

**MINUTES OF THE MEETING**  
**INTERNAL QUALITY ASSURANCE CELL**

**Date & Time:** 07.07.2023&12.00 NOON

**Venue** :IQAC Room

**Agenda:**

1. Review of previous minutes of the meeting
2. Action taken report for minutes of the meeting
3. Academic Calendar
4. NAAC new guidelines
5. Any other matters with the permission of the chair

**Members:**

1. Dr. V.A. Palaniappan, IQAC Chairperson
2. Dr. M. Suresh Kumar, Director of Physical Education
3. Dr. P. Kathiresan, Department of Tamil
4. Dr. M. Tamilselvi, Department of Tamil
5. Dr. S. Mudiarasan, Department of Tamil
6. Dr. KT. Murugesan, Department of Tamil
7. Dr. T. R. Deivanai, Librarian
8. Mr. V. Murugesan, Office Superintendent
9. Dr. PR. Alagammai, IQAC Coordinator
10. Dr. C. Kurinji, Alumni Nominee

**Self – Financed In charges:**

11. Dr. M. Mohammed Ibrahim Moosa, H.O.D of Commerce
12. Dr. A. Ramu, H.O.D of Physics
13. Mrs. S. Manjula, H.O.D. of Bank Management
14. Mr. A. Vadivel Murugan, H.O.D. of Mathematics
15. Mr. R. Raja, H.O.D. of Computer Science
16. Mr. S. Kulanthaivel, H.O.D. of English
17. Ms. M. Sharmila Devi, H.O.D. of Social Work



**Agenda 1: Review of previous minutes of the meeting**

IQAC Chairperson welcomed the members and briefed about the agenda. IQAC Coordinator readout the minutes of last meeting and it was reviewed by the members.

**Agenda 2: Action taken report for minutes of the meeting**

IQAC Coordinator read out the action taken report of previous meeting. Action taken report for the last meeting was discussed.

**Agenda 3: Academic Calendar**

The Academic calendar of 2023 – 2024 was discussed and also suggested to include extension activities in calendar.

**Agenda 4: NAAC new guidelines**

The IQAC Co-ordinator elaborates the Criterion Incharges regarding the new guidelines from NAAC.

**Agenda 5: Any other matters with the permission of the chair**

1. Strengthen Value added courses.

IQAC Coordinator delivered vote of thanks.

*Dr. Jyoti K. Patil*

**IQAC Co-ordinator**



*[Signature]*

**Principal**



# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 - 247218, 247603

Ref No: GCAS/IQAC/2023-24/02

Date: 12-10-2023

**Date: 12-10-2023, Time: 3.30.P.M, Venue: IQAC Room**

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell of Ganesar College of Arts and Science was held on 12-10-2023 at 3.30.pm in IQAC room.

#### **Agenda:**

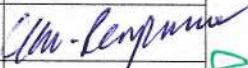



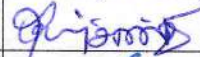






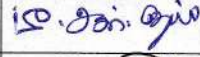
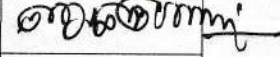

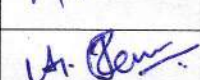
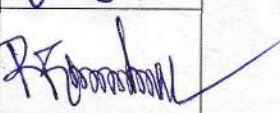

1. Reconstitution of IQAC Committee

#### **Resolution of the Committee:**

1. Principal convened a meeting to reconstitute IQAC.
2. Dr. M.Suresh Kumar, Director of Physical Education has been selected as the IQAC coordinator.
3. The following staff members have been given the Criterion Incharges.
  - a. Dr.C.Kurinji & Dr.S.Brindha = Criterion I
  - b. Dr.V.Nithya Kalyani & Dr.M.Subarna = Criterion II
  - c. Dr. KT. Murugesan = Criterion III
  - d. Dr.T.R.Deivanai = Criterion IV
  - e. Dr.PR.Alagammai&Dr. M. Tamilselvi = Criterion V
  - f. Dr. S. Mudiarasan = Criterion VI
  - g. Dr. P. Kathiresan = Criterion VII
4. The following staff members have been selected as other IQAC members.
  - a. Dr.M.Mohamed Ibrahim Moosa = Commerce
  - b. Dr.A.Ramu = Physics

- c. Dr. R.Senthil Kumar = Commerce in Bank Management
5. Mr.V.Murugesan, Superintendent, has been selected as a nominee from Office.
  6. Dr.C.Kurinji has been selected as a nominee from Alumni.
  7. Dr.S.Elango has been selected as a nominee from local society.
  8. SP.Krishna from II MA Tamil has been selected as a student representative.
  9. Mr.A.Sivabalan has been selected as a nominee from stake holders.
  10. The meeting dispersed after fixing the first meeting on 13.10.2023 with the vote of thanks.

