

PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE
(An Institution functioning under the Aegis of Pondicherry Society for Higher Education)
(Accredited by NAAC with 'B' grade)
KALITHEERTHALKUPPAM, PUDUCHERRY-605 107.

MINUTES OF THE MEETING

06.08.2015

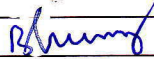
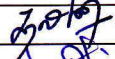





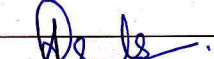
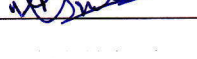
Minutes of the 1st meeting of the IQAC held on 5th August, 2010 in the Pricipal's chamber, Perunthalaivar Kamarajar Arts College.

Members present :

1. Dr. Dr. Cheryl -Ann Gerardine Shivan, Principal	-Chairperson
2. Ms.P.Bhuvaneswary	-Member
3. Mr. P. Sadish	-Member
4. Mr.Z. Nihmathullah	-Member
5. Dr. T. Anbuchselvan	-Member
6. Dr. S. Coumaressane	-Member
7. Ms. P. Gayathiri	-Member
8. Dr. A. Senthamil Raja	-Member
9. Mr. A. Anbarasan	-Member
10. Mr. R. Anbarasu	-Member
11. Dr. V. Indira	-Coordinator

- The chairperson welcomed all the members present in the meeting.
- The Chairperson officially finalized the Co-ordinator and the members of IQAC with the concurrence of everyone present in the meeting. Also, She announced that the IQAC Coordinator and Members will act as the Planning Board Members of UGC Grants.
- Initiating the agenda items, the Chairperson requested the Co-ordinator to place the agenda item for discussion.
- It is recommended that a proper record of all quality sustenance and assurance measures should be made available in the department for NAAC.
- All the heads of the departments were requested to collect the course plan for the current semester with a copy to IQAC.
- Also they are asked to conduct a Parent Teacher Meet for their respective departments, as the University results have been published on 05.08.2015.

- The members of IQAC Dr. T. Anbuchselvan, Dr. S. Coumarresane, had agreed to prepare a questionnaire for a Parent Teacher Meet to get the feedback of the parents. Chairperson said that the same will be finalized with the concurrence of all the HODs.
- All the heads of the departments were requested to make a banner for the Parent Teacher Meet
- It has been insisted that all the programmes should be conducted in the college under IQAC.
- It has been planned to open a separate window for IQAC in the college website.
- It has been decided that the best practice for this academic year is to get maximum grants from UGC and other sources.
- All the HODs were asked to prepare proposal for obtaining UGC grants and to submit the same to the Chairperson on 12.08.2015, that is in the next IQAC meeting.

S.NO	MEMBERS	SIGNATURE
IQAC MEMBERS PRESENT		
1	Dr. Cheryl -Ann Gerardine Shivan	
2	Ms.P.Bhuvanewary	
3	Mr. P. Sadish	
4	Mr.Z. Nihmathullah	
5	Dr. T. Anbuchselvan	
6	Dr. S. Coumaressane	
7	Ms. P. Gayathiri	
8	Dr. A. Senthamil Raja	
9*	Mr. A. Anbarasan	
10	Mr. R. Anbarasu	
11	Dr. V. Indira	
IQAC MEMBERS ABSENT		
12	Ms. P.Arularasi	

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MINUTES OF THE MEETING

14.08.2015

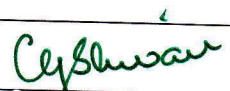
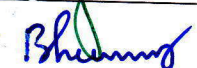
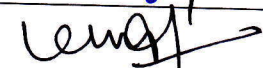
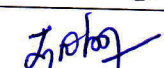
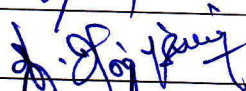
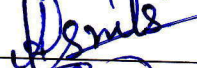

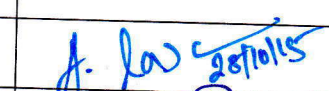


Minutes of the 2nd meeting of the IQAC held on 13th August, 2015 in the Principal's chamber, Perunthalaivar Kamarajar Arts College.

