



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

(NAAC accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

Circular-1

Date: 23 April 2022

Dear IQAC Member,

You are requested to attend the Introductory Meeting to break the ice and to discuss the duties to be allotted for each member.

Kindly make yourself convenient to attend the meeting as your presence is essential.

VENUE : IQAC Room

DATE : 25 April 2022

TIME : 11:00 am

Shahen
Signature of the Coordinator

| IQAC Member | Designation and Department | Signature |
|-----------------------|--|--------------------------|
| Mrs. M. Chithra | Assistant Professor of English | <i>M. Chithra</i> |
| Ms. N. Ponmani | Assistant Professor of Computer Science | <i>N. Ponmani</i> |
| Ms. P. Latha Gowri | Assistant Professor of Computer Applications | <i>P. Latha Gowri</i> |
| Ms. P. Sangeetha | Assistant Professor of Commerce with Computer Applications | <i>P. Sangeetha</i> |
| Mrs. R. Ameena Ammal | Assistant Professor of Chemistry | <i>R. Ameena Ammal</i> |
| Mr. A. Savari Rajeev | Assistant Professor of Physics | <i>A. Savari Rajeev</i> |
| Dr. C. Balamurgan | Assistant Professor of Tamil | <i>C. Balamurgan</i> |
| Mr. M. Senthilkumar | Assistant Professor of Mathematics | <i>M. Senthilkumar</i> |
| Dr. S. Kannan | Assistant Professor of Commerce | <i>S. Kannan</i> |
| Dr. M. Magheswari | Assistant Professor of Business Administration | <i>M. Magheswari</i> |
| Dr. V. Tamizhazhagan | Assistant Professor of Zoology | <i>V. Tamizhazhagan</i> |
| Mr. N. Pradeep Rajesh | Assistant Professor of Information Technology | <i>N. Pradeep Rajesh</i> |



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Introductory Meeting Date: 25 April 2022

| S.No | Name | Designation & Department | Signature |
|------|-------------------|---------------------------|--------------------------|
| 1. | ANWAR R SHAHEEN | HOD OF INFORMATION TECH | <i>Mahmud</i> |
| 2. | N.PRADEEP RAJESH | ASST PROF OF IT | <i>N.Pra.</i> |
| 3. | Dr.M.MAGHESWARI | Asst. prof Dept of BBA | <i>MP</i> |
| 4. | S. KAKAISOLVI | Asst. prof. Dept of Maths | <i>S.Kakaisolvi</i> |
| 5. | N.PONMANI | Asst. Prof. Dept. of Cs | <i>N.Ponmani</i> |
| 6. | P.Latha Gowri | Asst. prof Dept of BCA | <i>P.Latha</i> |
| 7. | R. Aneena Ameen | Asst. Prof. Dept. of chem | <i>R.Aneena</i> |
| 8. | P. SANGEETHA | Asst. prof. Communication | <i>P.Sangeetha</i> |
| 9. | DR.V.TAMIZHARAJAN | Asst Prof of Zoology | <i>Dr.V.Tamizharajan</i> |
| 10. | A. Savari Rajeev | ASST. prof of physics | <i>A.Savari Rajeev</i> |
| 11. | S. KANNAN | Asst prof of Commerce | <i>S.Kannan</i> |
| 12. | CHIDRAM | Asst Prof of English | <i>Chidram</i> |
| 13. | | | |
| 14. | | | |
| 15. | | | |



Mahmud
Meeting Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kottayam, District/Travancore



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: **1. Introductory session**

2. Duty Allotment

Members Present

: **12**

Date: **25/4/2022**

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|-----------------------|-------------|
| 1. | <p>Additional ^{Dept} Responsi- -bility given to the Following IQAC members</p> <p>Dr. V. Pamilazhagan Micro biology Dept → Dr. V. Pamilazha - gan Vis Com dept → Dr. S. Kannan Fashion Tech dept → Dr. M. Maheswari</p> | | 30/4/22 |
| 2. | <p>Meeting minutes File maintenance</p> | → Mrs. M. Chitra. | 27/4/22 |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|--------------------------------------|-------------------------------|
| | <p>1st Criteria files has been discussed and the following files are requested to submit Dept wise ...</p> <ol style="list-style-type: none"> 1. Lesson plan 2. Class Time Table 3. Individual Time Table 4. Internal Time Table. <p>In addition to that Extension Activity & Webinar files also will be submitted</p> | <p>IQAC members of Concern Dept.</p> | <p>30/4/22</p> <p>07/5/22</p> |

M. S. S. S.
 28/4/22
 IQAC CHAIRMAN
 PRINCIPAL
 Syed Ammal Arts and Science College,
 Kootampull, Pullankudi Post,



M. S. S. S.
 IQAC Co-Ordinator
 Syed Ammal Arts and Science College,
 Kootampull, Ramanathapuram,



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

(NAAC accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

Circular-II

Date: 13 May 2022

Dear Committee Coordinator's

You are requested to attend the Meeting to discuss the Committee progress and further development.

Kindly make yourself convenient to attend the meeting as your presence is essential.

VENUE : IQAC Room

DATE : 13 May 2022

TIME : 11:00 am

Maheen
Signature of the IQAC Coordinator
IQAC Co-Ordinator

Syed Ammal Arts and Science College,
Kootanpully, Ramanaathapuram.
COORDINATOR'S SIGNATURE

| S. NO | COMMITTEE | COORDINATOR'S SIGNATURE |
|-------|----------------------------------|-------------------------|
| 1. | Examination Committee | <i>Jk 13/5/22</i> |
| 2. | Research and Development | <i>[Signature]</i> |
| 3. | Student Welfare | <i>[Signature]</i> |
| 4. | Placement Cell | <i>[Signature]</i> |
| 5. | Staff Welfare | <i>[Signature]</i> |
| 6. | Women Empowerment | |
| 7. | Cultural Committee | <i>[Signature]</i> |
| 8. | NSS | <i>[Signature]</i> |
| 9. | YRC | <i>[Signature]</i> |
| 10. | Rotract Club | <i>[Signature]</i> |
| 11. | Minority Cell | <i>[Signature]</i> |
| 12. | Student Council | |
| 13. | SC/ST Cell | <i>[Signature]</i> |
| 14. | Greenery Committee | <i>[Signature]</i> |
| 15. | Sanitation and Hygiene Committee | |
| 16. | Energy Management Committee | |
| 17. | Water Management Committee | |
| 18. | College Website | <i>S.J 13/5/22</i> |
| 19. | Alumni Association | <i>[Signature]</i> |
| 20. | Parent Teacher Association | <i>[Signature]</i> |
| 21. | RRC | <i>[Signature]</i> |
| 22. | TQI | <i>[Signature]</i> |
| 23. | Calendar Committee | <i>[Signature]</i> |



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

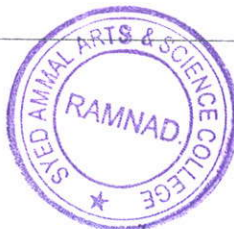
(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Meeting with Committee Coordinators Date: 13 May 2022

| S.No | Name | Committee | Signature |
|------|------------------------|----------------------------|-----------|
| 1. | Anwar R Shaheen | IQAC Coordinator | |
| 2. | Dr. M. THAMIMA | Calendar Committee | |
| 3. | DR. V. THAMIZHARAGAN | R&D cell | |
| 4. | RASMIN THATHANI | Anti-ragging committee | |
| 5. | A. XAVIER | Staff Welfare | |
| 6. | Dr. M. THAYALAN | Awareness Commr | |
| 7. | Dr. R. Pakkiasraj | Students Welfare Committee | |
| 8. | Dr. P. R. RAJESH KUMAR | IQAC | |
| 9. | K. RAJAMAHENDRAN | YRC, RRC, ALUMNI | |
| 10. | A. VALLIVENAYAGAN | NSS | |
| 11. | | | |
| 12. | | | |
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| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | Dr. A. A. Ansari | Minority Cell | |
| 19. | | | |
| 20. | Frederick Rajan | IQAC | |
| 21. | | | |
| 22. | | | |



A. Mah
13/05/22

PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Puthankudi Post,
Ramanathapuram Dist.

