2024 AQAR Submission
4. Discussion on AQAR Excel Format
5. Discuss the Orientation Program on NAAC Reforms - Challenges and opportunities held on 10.09.2024

The Second meeting of IQAC for the academic year 2024-2025 was held on **02.09.2024** at 10.00 am in the I MSc Home Science Classroom

The following resolutions were made:

1.Revision of College Profile

A comprehensive review of the college profile was conducted. Updates included institutional data, faculty details, student demographics, and infrastructure developments. The profile now aligns with the current academic year and recent enhancements in academic and administrative operations.

2. Finalized Plan of Action

The finalized action plan for the academic year 2024-2025 was discussed and approved. Key focus areas were curriculum design and development, teaching-learning and evaluation, research and innovation, infrastructure and learning resources, student support and progression, governance and leadership, and institutional values and best practices.

3. Data Collection for AQAR 2023–2024

A timeline was established for collecting and compiling data required for the Annual Quality Assurance Report (AQAR) for 2023–2024. Coordinators from each department were assigned to ensure timely submission of quantitative and qualitative metrics in alignment with NAAC guidelines.

4. Discussion on AQAR Excel Format

The AQAR Excel sheet format was reviewed. Clarifications were provided on data entry, formula usage, and metric-wise documentation. It was emphasized that all entries should be accurate, evidence-based, and in accordance with the NAAC criteria.

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5. Orientation Program on NAAC Reforms – Challenges and Opportunities

The orientation session highlighted recent NAAC reforms including updated metrics, emphasis on outcome-based education (OBE), and the integration of ICT in quality assessment.

The meeting concluded with a clear understanding of the revised college profile, IQAC member roles, and the plan of action for 2023-2024. The orientation program on NAAC reforms was also proposed highlighting its importance in the upcoming academic year.

IQAC Coordinator

Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	
Dr. P.Selvi, Associate Professor, History	
Dr. T. Glory Selvam, Associate Professor, Commerce	
Dr. S. Jesima, Assistant Professor of Tamil	
Dr. J. Shahin, Assistant Professor of English	
Dr. D.Maheswari, Associate Professor of History.	
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	
Dr.D.Arumugakani, Associate Professor of Mathematics	
Dr. R.Vijayalakshmi, Associate Professor of Physics	
Dr.M.Mahalakshmi, Associate Professor of Physics	
Dr. S. Manoranjitham, Associate Professor of Chemistry	
Dr. S. Rani Vijaya, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	
Dr.S.Naga Nandhini Sujatha, Assistant Professor of Computer Applications	

Meeting Minutes – Third IQAC Meeting (2024-2025)
Date: 09.09.2024
Time: 10:00 AM
Venue: Principal's Room

Agenda:

1. Initiate on data collection for Green Audit
2. Approval of Green Audit Format
3. Deadline for Submission – 18.09.2024
4. Internal & External Green Audit

The Third meeting of IQAC for the academic year 2024-2025 was held on **09.09.2024** at 10.00 am in the Principal's Room

The following resolutions were made:

1. Initiate on Data Collection for Green Audit

A detailed discussion was held regarding the collection of data for the upcoming Green Audit. Departments and committees were briefed on the scope of data required, including energy usage, water conservation practices, waste management, green campus initiatives, and biodiversity records.

2. Approval of Green Audit Format

The standardized Green Audit Format sourced from CPREEC, Chennai was distributed to all concerned departments. The format includes specific sections on:

- Energy consumption and efficiency measures

- Solid and liquid waste management practices

- Use of renewable energy sources

- Water harvesting systems

- Green cover and plantation records

- Eco-friendly practices and awareness programs

All the departments are expected to fill in data accurately and attach necessary evidence wherever applicable.

