

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

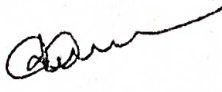
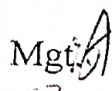
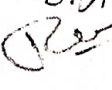
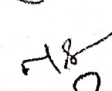
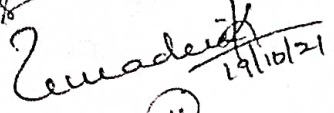


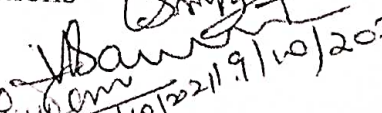
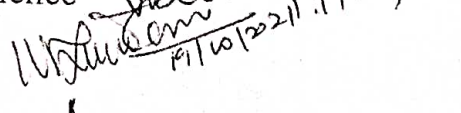
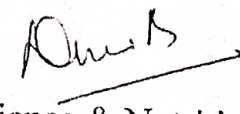
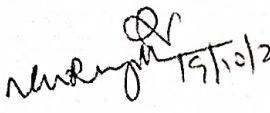
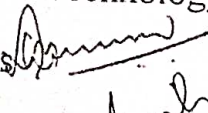
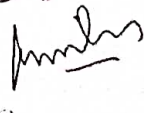
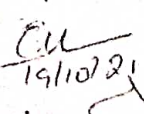
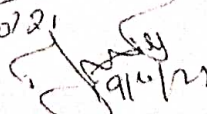
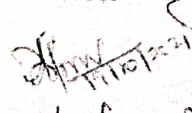
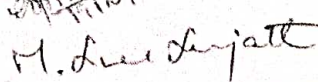
COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL


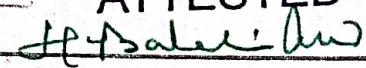
MINUTES OF THE MEETING

19.10.2021

The IQAC meeting was conducted at 12 Noon @ Conference hall. The following members of IQAC attended the meeting.

| <u>Name</u>               | <u>Dept/School</u>       | <u>Signature</u>   |
|---------------------------|--------------------------|--|
| 1. Dr.T.Vinothkumar       | Bioscience               |                   |
| 2. Mr.A.Steev Deepak      | Cat. Sc. & Hotel Mgt.    |                   |
| 3. Dr.N.Ravichandran      | Commerce (PG)            |                   |
| 4. Dr.M.Gomatheeswaran    | Commerce (UG)            |                   |
| 5. Dr.K.Umadevi           | Commerce (PAAF)          | <br>19/10/21.     |
| 6. Dr.B.V.Hemalatha       | Commerce (CA)            | <br>19/10/2021.  |
| 7. Mrs.Josephine Stella   | Computer Applications    |                 |
| 8. Mrs.V.Sarasvathi       | Computer Science         | <br>19/10/2021. |
| 9. Dr. K.P.Vasudevan      | Electronics              | <br>19/10/2021.  |
| 10. Mrs.Devarani          | English                  |                  |
| 11. Dr.Poornima           | Food Science & Nutrition |  |
| 12. Dr.N.Rajnikanth       | Information Technology   | <br>19/10/21    |
| 13. Dr. Sujatha Bhai      | Languages                |                  |
| 14. Mrs.Mrudula Ravindran | Mathematics              |                  |
| 15. Dr.N.Geetha           | Management               | <br>19/10/21     |
| 16. Dr.M.Angel Robert     | Physical Education       | <br>19/10/21    |
| 17. Dr.A.Gomathi          | Psychology               | <br>19/10/21     |
| 18. Mrs. Sujatha          | Social Work              | <br>19/10/21     |

ATTESTED



The following points were discussed in the meeting.

1. The Internal audit schedule is discussed and the audit observation forms and details of data to be collected are noted by the auditors.
2. The auditors are instructed to adhere to the audit schedule.
3. The audits are asked to submit the report by 01.11.2021.

