

MINUTES OF THE MEETING

JUNE - 2025

Date: 10.06.2025

Venue: PRINCIPAL OFFICE

Agenda: Faculty Development Programme on Higher ERP and Academic planning and Activities.

The Internal Quality Assurance Cell conducted a meeting with opening prayer with all the Heads of the Departments on 10.06.2025 to discuss the implementation of the Higher ERP System, organization of a Faculty Development Programme and an executive meeting. The following points were discussed.

Minutes:

- * The IQAC coordinator Mrs. R. Jayanthi welcomed the gathering and explained the importance of the digital transformation in academic administration.

- * The principal presided over the meeting and addressed the importance of systematic planning for the academic year.

- * It was decided to organise a Faculty Development Programme on the effective usage of Higher ERP.

- * The ERP System will be utilized for attendance, Internal Marks entry, time table management and students record.

- * Discussion were instructed to organise seminars, workshops and value added course and also smooth conduct of curricular and co-curricular activities.

- * Emphasis was given to maintain academic discipline and enhancing student participation.

- * Faculty members were encouraged to involve students in skill-based and career oriented Programme.

- * All the HOD's were instructed to ensure the participation of faculty members in the FDP.

- * Departments were advised to maintain updated

digital records through the ERP system.

The Executive meeting will be on 23.07.2025

The meeting ended with suggestions for continuous improvement in teaching and learning practices and also with a vote of thanks.

MINUTES OF THE MEETING

JULY - 2025

Date: 11.07.2025

venue: Principal office

Agenda: Association Inaugural, Yearly Plan and Staff Orientation programme.

The Internal - Quality Assurance cell was conducted the meeting with all Department Heads to plan the Association Inaugural Function, prepare the yearly academic plan, discuss about syllabus completion and one Day Staff Orientation programme on "Recent Tools in Teaching and Learning."

MINUTES:

* It was decided that all departments should organize Association Inaugural Function at the beginning of the academic year, in the month of July

* It was resolved to organize one day FDP on "Recent Tools in Teaching and Learning" for all the faculty members.

* Each department was instructed to prepare and submit a yearly plan including seminars, workshops, guest lectures and competitions.

* HODs were advised to ensure the timely completion of the syllabus as per the academic schedule

* Continuous Internal Assessment (CIA) schedules and model examinations were discussed.

* Department were encouraged to integrate innovative teaching methods and ICT tools in teaching and also maintain proper documentation for all the activities.

* The FDP aims to provide hands-on training in the use of modern teaching tools such as Learning Management System, online assessment platforms, presentation tools and interactive learning applications.

* Resource persons with expertise in educational technology and digital pedagogy will be invited to handle the sessions.

All the Heads of the Departments were instructed to ensure the active participation of the faculty members. The Responsibilities were assigned for organizing the programme including technical arrangements, hospitality and documentation.

The meeting concluded with vote of Thanks.

MINUTES OF THE MEETING SEPTEMBER - 2025

Date: 04.09.2025

Venue: Principal office

Agenda: Parents Teachers Association Executive Committee Meeting & Vazhikatti - Career Guidance Programme for xi Students

The meeting was conducted by the ICAC with all Department Heads and principal to discuss about the academic program of students and strengthen Parent-Teacher collaboration and also to conduct Vazhikatti programme for xi students.

MINUTES!

* The meeting was presided over by the principal who welcomed the PTA HODs to this meeting and insisted about the importance of the meeting.

* Our principal instructed to inform the Academic performance of the students to improve the results and attendance to the parents. It will be on 16.09.2025.

* Issues related to student discipline, punctuality and regularity should be discussed with the parents.

* It was decided that to organize awareness programmes, counselling sessions and career guidance initiative for the students with the support of parents.

* Vazhikatti programme will be in the month of October to provide awareness about various courses, career opportunities and future prospects.

* Resource persons from academic institution, industry expert and Rotary Club of Devakottai will be invited to address the students.

* Our principal instructed to HODs to maintain discipline throughout the programme and the session will be interactive and doubt clearing segments will be included to help students make informed decisions.

Nearby schools will be invited to participate in the programme and the responsibilities were assigned for coordination, communication and logistical arrangements.

The importance of creating awareness about scholarship, admission procedures and government schemes was emphasized. The meeting was concluded with vote of thanks.

MINUTES OF THE MEETING

DECEMBER - 2025

DATE : 03.12.2025

VENUE : Principal office

MEMBERS : All Heads of the Department with principal

AGENDA : Media Master class (Value Added course)
Orientation programme for Non-Teaching staff and Feed back about Medical Camp

MINUTES:

The meeting was conducted by the IQAC with all the Heads of the Department and Principal to discuss about Value Added course, orientation programme for Non-Teaching staff and feedback about General Medical Camp.

* The objective of the course were discussed and the responsibilities were assigned for programme coordination, venue arrangement, technical support and documentation.

