



# **Cardamom Planters' Association College**

(Re-accredited with 'B' Grade by NAAC)

**Pankajam Nagar, Bodinayakanur - 625 582.**



**IQAC - MINUTES OF MEETING  
[ACADEMIC YEAR 2018-19]**

**INTERNAL QUALITY ASSURANCE**  
**CARDAMOM PLANTERS' ASSOCIATION COLLEGE**

Pankajam Nagar, Bodinayakanur- 625 513.  
(Re-accredited by NAAC at 'B' Grade with CGPA of 2.85)



IQAC /2018-19/M/01

Date: 19.07.2018

**Meeting Notice**

Sir,

The advisory committee meeting of the IQAC will be held on 20.07.2018, Friday, at 3.15 p.m. in the subburaj memorial A/c hall to discuss the following agenda.

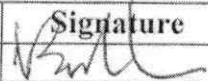
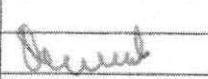
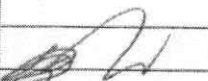
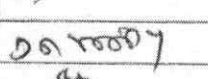

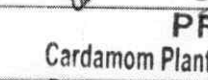
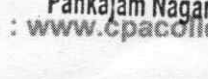

  
Coordinator, IQAC

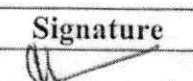

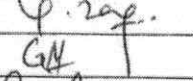
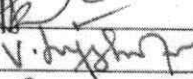



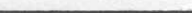
  
Principal

**Agenda**

1. Report of the academic year 2017-2018
2. Revised guidelines of NAAC, SSR and AQAR submission
3. National Conference
4. Plan of action for the academic year 2018-2019
5. Visiting and Guest faculty
6. RUSA – Infrastructure grant proposal submission
7. Office administration automation
8. Research Centre proposal for Computer Science and English
9. Self-Finance teachers teaching audit
10. UBA and Swachh Bharat Internship
11. Student Data Bank
12. Academic Audit
13. Alumni Meet
14. Provide drinking water (purified) facility to all students
15. To setup surveillance system
16. Community college courses
17. Faculty development programme
18. Other matters

To,

Name	Signature
Sri. S.V.Subramanian	
Sri. P.V.Karuppiyah	
Sri. S.Ramanathan	
Sri.S.Gnanavel	
Sri.S.Murugan	
Sri.S.Ravichandran	
Prof. R.Pandy	
Prof. S.Poongundran	
Dr.C.Elango	
Dr.R.Murugesan	

Name	Signature
Prof. C. Muniyandi	
Dr. K. Krishnan	
Dr. C. Gopi	
Mr. G. Rajmohan	
Mrs. G. Mangai	
Mr. R. Kabesh	
Dr. V. Krishnakumar	
Mr. A. Sundarraj	
Sri. T. Venkatachalapathy	
Ms. Roja, III.B.Com	

**PRINCIPAL**

Cardamom Planters' Association College

Pankajam Nagar, Bodinayakanur-625582

Website : [www.cpacollege.org](http://www.cpacollege.org) | Email : [iqac@cpacollege.org](mailto:iqac@cpacollege.org)



# INTERNAL QUALITY ASSURANCE CELL

## CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur- 625 513.

(Re-accredited by NAAC at 'B' Grade with CGPA of 2.85)



### Meeting 1

Date : 20.07.2018

Time : 10.00 a.m.

Venue: Subburaj Memorial A/c hall

#### Agenda:

1. Report of the academic year 2017-2018
2. Revised guidelines of NAAC, SSR and AQAR submission
3. National Conference
4. Plan of action for the academic year 2018-2019
5. Visiting and Guest faculty
6. RUSA – Infrastructure grant proposal submission
7. Office administration automation
8. Research Centre proposal for Computer Science and English
9. Self-Finance teachers teaching audit
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12. Academic Audit
13. Alumni Meet
14. Provide drinking water (purified) facility to all students
15. To setup surveillance system
16. Community college courses
17. Faculty development programme
18. Other matters

#### Minutes:

Hon'ble Principal i/c, Dr. T.Rajakumaran has chaired the meeting and invited all the members and spelt out the agenda for the day's meeting. He asked the Coordinator, IQAC to proceed further in conduction of the meeting. Discussions took place on the agenda and the minutes were recorded as mentioned.

