

## Minutes of Meeting – IQAC

Date: 08.12.2024

Venue: IQAC Office

Time: 03:00 PM

### Agenda:

- College registered in Indian Research Information Network System (IRINS) - Staff members to update their data.
- Preparation for the NAAC Peer-Team visit.
- Arrangement of Mock NAAC Peer-Team visit.
- Selection of team members for Newsletter preparation.
- Preparation of Academic Audit 2018-2023.
- Formation of Annual Magazine Committee.
- Request for principal room renovation and college laboratories upgradation.
- Discussion on the AICTE approval process for BCA and BBA programs.

### Discussion:

The Principal Welcomed all the members of IQAC in the meeting. The IQAC coordinator presented the minutes of the previous meeting and the committee approved the same. The principal requested the coordinator to brief the agenda. The coordinator briefed the agenda which was kept in the meeting.

- The first agenda item discussed was the requirement for staff members to update their data in the Indian Research Information Network System (IRINS). The IQAC highlighted the importance of accurate data and requested all staff members to complete the process.
- The next agenda item was the upcoming NAAC Peer-Team visit. All faculty members were urged to make necessary preparations, including the completion of required documentation, creating presentations, and organizing relevant resources.
- As requested by the IQAC, it was decided to arrange a Mock NAAC Peer-Team visit to familiarize faculty members and staff with the evaluation process. The exact date and details of the mock visit will be communicated by the IQAC later.
- Two faculty members, Mr.V.L. Vijay Krishna and Dr.M. Thanumalaya Perumal, were selected for the preparation of the college newsletter for the previous semester. They will be responsible for collecting relevant information, coordinating with various departments, and delivering an engaging newsletter to showcase the college's achievements.
- It was discussed that the preparation of the Academic Audit for the period 2018-2023 is crucial for the college's accreditation process. The IQAC will coordinate

with the respective departments to ensure the compilation of accurate and comprehensive data.

- The formation of the Annual Magazine Committee was announced, and interested faculty members were encouraged to volunteer. The committee's role will be to curate and publish an annual magazine that highlights various academic and extracurricular activities of the college.
- The IQAC raised the issue of renovating the principal's room and upgrading the college laboratory facilities. It was decided to formally request the management for the necessary funds and resources to facilitate these improvements.
- The meeting concluded with a discussion on the AICTE approval process for BCA and BBA programs. The IQAC will gather the required documents and initiate the application process while coordinating with the concerned departments.

#### Action Taken:

- All staff members are requested to update their data in the IRINS system within the designated timeline.
- Faculty members must start preparations for the upcoming NAAC Peer-Team visit, including the completion of required documentation and resource organization.
- The IQAC will communicate the details of the Mock NAAC Peer-Team visit to faculty and staff members.
- Mr.V.L. Vijay Krishna and Dr.M. Thanumalaya Perumal will coordinate the preparation and publication of the college newsletter for the previous Semester.
- The IQAC will collaborate with departments to collect data for the Academic Audit 2018-2023.
- Interested faculty members are to volunteer for the Annual Magazine Committee and contribute to the annual magazine publication.
- A formal request will be made to the college management for renovation of the principal's room and upgrading the college laboratory.
- The IQAC will initiate the AICTE approval process for BCA and BBA programmes and coordinate with the concerned departments for document submission.



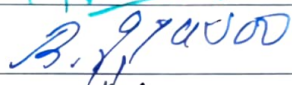
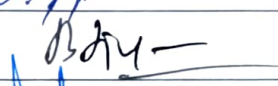
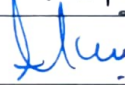

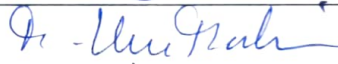
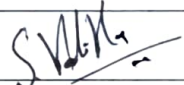









**Dr. K. Pazhanikumar Ph.D.,**  
IQAC Coordinator  
S. T. Hindu College, Nagercoil - 629002

## IQAC Committee Meeting

Date: 08-12-2023

Time: 3:00pm

S.No	Name	Signature
	Dr. A. Nagaraj/Secretary	
	Dr. T.M. Srinivasuluhan	
	R. Ayyappa	
	Dr. B. Sivaram	
	Dr. C. Manickavasagam	
	S. Sivasankaran	
	M. Uma Maheswari	
	Dr. S. Vahitha	
	Dr. K.U. Madhu	
	Dr. T. Prakasham	
	M. Mathew van Pillai	
	V. Gandhinathan	
	Dr. Srinivasuluhan	
	Dr. C.L. Jackson Paul Durai	
	Dr. K. Parthasarathi	
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## Minutes of Meeting - IQAC

**Date: 11.08.2023**

**Time: 11:00 AM**

**Venue: Principal's Room**

### **Agenda:**

- Read and confirm the minutes of meeting held on 02.06.2023
- Discussion on DVV clarification sought by NAAC
- Review of criterion wise clarification document status.
- Preparing a plan to ensure submission of clarification on or before 20.08.2023
- Applying for establishment of NPTEL Local Chapter in our institution.

### **Minutes of Meeting**

- IQAC Coordinator Dr. K. Pazhani Kumar, welcomed everyone. He then started the meeting by taking up first item on the agenda i.e., reading and confirmation of the minutes of IQAC meeting held on 02.06.2023

- After this, the IQAC Coordinator took up the second item on the agenda i.e., discussion on DVV clarifications sought by NAAC. He then showed the members of IQAC all the clarifications sought by NAAC through HEI portal. Detailed discussion took place on the clarifications sought. Dr. K. Pazhani Kumar explained to all the members the steps that college needs to take in order to respond to these clarifications.

