



M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)

Hakeem Nagar, Melvisharam - 632509

Walaja Taluk, Arcot Block Phone: 04172 266167, 266463

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



IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2019-2020

MEETING DATE : 03.09.2019

TIME : 1:30 PM



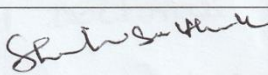
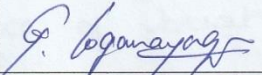
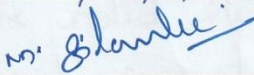

AGENDA:

1. Graduation Day
2. Felicitation to our Correspondent
3. Mahatma Gandhi Birthday celebration
4. Alumnae meet

DISCUSSION:

1. Discussed about graduation day. And duties allotted.
2. Discussed about felicitation of our correspondent, as Sir has been awarded Doctorate for Academic.
3. Informed Heads & staff members to take care of the wellness of students.
4. Resolved to observe Mahatma Gandhi's 150th birthday, for one week, from 26th September 2019 to 2nd October 2019.
5. Alumnae meeting will be held on 12th October 2019.
6. Decided to get additional seats for B.Com(G1).

IQAC Meeting conducted on 3.9.2019 at 1:30 PM. Following were the members present.

S.No	Name	Signature
1	Dr.Freda Gnanaselvam	
2	Dr. I. Shahina Begum	
3	Mrs. Siddiqa Parveen	Siddiqa Parveen
4	Dr. B. Sasireka	B. Sasireka
5	Mrs. K. Shamila Sulthana	
6	Dr. V. R. Punithavathi	V. R. Punithavathi
7	Mrs. G. Loganayagi	
8	Mrs. M. Silambarasi	
9	Ms. V. Jothimani V. JYOTHIMANI	V. Jyothi
10	Ms. A. Shabnam Shereen	

Signature of the Principal
Dr. Freda Gnanaselvam, P.S.
Principal
M.T.S. Women's Arts & Science College
Chennai - 600 029



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Action Taken Report

Date : 3.9.2019

1. Informed Mrs. Rasool Begum, to get ready with the graduation matter for Newspaper advertisement.
2. As Sir has been awarded Doctorate for Academic, felicitation programme was arranged by the IQAC.
3. Emphasized the importance of breakfast to the students and class tutors noted health profile and medications of the students.
4. Many events organized on behalf of Gandhi Jayanthi.

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,
Principal

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IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2019-2020

MEETING DATE : 12.12.2019

TIME: 3:00 PM


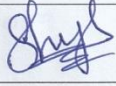
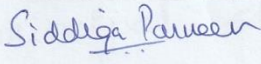
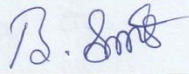
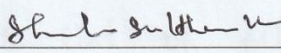
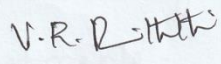
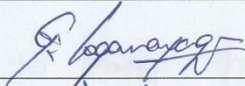

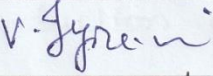
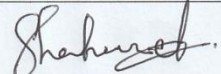
AGENDA:

1. IQAC . CO-ordination
2. Documentation
3. Mobile phone
4. Induction program
5. FDP

DISCUSSION:

1. Dr. I. Shahina Begum selected as IQAC CO-ordinator.
2. Resolved to update the file and records required for NAAC.
3. Decide to ban mobile phone usage inside the campus.
4. planned for the student Induction programme for the next Academic year.
5. Decided to organise faculty development programme.

IQAC Meeting conducted on 12.12.2019 at 3:00 PM. Following were the members present.

