

## Minutes of IQAC Meeting held on 20.09.2014, at 11.00.a.m. in the Seminar hall

The fourth meeting of the Internal Quality Assurance Cell (IQAC) was convened at 11.00 a.m. on 20<sup>th</sup> September 2014 in the Seminar Hall. The following members attended the meeting.

S.No	Name of the Staff/ Invitee	Responsibility
1.	Dr.T.Jayaprakasam Principal	Chairperson
2.	Dr.A.Venkatesan Asso. Prof of Physics	IQAC coordinator
3.	Prof.M.Ponnambalam Chairman,Governing Body	Representative from Management
4.	Er.P.Balasubramanian President College Committee	Representative from Management
5.	Dr.P.Neelanarayanan Controller of Examinations	Administrative officers
6.	Thiru.R.Selvakumar Librarian	Administrative officers
8.	Thiru.P.Sundaramoorthy DGM,BHEL,Tiruchirappalli	External Member
9.	Thiru.A.K.B.Nawas Babu S.A.Knitwears Private Ltd, Madurai.	External Member
10.	Prof.M.Muralidharan Head,Department of Computer Science	Member
11.	Dr.K.Karunakaran Asst Professor of Economics	Member
12.	Dr.V.Saavithiri Head ,Department of Mathematics	Member
13.	Ms.K.Ponvel Alagu Lakshmi Asst. Prof of Comp. Science	Member
14.	Dr.P.Selvathurai, Head,Dept of Tamil	Ex Officio Member
15.	Prof.K.T.Tamilmani Head,Department of English	Ex Officio Member
16.	Dr.V.Selvaraj Head,Dept of commerce	Ex Officio Member
17.	Dr.S.Kumararaman Head,Dept of Physics	Ex Officio Member
18.	Prof.M.P.Shanthi Head ,Dept of Zoology	Ex Officio Member
19.	Dr.A.Seker Head ,Dept of Chemistry	Ex Officio Member
20.	Dr.R.Manimekalai Head,Dept of Economics	Ex Officio Member
21.	Dr.C.Sasikumar Head,Dept of Botany	Ex Officio Member
22.	Dr.S.Sahayalathrani, Physical Directress	Ex Officio Member





The following agenda were considered for discussions

1. To discuss the Action Taken Report for the academic plan for the year 2013-2014.
2. To discuss the Academic Audit Report for the year 2013-2014.
3. To Peruse and discuss Annual Quality Assurance Report for the academic year 2013-14.
4. To consider the plan of action of the college for the academic year 2014-15.
5. To consider the plan of action of IQAC for the academic year 2014-15.
6. To discuss quality benchmark and monitoring mechanism for the academic and administrative activities.
7. Any other matter.

The Chairperson and Principal of the college Dr.T. Jeyaprakasam welcomed the members. He also introduced the new experts (1) Thriu A. K. B. Nawas Babu, Managing Director, S.A. Knitwears Private Ltd., Madurai, (2) Thiru P. Sundaramoorthy, Senior Manager, BHEL, Tiruchy to the IQAC members. He invited Dr. A. Venkatesan, IQAC coordinator to take up the agenda one by one.

The IQAC coordinator invited Mr. R. Selvakumar, Librarian of Nehru Memorial College to move the first agenda: - Plan of Action and Action Taken Report (ATR) for the year 2013-2014. Mr. R. Selvakumar presented the Plan of Action for the academic year 2013-2014 and elucidated the Action Taken Report for the said year. The President of the Nehru Memorial College Committee Er. Pon. Balasubramanian mentioned that apart from teaching, teachers shall concentrate on Research, Publications, Consultancy and Extension Activities more rigorously. After in depth discussion, the member adopted the following resolution unanimously.

