

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.

Internal Quality Assurance Cell

MINUTES OF THE MEETING


Date: 11.07.2019

Time: 3:10 P.M.

Venue: Principal's Chamber.

- Principal Welcomed the IQAC Members and Heads of the Departments.
- As it is due for NAAC accreditation second cycle in this academic year 2019-20, it was decided to form an IQAC as per the latest guidelines. IQAC Co-ordinator suggested to have one representative from each Department as a member in IQAC and it was formed with the following staff members.

a. Dr.S. Babu, Principal, Chairperson 


b. Dr. Jayamarie Sujatha Tamby, Asst. Prof. in French - Member 

c. Dr. P. Charles Christopher Raj, Asst. Prof. in History - Member

d. Dr.J.Pamela, Asst. Prof. in English – Member

e. Mr. Z. Nihmathullah, Asst. Prof. in Tourism – Member

f. Dr.G. Savundravalli @ Sudha- Asst. Prof. in Tamil - Member

g. Dr.V. Indira, Asst. Prof. in Maths - Co-ordinator 

h. Dr.A. Senthamilraja, Asst. Prof. in Commerce - Member

i. Dr.G. Rajmohan, Asst. Prof. in Maths - Member

j. Mrs. R. Krithiga, Asst. Prof. in Comp.Science - Member

k. Mr.V. Anbarasan, Asst. Librarian - Member

l. Dr.A. Mathivanan, Director of Phy. Education - Member

m. Mr.M.Muruganantham, UDC - Member

- Nominees from local society, students, alumni, employers, industrialists and stakeholders will be included in IQAC in the next meeting.
- Dr.S.Sridhar, Asst. Prof. in Tamil accepted to complete the registration of PTA and Alumni association as early as possible. He requested all the Department Heads to provide the necessary documents of their student's parents and alumni for the registration of the same.
- It was instructed to maintain the individual attendance by all the staff members for classes handled by them.
- Principal informed all the Departments to conduct programs in their department related to Quality enhancement of students.
- Dr.Jayamarie Sujatha Tamby, Asst. Prof. in French & Mrs.R.Krithiga, Asst. Prof. in Comp.Science were asked to submit a proposal for the conduct of gender sensitization Program.
- Principal told that the students should be motivated to utilize the Library properly.
- He also asked the Language lab incharge to plan for the better Utilization of the Language lab for the Academic year (2019-20).
- Finally, IQAC Co-ordinator distributed the format to the individual Department and incharge of various activities and requested to fill them up and hand over to IQAC for uploading AQAR- 2018-19.
- Meeting ended at 4:00 P.M.

IQAC Members (Existing)

- | | |
|--|----------------------------------|
| • Dr. S. Babu, Principal | -- Chairperson |
| • Dr. V. Indira, Asst. Prof & head, Dept of Mathematics | -- Coordinator <i>S. Indira</i> |
| • Dr. S. Kanagavel, Asst. prof , Dept. Of Mathematics | -- Member <i>S. Kanagavel</i> |
| • Dr. Jayamarie Sujatha Tamby, Asst. Prof & Head, Dept of English-- | Member <i>Jayamarie</i> |
| • Dr. P. Charles Christopher Raj, Asst. Prof & Head, Dept of History-- | Member <i>P. Charles</i> |
| • Dr. J. Pamela, Asst. Prof & Head, Dept of English | -- Member <i>J. Pamela</i> |
| • Dr. G. Soundravalli, Asst. Prof, Dept of Tamil | -- Member <i>G. Soundravalli</i> |
| • Dr. Sabu. K. Thangappan, Asst. Prof, Dept of Tourism | -- Member |

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Internal Quality Assurance Cell

MINUTES OF THE MEETING

Date: 12.07.2019

Time: 3:00 P.M.

Venue: Principal's Chamber.

Principal convened a meeting in his chamber with the class representatives of II & III years of all the Departments.

He advised and insisted the students to obey the following instructions in the college campus.

- To maintain punctuality.
- To avoid cell phones inside the college campus.
- To utilize the library effectively.
- To use the compliant box to express their grievances and inconvenience in the college.
- To avoid ragging.

Then, he asked the students for their suggestion and requirements for their improvement in their academic, co-curricular and extracurricular activities.

The students expressed the following as their needs to be fulfilled.

