



MEMBERS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

2023-2024

CHAIRPERSON

1. Dr. S. Irulappan, Principal

IQAC COORDINATOR

2. Mr. R. Aravindh, i/c, Assistant Professor of Commerce

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. 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. G. Seetharaman, Placement Officer

MEMBER FROM THE MANAGEMENT

16. Mrs. S. Ragavi, Governing Member



9th IQAC MINUTES OF MEETING

Date: 05.06.2023

Time: 11.30 AM

Venue: IQAC Room

AGENDA:

- Welcome Address- Dr. S. Irulappan, Principal
- Celebration of Freshers Day
- Conduct Campus Interview
- Organise District/ State level competitions
- Preparation of NAAC Peer Team Visit
- Attend FDP

MEMBERS:

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

Dr. S. Irulappan, principal begun the 9th IQAC meeting by appreciating the criterion heads for successfully submitting the SSR. Then the following were the important key points discussed as below

- Knowing the college's initiatives during the last academic year, the annual highlights, report of the ENGLISH TA should be prepared for the celebration of Freshers Day.
- The principal instructed the placement officer to conduct a mock interview to enrich the techniques of answering.
- Refreshing the students, organize state and district-level competitions
- Train the sports students effectively to win the medals.
- The heads of the departments were instructed to prepare PPTs, department-wise presentations, and documentation for the upcoming NAAC Peer Team Visit.
- All faculties should attend the faculty's enrichment programme.

Signature of the IQAC
Coordinator

Signature of the Principal



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13. Ms. S. Anusuya, HoD, Department of Public Administration
14. Mr. K. Nagarajan, HoD, Department of Physics
15. Mrs. P. Subha, Coordinator of Criteria VI
16. Mr. G. Seetharaman, Placement Officer

MEMBER FROM THE MANAGEMENT

17. Mrs. S. Ragavi, Governing Member



10th IQAC MINUTES OF MEETING

Date: 16.08.2023

Time: 04.00 PM

Venue: IQAC Room

AGENDA:

- Welcome Address - Dr. S. Irulappan, Principal
- Discussion on upcoming NAAC visit
- Discussion on the Institutional Policies
- Discussion regarding the PPT presentations to be done by HODs
- Planned to invite parents ,for the and Alumni meet
- Work allotment to the faculties, coordinators of criterions, clubs and committees
- Special instruction to the students and the class tutors.

MEMBERS:

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

Dr. S. Irulappan, Principal begun the 10th IQAC meeting by welcoming the members and Coordinator and gave important instructions to be followed during the NAAC – PEER Team Visit. The following were the key points discussed during this meeting.

- The principal made the announcement that the NAAC – PEER Team will be visiting the college on 24th and 25th of this (August) month August, 2023.
- Mrs. Subha Palanisamy, Coordinator of Criteria VI faculty of the college, explained detailly regarding the institutional policies that are regulated by the management of the college.
- It has been informed that the PowerPoint presentations should be prepared by the HODs of all the department which is to be presented in front of the NAAC – PEER Team members during the NAAC visit.
- It has been planned to send invitations to the parents for the Parents-Students and Alumni Meet during NAAC visit.
- Every department should decorate their classes as well as department by their achievements, documents as per the given order and make the students to explain what they have prepared as modals to the NAAC Peer team members.
- Mrs. S. Ragavi, Joint Secretary declared that Mr. R. Aravind will be IQAC incharge, Mrs. P. Subha will present IQAC PPT on 24 August, 2023.
- Coordinators of clubs and committees should prepare the highlights of their respective clubs and committees and train the best students to share their experience on 25.08.2023.
- The assigned faculties ensure the proper arrangements on the evening events on 24.08.2023. The following faculties should do the work promptly.



VALLUVAR COLLEGE OF SCIENCE & MANAGEMENT

(A co-educational institution affiliated to Bharathidasan University)

S. No	Name of the Faculties	Designation	Name of the Events
1.	Mr. R. Aravinth	Assistant Professor of Commerce	Entire arrangements
2.	Mrs. R. Kanchana	Assistant Professor of Computer Science	Guest Refreshment
3.	Mrs. P. Subha	Assistant Professor of English	Organising the meeting of students, Parents, alumni and non – teaching staff.
4.	Mr.R.Bhuvaneshwaran & Ms. S. Surya	Assistant Professors of Mathematics	Maintaining the discipline

- The principal gave special instruction to the students and the class tutors to maintain dignity and obedience during the NAAC visit.
- All class tutors are informed to instruct their class students to clean and decorate their respective class rooms, for the NAAC visit.

Signature of the IQAC
Coordinator

Signature of the Principal