N.G.M. COLLEGE (AUTONOMOUS)
Pollachi – 642 001

Date: 11.09.2013

Submitted to the President

Meeting of the Criterion Wise System Managers Committee with the Principal

1. It was resolved to introduce a passing minimum of 10 for the internal assessment.
2. The Deputy Controller of Examinations to collect statistics of internal marks of selected students from the past years to make a final decision.
3. Answer scripts found with irrelevant answers are not to be valued and with the consent of the examiner, chief and the chairman it is to be taken to the Controller of Examinations section for further action.
4. Suggestions to include analytical components in question papers (in section-B).
5. Members of the Research Committee to visit ANJAC, Sivakasi with members of the Criterion Wise Systems Managers Committee, in the next week.
6. Prof. M. Rajasenathipati to conduct an orientation programme on the usage of Inter-active board.
7. Equal Opportunity Centre to be established with UGC funding.
8. Standing orders to be submitted on time as required.
9. System managers to select a minimum of 3 members to their committee, who have a minimum service of 7 years remaining to work with them.
10. To invite suggestions related to innovative healthy practices from the staff and students.

Dr. P. Badri Narayanan
Principal

VS.

MEETING OF THE CRITERION WISE SYSTEM MANAGERS COMMITTEE WITH THE PRINCIPAL

Principal's Chamber.
3.15 pm.

Agenda:

1) To discuss the developments in the tasks assigned to the Criterionwise System Managers on 27.8.13.
2) Any other matter.

Resolutions:-

1) To introduce a passing minimum of 10 for the internal assessment.

2) Answerscripts found with irrelevant answers not to be valued, with the Consent of the examiner, chief and the chairman, and to be taken to the Controller Section for further steps to be taken.

3) The Deputy Controller of Examinations to collect statistics of internal marks of selected Students to make final decisions.

4) Suggestions to include analytical Components in Questionpapers. (in Section - B)

5) Members of the Research Committee to Visit ANJAC, Sivakasi with members of the Criterion wise Systems Managers Committee.

6) Prof. Rajasenathipathi to conduct an orientation programme on the usage of Inter-active board.

7) Equal Opportunity Centre to be established soon with UGC funding.

8) Standing Order to be Submitted on time as required.

9) System Managers to select a minimum of 3 members to work with them. They should have atleast 7 years of ~~[illegible]~~ Service remaining.

10) To invite Suggestions related to innovative healthy Practices from the Staff and Students.

Members Present:

(1)	P. SUBRAMANIAN	
(2)	S. Benjamin Christopher	S. Benjamin Ch
3.	V. Dhanalakshmi	V Dhana
4.	S. MUTHU KUMARAVEL	
5.	K. SRINIVASAN	
6.	P. Nagarajan	P Nagarajan
7	R. KANAKARAJU	

N.G.M. COLLEGE (AUTONOMOUS)
Pollachi – 642 001

Date: 21.10.2013

Submitted to our beloved President

CRITERION WISE SYSTEM MANAGERS MEETING

I. CURRICULAR ASPECTS

- Instruct the CDC to convene a special meeting to make the syllabi uniform (in terms of credits, marks and elective papers).
- Establish an inclusive committee in the name of "Curricular Review Committee" to monitor the curricular aspects.
- Invite an expert (external) to obtain opinion on introducing modular courses, twinning programmes, courses in emerging areas, etc.
- Instruct APD to identify higher order skill development referring the 'National Skills Development Corporation'.
- Form a separate committee (with Mrs. Niraimathi and Mrs. Alagusundari, Assistant Professors of MCA) to implement online tests and webinar.
- To develop a format to collect feedback about the curriculum (Dr. P. Brundha and Mr. K. Harisankar, Assistant Professors of Commerce are nominated to do this job).

Dr. P. Badri Narayanan
Principal

VS.

CRITERION WISE MEETING.

21.10.13

AGENDA:

- Curricular aspects - Action plan
- Establishment of CDC
- Curriculum Review Committee

RESOLUTIONS: It is resolved to

- instruct the CDC to convene a special meeting to make the syllabi uniform (in terms of credits, marks and elective papers)
- establish an inclusive committee in the name of "Curricular Review Committee" to monitor the curricular aspects.
- invite an expert (external) to obtain opinion on introducing modular courses, twinning programmes, courses in emerging areas, etc.
- instruct DPD to identify higher order skill development referring the 'National Skill Development Corporation.'
- Form a separate committee (with Mrs. Nirmalamalthi and Mrs. Alagusundari) to implement online tests and Webinar.
- to develop a format to collect feedback about the curriculum (Mrs. Brundha and Mr. Harisankar are nominated to do this job).

S. Benjamin Chrisson

M. Sridevi

[illegible] V. Dhanalakshmi

Suja Mathew [illegible]

K. Srinivasan [illegible]

P. Nagarajan [illegible]

K. M. Remia [illegible]

NGM College (Autonomous), Pollachi

An ISO 9001-2008 Certified Institution

Re-Accredited With 'A' Grade by NAAC

Criterion wise meeting

Agenda

- ✓ Teaching, learning and evaluation action plan
- ✓ Establishment of CTEL

Resolutions: It is resolved to

- ✓ ensure interactive instructional techniques in different disciplines
- ✓ prepare a separate format to work out the competency matrix to assess the faculty performance. Mr. A. Prabu Chandru, Dr. S. B. Gayathri and Ms. S. Pornima are instructed to take up this job
- ✓ Dr. Muthukumaran is taking care of organizing orientation and inductive programmes for freshers
- ✓ Establish Centre for Technology Enabled Learning (CTEL) under the supervision of Ms. J. Thilagavathi, Ms. E. Ramadevi, Ms. S. Hemalatha, Ms. T. Memaka and Mr. R. Nandakumar
- ✓ Refer a model to introduce/implement remedial courses
- ✓ Set up a team represented by Dr.M.V. Sathyabama, Dr. J. Jayasudha and Dr. V. N. Manjula to introduce add-on courses
- ✓ Revise the pattern/format for ABC analysis to study the incremental academic growth of students and Ms. E. Mythili and Dr. R.Shanthi will be in-charge for this exercise
- ✓ Prof. Nagarajan, Deputy Controller will prepare the evaluation blue print
- ✓ To issue courseware prior to the commencement of the courses. Ms. N. Radha, Dr. V. Selvaraj and Mr. A. Ayyasamy will be the in-charge for this practice
- ✓ Evolve a methodology to recharge/honour the teachers
- ✓ Display the photocopies of the toppers answer scripts in the library. Prof. Nagarajan will be the in-charge for this practice
- ✓ publish results thro' SMS/E-mail. Mr. Vijakumar and Ms. Tamilselvi will be the in-charge for this practice.

