

COMPOSITION OF IQAC**Chairperson**

Principal	Dr. S. Sandhya Menon principalcmssc@gmail.com
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Co-Ordinator

IQAC Co-Ordinator	Dr. V. Chitra, Assistant Professor cmsscbeiqac@gmail.com
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Management Member

Management Representative	Mr.M.P.Nandhakumar
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External Members

Academic Representative	Dr. R.Thangavel Principal Sri Ramakrishna Mission Vidyalaya College of Arts and Science Coimbatore
Industrial Representative	Ms. Dhivya.V HR - Team Lead Focus Edumatics Pvt. Ltd., Coimbatore
Alumni	Dr. R.Rupa Head, Dept of Commerce Kumaraguru College of Liberal arts and Science, Coimbatore

Administrative Members

Administration	Dr.V.Sujatha
Lab Administrator	Mr.Navaneetha Krishnan

ATTESTED

Dr. H. Balakrishnan
Dr. H. Balakrishnan
 Principal
 CMS College of Science and Commerce
 Chinnayandampatti, Coimbatore - 641 049

Internal Members

School of Biological Sciences	Dr.V.Geetha
School of Biological Sciences	Ms.M.Sathya
School of Biological Sciences	Ms.S.Priscilla Helen
Dept. of Commerce (CA)	Ms.M.Esther Jansi
Dept.of Commerce (PA & AF)	Dr.K.Suganya
Dept.of Commerce (UG)	Dr.Krithika
Dept.of Commerce (PG)	Dr.Punitha
Dept.of Computer Applications	Ms.S.Josephine Stella
Dept.of Computer Science	Ms.R.Sunitha
Dept.of CS & HM	Mr.P.Selvamani
Dept.of Electronics	Mr.K.Solai Vijayan
Dept.of English	Mrs. B. Devarani
Dept.of Information Technology	Ms. Rose Margaret
Dept.of Languages	Dr.M.Leelaveni
Dept.of Management	Dr.S.Sumathi
Dept.of Mathematics	Dr.S.Umamaheswari
Dept.of Physical Education	Dr.M.Angel Robert
Dept.of Social Work	Ms. A.Jayapadma
Students	Members of Students Union Council

ATTESTED



x *H. Balakrishnan*

Dr. H. Balakrishnan
Principal

CMS College of Science and Commerce
Chinnavedampatti, Coimbatore - 641 049.

MINUTES OF THE DIRECTORS & HOD'S MEETING
held on 10/7/17 at 11.00 AM

The following members were present.

SIGNATURE

- 1) DR. S. SANDHYA NEUVON, PRINCIPAL
- 2) MR. C.K. VENKATESAN, COE
- 3) DIRECTOR - SCHOOL OF BIOLOGICAL SCIENCES
- 4) DIRECTOR - SCHOOL OF COMMERCE
- 5) HEAD, DEPT OF MANAGEMENT
- 6) HEAD, DEPT OF COMPUTER SCIENCE
- 7) HEAD, DEPT OF COMPUTER APPLICATION
- 8) HEAD, DEPT OF INFORMATION & TECHNOLOGY
- 9) HEAD, DEPT OF ENGLISH
- 10) HEAD, DEPT OF LANGUAGES
- 11) HEAD, DEPT OF CATERING SCIENCE
- 12) HEAD, DEPT OF ELECTRONICS
- 13) HEAD, DEPT OF MATHEMATICS
- 14) HEAD, DEPT OF SOCIAL WORK
- 15) HEAD, DEPT OF PHYSICAL EDUCATION
- 16) DIRECTOR, PHYSICAL EDUCATION
- (F) Coordinator, DEAC

* Started with a prayer.

* Languages List has to be sent to Principal's office.

* Fee Div's I and IInd yrs - HOD's & DIRECTORS shall ensure the payment

* GST - has one paper or unit can be added with the syllabus

* IT³ STANDINGS COM. MEETING

* ATTENDERS Register shall be sent to Principal's office weekly once

* Department - web page - updations should be sent to Mr. Naguay of CS immediately.

