



**SENGUNTHAR ARTS AND SCIENCE COLLEGE**  
(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)  
An ISO 9001:2008 Certified Institution  
Recognised under section 2(f) and 12(B) of the UGC Act 1956  
Accredited by NAAC  
TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



**NO: SASC/IQAC/2018/M/01**

**Date: 15-06-2018**


**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 18<sup>th</sup> June 2018 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**  
**PRINCIPAL**  
SENGUNTHAR ARTS AND SCIENCE COLLEGE  
TIRUCHENGODE - 637 205.

Copy to:

1. The Principal
2. Members of IQAC





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**Date: 18-06-2018**

**NO: SASC/IQAC/2018/M/01**


**Venue: IQAC Cell**

**First IQAC Meeting**

**IQAC Members**

S.NO	NAME	DEPARTMENT	DESIGNATION
1.	Dr.S.Ravikumar	Principal	Chair Person
2.	Prof.A.Baladhandapani	Management	Dean & Joint secretary
3.	Dr.P.Nallasivam	Business Administration	IQAC Co-Ordinator
4.	Dr.P.Venkatachalam	Microbiology	Senior Administrative officers
5.	Dr.M.Revathi	Commerce	
6.	Mr.P.Balamurugan	Computer Science(UG)	HOD
7.	Mrs.R.Bharathi	Computer Science(PG)	HOD
8.	Dr.R.Murugesan	Mathematics	HOD
9.	Mr.L.Rajendran	Commerce C.A	HOD
10.	Dr.P.Vanathi	Biotechnology	HOD
11.	Mrs.N.Santhi	Mcom.C.S	HOD
12.	Dr.S.Saravanan	Economics	HOD
13.	Mrs.U.Kanneshwari	Tamil	HOD
14.	Mr.M.Kanagarajan	English	HOD
15.	Dr.C.Venkatesh	Local Society	Principal, Sengunthar Engineering college , Tiruchengode
16.	Mr.T.Karthikeyan	Alumni	1997-2002 batch (UG & PG student) Entrepreneur, Tiruchengode. Mobile. No:+919842703334
17.	Mr.A.Sankaranarayana	II BBA	Student
18.	Mr.T.N.Thirukumar	Industrialist	Managing director of Jansons Industries
19.	Mr.Girish J Nair	Parent co-ordinator	Principal of Rashtrtthana parishat vidhya Kendra school in Bangalore.

  
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**Date: 18-06-2018**

**Venue: IQAC Cell**

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

**First IQAC Meeting**

**Agenda**

1. To review and confirm the minutes of the last meeting.
2. To prepare action plan and major focus areas of IQAC for the academic year 2018- 2019.
3. Allotment of NAAC sub criteria in charge for preparation of AQAR of academic year 2017-2018.
4. To approved the academic calendar (2018 – 2019) of the college prepared by the college academic calendar committee.
5. To composition of IQAC as per latest NAAC guideline.
6. To explore and discuss opportunities of MoUs with national level institutions.
7. Any other relevant issues made by the college.

**Minutes of Meeting**

- ❖ IQAC coordinator welcomed and briefed the committee members about the agenda.
- ❖ IQAC members, after exchange of ideas and thoughts made the following resolutions.

**Agenda – I**

Review of the earlier meeting.

**Resolution:**

The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

**Agenda 2**

To prepare action plan and major focus areas of IQAC for academic year 2018 – 2019.



### **Resolution:**

- Principal suggested giving attention on proper documentation of supporting services and information collected from the various department for AQAR
- IQAC Co-ordinator suggested for appointment of clerical assistant to the IQAC office is required. The Principal decided and inform to committee regarding appointment of clerical assistant to IQAC office.
- It was advice to follow up completion of the NAAC recommendations in prescribed time line .
- It was also decided that a lecture serious and various activity with department level academic calendar should by follow by all department.
- It was also decided that a lecture serious and various activity with department level academic calendar should by follow by all department .
- The principal announced various committee and supporting services in charge of academic year 2018 -2019 for systematic functioning and achievements.

### **Agenda – 3**

Allotment of Co-coordinator of NAAC subs department criteria for find preparation of AQAR of academic year 2017- 2018.

### **Resolution**

- Allotment of criterion in charge was informed to the IQAC committee.
- For preparation of the AQAR 2017- 2018 of the college respective criterion in charge was informed to collect information data and documents about their criteria from various departments and faculty members. The deadline for compilation of data was fixed by the principal.

### **Agenda – 4**

To approve the academic calendar (2018 -2019 ) of the college prepared by the college academic calendar committee.

### **Resolution**

- The academic calendar committee of the college has prepared academic calendar for the year 2018 -2019 .
- The IQAC committee discussed over the content and academic plan of the year 2018 -2019 and with some suggestion given by member the academic calendar of the year has been finalized.

### **Agenda 5**

To composition of IQAC as per latest NAAC guideline.




## Resolution

- The decision taken to composition of IQAC as per latest NAAC guideline the department heads was suggested name of members for IQAC as follow.
- The vote of thanks was proposed by the IQAC Coordinator.

### Composition of IQAC

S.NO	Composition criteria specified by NAAC	No of Members	Proposed Members	Designation
1	Chair person-head of the institution	1	Dr.S.Ravikumar	Principal & Chair Person
2	One member from the management	1	Prof.A.Baladhandapani	Dean & Joint secretary
3	A few senior administrative officers	2	Dr.P.Venkatachalam Dr.M.Revathi	HOD(Microbiology) HOD(Commerce)
4	One of the senior teacher as the coordinator of the IQAC.	1	Dr.P.Nallasivam	Director , Management studies, IQAC -coordinator
5	Three to eight teacher	7	Mr.P.Balamurugan Dr.R.Murugesan Mr.L.Rajendran Dr.P.Vanathi Mrs.N.Santhi Mrs.U.Kanneshwari Mr.M.Kanagarajan	HOD/CS HOD/Maths HOD/Commerce.C.A HOD/Bio-Tec HOD/Corp.Sec HOD/Tamil HOD/English
6	One /two nominees from Alumni/Local Society/Student	1	Mr.T.Karthikeyan	Alumni, 1997-2002 batch (UG & PG student) Entrepreneur,Tiruchengode Mobile o: 9842703334
		1	Dr.C.Venkatesh	Local Society , Principal, Sengunthar Engineering college , Tiruchengode.
		1	Mr.A.Sankaranarayana	Student, II BBA
7	One /two nominees from Employers/Industrialists/Stakeholders	1	Mr.T.N.Thirukumar	Employer /Industrialist Managing Director , Jansons Industries, Tiruchengode
		1	Mr.Girisj J Nair	Stakeholders(Parent), Principal of Rashtrotthana parishat vidhya Kendra school in Bangalore.

  
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