

**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 (1)**

Date: 24.08.2018

Time: 3:00 P.M.

Venue: Principal's chamber

The Chairman of the meeting Dr.S.Babu, Principal, Perunthalaivar Kamarajar Arts College, extended a warm welcome to the gathering and asked suggestion for various agendas.

The project monitoring unit (PMU) was reconstituted with the following members of staff.

1. Dr.S.Babu, Principal, PKAC
2. Dr.S.Kanagavel, Asst. Prof. Dept. of Maths, PKAC
3. Dr.Jayamarie Sujatha Tamby, Asst. Prof., Dept. of French, PKAC
4. Dr.P.Charles Christopher Raj, Asst. Prof., Dept. of History, PKAC
5. Dr.J.Pamela, Asst. Prof. & Head, Dept. of English, PKAC
6. Dr.C.Vettrichelvi , Asst. Prof. & Head, Dept. of Tamil, PKAC
7. Mr.R.Vaitilingame, Asst. Prof. & Head, Dept. of Computer Science, PKAC
8. Dr.Sabu.K.Thankappan, Asst. Prof. & Head, Dept. of Tourism, PKAC
9. Dr.A.Senthamilraja, Asst. Prof. & Head, Dept. of Commerce, PKAC
10. Dr.G.Rajmohan, Asst. Prof. & Head, Dept. of Maths, PAKC
11. Mrs.R.Krithiga, Asst. Prof. Dept. of Computer Science, PKAC
12. Mr.V.Anbarasan, Asst. Librarian, PKAC

13. Dr.A.Mathivanan, Director of Physical Education, PKAC

14. Dr.V.Indira, Asst. Prof. Dept. of Maths, Nodal officer-RUSA, PKAC

The following suggestions were proposed by the PMU to utilize the RUSA funds which was already sanctioned.

- Repairing of student's furniture and staff chairs.
- Installation of antivirus in all the computers in the computer lab.
- Soft skill programmes to the final year students through NPTEL / outsourcing / classes using language lab by our own faculty.

Principal also asked all the heads of the departments to submit their other requirements on or before **29.08.2018**.

Regarding the building construction, PMU also proposed to have either four class rooms and a computer lab in the third floor or a separate library block with sufficient class rooms.

The meeting ended at 4.00 PM.

#### IQAC Members

- Dr. S. Babu, Principal
- Dr. V. Indira, Asst. Prof, Dept of Mathematics
- Dr. S. Kanagavel, 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
- Dr. G. Soundravalli, Asst. Prof, Dept of Tamil
- Dr. Sabu. K. Thangappan, Asst. Prof & Head, Dept of Tourism
- Dr. A. Senthamil Raja, Asst. Prof & Head, Dept of Commerce
- Ms. R. Krithiga, Asst. Prof., Dept. of BCA
- Mr. V. Anbarasan, Asst. Librarian.
- Dr. A. Mathivanan, physical Director.

- Chairperson *S. Babu*
- Coordinator *V. Indira*
- Member *S. Kanagavel*
- Member *J. Pamela*
- Member *G. Soundravalli*
- Member *Sabu. K. Thangappan*
- Member *A. Senthamil Raja*
- Member *R. Krithiga*
- Member *V. Anbarasan*
- Member *A. Mathivanan*

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**MINUTES OF THE MEETING (2)**

Date: 21.02.2019

Time: 3:10 PM

Venue: Principal's Chamber

1. Principal asked all the heads of the departments to be ready with the following documents for NAAC-accreditation second cycle for the academic years from 2016-17 to 2018-19
  1. Course Plan
  2. Work load Details
  3. Result Analysis
  4. Model Examination Mark Statement
  5. Syllabus Coverage
  6. Attendance
  7. Parent Teacher Meeting
  8. Feedback
  9. Student's Profile
  10. Department Profile
2. Attendance percentage of the students should be monitored by the heads of the departments and it was decided that only those students who have 75% and above will be allowed to appear for their Universities examinations. 10% relaxation (i.e) 65 % to 75% will be given to those students who have genuine reasons
3. Principal informed that 1 ream of A4 sheets will be provided to all the departments for their academic and official documentation purpose.
4. All the departments are asked to be ready with their department annual report and the same to be sent to IQAC coordinator.



5. As the sports day activities are scheduled from 25.02.2019 to 01.03.2019, one staff from each department should be in the play ground to maintain the discipline.
6. Principal asked the gathering to give their suggestions to form NAAC-Steering Committee as we have to submit the AQAR for this academic Year 2018-19 and to submit SSR for the second cycle of NAAC accreditation.

Staff members suggest the following members for the NAAC- Steering Committee.

1. Dr.G. Savundravalli @ Sudha
2. Dr.G. Rajmohan
3. Mrs. R. Krithiga
4. Dr.A. Senthamilraja
6. Dr. P. Charles Christopher Raj
7. Dr.J.Pamela
8. Dr. Jayamarie Sujatha Tamby

The meeting ended at 4.00 PM

#### IQAC Members

- Dr. S. Babu, Principal
- Dr. V. Indira, Asst. Prof, Dept of Mathematics
- Dr. S. Kanagavel, 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
- Dr. G. Soundravalli, Asst. Prof, Dept of Tamil
- Dr. Sabu. K. Thangappan, Asst. Prof, Dept of Tourism
- Dr. A. Senthamil Raja, Asst. Prof & Head, Dept of Commerce
- Ms. R. Krithiga, Asst. Prof., Dept. of BCA
- Mr. V. Anbarasan, Asst. Librarian.
- Dr. A. Mathivanan, physical Director.

- Chairperson *S. Babu*
- Coordinator *Sujatha*
- Member *S. Kanagavel*
- Member *Sujatha*
- Member
- Member *J. Pamela*
- Member *S. Kanagavel*
- Member
- Member *A. Senthamil Raja*
- Member *R. Anbarasan*
- Member *V. Anbarasan*
- Member *A. Mathivanan*

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**MINUTES OF THE MEETING(3)**

Date: 22.02.2019

Time: 3:10 PM

Venue: Principal's Chamber

**Agenda:**

1. A meeting was convened among all the class representatives on 22.02.2019 in the Principal's Chamber.
2. The students were motivated to register for the online NPTEL course for the even semester 2018-19 by emphasizing the importance of the certificate given by NPTEL.
3. They are asked to approach staff members of Mathematics and BCA for any help regarding the registration of all online courses.
5. They are asked to express their grievances regarding their academic activities and the infrastructure facilities.
6. Regarding academic, the following grievances were expressed by the students.
  - Black board in the Class room is not sufficient for the I.B.Sc Mathematics class.
  - No. of faculty is not adequate in the department of BBA.
  - Remedial class for English is required for all departments.
  - Department library is required for all the departments for their easy reference.
  - Department Notice Board is required for all departments.
  - Smart class room is required for all the departments to watch video lectures.
  - Students requested to arrange for campus Interview and a sports class at least one hour per week.