ATTESTED

*H. Suleiman*

*H. Suleiman*

*G. S. S.*

IAAC Coordinator



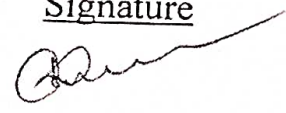

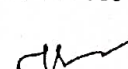


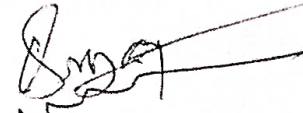
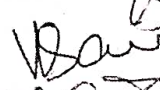
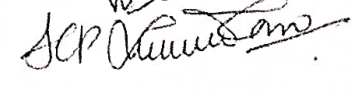
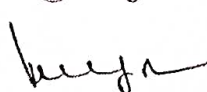
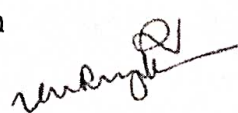
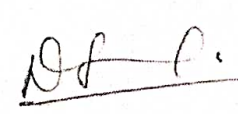
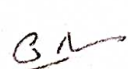
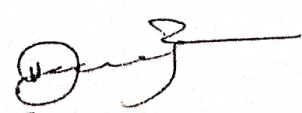
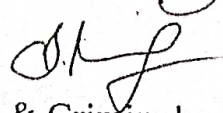
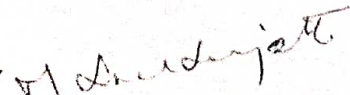
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CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)  
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INTERNAL QUALITY ASSURANCE CELL  
MINUTES OF THE MEETING

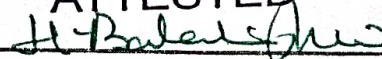
10.11.2021

The IQAC meeting was conducted at 11.30 am @ Conference hall. The following members of IQAC attended the meeting.

| <u>Name</u>               | <u>Dept/School</u>            | <u>Signature</u>  |
|---------------------------|-------------------------------|---|
| 1. Dr.T.Vinothkumar       | Bioscience                    |    |
| 2. Mr.A.Steev Deepak      | Catering science & Hotel Mgt. |    |
| 3. Dr.M.Gomatheeswaran    | Commerce (UG)                 |     |
| 4. Dr.K.Umadevi           | Commerce (PA&AF)              |    |
| 5. Dr.B.V.Hemalatha       | Commerce (CA)                 |   |
| 6. Mrs.S.Josephine Stella | Computer Applications         |  |
| 8. Mrs.V.Sarasvathi       | Computer Science              |   |
| 9. Dr. K.P.Vasudevan      | Electronics                   |   |
| 10. Mrs.Devarani          | English                       |   |
| 11. Ms. Poornima          | Food Science & Nutrition      |   |
| 12. Dr.N.Rajinikanth      | Information Technology        |  |
| 13. Dr. Sujatha Bhai      | Languages                     |   |
| 14. Dr.Sreeja.D           | Mathematics                   |  |
| 15. Dr.N.Geetha           | Management                    |   |
| 16. Mr.C.Devaraj          | Physical Education            |  |
| 17. Mr.Arun kumar         | Psychology                    |   |
| 18. Mrs. M. S. Sathya     | Social Work & Criminology     |  |



**ATTESTED**

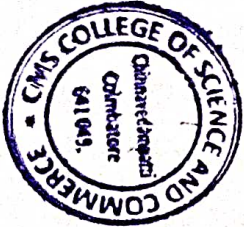


The following points were discussed in the meeting.

1. The IQAC informed to all Coordinators to have more MoUs with Industries in order to create more career opportunities.
2. Also , request them to adhere the audit schedule.
3. The report with necessary sub documents to be submitted as per the schedule.

*J.P. Muneer*

ATTESTED  
*H. Bader-Abu*

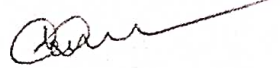



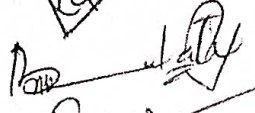
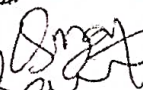
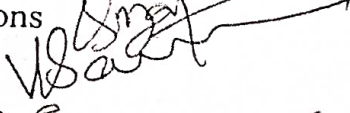
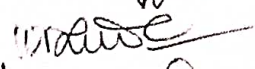
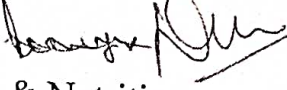

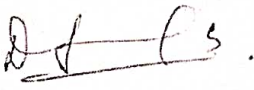
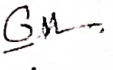
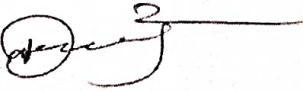
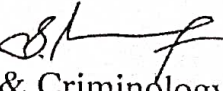
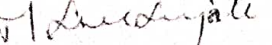


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**CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)**  
**COIMBATORE - 641 049**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF THE MEETING**

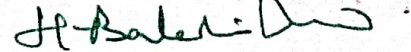
03.12.2021.

