



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 /2023-2024/M/01

Date:16.06.2023

Meeting Notice

Sir,

The advisory committee meeting of the IQAC will be held on 19.06.2023 at 11.00 a.m. in the Conference Hall to discuss the following agenda.

Agenda

1. IQAC action taken report 2022-2023
2. Feedback review report 2022-2023
3. Plan of action for the academic year 2023-2024
4. Approve academic calendar
5. Student Induction Programme 2023
6. Golden jubilee year
7. NAAC
8. Self-appraisal report 2022-2023
9. Other matters

Coordinator, IQAC

Principal

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	
Dr. A. Gnanasekaran	
Dr. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Nithyanandakumari	
Dr. G.Mangai	
Dr. K. Siva	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Mr. S. Sureshkumar	
Mr. S.G. Yuvarajsekaran	
Mr. J. Athavan III. B.Sc. Computer Science	
CA. R. Jegadeesh	



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 : 19.06.2023

Time : 11.00 a.m.

Agenda:

1. IQAC action taken report 2022-2023
2. Feedback review report 2022-2023
3. Plan of action for the academic year 2023-2024
4. Approve academic calendar
5. Student Induction Programme 2023
6. Golden jubilee year
7. NAAC
8. Self-appraisal report 2022-2023
9. Other matters

Minutes:

The meeting was chaired by **Dr. S. Sivakumar**, Principal (i/c), who welcomed all members and presented the agenda for the day. The IQAC Coordinator facilitated the discussions, and the following decisions were recorded:

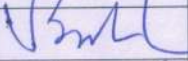
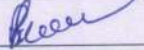

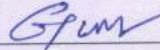


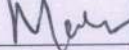
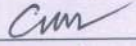
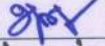
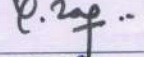
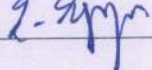
1. The IQAC Coordinator presented the **IQAC Action Taken Report** for the academic year 2022-2023.
2. The **Stakeholder Feedback Report** for 2022-2023 was presented, and the proceedings of the Feedback Review Committee were ratified.
3. The **Academic Calendar** for 2023-2024 was read and approved.
4. A proposal to organize the **Student Induction Programme** for first-year students was discussed and approved, with the following coordinators appointed:
 - **Dr. K. Siva**
 - **Dr. S. Senthilkumar**
 - **R. Abishek**
5. The Chairperson proposed celebrating the college's **Golden Jubilee Year**, with the resolution to:
 - Conduct a **Mini Marathon** in the third week of July to commemorate the milestone.
 - Raise awareness about **Anti-Drug Initiatives**.
6. Departments, cells, and associations were instructed to prepare **Annual/Yearly Plans** based on the academic calendar.
7. The Chairperson emphasized initiating **NAAC work** during this academic year and conducting a **Faculty Development Programme (FDP)** on NAAC processes for faculty.
8. Members were reminded to submit **Teaching Staff Self-Appraisal Reports** for 2022-2023 to the IQAC.
9. **S.G. Yuvarajsekaran** proposed a **Training Programme for Non-Teaching Staff** under the Staff Development Program, which was approved to enhance their skills.


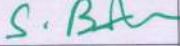
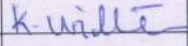
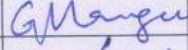
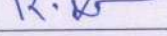
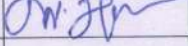
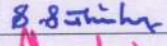


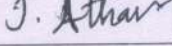
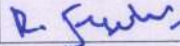
The meeting concluded with thanks extended to the Chair and participants.

Coordinator, IQAC

Principal

Members present:

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
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IQAC /2023-2024/M/02

Date:24.08.2023

Meeting Notice

Sir,

The advisory committee meeting of the IQAC will be held on 29.08.2023 at 11.00 a.m. in the Conference Hall to discuss the following agenda.

Agenda

1. Value added course
2. IPR Program
3. Remedial coaching
4. Student centric methods
5. E-content
6. AQAR
7. Other matters

Coordinator, IQAC

Principal

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Sri. S.V. Subramanian	
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Meeting 2

Date : 29.08.2023

Time : 11.00 a.m.

