

Minutes of the meeting of the HOD's

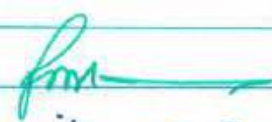
Agenda:-

- Discussion on the schedule of the Peer Team Visit.
- Discussion - Mock Team Visit.

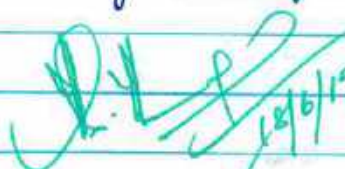
Principal welcomed the HOD's and gave an input as to how the NAAC Peer Team would be received.

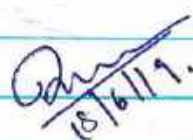
After the Principal's address, the coordinator of IQAC addressed all the HOD's. He at length discussed the schedule of visit. Ideas and suggestions were sought regarding the display of all the documents and presentation. The whole schedule of the Peer Team was discussed and the place for presentation, how to display and files to be maintained was discussed.

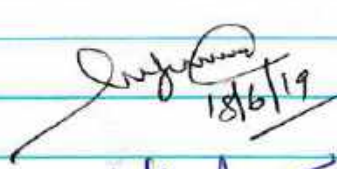
All the members were assigned duties and requested to do their best.

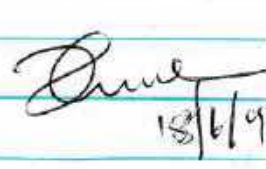

Signature of the Principal

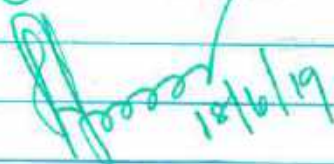
Signature of the HOD's.

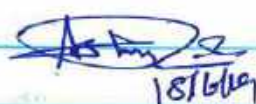

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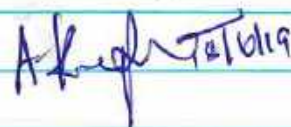

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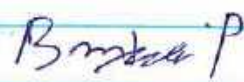

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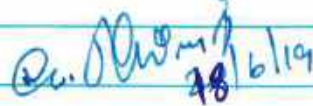

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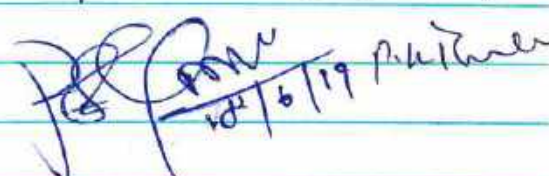

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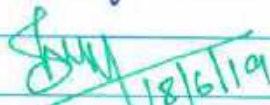

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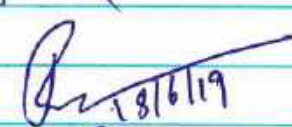

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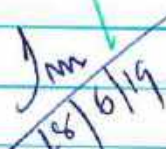

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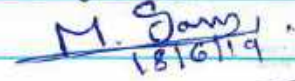

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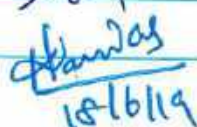

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(Dr. E. Rama Devi)

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Sh. P. (Dr. P. Xanthus)
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Dr. T. PARAMESWARAR

20/06/2019 (M. I. Jaera)

M.V.L. - 1 (201619 CDR. M.V. SATHIYA BAMA)

N. celastri [N. celastri] N. celastri

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1c. P-H (Dr. K. Poonkodi)

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17/7/19.

Venue: IQAC Meeting Room

Minutes of the criterion Managers Meeting

Agenda: Analysis of Accreditation outcome

The Committee of criterion Managers earnestly appreciate and congratulate the Herculean effort taken by the IQAC Team.

The Principal and the criterion Managers, analysed the outcome of the SAAC Accreditation and Assessment threshold. After thorough analysis, it is evident that in certain criterion as the Institution, stands the chance of scoring more than what has been awarded. Hence it has been unanimously decided that, the college could go for an appeal to the SAAC.

For —————
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R. M. L.
18/7/19.

Room



**NALLAMUTHU GOUNDER MAHALINGAM COLLEGE
(AUTONOMOUS)**

Re-Accredited with 'A' Grade by NAAC and ISO 9001:2015 Certified Institution
Affiliated to Bharathiar University, Pollachi – 642001; Coimbatore (Dt)

IQAC Cell

2nd Meeting on Resubmission of SSR for Higher Education

Date : 27.08.2019

Time : 12.30 p.m.

