



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE
(Affiliated to Thiruvalluvar University)



IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2018-2019

MEETING DATE : 17.7.2018

TIME: 2:30 - 3:30 PM

- AGENDA:
1. Association Activities
 2. M.Phil Affiliation
 3. Clubs.
 4. Books required
 5. Lesson Plan
 6. Others.

DISCUSSION:

1. Resolved to conduct seminar and conference in the odd semester.
2. Details regarding commission for M.Phil and other new affiliation courses were discussed.
3. Discussed on upcoming activities of clubs.
4. Department heads are instructed to give their book requirement.
5. Lesson plan should be maintained in the departments.
6. Decided to conduct sports day by the end of August.
7. Discipline committee meeting will be held on 18.6.18.

S. Selvan
IQAC CO-ORDINATOR 17/7/18

Freda
PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

IQAC Meeting conducted on 17.07.2018 at 2.30 P.M.. Following were the members present.

S.No	Name	Signature
1	Mrs. B. Vidhya	B. Vidhya
2	Mrs. Siddiga Parveen	Siddiga Parveen
3	Dr. B. Sasireka	B. Sasireka
4	Mrs. K. Shamila Sulthana	K. Shamila Sulthana
5	Dr. V. R. Punithavathi	V. R. Punithavathi
6	Mrs. G. Loganayagi	G. Loganayagi
7	Mrs. M. Silambarasi	M. Silambarasi
8	Ms. V. Jothimani	V. Jothimani
9	Ms. M. Roch Soumia	M. Roch Soumia
10	Ms. A. Shabnam Shereen	A. Shabnam Shereen



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Hakeem Nagar, Melvisharam - 632509

Walaja Taluk, Arcot Block Phone: 04172 266167, 266463

Email: mmeswc@yahoo.in website: www.mmescollege.com



Action Taken Report

Date : 17. 7. 2018

1. Proposed for conducting seminar and symposium submitted by the department of English, BCA, BBA and B.Com.
2. Details are collected by Dr. V. R. Punithavathi for M.Phil affiliation
3. Clubs initiated their activities.
4. Books requirement submitted by the HOD's and sanctioned by the Management.
5. Lesson Plan issued to all the faculties.

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,
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IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2018-2019

MEETING DATE : 10.8.2018

TIME: 11:30 AM - 12:15 PM

- AGENDA:
1. Quality of Teaching
 2. Dress code
 3. II Unit test
 4. Profonma I & II
 5. Intercollegiate Competitions
 6. Postal entry.

DISCUSSION:

1. Staff members are instructed to improve their quality of teaching.
2. Decided the dress code of staff members
3. Decided to conduct the II unit test on 17.9.2018
4. Heads of the department are asked to submit the profonma I & II
5. Discussed to encourage the students to participate in Intercollegiate competitions.
6. Discussed on postal entry


10/8/18
IQAC CO-ORDINATOR



PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

IQAC Meeting conducted on 10.08.2018 at 11.30 a.m. Following were the members present.

S.No	Name	Signature
1	Mrs. B. Vidhya	B. Vidhya
2	Mrs. Siddiq Parveen	Siddiq Parveen
3	Dr. B. Sasireka	B. Sasireka
4	Mrs. K. Shamila Sulthana	K. Shamila Sulthana
5	Dr. V. R. Punithavathi	V. R. Punithavathi
6	Mrs. G. Loganayagi	G. Loganayagi
7	Mrs. M. Silambarasi	M. Silambarasi
8	Ms. V. Jothimani	V. Jothimani
9	Ms. M. Roch Soumia	M. Roch Soumia
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Action Taken Report

Date : 10.8.2018

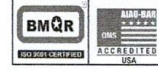
1. LCD Projectors are used for teaching.
2. Students profile, scanned photo, Language, Allied, elective courses details are collected for portal entry.
3. Proforma I & II submitted to exam section.
4. Invitations received from other colleges are circulated among the students and encourage them to participate

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2018-2019

MEETING DATE : 5, 10, 2018

TIME: 12:30 - 1:20 PM

AGENDA:

1. Model exam
2. Internal Audit
3. Department Files
4. Portal entry.
5. Magazine.

DISCUSSION:

1. The dates for conducting model exam was discussed.
2. Proposed to conduct an Internal Audit in a feasible manner.
3. Department heads are informed to maintain files and records properly.
4. Informed all staff members to feed their details in the university portal.
5. Magazine committee are instructed to get ready with magazine.

G. Balpan
5/10/18
IQAC CO-ORDINATOR

[Signature]
PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Meivisharam - 632 509

IQAC Meeting conducted on 05.10.2018 at 12:30 P.M. Following were the members present.

S.No	Name	Signature
1	Mrs. B. Vidhya	B. Vidhya
2	Mrs. Siddiqa Parveen	Siddiqa Parveen
3	Dr. B. Sasireka	B. Sasireka
4	Mrs. K. Shamila Sulthana	K. Shamila Sulthana
5	Dr. V. R. Punithavathi	V. R. Punithavathi
6	Mrs. G. Loganayagi	G. Loganayagi
7	Mrs. M. Silambarasi	M. Silambarasi
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Action Taken Report

Date : 5.10.2018

1. It was concluded that the model exams will be held from 29.10.2018 to 3.11.2018.
2. Internal Audit format circulated and the invoice for the audit announced.
3. List of files to be maintained in the department are circulated.
4. User ID and password shared to all the staff for portal entry
5. Articles collected by the magazine committee from the staff & students.

Signature of the Principal

Dr. Freda Gnanaseivam, Ph.D.,
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IQAC - MINUTES OF MEETING

ACADEMIC YEAR : 2018-2019

MEETING DATE : 4.1.2019

TIME: 3:30 - 4:00 PM

- AGENDA:
1. Events
 2. Log Book
 3. Group Photo
 4. Graduation day
 5. Industrial visit
 6. Tour

DISCUSSION:

1. Finalised the dates for conducting events like Miled - On - Nabe, Annual day and centenary celebration.
2. Instructed to maintain log book and Minutes of meeting in the departments.
3. Decided to take group photo for the final year students in the month of March.
4. Resolved to conduct Graduation day.
5. Informed the department heads to plan for an Industrial visit.
6. Student's tour finalized and informed to collect consent letter from the parents.

IQAC CO-ORDINATOR

G. Selpans
4/1/19


PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
Melvisharam - 632 509

IQAC Meeting conducted on 04.01.2019 at 3:30 p.m. Following were the members present.

S.No	Name	Signature
1	Mrs. B.Vidhya	B. Vidhya
2	Mrs. Siddiqa Parveen	Siddiqa Parveen
3	Dr. B. Sasireka	B. Sasireka
4	Mrs. K. Shamila Sulthana	Shamila Sulthana
5	Dr. V. R. Punithavathi	V. R. Punithavathi
6	Mrs. G. Loganayagi	G. Loganayagi
7	Mrs. M. Silambarasi	M. Silambarasi
8	Ms. V. Jothimani	V. Jothimani
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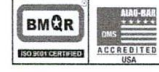
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Action Taken Report

Date : 4.1.2019

1. It was concluded that Milad - Un - Nabi will be held on 23.1.2019 , Centenary celebration on 16.2.2019 and Annual day on 23.3.2019.
2. Graduates details like name list and address are prepared for graduation.
3. Proposal letter for Industrial visit is handed over to the management through the Principal.
4. Consent letter format prepared and circulated to students.

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,
Principal
M.M.E.S. Women's Arts & Science College
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