

	<p>THANTHAI HANS ROEVER COLLEGE (An Autonomous Institution, Affiliated to Bharathidasan University) (Re-Accredited by NAAC) PERAMBALUR - 621 220, TAMILNADU www.roevercollege.ac.in E.Mail : iqac@roevercollege.ac.in</p>	
Internal Quality Assurance Cell		

MEETING MINUTES

Date : 20.06.2018

2018-2019

Time : 2.30 p.m

Venue : Board Room

The First meeting of the academic year 2018-19 was held on June 20th 2018. The coordinator welcomes the members

The Following members were present :

Dr.C.Vijayakumar (Principal)	- Chairperson
Dr.K.A.Jeyanthi	- Co-ordinator
Mr.U.Vivek	- Asst. Co-ordinator
Mr. T.Palanisamy	- Member
Mr.K.Ramanathan	-Member
Mrs.J.Umarani	-Member
Mrs.R.Lakshmi	- Member
Mrs.S.Sumathi Franklin	-Member
Mrs.Anuratha	- Member
Mr.S.Suresh	- Member
P.Sethu	- Member
Prof.A.Mahendiran	- Administrative Officer
Dr.A.Murugesan	- Administrative Officer
Mr.N.Thinaharan	-Administrative Officer
Mrs.D.Lavanya	- Administrative Officer


Minutes of the Meeting:

1. To start the new programmes for B.Sc., Botany & B.Sc., Zoology
2. The English department members are agreed to conduct the bridge course for all the first year UG Students.
3. It was proposed to conduct a faculty development programme (FDP) with a special focus on quality teaching.

4. A consolidated report on Admissions for UG and PG classes for the current year was presented by Prof.A.Mahendiran, Vice-Principal.
5. IQAC recommended that to give incentives for publication in UGC referred journals.
6. The HOD's are asked to tie-up with industries in the form of MOU
7. The staff members are asked to write a project proposal to the funding agencies like TNSCST, UGC,DST and DBT.
8. To inform that HOD's to organize at least one state/ National / International seminar / Conference / Workshop.

Action Taken:

1. AQAR were prepared and uploaded.
2. New Courses B.Sc., Botany& Zoology were introduced.
- 3.Feedbacks are collected and analyzed
4. Two research projects were applied to the funding Agencies(TNSCST).


Signature of the
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell
Thanthai Hans Roever College
(Autonomous)
Perambalur - 621 220.

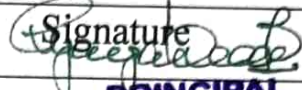

Principal
THANTHAI HANS ROEVER COLLEGE,
(AUTONOMOUS)
PERAMBALUR - 621 220.

IQAC Members meeting

Venue: Board Room

Date: 20-06-2018

Time: 2.30 p.m

S.No	Name	Signature
1	Dr.C.Vijayakumar (Principal)	 PRINCIPAL THANTHAI HANS ROEVER COLLEGE (AUTONOMOUS) PERAMBALUR - 621 220,
2	Dr.K.A.Jeyanthi (Co-ordinator)	K. A. Jeyanthi
3	Mr.U.Vivek	U. Vivek
4	Mr. T.Palanisamy	T. Palanisamy
5	Mr.K.Ramanathan	K. Ramanathan
6	Mrs.J.Umarani	J. Umarani
7	Mrs.R.Lakshmi	R. Lakshmi
8	Mrs.S.Sumathi Franklin	S. Sumathi Franklin
9	Mrs.Anuratha	Anuratha
10	Mr.S.Suresh	S. Suresh
11	Mr.A.Mahendiran	A. Mahendiran
12	P.Sethu	P. Sethu
13	Mrs.D.Lavanya	D. Lavanya



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Internal Quality Assurance Cell

Minutes of the meeting

Date:03-09-2018

Time:2.30p.m

Place: Board Room

The IQAC Committee meeting was held on 03-09-2018 at 2.30 p.m in the Board Room.

