

IQAC meeting 2017-2018
No 1 : (INTERNAL MEETING)

Date: 20.10.2017

Venue: IQAC Room

Agenda:

- BOS
- NIRF -2018 Ranking
- SCAA
- Academic council

Discussion:

- The IQAC members discussed about report preparation for Governing Body meeting.
- The members were asked to verify the status of activity report submission by every department.
- Members were asked to update the pending details of guest lectures and extension activities before this month end.
- Detailed deliberation on NIRF -2018 Queries was done

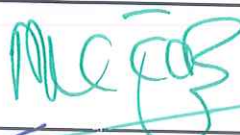
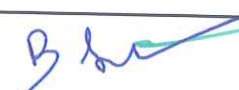
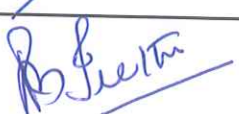
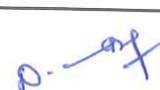



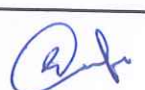
Action taken:

- The department activity report was consolidated.
- Department activity was verified
- Guest Lecture and extension activity details were updated
- Queries raised regarding NIRF-2018 were addressed

Dr.N.G.P. Arts and Science College
Internal Quality Assurance Cell (IQAC) - 2017-2018

Date : 20.10.2017

Venue : IQAC Room

S.No.	Staff Name	Signature
1	Dr.P.R. Muthuswamy Principal, Dr.N.G.P. Arts and Science College (Autonomous)	
2	Dr.B. Satheesh Kumar HoD, Department of Mathematics	
3	Dr.B. Rosiline Jeetha HoD, PG and Research Department of Computer Science	
4	Dr.D. Geetharamani Coordinator-Center for Research	
5	Dr.M.S. Ranjith Kumar HoD, Department of B.Com (BA)	
6	Dr.S. Mohan HoD, Department of Management Studies	Leave
7	Dr.S. Mohanraj HoD, Department of International Business	
8	Dr.V. Usha Professor, Department of Biochemistry	
9	Dr.V. Abirami Professor, Department of Management Studies	Leave
10	Mr.A. Sunil Franklin HoD, Department of Hospital Administration	

IQAC meeting 2017-2018
No 2 : (INTERNAL MEETING)

Date: 18.01.2018

Venue: IQAC Room

Agenda:

- Discussion on previous agenda
- Department activities
- Schedule of IQAC Members Meeting
- Any other

Discussion:

- The progresses of department activities were discussed and follow up plan to update the department activities to IQAC was discussed.
- Schedule to conduct class committee meeting was discussed.
- The IQAC Newsletter progression was discussed.



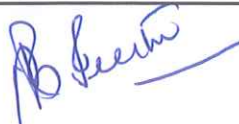







Action taken:

- Class committee meeting was conducted during (29.01.2018 – 31.01.2018) and the issues were addressed by the principal with respective in charges.
- The IQAC Newsletter was prepared and printed.

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6	Dr.S. Mohan HoD, Department of Management Studies	
7	Dr.S. Mohanraj HoD, Department of International Business	
8	Dr.V. Usha Professor, Department of Biochemistry	
9	Dr.V. Abirami Professor, Department of Management Studies	
10	Mr.A. Sunil Franklin HoD, Department of Hospital Administration	

IQAC Meeting 2017-2018
No 3 : (INTERNAL MEETING)

Date: 20.03.2018

Venue: IQAC Room

Agenda:

- Governing Body
- NIRF -2018 Ranking
- Revised IQAC Composition
- Revised Responsibilities of HOD and staffs
- Division of faculty
- Establishment of New clubs
- Regulation of visiting / Adjunct faculty
- Performance appraisal index
- Village adaptation
- Research policy / Seed money / Research Incentives
- Road mop
- Academic Audit 2017

Discussion:

- Conduct of Governing Body meeting
- NIRF -2018 Rank and Gaps
- Revision of The IQAC internal and external composition
- Revision of Responsibilities of HoDs and staffs
- To discuss about the identification of departments to be placed under the division of faculty.
- Establishment of new clubs for the academic year 2017 -2018
- Regulation for the appointment of visiting / Adjunct faculty
- Parameters for Performance Appraisal Index of staff members
- Village adoption and conduct extension activities through student volunteers

- Framing Research policy, regulations for Seed Money and Research Incentives
- The college objectives of 18-19, short term and long term goals

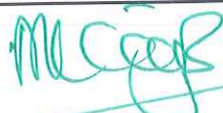

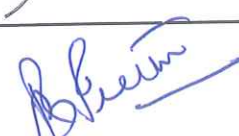





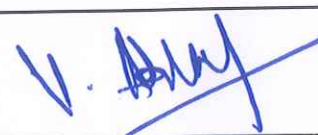
Action taken:

- The schedule for the conduct of governing body meeting was submitted and the date to conduct the meeting was finalized.
- Score obtained for various parameters in NIRF ranking was discussed and strategies to improve the score were discussed.
- IQAC internal and external composition was revised
- Responsibilities of HoDs and staff was drafted
- Identification of departments to be brought under the faculty of Basic science, Bio science, Computer Science, Commerce, Management and Humanities was done
- It is decided to establish new clubs for academic year 2017 -2018
- Guidelines to appoint visiting / Adjunct faculty for all discipline were drafted
- Parameters for calculating Performance appraisal index of staff members were drafted
- Decided to adopt 2/3 villages and conduct various social works through student volunteers
- Research policy, Regulation for the award of Seed money, Research Incentives were drafted.

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