1. The Co-ordinator presented the action taken report of the academic year 2017-2018.
2. The Co-ordinator reported to the members about the revised guidelines of NAAC for the submission of self study report (SSR) and submission of annual quality assurance report (AQAR).
3. Dr. C.Elango suggested to provide basic infrastructure like computer with printer , internet facility, reading room and exclusive library for IAS academy.
4. Mr.R.Kabesh informed that the co-ordinator, timetable, separate classroom and library facility (24\*7) are essential for the IAS academy.
5. The Co-ordinator informed the management to organise an integrated conference during December The management agreed for the same and informed to Chairperson to initiate the required steps.

  
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6. The Plan of action that needs to be prepared for initiating and improving the quality in the institution were discussed. To develop long-term strategic plan with well defined goals and objectives to maintain pace of growth.
7. The Chairperson informed to the management and members that retired and expert faculty members from home and abroad may be appointed as visiting and guest faculty to all the aided and self-finance courses.
8. The Chairperson informed to the management and members that our college submitted the proposal for infrastructure development grant for 2 crores to RUSA and also our college submitted proposal for KAUSHAL and B.VOC NSQF courses to UGC for 3.65 and 3 crores respectively.
9. The chairperson informed the members that Regional joint director office and the TN government initiated paperless office from September month onwards in this connection our college administration office work totally automated with Rovon ERP software and Tally for accounting.
10. The co-ordinator informed to the chairperson and the management to apply to the Registrar, M.K.University for the up gradation of the Computer science and English departments as research departments.
11. The chairperson suggested to the management that teaching audit for self-finance teachers may be introduced.
12. The Co-ordinator informed the members and the management that IQAC applied for UBA centre to MHRD and enrolment of nodal officer and members for Swachh Bharat Summer internship.
13. Our college selected as one of the participating institute for unnat bhara abiyaa(UBA) activities for the rural development. Dr.C.Gopi acting as nodal officer for the UBA activities.
14. Dr.A.Sujatha NSS programme officer and Dr.K.Siva NCC officer were enrolled as nodal officer and 10 NSS volunteers and 20 NCC cadets were enrolled as members for the Swachh Bharat Summer internship programme.
15. It is resolved to collect student details through hard copy and digitize create a template for students in our IIS and maintain.
16. The Co-ordinator informed the members and the management that academic audit (internal) work for the year 2016-17 and 2017-18 are not completed. Mr.Ajmeerkajamohaideen and his team are requested to complete the academic audit for all the departments.
17. The co-ordinator suggested the management and members that on graduation ceremony more than 400 alumnis were receiving their degree, hence let us have alumni meet for every year may be conducted on the day of Graduation day. This suggestion is passed to the council for further discussion.
18. It is requested to allot more funds to college magazine preparation and supply to all the students in time.
19. Dr. K.Krishnan informed the management to provide registration fee and publication fee to the UGC / Scopus indexed publications in the international conferences by the teaching faculty members.
20. Mr.R.Ravichandran suggested campus cleaning work should be regularly done and welfare of the staff should be cared by the management.

  
**PRINCIPAL**

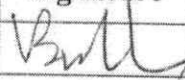
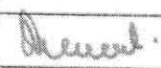
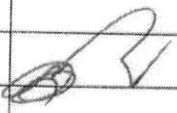
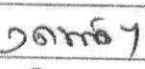



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

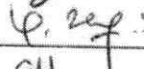

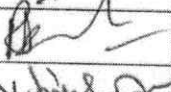
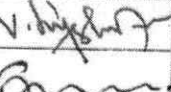
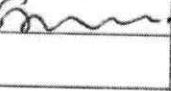
21. The Chairperson informed to the management and members that to upgrade(setup) existing surveillence system.
22. The Chairperson discussed the members to provide drinking water (purified) facility to all students.
23. It is resolved to take necessary steps to establish water purifiers to all departments.
24. The Co-ordinator informed the members to send a proposal to UGC, to start community college courses sponsored by UGC
25. The Co-ordinator informed the members to conduct the faculty development programme.
26. The Co-ordinator presented to members and management about G-suite and its & applications, benefits. It is resolved send proposal to google for G-Suite

  
Coordinator, IQAC

  
Principal

**Members present:**

Name	Signature
Sri. S.V.Subramanian	
Sri. P.V.Karuppiah	
Sri. S.Ramanathan	
Sri.S.Gnanavel	
Sri.S.Murugan	
Sri.S.Ravichandran	
Prof. R.Pandy	
Prof. S.Poongundran	
Dr.C.Elango	
Dr.R.Murugesan	

Name	Signature
Prof. C. Muniyandi	
Dr. K. Krishnan	
Dr. C. Gopi	
Mr. G. Rajmohan	
Mrs. G. Mangai	
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**PRINCIPAL**  
Cardamom Planters' Association College  
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RCULAR

# Cardamom Planters' Association College

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Pankajam Nagar, Bodinayakanur - 625 582.




