



**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**

23.08.2017

Minutes of the meeting of the IQAC held on 23<sup>rd</sup> August, 2017 at 1:30 P.M. in the Pricipal's chamber, Perunthalaivar Kamarajar Arts College.

Members present

- |                                     |    |                   |   |
|-------------------------------------|----|-------------------|---|
| 01. CMA. Dr. W.V. Balaji, Principal | -- | Chairperson       |  |
| 02. Dr. V. Indira,                  | -- | IQAC Co-ordinator |  |
| 03. Students representatives        |    |                   |   |

- All the class representatives attended the meeting.
- The chairperson welcomed all the members present in the meeting.
- He announced that the college will start for the first year students on 31.08.2017.
- He asked the students to express their grievances. Students came out with the following as their requirements.
  - Repairing of fans in their classes
  - Repairing of water tap in wash basin (I floor ladies toilet)
  - More number of Mathematics Books in the library
  - More number of computers in the library
  - Dust bins in the ground
  - Physical education classes in their time-table
  - Bus facility
- Principal gave assurance to the students that the electrical repairing work will be completed before the arrival of I year students.
- He also informed that all the necessary actions will be taken to fulfill the other requirements as early as possible.

IQAC Meeting

The following members ~~was~~ attended the meeting held on 23.08.2017 at 1:00 P.M in Principal's chamber.

1. Dr. V. Indira - Juditha  
23/8/17.
2. M. Aruna Moorthi - "III-year" B.Sc Maths - M. Arun. Man...
3. V. Jawahar - II-year B.A Tamil - Punniprasanthi.
4. K. Chandru - II-year BBA (TTM) - K. Chandru
5. J. Skaber Nisha - II Year BBA (TTM) - J. Skaber
6. S. Sornadhya - III Year B.Sc (Maths) - S. Sornadhya
7. G. Monisha - II Year B.Sc (maths) - G. Monisha
8. M. Keerthana - III Year BCA (CA) - M. Keerthana
9. M. Suthan bee - II year BCA (CA) - M. Suthan bee
- 10) A. Kasthika - II year B.A Tamil - A. Kasthika
- 11) S. Kalaiyarasu - III year B.A Tamil - Kalaiyarasu
- 12) Dhanapathy. N = " " " " - N. S. Dhanapathy
- 13) Vasanthakumar, C - II year B.Sc (maths) - Vasanthakumar, C
- 14) A. Akhini Dhatma - II year BCA (CA) - A. Akhini Dhatma
- 15) N. Ajath Kumar. - III year B.Com (Commercial) - N. Ajath Kumar
- 16) G. Mohammed Fawaz - III Year B. Com - G. Mohammed Fawaz
- 17) M. Pyappan - II year B.Com - M. Pyappan
- 18) R. Sarala - II year B. Com - R. Sarala

Dr. V. Indira 23/8/17


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**MINUTES OF THE MEETING**

18.09.2017

Minutes of the meeting of the IQAC held on 18<sup>th</sup> August, 2017 at 2:30 P.M. in the Pricipal's chamber, Perunthalaivar Kamarajar Arts College.

**IQAC Members**

01. CMA. Dr. W.V. Balaji, Principal	--	Chairperson	
02. Dr. S. Kanagavel	--	Member	
03. Mrs. Jayamarie Sujatha Tamby	--	Member	
04. Mr. P. Charles Christopher Raj	--	Member	
05. Dr. J. Pamela	--	Member	
06. Dr. G. Soundravalli	--	Member	
07. Dr. Sabu. K. Thangappan	--	Member	
08. Dr. A. Senthamil Raja	--	Member	
09. Ms. R. Krithiga	--	Member	
10. Mr. A. Anbarasan	--	Member	
11. Dr. A. Mathivanan	--	Member	
12. Dr. V. Indira	--	Coordinator	

1. Principal CMA Dr.W.V.Balaji extended a warm welcome to the gathering.
2. The main agenda of the meeting was the implementation of CBCS system and allocation of Internal Continuous Assessment for 25 marks. It was unanimously decided to abide by the guidelines framed by the CBCS. According to which, internal assessment for all theory courses shall be done on the basis of at least two Internal

Assessment tests (15 marks), term papers/assignments/seminars/case demonstrations/ presentations/ write-ups/viva etc. (5 marks) and attendance (5 marks). The following weightage shall be given to attendance: 95% - 100% (5 marks), 90% - 94% (4 marks), 85% - 89% (3 marks), 80% - 84% (2 marks) 75% - 79 % (1 mark). Though it was resolved that no student with less than 75% in any particular course shall be permitted to attend the end-semester examination, it was also noted that in accordance with the guidelines an overall condonation of 10% can be permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons.

