



# **MAHENDRA ARTS & SCIENCE COLLEGE**

**(Autonomous)**

Affiliated to Periyar University, Salem.

Accredited by NAAC with 'A++' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956  
Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC MEETING - I**



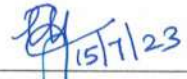
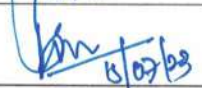

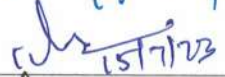

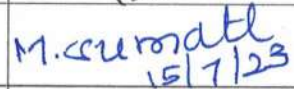


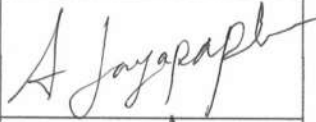
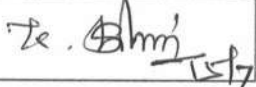
**All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting – I to be held on 15.07.2023 at 10:30 A.M. in the IQAC Room of the college.**

#### **Agenda**

- ❖ Discussion on conducting orientation programs for I year students
- ❖ Discussion on framing research and academic planner for the academic year 2023  
2024
- ❖ Discussion on the composition of financial committee and their functions
- ❖ Encouraging the students towards skill based courses
- ❖ Creating awareness among the students to involve competitive examinations through  
MTRACE
- ❖ Discussion on the development of Eco Friendly activities among students and faculty  
Members
- ❖ Any other points with the permission of the chair

## Minutes of the meeting

Minutes of the first IQAC meeting held on 15.07.2023 at 10:30 A.M. in the IQAC Room of the college

MEMBERS PRESENT			Signature
1	Principal, Chairperson	Dr. S. Arjunan	
2	Administrative Director	Mr. N. Sampathkumar	
3	Controller of Examinations	Dr. Josephine Daisy	
4	HOD/Department of Bio Technology	Dr. T. Selvankumar	
5	HOD/Department of Mathematics	Mr. P. Gopalakrishnan	
6	HOD/Department of BBA	Mr. C. Sasikumar	
7	HOD/Department of Physics	Dr. V. Hariharan	
8	HOD/Department of CS & A	Mrs. M. Sumathi	
9	AP, Department of Physics	Dr. K. Prabakaran	
10	Proprietor and Director ELIES BIOTECH, Erode	Dr. S. Arvinth	
11	Deputy Manager, Mahendra Next Wealth India (P) Ltd., Mallasamudram	Dr. Arandram Jayagopal	
12	IQAC Coordinator	Dr. K. Selvaraj	

### The matters were discussed during the meeting

S. No.	Suggestions from IQAC	Action Taken Report
1	The conduction of orientation programs for first year undergraduate students	Orientation programs have been conducted for fresher's
2	Planning academic and research activities for the academic year 2023 – 2024	Academic planner was distributed to all the departments during the month of June
3	To encourage students to attend competitive examinations through MTRACE	Necessary awareness programs have been conducted among the students about competitive examinations through MTRACE
4	To focus on skill and societal activities among students and faculty members	Proper scheduled have been framed exclusively for extension activities



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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC MEETING - II**



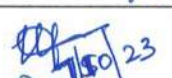
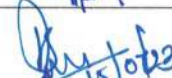
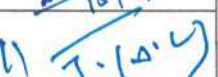

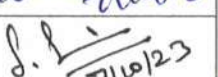
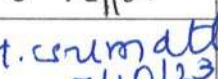
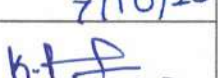
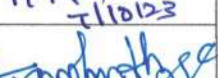
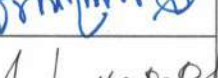
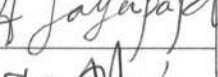
**All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting – II to be held on 07.10.2023 at 10:30 A.M. in the IQAC Room of the college.**

#### **Agenda**

- ❖ Review of previous IQAC meetings dated 15.07.2023 and its ATR
- ❖ Review of adherence of academic and research planner,
- ❖ Status of applied research projects, funds, publications and future plan regarding research.
- ❖ Encourage the departments in order to focus on faculty development programs and allow the students in various competitive examinations and implant trainings
- ❖ Focus on faculty and students enrollment in extension and centric based activities
- ❖ Monitoring and updating Academic and research counseling cell among students and faculty members
- ❖ Any other points with the permission of the chair

