

CMS COLLEGE OF SCIENCE & COMMERCE (AUTONOMOUS)

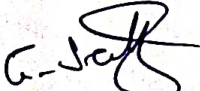
INTERNAL QUALITY ASSURANCE CELL

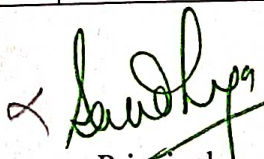
ACADEMIC YEAR 2019-20

ACTION TAKEN REPORT

S. No.	DATE	MINUTES	ACTON TAKEN	REMARKS
1.	07.06.2019	1. Proposed Plan for the academic year 2019-20 2. Online AQAR 2018-19 3. Proposed plan to conduct seminars on Research topics	1. Budget proposal sent to Principal 2. Formats for online AQAR 2018-19 to be prepared 3. Discussed with CRD to conduct seminars on Research Proposal writing and Research Article Writing and Annual Research Consortium during the year	1. Completed 2. To proceed 3. To plan
2.	17.06.2019	Execution plan for the 2019-20 Odd semester.	Planned to conduct Sensitization programme during July 2019 for Non-teaching staff	Completed
3.	15.07.2019	1. Autonomous team visit 2. Sensitization programme 3. AQAR formats 4. Annexures	1. Autonomous team visit to the college on 01.08.2019 & 02.08.2019. Requested to update all IQAC files 2. Sensitization programme for Non-teaching staff is scheduled on 20.07.2019. Members were allotted different responsibilities for smooth conduct of the programme 3. Formats for AQAR are done in google sheets and to be shared with depts. for filling. 4. Need to consolidate the annexures submitted by depts..	Completed
4.	29.10.2019	1. Internal Audit 2. AQAR 3. Newsletter 4. Annexures	1. Internal audit is scheduled between 04.11.2019 and 08.11.2019. 2. AQAR data filling & consolidation work to be completed by 06.11.2019	Completed

		5. Research Proposal writing	3. Newsletter work to be completed by 02.11.2019 4. Annexures need to be submitted during audit. 5. With CRD organizes FDP on Research Proposal writing on 30.11.2019	
5.	18.12.2019	1. Internal Audit 2. AQAR 3. Newsletter 4. Personality Development Programme 5. Faculty Development Programme 6. Annual Research Consortium	1. There was a delay in completing the internal audit. Discussed the reasons for the delay. 2. Final AQAR consolidation to finish by 31.12.2019 3. Final alignment for Newsletter to be done 4. PDP is decided to be conducted for I UG students in batches. Detailed Schedule to be prepared 5. Discussed to conduct FDP for newly joined faculty. 6. With CRD organizes Annual Research Consortium and Orientation Programme on 06.02.2020 for research scholars	Completed
6.	18.02.2020	1. Personality Development Programme 2. Faculty Development Programme 3. Research Article Writing	1. PDP for I UG students is scheduled between 19.02.2020 to 03.03.2020. Planned two sessions per day. 2. FDP is planned to be conducted on 22.02.2020. 3. With CRD organized institutional level Workshop on Research Article Writing on 29.02.2020 for all faculty members	1. Completed 2. Postponed due to faculty engagement in other activities. 3. To Conduct


IQAC Coordinator


Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

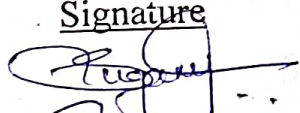
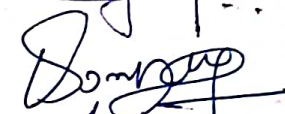

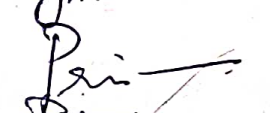

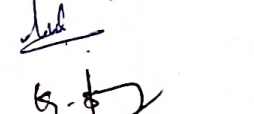
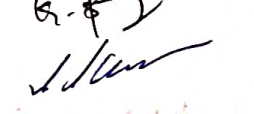

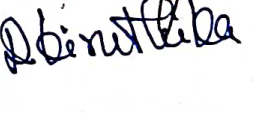
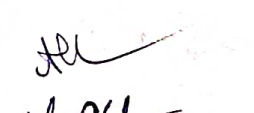
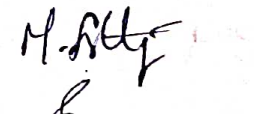

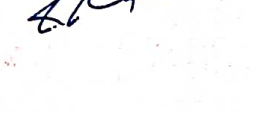

COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

07.06.2019

The IQAC meeting was conducted at 01.00 pm @ IQAC cell. The following members of IQAC attended the meeting.