Venue : Board Room

Agenda

Forming of Team in each criterion - Score obtained and improvement in steps - Data collection in each criterion - Benchmarking with other Colleges - Date for next meeting schedule - Any other matter

Members Present

S.No	Name of Faculty	Department	Signature
1	P.M. Palanisamy	Principal	[Signature]
2	M. JAYAKUMAR	SF. Office	[Signature]
3	P. Raganathan	Manager Admin	[Signature]
4	K. SRINIVASAN	Comp. Sci	[Signature]
5	Dr. R. MANILU CHEZHA	Coordinator	[Signature]
6	Dr. S. SARAVANA BABU	Dean (Academy)	[Signature]
7	Dr. S. UMAPATHY	DEAN (Research)	[Signature]
8	Dr. N. Bappalakshmi	Commerce	[Signature]
9	Dr. K. POONKOP	Chemistry	[Signature]
10	Dr. P. ANITA	Commerce (CA)	[Signature]
11	Dr. NIRMALA SATHISH	ECONOMICS	[Signature]
12	Dr. Indumathy Ramasamy	Chemistry	[Signature]
13	Dr. L. RANJIT	Social Work	[Signature]
14	Dr. N. BHUVANESHI KOMAR	M.COM 2B	[Signature]
15	R. NANDHAKUMAR	PG. CS	[Signature]
16	Dr. R. Rakkimuthu	Per Botany	[Signature]
17	Dr. M. CHITHIRAI SELVAN	Commerce	[Signature]
18	Dr. K. VEERAKUMAR	B.B.A	[Signature]
19	Dr. R. Neelamattu	Botany	[Signature]
20	Dr. K. Ohmalukhmi	Food	[Signature]
21	Dr. A. Suresh Kumar	Physics	[Signature]
22	S. Somen Sundar am	Zoology	[Signature]
23			[Signature]
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Pollachi - 642 001



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 27.08.2019

Venue: Board Room

Time 12.30 pm

MINUTES OF THE MEETING

A meeting was held at the board room on 27.08.19 at Board Room and the following decisions are arrived at the meeting

- Managers in each criterion are decided. The Principal greeted the new Criterion Managers. Two criterion managers are allotted for each criterion. Dr. M. Jayakumar discussed on our score in each criterion and suggested to compare with other college score criterion-wise.
- In curricular aspects criterion, decided to increase the number of value added courses with focus on Employment.
- Discussed and decided to improve teaching fundamentals, exploring new knowledge, application principles and various application tools in our College..
- Decided to facilitate online feedback in the college website for various stake holders such as students, parents, employee, public and teachers in the aspect of teaching learning, assessment, curriculum, infrastructure and counseling.
- Decided to implement student centric method in all departments in the College
- Decided to modify the content in a syllabus in all courses.
- Discussed and decided to increase the number of MOUs.
- Decided to increase the number of Approved Guides in the College .
- Discussed on declaration of results. . Reform in examination like negative marking for MCQ test and open book tests or PG (other than blooms taxonomy) students
- Discussed steps to admit more differently able students.
- Discussed steps to increase number of Students and Faculty from other states.


IQAC Coordinator


Director


Principal



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IQAC Cell

3rd Meeting on Resubmission of SSR for Higher Education

Date : 03.09.2019
Venue : Board Room

Time : 11.00 a.m.

Members Present

S.No	Name of Faculty	Department	Signature
1	P.M. Palanisamy	P.R. Officer	[Signature]
2	M. JAYAKUMAR	S.F.	[Signature]
3	S. Sankaran Babu	S.F. Dean	[Signature]
4	S. UMAPATHY	SF Dean	[Signature]
5	P. Raghunathan	Manager - Adm	[Signature]
6	K. Shrinivasan	C.Sc.	[Signature]
7	Dr. R. Ravikumar	Per Botany	[Signature]
8	Dr. N. BHUVANESH KUMAR	M.COM JB	[Signature]
9	R. RENDHAKUMAR	Comp. Science (C)	[Signature]
10	Dr. Indumathy Ramasamy	Chemistry	[Signature]
11	Dr. P. Anitha	Commerce (CA)	[Signature]
12	Dr. P. Archana	99	[Signature]
13	Dr. K. POONKODI	Plt Chemistry	[Signature]
14	Dr. N. BAGYALAKSHMI	Commerce	[Signature]
15	Dr. K. VEERAKUMAR	BBA	[Signature]
16	Dr. G. MALICKA CHEERAN	C.S	[Signature]
17	S. Senthil Kumar	Library	[Signature]
18	Dr. K. Neelamathi	Botany	[Signature]
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 03.09.2019

Time 11.00a.m.

Venue: Board Room

Agenda

Discussion on Criterion III to V – Score analysis – Steps to be taken- date for the next meeting- any other matter

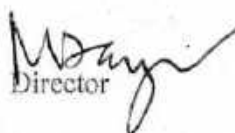
MINUTES OF THE MEETING

The Principal greeted the members. The Coordinator and Director addressed the Members and discussed the scores of Criterion III, IV and V.

In the above meeting the following decisions are resolved.

