

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: acadmn@annaicollege.com
Accredited by NAAC with "B++" (2nd Cycle) & Recognized by UGC under Section 2(f) & 12(B)

IQAC Meeting Minutes

Academic year

2024-2025

P. Selvi
Coordinator-IQAC

(Dr.P.Samiyammal)

PRINCIPAL
IQAC CO-ORDINATOR
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBAKONAM - 612 503.

[Signature]
Chairperson

(Dr. S.P.Manicka Vasugi)

PRINCIPAL
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBAKONAM - 612 503.



Annai College of Arts & Science
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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

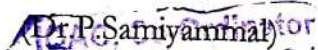
CIR. No: ACAS/IQAC/2024-2025/01

03.06.2024

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 05.06.2024 at 10.00A.M. All are requested to attend the meeting to discuss about the forth- coming semester activities.

Venue: Principal Chamber


Coordinator-IQAC


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


Chairperson

(Dr. S.P. Manicka Vasugi)
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL.

AGENDA

- 1) Workload and Timetable
- 2) Soft Skill and Review from student
- 3) Updating of all Programme in Social Media
- 4) Bridge Course schedule.
- 5) Faculty Development Programme Plan
- 6) Alumni meet plan in the month of July
- 7) Plan for project EXPO every month.
- 8) Club Activities for all the departments
- 9) Internal Audit Report status
- 10) Discuss and Plan for the students to go to Internship
- 11) Plan for Autonomous file to submit through online mode.



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Affiliated to The Tamil University, Thanjavur
Accredited by NAAC with "B" Grade (Cycle I) & Recognized by UGC under Section 2(F) & 12(B)

Venue: Principal Chamber.

Date: 05.06.2024

Members Present:

Time: 11.30 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.A nbarasi	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 brief about the action plan to be conducted for odd semester from June 2024 to November 2024 are as follows:

- Academic calendar for 2024-2025 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 plan Faculty Development Programme.
- 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.
- To plan Autonomous applying through online mode

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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Accredited by NAAC with 'A' (2nd Cycle) & Recognized by UGC under Section 2(f) & 12(B)

S.No	Minutes	Action Taken Report
	Dated: 05.06.2024	
1.	NAAC-Submission of AQAR 2023-24	Criterion wise details are in process. Plan to complete the task within December 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 Semester	Meeting with HOD's held on 19/06/2024 regarding workload and Time table.
5.	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
6.	Autonomous Submission	Criterion wise details are in process. Plan to complete the task within August 2024.


Coordinator-IQAC

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

Annal College of Arts and Science
Kovilacheri, Kumbakonam - 612 503


Chairperson
(Dr. S.P. Manicka Vasugi)

PRINCIPAL

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KOVILACHERY, KUMBakonam 612 503.



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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2024-2025/02

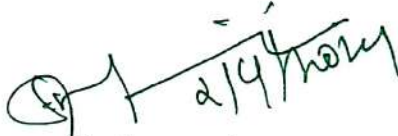
02.09.2024

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 06-09-2024 at 11.00 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
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
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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 odd semester of Academic Year 2024-2025.
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 2024-2025.
7. To submit Internship Report
8. To submit Internal Audit Report
9. To submit AQAR 2023 -2024

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Venue: Principal Chamber

Date: 06-09-2024

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



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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 brief about the action plan to be conducted for even sem- December 2024 to May 2025 are as follows:

- NAAC Submission of AQAR to be completed and uploaded at the end of December 2024
- Each Department and Club Coordinators are instructed to follow the events and activities as per the academic calendar 2024-2025
- 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.



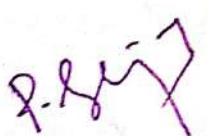
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Accredited by NAAC with 'B' grade (2017) & Recognized by UGC under Section 2(F) & 12(B)

New Course – Status:

- The Principal has informed the following new Course introduced this semester.

1. MA Defence and Strategic Studies

S.No	Minutes	Action Taken Report
	Dated: 06-09-2024	
1.	Academic calendar for the year 2024-2025 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 given in progress as per the the format.
3.	Increases the no. of memorandum of understanding (MOU)	About 11MOU are signed in the department, Social club and Welfare cell.


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

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


Chairperson
(Dr. S.P.Manicka Vasugi)
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

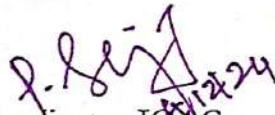
CIRCULAR

CIR. No: ACAS/IQAC/2024-2025/01

04.12.2024

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 09.12.2024 at 10.30 A.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) Soft Skill and Review from student
- 3) Updating of all Programme in Social Media
- 4) Bridge Course schedule.
- 5) Faculty Development Programme Plan
- 6) Alumni meet plan in the month of July
- 7) Plan for project EXPO every month.
- 8) Club Activities for all the departments
- 9) Internal Audit Report status
- 10) Discuss and Plan for the students to go to Internship
- 11) Plan for Autonomous Work
- 12) Mandatetory Cells : IIC/ICC/DAD/NSS/NCC/YRC/Women's Club to schedule their plan regularly



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Venue: Principal Chamber.

Date: 09.12.2024

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



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 brief about the action plan to be conducted for odd semester from June 2024 to November 2024 are as follows:

- Academic calendar for 2024-2025 (Even Sem) 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 plan Faculty Development Programme and IPR Programme
- 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.
- To plan Autonomous work

New Course:

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

1. Research Center for Commerce and Physics.



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S.No	Minutes	Action Taken Report
	Dated: 04.12.2024	
1.	NAAC-Submission of AQAR & AISHE 2023-24	Criterion wise details are in process. Plan to complete the task within January 2025
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 Semester	Meeting with HOD's held on 09/12/2024 regarding workload and Time table.
5.	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
6	Autonomous Status	Committee wise work will be start

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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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2024-2025/02

11.03.2025

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 13-03-2025 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
Annai 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 Even semester of Academic Year 2024-2025.
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 2024-2025.
7. To submit Internship Report
8. To submit Internal Audit Report
9. To submit FDP & IPR Programme Report



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Venue: Principal Chamber
Members Present:

Date: 13-03-2025
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
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10	Dr.C.Suresh	Member
11	Dr.K.Sathishkumar	Member
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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 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 brief about the action plan to be conducted for even sem- December 2024 to May 2025 are as follows:

- NAAC Submission of AQAR to be completed and uploaded at the middle of January 2025
- Each Department and Club Coordinators are instructed to follow the events and activities as per the academic calendar 2024-2025
- Meeting with HOD'S regarding the Time table and workload for Classes.
- Based on University result- November 2024 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 , Patent and Papers in reputed Journals
- To increases the no. of Memorandum of Understanding (MOU) in Department Wise and activities to be followed.



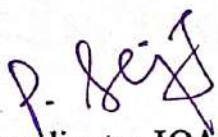
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New Course – Status:

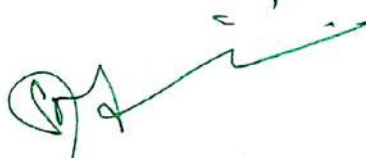
- The Principal has informed the following new Course introduced this semester.

1. Research Centre in Department of Physics & Commerce

S.No	Minutes	Action Taken Report
	Dated: 04-12-2024	
1.	Academic calendar for the year 2024-2025 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 given in progress as per the the format and submitted to NAAC Portal
3.	Increases the no. of memorandum of understanding (MOU)	About 5 MOU are signed in the department, Social club, Placement cell and Welfare cell.
4	Submission of AISHE 2023-2024	Submitted to AISHE Portal


Coordinator-IQAC
(Dr.P.Samiyammal)

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.