Mah
Meeting Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



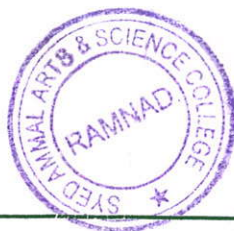
**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM
(NAAC Accredited with B Grade)
INTERNAL QUALITY ASSURANCE CELL**

MEETING ATTENDANCE SHEET

Nature of Meeting: Meeting with Committee Date: 12/05/2022
Coordinator

| S.No | Name | Committee | Signature |
|------|-----------------------|------------------------|-----------|
| 1. | Anwar R Shabeen | IQAC Coordinator | |
| 2. | Dr. M. THAMIMA | Calendar Committee | M. Thif |
| 3. | DV. V. TAMIZHAZHA GUN | R&D Cell | |
| 4. | Rasmiya Ibdhaini-z | Anti Ragging committee | Rasmi |
| 5. | A. Xarwan | Staff Welfare | dar |
| 6. | Dr. M. JAYALAN | Greenery Committee | M. Jay |
| 7. | Dr. R. PAKKIRAJ | Student Welfare | R. Pak |
| 8. | Dr. T. RANJITHKUMAR | TAI | |
| 9. | A. VALLINAYAGAN | NSS | dar |
| 10. | Dr. M. SENGAM | Retired club | } |
| 11. | " | SC/ST cell | |
| 12. | " | Water supply Committee | |
| 13. | " | PTA | |
| 14. | | EDC | } |
| 15. | K. RAJAMAHENDRAN | YRC | |
| 16. | | RRC | |
| 17. | | Alumni Association | } |
| 18. | Dr. A. A. ANSARI | Minority Cell | |
| 19. | Chitra. M | IQAC - | } |
| 20. | Pradeep Rajan. N | IQAC - | |
| 21. | | | N. Rajan |
| 22. | | | |
| 23. | | | |

PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



haku
Meeting Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram Dist.



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: *All the Committee Co-ordinator*

Members Present *14*

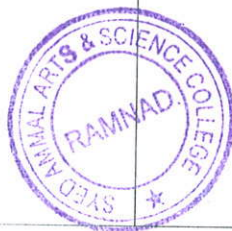
Date: *13/5/22*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-----------|--|--|--------------------------|
| <i>1.</i> | <i>All The Committee Co-ordinators are requested to Submit the Action plan of 2022-23 Academic</i> | <i>Committee Co-ordinator</i> | <i>Last week of June</i> |
| <i>2.</i> | <i>All the Committees has to be Scrutinized</i> | <i>IQAC Chairman ♀ IQAC Co-ordinator</i> | |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|-----------------------|--------------------|
| 3. | College Calender work will be started in the Month of June. | Dept of Chemistry | Last week of July. |
| 4. | College Magazing work will be started June | Dept of Vis Com | Last week of July |
| 5. | All the Committes are requested to submit the Committe files to the IQAC Office. | IQAC Co-ordinator | Last week of June. |

A. Mah
PRINCIPAL

Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



M. Mah

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



SYED AMMAL ARTS AND SCIENCE COLLEGE

Ramanathapuram-623513

Affiliated to Alagappa University
(NAAC Accredited with B Grade)

C.No - III

29 June 2022

Greetings!!!!

All the HODs are asked to assemble in the IQAC cell to discuss the following agenda and collect the mentioned forms

Agenda and forms:

1. Subject Interested to deliver
2. Subject Allotted
3. Staff Individual Time Table
4. Class Time Table
5. Department Time Table
6. Department Teaching Load
7. Course Load Distribution
8. Allied subjects

Notes:

2.00pm to 2.30pm: Dept of Physics, Chemistry, Maths, Microbiology and Zoology

2.30pm to 3.00pm: Dept of CS, IT, BCA, Fashion technology and Vis-Com

3.00pm: Dept of Commerce, Commerce with CA, Business Administration, Tamil and English

IQAC Coordinator *Shaker* **IQAC Co Ordinator**

Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram

A. Male
Principal

PRINCIPAL *gic*
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post
Ramanathapuram Dist.

Signature of the Hods

Tamizh *[Signature]*

Eng:lish

Business Administration - *M*

Commerce - *[Signature]*

Commerce with CA - *[Signature]* 29/6/22

Mathematics - *M. A. K.*

Physics - *G. P. S.* 29/6/22

Chemistry - *M. P. S.* 29/6/22

Microbiology - *M. B.* 29/6/22

Zoology - *[Signature]* 29/6/22

Computer Science - *[Signature]* 29/6/22

Computer Application - *[Signature]* 29/6/22

Information Technology

Fashion Technology - *[Signature]* 29/6/22

Visual communication - *[Signature]*





SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

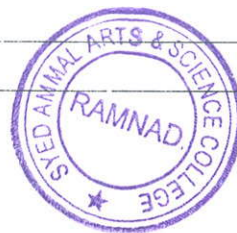
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INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Subject, Class, Department Date: 29 June 2022
Courses allocation and Time Table

| S.No | Name | Designation & Department | Signature |
|------|-----------------------|--------------------------|-------------------|
| 1. | Dr. R. Malathi | Principal | A. Malathi |
| 2. | Dr. G. PRABHAVATHI | HOD, Dept. of physics | G. Prabhavathi |
| 3. | Dr. M. THAYYAN | HOD of Zoology | M. Thayan |
| 4. | Dr. M. ANITHA | HOD, Dept of Mathematics | M. Anitha |
| 5. | Dr. M. THAMIMA | Head, Dept. of Chemistry | M. Thamima |
| 6. | R. VINOTHKUMAR | HOD of IT | R. Vinothkumar |
| 7. | CHITRA M | HOD of English P/C | Chitra M |
| 8. | V. Gowri Rajan | HOD of Music | V. Gowri Rajan |
| 9. | M. Chitra Devi | HOD of IT & CD | M. Chitra Devi |
| 10. | Dr. M. Rajitha Kumari | HOD of Microbiology | M. Rajitha Kumari |
| 11. | Dr. A. A. Ansumi | HOD of Busi. Admn. | A. A. Ansumi |
| 12. | Dr. S. Mahima | HOD of BCA | S. Mahima |
| 13. | K. RATAMA HENDRAN | HOD of Comm. CA | K. Ratama Hendran |
| 14. | Dr. R. Pakkianraj | HOD of Tamil | R. Pakkianraj |
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| 21. | | | |
| 22. | | | |



A. Malathi 29/06/22
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

Meeting Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: *Subject, Class, Department
Course Allocation and Time Table*

Members Present *15*

Date: *29/6/22*

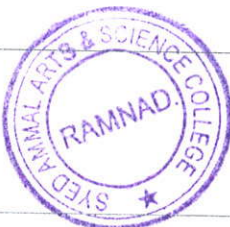
| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|------------------------------|-----------------------------------|
| 1. | <i>Class Time Table Depart^{ment} Time Table work Allocation Faculty Time Table All the formats Given to Department HOD's</i> | <i>Head of the Dept.</i> | <i>Last week of July.</i> |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|--|-------------|
| 2. | <p>All The Queries Carried out by the IQAC Co-ordinator</p> <p>Seperate Session Given for Arts Science and Management</p> | <p>Hod's Clarify their doubts with IQAC Chairman & IQAC Co-ordinator</p> | |
| 3. | <p>Arried Course allocation also disgussed</p> | <p>IQAC Chair person.</p> | |

A. Mah

PRINCIPAL

Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



A. Mah

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM
(NAAC accredited with B Grade)
INTERNAL QUALITY ASSURANCE CELL

Circular-3

Date: 28 July 2022

Dear IQAC Member,

You are requested to attend the Meeting to discuss on AQAR preparation and the duties to be allotted for each member.