- Resolved to initiate the Seed money for startup research to help young faculty ✓
- Resolved to initiate steps to establish central instrumentation lab and improve the Consultancy Services ?
- Resolved to rename already existing research departments into Centers for research in Biological Science, Physical Science, Computer Science, Financial studies and marketing practices, language and humanities with suitable names. ?
- Resolved to conduct IPR workshop shortly ✓
- Resolved to increase the publication of research papers by the faculty
- Resolved to improve the ICT facility in the Class rooms in the College. ?
- Resolved to hold next meeting on 12.09.2019 by 2.00 PM . ✓


03.09.2019
IQAC Coordinator


Director


Principal

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IQAC Cell

4th Meeting on Resubmission of SSR for Higher Education

Date : 17.09.2019

Time : 2.00 p.m.

Venue : Board Room

Members Present

S.No	Name of Faculty	Department	Signature
1			
2	M. JAYAKUMAR	S.F	M. Jayakumar
3	Dr. S. UMAPATHY	DEAN (R)	S. Umapathy
4	Dr. R. MANICKACHETTI	COMPUTER SC.	R. Manickachetti
5	K. SRINIVASAN	Dr. K. Srinivasan	K. Srinivasan
6	P. RAGUNATHAN	Manager	P. R. - 17/9/19
7	Dr. K. VEERAKUMAR	BBA	K. Veerakumar
8	Dr. R. PAKKIMUTHU	Port Botany	R. Pakkimuthu
9	Dr. N. BOMMANESWAR KUMAR	M-Com 2B	N. Bommaneswar Kumar
10	R. NARAYANAKUMAR	Comp. Science	R. Narayanakumar 17/9/2019
11	Dr. K. POONKADIL	Pt Chemistry	K. P. - 17/9/19
12	Dr. P. ANITHA	Commerce (CA)	P. Anitha 17/9/19
13	Dr. P. ARCHANA	Commerce (CA)	P. Archana 17/9/19
14	Dr. N. BAGYALAKSHMI	Commerce	N. Bagyalakshmi 17/9/19
15	Dr. S. SARAVANA BABU	Dean (Ac)	S. Saravana Babu 17/9/19
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INTERNAL QUALITY ASSURANCE CELL (IQAC)



Date: 17.09.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

Discussion on Criterion V to VII – Score analysis – Steps to be taken- date for the next meeting- any other matter

MINUTES OF THE MEETING

The Director greeted the members. The Coordinator and Director addressed the Members and discussed the scores of Criterion V, VI and VII.

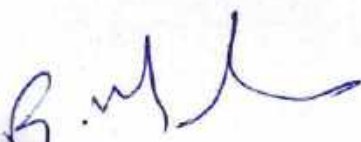
In the above meeting the following decisions are resolved.

- ❖ Resolved to plan steps to increase the private and Government scholarships
- ❖ Discussed to inform faculty to motivate students to appear NET, SET exams.
- ❖ Discussed to take steps to encourage students to participate National and International levels in sports and cultural programs.
- ❖ Discussed to recommend the Management to place a student member in governing council
- ❖ Resolved to take steps to conduct more number of sports and cultural activities in the campus
- ❖ Decided to print all the banners in bilingual
- ❖ The HoDs are requested to appoint a website in-charge in their department to ensure the details published on time in the website
- ❖ Decided to request HoDs to initiate Alumni chapters.
- ❖ Resolved to conduct FDP programs at the institution level for all the faculty in the campus
- ❖ Discussed to fix the dates to conduct a seminar on IPR
- ❖ Resolved to maintain the data on the students who are pursuing higher studies from each department after their UG degree.
- ❖ Decided to increase the usage of alternative Energy Sources in the campus.

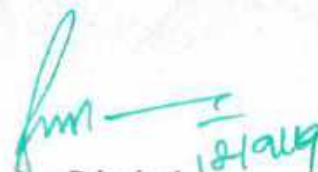
- ❖ Appoint a staff to watch UGC website announcements and bring it to all the staff members on time
- ❖ To reduce the usage of papers for the circulars, decided to send all the circulars and announcements through CAMU(an ERP Software) and email
- ❖ Decided to conduct Science day in the campus
- ❖ Discussed to incorporate the NCC into the core papers and to give at least one credit to it
- ❖ Resolved to instruct the teachers to increase the smart board usage
- ❖ Reforms in the Exam system to be implemented

Action Taken Report on the Minutes of the Meeting held on 03/09/2019

- ❖ Seed money for start of research is planned using STRIDE Scheme
- ❖ The discussion to establish central instrumentation lab and consultancy service is initiated
- ❖ Renaming of the research departments as centres for research is planned
- ❖ IPR workshop is planned on 27/09/2019 in the campus
- ❖ Faculty are encouraged to publish research papers
- ❖ Initial discussion to improve the ICT facility is being discussed
- ❖ The meeting planned on 12/09/2019 was conducted on 17/09/2019 at 2.00 p.m. in the board room


IQAC Coordinator


Director


Principal 18/9/19



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IQAC Cell

5th Meeting on Resubmission of SSR for Higher Education

Date : 26.09.2019

Venue : Board Room

Time : 2.00 p.m.

