

ADHIPARASAKTHI COLLEGE OF ARTS AND SCIENCE (Autonomous)

G.B. Nagar, Kalavai – 632 506, Ranipet District

(Re-accredited by NAAC with B++ Grade with CGPA Score of 2.78)

MINUTES OF THE IQAC MEETING

The Internal Quality Assurance Cell had its Meeting on Thursday, 15th June, 2023, at 11.30 A.M.

MEMBERS PRESENT:

1. Dr. A. MOHAMED SADIQ, Principal.
2. Sakthi Thiru K. SATHISH, Director, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
3. Mr.R.KARUNANIDHI, Secretary, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
4. Mr. N.T. RAVINDRAN, IQAC Coordinator.
5. Mrs. M. JAYANTHI, Head, Department of Biochemistry.
6. Dr. V .SIVAKUMAR, Assistant Professor in Biochemistry.
7. Dr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr.P.V.PRAVEEN SUNDAR, Head, Department of Computer Science and Applications.
9. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
10. Dr. G. HEAMLATHA, Head, Department of Commerce.
11. Dr. P. HARIHARAN, Controller of Examinations.
12. Mrs.K.JAYACHITRA, Librarian.

ALUMNI:

13. Mr.P.ARULKUMARAN, Adhiparasakthi College of Agriculture, Kalavai.

ADMINISTRATIVE STAFF:

14. Mr.K.SHANKAR, Accounts Officer.
15. Mr.M.SHANMUGAM, Accountant.

STUDENTS:

16. Mr. M. DILLI BABU, I M.Sc. Biochemistry.
17. Mr. M. MUKESHKANNA, I M. C. A.

TECHNICAL STAFF:

18. Mr. D. SIVAKOTESWARAN, Department of Computer Science.

EXTERNAL EXPERTS:

19. Dr.R.SUDHAKAR, VIT University, Vellore.

STAKE HOLDER & COMMUNITY REPRESENTATIVE

20. Mr.Ln.B.MANI, Kalavai.

AGENDA OF THE MEETING

- To discuss the preparation of strategic plan for the academic year.
- To discuss to enhancing the quality of college.
- To discuss the NAAC-AQAR preparation for the academic year 2023-2024.
- To encourage our students to join the add-on Certificate Courses.
- To discuss about conducting External Academic audit.
- To encourage faculty members to conduct remedial classes.
- To discuss about conducting fresher's orientation programme for all 1st year students.
- To encourage all faculty members to adopt the revised Bloom's Taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessments.
- To discuss about the conducting the academic council meeting.
- And other relevant points made by the IQAC members during the meeting with the permission of the Chairman.

RESOLUTIONS

- Mrs. M. Jayanthi, Associate Professor and Head, Department of Biochemistry welcomed all the members to the 1st Meeting of IQAC for the academic year of 2023-2024.
- Dr. A. Mohamed Sadiq, Principal, discussed with faculty members regarding the Quality enhancing of our college by conducting regular academic programmes.
- The Principal informed the members that all criterion-wise details along with relevant documents of each activity to be submitted to the IQAC Co-ordinator.
- The Principal discussed with faculty to adopt revised Bloom's Taxonomy for the academic assessments preparations.
- He discussed to conducting External Academic Audit for the current academic year.
- He encouraged the faculty members to conduct remedial classes for slow learners and to encourage other students to enrolling NPTEL courses and participate in co-curricular activities for their improvement.
- He requested the members to encourage the students to join the add-on Certificate Courses such as DMLT, Java and Tally etc.
- Mr. N.T. Ravindran, IQAC Coordinator proposed the Vote of thanks.
- The meeting was concluded by the chairman.


PRINCIPAL
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MINUTES OF THE IQAC MEETING

The Internal Quality Assurance Cell had its Meeting on Wednesday, 18th October, 2023, at 11.30 A.M.

