



NEHRU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution affiliated to Bharathiar University)
(Reaccredited with "A" Grade by NAAC, ISO 9001:2015 & 14001:2004 Certified)
Recognized by UGC with 2(f) & 12(B), Under Star College Scheme by DBT, Govt. of India)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.



IQAC MINUTES

Members Present for the meeting held on 17/07/2020 @ 04:00pm Via Google Meet

Dr. B. Anirudhan	Principal
Dr. N. Shani	Director – IQAC
Dr. R. Malathi	HoD- English
Dr. O. S. Nimmi	AP – Biotechnology
Ms. A. Kalaivani	AP – Computer Science
Ms. Shiju Shibu	AP – BCA
Ms. S. Kavitha	AP – English

Major Agenda of the Meeting to be held on 17/07/2020 @ 04:00pm

- IQAC Action Plan for the year 2020-2021
- Student Induction Programme
- Academic and Administrative Audit
- Faculty Development Programme
- Functioning of Centres
- NIRF Ranking

Minutes of the IQAC meeting held on 17/07/2020 @ 04:00pm

Meeting began with the welcome note of Dr. B. Anirudhan, Principal.

➤ **Action Plan:**

- Dr. N. Shani, Director IQAC was informed to submit the Action plan for the academic year 2020 – 2021. Doctoral Committee meeting date must be scheduled.

➤ **SIP 2020:**

- Finalise the reopening date for UG and PG. Same way freeze the agenda for Student Induction Programme.

➤ **FDP/EDP:**

- Plan for a FDP/ EDP connected to NEP and Online Classes. Fix the Resource Person for the same.





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Action Taken Report for the meeting held on 17/07/2020

➤ Action Plan:

- Action plan for the academic year 2020- 2021 was framed and approval was received from the Principal.

➤ SIP 2020:

- Reopening date was tentatively fixed in the second week of August 2020. Dr. N. Kavitha, Head Dept. of Computer Science will organise the Freshers' Day. Letter to purchase Cisco Webex software was submitted to the management. SIP 2020 will be organised by Dr. A. Swarnalatha, HoD – FSN.

➤ FDP:

- Faculty Development Programme is scheduled from 27/07/2020 – 31/07/2020. Focus will be on ICT Usage, Online Teaching and Usage of innovative methods to facilitate teaching learning process.

➤ Functioning of Centres:

- Meeting with Centre Directors were held on 18/07/2020 @ 06:00pm via Google meet. They were asked to submit a clear action plan for the various clubs and committee under their control.

➤ NIRF Ranking:

Dr. N. Kavitha, HoD – Computer Science, will be the coordinator for NIRF. A new team will be framed for NIRF and they will be working for the same.


DIRECTOR-IQAC




PRINCIPAL

PRINCIPAL
Nehru Arts and Science College (Autonomous)
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Coimbatore - 641 105.



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➤ **Functioning of Centres:**

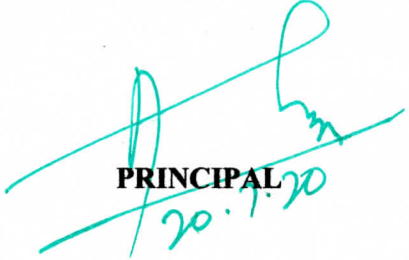
- Create a clear action plan for all the Centres and we need to monitor the functioning of the Centres.

➤ **NIRF Ranking:**

- NIRF will be a major parameter to apply for university. This must be taken very carefully. Especially those who are doctorates and senior faculties must concentrate on Research and Publication.


DIRECTOR- IQAC




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IQAC MINUTES

Date: 05.01.2022

Minutes of IQAC meeting held on 05/01/2022 @ 03:00pm at Board Room.

