



POOMPUHAR COLLEGE (AUTONOMOUS)

of the Tamil Nadu Hindu Religious & Charitable Endowments (H.R & C.E) Department
Melaiyur – 609 107, Nagappattinam (Dt.)

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (2016 – 2017)

Date: **10.08.2016**

Time: **2.00 PM**

Venue: **Seminar Hall**

The meeting of the internal members of the Internal Quality Assurance Cell (IQAC) was held on 10.08.2016 at Seminar Hall by 2.00 PM.

Principal and the Chair Person of the IQAC Dr. C. Nakkeeran welcomed the members and introduced newly constituted IQAC. He also elaborated on the roles and responsibilities of the members of the IQAC.

The Coordinator Dr. K. Parasuraman briefed on powers and functions of IQAC. The members discussed on various activities to be carried out for quality enhancement.

- Resolved to instruct the Heads of the Departments to make the necessary changes in the syllabus for the forthcoming board of studies meeting
- Resolved to instruct the Coordinator, IQAC for collecting feedback from various stakeholders for the academic year 2016 – 17.
- Resolved to instruct the Nodal Officer, AISHE to submit data on AISHE portal for the academic year 2015 – 16.
- Resolved to instruct the Coordinator, IQAC to conduct the Academic Audit to all the departments for the academic year 2016 – 17.
- Resolved to instruct the Coordinator, Website Maintenance Cell to make the college website more vibrant.
- Resolved to instruct the Coordinator, Calendar Committee to take the initiative for publishing the Student Handbook (Calendar) for the academic year 2016 – 17.
- Resolved to instruct the Coordinator, IQAC to organize a Workshop on “Effective Teaching Process” to enhance the quality of teaching process of the faculty members.
- Resolved to instruct the Head of the Departments to take the steps to submit self-appraisal of all staff members for the academic year 2015 – 16.
- Resolved to instruct the Coordinator, Criteria 3 to calculate h – index of the college to assess the research quality.
- Resolved to instruct the Heads of the Departments to sanction the attendance for students to participate in Sports / Cultural, Seminar / workshop / conference.
- Resolved to instruct all the staff members to complete portions before the end semester examinations.

Coordinator – IQAC

Co-ordinator

Internal Quality Assurance Cell (IQAC)
Poompuhar College (Autonomous)
Melaiyur - 609 107, Mayiladuthurai (Dt.)



PRINCIPAL

**PRINCIPAL,
POOMPUHAR COLLEGE
MELAIYUR - 609 107.**



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Melaiyur – 609 107, Nagappattinam (Dt.)

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (2016 – 2017)

Date: **10.08.2016**

Time: **2.00 PM**

Venue: **Seminar Hall**

The meeting was attended by the following members

1. Dr. C. Nakkeeran
2. Dr. K. Parasuraman
3. Dr. E.K. Sivasakthivel
4. Mr. M. Palanisamy
5. Dr. A. Navinkumar
6. Dr. P. Asokkumar
7. Dr. R. Subramanian
8. Dr. A. Hari Ganesh
9. Dr. K. Ramesh



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Date: **03.08.2016**

Internal Quality Assurance Cell (IQAC)

CIRCULAR

The meeting for IQAC is scheduled on 10.08.2016, 11.30 a.m. at Seminar Hall, Poompuhar College, Melaiyur – 609 107. All the members of IQAC are requested to attend the meeting without fail.

PRINCIPAL

AGENDA

**PRINCIPAL,
POOMPUHAR COLLEGE
MELAIYUR - 609 107.**

- Welcome and initial remarks by the Principal
- To make the necessary changes in the syllabus for the forthcoming board of studies meeting
- To collect feedback from various stakeholders for the academic year 2016 – 17.
- To instruct the Nodal Officer, AISHE to submit data on AISHE portal for the academic year 2015 – 16.
- To conduct the Academic Audit to all the departments for the academic year 2016 - 17
- To make the college website more vibrant
- To take the initiative for publishing the Student Handbook (Calendar) for the academic year 2016 – 17.
- To organize a Workshop on “Effective Teaching Process” to enhance the quality of teaching process of the faculty members.
- To instruct the staff members to submit self-appraisal form for the academic year 2015 – 16.
- To calculate h – index of the college to assess the research quality.
- Any other matter.