Members Present

S.No	Name of Faculty	Department	Signature
1			
2	M. JAYAKUMAR	Dr. J. S. UMAPATHY	
3	Dr. S. UMAPATHY	Dkan	
4	Dr. R. MANICKACHANDRAN	COMPUTER SC.	
5	Dr. K. VEERAKUMAR	IB B A	
6	Dr. L. RANJIT	MSW	
7	Dr. R. RAKKIMUTHU	Per Botany	
8	Dr. N. BOONANBEH KUMAR	M. COM & B	
9	A. SURASH KUMA	physi.	
10	Dr. N. BAGYALAKSHMI	Commene	
11	Dr. P. ARCHANA	Commerce (CA)	
12	Dr. N. NEELARANDESWARI	IBPD	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26.09.2019
Venue: Board Room

Time 2.00 p.m.

AGENDA

Discussion on the metrics where scored low marks and the actions to be taken - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Director greeted the members. The Coordinator and Director addressed the Members and discussed the metrics where we scored 0.

In the above meeting the following decisions are resolved.

- ❖ Resolved to get approval of the syllabus by the Governing Council
- ❖ Decided to follow the standard template for BoS suggested by Director
- ❖ Decided to include percentage of revision in the BoS minutes
- ❖ Decided to request CDC to conduct pre Board of Studies
- ❖ Resolved to plan to increase the Demand Ratio by clustering the applications
- ❖ Decided to use ERP for the admission process
- ❖ Decided to collect the scan copies of certificates of the faculty with Ph.D.
- ❖ Resolved to request CoE office to publish the results within 10 days following the Parallel valuation
- ❖ Decided to encourage Young faculty with Ph.D. to approach UGC/DST/ICSSR/DBT/TNSCST /any other Govt. funded agency with suitable proposals
- ❖ Resolved to rename the existing PG Research departments as Centre for Research with clustering the departments under Dr Mahalingam Center for Research and Development
- ❖ Decided to inform the faculty with PhD to apply for the PhD Supervisor Recognition.
- ❖ Decided to initiate a separate printed version and e-version of newsletter for IQAC and IPR

Action Taken Report on the Minutes of the Meeting held on 17/09/2019

1. HoDs are requested to give information on the private scholarships in their courses.
2. HoDs are requested to motivate students to appear in NET and SET examinations

3. Physical Director is requested to encourage students to participate in national and state level sports. HoDs are requested to encourage students to participate in national and State level competitions in their subjects.
4. Director is requested to write letter to the management on the possibility of including a student representative in the Governing Council
5. The organizers of programs will be requested to print the banners in bilingual
6. Dean has requested the HoDs to depute one faculty .as web site in-charge so that any update in their departments will be updated in the web page immediately.
7. HoDs are requested to update the Alumni Chapters in their departments
8. HoDs are requested to plan FDP programs for faculty
9. It is planned to conduct a Seminar on IPR on 27.9.19 .
10. HoDs are requested to maintain the details on passed out students from their courses.
11. Decided to request the management to fix more solar lamps in the campus
12. HoDs are requested to depute a faculty in their department to watch UGC/DST/ICSSR/DBT and put the same in NEXUS.
13. Usage of Emails and WhatsApp messages will be encouraged for mutual communications to reduce the usage of paper for communications.
14. HoDs in sconce are requested t plan for celebrating science day (Feb 28) in the campus.
15. Director /Principal is requested to take steps to include NCC as 1 credit course.
16. HoDs are requested to increase the efficient usage of Smart board in their departments.
17. Deans are requested to interact with CoE for any possible reforms in the examinations.

27/9/19
IQAC Coordinator  26/9/19
Director  26/9


Principal 27/9/19



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IQAC Cell

6th Meeting on Resubmission of SSR for Higher Education

Date : 03.10.2019

Time : 2.00 p.m.

Venue : Board Room

Members Present

S.No	Name of Faculty	Department	Signature
1			
2	Dr. R. MANICKA CHETAN	Comp. Sci.	R. Manick
3	Dr. SRINIVASAN	Computer Sci	Srinivasan
4	Dr. K. POONKODI	Ph Chemistry	K. P. Kod
5	Dr. K. Dharmalingam	Ph Chemistry	Dharmalingam
6	Dr. N. BAGYALAKSHMI	Commerce	N. Bagyalakshmi
7	Dr. Indurathy Ramasamy	Chemistry	Indurathy Ramasamy
8	Dr. NIRMALA SATHISH	Economics	N. Sathish
9	Dr. N. NEELAKANDHESWARAR	APD	N. Neelakandh
10	Dr. N. BHUVANESH KUMAR	M. COMB	N. Bhuvane
11	Dr. K. VEERAKUMAR	B.B. A	K. Veerakumar
12	A. SURESH KUMAR	PHYSICS	A. Suresh Kumar
13	Dr. R. Raghunathan	Ph Botany	R. Raghunathan
14	Dr. I. RANJITH	Social Work	I. Ranjith
15	Dr. P. ARCHANA	B. Com (A)	P. Archana
16	Dr. S. KALEESWARAR	Mathematics	S. Kaleeswarar
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M. Raju



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 03.10.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

NAAC metrics which scored low marks and the actions to be taken - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Dean-Research greeted the members. The Coordinator addressed the Members and discussed the metrics where we scored 0.