* IN SCIENCE AND ID Forms to be sent to COE office

* Students had taken a few 1 year students out of the college
there, a few students are suspended. Parent of suspended

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H. Balakrishna



Students are informed. [From 1st July the department shall ^{be empowered to} collect the address of the local students.

* HOD's and Director - should collect the address of the local students.

* Alumni Meeting - on 22nd July. [afternoon]

* Inter School Sports Meet - 17th to 27th July

* Staff Members - Dress code to be followed.

* Election of the Students Council - 14th July.

* INPSL Exam - 6/8/17 - Staff Organisation List to be sent to Head, Electron

* Internal Question Papers shall be sent to COE. ^{concurrently with}

Syllabus & Bos. Minutes.

* NPAK - Best Practices - ~~x~~ discussed and the format

x



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H. Balakrishna

Date: 19/7/17 Time: 1.00 pm Venue: Conference Hall.
 Chairman: Mr. S. Sandhya Menon - Principal
 Convener: Dr. V. Chitra

Agenda

1. Audit Reports
2. Action Plan of IQAC (Month wise)
3. Result Analysis & Remedial Plan
4. Tutorial Plan.

Minutes of the Meeting

1.

Observations and Suggestions made by the External Auditors.

Observation

- Curriculum Feedback Analysis -> has to be maintained
- Log Books - not completed in certain departments
- M.Phil. Plaid details has to be maintained properly
- Consultancy - Departments ^{to be} ~~shall~~ maintained.
- Extension Activities - to be maintained
- Staff development, enriched programmes - to be mounted with ^{Coaching support}
- SWOT Analysis - to be maintained by all the departments
- Language claims to be entered in the log books.
- Academic Development Cell - has to approve the syllabus.
- Examinations - Subject ~~each~~ missing.
- Master Log Book -
- Signature of the HOD's missing -> Has to be signed by the HOD's in all the documents.



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Format of the Internal Marks - Internal + Assignment
Overall Performance - has to be justified - Proposed
Suggested that class Performance with the attendance can
be calculated for Overall Performance.

Action taken on the Staff Feedback - Summary of feedback
maintained

Discussion - Minutes - Agenda - Action taken on the
previous meeting - then ^{Agenda} current meeting - then future
meeting minutes

~~Also~~ Outcome of the Remedial classes to be maintained
Subject wise results shall be maintained.

On going Projects - Research - journals not has to be
maintained. DORNET - has to be maintained.

Comparative accounts of the students improvement has
to be maintained

Shiksha-net ^{to be} strengthened.

Suggestions:

⇒ Panel of Examiners - along with the Syllabus has
can be maintained.

⇒ Syllabus and Guidelines → have to be given
to all the students prior to the commencement
of the course.

⇒ Recent edition can be given.

⇒ References - format can be followed.

⇒ Feedback analysis of the curriculum can be
included as input for the changes in the
Syllabus.

⇒ Curriculum enhancement can be maintained.



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[Signature]

On Line Attendance - can be maintained
Project, funded projects can be more.

Innovative practices → can be increased.

Adoption of schools / villages → can be done.

Free Consultancy - to be strengthened.

Alumni → to be strengthened.

Faculty → enrichment Program can be strengthened.

SNIT Analysis → to be maintained.

Special Coaching class for the competitive exam.

Inter Department - competitions can be strengthened.

Placement Training - can be maintained.

Few Departments → Documents has to be properly maintained.

External Audits - HOD's were on leave.

Tutorial System - to be strengthened.

All Records in separate files.

Remedial - ~~extra~~ developments has to be maintained.

Extra Coaching - properly to be documented.

Parents - visit - shall be maintained.

Alumni - meet - visit - to be maintained.

New Students - Extra care has to be maintained.

Leavers → leave note has to be maintained.

Proposals to the funding Agencies → can be sent

Previous Audit → Overcoming - has to be maintained.

Competitive Exams → can be added with the syllabus.

Language Dept → student details → can be maintained.

Language Debates → can be encouraged.