2.8.2018

The meeting of the Internal Quality Assurance Cell will be held on 16.8.2018 at 10 a.m. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

**Agenda:**

1. Welcome by the Chair Person.
2. To submit and approve the proceedings of the previous IQAC meeting. Also study the action taken and follow up action on the proceedings of the previous IQAC meeting
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the previous IQAC meeting
4. To read and ratify the letter received from UGC, Madurai Kamaraj University, Department of Higher Education, Government of Tamilnadu, Directorate of Collegiate Education, Chennai.
5. To approve the staff left the institution after the previous IQAC meeting
6. To approve the staff both teaching and nonteaching appointed through staff selection committee after the first IQAC meeting
7. To submit and approve the academic calendar for 2018-19
8. To submit and ratify the audited statement for the financial year 2017-18
9. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2017-18
10. To submit the result of the Madurai Kamaraj University Examination held at May 2018.
11. To submit the action taken report of the various committees which were held after 2nd IQAC meeting
12. To submit and discuss the Staff Development program attended by the staff in the last academic year (2017-18) and its improvement
13. Any other points with the permission of the Chair Person

  
Principal and Chair Person,

IQAC

  
PRINCIPAL

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582



# Cardamom Planters' Association College

(Re-accredited with 'B' Grade by NAAC)

Pankajam Nagar, Bodinayakanur - 625 582.

PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING  
HELD ON 16.08.2018 AT 10 AM



## CHAired BY:

Principal and Chair Person of IQAC

## Members Present:

Sl. No	Name	Signature
1.	S. Rameshkan	
2.	S. Gnanavel	
3.	Dr - C. ELANGO	
4.	Dr. R. MURUGESAN	
5.	K. KRISHNAN	
6.	Dr. K. SIVA	
7.	Dr. G. RAJMOHAN	
8.	Dr. C. GOPI	
9.	N. Nalini	
10.	Dr. G. Mangai	
11.	R. Kabesh	

## Minutes of Meeting:

PRINCIPAL

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582



# Cardamom Planters' Association College

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1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members
2. To submit and approve the proceedings of the previous IQAC meeting. Also study the action taken and follow up action on the proceedings of the previous IQAC meeting

The following is the Action Taken Report on the decisions of the Previous IQAC meeting held on 16.02.2018

Plan of Action	Action taken
It was decided to have an Internal and External audit by department heads at the end of the each Academic year	The Principal has taken efforts to conduct both Internal and External Academic and Administrative Audit to check the validation and progress of all academic and administrative bodies.
It was decided to conduct value added courses for students effectively.	Value added Courses have been implemented in all programmes and its effective implementation is also audited by Internal and External AAA.
IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level	On 30.08.2017 and on 02.04.2018, two FDP have been organized for the faculties for providing pattern of question papers along with CO PO and preparation of course materials for the benefit of students learning process with the Resource Person as Dr. K. Arul Mozhi, Director, Vivekananda Institute of Academy, Chennai.
It was planned to conduct Parent teacher meeting.	The parents - teacher meeting was conducted through mentors and their feedback has been collected
It was decided to conduct Carrier Guidelines program for GATE coaching, ToEFL and awareness program for career guidance to our students	Career guidance programmes are well organized by Placement Cell so as equip the students towards bright career as well as life long learning

After elaborate discussion, the Previous IQAC minutes was approved

  
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Cardamom Planters' Association College  
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Points Discussed	Resolution
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the Previous IQAC meeting	Read by the Principal and approved.
4. To read and ratify the letter received from UGC, Madurai Kamaraj University, Department of Higher Education, Government of Tamilnadu, Directorate of Collegiate Education, Chennai.	Read and ratified
5. To approve the staff left the institution after the Previous IQAC meeting	Read and ratified.
6. To approve the staff both teaching and nonteaching appointed through staff selection committee after the Previous IQAC meeting	Read and approved
7. To submit and approve the academic calendar for 2018-19	Read and approved. It was insisted that, all organizers / conveners of various conference / seminar / workshop are required to submit an event report along with feed back collected from the participants to IQAC within two days after completion of respective event.
8. To submit and ratify the audited statement for the financial year 2017-18	Read and ratified.
9. To submit and ratify the proceedings of the Feedback Review committee	Read and approved.