The Following members were present:

- | | |
|---------------------------------|--------------------------|
| 1. Dr.C.Vijayakumar (Principal) | - Chairperson |
| 2. Dr.K.A.Jeyanthi | - Co-ordinator |
| 3. Mr.U.Vivek | - Asst. Co-ordinator |
| 4. Mr. T.Palanisamy | - Member |
| 5. Mr.K.Ramanathan | -Member |
| 6. Mrs.J.Umarani | -Member |
| 7. Mrs.R.Lakshmi | - Member |
| 8. Mrs.S.Sumathi Franklin | -Member |
| 9. Mrs.Anuratha | - Member |
| 10. Mr.S.Suresh | - Member |
| 11. P.Sethu | - Member |
| 12. Mrs.D.Lavanya | - Administrative Officer |

The following agenda were discussed in the meeting.

Agenda:

- ❖ NAAC Peer team visit
- ❖ NAAC Mock Visit
- ❖ Files updation
- ❖ Research proposals
- ❖ Mentor-Mentee System
- ❖ Establishment of clubs

Discussions:

1. NAAC Peer team members will visit our college on 5 & 6-10-2018
2. The mock visit will be arranged on 27-09-2018
3. The file updation should be done by all department. The members suggested having the files on criterion wise.
4. Staff members are asked to prepare the Research proposal and also proposal for conducting seminar and conference.
5. Discussion on mentor and mentee system to be followed by all the departments as per the direction of the principal.
6. Establishment of new clubs for the holistic development of the students to be initiated.
7. Plan as per the academic calendar to be monitored

Action Taken:

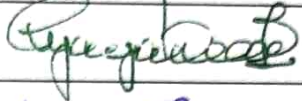
1. NAAC Peer team members visited the college on 5th & 6th Oct-2018.
2. The mock visit arranged on 27-09-2018
3. The files were updated by all departments for NAAC visit.
4. Most of the staff members in all departments were submitted the Research proposals.
5. Mentor and mentee system is implemented effectively.
6. New clubs were inaugurated and students get more benefited.

IQAC Members meeting

Venue: Board Room

Date: 03-09-2018

Time: 2.30 p.m

S.No	Name	Signature
1	Dr.C.Vijayakumar (Principal)	
2	Dr.K.A.Jeyanthi (Co-ordinator)	K. A. Jeyanthi
3	Mr.U.Vivek	U. Vivek
4	Mr. T.Palanisamy	T. Palanisamy
5	Mr.K.Ramanathan	K. Ramanathan
6	Mrs.J.Umarani	J. Umarani
7	Mrs.R.Lakshmi	R. Lakshmi
8	Mrs.S.Sumathi Franklin	S. Sumathi Franklin
9	Mrs.Anuratha	Anuratha
10	Mr.S.Suresh	S. Suresh
11	P.Sethu	P. Sethu
12	Mrs.D.Lavanya	D. Lavanya



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Internal Quality Assurance Cell

Minutes of the meeting

Date:02-11-2018

Time:2.30 p.m

Place: Board Room

The IQAC Committee meeting was held on 02-11-2018 at 2.30 p.m in the Board Room.

The Following members were present:

- | | |
|---------------------------------|--------------------------|
| 1. Dr.C.Vijayakumar (Principal) | - Chairperson |
| 2. Dr.K.A.Jeyanthi | - Co-ordinator |
| 3. Mr.U.Vivek | - Asst. Co-ordinator |
| 4. Mr. T.Palanisamy | - Member |
| 5. Mr.K.Ramanathan | -Member |
| 6. Mrs.J.Umarani | -Member |
| 7. Mrs.R.Lakshmi | - Member |
| 8. Mrs.S.Sumathi Franklin | -Member |
| 9. Mrs.Anuratha | - Member |
| 10. Mr.S.Suresh | - Member |
| 11. P.Sethu | - Member |
| 12. Dr.A.Murugesan | - Administrative Officer |
| 13. Mr.N.Thinakaran | -Administrative Officer |
| 14. Mrs.D.Lavanya | - Administrative Officer |

The following agenda were discussed in the meeting.

