

Annai College of Arts & Science

Quality Education for Today and Tomorrow

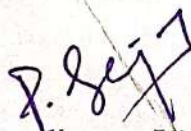
Kovilacheri, Kumbakonam - 612 503, Ph: 0435 2453007

**Affiliated to Bharathidasan University, Tiruchirappalli. E-mail: acasdnm@annaicollege.com
Accredited by NAAC with "B+" (2nd Cycle) & Recognized by UGC under Section 2(f) & 12(B)**

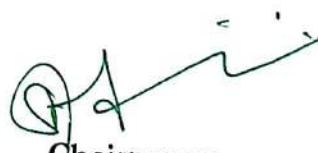
IQAC Meeting Minutes

Academic year

2023-2024


Coordinator-IQAC
(Dr. P. Samiyamma)

IQAC, Co-Ordinator
Annai College of Arts and Science
Kovilacheri, Kumbakonam - 612 503


Chairperson
(Dr. S.P. Manicka Vasugi)
PRINCIPAL
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBAKONAM - 612 503.



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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2023-2024/01

12.06.2023

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 22.06.2023 at 10.00A.M. All are requested to attend the meeting to discuss about the forth- coming semester activities.

Venue: Principal Chamber


Coordinator-IQAC

(Dr. P. Samiyammal)
IQAC, Co-Ordinator
Annai College of Arts and Science
Kovilacheri, Kumbakonam - 612 503

Copy to:


Chairperson

(Dr. S.P. Manicka Vasugi)
PRINCIPAL
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam - 612 503.

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) Workload and Timetable
- 2) All Students to enroll SWAYAM / NPTEL.
- 3) Faculty have to publish in Journal/ Book (To be process)
- 4) All Internship / Project work – through MOU regulated.
- 5) IPR / RM Schedule.
- 6) All Clubs go for Extension activity.
- 7) Linkage / Faculty Exchange / Field project / On – job training.
- 8) Skill Enhancement :

- 1) Soft Skill
- 2) Life Skill
- 3) Physical / Fitness
- 4) Health / Hygiene
- 5) ICT Computing

9).AAA (Annai Aatchiyar Academy Progress)



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Venue: Principal Chamber.

Date: 15.06.2023

Members Present:

Time: 10.30 A.M.

S.No	Name of the Member	Designation
1	Dr.S.P.Manicka Vasugi	Chair Person
2	Prof.S.Elanchezhiyan	Management Representative
3	Dr.P.Samiyammal	IQAC, Co-ordinator
4	Dr.Anand Karunakaran D.J.S	External Academic Expert
5	Dr.T.Devasenathipathi	External Industrial Expert
6	Prof.K.Raja	Member
7	Dr.J.Loyola Peeris	Member
8	Dr.A.Venkatesan	Member
9	Dr.K.Sujith	Member
10	Dr.C.Suresh	Member
11	Dr.K.Sathishkumar	Member
12	Dr.D.Thirumoolan	Member
13	Dr.D.Elamparithi	Member
14	Dr.S.Jeganandothilak	Member
15	Dr.M.Senthilkumar	Member
16	Dr.J.Revathy	Member
17	Prof.C.Gopalraju	Member
18	Prof.M.Veeramani	Member
19	Prof.S.Anbarasi	Member
20	Prof.U.Ramesh Babu	Member
21	Mr.N.Thangapandiyan	Member
22	Mr.S.Muthu	Member
23	Mr.N.Azaruddin	Member



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MINUTES OF MEETING

Chairperson Dr.S.P.Manicka Vasugi 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 Dr.P.Samiyammal, Coordinator of IQAC.

IQAC coordinator briefed about the action plan to be conducted for odd semester from June 2023 to November 2023 are as follows:

- Academic calendar for 2023-2024 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 review the University result.
- The Code of Conduct is 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.

