



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 2017-2018

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K.S.RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
TIRUCHENGODE - 637 215

CIRCULAR

Ref: KSRCAS/2017-2018/01

DATE: 30.06.2017

FROM: IQAC coordinator

TO: All committee members


The meeting of Internal Quality Assurance Cell is scheduled on 03.07.2017 by 03.00 pm at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

1. AQAR preparation.
2. Roles and Responsibilities.


IQAC coordinator



PRINCIPAL


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K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode -637215

Committee Members List (2016-17)

S.No.	Name of the Committee	Responsibilities	Members
1.	Academic Audit	1. Auditing of various academic activities	<p>Coordinator:</p> <ol style="list-style-type: none"> Ms. R. Gowri Ms. K. Kiruthiga <p>Members:</p> <ol style="list-style-type: none"> Dr.G.Saravanan Mr. S. Jagadeesan Dr. G. Suresh Kumar Mr.L.Arunraja Dr.M.Vasan Mrs.D.Praveenadevi Mrs.J.Shyamala Mr.R.Manikandan
2.	Planning and Evaluation	<ol style="list-style-type: none"> Academic calendar Academic events <ul style="list-style-type: none"> Annual day Convocation day Orientation for faculty and students Budget and Semester Design verification Workload and Time table verification (Man Power Planning) Report on Class committee meeting and Sports day Report on CAT Result Analysis Co-ordination of NMEC, EVS and Yoga classes Faculty Performance appraisal Scheduling Meetings (HoDs, Staff and Students) 	<p>Coordinators:</p> <ol style="list-style-type: none"> Dr. S.Maheskumar Mr. K.M.Prabusankarlal <p>Members:</p> <ol style="list-style-type: none"> Mr. K.Viswanathan Mr. S. Karthikeyan Mr. V.Harikrishnan Mr.A.Mathivanan


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S.No.	Name of the Committee	Responsibilities	Members
3.	Examination and Curriculum Development	<ol style="list-style-type: none"> 1. Examination Schedule 2. Conduction of Comprehensive Examinations <ul style="list-style-type: none"> • Fee fixation and circular • Issue of application • Attendance and condonation • Issue of Hall ticket 3. Result Announcement and issue of mark sheet 4. Curriculum development <ul style="list-style-type: none"> • Syllabus revision • Board of Studies • Academic Council • Standing committee on academic affairs • Finance committee • Governing Council 	<p>Coordinator: Mr.M.Prasad</p> <p>Members: Heads of the departments</p>
4.	Library	<ol style="list-style-type: none"> 1. Availability of books in the library subject wise. 2. Requirements of text books subject wise. 3. Recommendation of new edition. 	<p>Coordinators:</p> <ol style="list-style-type: none"> 1. Mr. T.Rajendrakumar 2. Mr.F.Manase prabu <p>Members:</p> <ol style="list-style-type: none"> 1. Mr. K. Kumar 2. Mr. L. Arunraja 3. Mr. A. T. Jaganathan 4. Mr. M. Arthi 5. Ms. A. Praveena 6. Mr. M.Prakasam 7. Dr. M.Logeshwaran 8. Mr.B.Srinivasan 9. Mr. J.Ramesh
5.	Examination Evaluation and reforms	<ol style="list-style-type: none"> 1. Question paper setter 2. Examiners list 3. Collection of question paper 4. Scrutiny of Question papers 5. Key collection 6. Conduction of Practical Examination 7. Evaluation of theory papers 	<p>Coordinator: Mr.M.Prasad</p>


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S.No.	Name of the Committee	Responsibilities	Members
6.	Grievance Appeal	<ol style="list-style-type: none"> 1. Handling of Grievances (both faculty and students) 2. Counseling of students 3. Provide better working environment for faculty 4. Provide better learning environment for students 	Coordinator: Dr. D. Suganya Devi Members: <ol style="list-style-type: none"> 1. Dr. Prasanna Rajeskumar 2. Dr. S.Karpagachelvi 3. Dr. G. Sureshkumar 4. Lt. A. Kesavamoorthi
7.	Extra Curricular	<ol style="list-style-type: none"> 1. Organizing Competition for students 2. Motivating the students to participate in various programmes. 	Coordinator: Dr. D.Saraswathi Members: <ol style="list-style-type: none"> 1. Ms. V.Mahalakshmi 2. Dr.M Logeshwaran 3. Ms. R.Sathya 4. Dr. M.Rosini 5. Mr. S.Thangaraj 6. Dr. G.Ravichandaran
8.	ISO	<ol style="list-style-type: none"> 1. Monitoring the progress of quality system 2. Formatting and documentation 3. MRM and its MOMs 4. Preparation/revision of quality manual 5. Corrective and preventive actions. 	Coordinators: <ol style="list-style-type: none"> 1. Mr. S. Jagadeesan 2. Mr. L.Dhatchinamoorthi Members: <ol style="list-style-type: none"> 1. Department ISO Coordinators
9.	Women Empowerment Cell	<ol style="list-style-type: none"> 1. To organize the awareness programmes for girl students 2. To conduct competitions for girl students 	Coordinator: Ms. S. Padma Members: <ol style="list-style-type: none"> 1. Ms. V. Mahalakshmi 2. Dr. S. Vadivukarasai 3. Ms. R. Amutha 4. Dr.S. Jayanthi 5. Dr. E. Brindha


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 Principal 6/7/16

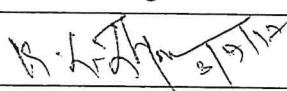

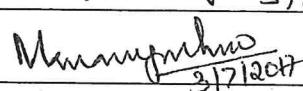
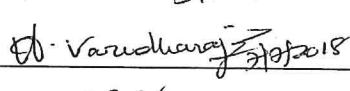
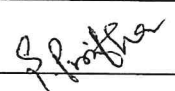
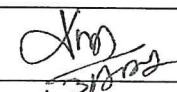