PRINCIPAL

CRITERIONWISE MEETING

23.10.13

AGENDA:

- Teaching, Learning and Evaluation Action plan
- Establishment of CTEL

RESOLUTIONS: It is resolved to

- ensure instructional (interactive) techniques in different disciplines.
- Prepare a separate format to work out the Competency matrix to assess the faculty performance. Mr. Prabu Chandru, Ms. Gayathri and Ms. S. Poornima are instructed to take up this job.
- Dr. Muthukumaran is taking care of organising orientation and inductive programmes for freshers.
- establish Centre for Technology Enabled Learning (CTEL) under the supervision of Mrs. Thilagavathi, Mrs. Ramadevi, Mrs. Hemalatha, Ms. Menaka and Mr. Nandakumar.
- refer a model to introduce/implement remedial courses.
- set up a team represented by Dr. M. V. Sathyabama, Dr. J. Jeyasudha and Dr. Manjula to introduce add-on courses.
- Revise the pattern/format for ABC analysis to study the incremental academic growth of students and Mrs. E. Mythili and Dr. R. Shanthi will be the in-charge for this exercise.
- Prof. Nagarajan, DC will prepare the Evaluation blue print.
- to issue courseware prior to the commencement of the courses.

Mrs. N. Radha, Dr. V. Selvaraj and Mr. A. Ayyasamy will be the in-charge for this practice.

- ~~to~~ evolve a methodology to recharge/honour the teachers.
- display the photocopies of the toppers answer scripts in the library. Prof. Nagarajan will be the in-charge for this practice.
- Publish results thro' SMS/E-mail. Mr. Vijayakumar and Ms. Tamilselvi will be the in-charge for this practice.
-

[signature]

P. Nagarajan [signature]
R. Kannan [signature]
K. Srinivasan [signature]
S. MUTHUKUMARAN [signature]
V. Dhanalakshmi [signature]
S. Benjamin Christopher. [signature]
R. Muthukumar [signature]
R. KANAGARAJU [signature]
R. M. Palanisamy [signature]
R. SURESHKUMAR [signature]
M. Thirumalaisamy [signature]
K. M. Rema [signature]

N.G.M. COLLEGE (AUTONOMOUS)
Pollachi – 642 001

Date: 31.10.2013

<u>Submitted to our beloved President</u>

CRITERION WISE SYSTEM MANAGERS MEETING

III. RESEARCH, CONSULTANCY AND EXTENSION

A review committee meeting on Criterion III-Research, Consultancy and Extension was held on Wednesday, the 30th October 2013. Following decisions were taken:

- Resolved to form sub-committees to assist execution of work associated with Criterion-III.
- Decided to conduct awareness programmes to our staff members, details of which are as below:

  Sub-Committee – I
  - Workshop on 'How to prepare a Major\Minor Research Proposal?'.
  - Workshop on 'How to write Research Papers for Publication in Journals and Presentation in Conference?'.

  Sub-Committee – II
  - Hands-on Training on 'SPSS Package for the faculty members.
  - Orientation on 'Latex' for science faculty members.
  - Workshop on 'Mat-Lab' for the science faculty members.

  Sub-Committee – III
  - Orientation programme on 'Extension and Consultancy Programme', for the faculty members.
  - To request all UG HODs to apply for department recognition to offer M.Phil. / Ph.D. Programmes.
  - To request HODs to take steps to increase the intake for M.Phil. / Ph.D. Programmes.

  Sub-Committee – IV
  - To place a request to the Management to extend financial support to staff whose papers are accepted for publication in Journals / Presentation in National / International conferences / Seminars.
  - To Institute a 'Centralised Instrumentation Centre' in a separate room which a trained staff members, to be in-charge of the Centre.
- Requesting the Management to extend liberal permission to staff to attend workshop / seminar / conferences.
- To request the Management to subscribe the Journal in which a staff members research paper is published.

- To recommend for the release of fund / advance to the Principal Investigator, to meet Project Associated expenses depending upon the need.
- To request all the departments to identify research areas with the assistance of external experts.
- To take up necessary steps to publish in-house journal for Arts and Science, the work may be given to external agency with suitable expertise; alternatively, help of a retired English Professor, to be sought, to launch the journal.
- To train students on development of software (with a marketable value) with the help of external expert.
- To request all HODs, to prepare a calendar of events relating to extension and consultancy, pertaining to their department.
- To grant a special 'OD' to staff doing research programme, based on the need to meet guides working in other Colleges / Universities.

Sub-Committee Members

* Dr. P. Bruntha	- Commerce
* Dr. M. Sheik John	- Mathematics
* Ms. J. Jayasudha	- Mathematics
* Dr.S. Sivasankar	- Mathematics
* Dr. P. Christopher Selvin	- Physics
* Dr. V. Sathyabama	- Physics
* Mr. S. Shanmugapriya	- Physics
* Dr. M. Periyasamy	- Chemistry
* Ms. N. Radha	- English (SF)
* Ms. S. Mariammal	- English (SF)
* Ms. N. Krishnaveni	- English (SF)
* Ms. E. Ramadevi	- MCA
* Ms. R. Malathi Ravindran	- MCA
* Mr. N. Bhuvanesh Kumar	- MIB
* Dr. M. Chithirai Selvan	- M.Com. CA
* Dr. P. Anitha	- M.Com. CA
* Mr. K. Haridas	- BCA
* Ms. M. Aarthi	- B.Com. (SF)
* Dr. V.N. Manjula	- English (SF)
* Ms. E. Mythili	- B.Com. (P.A.)
* Dr. K. Jayanthi	- Economics
* Mr. K. Harishankar	- Commerce – Aided

Dr. P. Badri Narayanan
Principal
31/x/14

VS.