The IQAC meeting was conducted at 11.30 am @ Conference Hall. The following members of IQAC attended the meeting.

| S.No. | NAME                   | DEPT / SCHOOL                | SIGNATURE   |
|-------|------------------------|------------------------------|---|
| 1.    | Dr.T.Vinothkumar       | Bioscience                   |    |
| 2.    | Mr.A.Steev Deepak      | Catering science & Hotel Mgt |    |
| 3.    | Dr.M.Gomatheeswaran    | Commerce (UG)                |    |
| 4.    | Dr.K.Umadevi           | Commerce (PA&AF)             |    |
| 5.    | Dr.B.V.Hemalatha       | Commerce (CA)                |    |
| 6.    | Mrs.S.Josephine Stella | Computer Applications        |   |
| 8.    | Mrs.V.Sarasvathi       | Computer Science             |   |
| 9.    | Dr. K.P.Vasudevan      | Electronics                  |  |
| 10.   | Mrs.Devarani           | English                      |  |
| 11.   | Ms. Poornima           | Food Science & Nutrition     |   |
| 12.   | Dr.N.Rajinikanth       | Information Technology       |  |
| 13.   | Dr. Sujatha Bhai       | Languages                    |   |
| 14.   | Dr.Sreeja.D            | Mathematics                  |  |
| 15.   | Dr.N.Geetha            | Management                   |  |
| 16.   | Mr.C.Devaraj           | Physical Education           |  |
| 17.   | Mr.Arun kumar          | Psychology                   |   |
| 18.   | Mrs.M.Sree Sujathaa    | Social Work & Criminology    |  |



**ATTESTED**



The following points were discussed in the meeting.

1. The IQAC insists to conduct Student Development Programs and as per the UGC Skill orientated courses to be introduced.
2. The orientation for criterion wise key factors were discussed.
3. Also discussion for Blooms Taxonomy related with PO, CO and PEO.

ATTESTED

*SCP Kumar*

*H. S. S. S.*

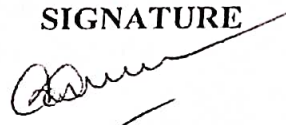
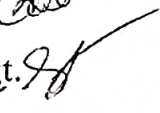




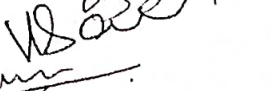

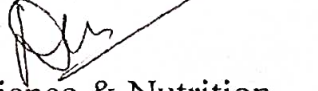
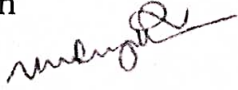
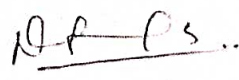
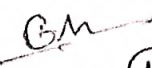
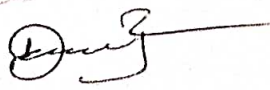
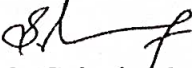
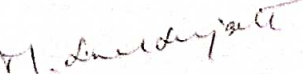
*Jh*



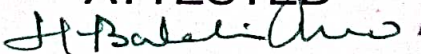
CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)COIMBATORE – 641 049INTERNAL QUALITY ASSURANCE CELLMINUTES OF THE MEETING

15.12.2021

The IQAC meeting was conducted at 11.30 am @ Conference hall. The following members of IQAC attended the meeting.

| S.No. | NAME                   | DEPT / SCHOOL                 | SIGNATURE   |
|-------|------------------------|-------------------------------|---|
| 1.    | Dr.T.Vinothkumar       | Bioscience                    |    |
| 2.    | Mr.A.Steev Deepak      | Catering science & Hotel Mgt. |    |
| 3.    | Dr.M.Gomatheeswaran    | Commerce (UG)                 |   |
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| 6.    | Mrs.S.Josephine Stella | Computer Applications         |  |
| 8.    | Mrs.V.Sarasvathi       | Computer Science              |  |
| 9.    | Dr. K.P.Vasudevan      | Electronics                   |   |
| 10.   | Mrs.Devarani           | English                       |   |
| 11.   | Ms. Poornima           | Food Science & Nutrition      |   |
| 12.   | Dr.N.Rajinikanth       | Information Technology        |  |
| 13.   | Dr. Sujatha Bhai       | Languages                     |   |
| 14.   | Dr.Sreeja.D            | Mathematics                   |  |
| 15.   | Dr.N.Geetha            | Management                    |   |
| 16.   | Mr.C.Devaraj           | Physical Education            |  |
| 17.   | Mr.Arun kumar          | Psychology                    |   |
| 18.   | Mrs.M.Sree Sujathaa    | Social Work & Criminology     |  |



ATTESTED  


The following points were discussed in the meeting.