Agenda:

1. Value added course
2. IPR Program
3. Remedial coaching
4. Student centric methods
5. E-content
6. AQAR
7. Other matters

Minutes:

The meeting was chaired by **Dr. S. Sivakumar**, Principal (i/c), who welcomed all members and presented the agenda for the day. The IQAC Coordinator facilitated the discussions, and the following decisions were recorded:

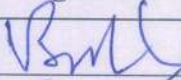
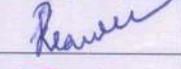

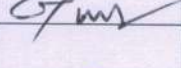
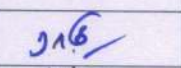
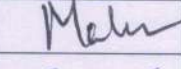
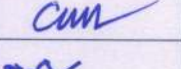
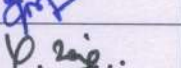
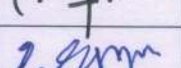
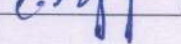
1. The IQAC Coordinator proposed conducting **Value-Added Courses** for the academic year 2022-2023. Departments that have not initiated these courses were advised to start them.
2. **Dr. K. Krishnan** highlighted the importance of **Intellectual Property Rights (IPR)** awareness among faculty and students. It was resolved to organize seminars and workshops on IPR during this academic year.
3. The IQAC Coordinator suggested implementing **student-centric methods** to address the needs of both advanced and slow learners, including **Remedial Coaching** for slow learners.
4. **Dr. K. Nithyanandakumari** recommended that faculty members create and submit **e-content** for the current semester through the e-content development cell.
5. The IQAC Coordinator urged the submission of data from various departments, cells, associations, and forums for the academic years 2021-2022 and 2022-2023 to facilitate the preparation of the **AQAR (Annual Quality Assurance Report)** for both years.

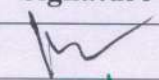
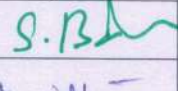
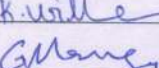
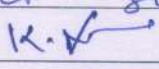
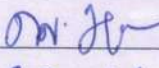
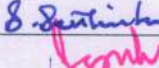

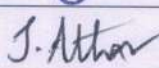
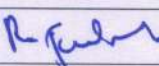


The meeting concluded with thanks extended to the Chair and participants.

Coordinator, IQAC

Principal

Members present:

Name	Signature
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IQAC /2023-2024/M/03

Date: 8.12.2023

Meeting Notice

Sir,

The advisory committee meeting of the IQAC will be held on 11.12.2023 at 11.00 a.m. in the Conference Hall to discuss the following agenda.

Agenda

1. AQAR
2. NIRF
3. New website for college
4. Student centric methods
5. ICT teaching
6. FDP
7. Solar plant
8. Other matters

Coordinator, IQAC

Principal

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Meeting 3

Date : 11.12.2023

Time : 11.00 a.m.

Agenda:

1. AQAR
2. NIRF
3. New website for college
4. ICT teaching
5. FDP
6. Solar plant
7. Other matters

Minutes:

The meeting was chaired by **Dr. S. Sivakumar**, Principal, who welcomed all members and presented the agenda for the day. The IQAC Coordinator and members congratulated Dr.S.Sivakumar on his appointment as Principal. The IQAC Coordinator facilitated the discussions, and the following decisions were recorded:

- The IQAC Coordinator proposed the submission of **AQAR** for the academic years 2021-2022 and 2022-2023. It was resolved to complete the submission by the end of January 2024.
- **Dr. K. Krishnan** proposed submitting the **NIRF 2024** report, and it was resolved to complete the submission by the end of January 2024.
- A proposal was made by the IQAC Coordinator to revamp the college's **website**, ensuring it aligns with current technologies and NAAC requirements. The new website will:
 - Include admin portal for staff, departments, and various forums.
 - Facilitate student, alumni, teacher, and employer feedback collection online.
 - Incorporate dedicated sub-sites for the **library** and **alumni**.

It was resolved to proceed with the development of the new website.

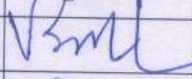
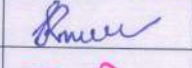
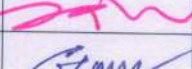
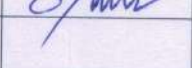
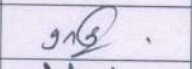
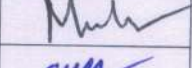
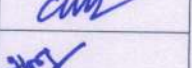
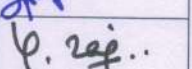
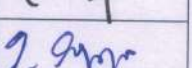
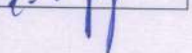
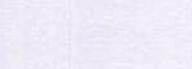
- Members were encouraged to use **online ICT tools** for teaching. It was resolved to conduct an **FDP focused on ICT tools** to enhance classroom teaching methods.
- The Chairperson proposed the establishment of a **solar plant** on campus. It was resolved to install the solar plant on the rooftop of the library building.

