

Minutes of IQAC Meeting

Held on 06.07.2020 (Online)

Agenda:

1. Action plan for the academic year 2020 - 2021.
2. Conducting classes through online mode.
3. Discussion about conducting various webinars, FDP by the Departments.
4. Participation of faculties in FDP.

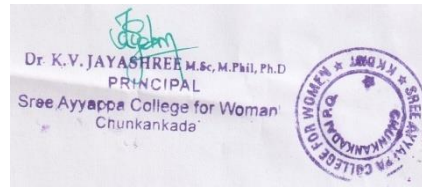
Minutes:

1. Minutes of the previous meeting was confirmed.
2. Discussed on assisting teachers about the existing online platforms for conducting virtual classes and using ICT for effective teaching and learning.
3. The Head of the Departments were given the responsibility of monitoring the online classes of the staff members of their respective departments and report it to the Principal.
4. Department of Commerce and Zoology planned to conduct one week Faculty Development Program (online). IQAC is planning to conduct a training program to upskill the teachers to make a smooth transition to the virtual world.
5. Discussions were done about the Webinars that were planned to be conducted by the departments of History, Zoology and Tamil.
6. The Institution Innovation Council of the College also planned to conduct a series of sessions, lectures, webinars, workshops.
7. Various faculty members participated in webinars and faculty development programs.

The meeting was attended by the following members

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|---------------------------|---|-------------|
| 1. Dr.K.V.Jayashree | - | Chairperson |
| 2. Dr. K. E. Padmam | - | Member |
| 3. Dr.D. Lekha | - | Member |
| 4. Dr. K.R.Jayasree | - | Member |
| 5. Dr. I. Prameela Kumari | - | Member |

- | | | |
|---------------------------|---|---------------------------|
| 6. Dr. M. Suma | - | Member |
| 7. Dr. Smitha Nair | - | Member |
| 8. Dr. V. Soniya | - | Member |
| 9. Dr. S. R. Sudhambika | - | Member |
| 10. Dr. S. Chandralekha | - | Management Representative |
| 11. Dr. S. Umayoru Bhagan | - | Academician |
| 12. Dr. V. Sree Devi | - | Industrialist |
| 13. Mrs. V.R. Anjana | - | IQAC - Coordinator |



Minutes of IQAC Meeting

Held on 25.01.2021

Agenda:

1. Semester Examination and online paper valuation.
2. Activities of IIC
3. Preparation of online timetable for the even semester
4. Participation of faculties in FDP.
5. Review of safety measures inside the campus

Minutes:

1. It was ensured that the SOP were strictly followed inside the campus.
2. An analysis of the Online Semester Examinations was done.
3. All the eligible faculty were asked to register for the online paper valuation.
4. IIC conducted a series of sessions, workshops and lectures.
5. Faculty members participated in various faculty development programs.

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| 1. Dr.K.V.Jayashree | - | Chairperson |
| 2. Dr. K. E. Padmam | - | Member |
| 3. Dr.D. Lekha | - | Member |
| 4. Dr. K.R.Jayasree | - | Member |
| 5. Dr. I. Prameela Kumari | - | Member |
| 6. Dr. M. Suma | - | Member |
| 7. Dr.SmithaNair | - | Member |
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