### Members Present

Sl.No	Name	Designation	Signature
1	Mr.C.RM.Ramanapriyan	Secretary, College Committee	
2	Dr.V.A.Palaniappan	Principal I/C	
3	Dr.P.Kathiresan	Assistant Professor, Department of Tamil	
4	Dr.PR.Alagammai	Assistant Professor, Department of Tamil	
5	Dr.M.Tamilselvi	Assistant Professor, Department of Tamil	
6	Dr.S.Mudiarasan	Assistant Professor, Department of Tamil	
7	Dr.K.T. Murugesan	Assistant Professor, Department of Tamil	
8	Dr.C.Kurinji	Assistant Professor, Department of Tamil	
9	Dr.S.Brindha	Assistant Professor, Department of Tamil	
10	Dr.V.Nithya Kalyani	Assistant Professor, Department of Tamil	
11	Dr.M.Subarna	Assistant Professor of English	
12	Dr.T.R.Deivanai	Librarian	
13	Mr. V.Murugesan	Assistant, Office	
14	Dr.M.Mohamed Ibrahim Moosa	Head, Department of Commerce	
15	Dr.A.Ramu	Head, Department of Physics	
16	Dr. R.Senthil Kumar	Head, Department of Commerce in Bank Management	
17	Dr.S.Elango	Local Society Representative	

18	SP.Krishna	Student Representative, II MA Tamil	<i>SPK</i>
19	A.Sivabalan	Industrialist	<i>Sivabalan</i>
20	Dr.M.Suresh Kumar	IQAC Co-ordinator	<i>MS</i>

Minutes prepared by Signature with Name and Date	<i>M.S.</i> Dr.M.Suresh Kumar 12/10/23 IQAC Co-ordinator	Minutes passed by Signature with Name and Date	<i>V.A.Palaniappan</i> 16/10/2023 Dr.V.A.Palaniappan Principal I/C
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# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 - 247218, 247603

RefNo: GCAS/IQAC/2023-24/03

Date: 13-10-2023

**Date: 13-10-2023, Time: 3.30.P.M, Venue: IQAC Room**

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **MINUTES OF THE MEETING**

A meeting of Internal Quality Assurance Cell of Ganesar College of Arts and Science was held on **13-10-2023** at 3.30.pm in IQAC room.

The Chairperson Dr.V.A.Palaniappan welcomed the members. Dr.M.Suresh Kumar, Coordinator of IQAC, presented a review:

The following points were discussed in the meeting:

Sl.No	Agenda	Resolution
1	Confirm of the meetings of previous Meeting on 07-07-2023	Co-ordinator read out the Minutes of earlier meeting and was approved by the members
2	Submission of IIQA for NAAC II nd Cycle	It was decided to apply for NAAC using the old format itself. Since our college's validity is until June 2024, the IIQA of SSR is scheduled to submit by March 2024.
3	Pending data in NIRF	A checklist for all documents in accordance with NIRF data is to be created. The principal stated that in order to achieve a higher rank, all departments must prepare their data in accordance with NIRF requirements.

4	Updation of College Website	It was decided that Dr.V.Nithya Kalyani, Assistant Professor in Tamil, would be responsible for updating our college's website. And all department heads should send their Departmental activities as soon as the activity is completed.
5	Institutional development plan	It was decided to construct a bio-toilet for women. It was decided that existing building repairs should be prioritised.
6	Plastic free zone	It was decided to raise awareness among students about the consequences of plastic use. A committee was formed under the leadership of Dr.A. Ramu, Head, Department of Physics.
7	Internal Exams	It was decided to conduct the first semester internal exams in accordance with University regulations during the last week of October 2023.
8	Subscription of N-List and e-journals	It was decided to continue N-List and e-journals subscriptions.
9	Discussion on permanent affiliation of the Institute	It was discussed that our institution, which has been affiliated for several years, may apply for permanent affiliation. Dr.V.A. Palaniappan, Principal in Charge, advised the Heads of Departments to equip and apply for permanent affiliation by the years to come.
10	Paperless office	It was unanimously decided to send messages via WhatsApp and email, rather than using paper around campus.
11	Purchase of NAAC Software	It was decided to obtain quotes from various companies. A committee was formed under the IQAC Coordinator to select the company based on the nature and needs of the college.

