

Action Taken:

* Department wise Mentor-Mentee System has been Suggested.

* Floor duties has been assigned to Staff Members

* Dress Code for Students should be formal, The Incharge has been given to Physical Education department.

* Result Analysis and PTA meeting has been suggested to all HODs.

Signature of the IQAC Chairman

Signature of the IQAC Co-ordinator

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

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

Meeting Minutes: 9

Date: 3/1/2020

Venue: Seminar Hall

Time: 11.00 am

Agenda:

- Welcome Address
- Student Satisfaction Survey
- Vote of Thanks

Minutes of the Meeting:

* The minutes of last meeting were read and confirmed

* Discussed about the SSR introduced by NAAC in new assessment methodology.

The following members were present in the meeting:

Dr. S.V.S. Amanulla Hameed

Dr. R. Kasinatha Surai

Dr. R. Malathi

Dr. M. Selvam

Mrs. S. Mahima

Mr. P. Ibrahim

Dr. K. Raja Mahendran

Dr. K.S. Venkatesh

Dr. R. Palakiraj

Action taken:

* Student Satisfactory Survey awareness has been given to the students

Signature of the IQAC Chairman

Signature of the IQAC Co-ordinator

Meeting Minutes: 10

Date: 03/2/20

Time: 11 am.

Venue: Seminar Hall

Agenda:

- * Welcome Address
- * To conduct 7th Convocation
- * Vote of Thanks

Minutes of the Meeting:

- * The Minutes of last meeting were read and confirmed
- * Various Committees were formed and duties were allotted to the Staff members
- * It was planned to conduct 7th Convocation on 29/2/2020.

The following members were present:

Dr. S.V.S. Anantha Kumar

Dr. R. Kasinathadurai

Dr. R. Malathi

Dr. M. Selvan

Mrs. S. Mahima

Dr. K.S. Venkatesh

Dr. R. Parthasarathy

Mr. A. Xavier

Dr. M. Thayalan

Mrs. M. Chitra Devi

Mr. V. Gowri Rajan

Mr. P. Ibrahim

Action taken:

- * Various Committees has been formed
- * Duties were allotted to the Staff members
- * Staff meeting has been suggested to the PQAC Chairman.

Signature of the
PQAC - Chairman

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

Signature of
the PQAC - Coordinator

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

Meeting Minutes: 11

Date: 24/4/20

Time: 10am

Google Meet
Online Mode

Agenda:

Welcome Address
To Conduct Quiz & Webinar
Vote of Thanks

The Minutes of the meeting:

* IQAC Co-ordinator proposed that the Covid-19 pandemic has caused extreme distress to academic community and was a setback to students and educators.

* All faculties have to conduct e-quiz and webinars.

* It was decided to conduct Fdp on Online apps, Online teaching.

The following members were present:

Dr. S.V.S. Amanullah Hameed

Dr. R. Kasinathadurai

Dr. R. Malathi

Dr. M. Selvam

Mrs. S. Mahima

Dr. K.S. Venkatesh

Dr. R. Prakira Raj

Mr. A. Xavier

Dr. M. Thayalan

Mr. K. Raja Mahendran

Action taken:

* All faculties has been given suggestions to conduct quiz & webinar.

* Department of CS has consented to conduct Fdp on Online teaching methodology.

Signature of the
IQAC Chairman

Signature of the
IQAC - Coordinator

PRINCIPAL

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

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

Meeting Minutes: 12

Date: 10/2/21

Time: 11 am

Venue: IQAC Office

Agenda:

- * Welcome Address
- * Department Records
- * Various Committee Reports
- * Vote of Thanks

The Minutes of the Meeting:

- * The minutes of the last IQAC meeting were read and confirmed
- * The IQAC Co-ordinator read the objectives and functions of IQAC to the newly appointed IQAC members
- * Various committees were asked to

submit their committee reports.