Agenda:

1. Discussion on previous agenda
2. preparation of academic calendar for even semester
3. Dress code for staff & students
4. odd semester exam and evaluation process
5. Applying for NIRF Ranking.

Discussions:


1. It is decided to prepare the academic calendar for the next even semester.
2. It is discussed that all faculty members should follow the dress code during the working hours and meetings.
3. It is decided that all students should wear the I.D cards when they are inside the college campus.
4. The odd semester examination begins on 8-11-2018 and the evaluation the process start as soon as exams are over.
5. NIRF details were collected from various department and apply it during ; this month

Action Taken:

1. Academic calendar for even semester were prepared.
2. Dress code for staff and students were implemented.
3. Odd semester exams started on 8-11-2018
4. NIRF data submitted on 20-11-2018.


K.A. Jm
IQAC Co-Ordinator

Co-ordinator
Internal Quality Assurance Cell
Thanthai Hans Roever College
(Autonomous)
Perambalur - 621 220.

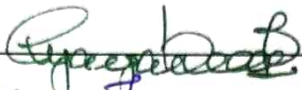
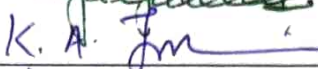
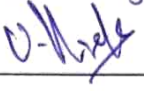
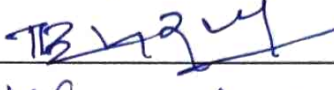
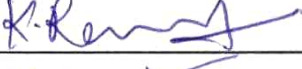
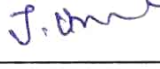


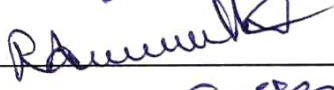


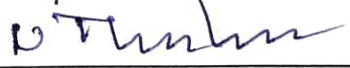



PRINCIPAL
THANTHAI HANS ROEVER COLLEGE,
(AUTONOMOUS)
PERAMBALUR - 621 220,
Principal

IQAC Members meeting

Venue: Board Room

Date: 02-11-2018

Time: 2.30 p.m

S.No	Name	Signature
1	Dr.C.Vijayakumar (Principal)	
2	Dr.K.A.Jeyanthi (Co-ordinator)	 K. A. Jeyanthi
3	Mr.U.Vivek	 U. Vivek
4	Mr. T.Palanisamy	 T. Palanisamy
5	Mr.K.Ramanathan	 K. Ramanathan
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11	Dr.A.Murugesan	 A. Murugesan
12	Mr.N.Thinakaran	 N. Thinakaran
13	Mr.P.Sethu	 P. Sethu
14	Mrs.D.Lavanya	 D. Lavanya



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Internal Quality Assurance Cell

MEETING MINUTES
2018-2019

Date : 18.12.2018

Time : 2.30 p.m

Venue : Board Room

The First meeting of the academic year 2018-19 was held on Dec 18th 2018. The coordinator welcomes the members

Meeting Agenda:

1. Collection & Analysis of Student feedback
2. Discuss about college Annual day functions

The Following members were present:

- | | |
|---------------------------------|--------------------------|
| 1. Dr.C.Vijayakumar (Principal) | - Chairperson |
| 2. Dr.K.A.Jeyanthi | - Co-ordinator |
| 3. Mr.U.Vivek | - Asst. Co-ordinator |
| 4. Mr. T.Palanisamy | - Member |
| 5. Mr.K.Ramanathan | -Member |
| 6. Mrs.J.Umarani | -Member |
| 7. Mrs.R.Lakshmi | - Member |
| 8. Mrs.S.Sumathi Franklin | -Member |
| 9. Mrs.Anuratha | - Member |
| 10. Mr.S.Suresh | - Member |
| 11. P.Sethu | - Member |
| 12. Prof.A.Mahendiran | - Administrative Officer |
| 13. Dr.A.Murugesan | - Administrative Officer |
| 14. Mr.N.Thinaharan | -Administrative Officer |
| 15. Mrs.D.Lavanya | - Administrative Officer |

Minutes of the Meeting:

1. To continue with the policy of encouraging students and teachers to participate in seminars and workshops.
2. To encourage students to prepare projects, assignments, power point presentations, etc.
3. To improve the research activities.
4. To conduct more number of Seminars, Workshops, Symposia and Conferences, at least one in each department (National Level / International Level) for following semesters
5. The HOD's are asked to tie-up with industries in the form of MOU.