In the above meeting the following decisions are resolved.

1. Decided to concentrate on academic activities related to NAAC.
2. Decided to channelize the consultancy through the Principal account.
Some of the activities considered for consultancy are the activities such as:
Ph.D thesis Correction work , Manuscript Correction before submitting for publication (journals), Plant identification, Website Creation, Online services, System Procurement, Catering services, Survey, Analysis – SPSS, IT - e-filing, Book proof reading, Tourism, Computer courses, Yoga Therapy centre and CIE coordinates for LED ; stress management to the staff of the companies through MSW and Yoga department, Beautician courses, Communication training for the corporate people and electrical designing.
3. Decided that while conducting Govt. related activities like NSS, NCC, SWACHH BHARATH, Blood donation camps the activity may be conducted with certificates from that Government agency with Government emblem.
4. Resolved to create collaboration by the activities like guest lecture to other colleges, publishing journals in collaboration with other college faculty, invited talks , Chairperson in conference/ seminar/Guest lectures for other colleges, Ph.D. doctoral committee meeting, Ph.D. Viva-voce examiner, Student exchange – proximity Colleges.
5. Decided to strengthen the linkages with institution/industries for internships, project work and project cum placement for the students.
6. Decided to take geo-tagged photos of live ICT classrooms.
7. Decided to increase the number of visitors to library by encouraging students, faculty to visit library every day, try to keep open the library on all days except Sunday and government holidays.
8. Decided to conduct remedial classes for slow learners.

Action Taken Report on the Minutes of the Meeting held on 26/09/2019

1. Decided to request to convene the Governing council for the approval of the syllabus
2. As per the suggestion of the Director it is decided to include a standard template (including % of change) and pre-BoS meeting
3. Steps will be taken (to increase demand ratio and ERP use) during admission time.
4. Faculties are informed to submit the scanned copies of their PhD certificates
5. CoE office is requested to publish the results within ten days after the Completion of Semester exams.
6. Young faculties are encouraged to approach the funding agency for doing research projects, The faculties with PhD are encouraged to obtain PhD guide ship from university
7. Necessary steps have been taken for clustering the PG Research departments as Centres for Research under Dr Mahalingam Centre for Research and Development.
8. Necessary steps have been initiated for printing e-version of news letter for IQAC and IPR.



IQAC Coordinator



Director



Principal



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Pollachi - 642 001



INTERNAL QUALITY ASSURANCE CELL (IQAC)

7th Meeting on Resubmission of SSR for Higher Education

Date : 10.10.2019

Time: 1.30 p.m.

Venue: Board Room

Members Present

S.No	Name of the faculty	Department	Signature
1	P.M. Palanisamy	Principal	[Signature]
2	S. Saravana Baby	Dean - P.S. & I.M.	[Signature]
3	S. UMAPATHY	DEAN (R)	[Signature]
4	Dr. K. Manicka Chelvan	Computer Science	[Signature]
5	P. Raghunathan	Manager - Admin	[Signature]
6	A. Suresh Kumar	Physicist	[Signature]
7	S. SOMASUNDARAM	Zoology	[Signature]
8	R. NANDHAKUMAR	Computer Science	[Signature]
9	R. RAKKIMUTHU	Pur Botany	[Signature]
10	N. BHUVANESH KUMAR	M. Com 2B	[Signature]
11	Dr. RANJIT	Social Work	[Signature]
12	Dr. K. Veerakumar	BBA	[Signature]
13	Dr. N. BAGYALAKSHMI	Commerce	[Signature]
14	Dr. E. NEELAMATHI	Botany	[Signature]
15	Dr. K. Dhonalakshmi	Tamil Dept	[Signature]
16	Dr. P. ARCHANA	B. Com [CA]	[Signature]
17	Dr. N. NEELAKANDESWARI	ISO CELL	[Signature]
18	Mrs. M. ANUSUYA	P.G. CHEMISTRY	[Signature]
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 10.10.2019

Time 1.30 p.m.

Venue: Board Room

AGENDA

Actions to be done for the remaining metrics – Student Feedback form - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Dean-Research greeted the members. The Coordinator addressed the Members and discussed the metrics where we scored 0.

In the above meeting the following decisions are resolved.