Members present for the meeting

Name of the Faculty	Designation	Signature
Dr. B. Anirudhan	Principal	
Dr. N. Shani	Director – IQAC	
Dr. R. Malathi	Dean – SoLA	
Dr. A. Sherin	AP – BBA	
Dr. R. K. Selvakesavan	AP – Biotechnology	
Dr. D. Suryaprabha	AP – IT	
Ms. K. Sumathi	AP – Computer Science	
Mr. V. Veerakumar	AP – Commerce	

AGENDA

- AQAR Preparation
- SSR Preparation
- Orientation to the Students
- BEC for all
- Industry Trained Staff
- Criteria Champion

1. AQAR Preparation: Collect and validate the data. AQAR write up must be based on the data you collect. Once the write up is over submit it for vetting.

2. SSR Preparation: Metric wise QIM can be made ready and send to Principal for vetting. Start preparing the First draft . Extended Profile and Executive Summary may be kept ready for vetting.

3. Orientation to the Students : Orientation must be given to students about NAAC accreditation. Hoardings and banners may be placed in each block for a better reach.

4. BEC for all must be initiated immediately. It is decided to go for Ligua skills instead of BEC vantage. Train the trainer concept will be implemented.





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Action Taken Report of the meeting held on 05/01/2022 @ 03:00 pm

AGENDA	ACTION TAKEN
• AQAR Preparation	QIM write up sent to principal for vetting. All data collected and analyzed
• SSR Preparation	Started preparing QIM Questions
• Orientation to the Students	Orientation given through HoDs and Student Ministers. SSS Hoardings and banners placed in each block.
• BEC for all	Department of English has signed a MoU with SattvaQ IT Solutions, to offer BEC for all. All the Members of Staff of Department of English underwent Teacher Specific Programme for teaching BEC and Lingua Skills.
• Industry Trained Staff	IQAC has identified the Industry and circulated to the department. Target date is fixed as 30/06/2022. Deans have to monitor and make the faculty under their respective school to complete Industry training.
• Criteria Champion	CR. I Dr. S. Saraswathy CR. II Dr. N. Shani CR. III Dr. R. K. Selvakesaven CR. IV Dr. A. Swarnalatha CR. V Dr. A. Sherin CR. VI Dr. M. Kanagarathinam CR. VII Dr. R. Malathi

DIRECTOR - IQAC



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4. **BEC for all** must be initiated immediately. It is decided to go for Ligua skills instead of BEC vantage.

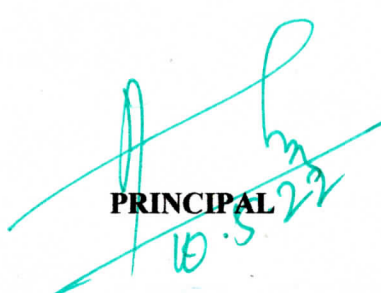
Train the trainer concept will be implemented.

5. **Industry trained Teachers :** As we are updating our syllabus as per the industry expectations, it is decided to ensure that all the faculties are industry trained.

6. **Criteria Champions :** Identify Champions for each Criterion and start preparing for NAAC III cycle SSR.


DIRECTOR - IQAC

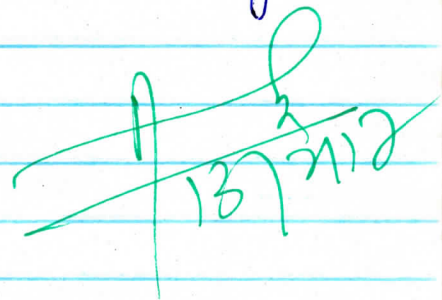



PRINCIPAL

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Nehru Arts and Science College (Autonomous)
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Meeting: No: 1

1. Autonomous work completion
1. Lab - Equipments details display.
2. Fire - Extinguisher - Details. - First box
3. Biogas - Actual verification - usage of Biogas.
- Kanagarathinam Mam.
4. Reprographic facilities - installed in library.
Cross-Check Train a person.
5. NIET - Visit
6. Staff Board.
7. Department Presentation Schedule. 4-00 - 5.30
From Next Monday. to Friday. (20 - March 1st)
Complete the Basic correction
8. Dream Home Project. Inspection - Engineer
Suggestion


13/11/2

Members Present

S. Savitha
R. Jayanth
S. Jagapriya
Dr. S. Meenatchisundaram

S. Savitha
R. Jayanth
Jagapriya
Dr. S. Meenatchisundaram

4.17

Meeting: No : 2

Autonomous work completion

Constitution of committee and all work allocation discussed.

