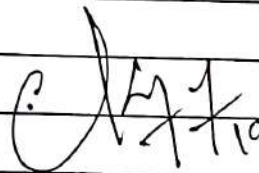


Nagarathinam Angalammal Arts & Science  
College, Madurai - 22  
(Approved by govt. of Tamilnadu, Approved by MKU)

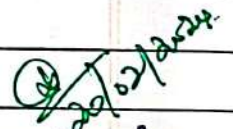
Respected Faculty Members,  
We have a meeting with  
the Internal Quality Assurance cell.  
All the IQAC Team members,  
Criteria Incharges, and criteria  
members should attend the meet

Date : 19.02.2024. Time : 2.30 PM.

Venue : GF:02.

 19/2/2024

IQAC Co-ordinator

 20/2/2024

Principal.

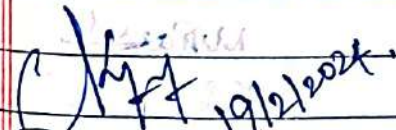
## Minutes of Meeting

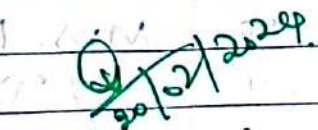
The IQAC team and members meeting for the academic year 2023-24 was held on February 19, 2024, at 2.30 P.M. on GF-02.

The following matters were discussed in the meeting, and resolutions were unanimously passed.

Our IQAC coordinator instructed the staff members.

1. To follow the instructions to collect and record the annual report for IQAC file maintenance.
2. To resolve the IQAC team members, criteria incharges, and criteria team members.
3. To discuss the completed works of criteria works.
  - 2.1.1.
4. To resolve to complete pending document collection work.
5. To resolve the regular IQAC meeting schedule every Monday.
6. To resolve the doubts of the members at the meeting, like all should mention individual criteria name instead of the criteria number.

  
IQAC  
Coordinator

  
Principal

Staff Members attended in this Meeting

Signature:

1. Mr. C. Kalaiselvan	[Signature]
2. Mr. N. Ashok Kumar	14/01/2024
3. Ms. M. M. Sathya	[Signature]
4. Mr. D. Tamilarasan	[Signature]
5. Mrs. B. Noorul Hamitha	19/1/24
6. Dr. T. Sumathi	[Signature]
7. Ms. S. Priya	[Signature]
8. Ms. R. Aruna	[Signature]
9. Mrs. S. Sangeetha Bruntha	[Signature]
10. Mr. J. Jeyaprabhu	[Signature]
11. Ms. R. Karthiga	[Signature]
12. Mrs. Thidejavathy	[Signature]
13. Ms. A. Prasanna Priya	[Signature]
14. Mr. M. Kumar	[Signature]
15. Mrs. M. Ramalakshmi	[Signature]
16. Mrs. T. R. Perisla	[Signature]
17. Dr. K. Balaji	[Signature]
18. Mr. A. Athmanathan	[Signature]
19. Ms. T. Anbu Priya	[Signature]
20. Mrs. K. V. Devisree Umadevi	[Signature]
21. Ms. S. Banu Priya	[Signature]
22. Mr. N. Sulthan Ibrahim	[Signature]
23. Ms. Henna Elizabeth	[Signature]
24. Ms. A. Rajeswari	[Signature]
25. Mr. P. Kani Prasanth	[Signature]
26. Ms. S. Sangeetha	[Signature]
27. Mrs. A. Lakshmi Priya	[Signature]
28. Mrs. M. Ranya	[Signature]
29. K. V. Devisree Umadevi	[Signature]



**NAGARATHINAM ANGALAMMAL ARTS AND SCIENCE COLLEGE**  
(APPROVED BY GOVERNMENT OF TAMILNADU, AFFILIATED BY MADURAI KAMARAJ UNIVERSITY)  
S.NO.32/I, FOURWAY TRACK NEAR AIRPORT, VALAYANKULAM VILLAGE,  
MADURAI - 625 022.

