



Cardamom Planters' Association College

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

Pankajam Nagar, Bodinayakanur - 625 582.



IQAC - MINUTES OF MEETING [ACADEMIC YEAR 2022-23]



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 /2022-2023/M/01

Date: 26.07.2022

Meeting Notice

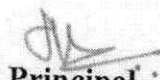
Sir,

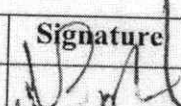
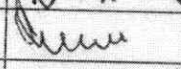

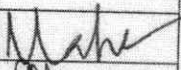
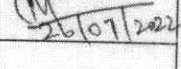
The advisory committee meeting of the IQAC will be held on 28.07.2022, Thursday at 11.00 a.m. in the Subburaj Memorial A/c hall to discuss the following agenda.

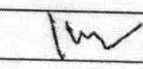

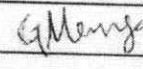
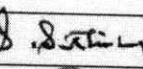

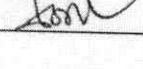
Agenda


1. Plan of action for the academic year 2022-2023
2. Feedback
3. Student Induction Programme 2022
4. IPR
5. Self-appraisal report 2021-2022
6. Other matters


Coordinator, IQAC


Principal

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Dr. K. Madasamy	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	 26/07/2022
Dr. A. Gnanasekaran	
Prof. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Siva	
Dr. G. Mangai	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Ms. N. Nalini	
Mr. S. Sureshkumar	
Mr. M. Sundararaj	
Mr. S. Hariharan, III. B.Sc. Mathematics	
CA. R. Jegadeesh	


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)



Meeting 1

Date : 28.07.2022
Time : 11.00 a.m.


Agenda:


1. Plan of action for the academic year 2022-2023
2. Feedback
3. AQAR
4. Student Induction Programme 2022
5. Covid-19 vaccine camp
6. Self-appraisal report 2021-2022
7. 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 coordinator presented the action taken report for the academic year 2021-2022.
2. Stakeholder feedback report for the academic year 2021-2022 was presented by the coordinator.
3. The coordinator urged members to submit teaching staff self-appraisal reports for the year 2021-2022 to the IQAC.
4. The proposal to organize an student induction program for first-year students was discussed and approved. Dr. K. Siva, Dr. S. Senthilkumar and Dr. V. Arunkumar were appointed coordinators for the student induction program.
5. The coordinator proposed organizing an awareness program on the code of conduct for students. It was resolved to organize an Orientation and Awareness Programme on Code of Conduct on 04.08.2023.
6. The coordinator proposed to conduct a Faculty Development Programme in this semester. It was resolved to conduct the FDP in this semester.
7. Dr. K. Krishnan explained the importance of awareness regarding Intellectual Property Rights (IPR) among faculty and students. He proposed to organize an IPR seminar/workshop, and it was resolved to conduct the seminar/workshop in this academic year.
8. The coordinator suggested to faculty for create and submit e-contents for academic year 2022-2023 in video format.


Coordinator, IQAC


Principal


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Members present:

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Dr. K. Madasamy	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	 28/07/2022
Dr. A. Gnanasekaran	
Prof. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Siva	
Dr. G.Mangai	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Ms. N. Nalini	
Mr. S. Sureshkumar	
Mr. M.Sundararaj	
Mr. S. Hariharan, III. B.Sc. Mathematics	
CA. R. Jegadeesh	

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CIRCULAR

1.8.2022

The meeting of the Internal Quality Assurance Cell will be held on 16.8.2022 at 10 a.m. in Conference Hall. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.


Agenda

Welcome by the Chair Person.

Introduction of the members of IQAC by the Chair Person

To submit and approve the proceedings of the previous IQAC meeting

- Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Institute industry activities etc) in the academic year 2021-22
- To read and ratify the letter received from UGC, Madurai Kamaraj University, & Directorate of Collegiate Education, Chennai.
- To approve the staff left the institution in the academic year 2021-22.
- To approve the appointment of Teaching and Non teaching staff members in the month of June 2022.
- To submit and ratify the audited statement for the financial year 2021-22.
- To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2021-22 [Even semester]
- To submit the result of the Madurai Kamaraj University Examination held at May - June 2022
- To submit and review the procedure adopted for the E - Governance and its report.
- To submit and discuss the placement for the last academic year 2021-22 and its improvement.
- To submit and discuss the Staff Development program attended by the staff in the last academic year (2021-22) and its improvement.
- To submit and analysis the CO, PO, and PEOs attainment and further action to be initiated.
- To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs
- 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 16.8.2022 AT 10 AM

-CHAired BY:

Principal and Chair Person of IQAC

Members Present:

Sl. No	Name	Signature
1.	R. Purushothaman	
2.	S. Gnanavel	
3.	Dr. K. Krishnan	
4.	Dr. C. Gopi	
5.	A. Srinivasan	
6.	Dr. S. BALAMURUGAN	
7.	Dr. K. Siva	
8.	Dr. L. Alamelu	
9.	Dr. G. Mangai	
10.	Dr. A. RAJMOHAN	
11.	S. SENTHIL kumar	

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Minutes of Meeting:

- 1 Welcome by the Chair Person** - Chair Person of IQAC welcomed all the members and requested the members to give their valuable suggestions in order to bring the college as Centre of Excellence
- 2 Introduction of the members of IQAC by the Chair Person** - Chair Person of IQAC introduced all the members
- 3 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 .

Plan of Action	Action taken
It was decided to conduct Communication skill, Life skill programs for the students in order to excel in their profession	As per the decision of IQAC Communication skill programs and Life skill programs are conducted for students.
It was decided to adopt Innovative teaching methods to be adopted in order to improve the learning process.	Five different Innovative teaching methods are well practised to the staff and all the staff are using atleast one innovative teaching methods in the courses that they are handling
The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester	Principal and HOD are taking serious steps in order to improve the University result by regularly monitoring the Internal examination results and follow up action.
It was suggested to submit the list of students received government and non government scholarship.	The Chair person submitted the list of students availed scholarship, both institutional and government.

After elaborate discussion, the previous IQAC minutes is approved


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Minutes of Meeting:

Points Discussed	Resolution
4 Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Institute industry activities etc) in the academic year 2021-22	Annual report of the academic year 2021-22 submitted by the Principal. Members requested the Principal to conduct Communication skill , Life skill programs for the students in order to excel in their profession
5 To read and ratify the letter received from UGC, Madurai Kamaraj University, & 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.
6 To approve the staff left the institution in the academic year 2021-22	Read and ratified.
7 To approve the appointment of Teaching and Non teaching staff members in the month of June 2022	Read and approved. The members requested to maintain the staff student ratio as per the norms of UGC and Madurai Kamaraj University.
8 To submit and ratify the audited statement for the financial year 2021-22	Read and ratified.
9 To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2021-22 [Even semester]	Read and ratified. The members requested to the Principal to collect feed back from parents also in order to find whether the facility available in the college fulfill their requirements.
10 To submit the result of the Madurai Kamaraj University Examination held at May -June 2022.	Read and ratified. The members requested to the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester
11 To submit and review the procedure adopted for the E - Governance and its report.	E Governance Annual Report of the college approved by the IQAC.
12 To submit and discuss the placement for the last academic year 2021-22 and its improvement.	Read and the members appreciated the steps taken by the college and encouraged


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	the team to conduct more career guidance programmes.
13 To submit and discuss the Staff Development program attended by the staff in the last academic year (2021-22) and its improvement.	Read and ratified. As management is sponsoring, the staff should take efforts to upgrade themselves by participating in various Faculty Development Programmes.
14 To submit and analysis the CO, PO, and PEOs attainment	Read and noted. The members suggested to conduct awareness programme on COs, POs, PEOs and their importance towards Outcome Based Education.
15 To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs	Read and noted. It was suggested to continuously monitor the follow up actions taken towards Industry -Institute Interaction.
16 Any other points with the permission of the Chair Person	Nil

IQAC Coordinator

Principal cum Chair Person

PRINCIPAL

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IQAC /2022-2023/M/02

Date: 30.12.2022

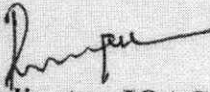
Meeting Notice

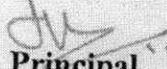
Sir,

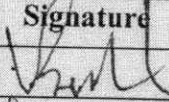
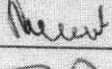

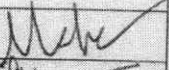
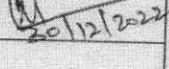
The advisory committee meeting of the IQAC will be held on 03.01.2023, Tuesday, at 11.00 a.m. in the Subburaj Memorial A/c hall to discuss the following agenda.



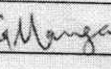
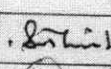

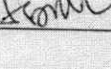
Agenda

1. International conference
2. AQAR
3. AISHE
4. NIRF
5. ICT Classroom
6. Feedback
7. Other matters


Coordinator, IQAC


Principal

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Dr. K. Madasamy	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	 20/12/2022
Dr. A. Gnanasekaran	
Prof. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Siva	
Dr. G.Mangai	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Ms. N. Nalini	
Mr. S. Sureshkumar	
Mr. M.Sundararaj	
Mr. S. Hariharan, III. B.Sc. Mathematics	
CA. R. Jegadeesh	


PRINCIPAL

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Meeting 2

Date : 03.01.2023

Time : 11.00 a.m.