- ❖ Student's desk to be repaired.
- ❖ Toilet to be cleaned in the evening.
- ❖ Taste in canteen food to be enhanced.
- ❖ A new Computer for their NPTEL Online course registration and to download and watch videos lectures.
- ❖ Sports class once in a week.
- ❖ Remedial Class for English.
- ❖ Door Stopper for I,II,B.A –Tamil,& II-B.Sc Maths

Name	Year / sem	Dept
1. சரண்	II year	B.A. Tamil
2. கும. சங்கீரன்	II year	B.A. Tamil
3. K. Seethalakshmi	II year	B.com.
4. V. prithika	II year	BCA
5. S. Rohini	II year	BCA
6. S. Priyadharshini	III year	B.com.
7. M. சரண்ராஜன்	III year	B.A தமிழ்
8. R. Jancy	II year	B.Sc Mathematics
9. M. Meganathan	II year	B. sc Mathematics
10. M. Padma	III year	BCA
11. T. Balachander	III - year	B.Sc-Maths
12. K. Kamal Selvi	III - year	B.Sc-Maths
13. S. Sharma	II year	B.com
14. M. Gurumoorthy	II year	BCA
15. ச. முத்துசாமி	III years	B.A. தமிழ்
16. S. Muruga Raj.	III year.	B.com.

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Internal Quality Assurance Cell
MINUTES OF THE MEETING(3)

Date: 24.07.2019

Time: 3:00 P.M.

Venue: Principal's Chamber.

Principal welcomed the gathering

Feedback forms for curriculum, infrastructure, teachers and parents were designed and the suggestions of the IQAC members were incorporated.

IQAC members are requested to collect the feedback from the students of their respective departments for teachers, curriculum and infrastructure for the current semester 2019-20 (odd).

As the results for 2018-19(even) were published, all the departments are asked to convene a Parent Teacher meeting to update the progress of the students to their parents. Also, the departments are asked to collect the feedback from the parents.

It was asked to submit a write up of the analysis of all the feedback (Curriculum, teacher, infrastructure and Parents) for further improvement.

It was suggested to make use of the Parent Teacher meeting to discuss about the wards with their parents by their tutors. (Tutor ward system)

It was decided to have the following as the best practices of this academic year.






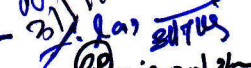


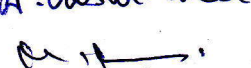

- Effective implementation of CBCS
- Effective Utilization of Language lab
- Enhancing the existing rain water harvesting system
- Herbal garden
- Travel help desk
- Admission help desk
- Skill development programmes like Megandhi designing, yoga, self defence classes etc.

It was suggested to have the following as the quality initiatives for this academic year 2019-20 .

- Purchase of Genset with a capacity of 62.5 KV
- Introduction of needbased PG courses
- To increase the enrollment in SWAYAM - NPTEL online course
- To setup atleast one smart class room for each department
- Construction of additional floor vertically
- Coaching class for various competitive examinations
- Remedial class for English for the slow learners

IQAC Members

- Dr. S. Babu, Principal
- Dr. V. Indira, Asst. Prof, Dept of Mathematics
- Dr. Jayamarie Sujatha Tamby, Asst. Prof, Dept of French
- Dr. P. Charles Christopher Raj, Asst. Prof, Dept of History
- Dr. J. Pamela, Asst. Prof & Head, Dept of English
- Mr. Z. Nihmathullah, Asst. Prof. of Tourism
- Dr. G. Soundravalli, Asst. Prof, Dept of Tamil
- Dr. A. Senthamil Raja, Asst. Prof & Head, Dept of Commerce
- Dr. G. Rajmohan, Asst. Prof & Head, Dept of Mathematics
- Ms. R. Krithiga, Asst. Prof., Dept. of BCA
- Mr. V. Anbarasan, Asst. Librarian.
- Dr. A. Mathivanan, physical Director.
- Mr.M. Muruganatham, UDC

- Chairperson 
- Coordinator 
- Member 
- Member 
- Member 
- Member 
- Member 
- Member 
- Member 
- Member 

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INTERNAL QUALITY ASSURANCE CELL

Dated the 1.08.2019

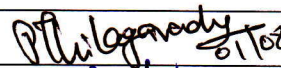
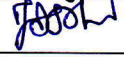
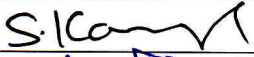

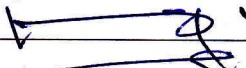

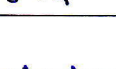
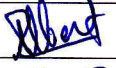

Circular

It is proposed to conduct Remedial Classes for the slow learners especially in English Foundation course. The interested and willing students are informed to give their names to their respective department staff member mentioned in the following table on or before 07.09.2019.

