



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



**IQAC - MINUTES OF MEETING
[ACADEMIC YEAR 2020-21]**



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)



IQAC /2020-2021/M/01

Date: 01.06.2020

Meeting Notice


Sir,

The advisory committee meeting of the IQAC will be held on 02.06.2020, Tuesday at 11.00 a.m. through online mode to discuss the following agenda.

Agenda

1. IQAC Composition
2. Covid-19 awareness
3. Online faculty development programme
4. Online software for admission application
5. Student induction programme
6. Department events through online.
7. Other matters


Coordinator, IQAC


Principal

Meeting Application: Zoom

Meeting ID: 582 419 9433

Password: iqac-M1-@@

To,

1. IQAC Members

Note: Due to Covid 19 situation, circular sent to respective staff email id.


PRINCIPAL

Cardamom Planters' Association College
Pankajam Nagar, Bodinayakanur-625582



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Meeting 1

Date : 02.06.2020

Time : 11.00 a.m.

Mode : Online

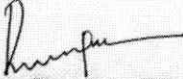
Agenda:


1. IQAC composition
2. Covid-19 awareness
3. Online faculty development programme
4. Online software for admission application
5. Student induction programme
6. Department event through online
7. Other matters

Minutes:

Due to covid situation, IQAC meeting conducted through online. College principal (i/c), Dr. S. Sivakumar has chaired the meeting and invited all the members and spelt out the agenda for the day's meeting.

1. Dr. S. Sivakumar, the former IQAC coordinator, has been promoted to principal i/c of the college. As a result, the next IQAC coordinator must be chosen. Dr. R. Murugesan was recommended by IQAC members to be the next co-ordinator.
2. In this pandemic condition, principal said, respective faculty create awareness about covid-19, such as wearing masks and sanitizing hands, to their students.
3. Dr. K. Krishnan suggested to chairperson to conduct faculty development programme for staff.
4. It is resolved to organize three days FDP on 06.07.2020 – 08.07.2020.
5. The principal suggested that the admission application form be gone digital from this year, due to pandemic situation.
6. It is resolved to purchase admission application software.
7. Principal propose to organize to student induction programme for first year students through online
8. It is resolved to organize student induction programme after commencement of first year classes. Dr. C. Gopi appointed co-ordinator of student induction programme.
9. Principal discussed to the members about encourage departments to conduct events through online.
10. The principal informed the members that recommend the staff to use google classroom and moodle to take classes.


Coordinator, IQAC


Principal


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CIRCULAR

07.8.2020

The meeting of the Internal Quality Assurance Cell will be held on **19.8.2020** 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 Previous IQAC meeting
7. To submit and approve the academic calendar for **2020-21**
8. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year **2019-20**
9. To submit the result of the Madurai Kamaraj University Examination held at May 2020.
10. To submit the action taken report of the various committees which were held after Previous IQAC meeting
11. To submit and discuss the Staff Development program attended by the staff in the last academic year (**2019-20**) and its improvement
12. Any other points with the permission of the Chair Person


Principal and Chair Person,

IQAC


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PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
HELD ON 19.8.2020 AT 10 AM



CHAired BY:

Principal and Chair Person of IQAC

Members Present:

Sl. No	Name	Signature
1.	S. Ramanathan	
2.	S. Gnanavel	
3.	K. KRISHNAN	
4.	A. Gnanasekaran	
5.	DR. K. SIVA	
6.	S. SENTHIL KUMAR	
7.	Dr. C. Gopi	
8.	Dr. G. Mangai	
9.	Dr. G. RAJMOHAN	
10.	Dr S. BALAMURUGAN	
11.	N. NALINI	

Minutes of Meeting:

1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members

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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 08.02.2020

Plan of Action	Action taken
The R & D activities of faculty members have to be improved through proper training programmes.	All the faculty members are encouraged to attend more online webinars to upgrade themselves in R & D activities. Also programmes regarding IPR were conducted.
The members of IQAC suggested that all the staff should utilize the modern teaching-learning methodologies such as power point presentation, videos, e learning, case studies, live projects etc so as to equip the students to update themselves and for self learning.	The HoDs as well as senior faculty members have given internal training for all the Juniors how to adapt effective online teaching methodology for the implementation of good learning practice.
IQAC members suggested that the current students and alumni are the ambassadors of the college and hence the welfare schemes should be disseminated through them to enhance the admission in forth coming years.	An Induction programme for current students was conducted by the corresponding mentors and mentees through google meet, where the achievements of college, scholarships available for the students [both government and institutional], placement activities, co-curricular and extra-curricular activities are highlighted
Also it was suggested to conduct corona awareness programme for staff members who, in turn, disseminate the knowledge to their mentees.	It has been instructed to mentors that the mentees should always be in contact with mentors so that in case of any emergency, college can take effective steps to make them safety.