Ref. No/NAAS/IQAC/2024/CIR-05

06.03.2024

**CIRCULAR**

There will be a meeting With Internal Quality Assurance Cell for the purpose of AQAR Criteria Date collection and preparation on 06.03.2024 at 02:30 p.m.

Following matters to be discussed in the meeting:

- Criteria Data Collection.
- Criteria Date Segregation
- Move to Writing Works
- Evidence Reporting

Venue: GF - 02

  
6/3/2024  
IQAC - Coordinator

  
07/03/2024  
Principal


## Minutes of Meeting

The IQAC Team and members meeting for the academic year 2023-2024 was held on March 06, 2024 at 2:30 pm on GF-

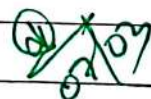
The following matters were discussed in the meeting and resolutions were unanimously passed

Our IQAC co-ordinator instructed to the staff members.

1. To discuss the criteria work pending details, with the concern members & incharges.
2. To prepare the writing works on the collected data of the criteria.
3. Department file maintenance and number of files list will be followed by the department and resolved the files details, preparation

  
6/3/2024

IQAC Co-ordinator

  
6/3/2024

Principal

Staff Members attended in this  
Meeting 6/2/24  
IRAC 2. pm

1. Mr. C. Kalaiselvan
2. Mr. N. Ashok Kumar M. J. 06/02/24
3. S. Karthika S. K. M. L. 06/03/24
4. B. Noorul Hamitha S. P. R. A. 6/3/24
5. Mrs. S. Sangeetha S. P. S. 6/3/24
6. J. Jeyaprabhu J. P. R. A. 6/3/24
7. S. SURESH S. S. 6/3/24
8. ~~T. J. Arasan~~, Department of English T. J. Arasan 6/2/24
9. Ms. Prasanna Priya M. P. S. P. 06/02/24
10. A. Rajasree A. R. 6/3/24
11. T.R. Perla T. R. P. 6/3/24
12. M. KUMAR M. K. 6/3/24
13. K. Sivalingaraja. K. S. 6/3/24
14. Shivarani Ganesh. R S. G. R. 6/3/24
15. A. Lakshmi Priya A. L. P. 6/3/24
16. T. Sumathi T. S. 6/3/24
17. K.V. Devisreevamalai CS Dept K. V. D. 6/3/24
18. Hannah Elizabeth - N H. E. N. 6/3/24
19. M. Ramya M. R. 6/3/24
20. S. Sangeetha Bmudha. S. S. B. 6/3/24
21. M. Peta Guru M. P. G. 6/3/24
22. S. Banu Priya S. B. P. 6/3/24

07/03

# IQAAC

Internal Quality Assurance Cell

Minutes Of Meeting

Note

2024

# IQAC Committee Meeting

Date: 26/07/2024

Time: 2.30 PM

Venue: IQAC Room

The following points were discussed:

The Meeting aimed to discuss and finalize the IQAC Monthly Report.

\* The IQAC Chairperson discussed about the Monthly report should be collected and filed without fail.

\* The Planning were Made and decided for the file checking of all the departments.

\* The Members discussed and reviewed the report, providing suggestions and recommendations for improvement.

\* The Committee decided to conduct a workshop and best practices for faculty members.

IQAC Co-ordinator: Mr. C. Kalaiselvan

Name of the faculty	Department	Signature
1. Mr. N. Ashokkumar	CS & IT	Mr. N.
2. Mrs. N. Ramalakshmi	CDET	N. Prj
3. Mrs. P. Aruna	Maths	P. Aruna
4. Mrs. V. Princy	English	V. Princy
5. Mr. Saranraj	Chemistry	K. Saranraj
6. Dr. Marceswaran	Commerce	Dr. M.
7. Mr. Rajaguru	Tamil	M. Rajaguru
8. Mrs. F. Indhurani	Tamil	F. Indhurani
9. Mr. Sriram	Tamil	S. Sriram
10. Mr. Balaji	Librarian	K. Balaji

IQAC Co-ordinator

Principal

2

## Minutes of Meeting

Date: 05/08/24

Time: 2.30 PM

Venue: IQAC Room

The following Points were discussed:

The Meeting aimed to discuss the file checking Process for the period 2018-2023 in all departments.