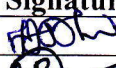


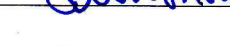
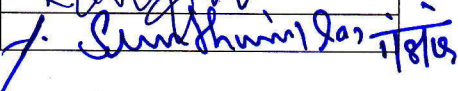

IQAC Coordinator


Principal

To be circulated to

S. No	Year	Staff Signature
B.A. Tamil	II Year	
	III Year	
B.Sc Mathematics	II Year	
	III Year	
B.B.A (Tourism)	II Year	
	III Year	
B.C.A.	II Year	
	III Year	
B.Com	II Year	
	III Year	

IQAC Members

Department	Staff in charge	Staff Signature
B.A. Tamil	Dr. G. Soundravalli	
B.Sc Mathematics	Dr. G. Rajmohan	
B.B.A (Tourism)	Mr. Z. Nihmathullah	
B.C.A.	Ms. R. Krithiga	
B.Com	Dr. A. Senthamil Raja	

Staff Name List

No.	Name (Dr. /Mr./ Mrs./Ms.)	Designation	Signature
1.	Dr.S. Kanagavel	Asst. Prof. in Maths	S. Kanagavel
2.	Dr. Jayamarie Sujatha Tamby	Asst. Prof. in French	Jayamarie
3.	Dr. P. Charles Christopher Raj	Asst. Prof. in History	P. Charles Christopher Raj
4.	Dr.J.Pamela	Asst. Prof. in English	J. Pamela
5.	Mr. Z. Nihmathullah	Asst. Prof. in Tourism	Z. Nihmathullah
6.	Dr.C. Vettrichelvi	Asst. Prof. in Tamil	C. Vettrichelvi
7.	Mr.R. Vaithilingame	Asst. Prof. in Com. Science	R. Vaithilingame
8.	Dr.S. Sridhar	Asst. Prof. in Tamil	S. Sridhar
9.	Dr.Sabu. K. Thankappan	Asst. Prof. in Tourism	Sabu. K. Thankappan
10.	Dr.G. Savundravalli @ Sudha	Asst. Prof. in Tamil	G. Savundravalli @ Sudha
11.	Dr. R. Vishalakshi	Asst. Prof. in Tamil	R. Vishalakshi
12.	Dr.I. Kathirvel	Asst. Prof. in Tourism	I. Kathirvel
13.	Dr.P. Thilagavady	Asst. Prof. in Tamil	P. Thilagavady
14.	Dr.V. Indira	Asst. Prof. in Maths	V. Indira
15.	Dr.A. Senthamilraja	Asst. Prof. in Commerce	A. Senthamilraja
16.	Dr.G. Rajmohan	Asst. Prof. in Maths	G. Rajmohan
17.	Dr. J. Udayageetha	Asst. Prof. in Maths	J. Udayageetha
18.	Mrs. R. Krithiga	Asst. Prof. in Com.Science	R. Krithiga
19.	Mrs.M.B.Sheela	Lecturer in English	M. B. Sheela
20.	Dr. V. Veeraperiyayagi	Asst. Prof. in Commerce	V. Veeraperiyayagi
21.	Mrs. R. Malarvijy	Asst. Prof. in Commerce	R. Malarvijy
22.	Mr.V. Anbarasan	Asst. Librarian	V. Anbarasan
23.	Dr.N.Pougajendy	Asst. Prof. in Tamil	N. Pougajendy
24.	Mr. V. C. Kalimuthu	Asst. Prof. in Maths	V. C. Kalimuthu
25.	Mrs.N. Rajeswari	Asst. Prof. in English	N. Rajeswari
26.	Mrs.J. Vijaya Barathy	Asst. Prof. in Com. Science	J. Vijaya Barathy
27.	Dr.B. Balamurugan	Asst. Prof. in Com. Science	B. Balamurugan
28.	Mr.F. Antony Joseph	Asst. Prof. in Com. Science	F. Antony Joseph
29.	Dr. G. Arunmozhi	Asst. Prof. in Commerce	G. Arunmozhi
30.	Mr.A. Albert Joseph Raj	Asst. Prof. in Commerce	A. Albert Joseph Raj
31.	Dr.A. Mathivanan	Director of Phy. Education	A. Mathivanan
32.	Mr V. Venkateswaran	Lab Assistant	V. Venkateswaran

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Internal Quality Assurance Cell

MINUTES OF THE MEETING(4)

Date: 06.08.2019

Time: 3:00 P.M.

Venue: Principal's Chamber.

Principal convened a meeting among all the class representatives to ask their grievances and to insist them to follow certain rules and regulations of the college.

The following are some of the points insisted among the students

- To avoid coming late to the college and to adhere timing strictly.
- Payment of tuition fees in the stipulated date by all to avoid remittance of penalty.
- Coming to the college with proper dressing and haircut by boys.
- The calculation of attendance for every month will be done and the students not having sufficient percentage (75%) will not be allowed to write the semester exam.