Kindly make yourself convenient to attend the meeting as your presence is essential.

VENUE : IQAC Room

DATE : 28 July 2022

TIME : 12:00 noon

Shaker
28/07/2022
Signature of the Coordinator
IQAC Co-ordinator
Syed Ammal Arts and Science
College, Ramanaathapuram

| IQAC Member | Designation and Department | Signature |
|------------------------|--|------------------|
| Mr. N. Pradeep Rajesh | Assistant Professor of Information Technology | N. Pradeep |
| Mrs. M. Chithra | Assistant Professor of English | M. Chithra |
| Mr. S. Kannan | Assistant Professor of Commerce | S. Kannan |
| Dr. V. Tamizhazhagan | Assistant Professor of Zoology | V. Tamizhazhagan |
| Dr. M. Magheswari | Assistant Professor of Business Administration | M. Magheswari |
| Mrs S Kalai Selvi | Assistant Professor of Mathematics | S. Kalai Selvi |
| Mrs. P .Sangeetha | Assistant Professor of Commerce with CA | P. Sangeetha |
| Ms. N. Ponmani | Assistant Professor of Computer Science | — |
| Dr. M Ranjith Kumar | Assistant Professor of Microbiology | M. Ranjith Kumar |
| Mr. A. Lakshmanan | Assistant Professor of Physics | A. Lakshmanan |
| Dr. S. Senthil Murugan | Assistant Professor of English | — |
| Mr. V. Vellaisamy | Assistant Professor of Tamil | — |
| Dr. V Vijaya Kumar | Assistant Professor Chemistry | V. Vijaya Kumar |



SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM

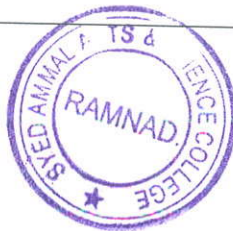
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INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: AGAR Preparation Date: 28/July 2022

| S.No | Name | Designation & Department | Signature |
|------|---------------------|-------------------------------------|-----------|
| 1. | P. SANGEETHA | Asst. Prof. Communication | |
| 2. | CHITRA.M | Asst. Prof. of English | |
| 3. | Dr. M. MAGHESWAR | Asst. Prof. of BBA | |
| 4. | Dr. V. VISAYAKUMAR | Asst. Prof. of Chemistry | |
| 5. | A. LAKSHMANAN | Asst. Professor Physics | |
| 6. | Dr. M. Ranjithkumar | Asst. Prof. of Health, Microbiology | |
| 7. | | | |
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| 19. | | | |



Meeting Coordinator
IQAC Co-Ordinator

Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.

PRINCIPAL

Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: *AQAR Preparation regarding.*

Members Present : *10*

Date: *28/7/22*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-----------|---|---|-------------------------|
| <i>1.</i> | <i>Criteria Incharges are Selected.</i> | | <i>Starting work on</i> |
| | <i>Criteria I</i> | <i>Ms. N. Ponmani Dr. M. Nageshwari</i> | <i>01/08/2022</i> |
| | <i>Criteria II</i> | <i>Ms. M. Surya Mrs. P. Sangeetha Dr. V. Vijaya Kumar</i> | |
| | <i>Criteria III</i> | <i>Dr. V. Damiltha Zagan Mr. V. Vellai Samy</i> | |
| | <i>Criteria IV</i> | <i>Mr. N. Pradeep Rajesh Mrs. S. Kaliselvi</i> | |

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Male
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|-----------------------------|--|
| | Criteria <u>v</u> | Dr. M. Panjith Kumar. | |
| | Criteria <u>vi</u> | Mr. A. Lakshmanan | |
| | Criteria <u>vii</u> | Mrs. Anwar P. Shaheem | |
| | | Mrs. M. Chitra | Submission |
| | | Mrs. Kannan | on |
| | | Dr. M. Mageshwari | |
| | | Dr. S. Senthil Murugan | 15 th Sep |
| | | Mrs. M. Chitra. | 2022 |
| | Criteria-II files discussed | | |
| | Advanced Learners Slow Learners File Collection allotted to IQAC Members | All the IQAC members. | on or before 15 th Aug 2022 |

Action taken: Circular has been sent to all The Department



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: *Discipline Committee regarding*

Members Present : *15*

Date: *27/7/22.*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-----------|---|--|----------------------|
| <i>1.</i> | <i>Discipline Maintenance in Campus</i> | <i>Mr. R. Vinoth Kumar and All HOD's</i> | <i>For the</i> |
| <i>2.</i> | <i>Break Hour Duty</i> | <i>Dr. G. Porabavathi Con Gen HOD's</i> | <i>Academic Year</i> |
| <i>3.</i> | <i>Punctuality in Class room</i> | <i>Both Staff and Students.</i> | <i>2022 - 2023</i> |

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Male
PRINCIPAL
Syed Ammal Arts and Science College
KOOTTAMPULI, Pullankudi Post.
Ramanathapuram Dist.

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|-------------------------------|-------------|
| 4. | Neatness of Classrooms are insisted to the Students | All the Class In Charge | |
| 5. | Dress Code for Students will be supervised | Discipline Committee members. | |
| 6. | Dust bin will be placed all over the Campus | All the HO's Supervision | |
| 7. | Best Classroom and Dept in neatness will be honoure of | IQAC | |

Action taken: Circular is sent all the classes and pasted in notice board.



SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM

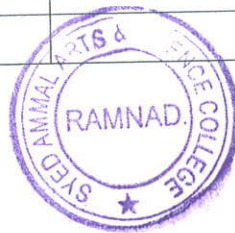
(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Discipline Committee Date: 27/7/22
regarding

| S.No | Name | Designation & Department | Signature |
|------|---------------------|--------------------------------|---------------------|
| 1. | DR. M. THAMIMA | Head, Dept. of Chemistry | M. Thama |
| 2. | MYS VJAYASARATHI P | Head In-charge, Dept of CS | M. V. Jayasarithi P |
| 3. | DR. G. PRABHAVATHI | Head, Dept. of physics | G. Prabhavathi |
| 4. | DR. M. ANITHA | Head, Dept. of Mathematics | M. Anitha |
| 5. | K. RAJAMAHENDRAN | Head, Dept of Commerce with CA | K. Rajamahendran |
| 6. | V. GOWDERAJAN | HOD - Visual Communication | V. Gowderajan |
| 7. | DR. A. A. ANSARI | HOD - Business Admn. | A. A. Ansari |
| 8. | Dr. M. Rajith Kumar | Head, Dept. of Microbiology | M. Rajith Kumar |
| 9. | Dr. R. Parkianraj | HOD of Tamil | R. Parkianraj |
| 10. | DR. M. Thayalan | HOD of Zoology | M. Thayalan |
| 11. | R. VINOTHAKUMAR | HOD of IT | R. Vinothakumar |
| 12. | M. CHITRA DEVI | HOD of IT & CD | M. Chitra Devi |
| 13. | Dr. S. Mahime | HOD of BCA | S. Mahime |
| 14. | CHITRA M | HOD of English i/c | Chitra M |
| 15. | Mrs Anwar R Shaker | IQAC Coordinator | Mrs Anwar R Shaker |
| 16. | DR. R. MAHAJITHI | PRINCIPAL | A. Mahesh |
| 17. | | | |
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| 19. | | | |



A. Mahesh
PRINCIPAL 27/07/22
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

M. Anwar R Shaker
Meeting Coordinator
IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM

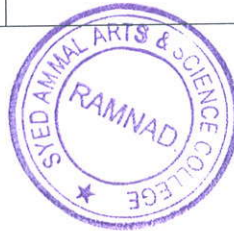
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INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Extra Curricular Date: 27/07/2022
Committee

| S.No | Name | Designation & Department | Signature |
|------|----------------------|---------------------------|-----------|
| 1. | Dr. I. RANJITH KUMAR | Asst. Prof. Dept of Tamil | |
| 2. | JEYANURUGAN K | Asst. prof in Tamil | |
| 3. | AMEENA ANNAL. R | Asst. Prof. in Chemistry | |
| 4. | V. JEYACHANDRAN | Asst. Prof. of English | |
| 5. | Anwar R Shahan | IQAC coordinate | |
| 6. | R. MALATHI | Principal, SAASC | |
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PRINCIPAL
Syed Ammal Arts and Science College
KOOTTAMPULI, Pullankudi Post.
Ramanathapuram Dist.