3. Deadline for Submission – 18.09.2024

A firm deadline of 18th September 2024 was set for the submission of completed Green Audit data. All units were urged to adhere strictly to this timeline to ensure a smooth audit process.
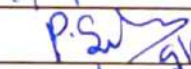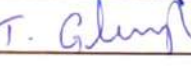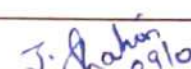
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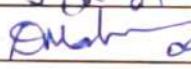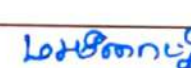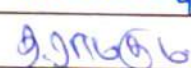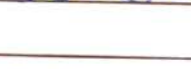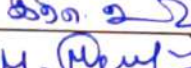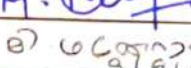
4. Internal and External Green Audit

Plans for both internal and external Green Audits were discussed:

- **Internal Audit:** To be conducted by the institution's Green Audit Committee post data compilation.

- **External Audit:** An empaneled third-party agency will be engaged for a comprehensive evaluation following internal verification.
  The importance of transparency and authenticity in data reporting was emphasized to ensure credible audit outcomes.

IQAC Coordinator

Principal

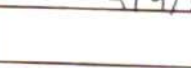| Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	9/9/24
Dr. P.Selvi, Associate Professor, History	9/9/24
Dr. T. Glory Selvam, Associate Professor, Commerce	9/9/12
Dr. S. Jesima, Assistant Professor of Tamil	
Dr. J. Shahin, Assistant Professor of English	09/09/2024
Dr. D.Maheswari,Associate Professor of History.	09/09/24
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	9/9/24
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	9/9/24
Dr.D.Arumugakani, Associate Professor of Mathematics	9/9/24
Dr. R.Vijayalakshmi, Associate Professor of Physics	9/9/24
Dr.M.Mahalakshmi, Associate Professor of Physics	9/5/24
Dr. S. Manoranjitham, Associate Professor of Chemistry	9/9/24
Dr. S. Rani Vijaya, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	9/9/2024
Dr.S.Naga Nandhini Sujatha, Assistant Professor of Computer Applications	9/9/2024

Meeting Minutes – 4th IQAC Meeting (2024-2025)
Date: 23.10.2024
Time: 10:00 AM
Venue: Principal's Room

Agenda:

1. Clarification on Criterion 1 & Criterion 2
2. Discuss the POs & PSOs and COs Format
3. Conduct of SSS and Collection of Feedback from Student, Alumni and Subject Experts

The 4th meeting of IQAC for the academic year 2024-2025 was held on **23.10.2024** at 10.00 am in the Principal's Room

The following resolutions were made:

1. Clarification on Criterion 1 & Criterion 2 (C1 & C2)

Clarifications were provided regarding the NAAC Criteria 1 (Curricular Aspects) and Criteria 2 (Teaching-Learning and Evaluation).

It was resolved to :

- **C1:** Emphasis on curriculum design, feedback systems, value-added courses, and cross-cutting issues integrated into the syllabus.

- **C2:** Focus on learner-centred teaching methods, use of ICT, evaluation reforms, and mentoring systems. Stakeholders were encouraged to ensure accurate documentation and alignment with NAAC key indicators.

2. Discussion on POs, PSOs, and COs Format

The standardized format for **Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs)** was discussed and finalized.

3. Submission to SSS & Feedback (AQAR 2023–2024)

It was confirmed that the relevant sections—POs, PSOs, COs, and feedback summaries—will be compiled and **sent to the Student Satisfaction Survey (SSS) team** for integration with the **2023–2024 AQAR.** Feedback from(students, alumni, Subject Experts) is to be systematically collected, analyzed, and reported as part of the AQAR submission.

