

Date: 12/6/18

Time: 10.00 Venue: Conference Hall

Chairman: Dr. S. Sankhya Menon - PRINCIPAL

Convener: Dr. V. Chitra. RASAC - Co-ordinator

AGENDA:

1. Semester Plan

→ Online course

→ Surveyor course

→ Updation of NARS documents.

→ Plan to conduct an International Seminar at Malaysia.

→ Minutes of previous meetings - were taken for discussion.

Members Present:

1. Ms. Stella [CS]

2. Ms. Priscilla [BS]

3. Dr. Ms. Baby [COM]

4. Ms. Esther Jaisi []

5. Ms. Sakya [BS]

6. Ms. A. Jayapadma [MSW]

7. Dr. P. Sugany

8. Mr. V. Gopinath (CIT)

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Minutes.

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Prepared for the year 2017-18

Reports submitted by auditee

→ online classes, Department have been instructed to create the same

→ Co-ordinators have been instructed to review the documents

→ Discussed about Malaysia seminar & motivated the co-ordinator to work on paper for Malaysia

→ Co-ordinators were instructed to update all criteria files and documents for NANC visit.

→ Discussion regarding Subjects for Swayam course.

→ Discussion regarding plan of activities for odd sem 2016

⇒ Co-ordinators were explained about the proposed activities to be conducted in the current sem.



ATTESTED

J. S. S. S. S.

Date: 31/8/18

Time

Venue


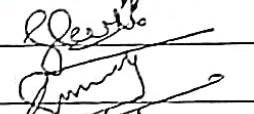
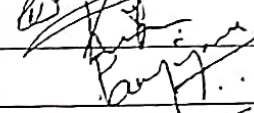
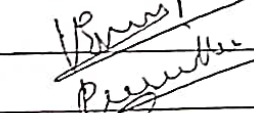
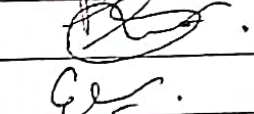
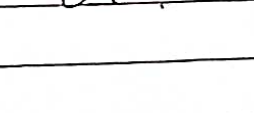
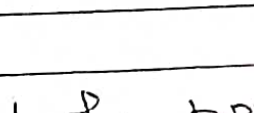
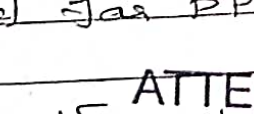
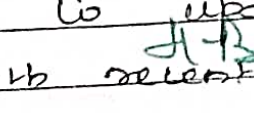

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Date	31/8/18

Chairman : Dr. S. Sandhyalaxmi - Principal
 Convenor : Dr. V. Chitra - JECRC Coordinator

Agenda:

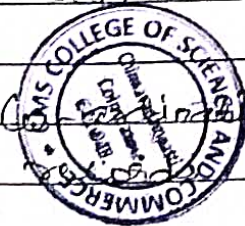
- Peer-learn visit.
- updation of files.
- Discussion on PPT for NAAC
- Audit Plan for ODD 2018.

Members Present:

- | | |
|----------------------------|--|
| 1. Ms. Padma [MSW] |  |
| 2. Dr. P. Suganya [com] |  |
| 3. Dr. Geetha [Bioscience] |  |
| 4. Ms. Stella [CT] |  |
| 5. Ms. Karibee - (Maths) |  |
| 6. Ms. Panguni malas (ENG) |  |
| 7. Ms. V. Gopirath (PE) |  |
| 8. Ms. Precilla (Bio) |  |
| 9. Dr. Sumathi (Ngt) |  |
| 10. Mrs. Selva |  |

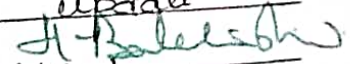
Minutes

1. Modification were suggested for PPT present



2. All minutes were revised to update and documents with recent

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Discussion of tentative Audit Schedule

4. Discussion about NAAC visit.

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31/08/18



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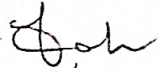
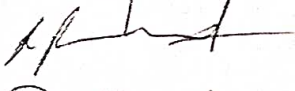
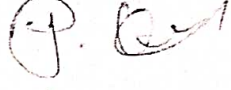
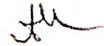
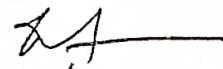
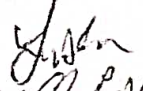

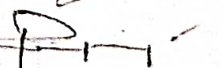

IQAC

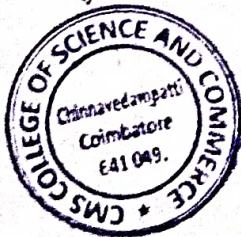
MINUTES OF THE MEETING

28.11.2018

The meeting was conducted at 11.30 am @ IQAC cell. The data required for submission of AQAR for the academic year 2017-18 was discussed and finalized that all required data will be submitted in the IQAC meeting on 04.12.2018 and the final consolidation will be carried out from 05.12.2018.

