

## Chikkanna Governemnt Arts College, Tirupur - 641 602

### Minutes of the IQAC Meeting Extract- 2020-21

S.No	Date	Subject	Action Taken
1	29-07-2020	Decision to conduct online classes for the 2nd, 3rd year UG and final year PG students	Classes started from 2020 using mostly GMEET and other plotforms too.
2	29-07-2020	Decision to allow the faculties to attend online seminars, workshops, Refresher courses, Conferences and FIP.	Message conveyed to faculties
3	29-07-2020	Faculty asked to follow SOP scrupulously for COVID-19	Decisions strongly conveyed to faculties
4	29-07-2020	Decision taken to work from home to upload the pending AQAR data.	A good progress was made.
5	13-08-2020	IQAC meeting was held with SOP and discussed about the student admission	Student admission was made online centralized by TNGASA. Faculties were acclamatized to it.
6	13-08-2020	Decision on conduct of CIA examinations, assignments and others were discussed	Decided to conduct through online using google forms and google class rooms.
7	11-11-2020	Decided to resolve the AQAR criteria information gaps	Decided to upload the reports from 20-11-2020 onwards
8	24-11-2020	Decided to maintain 15 files in all departments	Common filing systems adopted and implemented by IQAC for all departments
9	11-11-2020	Decided to revamp the college websites	Complete restructuring was initiated
10	23-04-2021	Due to second wave, IQAC conducted a meeting with minimum members to receive data from college office in required formate	Formate prepared and provided to office
11	05-05-2021	Effectiveness of online classes was reviewed	Found very effective and faculties were appreciated
12	05-05-2021	Faculties were encouraged to attend online training plotforms like MOODLE, Webinars and other forms of e-learnings	Most of the faculties participated
13	05-05-2021	NSS volunteers were requested to help in implementing COVID-19 SOP in and off the campus	NSS effectively worked and highly got appreciation from college, general public and district administration



  
**PRINCIPAL**  
 Chikkanna Govt. Arts College  
 Tirupur

29/7/2020

Minutes of the first IQAC meeting held on 29 July 2020 through Google Meet at 3:00 PM.

The Coordinator of IQAC welcomed the members to the online meeting. He stated the lag in IQAC works due to the lockdowns imposed by the State.

He further called for the members' discussions & suggestions to conduct the academic sessions effectively.

The excerpts of the meeting are as follows.

1) It was decided to conduct Online classes for the second & final year students through online mode from 3<sup>rd</sup> August 2020.

2) IQAC decided to suggest the teachers to extensively make use of ICT to promote teaching-learning during the lockdowns.

3) IQAC decided to encourage teachers to acquaint themselves with the modern ICT enabled tools available for teaching.

4) It was decided to permit teachers to attend online seminars / Workshops / FIPs / Refresher programmes.

5) It was decided to request the teachers to follow SOP when

they come to the College due to unavoidable circumstances.

6) IQAC decided to work from home on the pending A&AR's.

7) It was decided to request the Criterium heads to upload the relevant data.

The meeting was adjourned with a note of thanks by Dr. N. Sampathkumar.

Members Present:

1) Dr. Harsh M. Pardeya, Coordinator

2) Dr. N. Sampathkumar, Secretary

3) Dr. A. Jelinee Dhinakar, Secretary

4) Dr. K. B. Rajesh, <sup>Member</sup> Secretary

5) Dr. R. Shanbar, Secretary

6) Dr. A. Mungesan, Secretary

7) Dr. M. K. Vinayagamoodhy, Member

8) Dr. G. Rajagopal, Member

13/08/2020

Minutes of the IQAC meeting  
held on 13 August 2020 at  
DRDO Room.

Time: 10:30 AM

The meeting of IQAC was held following Standard Operating Procedures (SOP). The meeting was urgently called for to discuss the mode of admissions & conduct of internal assessment tests during the lockdowns.

### Student Admissions

Students Application and processing of the same was centralised by TN C.A.S.A. Hence, all the department heads are requested to prepare the merit lists for their programme separately and admit candidates on the scheduled dates strictly following the norms issued by the DCE & the State.

Further, IQAC decided to suggest promotion of admissions & call for documents through Online (all possible online modes).

### Conduct of Internal Assessment Tests

IQAC decided to suggest all the departments to conduct CIA through Online mode. IQAC also suggested the use of the following:

- 1) Online Quiz using Google forms
- 2) Use of Google Classroom to give and receive assignments.
- 3) Use of the above platforms

to receive / upload / download answer sheets  
for descriptive tests.

Meeting was adjourned at 12:00 noon.

Members Present :

- 1) Anesh M. Pandya, Coordinator 13/8/20
- 2) Dr. N. Sampathkumar, Secretary 12/8/20
- 3) Dr. A. Tejaneetharan, Secretary A.T.
- 4) Dr. K. B. Rajesh, Member K.B. Rajesh 13/8/20
- 5) Dr. R. Shankar, Secretary R. Shankar
- 6) Dr. M. K. Vinayagamurthy, Member M.K. Vinayagamurthy

11.11.2020

1. A meeting NAAC criterion heads with / members of AQAR uploading team along with principal and IQAC coordinator was held to review AQAR, NAAC, SSR preparations.
2. It was resolved to identify AQAR criterion information gaps and start uploading the AQAR Reports from 20.11.2020 onwards.