23/10/2024
IQAC Coordinator

3.10.24
Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	23/10/24
Dr. P.Selvi, Associate Professor, History	23/10/24
Dr. T. Glory Selvam, Associate Professor, Commerce	23/10/24
Dr. S. Jesima, Assistant Professor of Tamil	
Dr. J. Shahin, Assistant Professor of English	
Dr. D.Maheswari, Associate Professor of History.	23/10/24
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	23/10/24
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	23/10/24
Dr.D.Arumugakani, Associate Professor of Mathematics	
Dr. R.Vijayalakshmi, Associate Professor of Physics	23/10/24
Dr.M.Mahalakshmi, Associate Professor of Physics	23/10/24
Dr. S. Manoranjitham, Associate Professor of Chemistry	23/10/24
Dr. S. Rani Vijaya, Assistant Professor of Zoology	23/10/24
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	NP Siva Sankari
Dr.S.Naga Nandhini Sujatha, Assistant Professor of Computer Applications	23/10/24
	S. 23/10/2024

Meeting Minutes – 5th IQAC Meeting (2024-2025)

Date: 27.11.2024
Time: 11:00 AM
Venue: Principal's Room

Agenda:

1. Acknowledge receipt of NAAC Certificate for 4th Cycle Accreditation.
2. Discuss the Conduct of the Online Workshop on Excel and AI
3. Discuss the Conduct of the FDP on Teaching Strategies
4. Discuss the Conduct of the Student Development Program on Future of AI in Education Program on 11.12.2024

The 5th meeting of IQAC for the academic year 2024-2025 was held on **27.11.2024** at 11.00 am in the Principal's Room

The following resolutions were made:

1. Acknowledgement of NAAC Certificate – 4th Cycle Accreditation

The institution formally acknowledged the **receipt of the NAAC Accreditation Certificate for the 4th Cycle**. This marks a significant milestone in the college's ongoing commitment to quality enhancement and academic excellence. The certificate will be displayed on the institutional website and prominently at the Principal's Room.

2. Discussion on Online Workshop – 03.12.2024

Details of the conduct of an online workshop to be held on **3rd December 2024**, titled **"Mastering Data Analysis with Excel and AI,"** were discussed. The roles and responsibilities were assigned to the IQAC members for organising the event.

3. Discussion on Faculty Development Program (FDP) – 11.12.2024

The upcoming **Faculty Development Program scheduled for 11th December 2024** was discussed. The theme of the session is **"Adapting Teaching Strategies for Multidisciplinary Classrooms."** The roles and responsibilities were assigned to the IQAC members for organising the event.

4. Discussion on "The Future of AI in Education" Program – 11.12.2024
The program titled **"The Future of AI in Education,"** also scheduled for **11th December 2024**, was discussed as a visionary initiative.

IQAC Coordinator

Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	P. ℳℓ 27/11/24
Dr. P.Selvi, Associate Professor, History	P.Sev 27/11/24
Dr. T. Glory Selvam, Associate Professor, Commerce	T. Glmy 27.1.24.
Dr. S. Jesima, Assistant Professor of Tamil	
Dr. J. Shahin, Assistant Professor of English	J.Shahin
Dr. D.Maheswari, Associate Professor of History.	DMel 27/11/24
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	Lerönnuf 27/1/24.
Dr. D. Ramkumar, Associate Professor, Business Administration	ஐ.ராம்குமார்
Dr. S. Devibala, Associate Professor in Maths	Selv.
Dr.D.Arumugakani, Associate Professor of Mathematics	ஐ.அரு 27/11/24
Dr. R.Vijayalakshmi, Associate Professor of Physics	ஆர்.வி 27/11/24
Dr.M.Mahalakshmi, Associate Professor of Physics	M-Meenu 27/11/24
Dr. S. Manoranjitham, Associate Professor of Chemistry	கு.மனோரஞ்சிதம் 27/11/24
Dr. S. Rani Vijaya, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	MPSivaSank
Dr. A. Gandhimathi, Assistant Professor of Geography	Amma 27/11/2024
Dr.S.Naga Nandhini Sujatha, Assistant Professor of Computer Applications	S.ny 27/11/2024

Meeting Minutes – 6th IQAC Meeting (2024-2025)
Date: 16.12.2024
Time: 11:30 AM
Venue: Principal's Room

Agenda:

1. Discuss the conduct of the competitions for Divyangjan - IDPD
2. Submission of AQAR 2023-24
3. New Members in the place of transferred Staff
4. Review of IQAC Activities
5. Discuss the conduct of the student training on Resume Preparation (Using AI Tools)

The 6th meeting of IQAC for the academic year 2024-2025 was held on **16.12.2024** at 11.30 am in the Principal's Room

The following resolutions were made:

1. Discussion on Divyangjan Competitions – IDPD

Activities and competitions to be conducted in observance of **International Day of Persons with Disabilities (IDPD)** were discussed. The institution initiatives to organize inclusive events to promote awareness, sensitivity, and empowerment of Divyangjan students. Participation across departments was to be encouraged and outcomes of the events were to be documented for inclusion in outreach and equity initiatives.

2. Submission of AQAR 2023–2024

The status of the **Annual Quality Assurance Report (AQAR) for 2023–2024** was discussed.
All required data and supporting documents have been compiled and reviewed. Final submission is scheduled as per NAAC timelines. Departments were reminded to ensure accuracy in uploaded evidence and follow standard naming conventions in documentation.

3. Appointment of New Members in Place of Transferred Staff

New IQAC members have been nominated to replace staff members who were recently transferred. The new appointees have been oriented on their roles and responsibilities within the IQAC framework. The committee expressed appreciation for the outgoing members and welcomed the incoming ones.

4. Review of IQAC Activities

A mid-year review of **IQAC activities** was conducted. The progress of action plans, conduct of quality initiatives, and evidence of best practices were evaluated. Recommendations were

made to strengthen documentation, enhance stakeholder participation, and explore digital innovations in quality assurance.

5. Discussion on the conduct of Resume Preparation Programme (Using AI Tools)

An upcoming session on **"Resume Preparation Using AI Tools"** was discussed. The program aims to train students in using AI-powered platforms for resume building Enhance presentation of skills and achievements.Provide personalized feedback and real-time editing suggestions this initiative aligns with employability enhancement strategies under Career Guidance and Placement efforts.

IQAC Coordinator   **Principal**

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	16/12/24
Dr. P.Selvi, Associate Professor, History	16/12/24
Dr. T. Glory Selvam, Associate Professor, Commerce	16/12/24
Dr. G. Vijeyam, Assistant Professor in Tamil	16.12.12
Dr. J. Shahin, Assistant Professor of English	J.Shahin
Dr. D.Maheswari,Associate Professor of History.	16/12/24
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	16/12/24.
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	
Dr.D.Arumugakani, Associate Professor of Mathematics	
Dr. R.Vijayalakshmi, Associate Professor of Physics	16/12/24
Dr.M.Mahalakshmi, Associate Professor of Physics	16/2/24
Dr. S. Manoranjitham, Associate Professor of Chemistry	16/2/24
Dr. M. Kalaiarasi, Assistant Professor of Zoology	16/12/24
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	
Ms. P. Muthamil Selvi, Assistant Professor of Computer Applications	16/12/2024

Meeting Minutes – 7th IQAC Meeting (2024-2025)
Date: 02.01.2025
Time: 11:00 AM
Venue: Principal's Room

Agenda:

1. Review of AQAR Report 2023-2024
2. Discuss Extension Activity
3. Verification of POs, PSOs, and COs Data (Deadline 08.01.2025)

The 7th meeting of IQAC for the academic year 2024-2025 was held on **02.01.2025** at 11.00 am in the Principal's Room

The following resolutions were made:

1. Review of AQAR Report 2023–2024

A detailed review of the **Annual Quality Assurance Report (AQAR) for the year 2023–2024** was undertaken.
The committee assessed the completeness and accuracy of the report across all seven NAAC criteria. Suggestions were made for enhancing qualitative metrics and ensuring that all quantitative data is supported by valid documentation. Final proofreading and formatting were scheduled before submission, as the date of submission is extended.

2. Discussion on Extension Activity

The recent and upcoming **Extension and Outreach Activities** were discussed.
Departments were encouraged to document their community engagement programs, including collaborations with NGOs, awareness drives, and village adoption initiatives. Outcomes and impact assessments must be included for AQAR reporting and NAAC compliance.