1. Decided to provide more coaching for Competitive exams and Career guidance. If it is done by external agencies, the proof from them is to be collected formally.
2. A meeting with Part-V in-charges has to be arranged to discuss about the Vocational Education and Training. (Eg:Beautician Course, Embroidery, Candle making, mushroom cultivation, soap making, mobile phone servicing, Boutiques, Typewriting, Cookery, Coir product- handworks, Computer hardware services, etc.,)
3. Decided to instruct every department to submit the report on their passed-out students' higher education (PG, B.Ed., M.Phil, Ph.D.). Their ID proof (scanned copy), scanned copy of admission call letter, fee receipt may also be attached
4. Decided to instruct the physical education department to give all the details including paper cuttings, invitations, photos for all the sports related activities with Physical Director's signature and Principal signature(with Seal)
5. Resolved to inform every staff member to attend at least one conference or workshop per year - outside the college
6. Decided to request the Research committee to give financial support towards registration fee, Professional Body Membership fee etc.,
7. Decided to organize Training and FDP for both Teaching and Non teaching community
8. Informed all the staff members to give the certificates for attending professional development Programmes viz., Orientation Programmes, Refresher Course, Short Term Course, Faculty Development Programmes, etc.,
9. All faculty members are asked to attend a FDP programme regularly either in the college or outside the college
10. Decided to request the Management to install more number of LED bulbs and Solar lights.

11. Decided to conduct specific initiatives for the following activities Coir industry – workers may be given training for export related activity, NSS volunteers may visit to the Orphanages or old age home, Community Orientation, Tribal camps, marketing assistance for low income farmers.
12. HoDs are requested to conduct National and International days of intellectuals, the activities related to SWACHH BHARATH programme, Fit India movement, Plastic awareness, Helmet awareness, AIDS awareness, planting trees, Road accident awareness, cyclone relief funds, alcoholic de-addiction

Action Taken Report on the Minutes of the Meeting held on 03/10/2019

Resolution 1:

Faculties are informed to include the criterion number in their academic activities related to NAAC.

Resolution 2:

Principal has been requested to formalize this.

Resolution 3:

The NSS and NCC coordinators are requested to follow the procedure.

Resolution 4:

Faculties are informed to act accordingly.

Resolution 5:

Faculty and HoDs are informed on this for further actions.

Resolution 6:

HoDs and Faculty are informed to act accordingly.

Resolution 7:

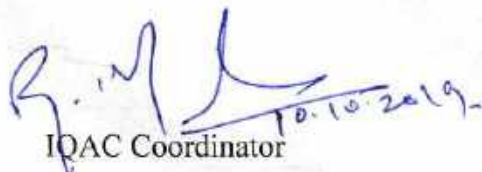
Already a schedule is prepared for the students to attend the library regularly. As on average 650 students attend the library session per day.

Resolution 8:

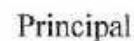
HoDs are informed to follow this strictly.


Dean- Academic


Dean- Research


IQAC Coordinator


Director


Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

8th Meeting on Resubmission of SSR for Higher Education

Date : 17.10.2019

Venue: Board Room

Time: 2.00 p.m.

Members Present

S.No	Name of the faculty	Department	Signature
1	P.M. Palanisamy	Principal	[Signature]
2	M. JAYAKUMAR	S.F.	[Signature]
3	S. Saravana Babu	SF	[Signature]
4	S. UMAPATHY	SF Dean	[Signature]
5	Dr. R. MANICKAVELU	Comp. Sci.	[Signature]
6	K. SRINIVASAN	Computer Science	[Signature]
7	Dr. N. Bappalakshmi	Commerce	[Signature]
8	Dr. E. Neelamathi	Botany	[Signature]
9	Dr. K. Dharmalakshmi	Tamil	[Signature]
10	Dr. R. Raghunathan	Botany	[Signature]
11	S. Jomasundaram	Ecology	[Signature]
12	N. BIRMANECH KUMAR	M.COM IB	[Signature]
13	Dr. L. RANJIT	SOCIAL WORK	[Signature]
14	Dr. NIRMALA SATHISH	Asst. Prof. in Economics	[Signature]
15	A. SURESH KUMAR	PHYSICS	[Signature]
16	Dr. K. Veerathumar	BBA	[Signature]
17	P. Raghunathan	Manager - Admin	[Signature]
18	Mrs. M. Anusuya	PG CHEMISTRY	[Signature]
19	Dr. S. KALEESWARI	Mathematics	[Signature]
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 17.10.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

Discussion for the metrics that we have scored one mark in the previous NAAC - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Director greeted the members. The Principal shared the happiness about the Autonomy results. The Coordinator addressed the Members and discussed the metrics where we scored 1.

In the above meeting the following decisions are resolved.