Meeting Coordinator

IQAC Co-ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



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C.No. SAASC/IQAC/2022-23/05

Date: 30 July 2022

Dear HOD's

Greetings!

You are requested to attend the meeting to discuss regarding preparation of log book (lesson plan) for the academic year 2022-2023

Venue : IQAC Room

Date : 30 July 2022

Time : 10:00 am

A. Mahesh
20/07/2022
IQAC Coordinator IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.

A. Mahesh
Principal 30/07/22

Signature of the HOD's

Tamil *V. Mahesh*

English

Business Administration - *M. Aravind*

Commerce - *S. Aravind*

Commerce with CA

Mathematics - *M. Aravind*

Physics - *G. Aravind*

Chemistry

Microbiology

Zoology - *S. Aravind*

Computer Science

Computer Application

Information Technology

Fashion Technology

Visual communication

PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



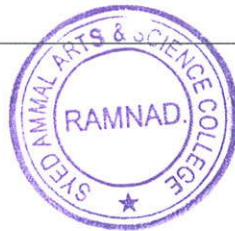


SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM
(NAAC Accredited with B Grade)
INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: Preparation of Log Book Date: 30/07/2022

| S.No | Name | Designation & Department | Signature |
|------|--------------------|--|-------------|
| 1. | Vijaya Sarathi P | Assistant Principal & Head of Department | [Signature] |
| 2. | Dr. A.A. ANSARI | HOD & Business Admin | [Signature] |
| 3. | Dr. M. SELVAM | HOD of Commerce | [Signature] |
| 4. | Dr. M. JHAYALAN | HOD of Zoology | [Signature] |
| 5. | Dr. R. Pankirajay | HOD of Tamil | [Signature] |
| 6. | Dr. M. ANITHA | HOD of Mathematics | [Signature] |
| 7. | Dr. G. PRABHAVATHI | HOD of physics. | [Signature] |
| 8. | Dr. R. MALATHI | PRINCIPAL | [Signature] |
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A. Malu
30/07/22
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

Malu
30/07/2022
Meeting Coordinator
IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



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Ramanathapuram-623513

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Nature of Meeting: *Log book discussion with HOD's*

Members Present :

Date: *30/7/22*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|-----------------------|-------------|
| 1. | <i>New log book (Lesson plan) Given to the HOD's</i> | <i>IQAC.</i> | |
| 2. | <i>They are asked to go through the Log book</i> | | |
| 3. | <i>Sachand Every Faculty may have their own Log book.</i> | | |

Action taken: *New Log book will be
Given to all soon.*

M. Mahesh
20/07/2022

M. Mahesh
Principal
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Mahesh
30/07/22
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/7

Date: 04 August 2022

Dear Committee Coordinators

Greetings!

Coordinators of following Committee are asked to attend the meeting to discuss the Annual plan for the Academic year 2022-2023.

- 1) Student Counseling Cell
- 2) Women Empowerment Cell
- 3) Student Council
- 4) Parent Teacher Association
- 5) Greenery Committee
- 6) Magazine Committee

Venue : IQAC room

Date : 04 August 2022

Time : 11:00 am

Shahen
04/08/2022
IQAC Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Male
Principal
04/08/22

PRINCIPAL
Syed Ammal Arts and Science College
KOOTTAMPULI, Pullankudi Post.
Ramanathapuram Dist.



SYED AMMAL ARTS AND SCIENCE COLLEGE

Ramanathapuram-623513

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Internal Quality Assurance Cell

MEETING ATTENDANCE SHEET

Nature of Meeting: Committee Coordinator Date: 04/08/2022
To discuss annual plan

| S.No | Name | Designation & Department | Signature |
|------|--------------------|--------------------------|------------------|
| 1. | V. GOVINDARAJAN | Head - Viscom (Magazine) | Dr. Govindarajan |
| 2. | Mrs Anwar Shabeer | IQAC | Shabeer |
| 3. | DR. G. PRABHAVATHI | students Council/Acti | G. Prabhavathi |
| 4. | DR. M. SELVAM | PTA SAC | M. Selvam |
| 5. | DR. S. MAHIMA | Student counselling | S. Mahima |
| 6. | DR. M. THAYALAN | Greenary WSC Committee | M. Thayalan |
| 7. | DR. R. MAJATHI | PRINCIPAL | A. Mahab |
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A. Mahab 04/08/22
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

Shabeer 04/08/2022
Meeting Coordinator
IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram,



SYED AMMAL ARTS AND SCIENCE COLLEGE

Ramanathapuram-623513

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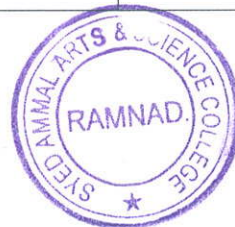
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Nature of Meeting: *Committee- Annual plan*

Members Present : *06*

Date: *04/08/22*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|---------------------------|-------------|
| 1. | <i>Student Counselling Cell: (i) Mentor- Mentee list (ii) Private Counselling has to be given (iii) Seminar and Workshop to be conducted</i> | <i>Dr. S. Mahima.</i> | |
| 2. | <i>Women Empowerment Cell (i) Empowerment Skill related programme (ii) Intra-College programme for girls.</i> | <i>Dr. S. Mahima.</i> | |
| 3. | <i>Student Council Cell: (i) Members should be elected (ii) Guest receiving for programme.</i> | <i>Dr. Y. Prabhavathi</i> | |



A. Alab *04/08/22*
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULLI, Pullankudi Post,
Ramanathapuram Dist.

Maha
04/08/2022
IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|---|-------------|
| | <p>(iii) Prayer should be on Monday.</p> <p>PTA :</p> <p>(i) During 1st year Inauguration, PTA meeting to be conducted</p> <p>(ii) After completion of Internal PTA meeting to be conducted.</p> <p>(iii) Secretary must be selected among the students.</p> <p>Greenery Committee:</p> <p>(i) Green Audit</p> <p>Magazine Committee:</p> <p>(i) Magazine for 21-22 at the end of Aug 22.</p> <p>(ii) Magazine Collections from students.</p> <p>(iii) News letter to be prepared for the Academic year 2022-23.</p> | <p>Dr. M. Selvam</p> <p>Dr. M. Thagavelan</p> <p>Mr. V. Gowri Rajan</p> | |

Action Taken: All the above should be added in their Annual plan and should be followed.



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/8

Date: 06 August 2022

Dear Committee Coordinators

Greetings!

Coordinators of following Committee are asked to attend the meeting to discuss the Annual plan for the Academic year 2022-2023.

- 1) Research and Development Cell
- 2) Student Development, Welfare and Grievance Redressal Committee
- 3) Placement Cell
- 4) Anti Ragging Committee
- 5) Anti Sexual Harassment

Venue : IQAC room

Date : 06 August 2022

Time : 10:30 am

Shahena
06/08/2022
IQAC Coordinator

IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram,



A. Male
06/08/22
Principal

PRINCIPAL
Syed Ammal Arts and Science College
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

Nature of Meeting: With Committee Date: 06 Aug 2022
Co-ordinator for Annual plan 2022-2023

| S.No | Name | Committee | Signature |
|------|----------------------|------------------------|-----------|
| 1. | R. VIJAYAKUMAR | Anti-ragging | |
| 2. | Dr. R. Parkkianraj | Student welfare. | |
| 3. | Dr. V. THARUN | R & P Cell | |
| 4. | N. PRADEEP RATESH | placement | |
| 5. | Dr. G. PRABHAVATHI | Anti Sexual Harassment | |
| 6. | Mrs Anwar P. Shaheen | IQAC Co-ordinator | |
| 7. | Dr. R. MACATHI | PRINCIPAL | |
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06/08/2022
Meeting Coordinator

06/08/22
Principal

IQAC Co-ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.