MEMBERS PRESENT:

1. Dr. A. MOHAMED SADIQ, Principal.
2. Sakthi Thiru K. SATHISH, Director, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
3. Mr. R. KARUNANIDHI, Secretary, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
4. Mr. N.T. RAVINDRAN, IQAC Coordinator.
5. Mrs. M. JAYANTHI, Head, Department of Biochemistry.
6. Dr. V .SIVAKUMAR, Assistant Professor in Biochemistry.
7. Dr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr.P.V.PRAVEEN SUNDAR, Head, Department of Computer Science and Applications.
9. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
10. Dr. G. HEAMLATHA, Head, Department of Commerce.
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13. Mr. P. ARULKUMARAN, Adhiparasakthi College of Agriculture, Kalavai

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14. Mr. K. SHANKAR, Accounts Officer
15. Mr. M. SHANMUGAM, Accountant

STUDENTS:

16. Mr. M. DILLI BABU, I M.Sc. Biochemistry
17. Mr. M. MUKESHKANNA, I M C A

TECHNICAL STAFF:

18. Mr. D. SIVAKOTESWARAN, Department of Computer Science.

EXTERNAL EXPERTS:

19. Dr. R. SUDHAKAR, VIT University, Vellore.

STAKE HOLDER & COMMUNITY REPRESENTATIVE

20. Mr. Ln. B. MANI, Kalavai.

AGENDA OF THE MEETING

- To review and approve the minutes of the previous meeting and review the actions taken.
- To discuss the planning of NAAC sponsored two days National Seminar by IQAC.
- To encourage all programme heads to organizing Seminars, Conferences and Workshops for the academic year 2023-2024.
- To discuss the submission of mentoring reports by departments.
- To encourage head of department to motivate the faculty members to apply for Ph.D, NET & SET.
- To encourage faculty members to enrol in MOOC courses.
- To encourage the faculty members to prepare e-contents for every semester's syllabus.
- To conduct entrepreneurship and skill development programmes.
- To discuss the preparation of reports for all events in the NAAC format.
- And other relevant points made by the IQAC members during the meeting with the permission of the Chairman.

RESOLUTIONS

- Mr. N.T. Ravindran, IQAC Coordinator welcomed all the members to the 2nd Meeting of IQAC for the academic year 2023-2024.
- The meeting started with the review of the previous meeting. The action taken report was analyzed and ratified.
- Dr. A. Mohamed Sadiq, Principal, instructed the programme heads, and Cell / Clubs Coordinator to keep records of all events in the NAAC format just after the completion of every events.
- Principal instructed the programme heads to submit mentoring reports for the odd semester.
- Principal also informed all the HoD's to organize Seminars, Conferences and Workshops in this academic year.
- He requested the faculty members to apply and complete Ph.D in part-time as well as to register and complete massive open online courses (MOOC) conducted by Swayam / NPTEL.
- He insisted all HoD's to organize skill development programme for supporting staff.
- Dr. T. Panneer Selvam, Assistant Professor & Head, Department of Microbiology proposed the Vote of thanks. The meeting was concluded by the chairman.


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MINUTES OF THE IQAC MEETING

The Internal Quality Assurance Cell had its Meeting on Monday, 22nd January, 2024,
at 11.30 A.M.

MEMBERS PRESENT:

1. Dr. A. MOHAMED SADIQ, Principal.
2. Sakthi Thiru K. SATHISH, Director, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
3. Mr. R. KARUNANIDHI, Secretary, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
4. Mr. N.T. RAVINDRAN, IQAC Coordinator.
5. Mrs. M. JAYANTHI, Head, Department of Biochemistry.
6. Dr. V. SIVAKUMAR, Assistant Professor in Biochemistry.
7. Dr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr. P.V. PRAVEEN SUNDAR, Head, Department of Computer Science and Applications.
9. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
10. Dr. G. HEAMLATHA, Head, Department of Commerce.
11. Dr. P. HARIHARAN, Controller of Examinations.
12. Mrs. K. JAYACHITRA, Librarian

ALUMNI:

13. Mr. P. ARULKUMARAN, Adhiparasakthi College of Agriculture, Kalavai

ADMINISTRATIVE STAFF:

14. Mr. K. SHANKAR, Accounts Officer
15. Mr. M. SHANMUGAM, Accountant

STUDENTS:

16. Mr. M. DILLI BABU, I M.Sc. Biochemistry
17. Mr. M. MUKESHKANNA, I M C A

TECHNICAL STAFF:

18. Mr. D. SIVAKOTESWARAN, Department of Computer Science.

EXTERNAL EXPERTS:

19. Dr. R. SUDHAKAR, VIT University, Vellore.

STAKE HOLDER & COMMUNITY REPRESENTATIVE

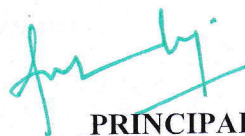
20. Mr. Ln. B. MANI, Kalavai.