\* The IQAC representative Provided guidance on the file checking Process and the requirements for NAAC accreditation.

\* The Meeting discussed and resolved the following issues:

Missing documents and records  
Incomplete or inaccurate information  
Non-compliance with NAAC guidelines

\* IQAC Committee will conduct a thorough review of the files to ensure compliance with NAAC guidelines.

IQAC Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashok Kumar	CS & IT	[Signature]
2. Mrs. N. Ramalakshmi	CDET	[Signature]
3. Mrs. Aruna R	Maths	[Signature]
4. Mrs. Y. Princy	English	[Signature]
5. Mr. Saranraj	Chemistry	[Signature]
6. Dr. Mareeswaran	Commerce	[Signature]
7. Mr. Rajaguru	Tamil	[Signature]
8. Mrs. F. Indhurani	Tamil	[Signature]
9. Mr. Srinam	Tamil	[Signature]
10. Mr. Balaji	Librarian	[Signature]

[Signature]  
IQAC Co-ordinator

[Signature]  
Principal

## Minutes of Meeting

3

Date: 10/08/24

Time: 10.30 Pm

Venue: IQAC Room

The following points were discussed:

\* As Per Principal Instruction the Meeting aimed to discuss about the review meeting by external team members.

\* Instructions was Passed to the Department to Complete file work before 13/08/24.

\* Members are divided and guide separate departments to Make them Complete their files.

\* Our Chairperson Mr. Kalaiselvan asked us to clear all the doubts regarding the arrangements of file.

\* Decided to fill up the file details, for the reference of IQAC.

IQAC Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	CS & IT	
2. Mrs. N. Ramalakshmi	CBFT	
3. Mrs. Aruna R	Maths	
4. Mrs. V. Princy	English	
5. Mr. Saranraj	Chemistry	
6. Dr. Mareeswaran	Commerce	
7. Mr. Rajaguru	Tamil	
8. Mrs. F. Indhurani	Tamil	
9. Mr. Srisram	Tamil	
10. Mr. Balaji	Librarian	

IQAC Co-ordinator

Principal

# H Minutes of Meeting

Date: 10/09/24

Time: 2.30PM

Venue: IQAC Room

The following Points were Discussed:

- \* The Meeting aimed to discuss and finalize the Process for Collecting students detail for the file.
- \* The chairperson initiated the discussion on collecting students details.
- \* Asked to collect students detail using the approved format.
- \* Compile the data and submit it to the IQAC office without fail.

IQAC Co-ordinator: Mr. C. Kalaiselvan

Name of the faculty	Department	Signature
1. Mr. N. Ashok kumar	CS & IT	[Signature]
2. Mrs. N. Ramalalshmi	CDET	[Signature]
3. Mrs. Aruna R	Maths	[Signature]
4. Mrs. Y. Princy	English	[Signature]
5. Mr. Saranraj	chemistry	[Signature]
6. Dr. Mareeswaran	Commerce	[Signature]
7. Mr. Rajaguru	Tamil	[Signature]
8. Mrs. E. Indhurani	Tamil	[Signature]
9. Mr. Srisram	Tamil	[Signature]
10. Mr. Balaji	Librarian	[Signature]

[Signature]

IQAC Co-ordinator

[Signature]  
Principal

## Minutes of Meeting

5

Date: 18/09/2024

Time: 12.00 Pm

Venue: IQAC Room

The following Points were Discussed:

\* The Meeting aimed to review and finalize the IQAC report for the academic year.


\* The Discussion on reviewing the IQAC report, Providing feedback and suggestions for improvement.


\* Asked to submit the report about file checking in the Department to the IQAC without fail.

