



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 : 2022-2023

MEETING DATE : 7.6.2023

TIME: 1.30 P.M

AGENDA

Selection of Members

1. Campus Maintenance
2. IQAC Team

DISCUSSION

Discussed with the members and selected Maintenance and IQAC Team members.

IQAC Meeting conducted on 7.6.2023 at 1.30 p.m. Following were the members present.

S.No	Name	Signature
1	Dr. Freda Gnanaselvam	
2	Dr. B. Sasireka	
3	Mrs.K. Shamila Sulthana	
4	Dr. V. R. Punithavathi	
5	Mrs. M. Silambarasi	
6	Dr. J. Yogambigai	
7	Mrs. M. Pitchammal	
8	Mrs. M. Kathy	
9	Mrs. M.N Salma Farheen	
10	Dr. L. Saritha	
11	Ms. A. Shabnam Shereen	

CAMPUS MAINTENANCE COMMITTEE

Hostel / Canteen / Campus

1. Dr. V.R. Punithavathi
2. Mrs. G. Loganayagi
3. Mrs. M. Kathy

The above mentioned members are constituted by the IQAC:

- To take care of maintenance work in the campus.
- To identify requirements for a clean and hygienic environment.
- To ensure the progress of activity taking place daily.
- They should report the developments in the campus to the Correspondent on daily basis.

IQAC TEAM

Following are the key members of the IQAC Unit

Director – Dr.B. Sasireka

Members:

1. Mrs. M.Silambarsi
2. Mrs. M. Pitchammal.
3. Dr. Yogambigai
4. Mrs. Anbarasi


CORRESPONDENT


IQAC DIRECTOR


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 : 2022-2023

MEETING DATE : 18.7.2022

TIME: 3.00 P.M

AGENDA:

To discussed the Action plan for the Academic year 2022-2023

DISCUSSION:

1. Implementation of Induction Program
2. An Orientation Program need to be conducted for the faculty members
3. Proposed to conduct an Internal Audit
4. Strengthen E. Governance
5. Implementation of Question Paper pattern in line with RBT
6. Club activities to be organized
7. To conduct Extension activities in the neighborhood community
8. Discuss on submission of IIQA
9. Make availability of library E-Resources to students









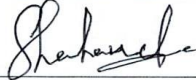
IQAC CO-ORDINATOR

PRINCIPAL

Dr. Freda Gnanaselvam, Ph.D.,
Principal

M.M.E.S. Women's Arts & Science College
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IQAC Meeting conducted on 18.7.2022 at 3:00pm. Following were the members present.

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

Date : 18.07.2022

1. One week Induction Program organized from 10.08.2022 to 18.8.2022.
2. Faculty Orientation program conducted on 02.08.2022
3. Internal Audit conducted in a feasible manner
4. Workshop on Revised Blooms Taxonomy was organized on 30.09.2022 for the implementation of RBT
5. EMBASE installed for Administrative purpose.

Signature of the Principal

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IQAC – MINUTES OF MEETING

ACADEMIC YEAR : 2022-2023

MEETING DATE :13.09.2022

TIME: 11.00A.M

AGENDA

1. New member
2. Notice board
3. Templates for Reports and other documents
4. SSR

DISCUSSION

1. The new members Dr. L. Sarita, Assistant Professor & Head of English, Mrs. M. Pitchammal, Assistant Professor & Head of Computer Applications & Mrs. M. Kathy, Assistant Professor & Head of Nutrition, Food Service Management & dietetics were welcomed.
2. The notice boards in all the floor has to be updated with necessary information
3. Templates to be prepared for various documents.
4. Important points on submission of SSR discussed


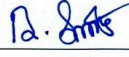
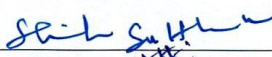
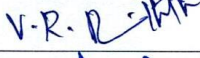
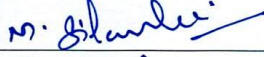
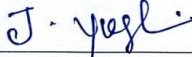
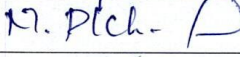
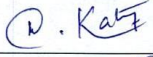
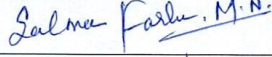
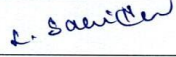
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Action Taken Report

Date : 13.09.2022

1. Common formats for Result analysis, Staff profile & Student enrollment shared to all the Departments
2. Best Practices & Distinctiveness are finalized after discussed with all the Heads of the Department.
3. Notice boards updated with necessary information

Signature of the Principal

Dr. Freda Gnanaselvam, Ph.D.,
Principal
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