



N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 03.07.2014

- It is planned to conduct IQAC meeting on Thursday during the first week of every month.
- All the departments are instructed to undergo academic audit as per the directions given by the Controller of Examinations.
- The Curriculum Development Council (CDC) has been restructured with five member team including Dr. M. Durairaju as the Co-ordinator.
- Efforts are on to collect feedback from the students, alumni and parents.
- Computer Science and MCA departments are entrusted to devise a methodology to conduct online examinations, at least for the 'General Knowledge' paper under part IV.
- Research committee is instructed to prepare a report on the progress of research since 2013.
- All the criteria managers are to be invited to attend the IQAC meetings.
- The department heads are to be invited to have a discussion and to develop strategies for consultations and extension activities.
- Special training will be arranged to the faculty members to actively utilize the interactive white board facility for teaching.
- The expenditure incurred towards research activities is computed to institute 'seed money' for research.
- Annual Quality Assurance Reports (AQAR) are to be prepared to submit online to NAAC.
- Annual calendar is to be charted out for IQAC's activities for this academic year (2014-2015).
- Different awareness programmes such as rainwater harvesting, afforestation, pollution, women empowerment, etc. are to be delegated to different departments.
- Editorial committees are to be formed to release the Biannual Research Journals from the Science & Arts Disciplines.

Dr. P. Badri Sriman Narayanan
Principal

Dr. R. Kannan
IQAC Co-ordinator

Members Present

- ✓ Dr. M. Thirumalaisamy
- + Dr. R. Kanakaraju *leave*
- ✓ Dr. R. Manickachezhian
- ✓ Dr. R. Muthukumaran
- ✓ Mr. M. Rajasenathipathi
- ✓ Dr. K.M. Remia

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S. Benjamin Christopher

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R. Kanakarajin

R. KARRAR

S. Benjamin Christopher.

M. SHELL JOHN.

T. Kalyansundar. T.

R. Ashok Kumar

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P. Kalanamam

R. MONICA CASE



N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 14.08.2014

The resolutions made are as follows:

- All the Departments are asked to undertake academic audit for this academic year. The methodology and the format developed by the Controller of Examinations are to be adapted for this purpose.
- Feedbacks are also to be collected from the alumni and the parents. The alumni cell and the Parents Association of each department are asked to collect the feedbacks.
- OMR methodology is suggested to collect feedback from the students.
- Online test is to be conducted at least for a single paper (may be general knowledge paper) for all the students. Mr. M. Rajasenathipathi is entrusted with this work.
- HODs meeting is to be conducted to discuss the following issues.
 - Consultancy and Extension Services.
 - Certificate and diploma programmes.
 - Programmes for advanced learners.
 - Syllabus booklet to first year students.
 - Research proposals.
 - Signing MoUs.
- Seed money has to be worked out referring the research committees note on incentives to gear up research.
- Annual Quality Assurance Report (AQAR) for the academic years 2012-13 & 2013-14 is to be submitted to NAAC and to be uploaded in the college website.
- Calendar of Events for IQAC activities is to be prepared for the academic year 2014-15.
- The following programmes are delegated as given below:
 - Rainwater harvesting – Department of Chemistry
 - Energy saving measures – Department of Physics

- Afforestation – Department of Botany
 - Pollution assessment and management – Department of Zoology
 - Women empowerment – Equal Opportunity Cell
- Faculty competency assessment is needed and a methodology is to be designed for this purpose.
 - Centre for Technology Enabled Learning (CTEL) is to be established.
 - Setting up of Central Instrumentation Laboratory is recommended.
 - Health Centre should be active and periodic Physician's visit should be made.
 - Students Grievance Reddressal Cell should be made active.
 - Efforts are to be taken to include student members in various academic and administrative bodies.
 - College Development Council is established.
 - EOC has to conduct gender audit.
 - Topper's academy as suggested by NAAC Peer Team is to be established.
 - R/O Plant may be installed.


Dr. P. Badri Sriman Narayanan
Principal

Dr. R. Kannan
 IQAC Co-ordinator

Members Present

Mr. P. Nagarajan
 Dr. M. Thirumalaisamy *mv*
 Dr. R. Kanakaraju ✓
 Dr. S. Benjamin Christopher ✓
 Dr. M. Sheik John *claw*
 Dr. P.M. Palanisamy ✓
 Dr. R. Manickachezhian ✓
 Mr. K. Srinivasan ✓
 Dr. R. Muthukumaran ✓
 Mr. S. Muthukumaravel ✓
 Mr. M. Rajasenathipathi ✓
 Dr. K.M. Remia ✓

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Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 04.09.2014

The resolutions made are as follows:

- The methodology to conduct academic audit has been developed and the same will be instructed to the department heads to conduct the academic audit shortly.
- The proforma to collect feedbacks from the alumni and the parents are getting ready and the incharges for the alumni cell and the Parents Association are entrusted to collect the feedbacks.
- Suggestions were made by the members to purchase a software to conduct Online examination for General Knowledge Paper under Part IV.
- HODs meeting will be convened to assign healthy practices to different departments.
- Incentives to support research activities in the campus have been worked out (9.42 lakh/year) and the same may be projected as Seed money under the head Research in the annual budget of the college.
- The preparation of Annual Quality Assurance Report (AQAR) for the academic years 2012-13 & 2013-14 is under progress.
- Calendar of Events for IQAC activities for the academic year 2014-15 is getting ready.
- The IT departments are entrusted to establish Centre for Technology Enabled Learning (CTEL).
- Efforts are made to setup a Health Centre.
- Students Grievance Reddressal Cell is in operation.
- College Development Council has recommended the introduction of shift system in the College.
- Curriculum Development Cell has to convene a special meeting to prepare the agenda for the ensuing standing committee followed by the academic council meet.

Dr. P. Badri Sriman Narayanan
Principal

Dr. R. Kannan
IQAC Co-ordinator

Members Present

Mr. P. Nagarajan
Dr. R. Kanakaraju
Dr. S. Benjamin Christopher
Dr. P.M. Palanisamy

Dr. R. Manickachezhian
Mr. K. Srinivasan
Dr. R. Muthukumaran
Mr. S. Muthukumaravel
Mr. M. Rajasenathipathi

Durairaju

IQAC MEETING - 04.09.2014

R. KANAKARAJU
 P. NAGARAJAN
 R. MANICKA CAELIAN
 P.M. PALANI SAMY
 R. KANAKARAJU
 K. SRINIVASAN
 S. Benjamin Christopher
 S. NETHY KUMARATH
 M. KADASAMURTHI

Manalan
 P. Nagarajan
 R. Manicka
 P.M. Palani Samy
 R. Kanakara
 K. Srinivasan
 S. Benjamin Ch
 S. Nethy Kumarath
 M. Kadasamurthi



N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 10.09.2014

The resolutions made are as follows:

- Research Committee has prepared the guidelines and distributes the incentives to support research and the faculty members are availing of this facility.
- CDC is actively involved in revising the syllabi as per the directions given by the TANSCH and Bharathiar University.
- Faculty members are to be invited to submit research proposals.
- Efforts are to be taken to sign MoU with industries and institutions.
- Eco-friendly practices are to be identified.


Dr. P. Badri Sriman Narayanan
Principal

Dr. R. Kannan
IQAC Co-ordinator

Members Present

Mr. P. Nagarajan
Dr. R. Kanakaraju
Dr. S. Benjamin Christopher
Dr. V. Dhanalakshmi
Dr. P. Kalaamani
Dr. M. Sheik John
Dr. M. Durairaju
Dr. P.M. Palanisamy
Dr. R. Muthukumaran
Dr. P. Krishna Thulasimani
Dr. Antony Selvadass Thanamani
Mr. S. Muthukumaravel
Ms. M. Sakthi
Mr. A. Prabu Chandru
Dr. M. Rajasenathipathi
Dr. K. Dhanalakshmi
Ms. T. Sumithra
Dr. V. Selvaraj

Ms. D. Dhirowpathi
Dr. V.N. Manjula
Mr. G. Vignesh
Ms. J. Thilagavathi
Ms. S. Hemalatha
Ms. N. Radha
Ms. M. Jeeva
Dr. S.B. Gayathri
Dr. P. Anitha
Mr. R. Sekar
Ms. N. Udhayarani
Mr. M. Kuppusamy
Dr. L. Ranjith
Ms. G. Akilandeswari
Ms. S. Poornimadevi
Mr. R. Vidwakalyani
Mr. S. Ramaseshanm
Dr. R. Ashok Kumar
Mr. Ganesh P. Arumugam
Mr. T. Kalyanssundar

IQAC Meeting with HODs

10.09.2014

Agenda:

- Incentives to support/motivate research
- Revised Syllabi
- Consultancy & Extension Services
- Certificate & Diploma programmes
- Research proposals
- Signing MOUs
- Environment management & conservation measures

Immanuel Sany
R. K. ANANDARAJU

P. Nagarajan
Rajulathi
M. Dussanraj
G. V. Anand
Anil Kumar
S. Muthukumar
J. Thilagavathi
P. Hemalatha
P. Kalagamani
M. Radha
M. Joera
R. SEKOR