  
PRINCIPAL

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meeting held in the academic year 2017-18	
10. To submit the result of the Madurai Kamaraj University Examination held in May 2018	Read and ratified. It was decided to get question paper with answer while staff submitting the question paper for internal examination. Once the internal test over the staff are requested to submit the answer for the question in Google class room in order to the students to understand the right answer to be answered.
11. To submit the action taken report of the various committees which were held after 2nd IQAC meeting	Read and ratified. It is suggested that the college web site need to be updated regularly. IQAC coordinator requested the Head of The Departments that, whenever a student indulges in ragging / malpractice or anti social activities need to be reported to IQAC immediately, so that disciplinary action can be initiated against the offender
12. To submit and discuss the Staff Development program attended by the staff in the last academic year (2017-18) and its improvement	Read and ratified. It was decided to conduct a guest lecture on NAAC preparation.
13. Any other points with the permission of the Chair Person	The coordinators of various committees are requested to conduct more number of outreach program with the collaboration of industry, service clubs so that all the students attend the program

  
IQAC Coordinator

  
Principal cum Chair Person

  
PRINCIPAL

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582



**Cardamom Planters' Association College**  
(Re-accredited with 'B' Grade by NAAC)  
Pankajam Nagar, Bodinayakanur - 625 582.




**CIRCULAR**

**2.2.2019**

The meeting of the Internal Quality Assurance Cell will be held on 16.2.2019 at 10 a.m. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

**Agenda:**

1. Welcome by the Chair Person.
2. To submit and approve the proceedings of the previous IQAC meeting. Also study the action taken and follow up action on the proceedings of the previous IQAC meeting
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the previous IQAC meeting
4. To read and ratify the letter received from UGC, Madurai Kamaraj University, Department of Higher Education, Government of Tamilnadu, Directorate of Collegiate Education, Chennai.
5. To approve the staff left the institution after the meet previous IQAC meeting
6. To submit and approve the budget for the financial year 2019-20
7. To submit the result of the Madurai Kamaraj University Examination held at November 2019.
8. To submit the action taken report of the various committees which were held after 3rd IQAC meeting
9. Any other points with the permission of the Chair Person

  
**Principal and Chair Person,**  
**IQAC**

  
**PRINCIPAL**

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582



# INTERNAL QUALITY ASSURANCE CELL

CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur- 625 513.

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IQAC /2018-19/M/02

Date: 10.12.2018

## Meeting Notice

Sir,

The special staff meeting will be held on 12.12.2018 at 10.00 a.m. in the Subburaj Memorial A/c hall to discuss the following agenda.

Coordinator, IQAC

Principal

## Agenda

1. NAAC Preparation work for 3<sup>rd</sup> Cycle
2. CPAC IAS Academy
3. Infrastructure enhancement
4. Other matters

To,

Name	Signature
Sri. S.V.Subramanian	
Sri. P.V.Karuppiah	
Sri. S.Ramanathan	
Sri.S.Gnanavel	
Sri.S.Murugan	
Sri.S.Ravichandran	
Prof. R.Pandy	
Prof. S.Poongundran	
Dr.C.Elango	
Dr.R.Murugesan	

Name	Signature
Prof. C. Muniyandi	
Dr. K. Krishnan	
Dr. C. Gopi	
Mr. G. Rajmohan	
Mrs. G. Mangai	
Mr. R. Kabesh	
Dr. V. Krishnakumar	
Mr. M. Sundarraj	
Sri. T. Venkatachalapathy	
Ms. Roja, III.B.Com	

PRINCIPAL

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### Meeting 2

Date : 12.12.2018

Time : 10.00 a.m.

Venue: Subburaj Memorial A/c hall


#### Agenda:


1. NAAC Preparation work for 3<sup>rd</sup> Cycle
2. CPAC IAS Academy
3. Infrastructure enhancement
4. Other matters

#### Minutes:

The meeting began with short prayer. Hon'ble Principal i/c, Dr.T.Rajakumaran welcomed the committee members and spelt out the agenda for the day's meeting. He asked the Coordinator, IQAC to proceed further in conduction of the meeting. Discussions took place on the agenda and the minutes were recorded as mentioned.