1. Decided to request the Chairpersons of Board of Studies, Chairperson of Academic Council, Member Secretary of Governing Council to endow with the percentage of change and it is having focus on employability/entrepreneurship/skill development
2. Resolved that IQAC to prepare a feedback form on curriculum, Teaching learning process, etc., from all the stake holders (Students, Teachers, Employers, parents, Alumni)
3. Decided to request the Management that the differently abled students' quota be advertised during admission time. Decided to inform the departments to admit at least one differently abled student per year
4. Decided to request the Management to consider more teaching experienced candidates at the time of recruitment
5. Decided to instruct each faculty to publish at least one book with ISBN number / one chapter in edited volume books / one paper in National or International proceedings in an academic year. If seminar/conference is being conducted by the departments, full paper and proceedings of the same has to be prepared
6. Decided to inform the Coordinators of the events in collaboration with Community service must be acknowledged by the competent authority with photo, college banner and a letter with signature and seal
7. Decided to inform the departments which carried out activities with NGOs, GOs, industries, Business organizations in last four to five years be given through MoU.
8. Resolved to inform the faculties to submit the proposal for one project per faculty per year
9. Decided to consult with the Management about scholarships and freeships for the students by the institution

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10. Decided to inform the Director of Physical Education to promote more number of sports activities related to National or International level tournaments. Inter-Collegiate Tournaments/State level tournaments may be included
 11. Decided to consult with the Pollachi Thamizhisai sangam to get the National level award for cultural activities for our students

Action Taken Report on the Minutes of the Meeting held on 10/10/2019

1. Informed Placement officer to conduct coaching classes for competitive examinations and career guidance
2. A meeting with Part V in-charges will be conducted in the beginning of the next semester
3. Informed the departments to collect the details of the passed out students
4. Instructed Physical Director to give all the details regarding National/International level students participation in sports
5. Informed all the faculty to attend at least one conference/workshop per year
6. Requested the Research Committee to give financial support towards the registration for seminar/conferences and membership for professional bodies
7. Decided to conduct FDP for the staff members
8. Informed all the faculty to submit the scanned copy of the certificates of FDP, orientation, refresher, short term courses
9. Informed all the faculty to attend FDP programme regularly
10. Requested the Management to install more number of LED bulbs and solar lights in the college campus
11. Informed the departments to take the initiatives for the given activities written in Resolution No.11
12. Informed the departments about the activities related to Resolution No.12


Dean- Academic


Dean- Research


IQAC Coordinator


Director


Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

9th Meeting on Resubmission of SSR for Higher Education

Date : 24.10.2019

Time: 2.00 p.m.

Venue: Board Room

Members Present

S.No	Name of the faculty	Department	Signature
1			
2			
3	S. UMAPATHY	Dean Research	[Signature]
4	S. Saravana Babu	Dean S.F (Academic)	[Signature]
5	Dr. F. MADHUR CHETAN	ASSOCIATE PROF OF CHEM.	[Signature]
6	P. Raghunathan	Manage - Admin	[Signature]
7	Dr. L. RANJIT	Social Work	[Signature]
8	Dr. K. Veera Kumar	BBA	[Signature]
9	Mr. K. CHANDRABOSE	H. Com. IB	[Signature]
10	A. SURESH KUMAR	PHYSICS	[Signature]
11	Dr. S. Shanmugapriya	Art. Proj. is Commerce	[Signature]
12	Dr. R. Neelamathi	Asst. Prof. of Botany	[Signature]
13	Dr. N. BAGYALAKSHMI	Commerce	[Signature]
14	Dr. M. Anuradha	Asst. Prof. of Chemistry	[Signature]
15	Dr. K. Dharmalakshmi	Asst. Prof. - Tamil	[Signature]
16	Dr. P. ARCHANA	Asst. Prof. in Commerce	[Signature]
17	Dr. K. Poonkodi	Asst. Prof. in Chemistry (CA)	[Signature]
18	Dr. S. KALYANESWAR	Asst. Prof. of Mathematics	[Signature]
19	Dr. S. Srinidhi	Asst. Prof. of English	[Signature]
20	Dr. P. Sathish Kumar	Prin. Dept. of Botany	[Signature]
21	S. Somasundaram	- Zoology	[Signature]
22	R. Nandhakumar	PG Computer Science	[Signature]
23			
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 24.10.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

Discussion on NIRF 2019 Ranking and its methodologies - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Dean- Research greeted the members. The Coordinator addressed the Members and discussed the parameters in NIRF.

In the above meeting the following decisions are resolved.

