



## SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO-9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC

TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



SASC/ IQAC/2019/M/01

Date: 17.06.2019

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

#### Sub: IQAC meeting- Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 19.06.2019 at 2.30 P.M. in IQAC CELL. All the members of IQAC and Criterion heads are asked to attend the meeting.

**IQAC Coordinator**  
SENGUNTHAR ARTS & SCIENCE COLLEGE,  
TIRUCHENGODE.

**Principal**  
12/6/19  
**PRINCIPAL**  
SENGUNTHAR ARTS AND SCIENCE COLLEGE  
TIRUCHENGODE - 637 205.

Copy to:

1. The Principal
2. Members of IQAC



Since 1991

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Date: 19.06.2019

NO: SASC/IQAC/2019/M/01

Venue: IQAC Cell

**First IQAC Meeting**

**IQAC Members**

S.NO	NAME	DESIGNATION	Remarks
1.	Dr.S.Ravikumar	Principal & Chair Person	Present
2.	Prof.A.Baladhandapani	Dean & Joint secretary	Present
3.	Dr.P.Nallasivam	IQAC Co-Ordinator , ,Management studies,	Present
4.	Dr.P.Venkatachalam	HOD/Microbiology	Present
5.	Dr.N.Santhi	HOD/Commerce	
6.	Mr.P.Balamurugan	HOD/Computer Science(UG)	Present
7.	Mrs.R.Bharathi	HOD/Computer Science(PG)	Present
8.	Mrs.L.Citra	HOD/Mathematics	Present
9.	Mr.L.Rajendran	HOD/Commerce C.A	Present
10.	Dr.P.Vanathi	HOD/Biotechnology	Present
11.	Dr.M.Revathi	HOD/commerce	Present
12.	Dr.S.Saravanan	HOD/Economics	Present
13.	Mrs.U.Kanneshwari	Tamil	Present
14.	Mr.S.Deepan	HOD/English (PG)	Present
15.	Mr.M.Kanagarajan	HOD/English	Present
16.	Dr.C.Venkatesh	Local Society, Principal, Sengunthar Engineering college , Tiruchengode	Present
17.	Mr.P.Gokulkumar	Alumni, 2010-2015 batch (UG & PG student) Assistant Manager of ICICI Bank, Tindivanam. Mobile No: +919566360530	Present
18.	Mr.T.N.Balaji	Student, III B.sc Computer science.	Present
19.	Mr.T.N.Thirukumar	Managing director of Jansons Industries	Present
20.	S.Perumal, Junior Quality Inspector,Civil Supplies,Chennai, Ph.No: +919751543875	Parent coordinator	Present

  
**IQAC Coordinator**  
SENGUNTHAR ARTS & SCIENCE COLLEGE.  
TIRUCHENGODE.

  
**Principal**  
**PRINCIPAL**  
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**Date: 19.06.2019**

**Venue: IQAC Cell**

**Time: 02.30 to 4.00 P.M**

### First IQAC Meeting

#### Agenda

1. Action taken of the previous meeting minutes held on 29.03.2019
2. Prepare action plan and major focus areas of IQAC for the academic year 2019-2020.
3. Allotment of NAAC sub criteria in charge for preparation of AQAR of academic year 2018- 2019.
4. Approved the academic calendar (2019 – 2020) of the college prepared by the college academic calendar committee.
5. Composition of IQAC as per latest NAAC guideline.
6. Any other relevant issues made by the college.



### Minutes of Meeting

The following points were discussed:

1. IQAC coordinator welcomed and explained the action taken report of previous IQAC meeting held on 29.03.2019.

S.No	Point Discussed	Action Taken
1	Action taken plan for even semester	Process going on
2	Placement status for the academic year 2018-19	Process going on
3	Annual reports and documentation of various supporting activities of the college for AQAR report	Process going on
4	Steps to improve the research activities	Research committee was framed to follow the progression
5	Academic calendar (2019 -2020 ) preparation	College academic calendar committee prepared Academic calendar (2019 -2020)
6	Composition of IQAC as per latest NAAC guideline	Composition of IQAC as per latest NAAC guideline was prepared.
7	Review and discuss about publication of college Annual Magazine	Annual Magazine was prepared and released
8	Conduct academic and administrative audit (AAA) of the college	Academic and administrative audit (AAA) of the college was followed by the team

2. The following academic plan of the major activities to be carried out by IQAC during the academic year 2019-20 was presented by IQAC coordinator

1. Conduct of class committee meeting for both semester minimum 3 per semester.
2. Conduct of department staff meeting regularly after the HOD meeting conducted by principal.
3. Registration of online courses by staff should ensure.

4. No. of value added course to be conducted and enrolled students should ensure.
5. Students undertaking projects and internship should encourage.
6. Structured feedback should receive from all stake holders like students, teachers, employers, Alumni and parents.
7. Special class for slow learners.
8. ICT tools for effective teaching.
9. Send proposal to various agencies.
10. More seminars/conference/workshops to be conducted.
11. Organize more department events and guest lecturers with alumni
12. AICTE-CII Survey
13. Governing council meeting
14. NIRF
14. Submission of mandatory disclosure
15. AICTE approval process
16. Academic and Administrator Audit
17. ISO-9000:2015 Annual Surveillance Assessment

IQAC coordinator was requested to follow up the activities as per the plan submitted

- The vote of thanks was proposed by the IQAC Coordinator.



**IQAC Coordinator**

SENGUNTHAR ARTS & SCIENCE COLLEGE.  
TIRUCHENGODE.



**Principal**

**PRINCIPAL**  
SENGUNTHAR ARTS AND SCIENCE COLLEGE  
TIRUCHENGODE - 637 205.