Agenda:

1. International conference
2. AQAR
3. AISHE
4. NIRF
5. ICT Classroom
6. Feedback
7. Other matters

Minutes:

The meeting was presided over by Dr. S. Sivakumar, the acting College Principal, who welcomed all members and presented the agenda for the meeting. Dr. Sivakumar then handed over the proceedings to the coordinator of the Internal Quality Assurance Cell (IQAC) to conduct the meeting. Discussions on the agenda items took place, and the minutes were duly recorded.

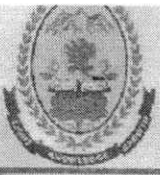
1. The coordinator reported the successful preparation and submission of the Annual Quality Assurance Report (AQAR) for the academic year 2020-2021.
2. The coordinator reported the preparation and submission of AISHE for the academic year 2021-2022.
3. The coordinator reported the preparation and submission of NIRF for the year 2023.
4. Dr. G. Rajmohan proposed organizing an international conference on Recent Trends in Solar Cells. It was resolved to conduct the conference in January.
5. M. Sundararaj, Office Superintendent, proposed the purchase of a Xerox machine. The resolution was to proceed with the purchase for the office.
6. The Principal proposed the purchase of projectors for departments. It was resolved to acquire projectors and computers for departments that do not have ICT-enabled classrooms.
7. The coordinator informed about the initiation of the collection of feedback from various stakeholders for the academic year 2022-2023, which began before the last working day.

Coordinator, IQAC

Principal

PRINCIPAL

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Members present:

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Dr. K. Madasamy	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	 M 23/10/2023
Dr. A. Gnanasekaran	
Prof. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Siva	
Dr. G.Mangai	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Ms. N. Nalini	
Mr. S. Sureshkumar	
Mr. M.Sundararaj	
Mr. S. Hariharan, III. B.Sc. Mathematics	
CA. R. Jegadeesh	

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Plan of action 2022-2023

S.No.	Plan of Action	Outcome Achieved
1.	Proposed to organize student induction programme to all new entrants.	Organized <u>online</u> student induction programme to all the first year students for four days from 16.08.2022 to 18.08.2022.
2.	Proposed organizing an awareness program on the code of conduct for students	IQAC organized Orientation and Awareness Programme on "Code of Conduct" on 04.08.2023
3.	Proposed to conduct a Faculty Development Programme	1. IQAC conducted a FDP on "Awareness on Heartfulness" on 26.08.2022. 2. IQAC organized a FDP on "Professional Ethics" on 05.09.2022.
4.	Proposed to organize a Intellectual Property Rights (IPR) seminar/workshop	1. IQAC organized a seminar on "Intellectual Property Rights (IPR) Awareness Program" on 10.11.2022 in collaboration with Government of India, Ministry of Commerce & Industry, Department for Promotion of Industry & Internal Trade, Office of the Controller General of Patents, Designs & Trade Marks. 2. IQAC conducted a workshop on "Intellectual Property Rights (IPR)" in collaboration with TNSCST & TIFAC on 22.02.2023.
5.	Proposed to organize an international conference	Organized an international conference on "Recent Trends in Solar Cells" in collaboration with TNSCST on January 12 & 13, 2023.
6.	Proposed to purchase of a Xerox machine	Xerox machine was purchased for office.
7.	Proposed to purchase projectors for departments	12 Projectors and computers was purchased for departments to enable ICT features in classrooms.
8.	Proposed to collect feedback through online from stakeholders	Stakeholder feedback was obtained using google forms for the academic year 2022-2023.

Co-ordinator, IQAC

PRINCIPAL

Cardamom Planters' Association College
Pankajam Nagar, Bodinayakanur-625582

Principal



Cardamom Planters' Association College

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Pankajam Nagar, Bodinayakanur - 625 582.