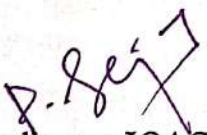
New Course:


- The Principal has informed the Application submission to the university for the following new courses:
 1. Research Center for Commerce and Physics.
 2. MA Defence and Strategic Studies



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S.No	Minutes	Action Taken Report
	Dated:	
1.	NAAC-Submission of AQAR 2023-24	Criterion wise details are in process. Plan to complete the task within December 2024
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.	Time table and work load for Semester	Meeting with HOD's held on 22/06/2023 regarding workload, Time table.
6.	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


Coordinator-IQAC
(Dr.P.Samiyammal)
IQAC, Co-Ordinator
Annai College of Arts and Science
Kovilacheri, Kumbakonam - 612 503,


Chairperson
(Dr. S.P.Manicka Vasugi)
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Affiliated to Bharathidasan University, Vellore, Tamil Nadu.
Approved by NAAC with 'A' Grade Status & Recognized by UGC, New Delhi.

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2023-2024/02

07.09.2023

This is to inform that the Internal and External members of IQAC has to attend the second meeting of IQAC is going to be held on 11-09-2024 at 10.00 A.M. All are requested to attend the meeting to discuss about the semester activities.

Venue: Principal Chamber


Coordinator-IQAC

(Dr. P. Samiyammal)
IQAC, Co-Ordinator
Anna College of Arts and Science
Kovilacheri, Kumbakonam - 612 503
Copy to:


Chairperson

(Dr. S.P. Manicka Vasugi)
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INTERNAL QUALITY ASSURANCE CELL.

AGENDA:

1. Briefing of completed activities of IQAC for the odd semester of Academic Year 2023-2024.
2. To submit syllabus completion report
3. All Dean's to Audit the academic files weekly once (Friday).
4. Based on University result special coaching to be given.
5. Refresher course enrollment .
6. Action plan of IQAC for the even semester of academic year 2023-2024.



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Venue: Principal Chamber
Members Present:

Date: 11-09-2024
Time: 10.00 A.M

S.No	Name of the Member	Designation
1	Dr.S.P.Manicka Vasugi	Chair Person
2	Prof.S.Elanchezhian	Management Representative
3	Dr.P.Samiyammal	IQAC, Co-ordinator
4	Dr.Anand Karunakaran D.J.S	External Academic Expert
5	Dr.T.Devasenathipathi	External Industrial Expert
6	Prof.K.Raja	Member
7	Dr.J.Loyola Peeris	Member
8	Dr.A.Venkatesan	Member
9	Dr.K.Sujith	Member
10	Dr.C.Suresh	Member
11	Dr.K.Sathishkumar	Member
12	Dr.D.Thirumoolan	Member
13	Dr.D.Elamparithi	Member
14	Dr.S.Jeganandothilak	Member
15	Dr.M.Senthilkumar	Member
16	Dr.J.Revathy	Member
17	Prof.C.Gopalraju	Member
18	Prof.M.Veeramani	Member
19	Prof.S.Anbarasi	Member
20	Prof.U.Ramesh Babu	Member
21	Mr.N.Thangapandiyan	Member
22	Mr.S.Muthu	Member
23	Mr.N.Azaruddin	Member



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MINUTES OF MEETING

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

The previous minutes of the meeting and action taken report has been read by Dr.P.Samiyammal, Coordinator of IQAC.

IQAC coordinator briefed about the action plan to be conducted for even sem-December 2023 to May 2024 are as follows:

- NAAC Submission of AQAR to be completed and uploaded at the end of December 2023
- Each Department and Club Coordinators are instructed to follow the events and activities as per the academic calendar 2023-2024
- Meeting with HOD'S regarding the Time table and workload for Classes.
- Based on University result special coaching to be given.
- Motivate the faculties to present and participate in National and International Conference/Workshop/Seminar/Refresher Course/FDP and motivate them to published Books and Papers in reputed Journals
- To increases the no. of Memorandum of Understanding (MOU) in Department wise and activities to be followed.



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New Course – Status:

- The Principal has informed the Application submission to the university for the following new course:

1. MA Defence and Strategic Studies

S.No	Minutes	Action Taken Report
	Dated: 11-09-2024	
1.	Academic calendar for the year 2023-2024 with the incorporation of department and Club activities.	Academic calendar completed with incorporation of Department wise and club wise activities. The calendar was Circulated to the departments and softcopy uploaded in the college website
2.	Submission of AQAR 2022-2023	Preparation work to be in progress as per the the format.
3.	Increases the no. of memorandum of understanding (MOU)	About 11MOU are signed in department, Social club and Cell.