1. The auditors are requested to find out the various excellence in academics and non-academics.
2. Discussion was carried out to conduct an online/offline FDP.
3. The Formats to fill the data for AQAR 2020 – 21 were sent to the departments. The points were discussed and the departments are informed to fill the details.

*JCP*



ATTESTED

*H. B. B. B.*

*JCP*



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CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

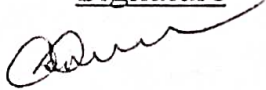



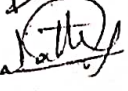

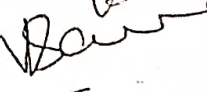
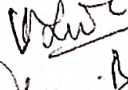
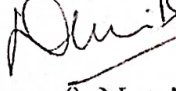
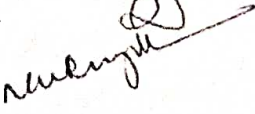

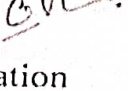
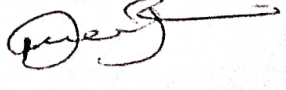
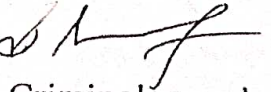
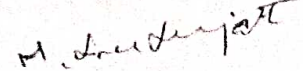
COIMBATORE – 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

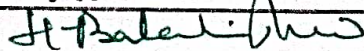
07.03.2022

The IQAC meeting was conducted at 11.30 am @ Conference hall. The following members of IQAC attended the meeting.

| <u>Name</u>               | <u>Dept/School</u>            | <u>Signature</u>  |
|---------------------------|-------------------------------|---|
| 1. Dr.T.Vinothkumar       | Bioscience                    |    |
| 2. Mr.A.Steev Deepak      | Catering science & Hotel Mgt. |    |
| 3. Dr.M.Gomatheeswaran    | Commerce (UG)                 |     |
| 4. Dr.K.Umadevi           | Commerce (PA&AF)              |   |
| 5. Dr.B.V.Hemalatha       | Commerce (CA)                 |   |
| 6. Mrs.S.Josephine Stella | Computer Applications         |  |
| 8. Mrs.V.Sarasvathi       | Computer Science              |   |
| 9. Dr. K.P.Vasudevan      | Electronics                   |    |
| 10. Mrs.Devarani          | English                       |    |
| 11. Ms. Poornima          | Food Science & Nutrition      |   |
| 12. Dr.N.Rajinikanth      | Information Technology        |  |
| 13. Dr. Sujatha Bhai      | Languages                     |   |
| 14. Dr.Sreeja.D           | Mathematics                   |  |
| 15. Dr.N.Geetha           | Management                    |    |
| 16. Mr.C.Devaraj          | Physical Education            |   |
| 17. Mr.Arun kumar         | Psychology                    |   |
| 18. Mrs M. G. Sujathaa    | Social Work & Criminology     |  |




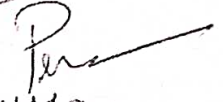
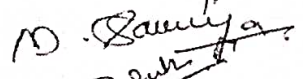
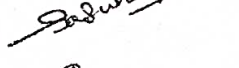

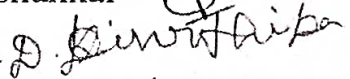
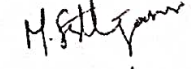

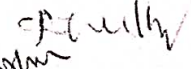
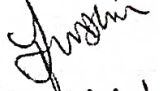
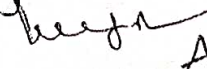
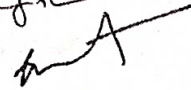
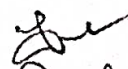
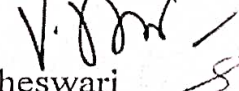
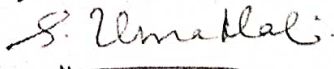
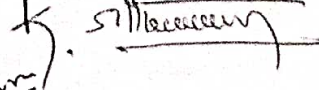
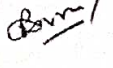
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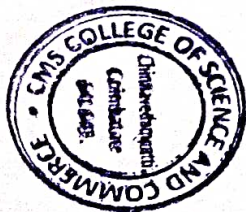


The following points were discussed in the meeting.