Members present:

- | | |
|---|--------------|
| • Dr. Cheryl -Ann Gerardine Shivan, Principal | -Chairperson |
| • Ms.P.Bhuvanewary | -Member |
| • Mr. P. Sadish | -Member |
| • Mr.Z. Nihmathullah | -Member |
| • Dr. T. Anbuchselvan | -Member |
| • Ms. P.Arularasi | -Member |
| • Dr. S. Coumaressane | -Member |
| • Ms. P. Gayathiri | -Member |
| • Dr. A. Senthamil Raja | -Member |
| • Dr. V. Indira | -Coordinator |

- The chairperson welcomed all the members present in the meeting.
- The Chairperson announced that she has obtained permission from the director to conduct seminar on the topic "Advanced Teaching Techniques" from 17th to 19th of August 2015 in our college auditorium for all the staff members.
- Proposals for the programs which are going to be conducted for the students in the RUSA fund were submitted by the HODs to the principal as follows.
 - Tamil Department: proposed date: 25.08.2015, Venue: College auditorium, II and III year students

- Mathematics Department: Yet to be submitted
- BBA Department: Proposed date: 3rd and 4th of September 2015, lab Utilization: 04.09.2015
- BCA Department: Yet to be submitted
- Commerce Department: Yet to be submitted
- Chairperson asked all the HODs to print invitations for their programs
- It has been decided to give an orientation on IQAC for all the staff members on 24.08.2015
- It has also been decided to conduct the Police-Student interface program after the arrival of I year students.
- Principal discussed with all HODs about the orientation program for the first year students and it has been decided to conduct the program on the same day for all the departments. Also, Principal asked the HODs to plan for a small gift to the I year students.
- HODs are asked to submit the University result analysis of their respective department to the Principal and to monitor the syllabus coverage and attendance percentage of the students periodically.

S.NO	MEMBERS	SIGNATURE
1	Dr. Dr. Cheryl -Ann Gerardine Shivan	
2	Ms.P.Bhuvaneshwary	
3	Mr. P. Sadish	
4	Mr.Z. Nihmathullah	
5	Dr. T. Anbuchselvan	
6	Ms. P.Arularasi	
7	Dr. S. Coumaressane	
8	Ms. P. Gayathiri	
9	Dr. A. Senthamil Raja	
10	Mr. V Anbarasan	
11	Mr. R. Anbarasu	
12	Dr. V. Indira	

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MINUTES OF THE MEETING
IQAC.

15.03.2016

In the general body meeting held on 11.03.2016 at 3:00 P.M. in Principal's chamber, the Chairperson and Members of IQAC have been revised as follows due to the transfer of Principal and some of the staff members of the institution.

1. Dr. CMA. W.V. Balaji, Principal, PKAC *Mr. V. D.*
2. Dr. S. Kanagavel, Asst Prof. of Mathematics, PKAC *S. Kanagavel*
3. Mrs. Jayamarie Sujatha Tamby, Asst Prof. of French, PKAC *R*
4. Mr. P. Charles Christopher Raj, Asst Prof. of History, PKAC *P. C. C. Raj*
16/3/16
5. Dr. J. Pamela, Asst Prof. of English, PKAC *J. Pamela*
16/3/2016
6. Dr. C. Vettrichelvi, Asst Prof. of Tamil, PKAC
7. Dr. Sabu. K. Thangappan, Asst Prof. of Tourism, PKAC *S. K. Thangappan*
16/3/16
8. Dr. A. Senthamil Raja, Asst Prof. of Commerce, PKAC *A. Senthamil Raja*
16/3/16
9. Ms. R. ⁿⁱKirthiga, Asst Prof. of Computer Science, PKAC *R. Kirthiga*
16/3/16
10. Mr. ^{V.}X. Anbarasan, Asst. Librarian, PKAC
11. Mr. R. Anbarasu, Superintendent, PKAC
12. Dr. V. Indira, Asst. Prof. of Mathematics, Coordinator IQAC, PKAC. *V. Indira*


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MINUTES OF THE MEETING

21.03.2016

Minutes of the 3rd meeting of the IQAC held on 17th March, 2016 at 2:00 P.M. in the Principal's chamber, Perunthalaivar Kamarajar Arts College.