The following members were present

Dr. S. V. S. Amrulla Hameed

Mr. A. Xavier

Dr. R. Malathi

Ms. V. Yoga Laxshmi

Ms. M. Chitra

Dr. M. Anitha

Dr. P. Rangith Kumar

Ms. M. Maheswari

Ms. P. Sangeetha

Ms. Jenathul Basima

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Action taken:

- * New members has been given to all the duties
- * Media Cell has been initiated to Language Department.

Signature of
The IQAC Chairman

PRINCIPAL

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

Signature of
IQAC Co-ordinator

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

Meeting Minutes : 13/03/21

Date : 29/3/21

Time : 11 am

Venue : Main Library

Agenda:

Welcome Address

To Maintain department Records

To Recommend a separate room for Exam Cell.

To maintain Pet Classrooms.

The Minutes of the Meeting:

* All the Committees and Faculties must Submit their reports to the IQAC Office.

* Maintaining hand Soaps and Sanitizers in each and every department.

* To aware the Students about Social distancing

The following Members were present in the Meeting.

Dr. S. V. S. Amanullah Hameed

Mr. A. Sauley

Mrs. M. Chitra

Dr. P. Rangith Kumar

Mrs. M. Maheswari.

Dr. M. Anitha

Mr. A. Laxman

Mrs. J. Vidhya Devi

Mrs. J. Jennifer Rani

Dr. M. Nuralanban Thom

Present in the Meeting.

Handwritten signatures and initials of the attendees.

Action taken:

* Circular has been Sent to all the Faculties

* Sanitizers and Temperature Gun has been given to all Faculties

* Awareness Program has been planned to Conduct for Staff and Students.

Signature of the IQAC Chairman

Signature of the IQAC Co-ordinator

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

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

Meeting Minutes: 14

Date: 14-7-21

Venue: Seminar Hall

Time: 12 pm

Agenda:

Welcome Address

To Conduct webinar

To suggest NSS to Conduct Corona Vaccination Camp.

The Minutes of the Meeting.

* Staff activities and awards to be submitted to principal

* Corona vaccination camp should be conducted

* To generate awareness and to improve acceptance and uptake of vaccine

The following members were present in the Meeting.

Dr. S.V.S Amanullah Hameed

Mr. A. Xavier

Mrs. M. Chitra

Dr. J. Rangith Kumari

Mrs. M. Nageswari

Dr. M. Anitha

Mr. A. Laxmanan

Mrs. J. Vidhya Devi

Mrs. J. Jennifer Dani

Dr. S. Divendran

Handwritten signatures and initials corresponding to the list of members present.

Action taken:

* Corona Vaccination Camp has been conducted to students and staff member by NSS

* Staff activities record should be maintained and submitted to IQAC Office.

Signature of the IQAC Chairman

PRINCIPAL

Syed Amal Arts and Science College, Kootampudi, Pullankudi Post, Ramanathapuram Dist.

Signature of IQAC Co-ordinator

Syed Amal Arts and Science College, Kootampudi, Ramanathapuram.

Meeting Minutes: 15

Venue: IQAC Office

Date: 08/12/21

Time: 10:30 am

Agenda:

- * Welcome Address
- * To arrange the Naac files Orderly.
- * To Face the Naac peer team.
- * To discuss Quality Metrics
- * Vote of Thanks.

The Minutes Of the meeting

* Our Special invitee give the adequate knowledge about

1) In Charges have been allotted to the Staff IQAC Members.

2) File maintenance has been discussed.

3) File verification has been done.

4) IQAC Slides has been shown to all the IQAC members team has been

5) All the Quality initiatives to face the Naac

The following members were present in the meeting.