\* Members are asked to observe all the departments file work.

IQAC - Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	CS&IT	M. Jay
2. Mrs. N. Ramalakshmi	CDEF	N. Raj
3. Mrs. Asuna. R	Maths	R. Kund...
4. Mrs. V. Princy	English	V. Princy
5. Mr. Saranraj	Chemistry	R. Raj
6. Dr. Mareeswaran	Commerce	M. Mareeswaran
7. Mr. Rajaguru	Tamil	M. Rajaguru
8. Mrs. E. Indhuani	Tamil	E. Indhuani
9. Mr. Srinam	Tamil	Srinam
10. Mr. Balaji	Librarian	K. Bepp

  
IQAC - Co-ordinator

  
Principal

## Minutes of Meeting

Date: 20/09/24

Time: 2.30 PM

Venue: IQAC Room

The following points were discussed:

\* The Meeting aimed to review and verify the Department files for the odd semester.

\* IQAC Members are asked to check odd semester Department files

\* The Members Mainly focused the files which included Student attendance records, Progress reports, and assessment records.

\* The Members reviewed the files, Verifying the accuracy and completeness of the records.

IQAC-Co-ordinator: Mr. C. Kalaiselvan

	Name of the Faculty	Department	Signature
1.	Mr. N. Ashok kumar	CS & IT	M. Jay
2.	Mrs. N. Ramalakshmi	CAET	N. Jay
3.	Mrs. Aruna .R	Maths	R. Suresh
4.	Mrs. V. Princy	English	V. Princy
5.	Mr. Saranraj	Chemistry	V. S. J.
6.	Dr. Marceswaran	Commerce	M. Marceswaran
7.	Mr. Rajaguru	Tamil	M. Rajaguru
8.	Mrs. F. Indhurani	Tamil	M. Indhurani
9.	Mr. Srinam	Tamil	M. Srinam
10	Mr. Balaji	Librarian	K. Balaji

 IQAC Co-ordinator  
 (Signature) 20/09/24

 (Signature)  
 Principal

# Minutes of Meeting

Date: 17/10/2024

Time: 2.30 PM

Venue: IQAC Room

The Following Points were Discussed:

\* The Chairperson welcomed all members to the Meeting and expressed gratitude for their active participation in the Previous activities of the IQAC.

\* The Committee's role in ensuring quality education, Promoting academic excellence, and enhancing institutional reputation was highlighted.

\* The Committee outlined an action plan to implement quality initiatives, Monitor Progress, and review outcomes.

\* At the end of the Session, the Chairperson emphasized the importance of continued efforts in ensuring quality enhancement across the institution.

IQAC - Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashok Kumar	CS & IT	Th. Jothi
2. Mrs N. Ramalakshmi	CDET	N. R. J.
3. Mrs. Aruna R	Maths	R. Aruna
4. Mrs. Y. Princy	English	Y. Princy
5. Mr. Saranraj	Chemistry	K. Saranraj
6. Dr. Mageswaran	Commerce	M. Mageswaran
7. Mr. Rajaguru	Tamil	M. Rajaguru
8. Mrs. F. Indhiraani	Tamil	F. Indhiraani
9. Mr. Srinam	Tamil	S. Srinam
10. Mr. Balaji	Librarian	K. Balaji

IQAC-co-ordinator

Principal

Date: 26/10/2024

Time: 2.30 PM

Venue: IQAC Room

The following points were discussed:


\* The meeting aimed to discuss the IQAC Committee's activities, Progress and Future Plans.

\* Our Chairperson gave an update on the Ongoing quality assurance activities.

\* Our Chairperson suggested to Organising a Faculty development workshop. It was agreed to arrange a one-day session for faculty members in 03/12/2024 December.