Action Taken:

1. Feedbacks were collected and reports were prepared from various stakeholders.
2. Proposed to conduct the college annual day celebrations during the month of April-2019.
3. Staff & Students are encouraged to participate in various seminars and conferences of other colleges.
4. Many staff members are presented the papers and publish the journals in national & international levels.
5. All departments are tie-up with many industries in the form of MOU.


Co-ordinator
Internal Quality Assurance Celi
Thanthai Hans Roever College
(Autonomous)
Perambalur - 621 220.



PRINCIPAL
THANTHAI HANS ROEVER COLLEGE,
(AUTONOMOUS)
PERAMBALUR - 621 220.

IQAC Members meeting

Venue: Board Room

Date: 18-12-2018

Time: 2.30 p.m

S.No	Name	Signature
1	Dr.C.Vijayakumar (Principal)	
2	Dr.K.A.Jeyanthi	K.A. Jeyanthi
3	Mr.U.Vivek	U. Vivek
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7	Mrs.R.Lakshmi	R.L.
8	Mrs.S.Sumathi Franklin	S. Sumathi Franklin
9	Mrs.Anuratha	Anuratha
10	Mr.S.Suresh	S. Suresh
11	Prof.A.Mahendiran	A. Mahendiran
12	Dr.A.Murugesan	A. Murugesan
13	Mr.N.Thinakaran	N. Thinakaran
14	Mr.P.Sethu	P. Sethu
15	Mrs.D.Lavanya	D. Lavanya



Action taken Report- (2018-2019)

S.No	IQAC meeting date	Agenda/Discussion in the meeting	Action taken subsequently on the agenda points discussed in the IQAC meeting
1	20-06-2018	1.AQAR preparation	AQAR were prepared and uploaded.
		2.Introduce the new courses B.Sc, Botony & Zoology	New Courses B.Sc.,Botany& Zoology were introduced.
		3.Feedback collection from stakeholders	Feedbacks are collected and analyzed
		4.Applying for the Research project	Two research projects were applied to the funding Agencies(TNSCST).
2	03-09-2018	1.NAAC Peer team visit	NAAC Peer team members visited the college on 5 th & 6 th Oct-2018.
		2.NAAC Mock Visit	The mock visit arranged on 27-09-2018
		3.Files updation	The files were updated by all departments for NAAC visit.
		4.Research proposals	Most of the staff members in all departments were submitted the Research proposals.
		5.Mentor-Mentee System	Mentor and mertee system is implemented effectively.
		6.Establishment of clubs	New clubs were inaugurated and students get more benefited.
3	02-11-2018	1.Preparation of academic calendar	Academic calendar for even semester were prepared.
		2.Dress code for staff & Students	Dress code for staff and students were implemented.
		3.Odd semester exams and evaluation process	Odd semester exams started on 8-11-2018
		4.Applying for NIRF	NIRF data submitted on 20-11-2018.
4	18-12-2018	1.Collection & analysis of student feedback	Feedbacks were collected and reports were prepared from various stakeholders.
		2.College Annual day	Proposed to conduct the college annual day celebrations during the month of April-2019.
		3.Participating in Seminars and workshop	Staff & Students are encouraged to participate in various seminars and conferences of other colleges.

		4. Research activities	Many staff members are presented the papers and publish the journals in national & international levels.
		5. MOU's with industries	All departments are tie-up with many industries in the form of MOU.

K. A. For
IQAC-Coordinator
Co-ordinator
Internal Quality Assurance Cell
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(Autonomous)
Perambalur - 621 220.

[Signature]
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