



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.mmeswc.edu.in



### IQAC - MINUTES OF MEETING

ACADEMIC YEAR : 2021-2022

MEETING DATE : 12.8.2021

TIME: 2-4 PM



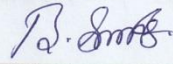
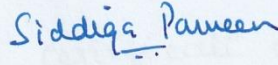
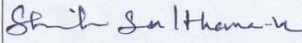

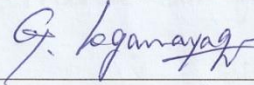

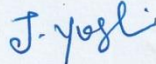
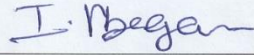
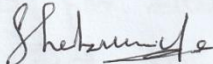
#### AGENDA:

1. College Timing
2. NAAC Criteria.
3. Additional section
4. Other matters.

#### DISCUSSION:

1. College timing changed as 9:30 AM to 4:00 PM.
2. Resolved to conduct many programmes for the development of students.
3. Teachers are expected to write research articles.
4. NAAC Criteria to be completed.
5. To concentrate on slow learners & advance learners.
6. GPS map app should be used to record activities.
7. To set additional section for B.com(G).

IQAC Meeting conducted on 12.8.2021 at 2.00 PM. Following were the members present.

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

Date: 12.8.2021

1. Webinar & association activities conducted in all the departments.
2. Article published and certificate of publication submitted to IQAC.
3. Criteria allotted to departments as follows.

i - Commerce	v - BBA & N&D
ii - computer application	vi - English
iii - Commerce (CA)	vii - Maths.
iv - CS	
4. Remedial classes conducted for slow learners and certificate courses registered by advance learners
5. GPS Map app used.
6. Application seeking additional section forwarded to Thiruvalluvar University.

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,  
Principal

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### IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2021-2022

MEETING DATE : 25.9.2021

TIME: 3-00PM


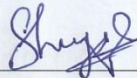

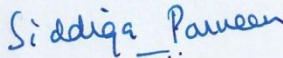
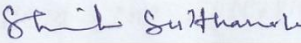
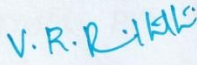
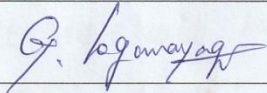
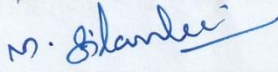
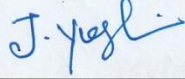
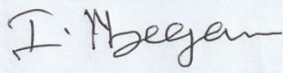

AGENDA:

1. Action plan

DISCUSSION:

1. To conduct Induction program for the first year students.
2. Resolved to conduct Academic & Administrative Audit.
3. Implementation of smart class room.
4. To prepare Academic calendar
5. To organise Placement Programs.

IQAC Meeting conducted on 25.9.2021 at 3.00 PM. Following were the members present.

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

Date : 25.9.2021

1. B.com (Gr) + CA , BBA conducted Induction program on 27<sup>th</sup> & 28<sup>th</sup> september. BCA +cs on 30<sup>th</sup> sep and other departments conducted on 4<sup>th</sup> & 5<sup>th</sup> october.
2. Passout students informed to attend the interview on 27<sup>th</sup> september at K.H. Exports India PVT. Ltd.
3. Academic & Administrative Audit date will be fixed soon. IQAC informed the departments to get ready for the audit.
4. Recommended the Mgt by IQAC to provide electro Interactive boards in class rooms.
5. Preparation of Academic calendar. allotted to Mrs. Sangeetha. Asst. professor of computer science.

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,  
Principal  
M.M.E.S. Women's Arts & Science College  
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### IQAC - MINUTES OF MEETING

ACADEMIC YEAR : 2021-2022

MEETING DATE : 17.12.2021

TIME: 2.00 PM

#### AGENDA:

1. Files to be maintained
2. Dropout students register
3. Late comers
4. CIA

#### DISCUSSION:



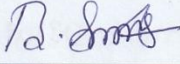
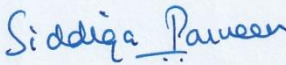
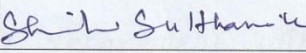
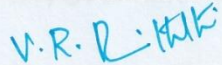
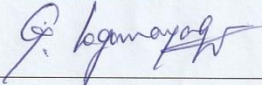

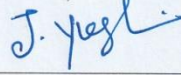

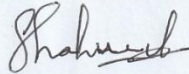
1. Discussed about files to be maintained in the department. Explained about the format that should be incorporated. Given deadline to complete all the files.