The forum decided that hereafter the IQAC audit to be conducted by faculty members of each department (decided by Director and Hods) as IQAC auditors

The following faculty members of various departments were nominated as IQAC coordinators by Director and HODs.

| S.No. DEPT / SCHOOL             | COORDINATORS                | SIGNATURE   |
|---------------------------------|-----------------------------|---|
| 1. School of Biological Science |                             |   |
| Microbiology                    | Dr. V. Geetha,              |    |
| Bio Technology                  | Dr. Priscilla Helen Christy |    |
| Bio Chemistry                   | Dr. M. Sathya,              |    |
| 2. Business Administration      | Dr. Subha Chelliappan       |    |
| 3. Catering Science             | Mr. K. L Gowrishankar -     |   |
| 4. Commerce (UG)                | Dr. D. Kiruthika            |  |
| 5. Commerce (CA)                | Ms. M. Esther Jansi         |  |
| 6. Commerce (PA & AF)           | Dr. V. Punitha              |  |
| 7. Computer Applications        | Dr. D. Thuthi Sarabai       |  |
| 8. Computer Science             | Ms. R. Sunitha              |  |
| 9. English                      | Ms. R. Revathy              |  |
| 10. Information Technology      | Ms. M. Rose Margaret        |  |
| 11. Electronics                 | Dr. G. Mahesh               |  |
| 12. Languages                   | Dr. V. Shoba                |  |
| 13. Mathematics                 | Dr. S. Uma Maheswari        |  |
| 14. Physical Education          | Dr. K. Senthil Kumar        |  |
| 15. Social Work & Criminology   | Ms. R. Kumudha              |  |



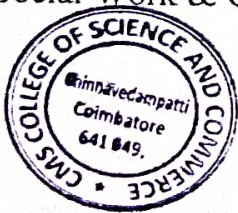
ATTESTED  


**CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)**  
**COIMBATORE – 641 049**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF THE MEETING**

09.03.2022

The IQAC meeting was conducted at 11.30 am @ Conference Hall. The following members of IQAC attended the meeting.

| S.No. DEPT / SCHOOL             | COORDINATORS                | SIGNATURE               |
|---------------------------------|-----------------------------|-------------------------|
| 1. School of Biological Science |                             |                         |
| Microbiology                    | Dr. V. Geetha,              | <i>Vl</i>               |
| Bio Technology                  | Dr. Priscilla Helen Christy | <i>P</i>                |
| Bio Chemistry                   | Dr. M. Sathya,              | <i>M Sathya</i>         |
| 2. Business Administration      | Dr. Subha Chelliappan       | <i>Subha</i>            |
| 3. Catering Science             | Mr. K. L Gowrishankar -     | <i>KL</i>               |
| 4. Commerce (UG)                | Dr. D. Kiruthika            | <i>D Kiruthika</i>      |
| 5. Commerce (CA)                | Ms. M. Esther Jansi         | <i>M Esther Jansi</i>   |
| 6. Commerce (PA & AF)           | Dr. V. Punitha              | <i>V Punitha</i>        |
| 7. Computer Applications        | Dr. D. Thuthi Sarabai       | <i>D Thuthi Sarabai</i> |
| 8. Computer Science             | Ms. R. Sunitha              | <i>R Sunitha</i>        |
| 9. English                      | Ms. R. Revathy              | <i>R Revathy</i>        |
| 10. Information Technology      | Ms. M. Rose Margaret        | <i>M Rose Margaret</i>  |
| 11. Electronics                 | Dr. G. Mahesh               | <i>G Mahesh</i>         |
| 12. Languages                   | Dr. V. Shoba                | <i>V Shoba</i>          |
| 13. Mathematics                 | Dr. S. Uma Maheswari        | <i>S. Umadurai</i>      |
| 14. Physical Education          | Dr. K. Senthil Kumar        | <i>K Senthil Kumar</i>  |
| 15. Social Work & Criminology   | Ms. R. Kumutha              | <i>R Kumutha</i>        |



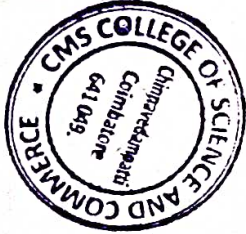
**ATTESTED**

*H. Balakrishna*

The following points were discussed in the meeting.