M. SAKTHI

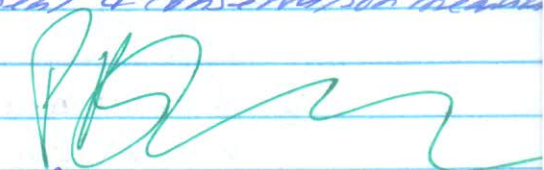
T. Sumantra

P. U. Thirumathi
V. Dhanalakshmi

D. Dharmapalan
V. N. Manjula
S. B. Kalyan
P. Anitha

K. Dhanalakshmi

N. V. Dhanalakshmi



Immanuel
M. Sany

P. Nagarajan
Rajulathi
M. Dussanraj
G. V. Anand
Anil Kumar

S. Muthukumar
J. Thilagavathi
P. Hemalatha
P. Kalagamani
M. Radha
M. Joera
R. SEKOR

M. SAKTHI
T. Sumantra

P. U. Thirumathi
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D. Dharmapalan
V. N. Manjula
S. B. Kalyan
P. Anitha

K. Dhanalakshmi
N. V. Dhanalakshmi

M. K. Rameshwarar	-	M. Ar
V. SELVARAT	-	ON
R. Arave Kumar	-	AR
M. Sanku Sanku	-	praji ss
A. PRABU	-	praji ss
M. Kuppusamy	-	praji ss
K. Arasan. P. Arumugam	-	praji ss
S. Benjamin Christopher	-	S. Benjamin Christopher
T. Kalyanasundaram	-	T. Kalyanasundaram
L. RANJIT	-	L. Ranjit
G. Akilandeswari	-	G. Akilandeswari
S. P. Pravin Kumar	-	S. P. Pravin Kumar
R. VIDYAKALYANI	-	R. Vidya Kalani
N. Bageswari	-	N. Bageswari
S. RAMASESHAN	-	S. Ramashekhar
R. K. Aravind	-	R. K. Aravind



N.G.M. COLLEGE (AUTONOMOUS)

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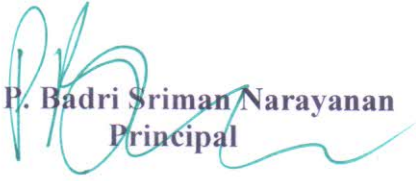
Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 09.10.2014

The resolutions made are as follows:

- Series of meetings have been conducted by the CDC to make the curricular design uniform.
- Faculty members are instructed to submit their publications, participation certificates with Research Committee and to claim the incentives for their research contributions.
- Basic Science departments are asked to submit the infrastructure requirements.
- Networking has been checked in order to provide hassle free internet usage in the campus.

Dr. R. Kannan
IQAC Co-ordinator


Dr. P. Badri Sriman Narayanan
Principal

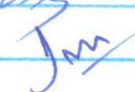
Members Present

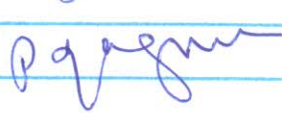
Mr. P. Nagarajan
Dr. R. Kanakaraju
Dr. S. Benjamin Christopher
Dr. P.M. Palanisamy
Dr. R. Manickachezhian
Mr. K. Srinivasan
Dr. R. Muthukumaran
Dr. M. Durairaju
Mr. S. Muthukumaravel
Dr. M. Rajasenathipathi

IQAC MEETING - 09.10.2014

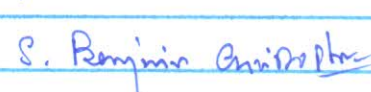
AGENDA:

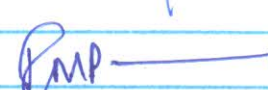
- Curriculum restructuring
- Research activities
- Department infrastructure
- Internet connectivity

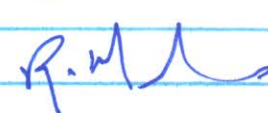
✓ Dr. R. Kannan 

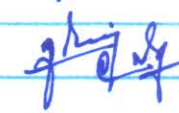
✓ Mr. P. Nagarajan 

✓ Dr. R. Kanakaraju 

✓ Dr. S. Benjamin Christopher 

✓ Dr. P. M. Palanisamy 

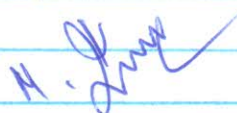
✓ Dr. R. Marickacheshian 

✓ Mr. K. Srinivasan 

✓ Dr. R. Muthukumaras 

✓ Mr. S. Muthukumaravel 

✓ Dr. M. Durairaj 

✓ Dr. M. Rajasenthapathi 

✓ MGR

✓ Shuk John



N.G.M. COLLEGE (AUTONOMOUS)

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Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 01.11.2014

The resolutions made are as follows:

- Copy of syllabi for the elective course is to be issued to the students prior to the commencement of the course.
- More PG programmes are to be introduced.
- Area / field / subjects are to be identified to conduct diploma / certificate courses.
- Online feedback collection is to be introduced.
- Collected feedbacks are to be analyzed and necessary action (if needed) is to be taken.
- Advanced learners are to be given with innovative programmes.
- CTET is to be established.
- One paper (or) one unit in each paper is to be declared as e-module.
- Experts' opinions are to be collected for campus networking.
- Intranet (LAN) is to be made functional for paperless office atmosphere.
- Proposal to establish CIL (Central Instrumentation Laboratory) is ready for approval.
- Areas for consultancy are to be explored.
- College – industry Cell is to be established.
- Programme / activities are to be listed for ISR (Institutional Social Responsibility).
- Library advisory committee is to be framed.
- Number of users and rate of hits are to be increased in "INFLIBNET & DELNET" usage.
- Proctorial system is to be made effective.
- Equal Opportunity Centre is being established.
- IAS Academy is in the Pipeline.
- IQAC is to be modernized.
- UGC has sanctioned a sum of Rs. 3 lakh for modernizing the IQAC.
- Methodology is evolved to conduct academic audit.
- Topper's academy is established.
- Eco-friendly practices are to be geared up.

Dr. R. Kannan
IQAC Co-ordinator


Dr. P. Badri Sriman Narayanan
Principal

IQAC MEETING

01.11.14

Agenda:

- Curricular aspects
- Learning & evaluation
- Research activities
- Extension activities
- IQAC modernization
- Environment consciousness

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N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 08.12.2014

Discussions are made on the progress of the IQAC and the minutes are recorded criterion wise as follows:

Criterion I (Curricular aspects)

- The Curriculum Development Cell is established (CDC) and Dr. M. Durairaju, Associate Professor of Zoology is the Co-ordinator for CDC. The following measures are taken by the CDC
 - o Series of meetings are conducted to make the heads of the departments to aware of the CBCS curricular designs.
 - o Necessary instructions are given to correct the curricular anomalies and to make it uniform for all the branches referring the UGC, TANSCH and Bharathiar University guidelines.
- Application has been submitted to start M.Sc., Botany course in the ensuing academic year.
- Non-major elective papers are introduced under part IV in all branches.
- Feedback format is prepared as per the guidelines given by the NAAC and the efforts are on to collect the feedback from the students and to analyse the same for action, if needed.
- It is proposed to introduce certificate programmes, collaborating with external agencies.

Criterion II (Teaching, Learning & Evaluation)

- Syllabi for six semesters are ready for all the courses and the same will be given to the students who are admitted during this academic year (2014-'15).
- Orientation programmes were conducted for the freshers for four days in nine sessions.
- The library department has also organized series of orientation programmes to the freshers on the facilities and the practices available/adapted in the library.
- The department of physical education has conducted fitness programme to the students.
- It is proposed to conduct remedial classes to the needy students once in fortnight in all the departments.
- It is planned to introduce state-of-the art papers as extra credit papers to the advanced learners.

- Evaluation blue print is ready and it is available with the Controller of Examination's office.
- More number of faculty development programmes need to be introduced.
- Evaluation of answer scripts is innovated by the introduction of OMR sheets.

Criterion III (Research, Consultancy & Extension)

- Research committee has been set up and it works actively in monitoring research activities.
- Seed money/corpus fund has been created to a tune of ₹. 9,42,000/- to promote and support research
- The details of incentives disbursed to the faculty members for a period of 7 months (June to December 2014) are as follows:

Particulars	Number	Amount (Rs.)
Publication in National and International Journals	24	19,200
Publication in Edited Volumes	5	2,500
Paper Presentation in National and International Conferences	2	1,500
Paper Presentation in International Conferences	1	12,500
Best Paper – presented in Conference	1	1,000
Total		36,700

- A total of 10 major and minor research projects are under operation and the total outlay for all these projects is Rs. 80 lakh.
- A total of 5 UGC/AICTE/Centre for Classical Tamil/ sponsored seminars have been organized.
- Proposal to set up Central Instrumentation Laboratory (CIL) is ready for approval.
- Few departments are involved in extension activities. Each department should be entrusted with an extension activity.
- Consultancy services need to be promoted
- College-industry cell is to be formed.

Criterion IV (Infrastructure & Learning resources)

- Additional language laboratory is established
- 107 computers and 3 LCD projectors are added
- Evaluation processes is innovated by the introduction of OMR technology
- Library is strengthened by the addition of 1870 books and 142 subscribed journals
- Library cards are replaced by barcoded identity cards (which saves the expenditure of Rs. 2 lakh /year)