- IQAC Coordinator further proceeded with third item on the agenda i.e., review of criterion wise clarification documents status. He informed the IQAC members that work is happening as per the schedule and college is planning to submit all the responses to clarifications by 20.08.2023

- IQAC coordinator further proceeded with forth item on the agenda i.e., Preparing a plan to ensure submission of clarifications before 20.08.2023 by declaring the floor open for suggestions and discussion. A healthy discussion on plan preparation took place after this and all the members together drafted a plan to ensure submission of clarification responses. The plan included following action points:

- a. Preparing a schedule for submission of responses criterion wise.
- b. Ensuring availability of well-equipped scanning and printing devices for online submission.

c. Review of all responses and necessary documents before final submission.

- IQAC coordinator further proceeded with fifth item on the agenda i.e. writing a request letter to NPTEL regarding installation of SWAYAM NPTEL Local Chapter in our institution.

<b>Subject</b>	<b>Compliance</b>
DVV Clarification	Principal and IQAC Coordinator briefed about the details to be collected and verified.
NPTEL Local Chapter	Dr.K.Pazhani Kumar was nominated as SPOC for SWAYAM NPTEL Local Chapter in our institution

**Adjournment:**





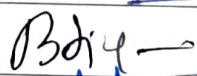

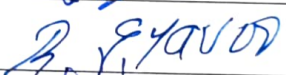
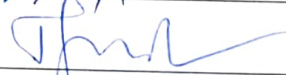


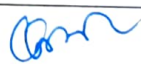




The meeting was adjourned at this juncture by the HOI and IQAC Coordinator.

  
**Dr. K. Pazhanikumar Ph.D.,**  
**IQAC Coordinator**  
**S. T. Hindu College, Nagercoil - 629002**

# IQAC Committee Meeting

Date: 11.05.2023

Time: 11:00 AM

S.No	Name	Signature
	Dr. B. Moparaja / Secy	
	Dr. T.M. Padmanabhan	
	Dr. C. Manickavasagam	
	Dr. K.U. Madhu	
	DR. B. SIVANAMI	
	Dr. S. Valitha	
	Dr. Ayyappa	
	Dr. T. Parthasaram	
	M. Mathewar Pillai	
	Dr. Srinivasan	
	V. Gendhinetra	
	Dr. SIVASANKARAN	
	M. Uma Maheswari	
	Dr. C.L. Jackson Paul Durai	
	Dr. K. Parthasaram	

## **Minutes of Meeting - IQAC**

**Date: 02.06.2023**

**Time: 11:00 AM**

**Venue: Principal's Room**

### **Agenda:**

- Congratulations for successfully submitting the AQAR
- Discussion on to speed up the process of final data collection for submitting SSR.

### **Minutes of Meeting**

#### **I. Congratulations for successfully submitting the AQAR:**

- The IQAC Chairperson began the meeting by congratulating and commending the efforts of all members for successfully submitting the Annual Quality Assurance Report (AQAR).
- The Chairperson expressed appreciation for the dedication and hard work put in by each member of the IQAC for their contributions to the AQAR.
- The IQAC acknowledged the importance of this achievement in demonstrating the institution's commitment to quality assurance and improvement.

#### **II. Next steps to speed up the process of final data collection for submitting SSR:**

- The IQAC recognized the significance of completing the Self-Study Report (SSR) and decided to focus on expediting the data collection process.
- It was recommended that each department designate a representative responsible for coordinating data collection and collation.
- The IQAC Chairperson emphasized the need for timely and accurate data submission to ensure a comprehensive and thorough SSR.
- The IQAC agreed to provide necessary support, templates, and guidelines to the department representatives to streamline and standardize the process.
- The Chairperson requested all members to actively support the department representatives in collecting and validating the data.
- The IQAC committed to conducting regular follow-up meetings to monitor the progress of data collection, address any challenges, and provide guidance where needed.

### **Action Taken Report:**

1. Department representatives to be assigned the responsibility of coordinating data collection for the SSR.
2. IQAC to provide necessary support, templates, and guidelines to the department representatives.
3. Department representatives to ensure the timely collection and validation of data from their respective departments.
4. IQAC to conduct regular follow-up meetings to monitor the progress of data collection and address any challenges faced.
5. IQAC members to extend their assistance and support to the department representatives as required.

### **Adjournment:**

The meeting was adjourned by congratulating all the IQAC members for their successful submission of the AQAR and appreciation for their commitment to expediting the data collection process for the SSR.



**Dr. K. Pazhanikumar Ph.D.,**  
IQAC Coordinator  
S T Hindu College, Nagercoil - 629002



## IQAC Committee Meeting

Date: 02.06.2023

Time: 11.00. AM

S.No	Name	Signature
	Dr. A. Anaparthi/Sec	
	Dr. T. M. Radhakanth	
	Dr. B. SIVAKUMAR	
	Dr. A. Y. YAKOO	
	Dr. C. Manickavasagam	
	Dr. T. PRAKASAM	
	Dr. K. U. Madhu	
	Dr. S. Valitha	
	Dr. S. Srinivasan	
	M. Mathavan Pillai	
	V. G. Srinivasan	
	M. Uma Maheswari	
	S. SIVASANKARAN	
	Dr. C. L. Jackson Paul - Durai	
	Dr. K. Parthiban	