Coordinator-IQAC

(Dr.P.Samiyammal)

IQAC, Co-Ordinator

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Chairperson

(Dr. S.P.Manicka Vasugi)

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

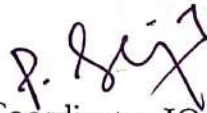
CIRCULAR

CIR. No: ACAS/IQAC/2023-2024/03

06.12.2023

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 11.12.2023 at 11.00A.M. All are requested to attend the meeting to discuss about the forth- coming semester activities.

Venue: Principal Chamber


Coordinator-IQAC

(Dr.P.Samiyammal)
IQAC, Co-Ordinator

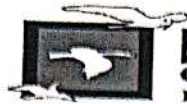
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INTERNAL QUALITY ASSURANCE CELL.

AGENDA

- 1) Workload and Timetable
- 2) All Students to enroll SWAYAM / NPTEL.
- 3) Faculty have to publish in Journal/ Book (To be process)
- 4) All Internship / Project work – through MOU regulated.
- 5) IPR / RM Schedule.
- 6) All Clubs go for Extension activity.
- 7) Linkage / Faculty Exchange / Field project / on – job training.
- 8) Skill Enhancement :

- 1) Soft Skill
- 2) Life Skill
- 3) Physical / Fitness
- 4) Health / Hygiene
- 5) ICT Computing

9).AAA (Annai Aachiyar Academy Progress)



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Venue: Principal Chamber.

Date: 11.12.2023

Members Present:

Time: 11.00 A.M.

S.No	Name of the Member	Designation
1	Dr.S.P.Manicka Vasugi	Chair Person
2	Prof.S.Elanchezhiyan	Management Representative
3	Dr.P.Samiyammal	IQAC, Co-ordinator
4	Dr.Anand Karunakaran D.J.S	External Academic Expert
5	Dr.T.Devasenathipathi	External Industrial Expert
6	Prof.K.Raja	Member
7	Dr.J.Loyola Peeris	Member
8	Dr.A.Venkatesan	Member
9	Dr.K.Sujith	Member
10	Dr.C.Suresh	Member
11	Dr.K.Sathishkumar	Member
12	Dr.D.Thirumoolan	Member
13	Dr.D.Elamparithi	Member
14	Dr.S.Jeganandothilak	Member
15	Dr.M.Senthilkumar	Member
16	Dr.J.Revathy	Member
17	Prof.C.Gopalraju	Member
18	Prof.M.Veeramani	Member
19	Prof.S.Anbarasi	Member
20	Prof.U.Ramesh Babu	Member
21	Mr.N.Thangapandiyan	Member
22	Mr.S.Muthu	Member
23	Mr.N.Azaruddin	Member



MINUTES OF MEETING

Chairperson Dr.S.P.Manicka Vasugi 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 Dr.P.Samiyammal, Coordinator of IQAC.

IQAC coordinator briefed about the action plan to be conducted for Even semester from December 2023 to May 2024 are as follows:

- Academic calendar for 2023-2024 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.
 - ❖ Workload and Time Table.
 - ❖ AISHE Code : Dr.P.Samiyammal complete and upload the Portal.
 - ❖ Subject wise material to be upload in website.
 - ❖ AQAR Criteria Wise meeting
 - ❖ By 12th Feb'2024 AQAR to be submitted.
 - ❖ Plan for Internal Audit from 20.12.2023.
 - ❖ IQAC plan for **FDP** by First week of December.
 - ❖ List of value Add on course and skill based program Department wise
 - ❖ Execute all program with MOU Plan accordingly

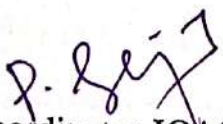
New Course:

- The Principal has informed the Application submission to the university for the following new courses:
 1. Research Center for Commerce and Physics.
 2. MA Defence and Strategic Studies