Students' grievances

- To provide lunch for Rs. 15/- without egg.
- Supply of breakfast not necessary.
- Cleaning of Toilet in the afternoon.
- Black Board for Ist B.Sc Maths class room.
- Notice board for BCA Department.
- Intercom facility in the main gate.
- Computer for SWAYAM- NPTEL online course for Department of Mathematics.
- Starting of P.G program in Mathematics.
- One smart classroom for each department.

The meeting ended up by 3:45 P.M.


Cordinator - IQAC


Principal

6.08.2019

NAME OF THE STUDENT

SIGNATURE

3:00 P.M.

- | | |
|---|---------------|
| 1. S. Priyadharshini B.com III yr. | S. Priy |
| 2. M. சரஸ்வதி - B.A III Y | M. Rgt. |
| 3. சா. சங்கீதா - B.A II Yr | Gi. Sangeetha |
| 4. R. Jancy - B.Sc II - year | R. Jancy. |
| 5. Megarathan. M - B.Sc II year | M. Megaratan. |
| 6. V. parthika. V - BCA II year | Parth. |
| 7. S. Rohini - BCA II year | S. Rohini |
| 8. M. Lakshmanan - BCA II year | Laksh, |
| 9. G. JAYAPRATHABAN - B.A. சரஸ்வதி III year | G. Jay |
| 10. சா. சரஸ்வதி - B.A. சரஸ்வதி II year | சா. சரஸ்வதி |
| 11. S. Muruga Raj. B.com. 3 rd year. | S. murugay |
| 12. S. Pushparaj - BCA - 3 rd year | S. Push |
| 13. S. Dharma - B.com II | S. Dhar |
| 14. K. Seethalakshmi - B.com-II | K. Seij |
| 15. M. Padma - BCA - III rd year | M. Padma |
| 16. R. Thamil Selvi - B.Sc - III rd year | R. Thaj |

J. S. S. S.

S. S. S.

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MINUTES OF THE MEETING(5)

Date: 28.01.2020

Time: 12:10 P.M.

Venue: Principal's Chamber.

1. Principal welcomed the students and asked for their grievances.
2. He instructed the punctuality of the students and asked them to use the grievance box effectively.
3. He has explained the state level sports & cultural meet to the students and asked them to be disciplined during events.
4. He has noted down all the following grievance and assured to take necessary arrangements as early as possible.
 - Improvement of canteen food.
 - Toilet cleaning at regular intervals.
 - Board for I.B.Sc Mathematics.
 - Mosquito net for all the floors.
 - Stationeries items in canteen.

Meeting ended at 12.30 pm



Coordinator - IQAC



Principal

Students Name

Signature

B.P. Aravin ^{111rd} BBA year

B.P. Aravin

A.R. Varan (BBA - III year)

A.R. Varan

T. Kirulakaram (BBA - II year)

T. Kirulakaram

I. Iswariya Ist year (BA-Tamil)

I. Iswariya

G. Sangeetha (B.A-Tamil II-year)

G. Sangeetha

M. Remugadevi (B.A-Tamil III-year)

M. Remugadevi

M. Padma (BCA - IIIrd year)

M. Padma

R. Thamilselvi (B.Sc - IIIrd year)

R. Thamilselvi

செ. சந்திரா (B.A-தமிழ்) III year

செ. சந்திரா

செ. சந்திரா (B.A-தமிழ்) II year

செ. சந்திரா

G. Vignesh B.C.A IIIrd year

G. Vignesh

S. Priyadharsini (B.com IIIrd year)

S. Priyadharsini

S. Dharmma (B.com - II year).

S. Dharmma

J. Seethalakshmi (B.com - II year).

J. Seethalakshmi

P. Pushpavani (B.B.A Tourism) Ist year

P. Pushpavani

S. Vignesh CB. B.A. Tourism Ist year.

S. Vignesh

M. Gurumoorthy (BCA IInd year)

M. Gurumoorthy

S. Rohini BCA IInd year

S. Rohini

A. Vijayalakshmi B.Sc I-year

A. Vijayalakshmi

B. Venkateswaran B.Sc I-year

B. Venkateswaran

Sathyaragavan. M B.sc II-year

Sathyaragavan

B. Nandhini B.Sc II-year

B. Nandhini

T. Balachandrar B.Sc. III-year

T. Balachandrar

T. Kalavathi

J. Umamaheswari (B.Com Ist year)

J. Umamaheswari

R. Asha (BCA. Ist year)

R. Asha

K. Syed Imran (B.C.A. Ist year)

K. Syed Imran

Ganapathy S [B.Com. 3rd year]

Ganapathy S

~~J. Umamaheswari~~ [De V. India]

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MINUTES OF THE MEETING(6)

Date 10.02.2020

Time: 11:00 A.M.

