

Date \_\_\_/\_\_\_/\_\_\_

Saathi

Minutes of the Meeting of the Internal  
at 1.30 p.m. in the college premises.

Res. No.

### Agenda

- 01/2019 To inform the review of Mid Semester answer paper evaluation.
- 02/2019 To implement uniformity in framing the syllabus.
- 03/2019 To update the department activities of the academic year 2018-19 for preparing NIRF/AQAR.
- 04/2019 To collect the data from co-ordinators of Part V activities for AQAR preparation.
- 05/2019 To maintain proper record for Mentoring system.

Date \_\_\_/\_\_\_/\_\_\_

Saathi

Quality Assurance Cell held on 9th September 2019  
Velippalayam, Nagapattinam - 611001.

### Minutes

Resolved to inform the IQAC members (representatives) of the departments that there will be a review of Mid Semester Examination answer papers to check the evaluation done by the staff members.

Resolved to insist the Heads of the Departments to follow the uniformity in framing the syllabus based on our Affiliated University with relevant objectives.

The department IQAC representatives should update their department activities note for the academic year 2018-19 to prepare NIRF and AQAR.

Part V Co-ordinators were informed to collect the details of the programmes with all required evidences.

Staff members should maintain a register to update the academic performance of their wards/mentees to strengthen the functioning of the Mentoring System. Also to help their wards/students in all aspects.



Date \_\_\_/\_\_\_/\_\_\_

## Agenda

Res. No.

06/2019 To review the coaching class given to the slow learners.

The following members were present:

|                  |               |
|------------------|---------------|
| History          | - G. V. Mani  |
| Economics        | - V. V. V.    |
| Mathematics      | - N. S. S. S. |
| Chemistry        | - N. P. S.    |
| Zoology          | - S. S. S.    |
| Commerce (Aided) | - N. K. S. S. |
| Commerce (SF)    | - P. S. S.    |
| B.B.A.           | - M. S. S.    |
| Bio-Chemistry    | - S. S. S.    |
| Computer Science | - S. S. S.    |
| Physics          | - N. S. S.    |
| Botany           | - S. S. S.    |
| Statistics       | - K. S. S.    |
| Tamil            | - S. S. S.    |
| English          | - R. S. S.    |
| Geology          | - S. S. S.    |
| Library          | - R. S. S.    |

N. K. S. S.

Signature of the  
IQAC Co-ordinator

K. S. S.  
Signature of the  
Principal

Date \_\_\_/\_\_\_/\_\_\_

## Minutes

All the faculty members should identify the slow learners of their departments and make them to attend the coaching class conducted for them.

Res. No.

## Action Taken:

- ★ 01/2019 Review of Mid Semester Examination answer papers were done by the Internal Members of IQAC team and the staff members with remarks were advised by the Principal. The report was submitted to the Principal on 21.09.19.
- ★ 02/2019 Heads of the departments submitted a copy of the syllabus with Objectives and Outcomes to the IQAC on 19.09.19.
- ★ 03/2019 IQAC representatives of the departments submitted their department IQAC note with all updated activities on 30.9.19.
- ★ 04/2019 Coordinators of various clubs and societies submitted their activities report with all required evidences to the IQAC on 30.09.19.
- ★ 05/2019 Separate register is maintained by the mentors to record the academic performance of their wards/mentees.

06/2019

Slow learners were identified and special attention was given to them. The students were benefited and appeared for the semester examination with confidence.