3. It was decided that though model examination will be conducted, marks will not be taken into account for internal assessment.
4. Principal announced that shortly a computerized student attendance list would be maintained in the college. In this regard, each hour the student attendance data will be collected from the respective classes and fed into the office computer.
5. A proposal to frame a common timetable for languages (Tamil and French) was recommended and in this connection Dr.Vetriselvi and Dr.JayamarieSujathaTamby were designated as members of the timetable committee.
6. Owing to the request of a few members of the faculty, the Head of the institution consented to install an intercom through which the staff can contact MTS for academic purposes.
7. In order to ensure discipline inside the campus a consensus was reached to prohibit the students from using cellphone inside the college premises, failing which they will subject to punishment.
8. The processing of API applications and the proposal sent regarding ICT kits for the Department of Computer Science were also discussed.
9. The meeting came to an end at 4.00 PM.




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**MINUTES OF THE MEETING**

24.10.2017

Minutes of the meeting of the IQAC held on 24<sup>th</sup> October 2017 at 3:10 P.M. in the Principal's chamber, Perunthalaivar Kamarajar Arts College.

**IQAC Members**

- |                                   |    |             |   |
|-----------------------------------|----|-------------|---|
| • CMA. Dr. W.V. Balaji, Principal | -- | Chairperson |  |
| • Dr. S. Kanagavel                | -- | Member      |   |
| • Mrs. Jayamarie Sujatha Tamby    | -- | Member      |   |
| • Mr. P. Charles Christopher Raj  | -- | Member      |   |
| • Dr. J. Pamela                   | -- | Member      |   |
| • Dr. G. Soundravalli             | -- | Member      |   |
| • Dr. Sabu. K. Thangappan         | -- | Member      |   |
| • Dr. A. Senthamil Raja           | -- | Member      |   |
| • Ms. R. Krithiga                 | -- | Member      |   |
| • Mr. A. Anbarasan                | -- | Member      |   |
| • Dr. A. Mathivanan               | -- | Member      |   |
| • Dr. V. Indira                   | -- | Coordinator |   |
- 
- Principal CMADr.W.V.Balaji extended a warm welcome to the gathering and thanked them for their support during the academic audit.
  - The Heads of the Department were requested to submit the API Score Self-Assessment Report cum Performance Appraisal Form for PBAS by 26-10-2017. In this connection it was decided that Dr.JayamarieSujataTamby and Ms.Krithiga would

consolidate the API reports received from respective departments and submit it to the principal.

- Principal informed the members of the faculty that the model examinations for the III and II year students will be held from 13-11-2017 to 17-11-2017. It was also agreed that for the I year students model examinations will be held from 20-11-2017 to 24-11-2017 (however this decision is subject to change in accordance with the departments).
- It was proposed that managing and keeping track of the records/reports concerning tutor-ward system can be handed over to the Mr. Ambalavanan, who currently manages student affairs.
- Dr.Senthamizraja, Head and Assistant Professor, Department of Commerce was nominated as the Chief Superintendent for the forthcoming University Examination. Mr. Albert, Department of Commerce and Mr. V.C. Kalimuthu, Department of Mathematics were recommended to assist the superintendent with the exams.
- Ms.N.Rajeswari, Department of English was given charge of teaching Public Administration to the students of Mathematics Department.
- The Head of the institution also reminded the staff to submit the individual result analysis at the earliest.
- The meeting came to an end at 4.00 p.m.

*M. V. Ambalavanan*


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**MINUTES OF THE MEETING**

7.11.2017

Minutes of the meeting of the IQAC held on 7<sup>th</sup> November 2017 at 3:10 P.M. in the  
Principal's chamber, Perunthalaivar Kamarajar Arts College.