#### **2014/IQAC/ September/01**

*It is resolved to approve the Plan of action and the Action Taken Report for the academic year 2013-2014 with a note of the members' suggestions*

The IQAC coordinator requested Dr. K. T. Tamilmani, Head, Department of English to move the second agenda to present Academic Audit Report for Humanities and Commerce. He presented the salient features mentioned in the Academic Audit Reports of Tamil, English, Economics, Commerce and finally Hotel Management Departments. Mr. Nawas Babu asked that have the departments used Web resources like You Tube. Dr. Tamilmani answered that it has been already practiced in the class room.

The IQAC coordinator invited Dr. S. Kumararaman, Head, Department of Physics to present Reports of Academic Audit Report for Science Faculties namely, Computer Science, Zoology, Physics, Chemistry, Biotechnology and Mathematics. Mr. Sundaramoorthy highlighted the importance of incorporating application in the curriculum. Mr. Nawas Babu asked members to identify the opportunities available for students' community in various areas. Further he suggested importing training on e-filing, photography, film making in the form of certificate programmes for the interested students. The Hotel Management Department can offer various certificate programmes on ethnic food making, diabetics food making etc. to the women





students. Further he encouraged all Head of the departments to tie up with industries for the students undergoing internship programmes. The president of the college committee asked the Head of the Departments to provide Action Taken plan on the basis of Academic Audit Report. The principal of the college suggested the members to present the Action Taken report on academic report in the next IQAC meeting. After a detailed discussion, the second agenda was unanimously approved.

#### **2014/IQAC/ September/02**

*It is resolved to approve Academic Audit Report for Humanities & Commerce and Science faculties with suggestions provided by the members.*

Dr. A. Venkatesan, IQAC coordinator moved the third agenda on Annual Quality Assurance Report (AQAR) for the academic year 2013-14. The president of the College committee said that the Central Instrumentation Facility will be established in near future so that students, research scholars and staff of different disciplines may effectively utilize it for their research. After a detailed discussion, the third agenda was unanimously approved.

#### **2014/IQAC/ September/03**

*It is resolved to approve Annual Quality Assurance Report for the academic year 2013-2014 and submit the same to NAAC.*

The IQAC coordinator invited Dr. Saavithiri to present the fourth agenda on the Academic Plan of the college for the year 2014-2015. Mr. Nawas Babu insisted that each department should analyze their strength, weakness, opportunity and threat and based on it they have to arrange their plan of activities. The president of the college committee asked to give the specific plan of activities of the college rather than general. After deliberations, the fourth agenda was approved.

#### **2014/IQAC/ September/04**

*It is resolved to approve Academic Plan of the college for the academic year 2014-2015 with consideration of members' suggestions.*

Dr. A. Venkatesan moved the fifth agenda on plan of activities of IQAC for the year 2014-2015. The president of the college committee asked the Head of the Departments to provide the perspective department plan for the celebration of Jubilee year 2017 of the college. After discussion, the fifth agenda was approved.

#### **2014/IQAC/ September/05**

*It is resolved to approve Plan of Activities of IQAC for the academic year 2014-2015.*

Dr. A. Venkatesan invited Prof. M. Muralidharan to present the sixth agenda on benchmarks for the college. He discussed in detail about the benchmark for each criteria wise suggested by NAAC to enhance and sustenance. Mr. Nawas Babu insisted that the benchmark shall be set at department-wise as well as college level. He added further that the exit level feedback is to be analyzed and based on that the planning and benchmark may be made. After detailed discussion, the sixth agenda was approved.





**2014/IQAC/ September/05**

*It is resolved to approve Benchmarks for the college of with consideration of members suggestions.*

Under any other item Dr. K.T . Tamilmani moved an agenda that the student must be given due representation in IQAC and Academic Council. The president of the college committee also agreed the same. The principal of the college assured the members that students' representative will be invited for the next meeting.

At the end of meeting, the IQAC coordinator proposed vote of thanks.

*K. K. K. K.*  
*20/9/14*



**IQAC COORDINATOR**  
Nehru Memorial College (Autonomous)  
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*[Handwritten signature]*  
*20.9.2014*

**Principal**  
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