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. P. Suganya	Dept of PACYACAT	
2. S. JOSEPHINE STELLA	Dept of CA	
3. R. SUNITHA	Dept. of CS	
4. S. PRISCILLA	Dept of Biotech	
5. R. PANGUNINALAR	ENGLISH	
6. DR. M. LEELAVENI	Dept of Languages - Tamil	
7. K. SOLAI VIJAYAN	ELECTRONICS	
8. Dr. S. Sumathi	Manager	
9. M. Sanyu	SBSCBC	
10. DR. D. KIRUTHIKA	Dept of Commerce	
11. A. JAYAPADMA	NSW	
12. M. ESTHER JANUJI	B.Com C.A	
13. Dr. S. UMA MAHADEWAN	Maths	
14. M. ROSE MORGAN	IT	

• The following points were discussed in the meeting.

1. Plan for the academic year 2019-20 is discussed. Decided to conduct one programme each for teaching faculty, non-teaching staff and students during the odd semester.
2. Proposed to conduct seminars on Research Article Writing and Research Proposal writing and Annual Research Consortium jointly with Center for Research and Development of CMS College to motivate the faculty and research scholars to progress towards research.
3. Budget proposal for plan is sent to the principal for approval.
4. The formats for the AQAR preparation 2018-19 is discussed and the members decided to assemble on 17.06.2019 to finalize the formats..
5. Discussed about the difficulties faced during internal audit and how to overcome them.

G. S. R.

IAAC co-ordinator

Sandhya

Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

17.06.2019

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

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. S. PRISCILLA	SBS, Biotech	Pri —
2. R. SUNITHA	CS	Sunitha
3. S. JOSEPHINE STELLA	CA	Stella
4. M. ESTHER JANST	B.Com C.A	M. Esther
5. R. PANGUNI NAEAR	English	P. Naeer
6. Dr. M. LEELAVENI	Languages - Tamil	Leela
7. K. SOLAI VIJAYAN	ELECTRONICS	K. Solai
8. Dr. S. Sumathi	Management	Sumathi
9. M. Balraj	SBS CBU	M. Balraj
10. Dr. D. KIRUTHIKA	Dept of Commerce	D. Kiruthika
11. A. JAYAPADMA	Dept of Socialwork.	A. Jayapadma
12. P. Suganya	Dept of PGCE	P. Suganya
13. Dr. S. UMA MAHESWARAN	Maths	S. Uma
14. M. ROJA RAJAGOPAL	IT	M. Roja

The following points were discussed in the meeting.

1. Discussed about the execution plan for the activities during 2019-20 odd semester.
2. The sensitization programme planned for non-teaching staff is to be organized during July 2019. Mrs. A.Jayapadma and Dr.K.Suganya took the responsibility to arrange for the resource person.
3. To arrange for the motivational speech to students, Mr.K.Solai Vijayan, Dr.S.Sumathi and Dr. Krithika took the responsibility to arrange for the resource person.
4. Mrs.Josephine stella and Mrs.Esther Jansi were taken responsibility to conduct FDP.
5. Mrs.Priscilla, Mrs.M.Sathya and Dr.Geetha took responsibility to conduct the seminar on IPR.

C. Sathya
IPAC Coordinator

Sandhya
Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)


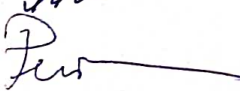
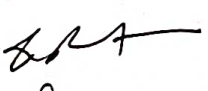

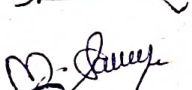
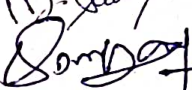
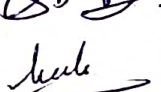
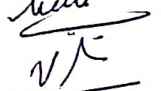
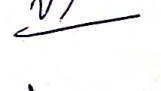

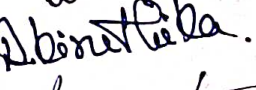


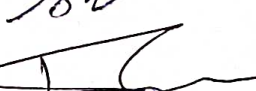
COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