Venue: Principal's Chamber.

The following decisions were taken in the meeting

1. The Secretary (Education) and Director, DHTE are coming to our college on 21.02.2020 for releasing the college Magazine at 3.00 pm

2. Inauguration of Various clubs

- Cultural Club- Advisor: Dr.G. Savundravalli @ Sudha
- Sports Club- Dr.S.Adhavan
- Green Club- Dr.G. Rajmohan
- PTA- Dr.S. Sridhar, Secretary
-Treasurer Dr.S. Kanagavel

3. Cultural Programme by the participants in the evening after the function.

4. No Cancelling of Last hour and only the students participating in the sports are permitted to go for practice.

5. PG for Mathematics & Tamil Permanent Affiliation.

6. The points to be discussed with the Secretary and Director

- Additional Classrooms.
- Expansion of Library.
- Auditorium
- Tourism – TA+DA+ Accommodation + Food
- Coaching for Native Arts.
- Listing of the institution in the UGC.
- CAS for Staff Pending including MACP.
- Basket Ball Court Kabaddi Court .

Meeting ended at 11.30 pm


Cordinator - IQAC


Principal

Dr. A. Senthilras

J. Senthilras - 19/2/20

R. VAITILIN GAMB

Ruthy -

S. ICAN DAAUC

S. Ican

K. Ramadass

K. Ramadass

M. Munganantham

M. M.

G. Rajmohan

G. Rajmohan

V. Anbarasan

V. Anbarasan

S. Adithan

Dr. I. Kalmani

Dr. I. Kalmani

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Internal Quality Assurance Cell

MINUTES OF THE MEETING(7)

Date 13.02.2020

Time: 3:00 P.M.

Venue: Principal's Chamber.

The following decisions were taken Meeting stated at 3.00pm and principles welcomed the gathering.

- He thanked all the staff members for their co-operation in the smooth conduct of sports & cultural meet which held from 1.2.2020 to 8.2.2020.
- He insisted the presence of all faculty members in all the events conducted by the Government.
- Dr.V. Indira, IQAC co-ordinator explained the Process involved in submission of IQA & SSR for second Cycle NAAC Accreditation.
- Dr.C. Vettrichelvi , Asst. Prof . of Tamil has accepted to be the co-ordinator for EBSB club
- Dr.J.Pamela, Asst. Prof . of English has accepted to be the Incharge of NSS- Unit II
- The following Club will function effectively

Club Name	Incharge
Sports Club	Dr.S.Adhavan
Green Club	Dr.G. Rajmohan
Cultural club	Dr.G. Savundravalli @ Sudha

Career guidance and Placement activities will be taken care of Dr.Sabu. K. Thankappan, Asst. Prof. in Tourism.

- Principal insisted the importance of students attendance % and asked all the heads of all the departments to monitor the same.


Cordinator - IQAC


Principal

the heads of the departments to monitor
the same.

Meeting ended up at 4:00 P.M

Abhis

Signature

Staff Name

1. Dr. V. Indira
2. Dr. V. Kuraperianayagi
3. R. KRITHIGA
4. R. VAITILINGAME
5. G. Rajmohan
6. Dr. S. SRIDHARU
7. Dr. S. ADHARAN
8. Dr. A. SETHAMILRAJA
9. A. ALBERT
10. Dr. Subul. Anlayam
11. Dr I. Anayam
12. Dr. G. SAYUNDRAVALLI
13. Dr. P. Thilagavady
14. Dr. C. Vethichehi
15. Dr. J. Udayagatha
16. J. Vijaya Bharathy

Indira

V. Kuraperianayagi

R. KRITHIGA

R. VAITILINGAME

G. Rajmohan

Dr. S. SRIDHARU
13/2/20

Dr. S. ADHARAN
13/2/20

Dr. A. SETHAMILRAJA
13/2/20

A. ALBERT
13/2/20

Dr. Subul. Anlayam
13/2/20

Dr. I. Anayam
13/2/20

Dr. G. SAYUNDRAVALLI
13/02/2020

Dr. P. Thilagavady
13/02/2020
P. Thilagavady
J. Udayagatha
J. Vijaya Bharathy

17. Ramyasri F

Ramydri - e

18. N. RAJESWARI

N. R.

19. Dr. R. MALARVIJY

Malaryy

20. Dr. M. CHITRA

Met

21. V. VENKATESWARAN

V. Venkat

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