Department presentation & club presented

Mock visit on 22.04.17

Points discussed on

COE Section

Infrastructure

Campus &

Notice Board

Academics

Production Unit

Principal presentation

Exhibition

Research and consultancy

Clubs and committees / NLS

placement Training

Improvement and betterment in the existing work can be discussed and executed

Budget and other arrangements should be taken care by the person-in-charge immediately without any delay.

P. Jayaram

Members present

1. Dr. B. Anurudhan J. S. 8/4/12
2. Dr. N. Shani S. N. 8/4/17
3. Mrs. K. Mythili Gnana Priya G. M. 8/4/12
4. Dr. J. Rathnamala R. M. 8/4/17
5. Dr. R. Vyaya Raghavan R. V. 8/4/12
6. Dr. Thanya Thomas Th. T. 8/4/17
7. Dr. Prasanna Kootur P. K. 8/4/17
8. Dr. Meenatchi Sundaram M. S. 8/4/17
9. Dr. Kanaga Lakshmi K. L. 8/4/17
10. Mrs. S. Sowitha S. S. 8/4/17
11. Mrs. K. Karanthanani K. K. 8/4/17
12. Mrs. R. Jayanthi R. J. 8/4/17
13. Mrs. S. Jayapriya S. J. 8/4/17

13.04.18

Meeting No : 22

Minutes of the meeting held on
13.04.2018

Communication Skills Enhancement in FDP
Inculcate the skill among the staff

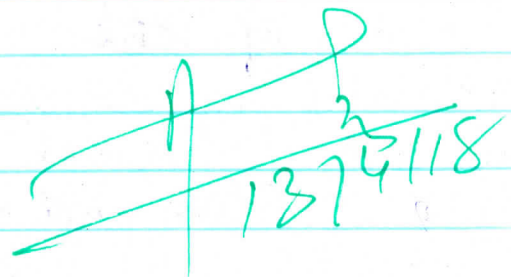
OBE Workshop
Two days for OBE

Web Tools
Specific Framework for the workshop
Micro Teaching
Finalize the days

E-content
Identify the subjects need e-content
development

Discuss the time & date for the FDP

Academic Calendar 2018-19


13/4/18

Minutes of the Meeting held on 23-04-2018

1. NIRF Rating - Validation of data is more important
2. Website updation should be more alive
Report should be retrieved immediately
Each one has the responsibility to update the reports of the college.
3. SSR Preparation to be discussed
4. Uploading the certificates in the ERP
last date - 15.05.18
5. Ranking of the Department should be done
Criteria for the Ranking should be discussed
6. Year Planner - Activities to be incorporated in the year planner of the Department
7. Herbal Garden/ECO - Bio Club and committee discussed.
8. Departmental Events are given to the Department
9. Recommendations given by NAAC and Autonomous committee

10. Read NAAC Manual and cross check the point when work.
11. Innovations of IQAC - Should be concentrated.
12. Retrieving the data and validating
13. Suggestions given to ERP Co-ordinators
14. Checking the Notice Board of the college.
15. Systems/Desktop to be updated in IQAC.
16. More responsibilities for IQAC Members

PRINCIPAL

23/4/18

Members Attended

Signature.

1. Ms. R. Kovithamani
2. R. Jayanthi
3. S. Jayapriya
4. A. Kalaivani
5. Dr. Shenbagavadivu
6. Dr. Esath Nathan
7. Ms. Viji
8. Ms. N. P. Shija

R. Kovithamani 23/4/18

R. Jayanthi

S. Jayapriya 23/4/18

A. Kalaivani

T. Shenbagavadivu

Dr. Esath Nathan 23/4

Ms. Viji

Ms. N. P. Shija

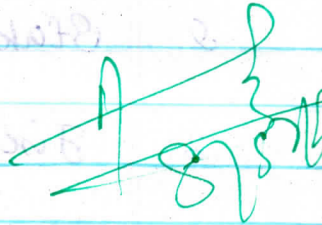
05-05-18. Minutes of Meeting held on 08-08-18