3. Verification of POs, PSOs, and COs Data

Data submitted by departments in the **POs, PSOs, and COs template** was reviewed.
It was reiterated that **all departments must submit the finalized template by the deadline** 08.01.2025.

02/01/2025
IQAC Coordinator

2.01.25
Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	2/1/25
Dr. P.Selvi, Associate Professor, History	P.S 2/1/25
Dr. T. Glory Selvam, Associate Professor, Commerce	T. Glory 7/1/25
Dr. G. Vijeyam, Assistant Professor in Tamil	2.1.125
Dr. J. Shahin, Assistant Professor of English	J. Shahin
Dr. D.Maheswari,Associate Professor of History.	2/1/25
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	2/1/25
Dr. D. Ramkumar, Associate Professor, Business Administration	D. Ramkumar
Dr. S. Devibala, Associate Professor in Maths	S.D
Dr.D.Arumugakani, Associate Professor of Mathematics	2/1/25
Dr. R.Vijayalakshmi, Associate Professor of Physics	2/1/25
Dr.M.Mahalakshmi, Associate Professor of Physics	M. 2/1/25
Dr. S. Manoranjitham, Associate Professor of Chemistry	2/1/25
Dr. M. Kalaiarasi, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	Sivasankari
Dr. A. Gandhimathi, Assistant Professor of Geography	2/1/2025
Ms. P. Muthamil Selvi, Assistant Professor of Computer Applications	

Meeting Minutes – 8th IQAC Meeting (2024-2025)

Date: 24.01.2025
Time: 11:30 AM
Venue: Principal's Room

Agenda:

1. Appreciation on AQAR Submitted within deadline
2. Conduct of Internal and External Academic Audit
3. Cataloging of Campus Flora and Fauna Using Marutham App
4. Discuss UMIS & PPS Portal Training Program
5. Collect the data from Department (Syllabus ,BOS, Feedback for Next AQAR)
6. Discuss Lesson Plan Format

The 8th meeting of IQAC for the academic year 2024-2025 was held on **24.01.2025** at 11.30 am in the Principal's Room

The following resolutions were made:

1. Appreciation – AQAR Submission (21.01.2025)

The committee formally acknowledged and appreciated the successful submission of the AQAR for 2023–2024 on 21st January 2025. Gratitude was expressed to all departments and contributors for their timely support, accurate documentation, and collaborative efforts throughout the process.

2. Conduct of Internal and External Academic Audit

Plans for the Internal and External Academic Audits were reviewed.

- **Internal Audit:** To be carried out by the IQAC team to assess curriculum delivery, assessment methods, and compliance with academic plans.

- **External Audit:** Will be conducted by a panel of subject experts from peer institutions to ensure objectivity and transparency.
  Departments were instructed to keep all academic records updated and audit-ready.

3. Cataloging of Campus Flora and Fauna Using Marutham App

The initiative to document campus biodiversity using the Marutham App was discussed.
Departments and Eco Club volunteers were tasked with identifying and cataloging plant and animal species within the campus. The data will contribute to environmental audits and sustainability documentation for future accreditation cycles. The Marutham App is prepared by the department of Computer Applications.

4. Discussion on UMIS & PPS Portal Training Program

A training program was proposed for the teaching and non-teaching staff on the use of UMIS and PPS Portals was discussed. focused on navigating the portal, managing data, and streamlining institutional processes, ensuring efficient utilization of the system for enhanced productivity.

5. Data Collection for Next AQAR

Departments were requested to begin compiling the following for the 2024–2025 AQAR:

- Latest Syllabus copies

- Board of Studies (BoS) meeting minutes and resolutions
- Stakeholder feedback (students, Alumni, Subject Experts)
  A structured format will be shared, and submission deadlines will be communicated shortly.