12	Any other point with permission from the chair	Yoga and gym facilities need to be improved for both staff and students. Dr.M.Suresh Kumar, Director of Physical Education, has been assigned with making the arrangements.
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### Action Taken of the previous meeting on 07-07-2023

IQAC Coordinator read out the action taken report of previous meeting. Action taken report for the last meeting was discussed.

Sl.No	Agenda	Action Taken
1	Academic Calendar	The programmes planned by the Departmental Heads were incorporated and the same activities have been successfully planned and organized the events so far.
2	NAAC new guidelines	Dr.Arunachalam, Professor from the Department of Life Long Learning at Alagappa University, visited our college and provided an overview of the NAAC and its criterion data. He has proposed some healthy initiatives to be implemented in future endeavours. The principal advised the department heads to follow and incorporate.
3	Strengthen Value added courses	This year, new add on courses have been added by all the departments, and Dr. Arunachalam, a professor at Alagappa University, Department of Life Long Learning, has given some inputs. He made some recommendations, and those have been put into practice.



### Members Present

Sl.No	Name	Designation	Signature
1	Mr.C.RM.Ramanapriyan	Secretary, College Committee	
2	Dr.V.A.Palaniappan	Principal I/C	
3	Dr.P.Kathiresan	Assistant Professor, Department of Tamil	
4	Dr.PR.Alagammai	Assistant Professor, Department of Tamil	
5	Dr.M.Tamilselvi	Assistant Professor, Department of Tamil	
6	Dr.S.Mudiarasan	Assistant Professor, Department of Tamil	
7	Dr.K.T. Murugesan	Assistant Professor, Department of Tamil	
8	Dr.C.Kurinji	Assistant Professor, Department of Tamil	
9	Dr.S.Brindha	Assistant Professor, Department of Tamil	
10	Dr.V.Nithya Kalyani	Assistant Professor, Department of Tamil	
11	Dr.M.Subarna	Assistant Professor of English	
12	Dr.T.R.Deivanai	Librarian	
13	Mr. V.Murugesan	Assistant, Office	
14	Dr.M.Mohamed Ibrahim Moosa	Head, Department of Commerce	
15	Dr.A.Ramu	Head, Department of Physics	
16	Dr. R.Senthil Kumar	Head, Department of Commerce in Bank Management	
17	Dr.S.Elango	Local Society Representative	
18	SP.Krishna	Student Representative, II MA Tamil	
19	A.Sivabalan	Industrialist	
20	Dr.M.Suresh Kumar	IQAC Co-ordinator	

Minutes prepared by Signature with Name and Date	 16/10/23 Dr.M.Suresh Kumar IQAC Co-ordinator	Minutes passed by Signature with Name and Date	 16/10/2023 Dr.V.A.Palaniappan Principal I/C
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# GANESAR COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' grade by NAAC)

MELAISIVAPURI - 622 403, PUDUKKOTTAI, TAMILNADU

Phone: 04333 - 247218, 247603

Ref No: GCAS/IQAC/2023-24/04

Date: 05-03-2024

**Date: 05-03-2024, Time: 3.30.P.M, Venue: IQAC Room**

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **MINUTES OF THE MEETING**

A meeting of Internal Quality Assurance Cell of Ganesar College of Arts and Science was held on **05-03-2024** at 3.30.pm in IQAC room.

The Chairperson Dr.V.A.Palaniappan welcomed the members. Dr.M.Suresh Kumar, Coordinator of IQAC, presented a review:

The following points were discussed in the meeting:

Sl.No	Agenda	Resolution
1	Confirm of the meetings of previous Meeting on 13-10-2023	IQAC Co-ordinator read out the Minutes of earlier meeting and was approved by the members
2	Activities Carried out in A.Y.2023-24 (Sem-I) by all Departments	A check list was prepared to discuss the activities carried out in A.Y 2023-24 (Sem-I). After analysing various factors, the IQAC Chairman appreciated the efforts made by each department.
3	Activity of Benchmarking of all the departments.	Benchmarking was discussed as a way to improve the overall development of students, faculty, and the institute. The emphasis will be on the activities involved in collecting comparative data and discussing findings internally to help an institution evaluate its

		own performance in comparison to peers. HoDs and faculty will participate in this activity. It was decided to form a committee of internal IQAC members who would be responsible for monitoring and visiting departments to review the implementation of IQAC initiatives.
4	Initiatives proposed by IQAC	<p>Dr M.Suresh Kumar, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. Initiatives taken are for developing standard formats / procedures developed were discussed. Formats discussed were</p> <ol style="list-style-type: none"> <li>1. Annual Report 2022-23 (Revised)</li> <li>2.Format for “Feedback from Stakeholders and Action taken Report”</li> <li>3. Result Analysis</li> <li>4. Feedback from industry</li> <li>5. Impact analysis and feedback of students</li> <li>6. Students feedback on Infrastructure and facilities</li> </ol> <p>All the initiatives and formats prepared by IQAC were resolved and approved by committee.</p>
5	Promotion of research and innovation in the institute	It was also decided to prepare policy document for providing incentives to faculty for research contribution, research publications.
6	Placement of students and initiatives	<p>Dr.V.Subarna briefed on the training and placement initiatives. It was proposed to invite additional companies for placement.</p> <p>It was decided to provide the necessary training to the students. Chairman informed the placement officer to conduct the placement drive for final-year students during the second week of March 2024. The list of</p>

		companies was also discussed.
7	Discussion about CIA	Internal assessment test to be conducted in the last week of March 2024. Dates also finalized.
8	Discussion on Self Appraisal for Teaching/Non Teaching staff	It was decided to collect self-assessments from teaching staff for the academic year 2023-24. The format was approved by all staff members. The coordinator suggested that the department heads collect the appraisal by the end of April 2024.
9	Any other point with permission from the chair	Staff members proposed installing new RO plant water facilities on campus. Management agreed to install a new RO plant water facility on campus.

#### Action Taken of the previous meeting on 13-10-2023

Sl.No	Agenda	Action Taken
1	Submission of IIQA for NAAC II nd Cycle	The data's of all the criterions were verified by the Management and external member Dr.Arunachalam, Professor from the Department of Life Long Learning at Alagappa University. And suggested to apply for IIQA during last week of March, 2024
2	Pending data in NIRF	Data for NIRF has been collected and successfully submitted. The chairman thanked the staff members for their efforts.
3	Updation of College Website	With the design of "Macons Technologies", Tiruchirappalli,college website has been updated with new structure and needs. Chairman and Management appreciated the flawless effort made by Dr.V.Nithya Kalyanito promotethe website.

<b>4</b>	Institutional development plan	The construction of a bio-toilet for women is currently underway. The work is expected to be completed by the end of April.
<b>5</b>	Plastic free zone	Dr.A. Ramu has taken initiatives to make the campus plastic-free, which has been monitored by the IQAC Coordinator.
<b>6</b>	Internal Exams	Internal Exams completed as per the schedule.
<b>7</b>	Subscription of N-List and e-journals	Added new subscriptions towards N-list and e-journals.
<b>8</b>	Discussion on permanent affiliation of the Institute	The Department Heads worked hard enough to secure permanent affiliation for the next academic year, 2024-25.
<b>9</b>	Paperless office	Inside the campus, WhatsApp and email communication are encouraged. And found positive results. Staff members are advised to check their WhatsApp and email messages frequently.
<b>10</b>	Purchase of NAAC Software	With the support of management, the college purchased software from "GamisGridlabs Solutions", Karaikudi that is very useful for SSR accreditation.
<b>11</b>	Any other point with permission from the chair	College annual day celebration. The principal assured the students that the Annual Day would go ahead as planned.

**Members Present**

Sl.No	Name	Designation	Signature
1	Mr.C.RM.Ramanapriyan	Secretary, College Committee	
2	Dr.V.A.Palaniappan	Principal I/C	
3	Dr.P.Kathiresan	Assistant Professor, Department of Tamil	
4	Dr.PR.Alagammai	Assistant Professor, Department of Tamil	
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20	Dr.M.Suresh Kumar	IQAC Co-ordinator	

Minutes prepared by Signature with Name and Date	 14/03/24 Dr.M.Suresh Kumar IQAC Co-ordinator	Minutes passed by Signature with Name and Date	 14/03/2024 Dr.V.A.Palaniappan Principal I/C
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