- Library user status is impressive as given below:
 - o 500 users/day (an increase of 300 students/day as compared to previous years)
 - o 240 users availed of the virtual theatre facility every day
 - o 250 books are issued/day
- To promote E-learning, NPTEL (National Programme on Technology Enhanced Learning) facility is introduced in the library with free online courseware for different subjects.
- DELNET facility is available for borrowing books from the libraries across the country
- INFLIBNET needs to be popularized and more user IDs should be created to increase the number of hits.
- N-LIST (National Library and Information Services Infrastructure for Scholarly Content) facility is recommended for subscription to retrieve e-resources online
- Library Advisory Committee is proposed to be established
- Internet connectivity is working effectively
- Efforts are on to activate Wi-Fi connectivity
- Introduction of ERP software is recommended
- Health Centre is planned and a visiting doctor is to be appointed
- More water points are introduced
- Xerox and printer facilities are arranged in the vicinity of the class rooms.
- Floodlit basketball court is getting ready

Criterion V (Student support & progression)

- Proctorial system exists but should be streamlined to yield fruitful results.
- Topper's academy is under progress.
- Equal Opportunity Centre (EOC) is established and women centric programmes such as Beautician, Mehndhi, Embroidery, Glass Painting, Clay ornaments and Jewel making.
- Alumni association is activated and the 'Directory of alumni' is ready with 5250 members. A web site is also launched for this purpose.
- Endowment fellowship/awards are given to the students every year
- Arutchelvar Dr.Mahalingam Junior Research Fellowship Scholarship is distributed to five research scholars @ ` . 5000 per month ( total o ` . 2,75,000 for this academic year)
- Grievance redressal cell is established but proper mechanism is to be devised in order to attend more student grievances.
- Student Guild of Service is formed to ensure active participation of students in the College activities.
- Student/alumni representatives are recommended to be included in the ensuing Board of Studies.
- Student representatives are nominated as Secretaries for the respective associations of the departments.
- Students are encouraged to take part in various sports/games meets at College and university levels and more efforts are to be taken to send them to participate in national meets.

Criterion VI (Governance, Leadership & Management)

- Yoga and Computer training programmes have been conducted for non-teaching faculty
- Seed money/corpus fund has been created
- Procedure and formats are developed to conduct academic audit and all the departments will undertake this exercise every year from this academic year
- Criterion managers are nominated to look after the activities of the seven criteria of NAAC
- Monthly meetings have been conducted regularly by the IQAC
- UGC has sanctioned Rs. 3 lakh to modernize the IQAC
- Proposal is ready for approval to activate and modernize the IQAC

Criterion VII (Innovations & Best practices)

- All the departments are instructed to innovate the curriculum and to introduce healthy practices
- Efforts are on to create Toppers' academy to train/coach IAS aspirants
- Proposals are invited from the following departments for eco-friendly practices
 - o Department of Physics (for Energy conservation methods & devices)
 - o Department of Chemistry (for Carbon budgeting & Green auditing)
 - o Department of Botany (for Greening the campus)
 - o Department of Zoology (for Rain water harvesting)
 - o Department of Social Work (in collaboration with NSS, NCC & other departments) (to conduct awareness programmes, workshops, rallies, etc.)

8/12/14

IQAC MeetingAgenda:-

- Monthly meeting
- IQAC activities review

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S. Benjamin Christo

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M. Lakshmi

[Signature]

Mamatha

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L. Ramesh
(Librarian)



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

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 09.12.2014

Discussions are made on the progress of the IQAC and the minutes are recorded as follows:

- Bridge course may be organized for a period of one week with a focus on the following aspects
 - o The shortcomings of the input (students)
 - o Expectations of higher education
 - o Mental adjustment to cope with the challenges
 - o Accepting new academic culture and adjusting to the same
 - o Planning and preparing to cope with the syllabus
 - o Acquiring skills and undergoing training to be employed
 - o Introduction to Human Excellence
 - o Challenges in the academic environment (Liberty in learning & Strict in valuation)
 - o Students ambassadors to address the juniors.
 - o To invite an alumnus to address the students.
- Health centre facility with a visiting doctor
- Proctorial system is to be revamped
- Weekend courses may be planned
- Visit to the music departments of PSGR Krishnammal, Avinashilingam, Kongunadu, GRD, Coimbatore and Vellallar College, Erode. So as to strengthen the music course in the campus.
- Restructuring alumni association with
 - o Secretariat
 - o Membership development
 - o Annual functions
 - o Scholarships
 - o Alumni Bulletin
 - o Alumni in-charge on rotation

- Norms to distribute alumni scholarship are to be evolved
- Note on Wi-Fi and ERP is required
- Ways and means to shed ego in the working environment and it may be considered to be an eight criterion for institutional excellence.
- Students' scholarships are to be given to the financially backward students.
- 3 students from each department will be considered by the recommendation of the HOD for the award of Management scholarships.
- Prof. Ragunathan, Professor of Mathematics may be invited to address in the FARM meeting.
- Research should be inclusive so that all the faculty members can contribute.
- Details of the research activities by the faculty members from each department are to be prepared.
- Mr. Raju is to be invited and appointed as a visiting faculty to train the IAS aspirants.