\* The upcoming accreditation process was discussed. Our chairperson provided an overview of the standards for accreditation.  
IQAC - Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	CS & IT	M. Jay
2. Mrs. N. Ramalakshmi	CDET	N. Raj
3. Mrs. Aruna R	Maths	R. Aruna
4. Mrs. Y. Princy	English	Princy
5. Mr. Saranraj	Chemistry	S. Raj
6. Dr. Mareeswaran	Commerce	M. Mareeswaran
7. Mr. Rajaguru	Tamil	M. Rajaguru
8. Mrs. E. Indhurani	Tamil	E. Indhurani
9. Mr. Sriram	Tamil	Sriram
10. Mr. Balaji	Library	K. Balaji

  
IQAC - Co-ordinator

  
Principal

9

## Minutes of Meeting

Date: 29/10/24

Time: 2.30 Pm

Venue: IQAC Room

The following Points were discussed:

\* IQAC Committee Presented a report on their activities, including file checking report, and discussed the action Plan for implementing the recommended Corrective actions.

\* The Principal emphasized the importance of Maintaining quality Standards and encouraged the IQAC Committee to Continue their efforts.

\* The Committee discussed the upcoming NAAC accreditation and the Preparation required.

\* IQAC Committee will submit a detailed report on their activities and Progress to the Principal on a quarterly basis.

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	CS & IT	M. Jay
2. Mrs. N. Ramalakshmi	CAET	N. Raj
3. Mrs. Anuna .R	Maths	R. Kene
4. Mrs. Y. Princy	English	Y. Princy
5. Mr. Saranraj	Chemistry	K. Saran
6. Dr. Mareeswaran	Commerce	M. Mareeswaran
7. Mr. Rajaguru	Tamil	M. Rajaguru
8. Mrs. E. Indhusani	Tamil	E. Indhusani
9. Mr. Sriram	Tamil	M. Sriram
10. Mr. Balaji	Librarian	K. Balaji

IQAC Co-ordinator

Principal

Date: 15/11/2024

Time: 2.30 PM

Venue: TQAC Room

The following Points were discussed:

\* The Meeting aimed to discuss and finalize the schedule for submitting department-wise files and reports.


\* All department will ensure that all files are complete, accurate, and compliant with the institutional requirements.

\* The visitor will provide a detailed report on the findings and recommendations for improvement.

\* The visitor checked the files for completeness, accuracy with the institutional requirements.

TQAC-co-ordinator: Mr. C. Kalaiselvan

	Name of the Faculty	Department	Signature
1.	Mr. N. Ashokkumar	es. IT	Mr. Jay
2.	Mrs. N. Ramalakshmi	CDET	N. Raj
3.	Mrs. Aruna R	Maths	R. Aruna
4.	Mrs. V. Princy	English	Princy
5.	Mr. Saranraj	Chemistry	K. Saran
6.	Dr. Marudharam	Commerce	M. Marudharam
7.	Mr. Rajaguru	Tamil	M. Rajaguru
8.	Mrs. E. Indhuwani	Tamil	E. Indhuwani
9.	Mr. Srinam	Tamil	Srinam
10.	Mr. Balaji	Librarian	K. Balaji

  
 TQAC Co-ordinator

  
 Principal

11

## Minutes of Meeting

Date: 20/11/2024

Time: 2.30 PM

Venue: IQAC ROOM

The following Points were discussed:


\* The Meeting aimed to facilitate the report submission and external Principal's visit to the department for the checkup.


\* Review of department files and reports should be submitted, Providing Feedback and suggestions for improvement.

\* Before the visit the members of IQAC should verify all the files and submit the report to the Principal without fail.

IQAC-Co-ordinator : Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	CS & IT	M. J. J.
2. Mrs. N. Ramalakshmi	CDET	N. P. J.
3. Mrs. R. Aruna	Maths	R. Aruna
4. Mrs. Y. Princy	English	Y. Princy
5. Mr. Saranraj	Chemistry	K. S. J.
6. Dr. Marooswaran	Commerce	
7. Mr. RajaGuru	Tamil	W. J.
8. Mrs. E. Indhusani	Tamil	E. Indhusani
9. Mr. Sriram.A	Tamil	Sriram.A
10. Mr. Balaji.k	Librarian	K. Balaji

  
IQAC-Co-ordinator

  
Principal

Date: 23/11/2024

Time: 2.30PM

Venue: IQAC Room

The following points were discussed:

\* The Meeting aimed to Make announcements for the upcoming FDP and Make arrangements for the event on 3rd December 2024.