Dr. S.V.S Amanullah Hameed

Mr. A. Xavier

Mrs. M. Chitra

Dr. P. Ranjith Kumar

Mrs. M. Maheswari

Mr. A. Laxmanan

Mrs. J. Vidhya Devi

Dr. S. Deivenohran

Dr. R. Malathi

Ms. S. Jennathul Rasna

Action taken:

* Full fledged arrangements for the NAAC process

* All the files are verified by In charge Staff members

* PPT watched by all the IQAC

* Two day orientation programme of IQAC members to face the Naac peer

Signature of the IQAC Chairman

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

Signature of the IQAC Co-Ordinator

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

Meeting Minutes - 16

Date: 17/12/2021

Venue: IQAC Office

Agenda:

- * Welcome Address
- * Regarding AQAR Submission
- * Criteria Wise - Members Allotment
- * Vote of Thanks

The Minutes of the Meeting:

* Principal welcome the members, Hods.

* Our Correspondent discuss about the pros and cons of Naac visit and Grade

* Correspondent encourage all the HOD's and IQAC members.

* Secretary Madam Congratulated all the IQAC members and HOD's.

* Discussed about the criteria which are there in Naac.

* Strength and weakness maintained in the criteria was analyzed.

The following members were present in the meeting.

1. Mr. A. Cheriadurai Abdullah
2. Mrs. A. Rajathi Abdullah
3. Dr. S.V.S Amanullah Hameed
4. Mr. A. Xavier
5. Mrs. M. Chitra

6. Dr. P. Rangith Kumar
7. Mr. P. Ibrahim
8. Mrs. M. Maheswari
9. Mr. A. Lakshmanan
10. Mrs. J. Vidhya Devi
11. Dr. A. Kasinatha Durai
12. Mr. K. Raja Mahendran
13. Mr. S. Jai Ganesh
14. Mr. V. Govind Rajan
15. Dr. K.S. Vengatesh
16. Dr. M. Thangalan
17. Dr. P. Parkiaraj
18. Mrs. N. Vishalatchi
19. Dr. M. Anitha
20. Dr. Pamithazhagan.

Action Taken:

- * AQAR Verification team formed.
- * All Committees are asked to verify their documents.
- * All the HOD's are asked to maintain the documents clearly.



Signature of the IQAC Chairman

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

Signature of the IQAC Coordinator

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

Date: 19/01/2021 Venue: POAC Office
MEETING MINUTES - 17

AGENDA:

- Welcome Address
- Activities by the Department
- Evidence collection for all NAAC criterias
- AQAR Submission
- Vote of Thanks

The Minutes of the Meeting:

* Principal welcomed all the members and HODs and informed all the departments are in the process of collecting evidence for AQAR.

* HODs and the members are encouraged to work for the completion of AQAR.

* Principal has clarified the queries raised by the HODs and the members regarding AQAR.

* Discussed about the difficulties in collecting the evidence for AQAR.

The following members were present in the meeting:

- 1) Mr. A. Chelladurai Abdullah
- 2) Mrs. A. Rajathi Abdullah
- 3) Dr. S. V. S. Amanullah Hameed
- 4) Mr. A. Xavier
- 5) Mrs. M. Chitra
- 6) Dr. P. Danitha Kumar

- 7) Mr. P. Ibrahim
- 8) Mrs. M. Magheshwari
- 9) Mr. A. Laxmanan
- 10) Mrs. J. Vidhyadevi
- 11) Dr. R. Kasibatha Durai
- 12) Mr. K. Raja Mahendran
- 13) Mr. S. Jai Ganesh
- 14) Mr. V. Gowri Rajan
- 15) Dr. K. S. Venkatesh
- 16) Dr. M. Thayalan
- 17) Dr. R. Pakkiam
- 18) Mrs. N. Visalatchi
- 19) Dr. M. Anitha
- 20) Dr. Pamizhazhagan

ACTION TAKEN:

- * HODs are asked to submit the evidences for all criterias.
- * It should be filled in the departments
- * The Duration is given for the document submission.

Signature of the
POAC chair-man

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

Signature of the
POAC Co-ordinator

Date: 24/02/2022 Venue: QAAC OFFICE
MEETING MINUTES - 18

Agenda:

- Welcome Address
- Participation in NIRF
- Internal Academic Audit
- Internal Examination
- Department Activities
- Vote of Thanks

The Minutes of the Meeting:

* QAAC Co-Ordinator read the previous meeting minutes and confirmed.