2. Discussed students drop out and also to analyse dropout ratio.

3. Asked to maintain late comers register.

4. III CIA to II & III year students and I CIA for I yr students will be held from 22nd December.

IQAC Meeting conducted on 17.12.2021 at 2.00 pm Following were the members present.

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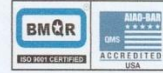
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### Action Taken Report

Date : 17.12.2021

1. Files were checked in each department. The incomplete files were reported to principal and insisted staffs to complete the files.
2. checked dropout students in every department with galley register.
3. Register maintained.
4. circular sent to the students regarding CIA-Timetable.

Signature of the Principal

**Dr. Freda Gnanaselvam, Ph.D.,**  
Principal  
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### IQAC - MINUTES OF MEETING

ACADEMIC YEAR : 2021-2022

MEETING DATE : 10.08.2022

TIME: 3.00 PM




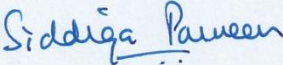
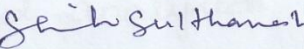

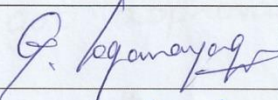

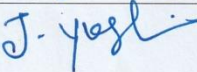
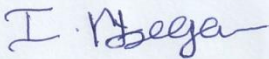
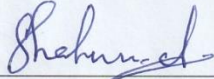
AGENDA:

Action plan.

DISCUSSION:

1. To approach mentor Institution to guide for NAAC
2. TO subscribe e-journals.
3. TO concentrate on extension and outreach programmes.
4. TO collect feedback on curricular from stakeholder?
5. Implementation of value-added courses.
6. TO conduct Aluminae meet.

IQAC Meeting conducted on 19.3.2022 at 3.00 PM. Following were the members present.

S.No	Name	Signature
1	Dr. Freda Gnanaselvam	
2	Dr. I. Shahina Begam	
3	Dr. B. Sasireka	
4	Mrs. Siddiqa Parveen	
5	Mrs.K. Shamila Sulthana	
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Action Taken Report

Date : 10.3.2022

1. Signed MOU with mentor Institution.
2. Subscribed Inflightnet.
3. Feedback collected and analysed.
4. The value added courses to be conducted are finalised and got approval.
5. Aluminae meet held on 28<sup>th</sup> October 2022.

Signature of the Principal

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



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### IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2021-2022

MEETING DATE : 30.5.2022

TIME: 3.00 PM



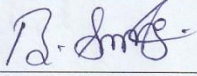
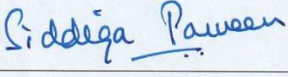


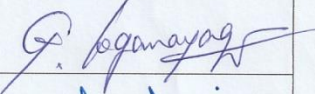

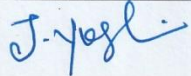
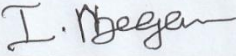

AGENDA:

Website updation.

DISCUSSION:

1. Website of the college needs to be updated.
2. Website Incharge is asked to collect data from the concerned sections / departments for updating the website.
3. To prepare a perform / format for faculty profile.
4. Feedback of the stakeholder to be uploaded.
5. E. content prepared by the staff members are to be uploaded.

IQAC Meeting conducted on 30.5.2022 at 3.00 PM. Following were the members present.

S.No	Name	Signature
1	Dr. Freda Gnanaselvam	
2	Dr. I. Shahina Begam	
3	Dr. B. Sasireka	
4	Mrs. Siddiqa Parveen	
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9	Mrs. J. Yogambigai	
10	Dr. I. Parvin Begum	
11	Ms. A. Shabnam Shereen	

Signature of the Director  
Dr. Prasad Srinivasan, M.A.  
Principal  
M.A.C.E. Women's Arts & Science College  
Manipal - 577 328



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**Action Taken Report**

Date : 30.5.2022

1. updation process started.

Signature of the Principal

**Dr. Freda Gnanaselvam, Ph.D.,**  
Principal

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