\* The chairperson informed to all the IQAC Members about the upcoming FDP related to Naac accreditation

\* FDP is focused on Naac accreditation which help to gather more information about the importance of Internal Quality Assurance Cell.

IQAC-Co-ordinator: Mr. C. Kalaiselvan

	Name of the faculty	Department	Signature
1	Mr. N. Ashokkumar	CSE/IT	M. Jay
2	Mrs. N. Ramalakshmi	CDEF	N. Raji
3	Mrs. R. Anura	Maths	R. Anura
4	Mrs. V. Princy	English	Princy
5	Mr. Saranraj	Chemistry	S. Raj
6	Dr. Marudhwaran	Commerce	
7	Mr. Rajaguru	Tamil	M. Raj
8	Mrs. E. Indhumani	Tamil	E. Indhu
9	Mr. Srinivasan	Tamil	S. Srinivasan
10	Mr. Balaji	Librarian	R. Balaji

 IQAC - Co-ordinator  
 (Signature: C. Kalaiselvan, Date: 23/11/2024)

Principal

## Minutes of Meeting

Date: 20/12/2024

Time: 12.00pm

Venue: TQAC Room

The following Points were discussed:

\* The Meeting aimed to finalize and submit the department wise files and reports on or before 23<sup>rd</sup> december 2024.

\* Deadline for submitting the final reports.

\* Ensure that all necessary documents and records are complete and accurate.

\* The members should have to review and finalize the department wise files and reports.

TQAC - Co-ordinator: Mr. C. Kalaiselvan

Name of the Faculty	Department	Signature
1 Mr. N. Ashokkumar	CS&IT	
2 Mrs. N. Ramalakshmi	CDET	
3 Mrs. R. Aruna	Maths	
4 Mrs. Y. Princy	English	
5 Mr. Saranraj	Chemistry	
6 Dr. Maneeswaran	Commerce	
7 Mr. Rajaguru	Tamil	
8 Mrs. E. Indhurani	Tamil	
9 Mr. Sriyam.A	Tamil	
10 Mr. Balaji	Librarian	

  
 TQAC - Co-ordinator

  
 Principal

# Minutes of Meeting

Date: 27/01/2025

Time: 2.45 PM

Venue: TQAC ROOM

The following points were discussed:

\* The Meeting aimed to discuss about criteria 1; TQAC Members daily work updation.

\* Criteria one should be written to ensure effective implementation, the criteria must be clearly outlined and meticulously followed in our daily work.

\* It is necessary to Review Programme outcomes (Pos), Programme specific outcomes (Pos) and Course outcomes (Cos) of the Programmes offered by the institutions.

\* Average percentage of courses having focus on employability / entrepreneurship skill development offered by the institutions.

\* criteria [1] 1.1 and 1.2 should be Focused immediately.

TQAC - CO - Ordinator: MR. C. Kalaiselvan

Name of the Faculty	Department	Signature
1. Mr. N. Ashokkumar	Computer Science	M. Jay
2. Mrs. N. Ramalakshmi	CDET	N. Prj
3. Mrs. R. Aruna	Maths	R. June
4. Mrs. V. Princy	English	V. Princy
5. Mr. Saranraj	Chemistry	K. Raj
6. Dr. Marudhwaran	Commerce	Not attended
7. Mr. Rajaguru	Tamil	Absent
8. Mrs. E. Indhira	Tamil	Absent
9. Mr. Sriram. A	Tami	(Signature)
10. Mr. Balaji Librarian	Librarian	K. Best
11. Mrs. P. Rajeswari	Tamil	M. S. S. S.

TQAC - CO - Ordinator

Principal