CRITERIONWISE MEETING

30.10.13

ENDA:

- Research consultancy and Extension - Actionplan.
- Establishment of Research committee.

OLUTIONS: It is resolved to

-

30.10.19

Members Present

DR. P. Maruthu Pandian

R. Muthukumaran

P. Christopher Selvin

Dr. K. Viswanathan

Dr. P.M. Palanisamy

M. Thirumalaisamy

K. HARIDAS

K. Srinivasan.

R. KANAKARAJU

S. MUTHUKUMARAN

V. Dhanalakshmi

K.M. Remia

N.G.M. COLLEGE (AUTONOMOUS)
Pollachi – 642 001

Date: 22.11.2013

Submitted to our beloved President

CRITERION WISE SYSTEM MANAGERS MEETING

IV. INFRASTRUCTURE & LEARNING RESOURCES

Resolution : It is resolved to

- Set up different sub-committees to implement and monitor the activities in the following heads.
    - Physical facilities such as Health Centre, Rest rooms, Classrooms, etc.
    - Library facilities and services
    - ICT facilities and functioning
- Introduce e-packages and e-journals in the library
- Collect feedback from the library users
- Develop a policy for creation and enhancement of infrastructure
- Arrive an IT Policy
- Delegate the activities under this criterion as given in the flow-chart overleaf

Dr. P. Badri Narayanan
Principal

VS.

PRINCIPAL

↓

CO-ORDINATOR – NAAC

↓

SYSTEM MANAGER : CRITERION – IV

- **LIBBRARY**
  LIBRARIAN & SUJA MATHEW
  - OWSING AREA
  - ACCESS TO E-PUBLICATIONS
  - ACCESS TO E-PUBLICATIONS
  - JOURNALS, MANUSCRIPTS, BOOKS
- **PHYSICAL FACILITIES**
  Mr. RAGUNATHAN
  SUPERVISOR
  SUB-COMMITTEE
- **HEALTH CEN**
  (Mr.S. MUTHUKUMAR)
  SUB-COMMIT
- **ICT**
  Mr. M. THIRUNAVUKKARASU
  &
  Dr. T.E. MANJULAVALL
  - COMPUTER LABS
  - E-TEACHIN AIDS
  - INTERNET Wi-Fi
  - COMPUTER LABS / OTHER LABS

22/11/13

AGENDA:
- Criterion IV - Infrastructure & Learning Resources
- Action plan

RESOLUTIONS: It is resolved to
- set up different sub-committees to implement and monitor the activities in the following heads
  - Physical facilities such as Health centre, Rest rooms, class rooms etc.
  - Library facilities & services
  - ICT facilities & functioning
- introduce e-packages & e-journals in the library
- collect feedback from the library users.
- develop a policy for creation and enhancement of infrastructure
- arrive an IT policy.
- delegate the activities under this criterion as given in the flow-chart overleaf.

[signature] 22/11/13.

[signature] 22/11/13

[signatures]

S. Ramola

P. [signature]

[signature] (Suja Mathew)

V. N. [signature]

[signature]

IQAC Meeting – 03.01.2014

Agenda: Action Plan for the **Criterion-V : Student Support and Progression**

Resolutions: The resolutions made are as follows:

- The mentoring systems have to be revamped to make it active and result oriented.
- Services of career counseling meetings are to be organized by the Training and Placement Cell and by various departments.
- Equal Opportunity Centre (EOC) is to be established and Dr. S. Shanmugapriya is delegated to do this work.
- New Schemes in different categories are to be introduced to award management scholarships / freeships.
- Efforts are to be made to get financial assistance to students from different funding agencies.
- Courses in foreign languages such as French, German, Mandarin, etc. are to be introduced.
- A separate support desk has to be established to assist physically challenged / SC/ST/ OBC and economically weaker students and to offer health care / health insurance.
- Efforts are to be made to encourage students to participate in competitions / conference.
- Separate committee represented by the students is to be formed to publish magazine/catalogue etc.,
- The coaching classes to prepare PG students / M.Phil. & research scholars to appear for civil / defence services exams and National Eligibility Tests (NET/SET/CET/UGC-CSIR) are to be geared up by preparing and implementing annual schedule.
- Newer methods are to be framed to encourage the students' participants in sports and extra-curricular activities.
- Alumni association is to be strengthened and a roster on eminent alumni members are to be prepared.
- Parents association members are to be encouraged to take part in all college activities.
- Grievance Redressal Cell is formed and has to be popularized among the students.
- Students are invited to be the members in the Boards of Studies and in some administrative bodies.
- Special cell already established is to resolve issues of sexual harassment. Dr. P. Kalaamani & Dr. V.N. Manjula are the co-ordinators. It is planned to screen special movies on how to resist / report sexual harassment to the women students annually.
- Anti-ragging committee is already formed and functioning effectively.

Members Present

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Prof. P. Nagarajan
Dr. S. Benjamin Christopher
Dr. P.M. Palanisamy
Dr. R. Kanakaraju
Dr. R. Muthukumaran
Mr. K. Srinivasan
Dr. S. Shanmugapriya
Dr. M. Chithirai Selvan
Ms. N. Krishnaveni
Dr. P. Anitha
Ms. K. Jayalakshmi
Dr. K.M. Remia

CRITERIONWISE MEETING 3/1/2014

AGENDA:- Criterion V - Student Support and Progression.