* Principal informed that this year we will be definitely applying for NIRF ranking process that provides clarity about the standard of education an institution provides.

* The principal recommended that all the faculty must improve their teaching learning process and enhance the students' performance in their examination. He also suggested that external educational expert should be inacted to conduct academic audit.

* Discussed about the internal examinations, date, time table and syllabus.

* QAAC - Co-Ordinator informed to complete the department activities.

The following members were present in the meeting:

- 1) Mr. A. Chelladurai Abdullah
- 2) Mrs. A. Rajathi Abdullah
- 3) Dr. S.V.S. Amanullah Hameed
- 4) Mr. A. Xavier
- 5) Mrs. M. Chitra
- 6) Dr. P. Ranjith Kumar
- 7) Mr. P. Ibrahim
- 8) Mrs. M. Magheshwari
- 9) Mr. A. Laxmanan
- 10) Mrs. J. Vidhyadevi
- 11) Dr. R. Kasinatha Durai
- 12) Mr. K. Raja Mahendran
- 13) Mr. S. Jai Ganesh
- 14) Mr. V. Ganesi Rajan
- 15) Dr. K. S. Venkatesh
- 16) Dr. M. Thayalan
- 17) Dr. R. Parkkianaj
- 18) Mrs. N. Visalatchi
- 19) Dr. M. Anitha
- 20) Dr. Pamizhazhagan

Action Taken:

* Dates were collected from the department to apply for NIRF.

* HODs were asked to prepare Time Table for Internal exam.

Signature of the
QAAC chairman

Signature of the
QAAC Co-Ordinator

Date: 29/03/22 Venue: PAAC Cell

MEETING MINUTES - 19

Agenda:

- ⇒ Welcome Address
- ⇒ Applying for 2F
- ⇒ Performance Appraisal
- ⇒ Feedback from stake holders
- ⇒ Vote of Thanks

The Minutes of the Meeting:

* The Principal welcomed the members and HODs to the meeting

* Principal informed the importance of permanent affiliation - 2F. It should be applied immediately for our institution.

* Principal said the success of the institution depends on the quality of its staff. The performance appraisal is the continuous process.

* PAAC - Co-ordinator informed the members to collect feedback from various stake holders.

The meeting concluded with vote of Thanks.

Members were present in the meeting:

- 1) Mr. A. Chelladurai Abdullah *Chinnai*
- 2) Mrs. A. Rajathi Abdullah

- 4) Mr. A. Xavier *Law Duty*
- 5) Mrs. M. Chitra
- 6) Dr. P. Ranjith Kumar
- 7) Mr. P. Ibrahim *AMY*
- 8) Mrs. M. Magheshwari *M.P.*
- 9) Mr. A. Janmanan *A. Lakshmi 29/3/22*
- 10) Mrs. J. Vidhyadevi *Ramya*
- 11) Dr. R. Karthika Durai *Ramya 29/3/22*
- 12) Mr. K. Raja Mahendran *Ramya*
- 13) Mrs. Jal Ganesh *Jane*
- 14) Mr. V. Gowri Rajan *Rm;*
- 15) Dr. K. S. Venkatesh *Whyl*
- 16) Dr. M. Thayalan *Thayal 29/3/22*
- 17) Dr. R. Parkkiamy *M. A. H*
- 18) Mrs. N. Visalatchi *M. A. H*
- 19) Dr. M. Anita *M. A. H*
- 20) Dr. Ramizhazhagan *29/3/22*

Action Taken:

* Appraisal forms are distributed and two days given to fill up.

* 2F Application is submitted

* Feedback forms were created for all the stake holders.

Ammalath
Signature of the
PAAC Chairman

PRINCIPAL
Art and Science College,

Law
Signature of the
PAAC Co-ordinator