1. Feedback and Correction Measures taken are discussed
2. Stake Holder Meeting - date confirmation
3. Fix the dates for the Year planner
4. Core Committee meeting - Fix the dates
5. Swarth Bharath Schedule and applied for the Internship programme. MSW and NSS will take up this
6. Academic Council will take up the Online course, and the procedures.
7. Give communication to the concern bodies with written communication
8. Qualification Approval - Expires and apply. Find the Qualification Approval Validity.
9. Give requirements for III cycle preparation. Related to Commission visit of
8. Communication Training Programme should be taken
9. Development ~~community~~ programmes for the Non-teaching Faculty - Decentralised.

b. Corrective Measures in data compilation discussed

1. Innovations of IQAC and Initiative of IQAC discussed.

R. Jayanthi
07/05/18



Meeting : 1

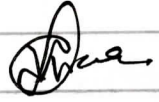
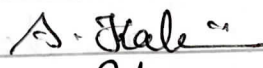
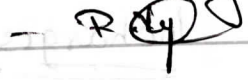
M Date & Time of the Meeting : 27.06.19 @ 1.30 pm.

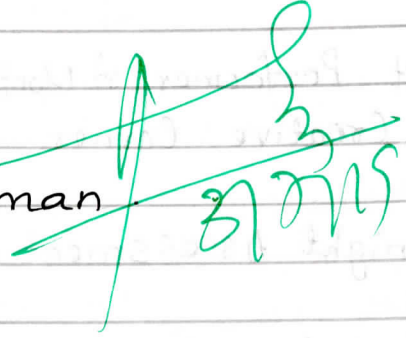
Agenda :

1. AQAR
2. Plan of Activities
3. Proposal to NAAC for funding
4. Daily ~~attendance~~ activities
5. Any other activities

Meeting Convened by Dr. V. Chitraa

Members Attended:

1. Dr. Chitraa, IQAC Coordinator 
2. A. Kalaivani, IQAC Member 
3. N.P. Shiju, IQAC Member 
4. R. Vijji, IQAC Member 
5. A. Vijaya, IQAC Member

Chairman 

Minutes of Meeting

- * Data Collection from department using excel / google sheet. - AQR.

Template Checking:

1) Criteria - I - to } A. Vijaya
 2) Criteria - All } & - 27.06.19
 A. Kalaivani

Resource Person for SPR Program & Funded Projects

Circular for Refresher Course program to all department. - A-Kalaivani

Incharges - Weekly Report & ^{weekly} Action plan to CEO Sir } N.P. Shiju

- Best Performer of Month - A. Kalaivani
- 2 Creative Corner
- Fortnight Assessment - N.P. Shiju
- Student Innovative Project - All staff
- career Guidance - Vijaya.

Mission Clean Campous - Viji

Proposal to NAAC to be submitted before July 25th.

2019-2020

03/07/19 2.00 PM

Minutes of the Meeting

Convened by Principal

Members Attended

1. Dr. V. Chirraa
2. Ms. Kalairani
3. Ms. Shiju
4. Ms. Viji

* Weekly report to be read in Friday prayer

* Report to CEO, weekly action plan

* Communication to Principal to be Strengthened

* 2 more members can be

should
* IQAC members not allow for other Dept. work, but if

* Survey on the basis of Students needs to be collected and

- feedback on various aspects like Teaching-Learning, Infrastructure, Hostel Neighbourhood Mgmt.

* Quality Enhancement should be an initiative from IQAC.

- * Utilize Ministers for Survey's
- * Upgradation of Teachers are not ~~by~~ at par with Upgradation of Syllabus
- * Paper allocation strategy to be submitted by the departments along with
- * Staff Expertise :- Program to be common for all department faculty
- * Books read by Staff can be shared
- * Paper publications,
- * APT Score ~~to~~ to be reframed as per the Institution's function.
Converting ~~the~~ existing 500 to 100.
- * CoE for Extra Credits can be called for Staff Expertise.
- * Details of NPTEL, MOOC's etc., can be shared through Staff expertise.
- * Digital Documentation :- All certificates and papers to be scanned, continuous and put in database.
- * Rating of Google
- * Verify joining letter after OD and Col Certificate of Scan immediately.