*Principal*  
Principal 11/11/20

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Dr. Havesh mPandya        | <i>[Signature]</i><br>11/11/20 |
| 2. Dr. N. Sampath Kumar      | <i>[Signature]</i>             |
| 3. Dr. K. B. Rajesh.         | K. B. Raj.                     |
| 4. Dr. M. K. V. Srinageswara | <i>[Signature]</i>             |
| 5. Dr. Brindha K             | <i>[Signature]</i>             |
| 6. Dr. A. Geetha             | <i>[Signature]</i><br>11/11/20 |
| 7. Dr. Ruby Christ.          | <i>[Signature]</i><br>11/11/20 |
| 8. Dr. H. Chandrasekaran     | H. Chandrasekaran<br>11/11/20  |
| 9. Dr. S. P. Rajasree        | <i>[Signature]</i><br>11/11/20 |
| 10. Dr. A. MURUGESAN         | <i>[Signature]</i><br>11/11/20 |
| 11. A. NARAYANAN             | <i>[Signature]</i><br>11/11/20 |
| 12. Dr. V. SENTHIL NATHAN    | <i>[Signature]</i><br>11/11/20 |
| 13. N. Sivakumar             | <i>[Signature]</i><br>11/11/20 |
| 14. Dr. P. RAJARAJESWAR      | <i>[Signature]</i><br>11/11/20 |

24/11/2020

- 1) A meeting of NAAC Criterion Heads, with Principal and IQAC Coordinator was held in the Principal's chamber on 24/11/2020, Tuesday from 11:30 Am onwards to 3:00 Pm
- 2) All data and information uploaded to HET Portal was reviewed <sup>AAAR</sup> ~~Criteria~~ <sup>Criteria</sup> from 2019 onwards and discussions on data not yet uploaded and their reasons were reviewed with Criterion Heads by the Principal and IQAC Coordinator
- 3) Certain Information common to IQAC, NAAC, NIRF, AISHE, MHRD etc was decided to be collected ~~in~~ as to avoid mismatch.
- 4) It was decided to maintain 15 files in all departments so as to collect data for AAAR & SSR and upload many such common information in the college website also for greater and better visibility.

*(Signature)*  
Principal 24/11/20

- 1) Dr. Hareesh M. Pandya *(Signature)* 24/11/20
- 2) Dr. N. Sampathkumar *(Signature)* 24/11/20
- 3) Dr. M.K. Vinayagamorthy *(Signature)* 24/11/20
- 4) Dr. Pushpakanta *(Signature)* 24/11/20
- 5) Dr. Raja Gopal *(Signature)* 24/11/20
- 6) Dr. A. Geetha *(Signature)* 24/11/20
- 7) Dr. Murugesan *(Signature)* 24/11/20
- 8) Dr. K-B. Rajesh *(Signature)* 24/11/20
- 9) Dr. Rejeshwari Absent
- 10) Dr. Shankar *(Signature)*
- 11) Dr. Sivakumar *(Signature)*

23/04/2021

Meeting of the IQAC held on 23 April 2021 in the DRDO Room at 11:00 AM.

The meeting was convened on a call from the Coordinator to review the works in progress towards the entry of data to the IQAC-AQAR web portal for the past four years.

It was noted that it is a key meeting of only the key members due to the COVID 19 restrictions.

Members reported that the data will have to be extensively collected to enhance the AQAR's.

Members also requested the Coordinator to request the office to give the financial data for the previous years.

Further, it was decided to give the office the required formats to collect data.

Meeting adjourned at 12:20 PM.

Members present:

- 1) Dr. Harish M. Pandya, Coordinator
- 2) Dr. N. Sampathkumar, Secretary
- 3) Dr. A. Jeline Dhirakan
- 4) Dr. K. B. Rajesh,

*[Signature]*  
23/04/2021

*[Signature]*  
23/4/21

*[Signature]*  
23/4/21

5/5/2021

Minutes of the annual IQAC meeting for the year 2020-21 held on 5 May 2021 (Wednesday) at the DRDO Room.

Time: 11:30 AM


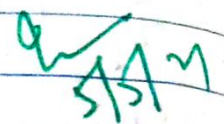
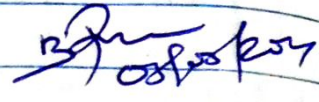

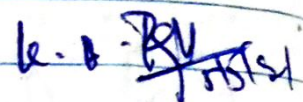
The following were acknowledged across the plans devised at the beginning of the year.

- 1) Online Classes and use of ICT was found very effective to cope with the COVID challenges.
- 2) Teachers training on the use of Online Platforms for learning was acknowledged.
- 3) Most of the teachers have attended online seminars / Conferences & refresher courses. This was acknowledged.
- 4) The role of NSS in upholding the SOP in the Campus was appreciated.
- 5) Progress in upload of DATA to ARAR was found satisfactory.

Meeting was adjourned with a summary of the outcomes on the plans devised at the beginning of the year.

Meeting was adjourned at 12:45 PM.

## Members Present :

- 1) Dr. V. Krishnan, Principal 
- 2) Dr. Harsh M. Pandya, Coordinator 
- 3) Dr. N. Sampathkumar, Secretary 
- 4) Dr. A. Jeline Dhinakaran, Secretary. A.I. 
- 5) Dr. K. B. Rajesh 
- 6) Dr. M. K. Vinayaganesan, Member 