1. The Co-ordinator reported to the members about the revised guidelines of NAAC and suggested to conduct seminar on NAAC frame work to all faculty.
2. The Chairperson informed the members and the management to restart IAS academy to train the students to meet the civil services examination.
3. It is resolved to take necessary steps to start CPAC IAS academy from this academic year onwards.
4. The Co-ordinator explored about the new initiative taken by the IQAC ie. Digital Initiatives for better perception about the college Institute Information System(IIS) was developed to provide templates for faculty, department, office and other curricular activities.
5. The Chairperson informed the members that campus enhanced with green garden and the necessity of construction additional toilet facility to girl students.

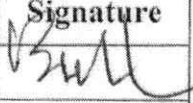
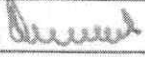
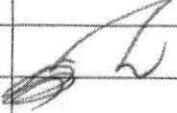
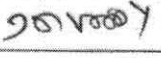
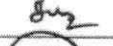


  
Coordinator, IQAC

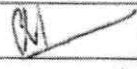
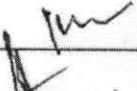

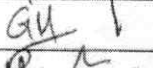


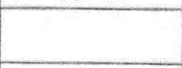

  
Principal

  
PRINCIPAL

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582

Members present

Name	Signature
Sri. S.V.Subramanian	
Sri. P.V.Karuppiah	
Sri. S.Ramanathan	
Sri.S.Gnanavel	
Sri.S.Murugan	
Sri.S.Ravichandran	
Prof. R.Pandy	
Prof. S.Poongundran	
Dr.C.Elango	
Dr.R.Murugesan	

Name	Signature
Prof. C. Muniyandi	
Dr. K. Krishnan	
Dr. C. Gopi	
Mr. G. Rajmohan	
Mrs. G. Mangai	
Mr. R. Kabesh	
Dr. V. Krishnakumar	
Mr. <del>R</del> . Sundarraj	
Sri. T. Venkatachalapathy	
Ms. Roja, III.B.Com	

  
**PRINCIPAL**  
 Cardamom Planters' Association College  
 Pankajam Nagar, Bodinayakanur-625582



**INTERNAL QUALITY ASSURANCE CELL**  
**CARDAMOM PLANTERS' ASSOCIATION COLLEGE**



Pankajam Nagar, Bodinayakanur- 625 513.  
(Re-accredited by NAAC at 'B' Grade with CGPA of 2.85)

**Action Taken Report 2018-19**

Meeting No.	Date	Decisions	Action taken
1	20.07.2018	Modify the administrative Office to meet the State of the art developments.	Administrative Office renovated with air-conditioned office, all the work tables with computer, printer and wifi facility
		To Provide Drinking water (purified) facility to all students.	R/O water facility installed in all the departments, Physical Education, Library and Laboratories.
		To Setup Surveillance system in the campus.	CCTV Camera installed in the Prominent Places in the college campus to look after the happenings.
		Proposed to send a proposal to UGC to start community college courses sponsored by UGC	UGC has sanctioned to start community college course in Industrial Chemistry and Food Processing with grant from the current year onwards.
		Proposed to send a proposal to RUSA/MHRD to get infrastructure development grant.	RUSA selected our College to receive infrastructure development grant to the amount of Two Crores..
		Proposed to conduct the faculty development programme	IQAC organized faculty development programme on Professional Ethics <ul style="list-style-type: none"><li>• Professional Ethics I – 18.08.2019</li><li>• Professional Ethics II – 05.01.2019</li></ul>
		Proposed to send a request to google to avail the G-Suite facility	Continuous request made by the IQAC to google, our college received cloud facility from google to the G-Suite with 61 applications and unlimited cloud storage facility to our college for worth of Rs. 1.8 crore.
2	12.12.2018	To Promote the campus with green garden.	New Garden (Lawn) area was setup with Sprinkler and MIST water supply facilities.
		Construct additional toilet facility to girl students.	Additional of toilet facilities constructed.
		Proposed to conduct seminar on revised NAAC frame work to all the faculty.	IQAC conducted an awareness programme on revised NAAC methodology on 15.02.2019.
		Proposed to start IAS academy to promote aspiring students to clear civil services examination and TNPSC Exams.	CPA College "CPAC IAS" Academy inaugurated on 20.02.2019.

  
Coordinator, IQAC

  
**PRINCIPAL**  
Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582

  
Principal



# Cardamom Planters' Association College

(Re-accredited with 'B' Grade by NAAC)

Pankajam Nagar, Bodinayakanur - 625 582.



PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON  
16.02.2019 AT 10 AM

CHAired BY:

Principal and Chair Person of IQAC

Members Present:

Sl. No	Name	Signature
1.	S. Ramanathan	
2.	S. Gnanavel	
3.	Dr. C. ELANGO	
4.	Dr. R. MURUGESAN	
5.	Dr. K. Krishnan	
6.	Dr. G. RAJMOHAN	
7.	Dr. C. Gopi	
8.	Dr. K. SIVA	
9.	G. Mangai	
10.	Mr. R. Kabesh	
11.	N. Nalini	

PRINCIPAL

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582





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## Minutes of Meeting:

1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members
2. To submit and approve the proceedings of the previous IQAC meeting. Also study the action taken and follow up action on the proceedings of the previous IQAC meeting

The following is the Action Taken Report on the decisions of the IQAC meeting held on 16.08.2018

Plan of Action	Action taken
It was decided to conduct value added courses beyond curriculum and for enhancing skills of the students in advanced technological field	Value added courses were conducted beyond the University curriculum and in current advanced technology and software. Staff were got trained before conducting this courses
It was decided to get question paper with answer while staff submitting the question paper for internal examination. Once the internal test over the staff are requested to submit the answer for the question in Google class room in order to the students to understand the right answer to be answered	All the staff followed the guidelines given by IQAC and verified by respective HODs
It was insisted that, all organizers / conveners of various conference / seminar / workshop are required to submit an event report along with feed back collected from the participants to IQAC within two days after completion of respective event.	As per the guidelines given by IQAC all the coordinators submitted event report within two days
It was decided to include more awareness program on Intellectual Property Rights (IPR)	Every year programs on IPR, EDP and two Research methodologies are conducted
It was also decided to conduct orientation program for the incoming freshers	For freshers, Induction orientation program is conducted every year
It is suggested that the college web site need to be updated regularly	The college allocated additional duty for a faculty with good knowledge in computer to update regularly. Also advised all HODs and club incharges to update the data to him accordingly
It was decided to conduct a guest lecture on NAAC preparation	Three programmes, i. Training Programme on " Good Documentation Practice for NAAC Accreditation Process", ii. Faculty Training on Mentoring". iii. Professional Development Programme on, "Implementation of ICT tools in effective Teaching- Learning Process" were conducted
IQAC coordinator requested all the heads of the departments that, whenever a student indulges in ragging / malpractice or anti social activities need to be reported to IQAC immediately, so that disciplinary action can be initiated against the offender	HODs and Mentors are advised to follow the same. This was also emphasized to all faculty members through "Faculty Training on Mentoring" programme.

  
PRINCIPAL

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After elaborate discussion, the prefiouw IQAC minutes is approved

Points Discussed	Resolution
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry-Institute activities etc) after the previous IQAC meeting	Read by the Principal and approved
4. To read and ratify the letter received from UGC, Madurai Kamaraj University, Department of Higher Education, Government of Tamilnadu, Directorate of Collegiate Education, Chennai.	Read and ratified
5. To approve the staff left the institution after the previous IQAC meeting	Read and ratified.
6. To submit and approve the budget for the financial year 2019-20	Read and ratified.
7. To submit the result of the Madurai Kamaraj University Examination held in November 2018.	Read and ratified.
8. To submit the admission process to be followed for the academic year 2019-20	<ul style="list-style-type: none"><li>Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family. After elaborate discussion the procedure decided was approved.</li><li>It was decided to properly monitor the progress of the Project work done by the students. The students should be encouraged to publish in the journal</li></ul>
9. To submit the action taken report of the various committees which were held after 3 <sup>rd</sup> IQAC meeting	<p>Read and ratified</p> <ul style="list-style-type: none"><li>It was decided to take stock verification yearly.</li><li>It was also decided to maintain the furniture, equipments, building etc. properly and monitor their maintenance</li><li>It was decided to put MoUs with Industries and reputed institution for faculty training and students training in the latest equipments available with the Industries and other leading institution</li></ul>

  
**PRINCIPAL**

Cardamom Planters' Association College  
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10. Any other points with the permission of the Chair Person

- It was decided to conduct training program for nonteaching staff also.
- It was decided to give regular Home work for problematic/ Design subjects to the students and it should be monitored by the HODs
- It was decided to form a team with advanced learners and slow learners so that the slow learners improve their standard. Advance learners also recall by teaching the slow learners.

  
IQAC Coordinator

  
Principal cum Chair Person

  
**PRINCIPAL**

Cardamom Planters' Association College  
Pankajam Nagar, Bodinayakanur-625582