Proficiency Test → for languages can be given

Advised Action Plan for odd semester / month



ATTESTED
J. Balakrishnan

Signature
19/11

Members Present:

Chairman of Examinations

Convene:-

19/07/2017

1. Mrs. Mindula (Math)

2. Mrs. Sujatha Bai (Comp)

3. Mrs. V. Sureswathy (CS)

4. Mr. Vasudevan (Elec)

5. Mrs. Sree Sujatha (Math)

6. Mrs. Gopika (Algmt)

7. Mr. Kumarasamy Pilla (Cat)

8. Mr. Sakthi (Phy. Edn)

9. Dr. Vinodh (Bio)

10. Dr. Rajchoudhary (Com)

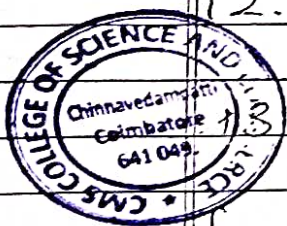
11. Dr. Raji Kailash (IT)

12. Mrs. Bhuvaneshwari (C.A)

13. Mrs. Devarai

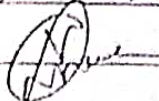
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19/7/17



Date: 21/07/2017

Chairman
Convenor

Sathyajith
21/7/17


1.30 PM

Agenda

Preparation of AQAR

Action Plan for 2017-18.

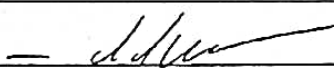
News Paper Report

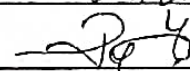
Monthly details to be given to be collected

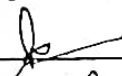
Verification of reports 2.00 PM

Audit Report from Govt. of

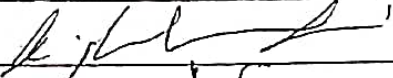
Members Present

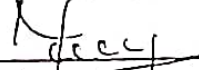
S. Sumathi - 

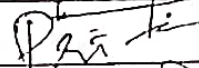
Leela P - 

Esther Jansi M - 

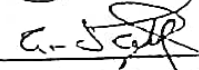
Dr. A. VICTOR BABU - 

R. Prasanth - 

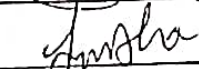
M. S. Baby - 

S. Priscilla - 

C. DEVARAJ - 

G. Sathyajith - 

R. Sathyajith - 

R. Sathyajith - 

R. Sathyajith - 

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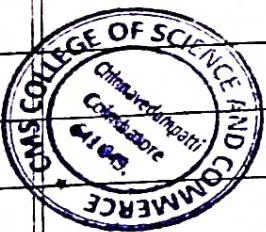
H. Balakrishna



THA
GONINACAR

Minutes of the Meeting 21/7/17

- 1) AQAR work to be initiated.
- 2) Departments are instructed to ~~also~~ furnish incomplete AQAR details.
(Remedial, Counselling, Student Initiated)
- 3) Research related details are to be submitted to CRD
- 4) Year Book to be remodelled pertaining to the details of BS files.
- 5) The details of BS files to be submitted on 31st
- 6) The next meeting is scheduled on 31st July



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H. Balakrishna

Date: 17/08/17

Time: 2.10 PM

Venue: Conference Room

Agenda

ADAR - 16-17

Confirmation of dates

Allotment of Arrears 1511

Newsletter pending

Programme

Circular pending

1. Curriculum FB Analysis -

2. Consolidation of ROS -

3. Best Practice - Forum

6. Co-ordinators are instructed to check
of QAC Action plan - circular dated 12/4/2017

7. Programme in connection with the
development of Staff and students to
be conducted by the department

8. Analysis details - Academic Year 16-17
to be furnished completely

9. Curriculum Feedback to be completed.
Academic Year 16-17 feedback
to be completed first

10. Curriculum Feedback criteria to be
prepared.

11. ROS Consolidation work to be completed
Best Practice Activities of the Institution
to be identified or new Practices to
be formed.

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Notes & intra departmental peer learning
programme to be organised



MINUTES OF THE DIRECTORS AND HOBS MEETING HELD
ON 27/9/17 AT 2.00 PM.

The following members were present.