RESOLUTIONS:

(Copy enclosed)

S. Benjamin Christopher

(S. Jeyalakshmi)

M. Chandravani 3/1/2014

(Dr. M. CHITHIRAI SELVAN)

(Dr. S. Shanmugapriya)

IQAC Meeting – 08.01.2014

Agenda: Action Plan for the **Criterion-VI : Governance, Leadership and Management**

Resolutions: The resolutions made are as follows:

- All the key aspects focused by the NAAC are discussed and the indicators listed are delegated to the members of the team.
- The Vision and Mission and the Quality Policy of the College are to be revised / improved so as to make them reliable and achievable.
- College Development Council (CDC) is to be established and a team headed by Dr. R. Santhi is entrusted with this work.
- Academic / performance audits are to be conducted at regular pace and a unique strategy is to be developed for this purpose.
- Special training programmes are to be conducted to the heads and the administrative staff (including non-teaching) to make them aware of the academic and administrative developments.
- Strategies are to be evolved to retain and attract the best / eminent faculty members.
- Welfare schemes for teaching and non-teaching staff are to be identified and implemented.
- Efforts are to be taken to fill the vacancies of permanent faculty in different departments.
- IQAC must be strengthened and activated to ensure quality at all levels. IQAC members are to be trained about NAAC accreditation process and IQAC activities. They are to be delegated with criterionwise activities.
- The annual budget of the college should include a separate head on "Research".
- A recommendation is made to install 'Corpus Fund' to support research activities such as publications, running research projects, participation in seminars / conferences / symposia, etc.
- Resource mobilization centre (RMC) may be established to explore the possibility of getting more funds from various resources to support the developmental activities of the college.
- The departments are encouraged to prepare an annual budget for the earnings and expenditure.

Members Present

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Mr. K. Srinivasan, System Manager
Prof. P. Nagarajan
Dr. R. Kanakaraju
Dr. P.M. Palanisamy
Dr. R. Muthukumaran
Dr. M. Sheik John
Mr. S. Muthukumaravel
Dr. S. Shanmugapriya
Dr. V.N. Manjula
Ms. Srividhya
Mr. R. Nandakumar
Dr. K.M. Remia

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

CRITERIONWISE MEETING

8/1/14

AGENDA :- Criterion VI - Governance, Leadership and Management

Copy of the Resolution attached.

08/1/14.

8/1/2014.

8/1/14

V. N. 8/1/14.

8/1/14

Srividhya 8/1/14

8/1/14

17-01-2014

To
The President
NGM College, Pollachi

Respected Sir,

Good evening. We are happy to conduct the IQAC meeting in your presence to discuss Criterion-VII on 17.01.2014. The resolutions made are summarized here for your kind reference.

Agenda: Action Plan for the **Criterion-VII: Innovations and Best Practices**

Resolutions: The resolutions made are as follows:

- The benchmarks lists are to be made action specific.
- The best practices for better academic functioning should include the introduction of innovative diploma/certificate courses in the locally relevant subjects.
- The best practices for administrative functioning should include e-governance, paperless office, green office, etc.,
- The calendar of activities has to be prepared to introduce/implement healthy practices in different areas.
- The activities/programmes to make the campus Eco-friendly are delegated to different departments as given below.

Activities	Delegated to
Expansion of Biodiversity Park Green auditing Carbon budgeting & neutralizing Plantation – Trees & Ornamental verities	To Botany & Zoology Department
Energy conservation Use of renewable energy Setting up Solar Lamps	To Physics Department
Installation of R/O Plant Water harvesting Waste Water recycling Hazardous waste management	To Chemistry Department
e-waste management	To I.T. Department
Check dam construction	To Civil Department Mr. Manikandan, Supervisor

- The committees/sub-committees setup for all the VII criteria are to be functional and complementary.
- To sensitize the students and the local public on climate change and environmental issues, several awareness programmes, training, workshop, street play are to be conducted.
- It is planned to publish two books titled, "Women's Libration in the Indian Context" and "Compendium of Pollachi Environment".
- An Academy for 'Toppers' is to be established to help the students toppers to clear UPSC examinations.

Members Present

Dr. P. Badri Narayanan, Principal
Dr. P. Subramanian, Director
Dr. R. Kannan, IQAC Co-ordinator
Dr M. Sheik John, System Manager
Prof. P. Nagarajan
Dr. S. Benjamin Christopher
Mr. K. Srinivasan
Dr. R. Muthukumaran
Mr. S. Muthukumaravel
Mr. P. Ragunathan
Mr. K. Vijayakumar
Ms. M. Karthika
Ms. M. Sakthi
Ms. S. Niraimathi
Dr. K.M. Remia

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

CRITERIONWISE MEETING

17/1/14

ENDA :- Criterion VII Innovations & Best Practices

copy of the Resolution attached.

K. Lalitha S.
S. Benjamin Christ
M. Saroj.
M. [illegible]

23-01-2014

To
The President
NGM College, Pollachi

Respected Sir,

Good evening. The IQAC meeting to discuss Criterion-III was conducted yesterday **(22.01.2014)** and we submit here the details of the meeting for your kind reference.

Agenda: Criterion-III: Research, Consultancy and Extension – Review of activities

Resolutions: The resolutions made are as follows:

- Five sub-committees have been formed to implement and inspect the research activities listed below:
    - Conduct of workshop, submission proposal for minor / major research projects
    - Training on SPS, Latex, MATLAB, etc.,
    - Extension and consultancy services
    - Publication of research articles in national / international journals and conference proceedings.
    - Release of research journals

- Calendar of events to conduct above listed programmes is prepared. The committee recommended to allocate financial outlay for this purpose.
- Current status about the operation of research projects to a tune of Rs. 73.77 lakh has been documented. The details are as follows:
    - No. of major research projects and the amount sanctioned: 5; Rs. 68.27 lakh
    - No. of minor research projects and the amount sanctioned: 3; Rs. 5.5 lakh

- For the successful conduct of the research projects, the basic requirements as claimed by the Principal Investigators may be provided.
- The number of M.Phil. and Ph.D. admitted during the year 2013 was 77 and 14 respectively.
- The current strength of Ph.D. research scholars is 116.
- The Heads of the research departments are asked to provide the list of journals to be subscribed.
- The thrust areas of research are being identified.
- The development of commercial software by the students is in progress.
- A meeting of HODs will be arranged to identify the areas for extension and consultancy.