The meeting was attended by

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. Dr. S. Sumanthi	Management	
2. S. Josephine Hella	CA	
3. M. Esther Jansi	Commerce	M. Esth
4. S. Priscilla	Biosciences/ Biotechnology	Priscilla
5. G. M. Anusha	Electronics	
6. R. Prasanth	Catering	
7. P. Karibon	Maths	
8. A. JAYAPADMA	NSW	
9. M. Rose Margaret	IT	
10. R. SUMITHA	CS	
11. V. Gopinatha	DHS	
12. Dr. M. Leelaveni.	Dr. Languages	
13. R. Pargun Malac	English	



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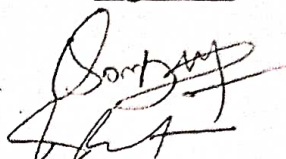
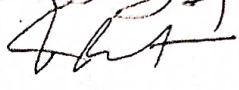


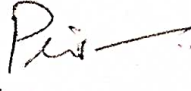
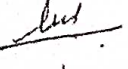
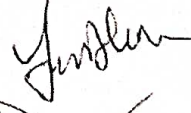
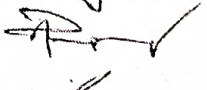
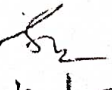

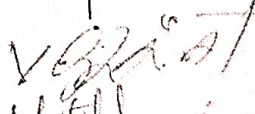
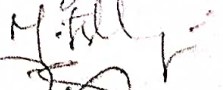
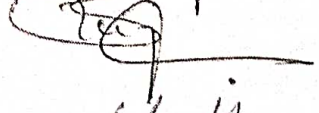
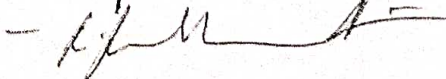
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

22.02.2019

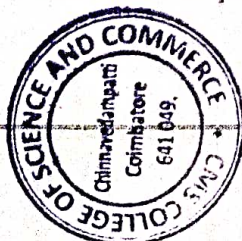
The IQAC Coordinators meeting was conducted at 11.30 am @ IQAC cell.

The following members of IQAC attended the meeting.


<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. S JOSEPHINE STELA	CA	
2. M. ROSE MARAKKUT	IT	
3. Dr. S Sumathi	Management	
4. A. JAYA PADMA	NRW	
5. S. PRISCILLA	SBS, Biotech	
6. DR. M. Leelaveni	Languages	
7. R. SUMITHA	CS	
8. R. PANGUNINALAR	English	
9. S. UMA MAHESWARI	MATHEMATICS	
10. K. SOLAI VISAYAN	ELECTRONICS	
11. VI COORDINATOR	PHY-EDU	
12. M. ESTHER JANSI	COMMERCE	
13. Dr. P. SUGANYA	PG - Commerce	
14. R. PRASANNA	CATERING	

The following points were discussed in the meeting.

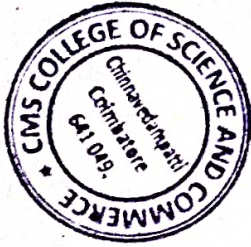
1. The details of completed internal audit for the odd semester 2018-19.



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2. All were appreciated for the timely submission of AQAR for the academic year 2017-18.
3. Slight Modification of formats for the various feedbacks finalized and it is decided to use the feedbacks from this semester.
4. IQAC Details to be uploaded in web site is discussed. The members took responsibilities to provide details for the web site.



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H. Babulidew *G. J. J.*

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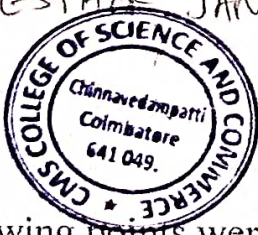
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

12.03.2019

The IQAC meeting was conducted at 11.50 am @ IQAC cell. The following members of IQAC attended the meeting.