**IQAC Members**

- |                                   |    |   |
|-----------------------------------|----|---|
| • CMA. Dr. W.V. Balaji, Principal | -- | Chairperson  |
| • Dr. S. Kanagavel                | -- | Member  |
| • Mrs. Jayamarie Sujatha Tamby    | -- | Member  |
| • Mr. P. Charles Christopher Raj  | -- | Member  |
| • Dr. J. Pamela                   | -- | Member  |
| • Dr. G. Soundravalli             | -- | Member  |
| • Dr. Sabu. K. Thangappan         | -- | Member  |
| • Dr. A. Senthamil Raja           | -- | Member  |
| • Ms. R. Krithiga                 | -- | Member  |
| • Mr. A. Anbarasan                | -- | Member  |
| • Dr. A. Mathivanan               | -- | Member  |
| • Dr. V. Indira                   | -- | Coordinator   |

A meeting was convened on 07-11-2017 in the principal's chamber.

The principal welcomed the gathering and discussed the proceedings of RUSA meeting held at Bangalore. He also informed the funds allocated for the forthcoming semesters and asked the staff to devise and submit proposals for the next academic year.

Principal reminded the faculty members to consolidate their opinions/queries regarding API and submit it by 08-11-2017 which he would communicate to the authorities concerned.

It was decided that the conduct of Model examinations for the first year students will be left to the discretion of the individual departments.

After consulting with the members of the staff, principal announced that the last working day for the odd semester 2017 will be 08-12-2017 and the college will reopen on 04-01-2018.

Principal announced that confidential reports will have to be submitted for every academic year without fail.

The Heads of the Departments were asked to submit the timetable for even semester (2018) by 06-12-2017.

It was unanimously agreed to register the Alumini Association and Parents Teachers Association at the earliest. It was also emphasized that only a parent can be the office bearers and not a guardian and that the tenure of the PTA office bearers would be a period of three years. Principal stated that a meeting would be convened for the formation of Alumini association shortly.

Faculty members were requested to attend the workshops/seminars/conferences organised in the college and duly sign the attendance.

Principal thanked the members of the faculty and the meeting came to an end at 4:00 p.m.






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**MINUTES OF THE MEETING**

15.03.2018

Minutes of the meeting of the IQAC held on 15<sup>th</sup> November 2017 at 3:10 P.M. in the  
Principal's chamber, Perunthalaivar Kamarajar Arts College.

**IQAC Members**

- |                                   |    |   |
|-----------------------------------|----|---|
| • CMA. Dr. W.V. Balaji, Principal | -- | Chairperson  |
| • Dr. S. Kanagavel                | -- | Member  |
| • Mrs. Jayamarie Sujatha Tamby    | -- | Member  |
| • Mr. P. Charles Christopher Raj  | -- | Member  |
| • Dr. J. Pamela                   | -- | Member  |
| • Dr. G. Soundravalli             | -- | Member  |
| • Dr. Sabu. K. Thangappan         | -- | Member  |
| • Dr. A. Senthamil Raja           | -- | Member  |
| • Ms. R. Krithiga                 | -- | Member  |
| • Mr. A. Anbarasan                | -- | Member  |
| • Dr. A. Mathivanan               | -- | Member  |
| • Dr. V. Indira                   | -- | Coordinator   |

**Agenda: *Appointment of Chief Superintendent and Additional Invigilator***

1. The GB meeting of Perunthalaivar Kamarajar Arts College to appoint a Chief Superintendent and Additional Superintendent for the University Examination May/June 2018 was held at the Principal's Chamber.
2. The meeting was convened due to declination by Dr. S. Sridhar, Assistant Professor of Tamil, to act as CS for the University Examination May/June 2018.
3. It was decided that Dr. R. Visalakshy, Assistant Professor of Tamil, will be the CS.
4. Mr. V. Venkateshwaran, Lab Assistant, will assist the CS during the University Examination May/June 2018.
5. From the academic year 2018-19 onwards, during both the odd and even semesters, the university examination duty will be looked into by each department of the college in the consecutive academic years.
6. University Examination of November/December 2018 and May/June 2019 will be conducted by the Department of Tamil
7. University Examination of November/December 2019 and May/June 2020 will be conducted by the Department of Mathematics, and in the successive academic years by B. B. A.(Tourism), B.C.A. and B. Com.