15.07.2019


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


<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. Dr. S. Sumathi	Management	
2. S. PRISCILLA	Biotechnology	
3. M. ROSE MARGARET	INFORMATION TECHNOLOGY	
4. M. ESTHER JANSI	B. Com C.A	
5. M. Sathya	Biochemistry	
6. S. JOSEPHINE ESTHER	CA	
7. Dr. M. Leelaveni	Languages	
8. Dr. V. Geetha	Bio science / MB	
9. Revathy. D	English	
10. DR. D. KIRUTHIKA	Commerce	
11. Dr. V. Punitha	PG Commerce	
12. Dr. S. UMA MAHESWARA	Maths	
13. Advani. K	CSHM	
14. Dr. P. Suganya	B. COM PAQP	

The following points were discussed in the meeting.

1. The autonomous visit to our college is on 01.08.2019 and 02.08.2019. The members are requested to gear up for the updations in the IQAC files.

2. The sensitization programme for non-teaching staff is to be conducted on 20.07.2019. The members took the different responsibilities to arrange for the smooth conduct of the programme.
3. The google sheet formats for AQAR were completed. To be shared with all departments after consulting with the principal.
4. The annexures submitted during internal audit by the depts are to be consolidated.


IOAC Co-ordinator


Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)



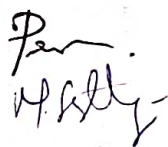
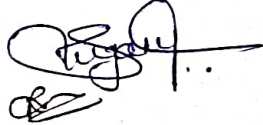
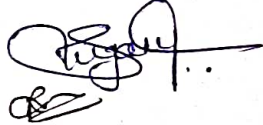


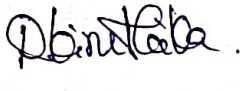
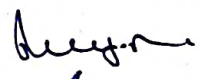


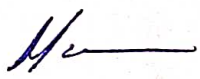
COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

29.10.2019

The IQAC meeting was conducted at 12.30 pm @ IQAC cell. The following members of IQAC attended the meeting.

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. M. ROSE MARGARET	IT	
2. DR. M. LEEA VENI	Languages	
3. S. PRISCILLA	Biotech	
4. M. ESTHER JANST	B. Com CA	
5. P. SUGANYA	B. Com PACAR	
6. R. ILMU VDH	MSW	
7. DR. S. UMA MAHESWAR	Maths	
8. DR. D. KIRISTHIKA	Commerce B. Com / B. Com (BPS)	
9. Ms. Revathy. D	English	
10. Dr. V. Keetha	Microbiology	
11. SELVAMANI. W	CS & HM	
12. Dr. S. Suresh W	Management	
13.		

The following points were discussed in the meeting.

1. The internal audit is scheduled between 04.11.2019 and 08.11.2019. The schedule is given to all the departments. The audit observation sheets and instructions for audit are provided to the auditors. All auditors are requested to take at most care to maintain the quality of the audit.

2. The time to fill the data in google sheets sent to departments for AQAR 2018-19 is extended up to 02.11.2019. No further delays to be entertained.
3. The consolidation of the data for the respective criteria for AQAR 2018-19 to be completed by the IQAC members during 04.11.2019 and 05.11.2019. The consolidated data to be submitted on 06.11.2019.
4. The Newsletter for the academic year 2018-19 should be ready on 02.11.2019. Both soft copy and hard copy to be submitted on 02.11.2019.
5. The annexures to be submitted during internal audit by the depts is the responsibility of the IQAC member of the department. Take necessary steps to submit the annexures at the end of the audit without any further delay.
6. As planned, IQAC jointly with CRD organizes the institutional level FDP on Research Proposal Writing on 30.11.2019 and invites all faculty to participate.

G. Sathya

IQAC Co-ordinator

Sandhya

Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

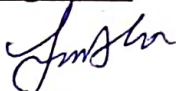
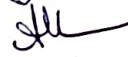




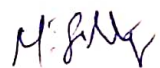
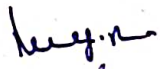
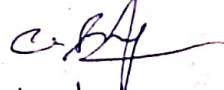

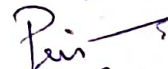
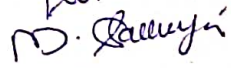

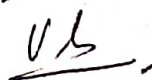
COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

18.12.2019


The IQAC meeting was conducted at 2.15 pm @ IQAC cell. The following members of IQAC attended the meeting.