Members Present

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Dr. S. Benjamin Christopher, System Manager
Prof. P. Nagarajan
Dr. M. Sheik John
Mr. K. Srinivasan
Dr. P. M. Palanisamy
Dr. R. Muthukumaran
Dr. P. Christopher Selvin
Dr. K.M. Remia

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

CRITERIONWISE MEETING 22/1/14

AGENDA: Research, Consultancy and Extension

Copy of the Resolution attached:-

[signature] P.M. PALANISAMY

[signature] P. NAGARAJAN

[signature] K SRINIVASAN

[signature] 22/1/14 M SHEIK JOHN,

[signature] 22/1/14 P. CHRISTOPHER SELVIN.

S. Benjamin Christopher S. Benjamin Christopher.

[signature] Dr. R. KANNAN. IQAC

[signature] Dr. K. M. Remia

IQAC Meeting – 04.02.2014

Agenda: **Criterion III – Research, Consultancy and Extension – Review of activities**

Resolutions: The resolutions made are as follows:

- The focus will be given hereafter to strengthen the existing infrastructure and to introduce all sorts of techniques and tools for e-learning, interactive learning, digital resource repository and a local net work with client-server architecture.
  - Mr. M. Rajasenathipathi has been asked to expedite the action plan he prepared for this purpose.
- In order to assess the faculty competency, the existing feedback mechanism is to be revamped referring the model given by UGC (API Score) and the parameters fitting to our working environment.
- Establishment of a separate department in the name of 'Faculty Development Department' is recommended and a note for this aspect is to be prepared.
- The duration for the conduct of Orientation programme / Bridge course for freshers can be increased from 3 days to 2 weeks.
- The areas to be focused in the freshers orientation programme are to be identified and listed.
- A flyer with following details can be prepared to distribute as guidelines to the freshers.
  - About the College
  - Curriculum design
  - Examination Systems
  - Library resources
  - Scholarships / Endowments
  - Extra-curricular activities
  - Job avenues / career orientation
  - Campus code
  - Academy for Professional Development (APD)
  - English Language Fluency class
- Remedial classes for slow learners may be conducted during the post college hours.
- 'Human Excellence' can be made as a compulsory diploma course for the students. A separate diploma will be issued along with the degree to the students for this course.
- Add-on courses can be introduced as certificate / diploma courses in identified areas such as Vivekanandha Studies and Gandhian Thoughts
- OMR sheets can be introduced to avoid delay in processing and announcing of results.

Members Present

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Dr. S. Benjamin Christopher, System Manager
Prof. P. Nagarajan
Dr. R. Kanakaraju
Dr. M. Sheik John
Dr. P. M. Palanisamy
Dr. R. Muthukumaran
Dr. P. Vadivel
Mr. S. Muthukumaravel
Mr. A. Prabhu Chandru
Mr. M. Rajasenathipathi
Ms. C. Malathi
Ms. S. Jayalakshmi
Mr. P. Ragunathan, Manager
Dr. K.M. Remia

Dr. P. Badri Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

Agenda:-

Teaching - Learning and Evaluation

Copy of the Resolution attached:-

Principal

Dr. R. Kannan

Prof P. Nagarajan.

R. KANAKARAJU

M. RAJACHANDRAN

A. PRABU CHANDRU

P. vadivel

S. MUTHU KUMARAN

4/12/14 (M SHEM JOHN)

K. M. Remia.

C. Mala 4/12/14 (Mrs. C. Malathi)

S. Jeyalakshmi

P. RAGUNATHAN

S. Benjamin Chris / S. Benjamin Chris

(P. M. Palanisamy)

Rajalakshmi

- HODs should be the role models to the other members of the staff by their commitment and dedication to their duty
- All HODs should have the basic traits of Ideas, Initiatives and Involvement
- NGM staff members to visit the Gandhigram Central University, Dinduygal to study the syllabus pertaining to the local needs of that area.

Members Present

Dr. P. Badri Narayanan, Principal
Prof. P. Nagarajan
Dr. K. Kalamani
Dr. S. Benjamin Christopher
Dr. P.M. Palanisamy
Dr. R. Kanakaraju
Dr. R. Muthukumaran
Mr. K. Srinivasan
Dr. M. Chithirai Selvan
Mr. M. Rajasenathipathi
Dr. N. Bagyalakshmi
Mr. P. Ragunathan
Dr. K.M. Remia

PRINCIPAL

Criterionwise Meeting 6/2/14

Agenda:- Action plan for the Curricular Aspects:

Copy of the Resolution attached:-

Principal

Prof. P. Nagarajan

Dr R. Kanakaraju

Dr. K. Kalaamani

Dr. S. Benjamin Christopher

Dr. P. M. Palanisamy

Dr. P. Muthukumaran

Mr. K. Srinivasan

Dr. M. Chithirai Selvan

Mr. M. Rajasenathipathi

Dr. N. Bagyalakshmi

Mr. P. Ragunathan

Dr. K. M. Remia

Mr. Muthukumaran

Mr. Sheik John.

11-02-2014

Submitted to the President

Agenda: Criterion IV – Infrastructure and Learning Resources – Review of activities

Resolutions: The resolutions made are as follows:

- Priority may be given in the following order to upgrade the infrastructure and learning resources in the campus.
    1. Administration
    2. Academic
    3. Research
    4. Extracurricular activity
    5. Image building (ambiance)
- The library can be reoriented as per the sections given below for easy access and to manage well.
    1. News paper and magazine
    2. Text book
    3. Reference book
    4. Research Journal/Publication
    5. Rare collections
    6. Digital Library
- Existing stock in the library should be checked and strengthened.
- The Librarian is asked to prepare a broad guideline for library.
- A separate questionnaire may be prepared by the Librarian to distribute to the Heads of the department to collect their ideas about renovating the library.
- Immediately after the closer of the Board of Studies meet, the Heads of the Departments are asked to submit the list of text and reference books required as per the revision made in the syllabus.
- The Heads are asked to visit the library (as per the schedule given by the Principal's office) and to have a discussion with the Librarian to strengthen the resources and mode of access for their disciplines.
- A standard model such as DDC (Duey Decimal Classification) will be followed to stack the books in the library. Rainbow library concept may be implemented for easy replacement of the books.
- Open access can be declared for all the students.
- A Reprography Centre should be provided very close to the library.
- An effort to network the library of NIA institution may be made. SIIMS library can be considered initially for this purpose.
- A water hut is to be kept in the vicinity of the library.
- The DVD in the visual theater may be replaced with a modern DVD with USB port.
- In the computer laboratories, LCD facilities may be provided permanently.
- A separate lab may be dedicated to the non-computer courses for the conduct of computer practical classes.