1. The Coordinator explained about Five Parameters and its weightage of the framework.
2. Decide to collect all the mail Id of the recruiters from Placement Officer

Action Taken Report on the Minutes of the Meeting held on 17/10/2019

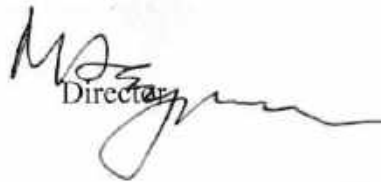
1. Requested the Chairpersons of Board of Studies, Chairperson of Academic Council, Member Secretary of Governing Council to impart the percentage of change in each course of their syllabus and to check whether the courses are having focus on employability/entrepreneurship/skill development
2. IQAC is collecting the model feedback forms from various colleges
3. Requested the Management to admit more number of Divyangjan students
4. Requested the Management to give a weightage for the experience of the staff at the time of recruitment
5. Informed the departments that each faculty in their department should publish at least one book with ISBN number / one chapter in edited volume books / one paper in National or International Conference/Seminar proceedings in an academic year per faculty. If seminar/conference is being conducted by the departments, full paper and proceedings of the same has to be prepared
6. The coordinators of the events are informed about the events in collaboration with Community service that it must be acknowledged by the competent authority with photo, college banner and a letter with signature and seal
7. Informed the departments which carried out activities with NGOs, GOs, industries, Business organizations in last four to five years be given through MoU

8. Informed the faculties to submit at least one proposal for project by each faculty in a year
9. Discussed with the Management about the Scholarships and Freeships
10. The Physical Director is informed to promote more number of sports activities related to National / International level tournaments
11. Discussed with the Pollachi Thamizhisai Sangam about the National Level awards for the cultural activities of our students.


Dean- Academic


Dean- Research


IQAC Coordinator


Director


Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)



10th Meeting on Resubmission of SSR for Higher Education

Date : 19.12.2019

Time: 2.00 p.m.

Venue: Board Room

Members Present

S.No	Name of the faculty	Department	Signature
1	P. M. Kalanidhary	Principal	[Signature]
2	M. Jayakumar	S.F. Office	[Signature]
3	Dr. R. M. ANILKIA CRABZIN	COMPUTER SC.	[Signature]
4	Dr. S. Saravana Bahu	Dean (SI)	[Signature]
5	P. Raghunathan	Manager - Admin	[Signature]
6	[Signature]	DEAN (R)	[Signature]
7	A. Suresh Kumar	physics	[Signature]
8	S. Somarandaram	Biology	[Signature]
9	V. Prabhu	PG chemistry	[Signature]
10	Dr. R. Raghunathan	PG Botany	[Signature]
11	Dr. K. Veerakumar	B B A	[Signature]
12	N. BHIMANESH KUMAR	M.COM 2B	[Signature]
13	Dr. M. DEEPA	B.COM (A)	[Signature]
14	Dr. S. Shanmugapriya	B.Com (Aided)	[Signature]
15	Dr. N. Rajyalakshmi	Commerce	[Signature]
16	R. NANDHA KUMAR	Computer Science (SI)	[Signature]
17	Dr. S. KALEESWARI	Maths (Aided)	[Signature]
18	Dr. M. AMUTHA	Chemistry (Aided)	[Signature]
19	Dr. R. Neelamathi	Botany (Aided)	[Signature]
20	Dr. N. NEELAKANDESWARI	ERP	[Signature]
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 19.12.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

Discussion on Revised Manual- Value added Courses- proposal for NAAC Sponsored Seminar - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Director greeted the members. The Coordinator addressed the Members and discussed the features of new accreditation manual and Value-added courses

In the above meeting the following decisions are resolved.

1. The Coordinator explained about the features and changes in the new manual to the staffs
2. A model of Value-added courses designed and planned to distribute to the HoDs for their suggestions and ideas
3. Planned to depute the Criterion Managers of Curricular Aspects (Criterion I) to take in-charge for the successful implementation of value added courses
4. Discussed to include the Examination processes under CAMU(ERP Software)
5. The proposal for six inter-disciplinary research centres were submitted to the Management for approval
6. Suggested to create separate Mail-IDs for each Criterion to store the data online
7. Decided to make MOOCS into the curriculum by the Departments

Action Taken Report on the Minutes of the Meeting held on 24/10/2019

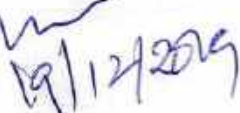
1. Successfully submitted the NIRF report for College and Overall category
2. Mail IDs of the recruiters were collected and submitted to NIRF perception


Dean- Academic


Dean- Research


IQAC Coordinator


Director


Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 19.12.2019

Time 2.00 p.m.

Venue: Board Room

AGENDA

Discussion on Revised Manual- Value added Courses- proposal for NAAC Sponsored Seminar - date for the next meeting- any other matter

MINUTES OF THE MEETING

The Director greeted the members. The Coordinator addressed the Members and discussed the features of new accreditation manual and Value-added courses

In the above meeting the following decisions are resolved.

1. The Coordinator explained about the features and changes in the new manual to the staffs
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7. Decided to make MOOCS into the curriculum by the Departments

Action Taken Report on the Minutes of the Meeting held on 24/10/2019

1. Successfully submitted the NIRF report for College and Overall category
2. Mail IDs of the recruiters were collected and submitted to NIRF perception


Dean- Academic


Dean- Research


IQAC Coordinator


Director


Principal