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Nature of Meeting:

Committee- Annual plan

Members Present

: 05

Date:

06/08/22

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|------------------------|-------------|
| 1. | Student welfare, Development and Grievance Redressal Committee (i) Competitive Exam classes to be conducted. (ii) Orientation programme (iii) Grievance collected and forwarded to IQAC (iv) Green box should be kept (v) New water id to be taken. | Dr. R. Parkiaraj | |
| 2. | Placement Cell (i) Soft Skill Training to be given (ii) Job Advertisement must be kept in the notice board (iii) Opening of incubation Centre (iv) Placed Alumni details. | Mr. N. Pradeep Rajesh. | |

h. a. k.
06/08/22
IQAC Co-Ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Neale 06/08/22
PRINCIPAL
Syed Ammal Arts and Science College,
KOOTTAMPULI, Pullankudi Post,
Ramanathapuram Dist.

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|-----------------------|-------------|
| 3. | <p>Research and Development Cell.</p> <p>(i) IPR related awareness programme for the staff.</p> <p>(ii) yearly twice paper should be submitted</p> <p>(iii) H-index for the institution.</p> <p>(iv) Start up Cell should be organized.</p> <p>(v) Funding Agency.</p> <p>(vi) Quisanship staff should be promoted.</p> | Dr. V. Ram. Lakshagan | |
| 4. | <p>Anti Ragging Committee.</p> <p>(i) Banner, Flex should be kept in and around the campus</p> <p>(ii) your Rules should be informed</p> | Mr. R. Vinoth Kumar | |
| 5. | Anti Sexual Harassment | Dr. G. Prabavathi | |

Action taken: All the discussed points are added in annual plan and should be proceeded.



SYED AMMAL ARTS AND SCIENCE COLLEGE

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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/9

Date: 16 August 2022

Dear Committee Members

Greetings!

Kindly attend the Meeting to discuss the progress on AQAR preparation so far.

Venue : IQAC room

Date : 16 August 2022

Time : 11:00 am

Maha
16/08/2022
IQAC Coordinator

IQAC Co-Ordinator

**Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram...**

A. Male
16/08/22
Principal

PRINCIPAL

**Syed Ammal Arts and Science College
Kootampuli, Pullankudi Post,
Ramanathapuram Dist**

| Staff | Signature |
|--|---------------------------------------|
| Mrs. M. Chithra, Assist Prof of English | <i>M. Chithra</i> |
| Mr. N. Pradeep Rajesh, Assist Prof of Information Technology | <i>N. Pradeep Rajesh</i> |
| Dr. V. Tamizhazhagan, Assist Prof of Zoology | <i>V. Tamizhazhagan</i> 16/08/2022 |
| Mr. S. Kannan, Assist Prof of Commerce | |
| Dr. M. Magheswari, Assist Prof of Business Administration | <i>M. Magheswari</i> |
| Mrs S Kalai Selvi, Assist Prof of Mathematics | <i>S. Kalai Selvi</i> |
| Mrs. P .Sangeetha, Assist Prof of Commerce with CA | <i>P. Sangeetha</i> |
| Ms. N. Ponmani, Assist Prof of Computer Science | <i>N. Ponmani</i> |
| Dr. M Ranjith Kumar, HOD of Microbiology | <i>M. Ranjith Kumar</i> |
| Mr. A. Lakshmanan, Assist Prof of Physics | <i>A. Lakshmanan</i> |
| Dr. S. Senthil Murugan, Assist Prof of English | <i>S. Senthil Murugan</i> |
| Mr. V.Vellaisamy, Assist Prof of Tamil | <i>V. Vellaisamy</i> |
| Dr. V VijayKumar, Assist Prof of Chemistry | <i>V. VijayKumar</i> |



SYED AMMAL ARTS AND SCIENCE COLLEGE, RAMANATHAPURAM

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INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

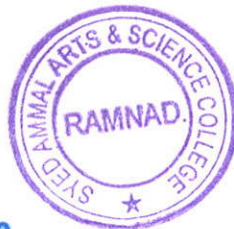
Nature of Meeting: Progress on AQAR Date: 16 August 2022

| S.No | Name | Designation & Department | Signature |
|------|------------------------|------------------------------------|-----------------------------|
| 1. | CHITRA.M | Asst Prof. Dept of English | [Signature] |
| 2. | VELLAICHAMY.V | Asst Prof. Dept of Tamil | [Signature] |
| 3. | A.LAKSHMANAN | Asst Prof. Dept of Physics | X. Cabell |
| 4. | V.VISAYAKOMAR | Asst Prof. Dept of Chemistry | v. Visayakumar |
| 5. | Dr. M. Karjitha kumar | HOD of Microbiology | M.R. Karjitha kumar 16/8/22 |
| 6. | Dr. V. TAMIZHARASAN | Asst Prof. Dept of Zoology | [Signature] 16/8/2022 |
| 7. | N.PRADEEP RAJESH | Asst Prof. Dept of IT | N.P. Pradeep Rajesh 16.8.22 |
| 8. | D. SANGEETHA | Asst Prof. Dept of R. Co-Ord (J.A) | [Signature] |
| 9. | S. KALOISELVI | Asst Prof. Dept of Maths | S. Kalaiselvi |
| 10. | N.PONMANI | Asst Prof. Dept of C.Sc | [Signature] |
| 11. | Dr. M. MAGHESWARI | Asst Prof. Dept of R.P.A | [Signature] |
| 12. | Dr. S. SENTHIL NURUGAN | Asst Prof. Dept of English | [Signature] |
| 13. | Anwar R Shaker | IQAC Coordinator | [Signature] |
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Meeting Coordinator [Signature] 16/08/2022

Principal [Signature]

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pudukkudi Post,
Ramanathapuram Dist.



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Nature of Meeting: *IQAC Members Meeting*

Members Present : *14*

Date: *16/8/22*

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-----------|---|---|----------------------------------|
| <i>1.</i> | <i>Criteria - I work will be submitted at the end of this month</i> | <i>Ms. N. Dommani Dr. M. Mageshwari</i> | <i>At the end of the month</i> |
| <i>2.</i> | <i>Criteria - II QnA and QnA discussed</i> | <i>Dr. V. Vijaya Kumar</i> | <i>At the end of this month.</i> |

Mohan
16/08/22
IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



A. Madhavan
16/08/22
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post.
Ramanathapuram Dist

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|------------------------|-------------|
| 3. | <p>Criteria - 3 ^{Staff} Circular will be sent to enter. Google Scholar.</p> <p>Funding agencies should be identified</p> <p>Attending FDP should be encouraged</p> | Dr. V. Ramitharan | |
| 4. | <p>All the Google Stamped photographs will be taken over by IQAC</p> | Mr. N. Pradeep Rajesh. | |

Action Taken : (i) Circular sent from Rg A Cell
 (ii) Google Stamped photos collected.



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/10

Date: 27 October 2022

Dear Committee Members

Greetings!

Kindly attend the meeting to discuss on AQAR Preparation for 2021-2022.