1. The new IQAC coordinators are welcomed by Principal.
2. The orientation for auditing is given by coordinator.
3. After discussion made with IQAC coordinators we finalized that the existing format of audit observation sheet is to be continued.

*J.P. Perumal*



ATTESTED

*H. Babu*

*[Signature]*




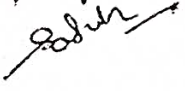


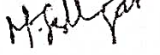


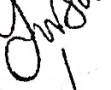
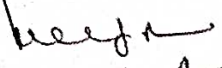
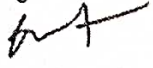
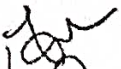
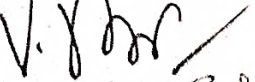

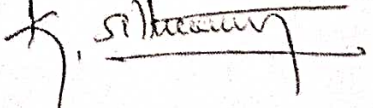

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)  
COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

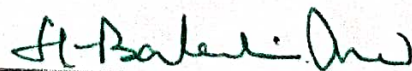
30.03.2022

The IQAC meeting was conducted at 11.30 am @ Conference hall. The following members of IQAC attended the meeting.

| S.No. DEPT / SCHOOL             | COORDINATORS                | SIGNATURE   |
|---------------------------------|-----------------------------|---|
| 1. School of Biological Science |                             |   |
| Microbiology                    | Dr. V. Geetha,              |    |
| Bio Technology                  | Dr. Priscilla Helen Christy |    |
| Bio Chemistry                   | Dr. M. Sathya,              |    |
| 2. Business Administration      | Dr. Subha Chelliappan       |   |
| 3. Catering Science             | Mr. K. L Gowrishankar -     |  |
| 4. Commerce (UG)                | Dr. D. Kiruthika            |  |
| 5. Commerce (CA)                | Ms. M. Esther Jansi         |  |
| 6. Commerce (PA & AF)           | Dr. V. Punitha              |  |
| 7. Computer Applications        | Dr. D. Thuthi Sarabai       |  |
| 8. Computer Science             | Ms. R. Sunitha              |  |
| 9. English                      | Ms. R. Revathy              |  |
| 10. Information Technology      | Ms. M. Rose Margaret        |  |
| 11. Electronics                 | Dr. G. Mahesh               |  |
| 12. Languages                   | Dr. V. Shoba                |  |
| 13. Mathematics                 | Dr. S. Uma Maheswari        |  |
| 14. Physical Education          | Dr. K. Senthil Kumar        |  |
| 15. Social Work & Criminology   | Ms. R. Kumudha              |  |



ATTESTED



the following points were discussed in the meeting.

1. Internal audit schedule is discussed and the audit observation forms and details of data to be collected are noted by the auditors.
2. The auditors are instructed to adhere to the audit schedule
3. The auditors requested to find out the various excellence in academics and non-academics.
4. Discussion carried out with CRD to conduct either seminar or national level online/offline FDP on IPR.
5. To get major and minor projects exposures plan to conduct seminar/workshop about research proposals.
6. To get research proposals (major and minor projects) exposures plan to conduct seminar/workshop through CRD.

JCP. *[Signature]*

ATTESTED *[Signature]*  
*[Signature]*



CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

20.04.2022

The IQAC meeting was conducted at 11.00 am @ Conference hall. The following members of IQAC attended the meeting.