IOAC Meeting

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9/12/14

Agenda: 7 Criteria meeting with our President-

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1. 9/12/14

11. 10/1/14

11. 11/1/14

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SS

S. Benjamin C. Smith

2/1/15

1/1/15

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

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 06.01.2015

A special meeting was convened in the presence of our Hon'ble President to discuss the progress of research (Criterion-III) with the Heads of the Departments (cluster-wise) on 06.01.2015. The observations, recommendations and resolutions made are summarized as follows.

- All the staff members are to be encouraged to participate in more number of conference / workshop / seminar etc.
- Each department has to submit one or more number of minor and major research projects every year.
- Each staff member has to concentrate to bring out more publications in the research journals/magazines/books.
- Achievements of the departments are to be specially displayed in the vantage points.
- In order to improve and ensure the quality in all aspects, students participation is warranted.
- Computer Science department should organize a cluster wise webinar.
- Submission of one copy of the thesis in the public library is mandatory both for M.Phil. and Ph.D. candidates and also publication of atleast 2 papers before the submission thesis.
- Marketing is the need of the hour and hence the department should actively involve in showcasing their courses.
- Principal will meet the HODs daily (on rotation) to review the progress of the research in their departments.
- Constant dialogues with HODs will help strengthen the system and to assure quality in all aspects in NAAC perspectives.
- Computer departments have to involve themselves availing the expertise from the students to devise the methodology and the tools (software) to collect online feedback and to take online attendance.
- Commerce cluster has to apply for the UGC grant and to conduct a national level seminar on 'emerging areas' in Commerce.

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

IQAC Meeting

6/1/15

Agenda

— Review of activities

Jan

Program
M. D. in
M. Phil


S. Benjamin Chatterjee





N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

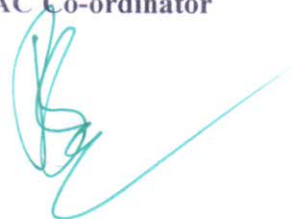
IQAC MEETING – 24.02.2015

Discussions are made on the criterion wise activities for favour of Re-accreditation (3-Cycle) and the minutes are recorded as follows:

- CDC has been effectively functioning in revising the curriculum as per the UGC model.
- The academic audit is to be conducted every year by the department and Dr. P.M. Palanisamy, the criterion manager for I criterion has been asked to take up this activity. A separate meeting for HODs will be conducted for this purpose.
- The proposed methodology to conduct the academic audit is as follows:
 - During the conduct of Board of Studies, along with the experts, one more senior professor from a reputed autonomous institution is to be invited as an academic auditor.
 - The invited academic auditor will also join the Board of Studies discussion and after the completion of the BOS, the copy of the syllabus along with the model question paper will be handed over to him. He will be given with one week time to scrutinize the curriculum / syllabus and to submit the report in the prescribed format.
- A pre BOS meet is to be conducted to discuss and to evolve the strategies to be implemented in the ensuing BOS for the academic year 2015 – 2016.
- In order to introduce certificate courses, the following suggestions are made.
 - All the week end courses currently running are to be treated as certificate courses. The certificates are to be issued to the students on the completion of the course.
 - English fluency class is also conducted as certificate course. The certificates will be issued to the students, those who put attendance 80% & above.
 - Department wise certificate courses are to be conducted. All such courses are optional and operated only during the post college hours (1 hr/week). The title of the course and the syllabi are to be prepared. The interested teacher can become the course teacher and the remuneration will be paid for him / her for their work, from the amount collected from the students.
 - As per the previous discussion, the efforts are taken to conduct online examinations for General Knowledge paper and it will be implemented from the even semester exams of the academic year 2014-2015.
 - For feedback collection, analysis and to take action on it, online methodology will be introduced from this academic year (2014-2015) onwards.

- It is recommended to introduce series of webinars by different departments. To start this practice, some of the departments are to be identified.
- To know the status of research activities, the research committee has been asked to submit an annual report for the academic year 2014-2015.
- The research committee has proposed to conduct one day research conference (All the clusters have to join in the conference).
- To identify the areas for consultancy and extension services, a separate HODs meeting is to be conducted. Some of the areas proposed include
 - Tax filing by Commerce department.
 - E-filing by Computer Science department.
 - Clinical trial by Zoology department.
 - Water analysis by Chemistry department.
 - Mushroom cultivation by Botany department.
- MoUs are getting ready to claim ISSN for the research journals (*Vigyan Sakthi* and *Kalaa Sakthi*). The issues will be published biannually from the next academic year (2015-2016) onwards.
- Some more LCDs can be distributed to some of the departments to make ICT enabled teaching active.
- Online attendance system may be introduced to check the absenteeism.
- LAN is to be made active and workable.
- Group insurance can be introduced for staff and students.
- Coaching centre for competitive examinations (IAS, IPS, UPSC, TNPSC, BSB & RRB) should be active and functional and has to organize series of training programmes to the students.
- IQAC has been modernized and a separate centre is dedicated for IQAC activities.
- IQAC opts to organize criterion wise seminar in the coming years.
- The activities are to be delegated to make the college campus green, eco-friendly and plastic free and to conduct green auditing and carbon sequestration.