Venue : IQAC room

Date : 27 October 2022

Time : 12:00 noon

Maha
IQAC Coordinator

IQAC Co - ordinator
Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.

| IQAC Member | Designation and Department | Signature |
|------------------------|--|---------------------------|
| Mr. N. Pradeep Rajesh | Assistant Professor of Information Technology | <i>N. Pradeep</i> |
| Dr. V. Tamizhazhagan | Assistant Professor of Zoology | <i>V. Tamizhazhagan</i> |
| Dr. M. Magheswari | Assistant Professor of Business Administration | <i>M. Magheswari</i> |
| Mrs S Kalai Selvi | Assistant Professor of Mathematics | <i>S. Kalai Selvi</i> |
| Mrs. P .Sangeetha | Assistant Professor of Commerce with CA | <i>P. Sangeetha</i> |
| Dr. M Ranjith Kumar | Assistant Professor of Microbiology | <i>M. Ranjith Kumar</i> |
| Mr. A. Lakshmanan | Assistant Professor of Physics | <i>A. Lakshmanan</i> |
| Dr. S. Senthil Murugan | Assistant Professor of English | <i>S. Senthil Murugan</i> |
| Mr. V.Vellaisamy | Assistant Professor of Tamil | <i>V. Vellaisamy</i> |
| Dr. V.Vijaya Kumar | Assistant Professor Chemistry | <i>V. Vijaya Kumar</i> |
| Dr.A.Thangaraj | Assistant Professor Coomerce | <i>A. Thangaraj</i> |



A. Maha
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram Dist



SYED AMMAL ARTS AND SCIENCE COLLEGE

Ramanathapuram-623513

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Internal Quality Assurance Cell MEETING ATTENDANCE SHEET

Nature of Meeting: AGAR Preparation Date: 27/10/2021

| S.No | Name | Designation & Department | Signature |
|------|------------------------|----------------------------------|---------------------|
| 1. | A. LAKSHMANAN | Asst. Professor Physics | A. Lakshmanan |
| 2. | DR. V. VISAYAKOMAR | Asst. Professor Chemistry | V. Visayakumar |
| 3. | MY. N. PRADDEEPRAJESH | Asst. Professor IT | M. N. Pradeeprajesh |
| 4. | DR. M. MAGHESWARI | HOD(I/C) Department of BBA | M. Maghewari |
| 5. | S. KALISELVI | ASSI. Prof of Maths | S. Kalisevi |
| 6. | P. SANGEETHA | Asst. Prof. of Communication (A) | P. Sangeetha |
| 7. | DR. S. SENTHIL MURUGAN | Asst. Prof. of English | S. Senthil Murugan |
| 8. | Anwar R Shaheer | IQAC Coordinator | Anwar R Shaheer |
| 9. | | Principal | A. Male |
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| 19. | | | |

Anwar R Shaheer
Meeting Coordinator

A. Male
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi P
Ramanathapuram Dist

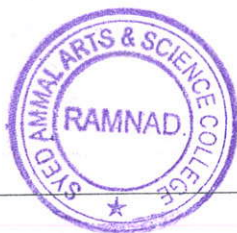


IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---------------------------------|---|-------------|
| | CRITERIA <u>IV</u> | Mr. N. Aadheep Rajesh, Asst Prof of IT | |
| | CRITERIA <u>V</u> | Dr. M. Rangith Kumar, HOD of Microbiology | |
| | CRITERIA <u>VI</u> | Dr. M. Thanima, HOD of Chemistry. | |
| | CRITERIA <u>VII</u> | Dr. I. Rangith Kumar, HOD of Tamil. | |
| | Overall Incharge & Write up. | Mrs Anwar R Shakeen, IQAC Coordinator | |

Shakeen
27/10/2022

IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



A. Mab
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram Dist



SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: IQAR Preparation

Members Present : 9

Date: 27/10/2022

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|---|-------------|
| 1. | Criteria wise doubts were cleared. | All the IQAR members | |
| 2. | Discussed to include Senior staff from various dept to deput as IQAR Criteria Coordinator | | |
| | <u>CRITERIA I</u> | <u>Dr. M. Anitha,</u> <u>HOD of Mathematics.</u> | |
| | <u>CRITERIA II</u> | <u>Dr. R. Vinoth</u> <u>Kumar,</u> <u>HOD of IT</u> | |
| | <u>CRITERIA III</u> | <u>Dr. V. Tanizhegagan</u> <u>Asst Prof of Zoology</u> | |



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Internal Quality Assurance Cell

MEETING ATTENDANCE SHEET

Nature of Meeting: Arrangements for FDP Date: 10 Aug 2023

| S.No | Name | Department with Designation | Signature |
|------|----------------------|--------------------------------|------------------|
| 1. | Dr. Anwar R Shakeen | IQA Coordinator | Mahar |
| 2. | Dr. M. ANITHA | HOD of Maths | M. Anitha |
| 3. | N. PRADEEPRAJESH | Asst. Prof. Dept of IT | N. Pradeep |
| 4. | Dr. M. Ranjith Kumar | Head, PG Dept. of Microbiology | M. Ranjith Kumar |
| 5. | Dr. M. SAMPATH | ASST. PROF - PHYSICS | M. Sampath |
| 6. | Dr. V. TAMILAZHAGAN | Asst Prof Zoology | V. Tamilazhagan |
| 7. | Dr. A. TITANCHARJ | Asst Prof Commerce | A. Titancharj |
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Mahar
10/08/2023
IQAC Coordinator

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampull, Ramanathapuram.

P. Anitha
Principal
Principal
Syed Ammal Arts and Science College
Kootampull, Ramanathapuram.



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Internal Quality Assurance Cell

MEETING ATTENDANCE SHEET

Nature of Meeting: Time Table Reform Date: 22 Aug 2023

| S.No | Name | Designation & Department | Signature |
|------|---------------------|--------------------------|-----------|
| 1. | Dr. Anwar R Shaheen | IQAC Coordinator | |
| 2. | Dr. A. THANIGARAJ | Commerce | |
| 3. | N. Padmapriya | IT | |
| 4. | Dr. M. Rajith Kumar | Microbiology | |
| 5. | Dr. V. TAMIZHAGAN | Zoology | |
| 6. | Dr. M. SAMPATH | PHYSICS | |
| 7. | Dr. M. THAMIMA | CHEMISTRY | |
| 8. | Dr. M. ANITHA | HOD, Mathematics | |
| 9. | P. SANGEETHA | Asst Prof of Com (CA) | |
| 10. | | | |
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| 15. | | | |

22/08/2023
IQAC Coordinator

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.

Principal

Principal
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/11

Date: 02 November 2022

Dear Staff Members

Greetings!

Kindly attend the IQAC meeting to discuss on AQAR data collection and Preparation of Criteria II for the academic year 2021-2022 . You are requested to adjust your class and attend the meeting.

Venue : IQAC room

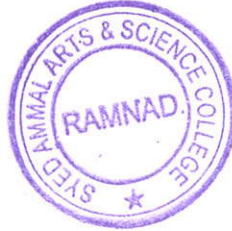
Date : 02 November 2022

Time : 11:00 am

Maha
02/11/2022
IQAC Coordinator

A. Sule
02/11/22
Principal

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



PRINCIPAL
Syed Ammal Arts and Science College.
Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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INTERNAL QUALITY ASSURANCE CELL

MEETING ATTENDANCE SHEET

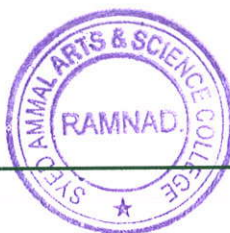
Discussion

Nature of Meeting: Criteria II preparation Date: 03 Nov 2022

| S.No | Name | Department with Designation | Signature |
|------|---------------------|-----------------------------|---------------------------|
| 1. | R.VINOTHKUMAR. | HOD of IT | [Signature] |
| 2. | M. BENTHIL kumar | Asst. Prof. in maths | [Signature] |
| 3. | C. GOBINATH | Asst. Prof in Tamil | [Signature] |
| 4. | A. Sarani Rajeev | Asst. professor in Physics | [Signature] |
| 5. | M. GNANAJOIHE | Asst. prof / English | [Signature] |
| 6. | S. Roslin Rani | Asst. prof of English | [Signature] |
| 7. | H. SURESH. | Asst. prof, Dept of IT | [Signature] |
| 8. | V.V. JAYAKUMAR. | Asst. Prof Dept. Chemistry | [Signature] |
| 9. | P. SANGEETHA | Asst. prof of communication | [Signature] |
| 10. | A. Lakshmi priya | Asst. prof. Dept BCA | [Signature] |
| 11. | R. Vasudharan | Asst. prof. Commu | [Signature] |
| 12. | K. BYRAVI | Asst. Prof. Microbiology | [Signature] |
| 13. | Dr R Maletti | Principal | [Signature] |
| 14. | Mrs Anwar R Shekhar | IQAC Coordinator | [Signature] 03/11/2022 |
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A. MAB
03/11/22

PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram



[Signature]
Meeting Coordinator

IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF MEETING

NATURE OF MEETING: CRITERIA II Discussion and Preparation

Members Present : 14

Date: 03/NOV 2022

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|---|---------------------|
| 1. | Duty Allotment for <u>CRITERIA - II</u> ⇒ COORDINATOR ⇒ Members | ⇒ Mr R. Vinoth Kumar, HOD of IT ⇒ Mrs P. Sangeetha B.COM with CA ⇒ Da Vijaykumar | |
| 2. | Staff from each dept were deputed to submit their department report for <u>CRITERIA II</u> | i) Mr K. Senthil Kumar, Maths ii) Da C. Gopinath, Tamil iii) Mr A. Savaari Rajeev, Physics, iv) Mr. K. GnanaJothi, English. v) Ms. M. Surya, IT vi) Ms. A. Lakshmi- Priya, BCA vii) Mr R Vasudevan, Commerce viii) Mrs Benazeer ix) Ms Kafazza x) Da Annie Felicia xi) Da Ponmuthu Ramalingam | 30 November 2022 |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|-----------------------|-------------|
| 3. | Discussion regarding preparation of AGAR and clearing the doubts | All the members | 18 Nov 2022 |

M. A. Khan
03/11/2022

IQAC Co-Ordinator

Syed Ammal Arts and Science College,
Kootampuli, Ramanathapuram.



A. Malek

PRINCIPAL

Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/12

Date: 03 November 2022

Dear Staff Members

Greetings!

Kindly attend the IQAC meeting to discuss on AQAR data collection and Preparation of Criteria I for the academic year 2021-2022 . You are requested to adjust your class and attend the meeting.

Venue : IQAC room

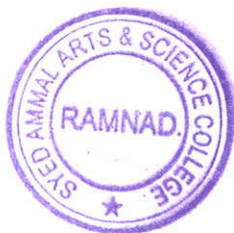
Date : 04 November 2022

Time : 11:00 am

Mahesh
03/11/2022
IQAC Coordinator

A. Male
03/11/22
Principal

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



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Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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Internal Quality Assurance Cell

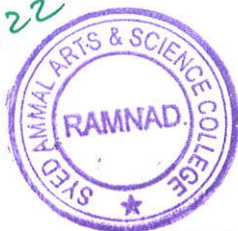
MEETING ATTENDANCE SHEET

Nature of Meeting: Discussion & Criteria preparation Date: 04 Nov 2022

| S.No | Name | Designation & Department | Signature |
|------|----------------------|----------------------------|----------------------|
| 1. | Mrs Anwar R Shaheen | IQAC Coordinator | <i>Maha</i> |
| 2. | Dr. M. ANITHA | HOD of Mathematics | M. Anitha |
| 3. | Dr. M. MATHESWARI | HOD OF BBA | M. Matheswari |
| 4. | S. Thasleem Rani | Assistant professor of CS | S. Thasleem Rani |
| 5. | C. UTHRADEVI | Assistant professor CA | C. Uthradevi |
| 6. | P. Surya | ASST PROF, Dept of STI | P. Surya |
| 7. | Dr. V. Gathiyarath | Asst. Prof Dept of Eng | Dr. V. Gathiyarath |
| 8. | Mrs. R. Anand Anemal | Asst. prof. Dept of Chem | Mrs. R. Anand Anemal |
| 9. | S. Jaigamesh | Asst prof BBA | S. Jaigamesh |
| 10. | JEYANURBAN. K | Asst prof in Tamil | Jeyanurban. K |
| 11. | M. SAMPATH | Asst. Prof in Physics | M. Sampath |
| 12. | B. GURUPRAKASAM. | Asst. Prof. in Mathematics | B. Guruprasam |
| 13. | L. VAITHEESHWARI | ASST. Prof. in Commerce | L. Vaitheeswari |
| 14. | | | |
| 15. | | | |
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| 18. | | | |
| 19. | | | |

Maha
04/11/2022
Meeting Coordinator

A. Maha
04/11/22
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram, Dist



IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: CRITERIA I DISCUSSION & PREPARATION

Members Present : 13

Date: 04 Nov 2022

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|--|-------------|
| 1. | <u>Duty Allotment for</u> <u>CRITERIA - I</u> ⇒ COORDINATOR ⇒ Members | ⇒ Dr. M. Anitha HOD of Maths ⇒ Dr. M. Maghewar HOD of BBA Mrs. S. Thaskeen Rani Asst Prof of C.Sc. | |
| 2. | Staff from each dept were deputed to submit their department report for <u>CRITERIA I</u> | Mrs. C. Uthadevi, COM with CA, Mrs. M. Suresh, Dr. V. Sathiyavathi, Eng Mrs. R. Ameena Asst. Chemist Mrs. S. Jaiganesh, BBA | |

f) Mr. Jayamurugan,
Tamil

g) Dr. M. Sampath,
Physics

h) Mr. B. Gurusankar,
Maths

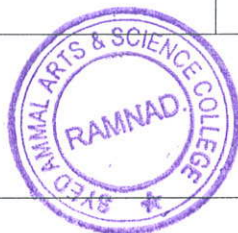
i) Mrs. L. Vaitheeswari, Com

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|--|-------------|
| 3. | Discussion regarding preparation of AGAR, clearing the doubts | Dr Chandrasegala, Zoology Ms. Byravi, Microbiology. | 21 Nov 2022 |

M. Mahesh

A. Nabeela

IQAC Co - ordinator
 Syed Ammal Arts and Science College
 Kootampuli, Ramanathapuram.



PRINCIPAL
 Syed Ammal Arts and Science College,
 Kootampuli, Pullankudi Post.
 Ramanathapuram Dist



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/13

Date: 16 November 2022

Dear Staff Members

Greetings!

Kindly attend the IQAC meeting to discuss on AQAR data collection and Preparation of Criteria III for the academic year 2021-2022 . You are requested to adjust your class and attend the meeting.

Venue : IQAC room

Date : 17 November 2022

Time : 11:00 am

M. A. K.
16/11/2022

IQAC Coordinator

A. Deale
16/11/22
Principal

IQAC Co - ordinator
Syed Ammal Arts and Science College
-Kootampuli, Ramanathapuram.