| S.No. DEPT / SCHOOL             | COORDINATORS                | SIGNATURE                 |
|---------------------------------|-----------------------------|---------------------------|
| 1. School of Biological Science |                             |                           |
| Microbiology                    | Dr. V. Geetha,              | <i>VG</i>                 |
| Bio Technology                  | Dr. Priscilla Helen Christy | <i>PHC</i>                |
| Bio Chemistry                   | Dr. M. Sathya,              | <i>M. Sathya</i>          |
| 2. Business Administration      | Dr. Subha Chelliappan       | <i>Subha</i>              |
| 3. Catering Science             | Mr. K. L Gowrishankar       | <i>K. L. Gowrishankar</i> |
| 4. Commerce (UG)                | Dr. D. Kiruthika            | <i>D. Kiruthika</i>       |
| 5. Commerce (CA)                | Ms. M. Esther Jansi         | <i>M. Esther Jansi</i>    |
| 6. Commerce (PA & AF)           | Dr. V. Punitha              | <i>V. Punitha</i>         |
| 7. Computer Applications        | Dr. D. Thuthi Sarabai       | <i>D. Thuthi Sarabai</i>  |
| 8. Computer Science             | Ms. R. Sunitha              | <i>R. Sunitha</i>         |
| 9. English                      | Ms. R. Revathy              | <i>R. Revathy</i>         |
| 10. Information Technology      | Ms. M. Rose Margaret        | <i>M. Rose Margaret</i>   |
| 11. Electronics                 | Dr. G. Mahesh               | <i>G. Mahesh</i>          |
| 12. Languages                   | Dr. V. Shoba                | <i>V. Shoba</i>           |
| 13. Mathematics                 | Dr. S. Uma Maheswari        | <i>S. Uma Maheswari</i>   |
| 14. Physical Education          | Dr. K. Senthil Kumar        | <i>K. Senthil Kumar</i>   |
| 15. Social Work & Criminology   | Ms. R. Kumutha              | <i>R. Kumutha</i>         |



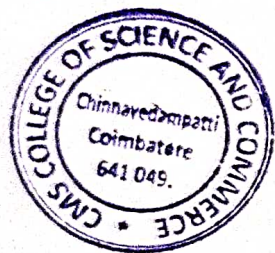
ATTESTED

*H. Babu. Ori*

The following points were discussed in the meeting.

1. The schedule for auditing is discussed and finalized. The information is communicated to all the departments.
2. The auditors are instructed to adhere to the audit schedule.
3. The auditors are directed to discuss the previous audit report and short comings with auditees.
4. The Formats to fill the data for AQAR 2021 – 22 were sent to the departments. The points were discussed and the departments are informed to fill the details.

*J.P. Venkanna*



*Jh*

ATTESTED


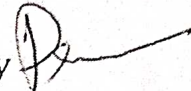
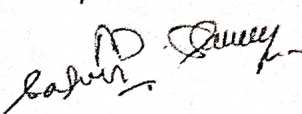
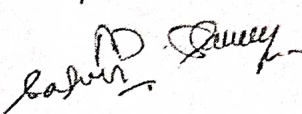

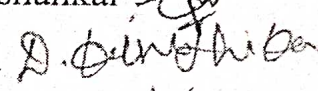
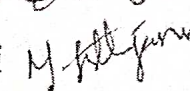
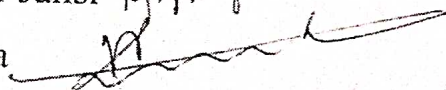
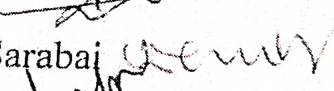
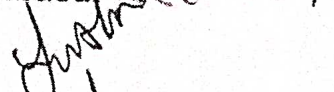
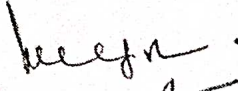
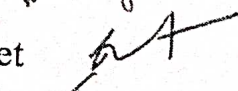


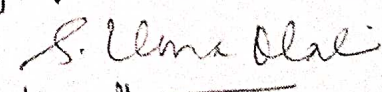
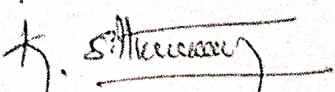

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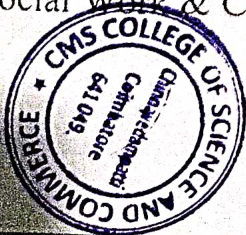


INTERNAL QUALITY ASSURANCE CELL  
MINUTES OF THE MEETING

15.06.2022

The IQAC meeting was conducted at 11.00 am @ Conference hall. The following members of IQAC attended the meeting.