S.No	Name	Signature
1	Dr.Freda Gnanaselvam	
2	Dr. I. Shahina Begum	
3	Mrs. Siddiqa Parveen	
4	Dr. B. Sasireka	
5	Mrs. K. Shamila Sulthana	
6	Dr. V. R. Punithavathi	
7	Mrs. G. Loganayagi	
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Action Taken Report

Date : 12 .12 . 2019

1. Circular sent by the principal stating the change of IQAC co-ordination.
2. IQAC - co-ordination sent list of files to be maintained in the departments.
3. Students are instructed to obey the rules.
4. The copy of students induction programme is given to all heads.
5. FDP on the topic "Introduction to International Journal publication" will be held on 31.1.2020

Signature of the Principal

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

ACADEMIC YEAR : 2019-2020

MEETING DATE : 24.1.2020

TIME: 1.30 PM



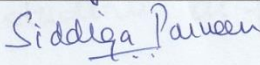

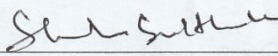
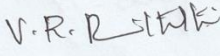
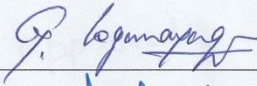
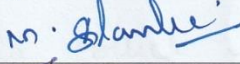
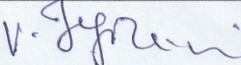

AGENDA:

1. Digital library
2. Milad-un-Nabi
3. Graduation day
4. Other matters

DISCUSSION:

1. Resolved to allot time for the students to use digital library.
2. Milad-un-Nabi celebration will be held on 30.1.2020 at 2pm in the auditorium.
3. Resolved to invite Ranipet District collector Mrs. Vidyadarshini, IAS as a chief Guest for the Graduation Day which will be held on March 7th.
4. Decided to celebrate women's day on 9th as 8th march on Sunday. Apollo hospital will organise awareness program to students.
5. planned to prepare SSR.

IQAC Meeting conducted on 24-1-2020 at 1:30 PM. Following were the members present.

S.No	Name	Signature
1	Dr.Freda Gnanaselvam	
2	Dr. I. Shahina Begum	
3	Mrs. Siddiqa Parveen	
4	Dr. B. Sasireka	
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Action Taken Report

Date : 24.1.2020

1. Digital lab assigned to students as follows.
I day order - II MA English
II day order - II M. Com
III day order - II MSc Maths
IV - day order - I MA English
V - day order - I M. Com
VI - day order - I MSc - Maths
2. Met collector and got approval.
3. visited nearby colleges to collect information on preparation of SSR.

Signature of the Principal

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

ACADEMIC YEAR : 2019-2020

MEETING DATE : 11.3.2020

TIME: 3.30 PM



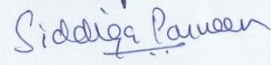

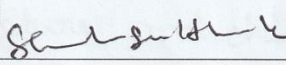
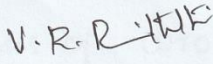
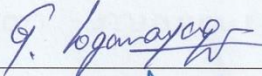

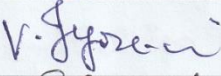
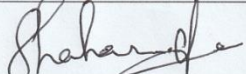
AGENDA:

1. Annual Day
2. Log book
3. Covid - 19
4. Mobile Exhibition.

DISCUSSION:

1. Annual day will be held in the month of April.
2. Log book should be updated with the details of activities organised by department.
3. Advised heads of the department instruct staff about taking good care of themselves by using hand sanitizers, washing hands as Corona virus is spreading.
4. Instructed to create awareness among students on Corona virus.
5. Arranged mobile exhibition of ISRO for the students.

IQAC Meeting conducted on 11.3.2020 at 3.30 pm. Following were the members present.

S.No	Name	Signature
1	Dr.Freda Gnanaselvam	
2	Dr. I. Shahina Begum	
3	Mrs. Siddiqa Parveen	
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Action Taken Report

Date : 11.3.2020

1. log book updated .
2. Kept hand sanitizers at each staircase
3. Department placed pictures and charts on the notice board about causes of corona virus , symptoms and prevention measures.
4. NES co-ordinator took incharge to make the students visit mobile exhibition.

Signature of the Principal

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Principal
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