



PADMAVANI ARTS & SCIENCE COLLEGE FOR WOMEN

(Affiliated to Periyar University)

Opp. Periyar University, Salem-636011.

(Recognised under section 2(f) & 12(B) of UGC Act,

1956 Accredited by NAAC & An ISO 9001:2008 Certified Institution)

E-mail: padmavaniarts@gmail.com

Contact No: 97877-75795

CIRCULAR

C.No: PVASCW/IQAC/2019-20/01


19.06.2019

This to inform the members of IQAC and external members the first meeting of the academic year 2019-20 is scheduled on 02.07.2019. All are request to attend the meeting to discuss the following points at 10:30am (Tuesday) at seminar hall.

AGENDA

- 1.1 Welcome address by chairman-IQAC
- 1.2 Review on placements for the previous academic year(2018-2019)
- 1.3 Alumnae feedback analysis for the academic year 2018-2019 passed out students
- 1.4 Review of feedback analysis by the students about teaching methodologies and facilities supported by the institution in the academic year 2018-2019
- 1.5 To discuss about the empowerment programme and IPR activities
- 1.6 Review of faculty research activities
- 1.7 IQAC action plan for the academic year 2019-2020
 - Examination and evaluation reforms in internal examinations
 - Collaboration /MOU with Institute and Industries.
 - Conducting short term faculty development programme
 - Encouraging faculty for the strengthening of research cell.
 - Eco-friendly practices
 - Enhancing student involvement in various activities through students wing
- 1.8 Discussion of the action plan for the academic year 2018- 2019.

Vote of thanks by IQAC coordinator



IQAC – COORDINATOR

COORDINATOR-IQAC
PADMAVANI
Arts & Science College (W)
SALEM - 636 011 TN

Copy to:

1. The External Academic Expert Member
2. The Alumni Member
3. The Industry Expert
4. All Internal Expert Members
5. The Placement Officer
6. The Alumni Coordinator
7. The Academic Coordinator
8. The IQAC Coordinator

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Contact No: 97877-75795

Minutes of the first Internal Quality Assurance Cell (IQAC) meeting

Date: 02.07.2019

Time: 10:30 AM

Venue: Seminar hall

Members Present

Chairman

: Dr. R. Harikrishnaraj, Principal-PVASCW.

External Academic Expert

: Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, : :
Periyar University

Member

: Ms. P. Sumathi.

Alumni member

Industry expert

: Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies
Pvt. Ltd.

Internal expert

: Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.

Internal expert

: Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.

Internal expert

: Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.

Internal expert

: Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.

Internal expert

: Ms. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.

Internal expert

: Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of
Computer Science.

Internal expert

: Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.

Internal expert

: Ms. K. Selvamani, Asst. Professor & Head, Dept. of Commerce.

Internal expert

: Ms. R. Valarmathi, Asst. Professor & Head, Dept. of
Biotechnology.

Internal expert

: Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.

Internal expert

: Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.

Internal expert

: Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.

Internal expert academic
coordinator

: Dr. M. Selladurai, Asst. Professor, Dept. of Commerce

Placement officer

: Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology

Coordinator-IQAC

: Dr. R. Ramkumar, Asst. Professor, Dept. of Biotechnology

Alumni Coordinator

: Ms. A. Divya, Asst. Professor, Dept. of English

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the first meeting of academic year 2019-2020 to review the academic activities and to discuss about the academic plans.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of students placement	Presented by Dr.T. Natarajan Placement Officer	<ul style="list-style-type: none"> The number of students Placed through on campus and off campus drive in the academic year 2018-2019 was presented by the placement officer. The carrier guidance programs and soft skill development programs organized by the placement cell in the academic year 2017-2018 was presented by the placement officer. 	The placement officer and coordinator to do the follow-up based on discussion / suggestion with Principal
	Suggestions given by The External Experts	<ol style="list-style-type: none"> The placement data of students was not inspiring with respect to the nature of companies as well as the Students placed. Recruiting companies can be invited for campus recruitment based on a particular discipline The placement percentage can be increased by Strengthening the following placement procedures. <ul style="list-style-type: none"> A structured feedback about the student performance During the placement to be prepared and obtained from all the recruiters. The placement cell can conduct a screening process and then send the best students to campus interviews to ensure a better placement. 	

		<ul style="list-style-type: none"> • More number of soft skill training sessions to prepare the students for employment can be arranged by the placement cell. • The staff from HR department to the various potential companies can be invited to address the students about the skill sets required by the company. It can be planned as an interactive session with students. <p>The following suggestions were given on students training and internship programs.</p> <ol style="list-style-type: none"> 1. Students who undergo internship have a better opportunity to get placed. A correlation could be made between the internship and placement. 2. The internships should be offered based on the interest of the students. 3. Placement cell can interact with students to share their knowledge about the various internship and training programmes. 4. Career planning and guidance can be offered to the outgoing students based on their need. A diagnostic tool can be designed to map the skill sets of the students or the students can be encouraged to take online personality test. 5. More number of common programs on career counseling can be organized for students with renowned resource persons in the field. 	
1.3 Alumnae Feedback	Presented by Alumni Coordinator	The alumni feedback analysis outcome is presented to the members in the meeting.	All HODs, Academic Coordinator to take