## Minutes of the meeting

Minutes of the first IQAC meeting held on 07.10.2023 at 10:30 A.M. in the IQAC Room of the college

MEMBERS PRESENT			Signature
1	Principal, Chairperson	Dr. S. Arjunan	
2	Administrative Director	Mr. N. Sampathkumar	
3	Controller of Examinations	Dr. Josephine Daisy	
4	HOD/Department of Bio Technology	Dr. T. Selvankumar	
5	HOD/Department of Mathematics	Mr. P. Gopalakrishnan	
6	HOD/Department of BBA	Mr. C. Sasikumar	
7	HOD/Department of Physics	Dr. V. Hariharan	
8	HOD/Department of CS & A	Mrs. M. Sumathi	
9	AP, Department of Physics	Dr. K. Prabakaran	
10	Proprietor and Director ELIES BIOTECH, Erode	Dr. S. Arvinth	
11	Deputy Manager, Mahendra Next Wealth India (P) Ltd., Mallasamudram	Dr. Arandram Jayagopal	
12	IQAC Coordinator	Dr. K. Selvaraj	

### The matters were discussed during the meeting

S. No.	Suggestions from IQAC	Action Taken Report
1	Analysis on IQAC meeting conducted on 15.07.2023 and their abstract was discussed	Action taken report was reviewed of previous meeting
2	Promote R & D activities such as projects, funds, publications and patents	R & D activities were scheduled and proposals have been applied for various funding agencies
3	Implementations on skill based academic activities and extension activities among students and faculty members	Skill based academic activities performed in all the departments and recorded
4	Framing planners for research and development activities. Moreover, to focus on cell activities	R & D activities were scheduled and proposals have been applied for various funding agencies through concerned cell



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**IQAC MEETING - III**

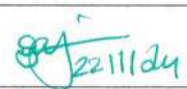


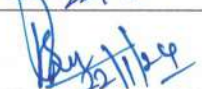

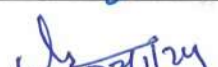
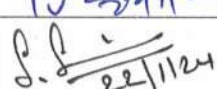
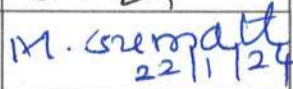
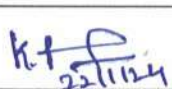

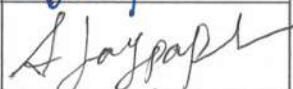
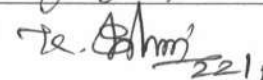
**All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting – III to be held on 22.01.2024 at 10:30 A.M. in the IQAC committee room of the college.**

**Agenda**

- ❖ Review of previous IQAC meetings dated 07.10.2023 and its minutes
- ❖ Action plans for NIRF submission
- ❖ Frame activities for Institutional Innovation Council (IIC) under various departments
- ❖ Discussion about the effective conduction of model and practical examinations
- ❖ Framing guidelines for examinations and circulate among the students
- ❖ Discussion on to conduct inter and intra college Competition among students by all the departments
- ❖ Action plan to review and create protocols for research and development
- ❖ Focus on to arrange industrial visits, extension activities and social relevant activities by their respective departments.
- ❖ Discussion to frame BOS meeting
- ❖ Any other points with the permission of the chair

### Minutes of the meeting

Minutes of the first IQAC meeting held on 22.01.2024 at 10:30 A.M. in the IQAC Room of the college

MEMBERS PRESENT			Signature
1	Principal, Chairperson	Dr. S. Arjunan	 22/1/24
2	Administrative Director	Mr. N. Sampathkumar	 22/01/24
3	Controller of Examinations	Dr. Josephine Daisy	 22/1/24
4	HOD/Department of Bio Technology	Dr. T. Selvankumar	 22/1/24
5	HOD/Department of Mathematics	Mr. P. Gopalakrishnan	 22-1-24
6	HOD/Department of BBA	Mr. C. Sasikumar	 22/1/24
7	HOD/Department of Physics	Dr. V. Hariharan	 22/1/24
8	HOD/Department of CS & A	Mrs. M. Sumathi	 22/1/24
9	AP, Department of Physics	Dr. K. Prabakaran	 22/1/24
10	Proprietor and Director ELIES BIOTECH, Erode	Dr. S. Arvinth	 22/1/24
11	Deputy Manager, Mahendra Next Wealth India (P) Ltd., Mallasamudram	Dr. Arandram Jayagopal	 22/1/24
12	IQAC Coordinator	Dr. K. Selvaraj	 22/1/24