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After elaborate discussion, the Previous IQAC minutes was 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. The external experts appreciated the Chair Person for the effective implementation of all academic activities pertaining to students and staff. IQAC members suggested that the R & D activities of faculty members have to be improved through proper training programmes.
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	A brief description of the various communications received from UGC, Madurai Kamaraj University, Directorate of Collegiate Education and Government of Tamilnadu were given by Chair Person along with the action taken reports for all communications. 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. IQAC members suggested that the non-teaching staff members should be trained with computer knowledge for the effective implementation of e-governance.
7. To submit and approve the academic calendar for 2020-21	Read and approved.
8. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2019-20	Read and approved.


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9. To submit the result of the Madurai Kamaraj University Examination held in May 2020	Read and ratified. .
10. To submit the action taken report of the various committees which were held after Previous IQAC meeting	A brief description of the Minutes of meeting received from various academic bodies were given by Chair Person along with the action taken reports for all communications. After the elaborate discussion it was approved by the members
11. To submit and discuss the Staff Development program attended by the staff in the last academic year (2019-20) and its improvement	Read and ratified. It was suggested to monitor the effective implementation of financial support to faculty members to attend FDPs
12. Any other points with the permission of the Chair Person	It was suggested to conduct corona awareness programme for staff members who, in turn, disseminate the knowledge to their mentees


IQAC Coordinator


Principal cum Chair Person


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IQAC /2020-2021/M/02

Date: 13.10.2020

Meeting Notice

Sir,

The advisory committee meeting of the IQAC will be held on 17.10.2020, Saturday at 03.00 p.m. through online mode to discuss the following agenda.

Agenda

1. Self-appraisal report 2019-2020
2. AQAR
3. Department Profile
4. College development activities
5. E-content
6. Other matters

Coordinator, IQAC

Principal

Meeting Application: Zoom

Meeting ID: 582 419 9433

Password: iqac-M2-@@

To,

1. IQAC Members

Note: Due to Covid 19 situation, circular sent to respective staffs email id.

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Meeting 2

Date : 17.10.2020

Time : 03.00 p.m.

Agenda:

1. Self-appraisal report 2019-2020
2. AQAR
3. Department Profile
4. College development activities
5. E-content
6. Other matters

Minutes:

College principal (i/c), Dr. S.Sivakumar has chaired the meeting and invited all the members and spelt out the agenda for the day's meeting. He asked the co-ordinator, 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 2019-2020.
2. The co-ordinator reported to the members about the self-appraisal report 2019-2020.
3. 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).
4. Dr. K.Krishnan suggested to faculty for create and submit e-contents for academic year 2020-2021.
5. The co-ordinator presented feedback analysis report 2019-2020.
6. The co-ordinator informed to the members about registration and submission of NIRF.

Coordinator, IQAC

Principal

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IQAC /2020-2021/M/03

Date: 01.01.2021

Meeting Notice

Sir,

The staff meeting will be held on 04.01.2021, Monday at 10.30 a.m. in the Subburaj Memorial A/c hall to discuss the following agenda.

Agenda

1. AQAR 2019-2020
2. SWAYAM NPTEL Local Chapter
3. NTS training programme
4. One week FDP
5. Online feedback
6. Other matters

Coordinator, IQAC

Principal

To,

Name	Signature
Sri. S.V.Subramanian	
Sri. P.V.Karupiah	
Sri. S.Ramanathan	
Sri.S.Gnanavel	
Sri.S.Murugan	
Prof. K. Madasamy	
Prof. R. Kumararajan	
Dr. K. Malaichamy	
Prof. C. Muniyandi	
Dr. A. Gnanasekaran	
Prof. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Siva	
Mrs. G.Mangai	
Dr. S. Senthilkumar	
Ms. N. Nalini	
Mr. M.Sundararaj	
Mr. S. Sureshkumar	
P.Madhan, III. B.Sc. Computer Science	
CA. R. Jegadeesh	

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Meeting 3

Date : 04.01.2021
Time : 10.30 a.m.

Venue: Subburaj Memorial A/c Hall

Agenda:

1. AQAR 2019-2020
2. SWAYAM NPTEL Local Chapter
3. NTS training programme
4. One week FDP
5. Online feedback
6. Other matters

Minutes:

College principal (i/c), Dr. S.Sivakumar has chaired the meeting and invited all the members and spelt out the agenda for the day's meeting. He asked the co-ordinator, 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 submission of annual quality assurance report (AQAR).
2. The co-ordinator reported to register in SWAYAM NPTEL Local Chapter.
3. M. Sundararaj suggested to chairperson to conduct training programme to non-teaching staff.
4. It is resolved to organize Rovam ERP Software training on 22.03.2021 for non-teaching staff.
5. Dr. K. Krishnan suggested to chairperson to conduct one week FDP to staff.
6. It is resolved to organize one week FDP on the first week of May.
7. The co-ordinator proposed to collect feedback through online from stakeholders.
8. It is resolved to collect feedback through google form from stakeholders at the end of the semester.
9. The co-ordinator suggested to organize IPR, Research Methodology, Entrepreneurship seminar/workshop.
10. It is resolved to organize IPR, Research Methodology, Entrepreneurship seminar/workshop on March 2021.

