

K.S. RANGASAMY COLLEGE OF ARTS AND SCIENCE

(Autonomous)

K.S.R Kalvi Nagar, Tiruchengode– 637 215 Namakkal DT, Tamil Nadu, India

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting of IQAC for 2019-2020

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CIRCULAR

Ref: KSRCAS/2019-2020/01	DATE: 21.06.2019
FROM: IQAC coordinator	TO: All committee members
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The meeting of Internal Quality Assurance Cell is scheduled on 24.06.2019 by 03.00 pm at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

- 1. Announcement of committees.
- 2. Roles and Responsibilities.
- 3. Plan of 2018-2019

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Internal Quality Assurance Cell Minutes of Meeting

Date : 24. 06.2019 Venue : Mini A/C Hall

The Internal Quality Assurance Cell (IQAC) meeting was held on 24.06.2019, chaired by Dr.V.Radhakrishnan, Principal, KSRCAS and the following points were discussed;

- Announcement of committees members and approved
- Role and responsibilities are distributed to particular committees
- Preparation of Academic calendar
- Planned to apply for Autonomous Extension
- Increase the number of research publications
- Proposals for major and minor projects
- Proposals for financial assistance to conduct Workshops, Seminars and Conferences

IOAC coordinator

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IQAC Meeting

Venue: : MiniA/C Hall

Date: 24.06.2019

S.No Name & Designation Signature 1. Dr.V.Radhakrishnan Principal 2. Mr. K.S. Shanmugam, **HoD of Microbiology** 3. Mr. M. Prasad Controller of Examinations Mr. F. Manase Prabhu, Librarian Mr. A. Varudharajan, 5. Office Superintendent Ms. S.Punitha. Office Assistant 7. Mr. K.M. Prabusankarlal, **HoD of Electronics** 8. Dr. S.Maheskumar, **HoD of Commerce CA** 9. Mr. T. Rajendrakumar HoD of Mathematics-UG 10. Mr.S.Jagadeesan, HoD of Mathematics-PG Dr. M. Prasanna Rajeshkumar, 11. HoD of Bio-Technology Dr. G. Saravanan, 12. **HoD of Bio-Chemistry** Ms. P. Vanitha. Asst. Professor of MBA 14. Dr. S.Prema, Asst. Professor of Computer Science (PG) 15. Ms.J.Mary Dalfin Bruxella, Asst. Professor of Commerce -CA(PG) 16. Dr. L. Ramkumar, Asst. Professor of Microbiology 17. C.Mathumatha II M.Com 18. M.Ramya II M.Sc., Mathematics 19. M.Karthikeyan II M.Sc., Biotech

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CIRCULAR

Ref:	KSRCAS/2019-2020/02	DATE: 18.07.2019
FROM	1: IQAC coordinator	TO: All committee members
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The meeting of Internal Quality Assurance Cell is scheduled on 24.07.2019 by 02.00 pm at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

1. Guidelines-Committee Plan

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Internal Quality Assurance Cell Minutes of Meeting

Date: 24. 07.2019 Venue: Mini A/C Hall

The Internal Quality Assurance Cell (IQAC) meeting was held on 24.07.2019, chaired by Dr. V.Radhakrishnan, Principal, KSRCAS and the following points were discussed;

- Academic Audit Committee is asked to plan two academic audits for the academic year during the end of semester
- Planning and Evaluation committee is asked to prepare the plan for the academic year
- Examination and Curriculum Development finalize the dates for Continuous Assessment and Comprehensive Examination
- Library committee is asked to conduct programme to students to improve reading habits
- WEC organize awareness programme and Competition
- Department to Conduct DRM every month

• All the Heads are requested to assign the file in charge for the proper maintenance

IQAC coordinator

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4. S. Rangasamy College of Arts & Science

Date: 24.07.2019

Venue: MiniA/C Hall

S.No	Name & Designation	Signature
1.	Dr.V.Radhakrishnan Principal	Wind 19
2.	Mr. K.S. Shanmugam, HoD of Microbiology	M. L. John and By
3.	Mr. M. Prasad Controller of Examinations	W-1219/119
4.	Mr. F. Manase Prabhu, Librarian	Mumpuhi
5.	Mr. A. Varudharajan, Office Superintendent	DAY #12019
6.	Ms. S.Punitha, Office Assistant	S. P. mit hor 29/7/2019
7.	Mr. K.M.Prabusankarlal, HoD of Electronics	1012ng
8.	Dr. S.Maheskumar, HoD of Commerce CA	Somout
9.	Mr. T. Rajendrakumar HoD of Mathematics-UG	Det 24107
10.	Mr.S.Jagadeesan, HoD of Mathematics-PG	S. Sof 1107/19
11.	Dr. M. Prasanna Rajeshkumar, HoD of Bio-Technology	Should
12.	Dr. G. Saravanan, HoD of Bio-Chemistry	4.20019
13.	Ms. P. Vanitha, Asst. Professor of MBA	Manus autolia
_ 14.	Dr. S.Prema, Asst. Professor of Computer Science (PG)	Albra <
15.	Asst. Professor of Commerce -CA(PG)	J My2914
16.	Asst. Professor of Microbiology	24 blug
17.	II M.Com	C. Man 24/07/19
18.	II M.Sc., Mathematics	1 Py 24/07/19
19.	M.Karthikeyan II M.Sc., Biotech	101/19

