

**S.T.Hindu College, Nagercoil**

**IQAC-Minutes of meeting**

**Date: 24<sup>th</sup> June 2016 Time: 11:00 AM Venue: College Seminar Hall**

**Agenda:**


- Preparing the Academic Calendar With all the special dates and information regarding internal tests.
- Chalk out the action plan of the year.
- Mode of conduct of Orientation Program for I UG and I PG students
- Any other


The meeting commenced with the welcome address by the principal. There was discussion on the preparation of academic calendar by the IQAC coordinator. The preparation of an academic calendar with all special dates and dates for the internal assessments were discussed and decided.

- Action Plan for the year Decided upon:
  - Events, seminars and workshops to be conducted to inculcate awareness about Social, Physical and mental health of students.
  - FDP to be arranged for the faculty.
  - Faculty to organize UGC sponsored Seminars, Workshops in various platforms.
  - Refurbish the Language lab.
  - Improvement in the infrastructure.
  - Request for fund and construction of Classrooms
  - Plan to organize free coaching classes for SET, NET, TNPSC and Banking Services.
- Program and the speakers for orientation program for I UG and I PG were decided upon.

<b>Agenda</b>	<b>Resolution</b>
Preparing the Academic Calendar With all the special dates and information regarding internal tests.	Details to be collected for the calendar.
Mode of conduct of Orientation Program for I UG and I PG students	Dates for the conduct of the program and the topics to be addressed.
Chalk out the action plan of the year.	Preparation of action plan.

<b>Subject</b>	<b>compliance</b>
Academic calendar	IQAC coordinator briefed about the details to be included in the calendar
Orientation Program for I UG and I PG students.	Decided to be conducted on 11-07-2017
Chalk out the action plan of the year.	Action plan for the year prepared.

  
**COORDINATOR**  
**Dr. T.M. PADMANABHAN**  
 Coordinator  
 Internal Quality Assurance Cell  
 &  
**NAAC**  
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**PRINCIPAL**  
**Dr. T. CHITHAMBARATHANU**  
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**S.T.Hindu College, Nagercoil**

**Minutes of meeting**

**Date: 22<sup>nd</sup> July 2016 Time: 11:00 AM Venue: College Seminar Hall**

**Agenda:**

- Encouraging the staff to publish more articles in reputed journals.
- Encourage the Faculty to attend various state, national, international seminars, workshops and FDPs.

The meeting started with the welcome address and the following points were discussed:


- Discussions were made on the importance of publishing articles in reputed Journals.
- Plans to encourage faculty to attend seminars, workshops and FDP were suggested.
- Plans on the conduct of the National Level seminar and Entrepreneurial talent show on 12th August, 2016 were discussed.
- Discussion on the Regional workshop on soft skills development to be held on 29-07-2016 by the English department.

<b>Agenda</b>	<b>Resolution</b>
Encouraging the staff to publish more articles in reputed journals.	Decided on the types of Journals to publish papers in.
Encourage the Faculty to attend various state, national, international seminars, workshops and FDPs.	Avail OD and attend various programs

<b>Subject</b>	<b>compliance</b>
Encouraging the staff to publish more articles in reputed journals	Coordinator briefed about the importance of publishing articles in reputed Journals.
Encourage the Faculty to attend various state, national, international seminars, workshops and FDPs	The rules and regulations for availing OD were briefed.

  
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**IQAC-Minutes of meeting**

**Date: 19<sup>th</sup>, August -2016 Time: 11:00 AM Venue: College Seminar Hall**

**Agenda:**

- Encouraging the staff to conduct UGC sponsored seminars and workshops.
- Discussion on the development of infrastructure.

The meeting started with the welcome address by the coordinator and discussions were made on the arrangements of the conduct of the UGC sponsored National seminar on Empowerment of women. General discussions were conducted on the development of teaching learning process on par with the NAAC guidelines.

<b>Agenda</b>	<b>Resolution</b>
Encouraging the staff to conduct Sponsored seminars, workshops and seminars.	Decided about the agencies to contact for sponsor including UGC.
Discussion on the development of infrastructure.	Decided on the need for 8 classrooms and refurbishment of the Language lab.