- 1) DR. S. SANDHYA MENON, PRINCIPAL
- 2) M. C. K. VENKATESAN, COE
- 3) DIRECTOR, SCHOOL OF BIOLOGICAL SCIENCE
- 4) DIRECTOR, SCHOOL OF COMMERCE
- 5) HEAD, DEPT OF MANAGEMENT
- 6) HEAD, DEPT OF COMPUTER SCIENCE
- 7) HEAD, DEPT OF COMPUTER APPLICATIONS
- 8) " " INFORMATION TECHNOLOGY
- 9) " " ENGLISH
- 10) " " LANGUAGES
- 11) " " CATERING SCIENCE
- 12) " " ELECTRONICS
- 13) " " MATHS
- 14) " " SOCIAL WORK
- 15) " " PHYSIOLOGICAL EDUCATION
- 16) " " PHYSIOLOGICAL EDUCATION
- 17) DR. J. P. KUMAR - ASST. PROF. CMS ANT

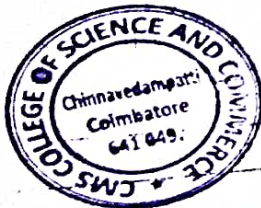
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The meeting started with a silent prayer.

- Dr. J. P. Kumar - Convenor - CMS BRANDING - discussed at length.
- Activities - Website - data to be upgraded.
- CMS ACHIEVEMENTS, COMMERCE, CMS IMS, AMS & Engineering.
- Facebook account is opened in the name of our college.
- (Students can post their activities based on the curriculum & co curriculum).
- YouTube -
- Staff details are also to be updated.
- Staff achievements & awards - updated.
- Admissions - online - common entrance.
- Non teaching & teaching will be given - (88+100)

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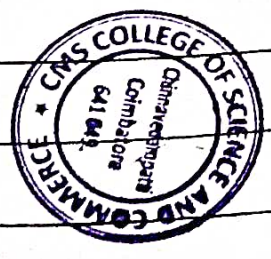
- online journal
- CMS. Student Survey & Staff ~~and~~ Survey - online - to be included.
- Res. activities / ice / Share Bharat / sports - Activities & Activity based
Credits also to be included.
- Pooja celebrations at 10.40 am on 28/9/17.
- Exam Application Forms - to be collected and checked - fee defaults
to be checked.
- Shanti Gears → offering scholarships to the student - next semester
onwards.
- Attendance Consolidation - 7/10/17 + model exams. (except PG)
- EDC - ~~Exams~~ ^{Classes} - 8th and 4th of October. from 11-30 am onwards (2 hrs)
- Modular Question Papers to be sent to COE.
2 Question Papers (1-Model + 1 Question paper & 1 hr)
- Online papers to be confirmed by the departments.



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H. P. S. Chinn

- Chairman : *[Signature]*
- Convenor : *[Signature]* 17/8/14
1. P. Sumathi - *[Signature]*
2. N. Sany - *[Signature]*
3. A. JAYAPADMA - *[Signature]*
4. S. PRISCILLA - *[Signature]*
5. R. SUNITHA - *[Signature]*
6. M-ROSE MARGARET - *[Signature]*
7. G. Sathya - *[Signature]*
8. Dr. V. Retha - *[Signature]*
9. Mrs. Baby - *[Signature]*
10. Dr. P. Suganya - *[Signature]*
11. R. Prasanth - *[Signature]*
12. P. Karibote - *[Signature]*
13. Dr. A. VICTOR BAO - *[Signature]*
14. R. PANGUASINACAR - *[Signature]*



ATTESTED
[Signature]

Date : 5.10.2014.

Time : 2.10 PM
Venue : Conference Hall.

1. Internal Audit is scheduled to be conducted between 22nd Oct '18 and 26 October 2018.
2. Audit Schedule is distributed to the auditors.
3. A general discussion on internal audit is done.
4. A discussion on future plan [next Sem IQAC Work] is held.
5. A discussion on ^{the topic focus of} FDP & Student Development Programme is held.

(Signature)
(Convenor)

Members Present

Dr. Jagdish

Dr.