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CIRCULAR

Ref: KSRCAS/2019-2020/03 DATE: 06.11.2019

FROM: IQAC coordinator TO: All committee members

The meeting of Internal Quality Assurance Cell is scheduled on 13.11.2019 by 11.00 am at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

- 1. Review of the committee
- 2. BoS, Academic Council and Governing Body
- 3. Placement Cell

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Internal Quality Assurance Cell Minutes of Meeting

Date: 13. 11.2019 Venue: Mini A/C Hall

The Internal Quality Assurance Cell (IQAC) meeting was held on 13.11.2019, chaired by Dr. V. Radhakrishnan, Principal, KSRCAS and the following points were discussed;

- All committees have to fix a date to have a meeting to review the work done and plan the work for the semester
- Placement cell is asked to play more attention on technical, communication skills and aptitude components
- Board of studies, Academic Council and governing body meeting would be conducted in the month of March to May 2020

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Date: 13.11.2019

Venue: MiniA/C Hall

S.No	Name & Designation	Signature
1.	Dr.V.Radhakrishnan Principal	Destrite.
2.	Mr. K.S. Shanmugam, HoD of Microbiology	b. L. Holly
3.	Mr. M. Prasad Controller of Examinations	W. 812/119
4.	Mr. F. Manase Prabhu, Librarian	Manupuhn 12/1/2019
5.	Mr. A. Varudharajan, Office Superintendent	13/11/2019.
6.	Ms. S.Punitha, Office Assistant	3. Prostra 13/11/2019
7.	Mr. K.M.Prabusankarlal, HoD of Electronics	Amurs
8.	Dr. S.Maheskumar, HoD of Commerce CA	Sondie 3/11/19
9.	Mr. T. Rajendrakumar HoD of Mathematics-UG	Dex 13111
10.	Mr.S.Jagadeesan, HoD of Mathematics-PG	S. Jet 13/11/19
11.	Dr. M. Prasanna Rajeshkumar, HoD of Bio-Technology	Juniary Marie
12.	Dr. G. Saravanan, HoD of Bio-Chemistry	4 2 13m11
13.	Ms. P. Vanitha, Asst. Professor of MBA	Wan 12/11/19
14.	Dr. S.Prema, Asst. Professor of Computer Science (PG)	Do Salveri
15.	Ms.J.Mary Dalfin Bruxella, Asst. Professor of Commerce -CA(PG)	Inotalillar
16.	Dr.L.Ramkumar, Asst. Professor of Microbiology	- Nr 2/11/19
17.	C.Mathumatha II M.Com	V C. Man 13/11/19
18.	M.Ramya II M.Sc., Mathematics	MR 13/11/19
19.	M.Karthikeyan II M.Sc., Biotech	- Kally 12/19

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FROM: IQAC coordinator TO: All committee members	Ref: KSRCAS/201	9-2020/04	DATE: 23.01.2020
	FROM: IQAC coordi	nator	TO: All committee members

The meeting of Internal Quality Assurance Cell is scheduled on 28.01.2020 by 11.00am at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

- 1. Remedial measures
- 2. Student centric learning
- 3. Automated data collection
- 4. Apply for Financial Assistance to establish and maintain the IQAC cell

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Internal Quality Assurance Cell Minutes of Meeting

Date: 28.01.2020 Venue: Mini A/C Hall

The Internal Quality Assurance Cell (IQAC) meeting was held on 28.01.2020, chaired by Dr.V.Radhakrishnan, Principal, KSRCAS and the following points were discussed;

- 1. The following remedial measures were taken to improve pass percentage and it will be informed to the departments in HOD's meeting:
 - ➤ Giving possible 2 mark question and answer bank for the students.
 - ➤ Introducing peer team learning system.
 - Monitoring slow learners' performance through mentoring system.
 - Enhancing student centric learning by giving seminars for the students and by making the teaching process more interesting.
 - ➤ In the last 10 minutes of the class the students can be asked to give recap of the topics covered.
- 2. In order to automate data collection, common data entry system to be created for the entire college. It was discussed with software development wing for implementation.
- 3. Steps are to be taken to receive financial assistance from UGC for the establishment of Internal Quality Assurance Cell.
- 4. Some of the suggestions received from the student members were:

Need more classes for the development of communication skills for better placement opportunities.