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Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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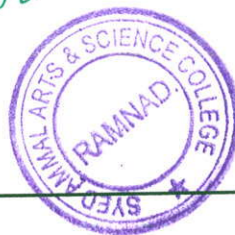
Internal Quality Assurance Cell

MEETING ATTENDANCE SHEET

Nature of Meeting: CRITERIA III DISCUSSION & PREPARATION Date: 17 Nov 2022

| S.No | Name | Designation & Department | Signature |
|------|----------------------|--------------------------|-------------|
| 1. | Anevar R Shakeen | IQAC Coordinator | Mahesh |
| 2. | DR. BALAMURUGAN C | ASST. Professor in Tamil | [Signature] |
| 3. | R. Sairidharani | ASST. Professor (CS) | [Signature] |
| 4. | DR. V. VELLAI CHAMY | ASST PROF (TAMIL) | [Signature] |
| 5. | DR. M. SAMPAI | ASST. Prof. (Phy) | [Signature] |
| 6. | R. SAKTHIVEL | ASST. prof (math) | [Signature] |
| 7. | M. SELWAKUMAR | ASST. Prof (Chemistry) | [Signature] |
| 8. | M. THANGAPANDY | ASST PROF COMMERCE | [Signature] |
| 9. | S. SHEIK AYAZ AHAMED | ASST. Prof of English | [Signature] |
| 10. | Dr. A. THANGARAJ | ASST Prof of Commerce | [Signature] |
| 11. | Dr. M. Rajitha kumar | Head, microbiology | [Signature] |
| 12. | D. Vallivinayagam | ANSS Program off/ | [Signature] |
| 13. | S. Jennathul Rasima | ASST. Prof of [?] | [Signature] |
| 14. | DR. V. RAMKHAZHAQIM | ASST Prof Zoology | [Signature] |
| 15. | S. Jaiganesh | Asst prof BCA | [Signature] |
| 16. | | | |
| 17. | | | |
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| 19. | | | |

A. Mahesh
17/11/2022
PRINCIPAL
Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram Dist



Mahesh
17/Nov/2022
Meeting Coordinator

IQAC Co-ordinator
Syed Ammal Arts and Science
Kootampuli, Ramanathapuram



**SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM**

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: CRITERIA III DISCUSSION & PREPARATION

Members Present : 15

Date: 17 Nov 2022

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|---|-------------|
| 1. | Duties were allotted to <u>CRITERIA III</u> => COORDINATOR => MEMBERS. | => Dr. V. Tamizhazhegan Asst Prof, Dept of Zoology. => Dr. V. Vellaichamy -> Asst Prof in Tamil => Mr. R. Sakthivel -> Asst Prof in Mathematics. | |
| 2. | Following staff from each department were deputed to submit their department report for <u>CRITERIA I</u> | a) Dr. C. Balasubramanian, Asst Prof in Tamil b) Ms. R. Saicharani Asst Prof in C.Sc c) Mrs. S. Jennethal Rasina, Asst Prof in IT d) Dr. A. Thangaraj, Asst Prof in Commerce e) Mr. M. Selvakumar, Asst Prof in Chemistry. | |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--------------------------|-----------------------|-------------|
|-------|--------------------------|-----------------------|-------------|

- f) Dr. G. Achudais,
Asst Prof of RBA
- g) Mr. Sheikh Deyaz
Ahamed, Asst Prof of
English.
- h) Mr. M. Thangapandy,
Asst Prof of Commerce (CA)
- i) Ms Bysavi, Asst
Prof of Microbiology
- j) Dr. M. Sampath
Asst prof of physics

3. Various aspects from
Criteria III were
discussed, doubts were
cleared.

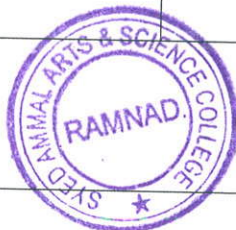
30 Nov 2022

4. Strengthening of
Research were discussed.

hake

A. Male
17/11/22

IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



PRINCIPAL
Syed Ammal Arts and Science College.
Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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Internal Quality Assurance Cell

C.No. SAASC/IQAC/2022-23/14

Date: 24 November 2022

Dear Staff Members

Greetings!

Kindly attend the IQAC meeting to discuss on AQAR data collection and Preparation of Criteria VII for the academic year 2021-2022 . You are requested to adjust your class and attend the meeting.

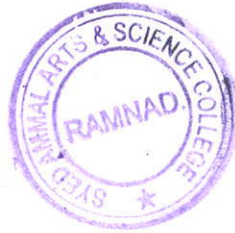
Venue : IQAC room

Date : 24 November 2022

Time : 11:00 am


IQAC Coordinator

IQAC Co - ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.




Principal 24/11/22

PRINCIPAL
Syed Ammal Arts and Science College.
Kootampuli, Pullankudi Post.
Ramanathapuram Dist



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Internal Quality Assurance Cell

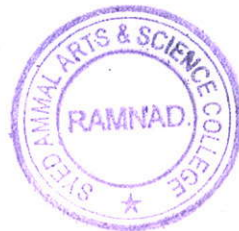
MEETING ATTENDANCE SHEET

Nature of Meeting: CRITERIA VII, DISCUSSION & PREPARATION Date: 24/11/2022

| S.No | Name | Designation & Department | Signature |
|------|------------------------|--------------------------|-------------------------------|
| 1. | Aruna R Shaheen | IQAC Coordinator | <i>[Signature]</i> 24/11/2022 |
| 2. | Dr. P. RAMESH KUMAR | HOD, TAMIL | <i>[Signature]</i> 24/11/2022 |
| 3. | N. PRADDEEPRAJESH | Asst. prof | <i>[Signature]</i> |
| 4. | P. Hemalatha | Asst. Professor | <i>[Signature]</i> |
| 5. | J. Stella Jeya christy | Asst. prof. | <i>[Signature]</i> |
| 6. | S. SANGEETHA | Asst. prof. | <i>[Signature]</i> |
| 7. | S. Thasleem Rani | Asst. prof | <i>[Signature]</i> |
| 8. | V. Mungesay | Asst prof. of B.Eds | <i>[Signature]</i> |
| 9. | B. GURUPRAKASHAM. | Asst prof. of maths. | <i>[Signature]</i> |
| 10. | N. Kabilan. | Asst prof in BBA | <i>[Signature]</i> |
| 11. | M. kari kumar | ASST prof in tamil | <i>[Signature]</i> |
| 12. | Dr. S. AYYANAR | AP/chemistry | <i>[Signature]</i> |
| 13. | Dr. R. MALATHI | Principal | <i>[Signature]</i> |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |

[Signature] 24/11/22
PRINCIPAL

Syed Ammal Arts and Science College,
Kootampuli, Pullankudi Post,
Ramanathapuram Dist



[Signature] 24/11/2022
Meeting Coordinator

IQAC Co-ordinator
Syed Ammal Arts and Science College
Kootampuli, Ramanathapuram.



SYED AMMAL ARTS AND SCIENCE COLLEGE,
RAMANATHAPURAM

(NAAC Accredited with B Grade)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

NATURE OF MEETING: CRITERIA VII DISCUSSION & PREPARATION

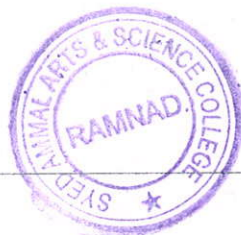
Members Present : 12

Date: 24 NOV 2022

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|---|---|-------------|
| 1. | Duties were allotted for criteria <u>VII</u> COORDINATOR | Dr. I. Rangith Kumar HOD of Tamil | 5 Dec 2022 |
| 2. | Staff members from each department were deputed to submit their department report for <u>CRITERIA VII</u> | a) Mr. N. Pradeep Rajesh, Asst prof of IT b) Ms. Sangeetha, Asst prof of Mathematics c) Mr. Iyyanar, Asst prof. of chemistry d) Mr. Kabilan, Asst Prof of BBA e) Mr. Muegwan Asst prof of English | |

| S. No | Report/ Action finalized | Person Responsibility | Target Date |
|-------|--|---|--------------------|
| | <p>3. Best practices & Institutional Distinctiveness were discussed.</p> <p>4. Geo Tag photo for each matrix were assigned to the Members.</p> | <p>⇒ Ms Hemalatha, Asst Prof. of Com with CA</p> <p>⇒ Mr. Kani Kumar Asst prof of Tamil</p> <p>⇒ Mr. Mureiganathan, Asst prof of Zoology.</p> <p>⇒ Ms. Sasidharni, Asst prof of Cse.</p> <p>⇒ Dr. Mathiya, Asst prof of Microbiology.</p> <p>⇒ Mrs. Kalthika, Asst Prof of Maths.</p> | <p>07 Dec 2022</p> |

Debar
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A. Male
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