<b>Subject</b>	<b>Compliance</b>
Encouraging the staff to conduct Sponsored seminars, workshops and seminars	Coordinator briefed about the agencies to contact for sponsor.
Discussion on the development of infrastructure	Coordinator briefed about the plan to get sponsor from the MP for the building of the classrooms.

  
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**IQAC-Minutes of meeting**

**Date: 23<sup>rd</sup> September, 2016 Time: 11:00 AM Venue: College Seminar Hall**

**Agenda:**

- Plan on setting extended committees for wide ranging engagement of faculty and administrative staff to realize the targets set.
- Workshops & interactive sessions with all departments, cultural societies, value adding societies.

General discussion on developing ITC tools, revamping the campus, ladies staff sickroom, library development on par with the IQAC standards, efforts to be taken to improve the employability of the students were conducted.

<b>Agenda</b>	<b>Resolution</b>
Plan on setting extended committees for wide ranging engagement of faculty and administrative staff to realize the targets set	Discussions were made on the need of extended committees for the development of the ITC tools, employability of students, library development, campus cleaning and revamping.
Workshops & interactive sessions with all departments, cultural societies, value adding societies	Discussions on the dates for the interactive sessions with various committees and departments chalked out.

<b>Subject</b>	<b>Compliance</b>
Plan on setting extended committees for wide ranging engagement of faculty and administrative staff to realize the targets set	Coordinator allotted the various functions of the extended committees in the development of ICT tools, employability of students, library development etc.
Workshops & interactive sessions with all departments, cultural societies, value adding societies	Coordinator briefed on the various departments, cultural societies and value adding societies to be interacted with.

  
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**IQAC-Minutes of Meeting**

**Date: 17<sup>th</sup>, February, 2017 Time: 11:00 am Venue: College Seminar Hall**

**Agenda:**

- Practical exam model exam Time table.
- Chalk out the action plan for Next curriculum year.


The meeting started with the welcome by the coordinator and the following points were discussed:

- Discussion made on the conduction of Model Exam Time Table and the completion of syllabus for the semester.
- Discussion on the action taken for the week students for their better performance in the final exam.
- Plans made to invite schools and industries for campus interview.
- Plans for the action plan of the next curriculum year.

<b>Agenda</b>	<b>Resolution</b>
Practical exam model exam Time table	Discussion were made on the conduction of Model Exam Time Table and the completion of syllabus for the semester
Chalk out the action plan for Next curriculum year	Plans for the action plan of the next curriculum year were debated and discussed.

<b>Subject</b>	<b>Compliance</b>
Practical exam model exam Time table	Dates, the modus operandi of the model exams were briefed by the coordinator.
Chalk out the action plan for Next curriculum year	Coordinator briefed on the ideas for the action plan of the upcoming curriculum year.

  
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**S.T.Hindu College, Nagercoil**

**IQAC-Minutes of Meeting**

**Date: 24<sup>th</sup>, March, 2017, 2017 Time: 11:00 AM Venue: College Seminar Hall**

**Agenda:**

- Thanking the committee members for their active and sincere participation.
- Action Plan for the next year.

The meeting started with the welcome by the principal followed by the coordinators address and the following points were discussed.

- Discussion on the action plan.
- The Failures of the implementation of action plan of the previous year and the redressal.
- Action plan decided upon were:
  - ❖ Including more ICT tools in the teaching learning process.
  - ❖ Making the Campus more green and clean.
  - ❖ Improving the quality of Research.
  - ❖ Introducing more sustainable developments and renewable energy resources.
  - ❖ Improving the quality of the outgoing students with reference to their employability.
  - ❖ Conduction of at least two sponsored seminars in the department level.

Agenda	Resolution
Thanking the committee members for their active and sincere participation	Committee members were appreciated and the performance and the outcome of the previous year action plan were discussed.
Action Plan for the next year	Healthy discussion on the action plan to improve the wholesome quality of the college, students and faculty.

Subject	Compliance
Thanking the committee members for their active and sincere participation	Redressal measures were briefed by the coordinator.
Action Plan for the next year	Coordinator briefed on the action plan of the year 2017 - 2018

  
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