* All certificates to be scanned by using CAM Scanner and send to IQAC.

* Monitoring Schedule for teaching Rating on the basis of various parameters on usability of Technology (From July 2nd week) Max 4/day

* IQAC must insist on OBE

* Research Publications to be increased

* Seed Money Projects to be increased

* Strengthen Academics: (Use Ministry).

→ Find out reasons for absenteeism

→ Internal marks

→ Syllabus

→ Find the depth of teaching done hrs per the student

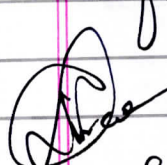
* Press release, Hardcopy, Reports: Everything to be submitted.

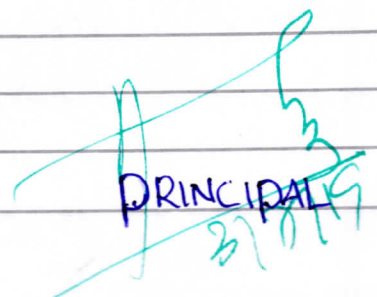
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31/7/19

Action Taken on Meeting held on 3/7/19

1. Weekly Reports are read in Friday prayer & action plans are sent to CEO.
2. Feedbacks on various aspects are planned and to be collected in the month of September, October, March.
3. Seminar on IPR, funded projects are planned in July 27th and Sep 7th.
4. Staff Expertise programs are planned and conducted and it will be an ongoing process on I & IV Saturdays.
5. Documents are scanned and sent as soft copies from departments.
6. API Score Sheet Reframing work is undertaken and to be discussed with principal in next meeting.
7. Monitoring Schedule for faculty rating (rough draft) is prepared and to be sent to principal for correction.
8. All other points discussed will be looked after in near future.


CEO (Coordinator)


PRINCIPAL
21/8/19

MEETING WITH PRINCIPAL

05.09.2019

Time: 2.20 PM.

AGENDA

1. Review of last meeting
2. Data Collection Streamline
3. Student Feedback on Academic Performance
4. AQAR Submission
5. Awards & Knowledge Review Magazine
6. NAAC Sponsored Seminar @ Bangalore
7. Any other

Members Attended :

1.

2. N. P. Shiju

3. Dr. D. S. Nimmari

4. A. Sherin

Shiju

Nimmari

Sherin

PRINCIPAL
[Signature]

Minutes :

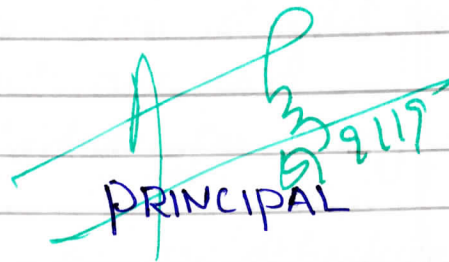
- 1) All the members in IQAC should attend the seminar (NAAC related)
- 2) N We need to get ready for NIRF - submission - on or before sept. 30th
- 3) Send circular for withdrawal of courses - Bharathiar University,

- 4) Need to submit the online feedback result as soon as ~~early~~ early
- 5) Student feedback should collect for NAAC through google sheet
- 6) Mentor-mentee's score should be improved. (Paramass)
- 7) Data Collection Streamline - check list is created and same discussed with the principal.
8. A. Vijaya & Dr. O.S Nimmi will attend the NAAC Sponsered seminar in First Grade Government college at Bangalore.
- 9) Knowledge Review Magazine will submit By Jayapriya Nam, CDF. HOD

Action taken Report Held on: 5/9/19

- 1) Dr. O-S Nimmi and A. Vijaya are going to publish the paper on NAAC sponsored seminar at First Grade Government college.
- 2) Pre-Registration were done for NIRE
- 3) Discuss with ministry student to take up the students satisfaction survey for NAAC (feedback).
 - Google forms is prepared to get the students satisfaction survey.

4)


PRINCIPAL