- Central Instrumentation Laboratory is to be created.
- A printer point may be introduced for favour of easy printing of the documents then and there.
- A software engineer may be recruited to take care of the network administration.
- A technician (Part-Time) may be appointed in the language laboratories to maintain the infrastructure.
- Each department may be provided with one smart class room.
- Separate rooms can be given to the research scholars.
- To enable the guest to stay inside the campus, two rooms in the boys hostel may be converted as guest rooms at present with all facilities.
- While preparing the list of requirements for Infrastructure and Learning Resources the following points are to be kept in mind.
    - Extra space
    - Instruments/equipments
    - Air conditioning
    - Accessories
    - Cost ranking
    - Priority ranking
    - House keeping
    - General maintenance and repairing
- In order to save the energy, innovations in infrastructure can be attempted in the following areas
    - Generation of electricity using solar panels
    - Setting up solar lamps and generation of electricity through solar panels.
    - Biomass gasification for fuel production
    - Water recycling plant to water the plants.

Members Present

Dr. P. Badri Narayanan, Principal
Prof. P. Nagarajan, Deputy Controller
Dr. P. Subramanian, Director
Dr. R. Kannan, IQAC co-ordinator
Dr. R. Kanakaraju
Dr. M. Sheik John
Dr. P.M. Palanisamy
Mr. K. Srinivasan
Dr. R. Muthukumaran
Dr. P. Christopher Selvin

Dr. T.E. Manjulavalli
Mr. S. Muthukumaravel
Dr. Suja Mathew
Mr. M. Rajasenathipathi
Mr. P. Ragunathan, Manager
Mr. M. Thirunavukkarasu
Dr. K.M. Remia
Dr. Ramaseshan
Mr. Manikandan, Supervisor

Dr. P. Badri Narayanan
Principal

VS.

Criterionwise Meeting 11/2/2014

Agenda: Infrastructure and Learning Resources

Principal

Dr. R. Kannan
SAMUTHU KUMARAVEL
P. NAGARAJAN
K. SRINIVASAN
M. THIRUNAVUKKARASU
R. Muthukumaran
P. Subramanian
R. Kanakaraju
Dr. M. Sheik John
Dr. P. M. Palanisamy

19-02-2014

IQAC Meeting – 04.02.2014

Agenda: **Criterion V – Student Support and Progression**

Resolutions: The resolutions made are as follows:

- The proctorial system being practiced at present needs to be strengthened, so that the proctors and wards can meet frequently (at least 30 minute in a week) to share and care the academic / personal issues. The existing format for the documentation of students progress, may be revised to make sure that the system is working properly and meaningfully.
- The objective and the action plan are to be prepared for the successful conduct of the 'Equal Opportunity Centre' (EOC). Short term certificate and diploma courses on gender related topics may be introduced. Dr. S. Shanmugapriya, Assistant Professor in Commerce will be the Co-ordinator for the EOC.
- Separate pamphlets / brochure / flyer may be prepared for all the student support activities (such as SGS, Rotaract Club, Vivekananda Studies, etc.). Necessary records are to be maintained to confirm the effective functioning and the benefits of the activities.
- Morning prayer either collectively or in individual classroom may be introduced as a healthy practice.
- In order to maintain the campus / student discipline, 'Campus Discipline Committee' may be formed. To take necessary action and to give advise / counsel, an exclusive 'Discipline Action Taken Committee' may be formed (senior faculty members, 2 from each department) are the members in the committee.
- With existing system, further floor in-charge or Managers may be nominated to maintain discipline and to take immediate action on students unruly behavior in the campus.
- A qualified and trained student counselor may be appointed
- Wearing ID card is to be made mandatory for students for their entry and exit to the college.
- To promote the reading behavior / skills of the students, an hour may be announced as library hour (outside the college hour).
- Immediately after admitting the students, an exclusive study may be conducted to know the status and background of the students.
- A health centre should be established and it must be kept open during the working hours. A visiting Doctor may be appointed for this purpose. Prof. K. Srinivasan is readily accepting to be the in-charge for the Boys (a faculty member may be delegated like for girls).
- CC camera may be fitted in the College canteen to prevent unnecessary students crowd / stay inside the canteen during the class hours.
- Awareness programme may be conducted (atleast 2 /semester) to the girl students about "Health and Hygiene".
- Student representatives may be included in the Library Committee.
- The students are encouraged to study the newspaper dailies and spare copies may be distributed to the classrooms.

- Students are to be encouraged to produce documentary film on environmental and various other societal issues. This section can be attached with CTEL (Centre for Technology Enabled Learning).
- All the Heads of the Departments are asked to submit a list of skill development programmes to offer stand alone certificate and diploma courses, in the identified subjects.
- The soft skill programme being conducted by the APD centre may be given as separate certificate / diploma courses.
- A special training may given to the selected faculty members on soft skills to make them Pilot trainers to train the students and staff in the coming year.
- Efforts may be taken to sign MoU with the institutions for soft skill training.
- Awareness on group insurance may be created among the students.
- Certificates may be given to the students for 100% attendance.
- The coaching classes for public service exams / CSIR/SLET / NET / SET are to be conducted, adhering the schedule prepared by the Coaching Centre.
- Dr. Mahalingam IAS Academy is to be strengthened to coach civil service aspirants.
- Remedial classes for different sections of students will be conducted during the post college hour.
- Financial assistant may be given to the prize winning students participated in the inter-collegiate sports / cultural events (actual bus fees can be given).
- Sports achievers may also be honoured in the Achievers Day function.
- HODs should take necessary steps to strengthen the alumni.
- Portraits of the prominent alumni may be displayed in the respective departments to motivate the students.
- Parents are to be invited (atleast the toppers' parents) to participate in the College functions.
- Grievance redressal cell is to be popularized among the students. The names of the members along with their contact numbers may be displayed at vantage points in the campus.