Sujai

Suganya

Prinitha

M. S. Reddy

K. S. Reddy

Shree

Shree

ATTESTED

(Signature)



MINUTES OF THE NAAC MEETING HELD ON
14.12.2017 AT 11.00 AM IN THE CONFERENCE HALL.
The following members were present:

SIGNATURE

- 1) Dr S. Sankheya Menon, Principal [Signature]
- 2) Mr H.R. Vivek, Dean Academic [Signature]
- 3) Dr V. Sujatha, Dean Administration [Signature]
- 4) Dr. J.P. Kumar, CMs AMT
- 5) Dr. T. Vinod Kumar, Director, School of SES [Signature]
- 6) Mr K.P. Vasudevan, Head, Dept of Electronics
- 7) Dr V. Chitraa, TAC COORDINATOR [Signature]

Agenda

NAAC Compilation works & Allotment of Criteria to the members for follow-up.

Minutes

* It was decided to have 7 team for 7 criteria

* Mr. Vivek & Dr. J.P. Kumar - Criteria I

* Principal & Dr. Sujatha - Criteria II

* Dr. V. Chitraa & Dr. Vinod Kumar - Criteria III

* Principal & Dr. Chitraa - Criteria IV

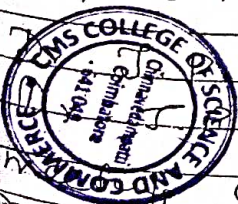
* Dr. J.P. Kumar & Principal - Criteria V

* Dr. J.P. Kumar & Mr. Vivek - Criteria VI

* Dr. J.P. Kumar & Mr. Vasudevan - Criteria VII

was concluded with vote of thanks

Dr. J.P. Kumar and was decided to meet



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[Signature]

Date: 12.4.18

Minutes of the Meeting

1) Audit Schedule is distributed to the members present

2) A self-check regarding IQAC Action Plan to be done in ^{each} dept.

3) All the departments are asked to submit a soft copy of their newsletter.

4) Department Profile [Yearwise] to be submitted as a hardcopy.

5) Yearbook binding details are discussed & finalised

6) Curriculum Feedback Analysis & Action taken report are to be submitted.

7) Plan for the Next Academic Year is to be submitted

8) Members are asked to complete the internal audit on or before 24th April 2018

9) After Auditing Year Book to be bounded

10) Members are asked to read their Newsletter

11) Feedback from Departmentwise activity details are to be submitted.



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Members Present

at Sanyasidura

~~P. V. S.~~

~~P. S.~~

~~V. S.~~

M. R. S. Sanyasidura

K. S. Sanyasidura

M. S. Sanyasidura

~~V. S. Sanyasidura~~

~~V. S. Sanyasidura~~

~~V. S. Sanyasidura~~

A. Sanyasidura

R. Sanyasidura

S. PRISCILLA

Dr. S. Sanyasidura

M. Sanyasidura

Dr. M. S. Baby

M. Esther Sanyasidura

R. Prasanth

K. Sanyasidura

Dr. A. Sanyasidura



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H. Sanyasidura

Date: 26/04/18.

Convenor: Dr. V. Chitra

Chairman: Mr. C K Venkatesh

Agenda.

Newsletter details for 2018 Members
Audit Report Submission

Members Present

1) Chairman

2) P. S. Priscilla

3) Dr. S. Samanthi

4) M. Sathya

5) R. Parvathalakshmi

6) A. Jayarama

7) Dr. M. S. Baby

8) M. Esther Anst

9) V. Gopalan

10) R. Prasanth

11) P. Kanihale

12) Dr. D. Victor

13) P. Suganya

14) Josephine Ellen

S. PRISCILLA

Dr. S. Samanthi

M. Sathya

R. Parvathalakshmi

A. JAYARAMA

Dr. M. S. Baby

M. ESTHER ANST

V. GOPALAN

R. PRASANTH

P. Kanihale

P. Suganya

P. Suganya

Josephine Ellen

Minutes

Questionnaire format for Newsletters

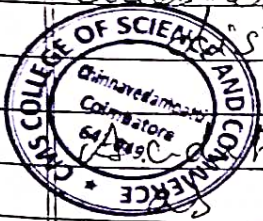
distributed and asked to submit

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Members are requested to submit the reports soon as possible for Consolidation

Some more inputs for NAAC are asked to send.

