

COMPOSITION OF IQAC**Chairperson**

Principal	Dr. S. Sandhya Menon principalcmscsc@gmail.com
------------------	--

Co-Ordinator

IQAC Co-Ordinator	Dr. V. Chitra, Assistant Professor cmscbeiqac@gmail.com
--------------------------	---

Management Member

Management Representative	Mr.M.P.Nandhakumar
----------------------------------	---------------------------

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
 Chinnayampatti, 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
Obinnaedampatti, Coimbatore - 641 049.

IQAC MEETING

Date: 19/11/17 Time: 1:00 PM Venue: Conference Hall
Chairman: Mrs. S. Sandhya Kumar, Principal
Convener: Dr. V. Chitra

Agenda

1. Audit Reports
2. Action Plan of IQAC (Month wise)
3. Review Analysis & Remedial Plan
4. Tutorial Plan.
- 5

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 ~~shall~~ ^{to be} maintained.
- Extension Activities - to be maintained
- Staff development, enriched programmes - to be maintained with ^(Co-curricular activities) ~~with~~ ^{properly}.
- SWOT Analysis - to be maintained by all the departments
- Language classes to be entered in the log books.
- Curriculum Development Cell - has to approve the syllabus.
- Examinations - Subject code missing.
- Marking Log Book -
- Signatures of the HOD's missing -> has to be ^{signed by} ~~signed by~~ ⁱⁿ ~~in~~ ⁱⁿ Log Books. HOD's in all the documents.



ATTESTED

Date: 19/7/17 Time: 1.00 pm Venue: Conference Hall.
Chairman: Dr. 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.
- 5

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. Ph.D 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 classes to be entered in the log books.
- Curriculum Development Cell - has to approve the syllabus.
- Examinations - Subject code missing.
- Master Log Book -
- Signature of the HOD's missing -> Has to be signed by HOD's in all the documents.
- in Log Books.



ATTESTED

[Signature]

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 books
maintained

Discussion - Minutes - Agenda - Action taken in the
previous meeting - then ^{Agenda} current meeting & then later
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.

ATTESTED
[Signature]



On Leave 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.
SIST Analysts -> to be maintained.

Special Coaching classes 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 here 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 -> record has to be maintained.

Proposals to the funding Agencies -> can be sent

Previous Audit -> oversawing - has to be maintained.

Competitive Exams -> can be added with the syllabus.

Language Dept -> student details -> can be maintained.

Language Debats -> can be encouraged.

Proficiency Test -> for languages can be given

Lead Act's Plan for odd semesters (Months)



ATTESTED
J. Balakrishna

Signature
19/11

Members Present:

Chairman of Examinations

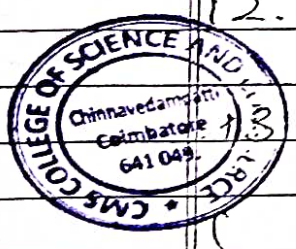
Convenor: ~~19/10/2017~~

1. Mrs. Mindula (Math) ~~19/10/17~~
2. Mrs. Sujatha Bai (Comp) ~~19/10/17~~
3. Mrs. V. Sureswathy (CS) ~~19/10/17~~
4. Mr. Vasudevan (Elec) ~~19/10/17~~
5. Mrs. See Sujatha (M.S.P) ~~19/10/17~~
6. Mrs. Geetha (Algmt) ~~19/10/17~~
7. Mr. Kumarasamy Pilla (Cat) ~~19/10/17~~
8. Mr. Sakthi (Phy. Edn) ~~19/10/17~~
9. Dr. Vinodh (Bio) ~~19/10/17~~
10. Dr. Rajchoudhary (Com) ~~19/10/17~~
11. Dr. Rajakanth (IT) ~~19/10/17~~
12. Mrs. Bhuvaneshwari (e.a) ~~19/10/17~~

Mrs. Devarai

ATTESTED


~~19/10/17~~



Date: 21/07/2017

1.30 PM

Chairman
 Convenor

Sathyaa
 21/7/17


Agenda

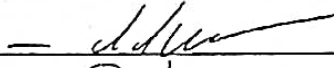
Preparation of AQAR
 Action Plan for 2017-18.