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K. S. Rangasamy College of Arts & Science (Autonomous)

TIRUCHENGODE - 637 215 Namakkal-Dt, Tamil Nadu, INDIA PRINCIPAL

Date: 28.01.2020

Venue: MiniA/C Hall

S.No	Name & Designation	Signature
1.	Dr.V.Radhakrishnan	h too
	Principal	RIVE
2.	Mr. K.S. Shanmugam,	of the
	HoD of Microbiology	K. Y. M. 28/V/W
3.	Mr. M. Prasad	100
	Controller of Examinations	W. 658 (11) 50
4.	Mr. F. Manase Prabhu,	M n ha
	Librarian	Manyan 21/01/2020
5.	Mr. A. Varudharajan,	OW-
	Office Superintendent	23/1/2020
6.	Ms. S.Punitha,	2020
	Office Assistant	3. 1m 1/2 25/811
7.	Mr. K.M.Prabusankarlal,	X nO
	HoD of Electronics	Na Juno
8.	Dr. S.Maheskumar,	() 200 W \ 200 /
	HoD of Commerce CA	28/1
9.	Mr. T. Rajendrakumar	70 (10)
	HoD of Mathematics-UG	DR 28/01
10.	Mr.S.Jagadeesan,	C. 20 20/1/20
	HoD of Mathematics-PG	G. 30 728/11/20
11.	Dr. M. Prasanna Rajeshkumar,	1 avertalnis
	HoD of Bio-Technology	Leva Jan
12.	Dr. G. Saravanan,	M deligo.
	HoD of Bio-Chemistry	10 /08
13.	Ms. P. Vanitha,	Ch 1 00
	Asst. Professor of MBA	Marine 2 8/11 a
14.	Dr. S.Prema,	70 0000
	Asst. Professor of Computer Science (PG)	D-A Dean
15.	Ms.J.Mary Dalfin Bruxella,	1 10
	Asst. Professor of Commerce -CA(PG)	1 Mars // In
16.	Dr. L.Ramkumar,	- Voil voil
1,	Asst. Professor of Microbiology	Maryour
17.	C.Mathumatha	10
	II M.Com	(. Man 201/20
18.	M.Ramya	MD 1/20
	II M.Sc., Mathematics	28/1/20
19.	M.Karthikeyan	1/2/20
	II M.Sc., Biotech	28/d/

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CIRCULAR

Ref: KSRCAS/2019-2020/05

DATE: 14.02.2020

FROM: IQAC coordinator

TO: All committee members

The meeting of Internal Quality Assurance Cell is scheduled on 19.02.2020 by 02.30 pm at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

- 1. Academic Audit
- 2. Industry Institute Interaction
- 3. Consultancy Services
- 4. Semester design
- 5. Others

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INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES OF THE MEETING

DATE: 19.02.2020 VENUE: MINI A/C HALL

The Internal Quality Assurance Cell (IQAC) meeting was held on 19.02.2020, chaired by Dr.V.Radhakrishnan, Principal, KSRCAS and the following points were discussed;

1. It is informed to the Academic Audit to conduct the after the model examinations.

- 2. Experts from Industries, Entrepreneurs and Distinguished Alumni can be invited to present Guest Lectures in order to enhance Industry Institution interaction and to provide the real scenario of the business world.
- 3. The research departments can concentrate on consultancy services. It can also be in the form of contribution for the welfare of the community/society.
- 4. It has been planned to conduct Faculty Development Programme on Effective Teaching Methodologies with activity based training.
- 5. Planning and Evaluation cell has been instructed to concentrate on preparing semester design in an effective way.

6. Curriculum development cell is asked to formulate the curriculum in par with the recent trends and the need of the industry.

IQAC coordinator

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Date: 19.02.2020

Venue: MiniA/C Hall

S.No	Name & Designation	Signature
1.	Dr.V.Radhakrishnan Principal	a todo
2.	Mr. K.S. Shanmugam, HoD of Microbiology	10. 2 Shar a Tak
3.	Mr. M. Prasad Controller of Examinations	W-8 1011 / 20
4.	Mr. F. Manase Prabhu, Librarian	Mampriper
5.	Mr. A. Varudharajan, Office Superintendent	19/2)220
6.	Ms. S.Punitha, Office Assistant	8 Prost 1-2/2000
7.	Mr. K.M.Prabusankarlal, HoD of Electronics	200
8.	Dr. S.Maheskumar, HoD of Commerce CA	Small John Committee Commi
9.	Mr. T. Rajendrakumar HoD of Mathematics-UG	Roxigion
10.	Mr.S.Jagadeesan, HoD of Mathematics-PG	G. Joja120
11.	Dr. M. Prasanna Rajeshkumar, HoD of Bio-Technology	January 101/2/200
12.	Dr. G. Saravanan, HoD of Bio-Chemistry	4.0/2/20
13.	Ms. P. Vanitha, Asst. Professor of MBA	Warmof of 2600
14.	Dr. S.Prema, Asst. Professor of Computer Science (PG)	Deshir
15.	Ms.J.Mary Dalfin Bruxella, Asst. Professor of Commerce -CA(PG)	hytot 42
16.	Dr.L.Ramkumar, Asst. Professor of Microbiology	Madertro
17.	C.Mathumatha II M.Com	Man 19100/10
18.	M.Ramya II M.Sc., Mathematics	My 19/02/20
19.	M.Karthikeyan II M.Sc., Biotech	12/10

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