



## MEMBERS OF THE INTRNAL QUALITY ASSURANCE CELL (IQAC)

2022-2023

### **CHAIRPERSON**

1. Dr. G. Vincent, Principal

### **IQAC COORDINATOR**

2. Dr. G. Radhika, Assistant Professor of Business Administration

### **SENIOR ADMINISTRATIVE OFFICER**

3. Mr. V. Satheesh Kumar, Administrative Officer
4. Mrs. D. Kavitha, Junior Assistant

### **TEACHER MEMBERS**

5. Mr. P.Muthupandi, HoD, Department of Tamil
6. Mrs. A. Ramya, HoD, Department of English
7. Dr. G. Radhika, HoD, Department of Business Administration
8. Mr. V. Arvinth, HoD, Department of Commerce
9. Mr. S. Anandan, HoD, Department of computer Science
10. Mrs. M. Nathiya, HoD, Department of Fashion Technology & Costume Designing
11. Ms. M. Priya, HoD, Department of Mathematics
12. Mr. P. Ramesh Kumar, HoD, Department of Hotel Management & Catering Science
13. Ms. S. Anusuya, HoD, Department of Public Administration
14. Mr. K. Nagarajan, HoD, Department of Physics
15. Mr. R. Naveen Kumar, Physical Director

### **MEMBER FROM THE MANAGEMENT**

16. Mrs. S. Ragavi, Governing Member



## 7<sup>th</sup> IQAC MINUTES OF MEETING

**Date: 08.06.2022**

**Time: 2 PM**

**Venue: IQAC Room**

### **AGENDA:**

- Welcome Address- Dr. G. Vincent, Principal
- Preparation for conducting event on Freshers Day and gender equity
- Preparation for the graduation day
- Celebration of 75<sup>th</sup> Independence Day
- Conducting Workshop, Conferences and Seminars

### **MEMBERS:**

- Principal
- IQAC Coordinator
- All Department Heads
- Physical Director

Dr. G. Vincent, principal is begun the 7<sup>th</sup> IQAC meeting by appreciating all the heads of the department for proper documentation of IQAC files. Then the following are the important key points discussed as below

- Welcoming the freshers, the department heads are asked to arrange cultural fest.
- The Co – Ordinator of Women Empowerment Cell is instructed to organize programme related with gender equity.
- The Heads of the departments are directed to prepare the list of Rank holders, pass percentile of the students and the list of degree awardees.
- Conducting / organising the National / International Seminar/Conference.
- The physical director is asked to motivate the students to make a remarkable day by their parade, and the department heads are asked to exhibit their respective departments best outcome in the 75<sup>th</sup> Independence Day vehicle parade.
- The meeting concluded with the special appreciation to the Heads of the departments who are all well cooperated for documenting the supporting documents of IIQA.

Signature of the IQAC

Coordinator

Signature of the Principal



## MEMBERS OF THE INTRNAL QUALITY ASSURANCE CELL (IQAC)

2022-2023

### CHAIRPERSON

1. Dr. S. Irulappan, Principal

### IQAC COORDINATOR

2. Dr. G. Radhika, Assistant Professor of Business Administration

### SENIOR ADMINISTRATIVE OFFICER

3. Mr. V. Satheesh Kumar, Administrative Officer
4. Mrs. D. Kavitha, Junior Assistant

### TEACHER MEMBERS

5. Mr. P. Muthupandi, HoD, Department of Tamil
6. Mr. C. Dinesh Kumar, HoD, Department of English
7. Dr. G. Radhika, HoD, Department of Business Administration
8. Mr. V. Arvindh, HoD, Department of Commerce
9. Mr. S. Anandan, HoD, Department of computer Science
10. Mrs. M. Nathiya, HoD, Department of Fashion Technology & Costume Designing
11. Ms. M. Priya, HoD, Department of Mathematics
12. Mr. P. Ramesh Kumar, HoD, Department of Hotel Management & Catering Science
13. Ms. S. Anusuya, HoD, Department of Public Administration
14. Mr. K. Nagarajan, HoD, Department of Physics
15. Mr. G. Seetharaman, Placement Officer

### MEMBER FROM THE MANAGEMENT

16. Mrs. S. Ragavi, Governing Member



## 8<sup>th</sup> IQAC MINUTES OF MEETING

**Date: 12.12.2022**

**Time: 2 PM**

**Venue: IQAC Room**

### AGENDA:

- Welcome Address- Dr. S. Irulappan, Principal
- Celebration of Pongal Fest
- Conduct soft skill programmes
- PG Freshers Day celebration
- Sign MoU
- Add on Course certificate distribution
- AICTE, IIQA and SSR submission

### MEMBERS:

- Principal
- IQAC Coordinator
- All Department Heads
- Placement Officer

Dr. S. Irulappan, principal began the 8<sup>th</sup> IQAC meeting by appreciating the physical director and the heads of the departments for making the students active participation in Azadi Ka Amrit Mahotsav (75<sup>th</sup> Anniversary of Indian Independence). Then the following were the important key points discussed as below

- The department heads are instructed to make the students to participate in all games in the Pongal Fest.
- For increasing the numbers of students placed in the IT companies, the placement officer is directed to organise soft skill programme.
- The departments of English, Mathematics, Commerce, Computer Science and Management heads are asked to prepare welcoming the PG Freshers.
- Department coordinators of IQAC should collect the feedback from the faculties and the students for the academic year of 2022- 2023.
- The Advisory Committee is instructed to plan the college opening date and prepare the academic calendar for the upcoming 2023-2024.
- The Financial literacy cell take an initiative step to sign MoU with any academic industry.



# VALLUVAR COLLEGE OF SCIENCE & MANAGEMENT

(A co-educational institution affiliated to Bharathidasan University)

- Dr. G. Radhika, Head of Business Administration is promoted to MBA Director and solely responsible for submitting the data in AICTE portal.
- Add on Course coordinators should collect the list of who cleared the examinations.
- Criterion Heads and AICTE coordinator should complete as soon as earlier to upload the documents in NAAC and AICTE portal.

Signature of the IQAC  
Coordinator

Signature of the Principal