

**Annai College of Arts & Science**  
Quality Education for Today & Tomorrow  
Kovilacheri, Kumbakonam. 612 503. Ph: 0435 2453007  
Accredited by NAAC with "B" Grade & Recognized by UGC under Section 2(f) & 12(B)  
Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com

**INTERNAL QUALITY ASSURANCE CELL**

**CIRCULAR**

**CIR. No: ACAS/IQAC/2022-2023/01**


17.06.2022

This is to inform that the Internal and External Members of IQAC has to attend the first meeting for this academic year to be held on 20.06.2022 at 10.00A.M. All are requested to attend the meeting to discuss about the forth- coming semester activities.

**Venue: Principal Chamber**

  
Coordinator-IQAC

**IQAC Co-ordinator.**  
(Prof. R. Latha)  
Annai College of Arts & Science  
Kovilacheri, Kumbakonam-612 503

  
Chairperson

(Dr. S. P. Manicka Vasugi)

**Principal**  
Annai College of Arts and Science  
Kovilacheri, Kumbakonam - 612 503

**Copy to:**

1. The Expert External Academic Member
2. The Alumnae Member
3. The Industrial Expert
4. The Placement Coordinator
5. The Research coordinators
6. The Academic Coordinator
7. All Department Heads





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## INTERNAL QUALITY ASSURANCE CELL.

### AGENDA

1. Briefing of completed activities of IQAC for the even semester of Academic year 2021-2022.
2. Action plan of IQAC for the Odd semester of academic year 2022 –2023.

Venue: Principal Chamber.

Date: 20.06.2022

Members Present:

Time: 10.30 A.M.

S.No	Name of the Member	Designation
1	Dr. S. P. Manicka Vasugi,	Principal-ACAS
2	Prof.S.Elanchezhian	Management Representative
3	Prof.R.Latha	Coordinator
4	Prof.K.Raja	Member
5	Dr.J.Loyola Peetis	Member
6	Dr.A.Nepolraj	Member
7	Prof.K.Arun Kumar	Member
8	Dr.N.R.Saravanan	Member
9	Dr.M.Sathiyaseelan	Member
10	Prof.S.Parthiban	Member
11	Prof.S.Sivakumar	Member
12	Prof.S.Anbarasi	Member
13	Prof.B.Srisundar	Member
14	Mr.S.Arivalazhagan	Administrative Officer
15	Dr.Anand Karunakaran D.J.S	External Academic Expert(Assistant Professor, PG & Research Department of Physics, Bishop Heber College-Tiruchirappalli)
16	Mr.Nayeem A Khan,	External Industry Expert (Regional Manager-HR, Campus & Recruitment Wing, TCS-Chennai.)
17	Mr.N.Azaruddin	Alumni





### MINUTES OF MEETING

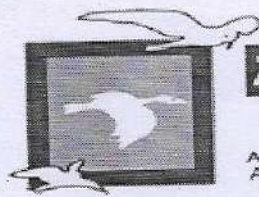
Chairperson Dr.S.P.ManickaVasugi welcomed the members of IQAC for the meeting to review the academic activities and to discuss about the academic plans of next academic year.

The previous minutes of the meeting and action taken report has been read by Prof.R.Latha, Coordinator of IQAC.

**IQAC coordinator briefed about the action plan to be conducted for odd sem from to Dec'21-May'22 are as follows:**

- Academic calendar for 2022-2023 were prepared with incorporation of departmental activities. It was also informed that all departments and Club Coordinators should complete the activities as per the calendar.
- The code of Conduct are instructed to the students and staff's
- To increase the in the department and Social Club. The MOU's has to exist the activities in functional basis.
- Enhance the faculty performance appraisal for API Score.
- Criteria wise Self Study Report (SSR) to be prepared within stipulated period for NAAC Accreditation Cycle 2 in the New NAAC format by 1<sup>st</sup> March 2021.
- IQAC Coordinator and Criteria coordinator are instructed to make awareness with VII criterion(Key Indicator) the new format of SRR (NAAC) with effect from first march 2021.
- As per the G.O passed by the Tamil Nadu Government, the classes and University Examination to be conducted through online mode.
- Meeting with HOD'S regarding the Time table and workload for Online/Offline Classes.
- To review the University result.
- The Code of Conduct are instructed to the Students and Staff's.
- To increases the no. of memorandum of understanding (MOU) in Training & Placement cell and to increase the no. of activities for Soft Skills and Career enrichment programme.





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### New Course:

- The Principal has informed the Application submission to the university for the following new courses:
1. Research Center for Chemistry.

S.No	Minutes	Action Taken Report
	Dated:07.01.2022	
1.	NAAC-Submission of SSR	Criterion wise details are in process. Plan to complete the task within August 2022
2.	Submission of AQAR 2020-2021	Completed and Submitted AQAR 2020-2021 on 10.05.2022
3.	Department workshops/Seminars/Webinars	Based on the Academic calendar department works /seminars/webinars are completed as per the schedule.
4.	Department wise and Club wise activities completed status	Department wise and Club wise activities are completed on time and reports are uploaded in college website.
5.	Increases the no. of memorandum of understanding (MOU) in Department wise and activities	04 MOU's are signed in department, Clubs and Cell wise.
6.	Time table and work load for Odd Semester	Meeting with HOD's held on 15/06/2022 regarding workload, Time table.
7.	Review of the University result	University result Analysis meeting was conducted on 08/04/2022 and takes the necessary steps taken for improvement.
8.	Instruction of College and department wise code of Conduct to students and staffs	Code of conduct for staffs and Students was instructed by the principal
9.	<b>New Course Approval:</b> 1.Research Center for Management Studies 2.B.Sc (Data Science)	Management studies inspection completed and Awaiting for university Approval order.  B.Sc (Data Science) proposal submitted and awaiting for the Inspection from the University.

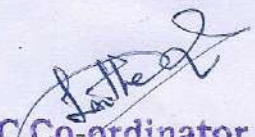




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S.No	Minutes	Action Taken Report
	Dated:07.01.2022	
9.	3.B.Sc ( Artificial Intelligence and Machine Learning) 4.B.Sc ( Fashion Technology and Costume Design) 5.B.Sc ( Cyber Security) 6. B.Sc ( Food Science and Quality Control)	All the Courses the proposal to be submitted and waiting for the Inspection from the University.

  
**IQAC Co-ordinator**

Annai College of Arts & Science  
Kovilacheri, Kumbakonam-612 503  
(Prof.R.Latha)

  
Chairperson

(Dr. S. P. Manicka Vasugi)

**Principal**

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