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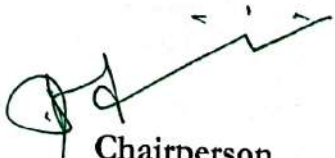
S.No	Minutes	Action Taken Report
	Dated: 11-12-2024	
1.	NAAC-Submission of AQAR 2023-24	Criterion wise details are in process. Plan to complete the task within Feb 2024
2.	Department workshops/Seminars/Webinars	Based on the Academic calendar department works /seminars/webinars are completed as per the schedule.
3.	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.
4.	Time table and work load for Even Semester	Meeting with HOD's held on 15/12/2023 regarding workload, Time table.
5.	IQAC plan for FDP by First week of December.	FDP Conducted Last week of December
6.	List of value Add on course and Skill based program Department wise	Value added Course and Skill Based Course Conducted Departmentwise.


Coordinator-IQAC

(Dr. P. Samiyammal)

IQAC, Co-Ordinator

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Chairperson
(Dr. S.P. Manicka Vasugi)

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2023-2024/04

01.03.2024

This is to inform that the Internal and External members of IQAC has to attend the second meeting of IQAC is going to be held on 04-03-2024 at 11.00A.M. All are requested to attend the meeting to discuss about the semester activities.

Venue: Principal Chamber

Coordinator-IQAC

(Dr.P.Samiyammal)
IQAC, Co-Ordinator

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Chairperson

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INTERNAL QUALITY ASSURANCE CELL.

AGENDA:

1. Briefing of completed activities of IQAC for the Even semester of Academic Year 2023-2024.
2. Campus drive company finalize
3. Implementation of AI tools
4. March Month women's welfare cell, Blossom budding, ICC council the students.
5. Criteria – wise Co-Ordinator go ahead with the progress.
6. Research Department plan for IPR & Research Methodology.



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Venue: Principal Chamber
Members Present:

Date: 04-03-2024
Time: 11.00 A.M

S.No	Name of the Member	Designation
1	Dr.S.P.Manicka Vasugi	Chair Person
2	Prof.S.Elanchezhian	Management Representative
3	Dr.P.Samiyammal	IQAC, Co-ordinator
4	Dr.Anand Karunakaran D.J.S	External Academic Expert
5	Dr.T.Devasenathipathi	External Industrial Expert
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The previous minutes of the meeting and action taken report has been read by Dr.P.Samiyammal, Coordinator of IQAC.

IQAC coordinator briefed about the action plan to be conducted for even sem-December 2023 to May 2024 are as follows:

- Briefing of completed activities of IQAC for the even semester of Academic Year 2023-2024.
- Campus drive
- Implementation of AI tools
- March Month women's welfare cell, Blossom budding, ICC council the students.
- Criteria – wise Co-ordinator go ahead with the progress.
- Research Department plan for IPR & Research Methodology.

New Course – Status:

- The Principal has informed the Application submission to the university for the following new course:

1. MA Defence and Strategic Studies



Anna College of Arts & Science
Quality Education for Today and Tomorrow
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Accredited by NAAC with "B" (2nd Cycle) & Recognized by UGC under Section 2(f) & 12(B)

S.No	Minutes	Action Taken Report
	Dated: 04-03-2024	
1.	Academic calendar for the year 2023-2024 with the incorporation of department and Club activities.	Academic calendar completed with incorporation of Department wise and club wise activities. The calendar was Circulated to the departments and softcopy uploaded in the college website
2.	Submission of AQAR 2023-2024	Preparation work to be in progress as per the the format.
3.	Increases the no. of memorandum of understanding (MOU)	MOU are signed in department, Social club and Cell.
4	Research Department plan for IPR & Research Methodology	IPR Seminar Conducted Research Departments

Coordinator-IQAC

(Dr.P.Samiyammal)

IQAC, Co-Ordinator

Anna College of Arts and Science
Kovilachery, Kumbakonam - 612 503.

Chairperson

(Dr. S.P.Manicka Vasugi)

PRINCIPAL

ANNAI COLLEGE OF ARTS & SCIENCE
KOVALACHERY, KUMBakonam - 612 503.