Members Present

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Dr. R. Muthukumaran, System Manager
Prof. P. Nagarajan
Dr. R. Kanakaraju
Dr. S. Benjamin Christopher
Dr. P. M. Palanisamy
Dr. K. Srinivasan
Dr. S. Shanmugapriya
Dr. M. Chithirai Selvan
Ms. Krishnaveni
Ms. S. Jayalakshmi
Dr. K.M. Remia

Dr. P. Badri Narayanan, Principal

Criterionwise Meeting 19/2/2014

Agenda :- Student Support and Progression - Criterion V

Copy of the Resolution attached :-

Principal

Dr. R. Kannan

Prof. P. Nagarajan

Dr. R. Kanakaraju

Dr. R. Muthukumaran

P. Ragunathan

Mr. K. Srinivasan

Dr. M. Chithiraiselvan 19/2/2014

Dr. S. Shanmugapriya

Dr. K. M. Remia

Ms. N. Krishnaveni 19 Feb '14

Dr. P. Anitha

Ms. K. Jayalakshmi

Dr. S. Benjamin Christopher S. Benjamin Christ

Dr. [illegible] samy

24-02-2014

IQAC Meeting – 24.02.2014

Agenda: **Criterion V – Student Support and Progression**

Resolutions: The resolutions made are as follows:

- The challenges to ensure student progression are identified as follows:
  - Discipline
  - Indifference
  - Absenteeism
  - Lack of awareness
  - Uncertainty about the future
  - Lack of soft skills
  - Hygiene
  - Emotional problems
  - Socio-economic background
  - Lack of social concern
- The student progression can be achieved only by adopting the following procedure.

Market the product *(by TOP)*

↑

Pack the product

↑

Finish the product by process and quality control

↑

Consider the students as raw material

- Attendance monitoring system is to be introduced. It includes e-attendance and sending SMS alert to the parents.
- To promote students attendance, five marks may be awarded in CIA (Continuous Internal Assessment) component.
- Passing minimum in the internal exams should be made mandatory.
- The technicalities to convert Human Excellence Course as Certificate / Diploma Courses are to be studied.
- Six hours time table is to be implemented to accommodate the unique courses such as Human Excellence, APD, English Fluency, Library reading, Proctor-ward meet during the sixth hour, i.e., during the post college hour.
- Library working hours may be extended (from 8:30 a.m. to 6:00 p.m.).

- First aid Centre (Health Centre) with basic amenities should be established.
- HODs can nominate the names of the students to be the representatives in the Library Committee.
- A special competition may be announced to produce documentary movies on selected themes such as Environmental issues, social issues, gender bias, child labour, etc. Necessary assistance may be given to the students.
- More tips and training may be given about Event Management to the volunteers of SGS.
- Sports Committee must be reconstituted.
- Students can be trained to render music of higher order (Bharathiar songs, *Thirukkural, Thiruvasagam*, etc.).
- An exclusive visit is to be made to other music institutes / colleges to strengthen the Fine Arts Club.

Members Present

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Dr. R. Muthukumaran, System Manager
Prof. P. Nagarajan
Dr. R. Kanakaraju
Dr. S. Benjamin Christopher
Dr. P. M. Palanisamy
Dr. K. Srinivasan
Dr. S. Shanmugapriya
Dr. M. Chithirai Selvan
Ms. Krishnaveni
Ms. S. Jayalakshmi
Dr. K.M. Remia

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

Criterionwise Meeting 24/2/2014

Agenda: Student Support and Progession - Criterion V

Copy of the Resolution attached:-

Principal

Dr. R. Kannan

Prof. P. Nagarajan

Dr. R. Kanakaraju

Dr. P. Subramanian

Dr. S. Benjamin Christopher S. Benjamin Chr

Dr. R. Muthukumaran

Mr. K. Srinivasan

~~Dr.~~ M. Chithirai Selvan

Dr. S. Shanmugapriya

Ms N. Krishnaveni

Dr. P. Anitha

Mr. P. Ragunathan

Ms. ~~R.~~ Jayalakshmi

Mr. Sheik John

Mr. Muthukumaravel

Mr. Rajasenathipathi

Mr. S. Ramaseshan

Dr. P. M. Palanisamy

24/2/2014

Mr. T. Kalyanasundar

Dr. Dhanalakshmi

Dr. Periyasamy

Mr. Sekar

Dr. Jayarajan

Mr. Ganesan P. Arumugam

Dr. K.M. Remia

N.G.M. COLLEGE (AUTONOMOUS)
Pollachi – 642 001

05-03-2014

IQAC Meeting – 05-03-2014

Agenda: **Criterion VI: Governance, Leadership and Management**
Criterion VII: Innovation and Best practices

Resolutions: The resolutions made are as follows:

The resolutions made on the presentations given by Mr. K. Srinivasan and Dr. M. Sheik John, the managers for the criteria VI and VII respectively and the discussions by the members are as follows:

- College Development Council (CoDC) has to be established for effective governance and management. CoDC explores the possibilities of introduction of new courses, teaching tools and techniques and to sign MOUs with group institutions.
- Internal Quality Assurance Cell (IQAC) is to be restructured and empowered to gear up the criterion wise activities for NAAC re-accreditation (3rd cycle).
- Dr. K.M. Remia from the IQAC is directed to submit a note on the requirement for modernization of IQAC.
- All the action plans for the seven criteria must be conceived by the IQAC and delegated and directed to the Criterion Managers.
- The Criterion Managers should ensure the successful implementation of the activities assigned and they have to report periodically to the IQAC and the IQAC should be ever ready to address the needs of NAAC practices and to prepare the Annual Quality Assurance Report (AQAR) for favour of online submission to NAAC every year – a mandatory practice.
- Resource mobilization Centre has to be established to generate funds for College development from various sources.
- Format for faculty activity has to be prepared for favour of faculty performance audit and to generate faculty appraisal report.
- Centre for faculty training and development has to be established.
- Welfare schemes for teaching and non-teaching faculty members are to be introduced. Health awareness programmes, Annual health check up, fee concession for wards and car pooling are some of the suggestions.
- A separate head (in the name of 'Research') is to be introduced in the annual budget of the College.
- An Information System Department (ISD) with a System Analyst is to be established to computerize all activities and to maintain a dynamic database about the College.
- Internal and external academic audits are to be conducted in all departments once in a semester/year.
- Efforts are to be taken to enable the faculty members to shift from "Comfort zone to NAAC zone".