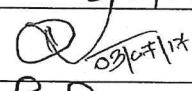

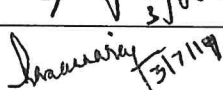
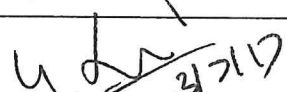
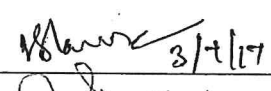
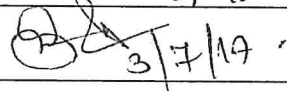
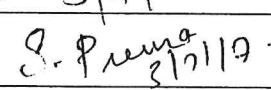
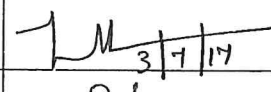

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TIRUCHENGODE - 637 215

IQAC Meeting

Date : 03.07.2017

Venue: Mini A/C Hall

S.No	Name & Designation	Signature
1.	Mr K.S. Shanmugam, HoD of Microbiology	 3/7/17
2.	Mr. M. Prasad Controller of Examinations	 3/7/17
3.	Mr. F. Manase Prabhu, Librarian	 3/7/2017
4.	Mr. A. Varudharajan, Office Superintendent	 3/7/2018
5.	Ms. S.Punitha, Office Assistant	 3/7/17
6.	Mr. K.M.Prabusankarlal, HoD of Electronics	 3/7/17
7.	Dr. S.Maheskumar, HoD of Commerce CA	 3/7/17
8.	Mr. T. Rajendrakumar HoD of Mathematics-UG	 03/07/17
9.	Mr.S.Jagadeesan, HoD of Mathematics-PG	 3/7/17
10.	Dr. M. Prasanna Rajeshkumar, HoD of Bio-Technology	 3/7/17
11.	Dr. G. Saravanan, HoD of Bio-Chemistry	 3/7/17
12.	Ms. P. Vanitha, Asst. Professor of MBA	 3/7/17
13.	Dr.D.Saraswathy, Asst. Professor of Commerce -CA(UG)	 3/7/17
14.	Dr. S.Prema, Asst. Professor of Computer Science (PG)	 3/7/17
15.	Ms.J.Mary Dalfin Bruxella, Asst. Professor of Commerce -CA(PG)	 3/7/17
16.	Ms.A.Vijayapriya II M.Com(CA)	 3/7/17
17.		
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CIRCULAR

Ref: KSRCAS/2017-2018/02

DATE: 11.12.2017

FROM: IQAC coordinator

TO: All committee members


The meeting of Internal Quality Assurance Cell is scheduled on 12.12.2017 by 11.30 pm at Mini A/C hall. All the IQAC members are requested to attend the meeting.

Agenda:

1. Institution Social Responsibilities.
2. Best practices.


IQAC coordinator


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TIRUCHENGODE-637 215**


**Internal Quality Assurance Cell
Minutes of Meeting**

Date : 12.12.2017


Venue : Mini A/C Hall

The Internal Quality Assurance Cell (IQAC) meeting was held on 12.12.2017, chaired by Dr.V.Radhakrishnan, Principal, KSRCAS and the following points were discussed;

- Role and responsibilities are distributed to particular committees
- Best Practices
(Every Saturday act as creative Saturday)


IQAC Coordinator


Principal


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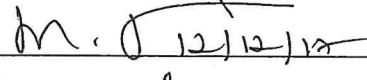

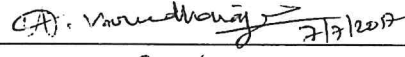
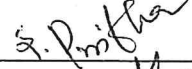
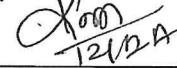
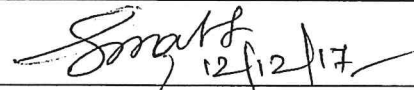

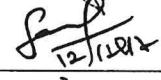
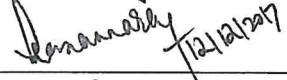
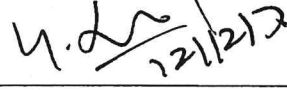
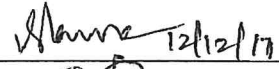
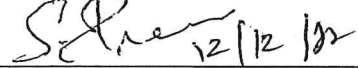
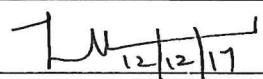

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IQAC Meeting

Date : 12.12.2017

Venue: Mini A/C Hall

S.No	Name & Designation	Signature
1.	Mr. K.S. Shanmugam, HoD of Microbiology	
2.	Mr. M. Prasad Controller of Examinations	
3.	Mr. F. Manase Prabhu, Librarian	
4.	Mr. A. Varudharajan, Office Superintendent	
5.	Ms. S.Punitha, Office Assistant	
6.	Mr. K.M.Prabusankarlal, HoD of Electronics	
7.	Dr. S.Maheskumar, HoD of Commerce CA	
8.	Mr. T. Rajendrakumar HoD of Mathematics-UG	
9.	Mr.S.Jagadeesan, HoD of Mathematics-PG	
10.	Dr. M. Prasanna Rajeshkumar, HoD of Bio-Technology	
11.	Dr. G. Saravanan, HoD of Bio-Chemistry	
12.	Ms. P. Vanitha, Asst. Professor of MBA	
13.	Dr. S.Prema, Asst. Professor of Computer Science (PG)	
14.	Ms.J.Mary Dalfin Bruxella, Asst. Professor of Commerce -CA(PG)	
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