Coordinator, IQAC

Principal

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Plan of action 2020-2021

S.No.	Plan of Action	Outcome Achieved
1	Proposed to conduct FDP on "E-content Development"	IQAC conducted a three days FDP on "E-content Development" on 06.07.2020 - 08.07.2020.
2	Proposed to Student application to online for admission	Student online application for admission is launched on 20.07.2020
3	Proposed to organize online student induction programme to all new entrants.	Organized online student induction programme to all the first year students for five days from 07.09.2020 to 11.09.2020.
4	Proposed to apply SWAYAM NPTEL Local Chapter	SWAYAM NPTEL Local Chapter application submitted on 18.01.2021. SWAYAM NPTEL Local Chapter approved on 28.01.2021
5	Proposed to conduct training programme for non-teaching staffs	IQAC conducted training on "Rovan ERP Software" on 22.01.2021 for non-teaching staffs
6	Proposed to conduct workshop on "Research Methodology"	IQAC conducted workshop on "Research Methodology" on 22.03.2021
7	Proposed to conduct one week FDP	IQAC conducted one week FDP on "Teaching, Learning and Research" on 28.04.2021-05-05-2021
8	Proposed to collect feedback through online from stakeholders	Stakeholder feedback was obtained using google forms for the academic year 2020-2021.

Co-ordinator, IQAC

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Principal



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CIRCULAR

27.01.2021

The meeting of the Internal Quality Assurance Cell will be held on 12.02.2021 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 joined the institution after the Previous IQAC meeting
7. To submit the audit statement for the financial year 2019-20.
8. To submit and approve the budget for the financial year 2021-22
9. To submit the result of the Madurai Kamaraj University Examination held at November 2021.
10. To submit the admission process to be followed for the academic year 2020-21
11. To submit the action taken report of the various committees which were held after Previous IQAC meeting
12. Any other points with the permission of the Chair Person


Principal and Chair Person,
IQAC


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PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON
12.02.2021 AT 10 AM



CHAired BY:

Principal and Chair Person of IQAC

Members Present:

Sl. No	Name	Signature
1.	S. Ramanathan	
2.	S. Guanavel	
3.	A. Gnanasekaran	
4.	Dr. S. BALAMURUGAN	
5	Dr. C Gope	
6	K. Krishnan	
7	Dr. G. Mangai	
8	Dr. K. SIVA	
9	S. SENTHIL KUMAR	
10	Dr. G. RAJMOHAN	
11	N. NALINI.	

Minutes of Meeting:

1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members

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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 19.8.2020 and the actions taken

Plan of Action	Action taken
IQAC members suggested that the R & D activities of faculty members have to be improved through proper training programmes.	On 07.11.2020, a Professional Development Programme on "Skills of Writing Research Papers" was conducted for the staff members interested in R & D activities.
IQAC members suggested that the non-teaching staff members should be trained with computer knowledge for the effective implementation of e-governance.	A Training Programme on "MS office: word and spreadsheet" on 26.09.2020 and another "Training on Administrative software" on 07.11.2020 were conducted for the non-teaching staff members.
It was suggested to conduct corona awareness programme for staff members who, in turn, disseminate the knowledge to their mentees	On 19.12.2020. a Mental Health Awareness Programme in Covid 19 Pandemic was conducted by IQAC for all teaching and non-teaching staff
It was suggested to monitor the effective implementation of financial support to faculty members to attend FDPs	All the HoDs and Principal take the responsibility to encourage all the staff members to upgrade themselves by attending webinars, FDPs etc which are sponsored by Management. The Chairperson presented the list of staff members undergone financial support to IQAC.

After elaborate discussion, the Previous IQAC minutes is approved


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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. The IQAC appreciated the marked progress made by the institution and congratulated the efforts taken by the Principal and the staff.
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.	A brief description of the various communications received from UGC, Madurai Kamaraj University, Directorate of Collegiate Education and Government of Tamilnadu were given by Chair Person along with the action taken reports for all communications. Read and ratified
5. To approve the staff left the institution after the Previous IQAC meeting	Read and ratified.
6. To approve the staff joined the institution after the Previous IQAC meeting	Read and ratified.
7. To submit the audit statement for the financial year 2019-20.	Budget, Income & expenditure statement of 2019-20 presented to IQAC. It is resolved to accord approval the budget and Income expenditure for the academic year 2019-20.
8. To submit and approve the budget for the financial year 2021-22	Read and ratified.
9. To submit the result of the Madurai Kamaraj University Examination held in November 2020.	Read and ratified. The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester.
10. To submit the admission process to be followed for the academic year 2020-21	Read and ratified . It was suggested to submit the list of students received government and non government scholarship.
11. To submit the action taken report of the various committees which were held after Previous IQAC meeting	A brief description of the Minutes of meeting received from various academic bodies were given by Chair Person along with the action taken reports for all communications. After the elaborate discussion it was approved by the members

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12. Any other points with the permission of the Chair Person

It was decided to adopt Innovative teaching methods to be adopted in order to improve the learning process.

IQAC Coordinator

Principal cum Chair Person

PRINCIPAL

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