* The course will be scheduled for five days with both theoretical and practical training. It includes Radio Jockeying, Video Jockeying, News Anchoring, Voice over, Voice Acting, Event Hosting, and Field Reporting.

* The Departments were instructed to encourage maximum students participation.

* All the Non-Teaching staff were instructed to participate actively in the programme. The orientation programme will focus on teamwork, time management, discipline and workplace ethics.

* It was decided to collect feedback to reevaluate the effectiveness of the orientation programme

* All the HODs gave positive feedback about General Medical camp which was conducted on 22.11.2025

It was create an awareness on nutrition, personal hygiene and disease prevention.

Nearly 1500 people in an around Sivagangai district were benefited and appreciated the college Management for arranging this Malam Kaakkam Medical Camp.

The meeting was ended with prayer and vote of Thanks.

MINUTES OF THE MEETING

JANUARY - 2026

DATE: 07-01-2026

VENUE: Principal office

MEMBERS: All the Heads of the Department with Principal

AGENDA: NAAC Attributes and outreach Programme.

A meeting was convened to discuss the implementation of NAAC quality parameters and the planning of outreach programmes to enhance institutional performance and community engagement.

MINUTES:

The meeting was presided over by the principal who emphasized the importance of quality assurance and continuous improvement as per NAAC guidelines.

* The IQAC co-ordinator Mrs. R. JAYANTHI explained the Key NAAC attributes curricular aspects, teaching learning process, research infrastructure, student support, governance, and institutional values.

* Departments were instructed to align their activities with NAAC quality indicators and maintain proper documentation for the all academic and co-curricular activities.

* Emphasis was given to innovative teaching methods, use of ICT tools and student centric learning practices.

It was decided to strengthen outreach programmes such as extension activities, community services, awareness campaigns and social responsibility initiatives.

* Departments encouraged to organise programmes like medical camps, environmental awareness drives, rural development activities, and skill development initiatives for the community in the adopted villages.

* The importance of collaboration with various local bodies and institutions for effective outreach activities was highlighted.

Proper documentation. report Preparation

and evidence collection for NAAC assessment were emphasized.

Responsibilities were assigned to departments for planning and executing outreach programmes. The meeting concluded with prayer and vote of thanks.

MINUTES OF THE MEETING

FEBRUARY - 2026

DATE : 11.02.2026

VENUE : Principal office

MEMBERS: All the Heads of the Department with principal

AGENDA : Internal Audit - File checking, canvassing and school visit for Admission.

The meeting was conducted by IQAC with members to discuss about internal audit process and canvassing activities to promote admissions for the upcoming academic year.

MINUTES:

* The meeting was presided over by the principal who emphasized the importance of maintaining proper records and documentation.

* Departments were instructed to keep all files updated, including attendance registers, lesson plans, work diaries, internal assessment records and activity reports.

* It was decided that the internal audit team will verify all the files based on prescribed formats and guidelines.

* Special attention will be given to proper documentation for academic, co-curricular and extension activities.

* Departments were advised to arrange files systematically for easy verification.

* Departments were advised to follow the instruction regarding any discrepancies or missing documents identified during the audit should be rectified promptly.

* The importance of maintaining IQAC related documents and evidence was highlighted.

* The file checking will be in the month of March because of canonical visit.

- * It was decided that to undertake canvassing to nearby higher secondary schools to create awareness about the institution and its courses.
- * Brochures, pamphlets and admission details will be distributed during visit.
- * Proper planning and scheduling of visits will be done to cover maximum schools.
- * Faculty members were instructed to maintain records and submit reports of their visits.

The meeting was concluded with vote of thanks.

MINUTES OF THE MEETING

MARCH - 2026

DATE : 03.03.2026
 VENUE : Principal Office
 MEMBERS : IGAC Members
 AGENDA : Placement Drive, Farewell Day celebration
 Model Examination and Awards for
 Students and Staff members.

The meeting was arranged by IGAC to discuss and plan the distribution of awards, Model Examination and the Mega Job Fair.

MINUTES:

* The meeting was presided over by the principal who highlighted the importance of recognizing achievements and celebrating milestones.

* It was decided to present awards in recognition of their academic excellence, achievements in co-curricular and extracurricular activities.

* Various categories of awards were discussed including Best outgoing student, Best researcher award, Proficiency award, 100% result award, Monday Marvelous award and Best volunteer award.

* Criteria for selection and the process of nomination and evaluation were finalized.

* Proper planning for invitation, certificates and awards distribution was discussed. It was decided to organize a Farewell Day celebration on 26.03.2026.

* The model Exam will commence in the month of March with proper guidelines.

* The Placement cell arranged Mega Job Fair on 24.03.2026. The responsibilities were assigned to faculty members and students committees for organizing Job Fair properly.

* The students were encouraged to actively participate and make the event memorable.

* Instructed to bring proper documents like Resume and photo those who are interested to attend Job Fair

* Principal instructed to all the Heads to ensure about the participation of all the final year students in Job Fair

* The meeting was concluded with prayer and vote of Thanks.