[Signature]



Date: 12/6/18

Time: 10.00 Venue: Conference Hall

Chairman: Dr. S. Sandhya Menon - Principal

Convenor: Dr. V. Chitra. DASC - Co-ordinating

AGENDA:

1. Semester Plan

→ Online course

→ Survey course

→ Updation of NMC documents

→ Plan to conduct an International Seminar at Malaysia.

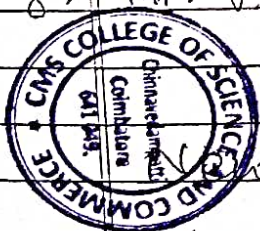
→ Minutes of previous meetings were taken for discussion.

Members Present:

1. Ms. Stella [Asst]
2. Ms. Priscilla [Asst]
3. Dr. M.S. Baby [Com]
4. Ms. Esther Jusi [Asst]
5. Ms. Sakthya [Asst]
6. Ms. A. Jayapadma [Asst]
7. Dr. P. Suganya
8. Mr. V. Gopinath (CIT)

[Signature]
Ms. Baby

[Signature]
Ms. Sakthya
[Signature]
Ms. Jayapadma
[Signature]
Mr. Gopinath



Minutes

Newsletter Prepared for the

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[Signature]
Year 2017-18

Audit Reports Submitted by auditee

→ Online classes, Department Room been instructed to create the room

→ Co-ordinator Room been instructed to receive the documents

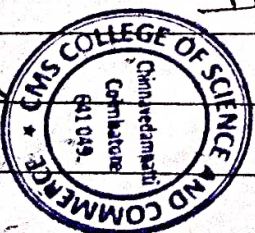
→ Discussed about Malaya seminar & motivated the co-ordinators to work as paper for Malaya

→ Co-ordinators were instructed to update all criteria files and documents for NMC visit.

→ Discussion regarding Subjects for Swayam course.

→ Discussion regarding plan of activities for odd sem 2016

→ Co-ordinators were explained about the proposed activities to be conducted in the current sem.



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H. S. S. S. S.

CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

ACTION TAKEN REPORT

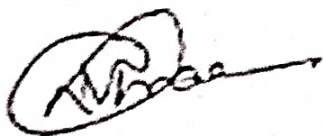
S. No.	DATE	MINUTES	ACTION TAKEN	REMARKS
1.	10.07.2017	1. Alumni meet 2. Inter school sports meet 3. Election of the student council	1. Alumni meeting is scheduled on 28.07.2017 2. Inter school sports meet was scheduled between 17.07.2017 to 27.07.2017 3. Election of the student council was conducted on 14.07.2017	Completed
2.	19.07.2017	Internal Audit	Discuss Audit reports	Completed
3.	21.07.2017	Preparation of AQAR	AQAR work to be initiated and departments are instructed to furnish the details.	Completed
		Action plan for 2017-18	Planned to conduct Sensitization programme	Completed
4.	17.08.2017	Formats for data collection on 7 criteria for AQAR 2016-17	Members are divided into 8 teams and the format preparation is being carried out	In Progress
5.	27.09.2017	Activities and Website updation	Data to be upgraded and activities conducted	Completed
		Pooja Celebration	Pooja Celebration at 10.40 am on 28.09.2017	Completed
6.	04.10.2017	NAAC visit	Discussed about NAAC visit	Completed
7.	05.10.2017	Internal Audit	Internal audit is scheduled between 23.10.2018 and 26.01.2018	Completed
		Conducting FDP and SDP	Discussion was carried out for FDP and SDP.	Completed



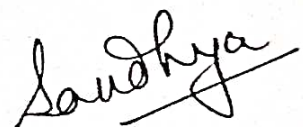
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H. Balu

8.	14.12.2017	NAAC Compilation work	Members are divided into 7 teams for 7 criteria	Completed
9.	12.04.2018	Internal Audit	Internal audit schedule was given to the auditors and departments. Members are asked to complete the internal audit on or before 24.04.2018	Completed
10.	26.04.2018	Newsletter details	Questionnaire format was given for newsletters	Completed
		Audit report submission	Auditors are requested to submit the reports	Completed
11.	12.06.2018	Plan to conduct an international seminar at Malaysia	Discussion was carried out for international seminar	Completed



IQAC CO-ORDINATOR



PRINCIPAL

ATTESTED