CIRCULAR

2.2.2023

The meeting of the Internal Quality Assurance Cell will be held on 16.2.2023 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

- Welcome by the Chair Person.
- 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
- Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the previous IQAC meeting
- To read and ratify the letter received from UGC, Madurai Kamaraj University, Department of Higher Education, Government of Tamilnadu, Directorate of Collegiate Education, Chennai.
- * To approve the staff left the institution after the previous IQAC meeting
- * To approve the staff joined the institution after the previous IQAC meeting
- * To submit the audit statement for the financial year 2021-22.
- * To submit and approve the budget for the financial year 2023-24
- * To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2022-23
- * To submit the result of the Madurai Kamaraj University Examination held at November 2022.
- * To submit the admission process to be followed for the academic year 2023-24
- * To submit the action taken report of the various committees which were held after previous IQAC meeting
- * To submit and ratify the progress and implementation of strategic plan of the college
- * Any other points with the permission of the Chair Person


Principal and Chair Person,
IQAC


PRINCIPAL
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PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 16.02.2023 AT 10 AM

CHAired BY:

Principal and Chair Person of IQAC

Members Present:

Sl. No	Name	Signature
1.	R. Purushothaman	
2.	S. Ganavel	
3.	A. Ganapathakrishnan	
4.	Dr. S. BALAMURUGAN	
5.	Dr. G. RAJMOHAN	
6.	Dr G Gopi	
7.	Dr. K. Krishnan	
8.	S. SENTHIL KUMAR	
9.	Dr. K. SIVA	
10.	Dr. G. Mangai	
11.	Dr. L. Alamelu	

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Minutes of Meeting:

1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members
- 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 **16.8.2022** and the actions taken

Plan of Action	Action taken
It was decided to conduct more career guidance programmes.	As per the decision of IQAC Communication skill programs and Life skill programs are conducted for students.
It was decided to adopt Innovative teaching methods to be adopted in order to improve the learning process.	Five different Innovative teaching methods are well practised to the staff and all the staff are using atleast one innovative teaching methods in the courses that they are handling
The members requested to maintain the staff student ratio as per the norms of UGC and Madurai Kamaraj University.	College always maintain the staff student ratio as per the norms of UGC and Madurai Kamaraj University
It was decided to collect more feed back from parents also in order to find whether the facility available in the college fulfill their requirements.	Whenever the parents visit the college, feedback were collected from parents and necessary action on the feed back were carried out and submitted to the Feedback review committee for its further action
The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester	Principal and HOD are taking serious steps in order to improve the University result by regularly monitoring the Internal examination results and follow up action.
The members suggested the Chair Person to upgrade the faculty by participating in various Faculty Development Programmes.	The Chair Person submitted the list of faculties benefitted through the financial support for attending workshops, FDPs and assured to continuously follow up.
The members suggested to conduct awareness programme on COs, POs, PEOs and their importance towards Outcome Based Education	An orientation programme was conducted for all students by corresponding mentors for awareness of COs, POs, PEOs and their importance towards Outcome Based Education
It was suggested to continuously monitor the follow up actions taken towards Industry - Institute Interaction.	The Chair Person submitted the list of active MoUs and its activities. Also he submitted the list of various inplant training, industrial projects done and industrial guest lectures.

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After elaborate discussion, the previous IQAC minutes is approved

Points Discussed	Resolution
<ul style="list-style-type: none">Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, internship by the students, Industry- industry activities etc) after the previous IQAC meeting	Read by the Principal and approved
<ul style="list-style-type: none">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 Principal along with the action taken reports for all communications. Read and approved.
<ul style="list-style-type: none">To approve the staff left the institution after the previous IQAC meeting	Read and ratified
<ul style="list-style-type: none">To approve the staff joined the institution after the previous IQAC meeting	Read and ratified
<ul style="list-style-type: none">To submit the audit statement for the financial year 2021-22.	Budget, Income & expenditure statement of 2021-22 presented to Governing Body members. It is resolved to accord approval the budget and Income expenditure for the academic year 2021-22.
<ul style="list-style-type: none">To submit and approve the budget for the financial year 2023-24	After an elaborate discussion, it was read and ratified.
<ul style="list-style-type: none">To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2022-23	Read and approved. It was decided to conduct motivational program for students and all faculty members
<ul style="list-style-type: none">To submit the result of the Madurai Kamaraj University Examination held at November 2022.	Read and ratified. Efforts should be done to improve the academic results as well as employability skills of students.
<ul style="list-style-type: none">To submit the admission process to be followed for the academic year 2023-24	Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family which


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	should be informed to all students through mentors.
<ul style="list-style-type: none">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 Principal along with the action taken reports for all communications. After the elaborate discussion it was approved by the members
<ul style="list-style-type: none">To submit and ratify the progress and implementation of strategic plan of the college	An elaborate discussion was made on the progress of various strategic plans, their implementation and suggestions were given to achieve the goals
<ul style="list-style-type: none">Any other points with the permission of the Chair Person	Nil

IQAC Coordinator

Principal cum Chair Person

PRINCIPAL

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