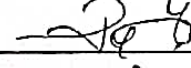
Newsletters
 Monthly details to be given to
 be deleted

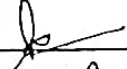
Finalization of reports 2017 from
 depts


Audit Report from Govt of


Members Present

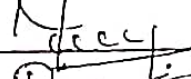
S. Sumathi - 

Leela P - 


Esther Jansi M - 


Dr. A. VICTOR BABU - 

R. Prasanth - 

M. S. Baby - 

S. Priscilla - 

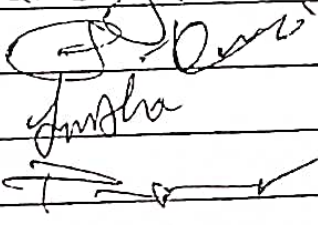
C. DEVARAJ - 

G. Sathyaa - 

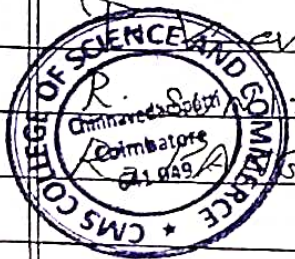
Amibose

THA

STONINACAR

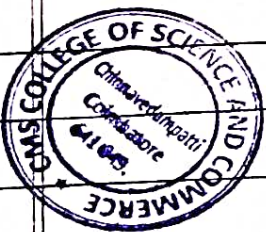


ATTESTED
 H. Balakrishna



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 2
- 6) The next meeting is scheduled on 31st July



ATTESTED

H. Balakrishna

Date: 17/08/17

Time: 2.10 PM
Venue: Conference Room

Agenda

ADAR - 16-17

Confirmation of details

Allotment of resources

Newsletter pending

Programme

Circulars pending

1. Curriculum FB Analysis -

2. Consolidation of ROS -

3. Best Practices - Forum

6. Co-ordinators are instructed to check

of AQAC Action plan - circular dated 19/7/2017

7. Programmes in connection with the development of staff and students to be conducted by the department

8. Annexure 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

12. Best Practice Activities of the Institution to be identified or new practices to be formed.

13. Intra departmental peer teaching programme to be organised

ATTESTED

[Signature]



Chairman : Sally

Convener : [Signature]

1) S. Sumathi - [Signature]

2) N. Sally - N. Sally

3) A. JAYAPADMA - A. Jayapadma

4) S. PRISCILLA - [Signature]

5) R. SUNITHA - [Signature]

6) M. ROSE MARGARET - [Signature]

7) G. Sathya - G. Sathya

8) D. V. Keetha - [Signature]

9) Mrs. Baby - [Signature]

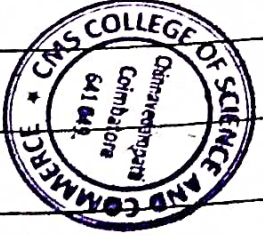
10) D. P. Suganya - [Signature]

11) R. Prasanth - [Signature]

12) P. Karibole - [Signature]

13) Dr. A. VICTOR BAO - [Signature]

14) R. PANGUASIMACAR - [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

- (Signature)*
- (Signature)*
- (Signature)*
- (Signature)*
- (Signature)*
- (Signature)*
- (Signature)*
- (Signature)*

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. Chitra, TAC COORDINATOR [Signature]

Agenda

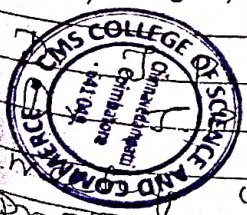
NAAC Compilation works of Allotment of criteria to the members for follow-up.

Minutes

- * It was decided to have 7 teams for 7 criteria
- * Mr. Vivek & Dr. J.P. Kumar - Criteria I
- * Principal & Dr. Sujatha - Criteria II
- * Dr. V. Chitra & Dr. Vinod Kumar - Criteria III
- * Principal & Dr. Chitra - 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

ATTESTED

[Signature]

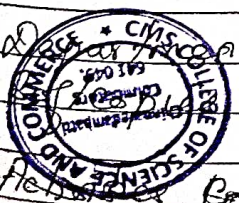
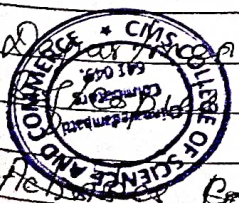


was concluded with vote of thanks
 and was decided to meet

Dr. J.P. Kumar

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 boarded
- 10)  Members are asked to read their Newsletter
- 11)  Board Departmentwise activity details are to be submitted.

ATTESTED
[Signature]

Members Present

~~at Jayapada.~~

~~P. V. K.~~

~~P. V. K.~~

~~V. K.~~

M. R. R.

K. J. C.

M. P. K.

~~at Jayapada.~~

~~V. K.~~

~~V. K.~~

~~V. K.~~

A. Jayapada

R. P. R. K. Lalal

S. PRISCILLA

Dr. S. S. S. S.