### The matters were discussed during the meeting

S. No.	Suggestions from IQAC	Action Taken Report
1	Review on Action Taken Report (ATR) prepared for the meeting conducted on 07.10.2023	ATR was reviewed for various activities and proper revisions have been carried out
2	Skill based academic and research activities	R & D activities were scheduled and proposals have been applied for various funding agencies through concerned cell
3	Discussion on NIRF data for the submission based on respective formats	Data was analyzed and submission process to be carried out for NIRF
4	Initiation of inter and intra collegiate competitions among students by all the departments	Various inter and intra collegiate competitions were carried out and the same have been recorded
5	Planner for conduct seminars, conferences and workshops	Research seminars and intellectual property based conferences were conducted in their respective disciplines in effective manner
6	Standardization on skill based education, industrial visits and external activities	Skill based academic activities performed in all the departments and recorded



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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC MEETING - IV**

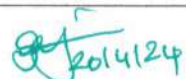





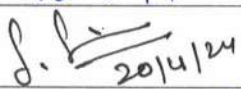
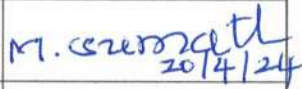
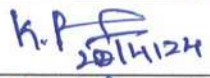



**All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting – IV to be held on 20.04.2024 at 10:30 A.M. in the IQAC committee room of the college.**

#### **Agenda**

- ❖ Review of previous IQAC meetings dated 22.01.2024 and ATR
- ❖ Focus on receiving online feedbacks from stakeholders of each discipline
- ❖ Action plan for quality enhancement process in academics for the forthcoming academic year.
- ❖ Review on effective conductance of seminars, conferences, academic and research activities
- ❖ Discussion on to develop efficacy of all academic and research related cells
- ❖ Action plan for framing new curriculum
- ❖ . Any other points with the permission of the chair

## Minutes of the meeting

Minutes of the first IQAC meeting held on 20.04.2024 at 10:30 A.M. in the IQAC Room of the college

MEMBERS PRESENT			Signature
1	Principal, Chairperson	Dr. S. Arjunan	 20/4/24
2	Administrative Director	Mr. N. Sampathkumar	 20/04/24
3	Controller of Examinations	Dr. Josephine Daisy	 20/4/24
4	HOD/Department of Bio Technology	Dr. T. Selvankumar	 20/4/24
5	HOD/Department of Mathematics	Mr. P. Gopalakrishnan	 20-4-24
6	HOD/Department of BBA	Mr. C. Sasikumar	 20/4/24
7	HOD/Department of Physics	Dr. V. Hariharan	 20/4/24
8	HOD/Department of CS & A	Mrs. M. Sumathi	 20/4/24
9	AP, Department of Physics	Dr. K. Prabakaran	 20/4/24
10	Proprietor and Director ELIES BIOTECH, Erode	Dr. S. Arvinth	 20/4/24
11	Deputy Manager, Mahendra Next Wealth India (P) Ltd., Mallasamudram	Dr. Arandram Jayagopal	 20/4/24
12	IQAC Coordinator	Dr. K. Selvaraj	 20/4/24

### The matters were discussed during the meeting

S. No.	Suggestions from IQAC	Action Taken Report
1	Submission of Action Taken Report (ATR) was prepared for the meeting conducted on 22.01.2024 and its abstracts were discussed	ATR was reviewed for various activities and proper revisions have been carried out
2	Online feedbacks from stakeholders of each discipline	Feedbacks on curriculum and syllabus received through online from stakeholders of each discipline
3	Quality enhancement process in academics and research under all the departments	Skill based academic activities performed in all the departments and recorded
4	Awareness programs for beneficial records	Proper awareness programs were scheduled and performed through extension activities
5	Review on the activities academic and research related cells	R & D activities were scheduled and proposals have been applied for various funding agencies through concerned cell