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



IRAC Meeting

57

24/2/15

Agenda

Monthly review meeting

Mr

Agarwal

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M. ~~in~~ in

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SL

S. Benjamin Agrawal

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N.G.M. COLLEGE (AUTONOMOUS)

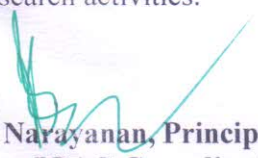
POLLACHI – 642 001

Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 19.03.2015

Discussions are made on the progress of the IQAC and the minutes are recorded as follows:

- Academic audit has been implemented and all the departments have conducted the audit along with the Board of Studies (BOS) meeting.
- Alternative methodology is (slip/online) suggested for students attendance.
- M.Sc. Chemistry and M.Sc. Botany programmes will be introduced from the academic year 2015-16.
- Proposals have been submitted for UGC assisted B.Voc. and KAUSHAL programmes.
- Software to collect feedback from online is getting ready and will be implemented shortly.
- Programme to conduct online exams is also ready and the same will be implemented from this academic year onwards (2014-15).
- Ground work for the installation of Central Instrumentation Laboratory is over and the centre is to be officially declared open.
- Coaching centre for competitive exams should gear-up activities.
- Equal Opportunity Centre (EOC) is functioning effectively to conduct women centric diploma/certificate courses.
- Centre for Technology Enabled Learning (CTEL) is to be introduced and necessary training may be given to the faculty members.
- IQAC office is renovated with modern facilities.
- Health Centre should be strengthened with a visiting doctor facility.
- Faculty members are actively involved in publication and participation activities and availed of the management incentives for their research activities.


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

IRAC Meeting

61

19/3/15Agenda:-

M. A. [Signature] (19/3/15) (M. DURMANATHU)

Manabu [Signature] R. KANAKANATHU

S. Benjamin Christopher
M. [Signature] (M. RAJASCHANDRAN)
[Signature] (K. Srinivasan)

[Signature] (R. KANNAN)

P. [Signature] (P. Nagareyan)

P. [Signature] (P. RAGUNATHAN)
B. [Signature] (Dr. B. MANICKA CHANDRAN)

P. Mal [Signature] (P. Maheswari)

19/3/2015.



N.G.M. COLLEGE (AUTONOMOUS)

POLLACHI – 642 001

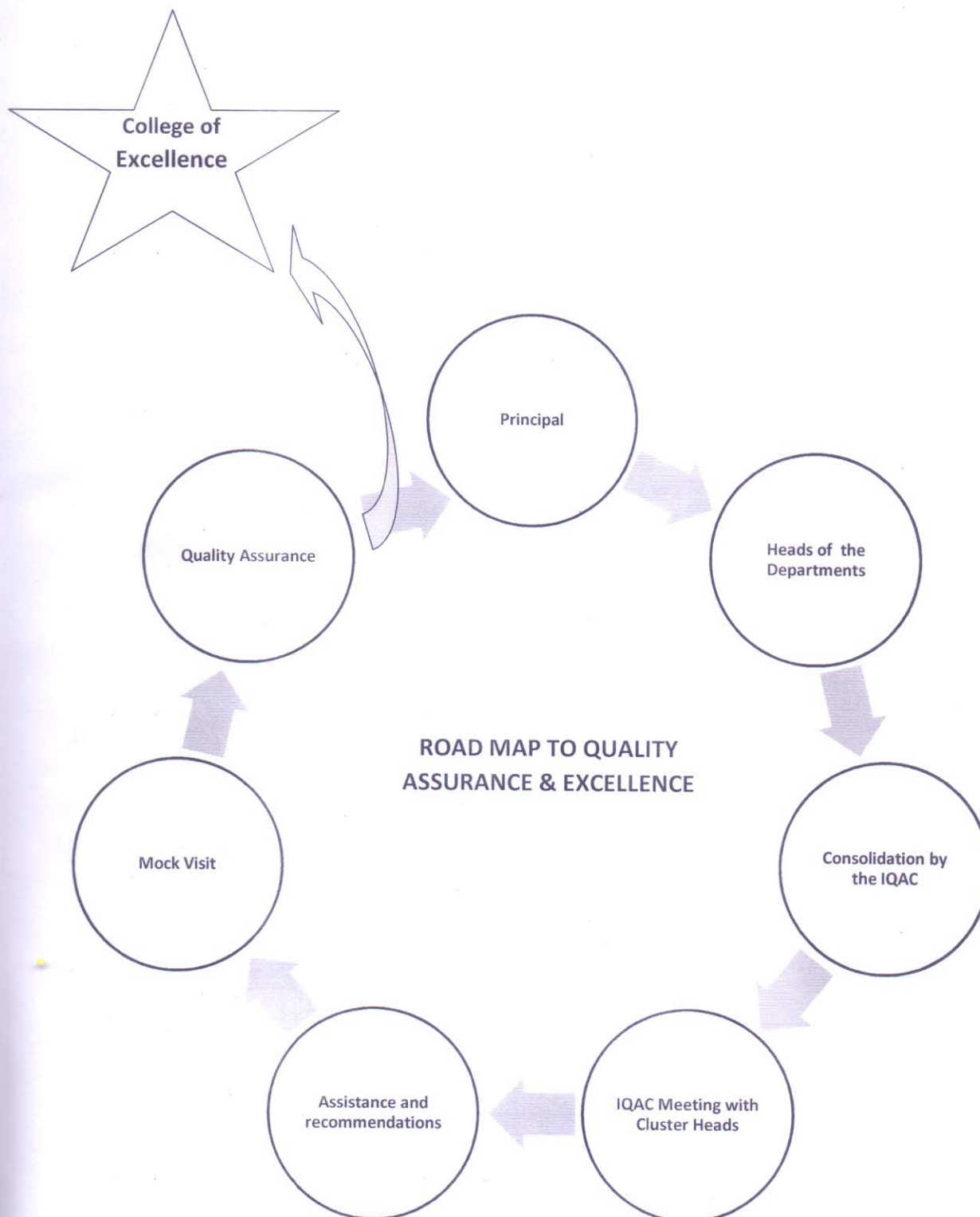
Internal Quality Assurance Cell (IQAC)