Members present

- | | | | |
|------------------------------------|----|-------------|---|
| 1. CMA. Dr. W.V. Balaji, Principal | -- | Chairperson |  |
| 2. Mrs. Jayamarie Sujatha Tamby | -- | Member | |
| 3. Mr. P. Charles Christopher Raj | -- | Member | |
| 4. Dr. J. Pamela | -- | Member | |
| 5. Dr. C. Vettrichelvi | -- | Member | |
| 6. Dr. Sabu. K. Thangappan | -- | Member | |
| 7. Dr. A. Senthamil Raja | -- | Member | |
| 8. Ms. R. Kirthiga | -- | Member | |
| 9. Mr. A. Anbarasan | -- | Member | |
| 10. Mr. R. Anbarasu | -- | Member | |
| 11. Dr. V. Indira | -- | Coordinator | |




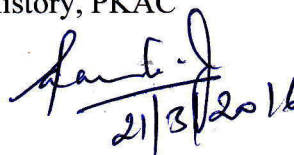
- The chairperson welcomed all the members present in the meeting.
- Principal informed that the AQAR report for the academic year 2015-2016 is to be sent to NAAC before the last working day of this semester. that is tentatively on 06.05.2016.
- In this regard, the IQAC Coordinator was asked to send the soft copy of the AQAR format to all the IQAC members and they have to submit the same on or before 24.03.2016.
- Also, if there is any transfer in the department, it was insisted to consider the individuals staff members contribution as follows:

From June 2015 to February 2016 – those who got transfer from this college to another college

From February to till date – those who got transferred to this college from another college.

From June 2015 - till date - for other staff members.

- In addition to this format, all HODS were asked to submit a detailed report mentioning (i) department activities apart from the programmes under RUSA ,(ii) individual staff members contributions (Workshops organized, attended), Conference(organized, attended), papers published etc . in a detailed manner. (i.e) Name of the Author, Workshop or Conference name, Date, Venue of the conference, Name of the publication, volume No, Page No. etc.
- The departments which did not conduct the Parent Teachers meeting were asked to conduct the same in the forthcoming week.
- All the HODs were asked to submit the students and parents feedback analysis after conducting the Parents Teachers Meeting.
- It was proposed to maintain a visitor's register in Principal's Chamber and in all departments to get the visitor's feedback.
- The future plan of IQAC was decided to be
 - To bring PG programmes, M.Sc.(Mathematics) and M.A. (Tami) to our college for the benefit of the rural students.
 - To construct an equal opportunity cell in the campus with all facilities
 - To purchase more sports equipments and to construct a Gym.
- HODs were asked to get a syllabus completion certificate from each of the staff member on or before 04.04.2016 and to submit the same to the IQAC coordinator to monitor the Teaching and Learning process.

1. CMA. Dr. W.V. Balaji, Principal, PKAC  21/3/16
2. Dr. S. Kanagavel, Asst Prof. of Mathematics, PKAC  21/3/2016
3. Mrs. Jayamarie Sujatha Tamby, Asst Prof. of French, PKAC  21/3/2016
4. Mr. P. Charles Christopher Raj, Asst Prof.of History, PKAC
5. Dr. J. Pamela, Asst Prof.of English, PKAC  21/3/2016

6. Dr. C. Vettrichelvi, Asst Prof. of Tamil, PKAC

Phuy

7. Dr. Sabu. K. Thangappan, Asst Prof. of Tourism, PKAC

bc

8. Dr. A. Senthamil Raja, Asst Prof. of Commerce, PKAC

Phuy 22/3/16

9. Ms. R. Kirⁿⁱthiga, Asst Prof. of Computer Science, PKAC

R. Anbarasu 22/03/16

10. Mr. ~~X~~ Anbarasan, Asst. Librarian, PKAC

~~Phuy~~ 22/3/16

11. Mr. R. Anbarasu, Superintendent, PKAC

12. Dr. V. Indira, Asst. Prof. of Mathematics, Coordinator IQAC, PKAC.

Judicial

m. r. Anbarasu