6. Discussion on Lesson Plan Format

A standardized Lesson Plan Format was discussed to ensure uniformity in academic planning. Faculty are to adopt the revised format from the upcoming semester to enhance curriculum delivery and documentation.

IQAC Coordinator

Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	
Dr. P.Selvi, Associate Professor, History	
Dr. T. Glory Selvam, Associate Professor, Commerce	
Dr. G. Vijeyam, Assistant Professor in Tamil	
Dr. J. Shahin, Assistant Professor of English	
Dr. D.Maheswari, Associate Professor of History.	
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	
Dr.D.Arumugakani, Associate Professor of Mathematics	
Dr. R.Vijayalakshmi, Associate Professor of Physics	
Dr.M.Mahalakshmi, Associate Professor of Physics	
Dr. S. Manoranjitham, Associate Professor of Chemistry	
Dr. M. Kalaiarasi, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	
Ms. P. Muthamil Selvi, Assistant Professor of Computer Applications	

Meeting Minutes – 9th IQAC Meeting (2024-2025)
Date: 05.02.2025
Time: 11:30 AM
Venue: Principal's Room

Agenda:

1. Discuss Book Donation Drive on 17.02.2025 - International Book Giving Day
2. Discuss IPR Program - Patent Rights
3. Prepare Checklist for AQAR Supporting documents
4. Preparation of hard bound copy of all criterion wise Supporting documents

The 9th meeting of IQAC for the academic year 2024-2025 was held on **05.02.2025** at 11.30 am in the Principal's Room

The following resolutions were made:

1.Book Donation Drive is scheduled for **17th February 2025** in observance of *International Book Giving Day*. The initiative aims to promote reading culture and support under-resourced communities by collecting and distributing new and gently used books. Faculty, students, and staff are encouraged to contribute actively, and the collected books will be donated to local libraries, government schools, and NGOs working in the education sector.

2. An **Intellectual Property Rights (IPR) Awareness Program** focusing on **Patent Rights** will be conducted to sensitize faculty and students about the importance of protecting intellectual work. The session will cover key areas such as the patent filing process, legal frameworks, and opportunities for innovation in academic and research settings. It is especially beneficial for research scholars, innovators, and project guides involved in original research or product development.

3. In preparation for the **AQAR 2024–2025**, departments are to be requested to start compiling **supporting documents**, including attendance sheets, event reports, feedback analysis, and related media evidence. Proper documentation and timely submission will ensure accuracy and readiness for both internal and external audits.

4. Hard bound copy of Supporting documents of all criterion wise data was prepared and maintained for Future Reference.

05/02/2025
IQAC Coordinator

05.02.25
Principal

Co-coordinators & Members	Signature
Dr. P. Punitha Ponmalar, Associate Professor, Computer Science	5/2/25
Dr. P.Selvi, Associate Professor, History	
Dr. T. Glory Selvam, Associate Professor, Commerce	
Dr. G. Vijeyam, Assistant Professor in Tamil	5.2-'25
Dr. J. Shahin, Assistant Professor of English	
Dr. D.Maheswari,Associate Professor of History.	5/2/25
Dr.P.PandiPriya, Associate Professor of Economics	
Dr. M.S. Meenakshi, Associate Professor of Commerce	5/2/25
Dr. D. Ramkumar, Associate Professor, Business Administration	
Dr. S. Devibala, Associate Professor in Maths	
Dr.D.Arumugakani, Associate Professor of Mathematics	6/2/25
Dr. R.Vijayalakshmi, Associate Professor of Physics	5/2/25
Dr.M.Mahalakshmi, Associate Professor of Physics	5/2/25
Dr. S. Manoranjitham, Associate Professor of Chemistry	
Dr. M. Kalaiarasi, Assistant Professor of Zoology	
Dr. M.P. Sivasankari, Associate Professor of Botany	
Dr. A. Gandhimathi, Assistant Professor of Geography	5/2/20
Ms. P. Muthamil Selvi, Assistant Professor of Computer Applications	