- Attrition of faculty members can be prevented by performance appraisal linked pay band and performance incentive/award.
- Department wise annual budgeting may be introduced.
- For the identification and implementation of innovative and best practices, several sub-committees are constituted and the activities are delegated.
- Best practices for better academic and administrative functioning are to be introduced.
- Toppers Academy is to be created to conduct series of coaching classes for IAS aspirants and for the students who are interested to appear for UGC NET/SLET/SET/CSIR examinations. Dr. R. Muthukumaran, Head, Department of History is the in-Charge of this task.
- Centre for Women Studies has to be established. Dr. S. Shanmugapriya, Department of Commerce is preparing the proposal to set up the Centre and to receive the grant for this purpose from the UGC.
- To promote environment consciousness in the campus, Dr. L. Ranjit, Head, PG Department of Social Work proposed the following activities with expected outcome for three years period.
  - Awareness campaign in the campus, schools and to the public on environmental issues such as climate change, energy conservation and environment degradation through social media, rallies, human chain, dramas, street plays, signature campaign, competitions, etc.
  - Conduct of seminars on environmental issues such as global warming and energy conservation.
  - Eco-friendly practices like tree planting and campus cleaning.
  - Promotion of energy saving measures such as energy auditing; issue of hand outs, giveaways, decals; placing sign boards, wall papers; replacing incandescent bulbs with CFL/LED bulbs.
  - Adopting a village and training student volunteers to train the village folks on environmental issues.
  - Forming children club in the name of "Friends of trees" to encourage tree plantation and conservation.
  - Setting up of eco-friendly park in the campus.
- Dr. P.M. Palanisamy, Head, Department of Tamil also endorsed Dr.L. Ranjit's suggestions and proposed the following additional practices to assure environment consciousness in the campus.
  - Setting up nursery to promote plantation exercises in and around the campus.
  - Installation of bio-gas plant and waste water treatment and recycling units.
  - Construction of rain water harvesting (RWH) ponds.
  - Banning plastic bags and promoting the use of paper/cloth bags in the campus.
  - Recharging water table and increasing soil moisture in the campus.
  - Reducing the usage of electricity.
  - Avoiding the use of petroleum fuel.
- Dr. R. Kannan, Head, Department of Botany proposed the following innovative practices to conserve and manage the campus environs.
  - Setting up organic & vermicompost units.

- Introduction of 'Green Tax' for the misuse of electricity and related practices which may damage the environment.
- Introduction of bird watching and butterfly survey to ensure biodiversity in the campus.
- Conduct of green survey and green auditing.
- Developing methodologies to convert wastes into wealth.
- Energy budgeting for sustainable utilization and conservation of energy.
- Carbon budgeting to curtail excessive carbon emission in the campus.
- Setting up Green Corps (Green Warriors) to make the campus green and clean.
- Establishment of "Ecotheatre" to produce and screen short films/documentaries on environmental issues and to enact street plays to create awareness among the local public about the environment.

- Dr. K.M. Remia from the Department of Zoology focused attention on tree plantation and the expansion of Biodiversity Park in the campus.
- Dr. R. Kanagaraju, Head, Department of Physics submitted a proposal with technical specification and estimate to install solar power plants (of 10KW capacity) and solar lamps.
    - For 10KW electricity generation, the cost estimation (including the maintenance cost) will be Rs. 26,00,000/- and the expected unit generation for 20 years will be 3,00,000 units. The Ministry of New & Renewable Energy (MNRE) offers 30% capital subsidy for solar power generation.
- Dr. R. Meenakshi from the Department of Chemistry emphasized the following green practices.
    - Installation of R/O plant.
    - Construction of Rain water harvesting (RWH) structures and check dams.
    - Recycling of waste water.
    - Management measures for hazardous wastes.

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator

Members Present

Dr. P. Badri Sriman Narayanan, Principal
Dr. R. Kannan, IQAC Co-ordinator
Dr. M. Sheik John, System Manager
Dr. K. Srinivasan, System Manager
Prof. P. Nagarajan
Dr. R. Kanakaraju
Dr. R. Meenakashi
Dr. P. M. Palanisamy
Dr. R. Muthukumaran
Mr. S. Muthukumaravel
Dr. M. Karthika
Dr. S. Shanmugapriya
Mr. P. Ragunathan, Manager
Mr. K. Haridas
Ms. M. Sakthi
Dr. V. N. Manjula
Ms. Srividhya
Ms. Loganayagi
Dr. K.M. Remia

VS.

Criterionwise Meeting 5/3/2014

Agenda :- ① Governance, Leadership and Management - Criterion VI
② Innovations and Best Practices - Criterion VII

Copy of the Resolution attached :-

Principal

Dr. R. Kannan

Prof. P. Nagarajan

Dr. Sheik John

Dr. Meenakshi

Dr. R. Muthukumaran

Mr. Muthukumaravel

Mr. P. Raguna than P. Ry

Dr. S. Shanmugapriya 5/3/14

Dr. P. M. Palanisamy PMP 5/3/14

Dr. V. N. Manjula V. N. Manjula 5/3/14

Mr. K. Srinivasan

Ms. Srividhya 5/3/14

Ms. M. Sakthi M. Sa

Ms. M. Karthika M.

Mr. Haridass

Mrs. Joganayagi

Mrs. Niraimathi	[signature] S.
Mrs. Akilandeeswari	[signature]
Mr. Ranjit	L. [signature] 05/03/14
Mr. Nanda Kumar	[signature] 5/3/14.
Dr. Remia	[signature]