<u>Name</u>	<u>Dept/School</u>	<u>Signature</u>
1. R. SUNITHA	Computer science	
2. A. JAYAPADMA	MSCW	
3. Dr. M.S. Baby	B.COM PA	
4. M. ROSE MARILEE	IT	
5. Dr. V. PUNITHA	PG Commerce	
6. Dr. S. Sumathi	NAZ	
7. Mrs. M. Esther Jansi	B.Com C.A	
8. Ms. Revathy.D	English	
9. C. Sivasamy	Physical education	
10. K. SOLAI VIJAYAN	ELECTRONICS	
11. S. PRISCILLA	Biotech	
12. M. Sathya	Biochem	
13. Dr. S. UMA MAHESWARAN	Maths	
14. Dr. V. Reetha	Microbiology	

The following points were discussed in the meeting.

1. Discussed the reasons for the delay in completing Internal audit. All auditors are requested to submit their completed audit forms & necessary department documents for the odd semester 2019-20 immediately.
2. The consolidation of the data for the respective criteria for AQAR 2018-19 to be completed by the IQAC members. The final consolidation should be over by 31.12.2019.
3. The alignments in Newsletter for the academic year 2018-19 should be done properly and to be finalized.
4. Discussed about the ways of conducting Personality Development Programme for students. Decided to conduct for I UG students in batches. A detailed schedule to be prepared based on the possibility and consulting with the principal.
5. Discussions were done about Faculty Development Programme. Came to Conclusion that the FDP will better be first conducted for newly joined faculty. Ways of conducting and further schedule will be finalized later.
6. As planned, IQAC jointly with CRD organizes the Annual Research Consortium and Orientation programme on 06.02.2020 to impulse research activities of the scholars.


IQAC Co-ordinator


Principal

CMS COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS)

COIMBATORE - 641 049

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

18.02.2020

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

Name	Dept/School	Signature
1. Steve Deegan	CS & IT	[Signature]
2. M. Bhuvanawani	Computer Application	[Signature]
3. N. RAJINI KANTH	INFORMATION TECHNOLOGY	[Signature]
4. Dr. S. KARTHIK KANNAN	Electronics	[Signature]
5. Dr. M. Gomatheswarar	Commerce (UG)	[Signature]
6. Dr. T. Viroth Kumar	School of Business	[Signature]
7. Dr. N. DANI CHANDRAN	Ph - Commerce	[Signature]
8. Devarani. B	ENGLISH	[Signature]
9. Dr. M. Sujatha Pramod	Hindi Language	[Signature]
10. M. Sreesathar	Social work	[Signature]
11. Dr. A. Gauthi	Dept of Mgt	[Signature]
12. Gomathi. A	Department of Psychology	[Signature]
13. Dr. B. Subalak	Computer Science	[Signature]
14. MRUDULA RAVINDRAN	MATHEMATICS	[Signature]
15. Dr. K. UMADEVI	B. COM P&AF	[Signature]
16. Dr. B. V. Hemalatha	B. COM (CA)	[Signature]
17. Dr. M. Angel Reddy	Phy Edn.	[Signature]
18.		

The following points were discussed in the meeting.

1. Personality Development Programme is organized for the I UG students from 19.02.2020 to 03.03.2020. It is planned as two sessions per day ie 11.00 am to 12.30 pm & 12.40pm to 2.10.pm. A total of 800 students will be benefitted by this programme. The resource person is Dr.Dhanuja, Associate Professor. The departments are requested to send their students as per the schedule attached.
2. Faculty Development Programme is also organized for newly joined faculty of our institution on 22.02.2020 from 9.00 am to 12.00 noon. The list of faculty to attend will be sent to the departments. The departments are requested to depute those faculty members on 22.02.2020 for the programme.
3. As proposed, IQAC jointly with CRD organizes the institutional level workshop on Research Article Writing on 29.02.2020 and requests all faculty members to participate and utilize the opportunity.

G. Sathya

IQAC Co-ordinator

Sandhya
Principal