

**Adhiparasakthi College of Arts and Science (Autonomous)**

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

(Re-accredited by NAAC with B Grade with CGPA Score of 2.83)

**Minutes of the IQAC Meeting**

The Internal Quality Assurance Cell had its Meeting on Friday, 14<sup>th</sup> June, 2019, 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, Associate Professor and Head, Department of Biochemistry.
6. Mrs. R.BHAVANI, Assistant Professor in Biochemistry.
7. Mr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr. G. ANANDHARAJ, Head, Department of Computer Science and Applications.
9. Dr. S. LAKSHMI, Head, Department of Commerce.
10. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
11. Mr. C. SURESHBABU, 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, Account

**Students:**

16. Ms. P. MOHANA, III B.Sc. Computer Science
17. Mr. S. RAMAKRISHNAN, III B.B.A.

**Technical Staff:**

18. Mr. M. Vijayakumar, Department of Computer Science

**External Experts:**

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

**Stake Holder & Community Representative**

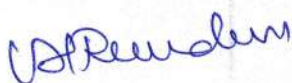
20. Mr. Ln. B. Mani, Kalavai

**Agenda of the meeting**

- To discuss about convening of Board of studies meetings
- To discuss about providing training for the faculty members in setting the question papers using Bloom's taxonomy covering two cognitive levels
- To discuss about review of student's evaluation system

**Resolutions**

- Mrs. M. Jayanthi, Associate Professor and Head, Department of Biochemistry welcomed all the members to the 1st Meeting of IQAC in the academic year of 2019-2020.
- Dr. A. Mohamed Sadiq, Principal discussed with faculty members about the importance of conducting board studies meeting.
- Mr. C.Suresh Babu, COE, provided awareness and training for the faculty members in setting the question papers using Bloom's taxonomy with covering two cognitive levels
- He further insisted all the HOD's to keep question bank in the department
- Mr. C.Suresh Babu, COE, discussed about the evaluation process in terms of CIA term test, Attendance, model examinations, Assignments, Seminars for both UG and PG students to all the faculty members.
- Dr. A. Mohamed Sadiq, Principal informed that the validity period of IAEC (Instructional Animal Ethics Committee) will be expiring in September 2019 and requested the Biochemistry department to initiate for the renewal of IAEC approval.
- Mr. N.T. Ravindran, IQAC Coordinator proposed the Vote of thanks.
- The meeting was concluded by the chairman.



**IQAC CO-ORDINATOR**



**PRINCIPAL**



**Adhiparasakthi College of Arts and Science (Autonomous)**

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

(Re-accredited by NAAC with B Grade with CGPA Score of 2.83)

**Minutes of the IQAC Meeting**

The Internal Quality Assurance Cell had its Meeting on Wednesday, 18<sup>th</sup> September, 2019, 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, Associate Professor and Head, Department of Biochemistry.
6. Mrs. R.BHAVANI, Assistant Professor in Biochemistry.
7. Mr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr. G. ANANDHARAJ, Head, Department of Computer Science and Applications.
9. Dr. S. LAKSHMI, Head, Department of Commerce.
10. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
11. Mr. C. SURESHBABU, 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, Account

**Students:**

16. Ms. P. MOHANA, III B.Sc Computer Science
17. Mr. S. RAMAKRISHNAN, III BBA

**Technical Staff:**

18. Mr. M. Vijayakumar, 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 about preparation of Lab Manuals
- To encourage the faculty members to apply for Ph.D.
- To encourage the faculty members to qualify SET/NET
- To encourage faculty members to enroll in the MOOC courses
- To discuss about to organizing FDPs

**Resolutions**

- Mr. N.T. Ravindran, IQAC Coordinator welcomed all the members to the 2nd Meeting of IQAC in the academic year of 2019-2020.
- Dr. A. Mohamed Sadiq, Principal requested the faculty members of Biochemistry, Microbiology and Computer science to prepare Lab Manuals for the benefit of students.
- He requested the faculty members to apply and complete Ph.D in part-time.
- He requested the faculty members to apply and qualify TN-SET and UGC/CSIR- NET.
- He also asked the faculty members to register and complete massive open online courses (MOOC) conducted by Swayam / NPTEL / Spoken tutorial
- He insisted to all HOD's to organize skill development programme for supporting staff.
- Dr. G. Anandharaj, Assistant Professor & Head, Department of Computer Science and Applications proposed the Vote of thanks.
- The meeting was concluded by the chairman.



**IQAC CO-ORDINATOR**



**PRINCIPAL**



**Adhiparasakthi College of Arts and Science (Autonomous)**

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

(Re-accredited by NAAC with B Grade with CGPA Score of 2.83)

**Minutes of the IQAC Meeting**

The Internal Quality Assurance Cell had its Meeting on Tuesday, 4<sup>th</sup> February, 2020, 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, Associate Professor and Head, Department of Biochemistry.
6. Mrs. R.BHAVANI, Assistant Professor in Biochemistry.
7. Mr. T. PANNEER SELVAM, Head, Department of Microbiology.
8. Dr. G. ANANDHARAJ, Head, Department of Computer Science and Applications.
9. Dr. S. LAKSHMI, Head, Department of Commerce.
10. Mr. A. NISAR AHAMED, Head, Department of Business Administration.
11. Mr. C. SURESHBABU, 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, Account

**Students:**

16. Ms. P. MOHANA, III B.Sc Computer Science
17. Mr. S. RAMAKRISHNAN, III BBA

**Technical Staff:**

18. Mr. M. Vijayakumar, 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 about the plan to have more ICT enabled class-rooms
- To discuss about the construction and installation of one virtual Class room
- To encourage our students to join the add-on Certificate Courses
- To encourage faculty members to conduct parent teacher meet
- To encourage faculty members to conduct remedial classes

**Resolutions**

- Mrs. M. Jayanthi, Associate Professor and Head, Department of Biochemistry welcomed all the members to the 3<sup>rd</sup> Meeting of IQAC in the academic year of 2019-2020.
- Dr. A. Mohamed Sadiq, Principal, discuss about the plan to introduce more ICT enabled class-rooms in our campus
- He further discussed about construction and installation of virtual Class room in the college
- He requested the students to join the add-on Certificate Courses like DMLT, Java and Tally etc.
- He encouraged the faculty members to conduct parent teacher meet and maintain proper records.
- He encouraged the faculty members to conduct remedial classes for slow learners and to encourage quick learns to take up NPTEL and Spoken tutorial courses and to participate in co-curricular activities for their improvement and betterment.
- Dr. G. Anandharaj, Assistant Professor & Head, Department of Computer Science and Applications proposed the Vote of thanks.
- The meeting was concluded by the chairman.

**IQAC CO-ORDINATOR**

**PRINCIPAL**