IQAC MEETING – 07.04.2015

A special meeting was convened in the modernized IQAC office on 07.04.2015. The discussion and the resolutions made in the meeting are as follows:

- Principal has been meeting the Heads of different departments (along with two more senior faculty members) everyday and in a pre-scheduled cycle. The first cycle of meeting 35 departments is over and the observations are being consolidated.
- The outcome of the meeting is recorded and the minutes have been sent to the President. A copy of the minute is also forwarded to the IQAC Co-ordinator and to the departments concerned.
- In order to ensure the department wise NAAC centric activities as discussed with the Principal, the IQAC planned to invite the Heads of the Departments (along with a senior faculty members) from each cluster (Arts, Science, Commerce & Management and Information Technology), once in a fortnight to have a review and to record their requirements for further assistance and recommendations.
- The IQAC members will interact with the Heads and members from each cluster to identify their strength and to list their weaknesses.
- The IQAC will prepare a necessary work plan for each department and also arrange to provide needed support and guidelines to effectively implement the activities earmarked by the department.
- The Criterion wise managers are asked to prepare the annual report as per the format given by the NAAC.
- Further, every year a mock visit will be conducted as if the NAAC Peer Team members are visiting the campus. Experts from the best performing colleges (NAAC rated and Colleges with Potential for Excellence (CPE)) will be invited to assess and accredit the institutional quality.
- The assessment report given by the mock team members will be seriously considered to overcome the pitfalls in the existing quality system.

- In a nutshell the road map for the effective implementation of the above strategy to ensure quality sustenance in the College can be visualized as a quality circuit as follows:



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

TRAL MEETING

7/4/15

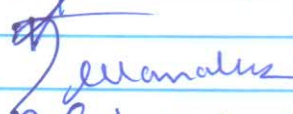
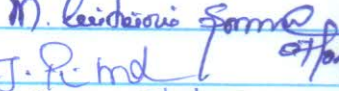
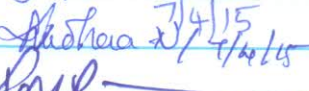
Agenda:-

Name

Signature

1. Principal
2. M. Durairajin
3. P. NAGARATHAN
4. S. Benjamin Christopher
5. R. N. K. Keemana
6. R. KANAKARATHU
7. M. CHITHIRAI SELVAN
8. J. THILAGAVATHI
9. N. RADHA
10. P. M. Balarami Samy
11. M. RASHEEMUNNATHAN
12. B. MANICKA GAELIN
13. K. SRINIVASAN
14. P. Ragunathan
15. R. Kannan


 M. Durairajin

 P. N. K. Keemana

 R. Kanakarathu

 M. Chithirai Selvan

 J. Thilagavathi

 N. Radha

 P. M. Balarami Samy

 M. Rasheemunnathan

 B. Manicka Gaelin

 K. Srinivasan

 P. Ragunathan

 R. Kannan