The meeting concluded with thanks extended to the Chair and participants.

Coordinator, IQAC

Principal

Members present:

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
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IQAC /2023-2024/M/04

Date:28.02.2024

Meeting Notice

Sir,

The advisory committee meeting of the IQAC will be held on 01.03.2024 at 11.00 a.m. in the Conference Hall to discuss the following agenda.

Agenda

1. NAAC – IIQA
2. AISHE 2022-2023
3. Internal and external audit
4. Feedback collection
5. Green audit, energy audit, environment audit
6. Other matters

Coordinator, IQAC

Principal

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Prof. R. Kumararajan	
Dr. A. Maheswaran	
Dr. C. Muniyandi	
Dr. A. Gnanasekaran	
Dr. G. Rajmohan	
Dr. C. Gopi	

Name	Signature
Dr. K. Krishnan	
Dr. S. Balamurugan	
Dr. K. Nithyanandakumari	
Dr. G.Mangai	
Dr. K. Siva	
Dr. L. Alamelu	
Dr. S. Senthilkumar	
Mr. S. Sureshkumar	
Mr. S.G. Yuvarajsekaran	
Mr. J. Athavan	
III. B.Sc. Computer Science	
CA. R. Jegadeesh	



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 4

Date : 01.03.2024

Time : 11.00 a.m.

Agenda:

1. NAAC – IIQA
2. AISHE 2022-2023
3. Internal and external audit
4. Feedback collection
5. Green audit, energy audit, environment audit
6. Other matters

Minutes:

The meeting was chaired by **Dr. S. Sivakumar**, Principal, who welcomed all members and presented the agenda for the day. The IQAC Coordinator facilitated the discussions, and the following decisions were recorded:

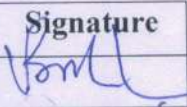
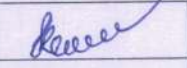

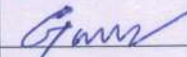
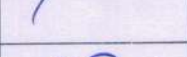
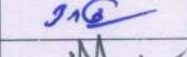
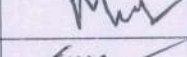
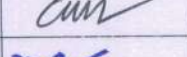
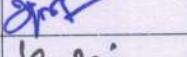
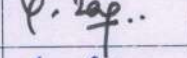
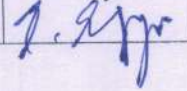
- The NAAC Coordinator proposed submitting the **Institutional Information for Quality Assessment (IIQA)** for NAAC. It was resolved to complete the submission by May 2024.
- The IQAC Coordinator proposed submitting the **All India Survey on Higher Education (AISHE) 2022-2023**, and it was resolved to ensure its timely submission.
- It was proposed and resolved to conduct both **internal and external audits**.
- The IQAC Coordinator recommended collecting **feedback** for the academic year 2023-2024. It was resolved to collect feedback during the last working week of the academic year.
- **Dr. K. Krishnan** proposed conducting a **Green Audit, Energy Audit, and Environmental Audit** for the academic year 2023-2024. It was resolved to carry out these audits in May 2024.
- **Dr. K. Krishnan** also proposed giving **cash awards** to faculty for significant academic achievements, including acquiring Ph.D. degrees, producing Ph.D. scholars, and publishing research papers in UGC CARE-listed journals. It was resolved to present these awards during the **College Day celebrations**.

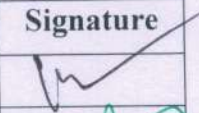
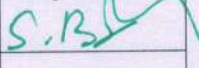
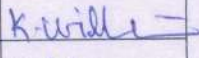
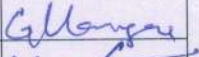
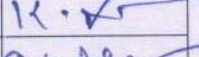
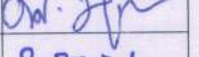
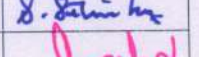
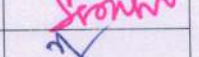
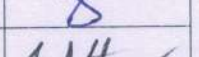
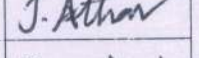
The meeting concluded with thanks extended to the Chair and participants.

Coordinator, IQAC

Principal

Members present:

Name	Signature
Sri. S.V. Subramanian	
Sri. S. Ramanathan	
Sri. R. Purushothaman	
Sri. S. Gnanavel	
Sri. S. Murugan	
Prof. R. Kumararajan	
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