| S.No. DEPT / SCHOOL             | COORDINATORS                | SIGNATURE   |
|---------------------------------|-----------------------------|---|
| 1. School of Biological Science |                             |   |
| Microbiology                    | Dr. V. Geetha,              |    |
| Bio Technology                  | Dr. Priscilla Helen Christy |    |
| Bio Chemistry                   | Dr. M. Sathya,              |    |
| 2. Business Administration      | Dr. Subha Chelliappan       |    |
| 3. Catering Science             | Mr. K. L Gowrishankar       |   |
| 4. Commerce (UG)                | Dr. D. Kiruthika            |   |
| 5. Commerce (CA)                | Ms. M. Esther Jansi         |  |
| 6. Commerce (PA & AF)           | Dr. V. Punitha              |   |
| 7. Computer Applications        | Dr. D. Thuthi Sarabai       |   |
| 8. Computer Science             | Ms. R. Sunitha              |   |
| 9. English                      | Ms. R. Revathy              |  |
| 10. Information Technology      | Ms. M. Rose Margaret        |  |
| 11. Electronics                 | Dr. G. Mahesh               |  |
| 12. Languages                   | Dr. V. Shoba                |   |
| 13. Mathematics                 | Dr. S. Uma Maheswari        |  |
| 14. Physical Education          | Dr. K. Senthil Kumar        |  |
| 15. Social Work & Criminology   | Ms. R. Kumutha              |  |



**ATTESTED**



The following points were discussed in the meeting.

1. The audit observation sheets and instructions for audit are provided to the auditors.
2. All auditors are requested to take at most care to maintain the quality of the audit.
3. The audits are asked to submit the report.
4. The annexures are to be submitted during internal audit by the departments. Take necessary steps to submit the annexures at the end of the audit without fail.
5. Criteria wise data analysis is planned and it is to be finalized in the next meeting.
6. The auditors are also adhering the other components audit scheduled.

ATTESTED

*M. D. ...*

*H. B. ...*



**CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)**

**INTERNAL QUALITY ASSURANCE CELL**

**ACADEMIC YEAR 2021-22**

**ACTION TAKEN REPORT**

| S. No | DATE       | MINUTES  | ACTON TAKEN  | REMARKS   |
|-------|------------|--|--|-----------|
| 1.    | 19.10.2021 | Internal Audit   | Internal audit schedule was given to the auditors and departments.   | Completed |
| 2.    | 10.11.2021 | MoUs with industries<br><br>Adhere the audit schedule<br><br>Sub documents | Planned to tie up with Industries.<br><br>Discuss Audit reports<br><br>Collected and submitted   | Completed |
| 3.    | 03.12.2021 | SDP as per UGC and skill oriented  | Discussion was carried out for Skill oriented programme.   | completed |
| 4.    | 15.12.2021 | Criteria for AQAR<br>AQAR Format<br><br>Online/offline FDP                 | Criterion wise analysis was done.<br>Formats for AQAR done in Google sheets and shared with Departments filling.<br><br>Necessary arrangements were discussed for online/off line FDP. | Completed |
| 5.    | 07.03.2022 | IQAC Auditors  | Nominated new IQAC Auditors in each department.  | Completed |
| 6.    | 09.03.2022 | Audit Observation Sheet  | Orientation given and Discussion   | Completed |



**ATTESTED**

*H. S. Suleman*

|    |            |  |   |           |
|----|------------|--|---|-----------|
|    |            | Format   | was carried out to finalize the existing Audit observation sheet  |           |
| 7. | 30.03.2022 | FDP on Intellectual property rights<br><br>FDP on Funded Research Project Proposal | Discussion was carried out for conducting FDP on IPR<br>Discussion was carried out to get minor/major projects from UGC, CRD was planned to conduct the seminar/webinar<br><br>Tie up with Industry | Completed |
| 8. | 20.04.2022 | Internal Audit<br><br>AQAR Format  | Internal audit schedule was given to the auditors and departments.<br>Formats for AQAR done in Google sheets and shared with departments filling.   | Completed |
| 9. | 15.06.2022 | Annexures<br><br>AQAR - Criteria wise Data Analysis                                | Need to consolidate the annexures submitted by departments.<br><br>Discussion was carried out.  | Completed |

ATTESTED

*J. B. Balakrishna*

*J. B. Balakrishna*

Principal

*J. P. Anand Kumar*  
IQAC Coordinator