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. Dr. Rose Margaret	I 7	[Signature]
2. Dr. S. UMA MAHESWARI	MATHEMATICS	[Signature]
3. S. PRISCILLA	SBS	[Signature]
4. Dr. R. Rangasri Malar	English	[Signature]
5. Dr. P. Suganya	Commerce	[Signature]
6. Dr. M. LEE LA VENI	Dept of Languages Tamil	[Signature]
7. R. SUNITHA	Dept. of CS	[Signature]
8. A. JAYAPADMA	MSW	[Signature]
9. Dr. S. Sumathi	Mg 1	[Signature]
10. K. Solai Vijayan	Electronics	[Signature]
11. R. Prasanth	Catering	[Signature]
12. S. JOSEPHINE STELLA	CA	[Signature]
13. M. Sathya	B SBS	[Signature]
14. M. ESTHER JANCI	Commerce	[Signature]

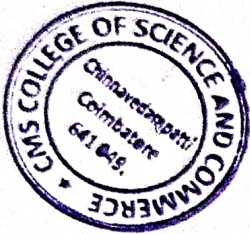


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[Signature]

The following points were discussed in the meeting.

1. Suggestions are invited from IQAC coordinators for web site updation.
2. Details regarding Best Practices in NAAC format are to be uploaded in the website & in accordance with the vision of the college.
3. A write up about procedures and policies adopted is to be uploaded.
4. Discussed about the seminar on Outcome based education and Bloom's Taxonomy on 14th March, 2019.
5. IQAC coordinators are divided in to 8 teams to finalize format to collect data from the departments on the 7 criterias.
6. Details of activities of various cells of the college are to be collected within a week.



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J. S. S. S. S.

A. S. S. S.

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

05.04.2019

The IQAC meeting was conducted at 02.30 pm @ IQAC cell. The following members of IQAC attended the meeting.

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. M. ROSE MARGARET	IT	[Signature]
2. Dr. S. Sundhi	Management	[Signature]
3. M. ESTHER JANST	COMMERCE	[Signature]
4. Dr. V. Keelha	SBS	[Signature]
5. Dr. S. UMA MAHESWARI	Mathematics	[Signature]
6. S. PRISCILLA	SBS	[Signature]
7. Dr. P. SUGANYA	Commerce	[Signature]
8. Dr. JAYAPADMA	MSW	[Signature]
9. R. Prasanth	Catering	[Signature]
10. M. [Signature]	SBS	[Signature]
11. Dr. M. LEEA VENT	Languages	[Signature]
12. R. SUNITHA	CS	[Signature]
13. R. PANGUNIMALAR	ENGLISH	[Signature]
14. S. JOSEPHINE STELIA	CA	[Signature]
15. K. S. JAYAN	ELECTRONICS	[Signature]

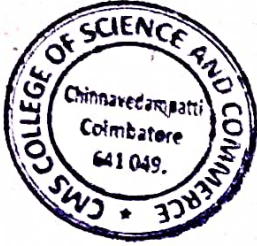


The following points were discussed in the meeting.

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1. All IQAC members were appreciated for the good co-ordination during the conduction of seminar.
2. The Internal audit schedule is discussed and the audit observation forms and details of data to be collected are noted by the auditors.
3. The auditors are instructed to adhere to the audit schedule.
4. The audits are asked to submit the report by 30.04.2019.



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H. Balakrishna

A. J. S.

CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
ACTION TAKEN REPORT

S. No.	DATE	MINUTES	ACTION TAKEN	REMARKS
1.	12.06.2018	Updation of NAAC documents Swayam courses Online Courses International seminar	All files updated Subjects for Swayam courses finalized Planned activities for 2018-19 odd semester	Completed
2.	31.08.2018	Peer Team Visit Updation of files NAAC Presentation PPT Audit Plan for Odd Semester 2018-19	Updated files and discussed about PPT Presentation of IQAC to NAAC peer team The Internal audit was scheduled during Dec 2018.	Completed
3.	28.11.2018	Data required for the preparation of AQAR for the academic year 2017-18	The formats were sent to all depts for data collection. The data were collected and consolidated from 05.12.2018. The AQAR was successfully submitted on 31.12.2018.	Completed
4.	22.02.2019	Internal Audit 2018-19 Odd semester	The completed Internal Audit for Odd semester 2018- 19 was discussed.	Completed
		Modifications in the Feedback Formats	The slight modification in the feedback formats were carried out and distributed all depts for use from the even semester of 2018-19.	Completed
		IQAC Details to be uploaded in the website	IQAC Composition Details and Functions of IQAC are provided	Completed
5.	12.03.2019	Website Updation	Best Practices, procedures and policies adopted are noted	Completed
		Seminar on Outcome Based Education and Bloom's Taxonomy	Necessary arrangements were carried out & the seminar was conducted on 14.03.2019	Completed
		Formats for data collection on 7 criteria for AQAR 2018-19	Members are divided into 8 teams and the format preparation is being carried out	Completed
6.	05.04.2019	Internal Audit	The internal Audit was scheduled between 12.04.19 and 29.04.19 and the audit was carried out successfully.	Completed



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7/6/19