M. R. R.

Dr. M. S. Baby

M. Esther Sani

R. Prasanna

K. G. G.

Dr. A. V. V.



ATTESTED
H. S. S.

Date: 26/04/18.

Convener: Dr. V. Ethiraj

Chairman: Mrs. C K Venkatesh

Agenda.

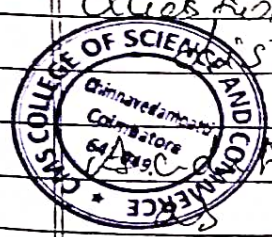
- Newsletter details for 2018 Members
- Audit Reports Submission

Members Present

- | | |
|----------------------------|--------------------|
| 1) <u>Chairman</u> | |
| 2) <u>Prasanna</u> | S. PRISCILLA |
| 3) <u>Shree</u> | Dr. S. Sumanthi |
| 4) <u>D. Suresh</u> | M. Sathya |
| 5) <u>P. S. S.</u> | R. Parvathalakshmi |
| 6) <u>A. Jayapadma</u> | A. JAYAPADMA |
| 7) <u>Leela</u> | Dr. M. S. Baby |
| 8) <u>M. S. S.</u> | M. ESTHER ANSTI |
| 9) <u>V. S. S.</u> | V. GOPALAKRISHNAN |
| 10) <u>P. S. S.</u> | R. Prasanth. |
| 11) <u>P. S. S.</u> | Dr. Kani bore |
| 12) <u>Dr. D. VICTOR</u> | Shrini |
| 13) <u>S. S. S.</u> | P. SUGANYA. |
| 14) <u>Josephine Ellen</u> | Suganya |

Minutes

Questionnaire format for Newsletters distributed and asked to submit



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

ATTESTED

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

Convener: Dr. V. Chitra. JACAC - Co-ordinating

AGENDA:

1. Semester Plan

→ Online course

→ Swayam course

→ Updation of N-ACC documents

→ Plan to conduct an International Seminar at Malaysia.

→ Minutes of previous meetings were taken for discussion.

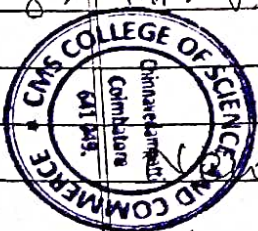
Members Present:

1. Ms. Stella [Asst]
2. Ms. Priscilla [BPO]
3. Dr. Ms. Baby [Com]
4. Ms. Esther Jansi []
5. Ms. Sakthya [BPO]
6. Ms. A. Jayapadma [NESH]
7. Dr. P. Suganya
8. Mr. V. Gopinath (PT)

[Signature]
Ms. Baby

[Signature]
Ms. Sakthya

[Signature]
Mr. Gopinath



Minutes

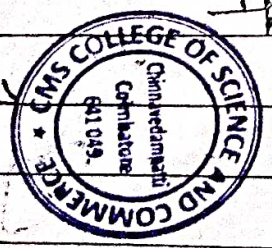
Newsletter Prepared for the

ATTESTED

[Signature]
Year 2017-18

Audit Reports Submitted by auditee

- Online classes, Departmental. Room been instructed to create the room
- Co-ordinator Room been instructed to review the documents
- Discussed about Malaya seminar & motivated the co-ordinators to work on papers for Malaya
- Co-ordinators were instructed to update all criteria files and documents for NANC 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.



ATTESTED
H. S. S. S. S.

CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

ACTION TAKEN REPORT

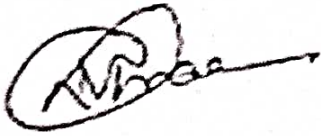
S. No.	DATE	MINUTES	ACTION TAKEN	REMARKS
1.	10.07.2017	1. Alumni meet 2. Inter school sports meet 3. Election of the student council	1. Alumni meeting is scheduled on 28.07.2017 2. Inter school sports meet was scheduled between 17.07.2017 to 27.07.2017 3. Election of the student council was conducted 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



ATTESTED

H. Balakrishna

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



CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

ACTION TAKEN REPORT

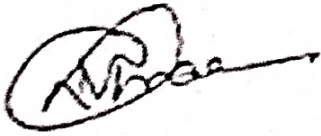
S. No.	DATE	MINUTES	ACTION TAKEN	REMARKS
1.	10.07.2017	1. Alumni meet 2. Inter school sports meet 3. Election of the student council	1. Alumni meeting is scheduled on 28.07.2017 2. Inter school sports meet was scheduled between 17.07.2017 to 27.07.2017 3. Election of the student council was conducted 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




ATTESTED

H. Baluichu

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