AGENDA OF THE MEETING

- To review and approve the minutes of the previous meeting and review the actions taken.
- To discuss the continuation of job-oriented add-on courses.
- To request the faculty members to publish research papers, write books and book chapters and apply for minor and major research projects.
- To discuss encouraging students to apply for internships.
- To discuss about convening of Board of Studies meetings.
- To discuss about programme wise photo session for the final year students.
- To discuss the end semester examinations scheduled from April month.
- To encourage all the heads to collect and submit feedback forms for their respective department to IQAC at the end of the academic year.
- To discuss the submission of a summary of feedback by IQAC to the Principal.
- And other relevant points made by the IQAC members during the meeting with the permission of the Chairman.

RESOLUTIONS

- Mrs. M. Jayanthi, Associate Professor and Head, Department of Biochemistry welcomed all the members to the 4th Meeting of IQAC for the academic year of 2023-2024.
- The meeting started with the review of the previous meeting. The action taken report were analyzed and ratified.
- Dr. A. Mohamed Sadiq, Principal, instructed the programme heads to monitor the progress of job-oriented add-on courses and submit the reports.
- Principal discussed with all programme heads and IQAC Coordinator for the planning of Board of Studies meetings.
- He discussed with COE for planning of Semester examination.
- He discussed the importance of internship programmes and requested the staff to encourage the students to apply for internships.
- Mr. N.T. Ravindran, IQAC Coordinator proposed the Vote of thanks.
- The meeting was concluded by the chairman.



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MINUTES OF THE IQAC MEETING

The Internal Quality Assurance Cell had its Meeting on Wednesday, 13th March, 2024, at 11.30 A.M.

MEMBERS PRESENT:

1. Dr. A. MOHAMED SADIQ, Principal.
2. Sakthi Thiru K. SATHISH, Director, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
3. Mr. R. KARUNANIDHI, Secretary, Adhiparasakthi College of Arts and Science (Autonomous), G.B. Nagar, Kalavai – 632 506.
4. Mr. N.T. RAVINDRAN, IQAC Coordinator.
5. Mrs. M. JAYANTHI, Head, Department of Biochemistry.
6. Dr. V. SIVAKUMAR, Assistant Professor in Biochemistry.
7. Dr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr. P.V. PRAVEEN SUNDAR, Head, Department of Computer Science and Applications.
9. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
10. Dr. G. HEAMLATHA, Head, Department of Commerce.
11. Dr. P. HARIHARAN, Controller of Examinations.
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13. Mr. P. ARULKUMARAN, Adhiparasakthi College of Agriculture, Kalavai

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15. Mr. M. SHANMUGAM, Accountant

STUDENTS:

16. Mr. M. DILLI BABU, I M.Sc. Biochemistry
17. Mr. M. MUKESHKANNA, I M C A

TECHNICAL STAFF:

18. Mr. D. SIVAKOTESWARAN, Department of Computer Science.

EXTERNAL EXPERTS:

19. Dr. R. SUDHAKAR, VIT University, Vellore.

STAKE HOLDER & COMMUNITY REPRESENTATIVE

20. Mr. Ln. B. MANI, Kalavai.

AGENDA OF THE MEETING

- To review and approve the minutes of the previous meeting and review the actions taken.
- To discuss the proposal to conduct extension programmes.
- To discuss the conducting awareness programmes.
- To discuss about the preparation of academic calendar.
- To encourage all the department heads to submit inputs for the newsletter for the academic year 2023-2024.
- And other relevant points made by the IQAC members during the meeting with the permission of the Chairman.

RESOLUTIONS

- Mrs. M. Jayanthi, Associate Professor and Head, Department of Biochemistry welcomed all the members to the 3rd Meeting of IQAC in the academic year of 2023-2024.
- The meeting started with the review of the previous meeting. The action taken report was analyzed and ratified.
- Dr. A. Mohamed Sadiq, Principal, requested the programme heads and Cell / Clubs Coordinator to conduct extension programmes for the benefit of the neighbouring village people by doing Blood grouping, Diabetes awareness, AIDS/HIV awareness, Dengue awareness, Screening of Anemia for school children and village women's, providing computer skills, and motivating village students to write government exams and to pursue higher studies etc.
- Principal discussed the importance of internship programmes and requested the staff to encourage the students to apply for internships.
- Dr. P.V. Praveen Sundar, Assistant Professor & Head, Department of Computer Science and Applications proposed the Vote of thanks.
- The meeting was concluded by the chairman.



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