Analysis			Necessary action on the alumni feedback.
1.4 Students feedback on teaching	Presented by Academic Coordinator	The student's feedback on teaching has been examined and the results are presented to the members in the meeting. • Alumni member suggested to use more ICT tools	All HODs, Academic Coordinator must take necessary actions to improve ICT Tools.
1.5 The Empowerment programme and IPR activities	Presented by Dr.A. Palaniammal and Dr.P.Ananthi	As a best practice the institute Decided to have the two proposed best practices for the welfare of students. -Entrepreneurship Development -Green campus	All HODs & Academic Coordinator must implement plastic free environment among the students.
1.6 Student Result Analysis For the academic year 2017-2018	Presented by Academic Coordinator	The results of the students for the academic Year 2017-2018 was presented before the members of IQAC. • The experts appreciated the results and put forth & their suggestion regarding, Students score in University ranks, Gold Medalist distinction etc.	All HODs, Academic Coordinator
1.7 Faculties Research activities in the academic year 2017-2018	Presented by Research & development Dean	Research findings of the faculties that were presented/participated in international / national conferences, publication of their works in internationally/nationally renowned journals and project proposals send to various funding agencies had been presented by the Dean of R&D. By encouraging the faculty participation by Providing funds – management.	All HODs& R&D Coordinator
1.8 Action plans for The academic year 2018-2019	Presented by IQAC Coordinator	The action plans for the year2018—2019 was presented by the IQAC coordinator. Suggestions about the future plans in order to implement it successfully in the coming academic year were put forth	All HODs, Director- R&D, Academic Coordinator, Placement Officer, internal expert Coordinator, Alumni

		by all the internal experts.	coordinator.
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		<ul style="list-style-type: none"> • Reforms in conduction and evaluation of Internal examinations were suggested by the Academic coordinator which would develop the performance of students in the university examinations. • Academic coordinator suggested to organize more value added courses/workshops/seminars to improve the technical skills of students. Alumni member Suggested that they would help to conduct more placement /entrepreneurship Oriented programs in order to get better employment. • Academic coordinator recommended Conducting academic audit every year to provide effective teaching and learning methodstothe students 	Examinations
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The first meeting of IQAC ended at 12:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr.R.RAMKUMAR, Coordinator—IQAC.



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CIRCULAR

C. No: PVASCW/IQAC/2019-20/02

04.09.2019

This is to inform the members of IQAC and external members the second meeting of the academic year 2019-20 is scheduled on 10.09.2019. All are requested to attend the meeting to discuss the following points at 10:30 am (Tuesday) at seminar hall.

AGENDA

Welcome address by chairman-IQAC

The committee members review on examination and evaluation reforms in internal examinations, Industry-Institute collaboration, FDP and research, review of previous meeting.

To discuss about the internal, model examinations and complete the syllabus

To discuss about the research Publications and Articles.

To prepare the students for the odd Semester Practical and Theory Examinations.

IQAC action plan for the year 2019-2020

- Industry-Institute collaboration
- Conducting short term faculty development Programme
- Encouraging faculty for the strengthening of research work.
- To Assign the External and Internal Evaluation for Theory and Practical.
- Enhancing students to involve in Department Event and college.

Vote of thanks by IQAC coordinator


IQAC – COORDINATOR

COORDINATOR-IQAC
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Minutes of the second Internal Quality Assurance Cell (IQAC) meeting

Date: 10.09.2019

Time: 10:30 AM

Venue: Seminar hall

Members Present

- Chairman : Dr. R. Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.
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- Internal expert : Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Ms. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
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- Internal expert : Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Ms. K. Selvamani, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
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- Internal expert : Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr. M. Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. R. Ramkumar, Asst. Professor, Dept. of Biotechnology

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the second meeting of academic year 2019-2020 to review the previous minutes of meeting and to discuss about the forthcoming plan.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of students Examination	Presented by Dr. T. Natarajan Placement officer & Exam cell member	<ul style="list-style-type: none">Review on examination and evaluation reforms in internal examinations and model examination.Industry-Institute collaboration	Conduction of Internal Exam and Model Exam as per given schedule. Faculty members have published the research paper in collaboration with other college faculty members.
	Suggestions given by the External Experts	<ol style="list-style-type: none">1. Recruiting companies can be invited for campus recruitment based on their respective discipline2. Career planning and guidance can be offered to the outgoing students based on their need. A diagnostic tool can be designed to map the skill sets of the students or the students can be encouraged to take online personality test3. The placement percentage can be increased.4. More number of common programs on career counselling can be organized for students with renowned resource persons in the field.	

1.3 Alumni Feedback Analysis	Presented by Alumni Coordinator	The alumni feedback analysis outcome presented to the members in the meeting.	All HODs, Academic Coordinator to take necessary action on the alumni feedback.
1.4 Students feedback on teaching	Presented by Academic Coordinator	The student's feedback on teaching has been examined and the Internal exam results are discussed with the members in the meeting. • Alumni member suggested to use more ICT tools	All HODs, Academic Coordinator
1.5. The empowerment programme and IPR activities	Presented by Dr.A.Palaniammal and Dr.P.Ananthi	As a best practice the institute decided to have the two proposed best practices for the welfare of students. 1. Green Campus 2. Vocational Skills and Entrepreneurial Development for Women.	All HODs, Academic Coordinator
1.6 Student Performance in the Internal Assessment	Presented by Academic Coordinator	The results of the students for the Internal Assessment was presented before the members of IQAC. • The experts appreciated the results and put for their suggestion regarding, securing more university Rank holders in the upcoming examinations.	All HODs, Academic Coordinator
1.7 Faculties research activities in the academic year 2018-19	Presented by Director R&D	Research findings of the faculties that were presented/ participated in international / national conferences, publication of their works in internationally / nationally renowned journals and project proposals send to various funding agencies had been presented by the director — R&D. To encourage the participation of the faculty members the management has supported them by providing funding. To advice the Faculty members improve their Research publications.	All HODs, Director — R&D

<p>1.8 Action plans for Activities to be conducted</p>	<p>Presented by IQAC Coordinator</p>	<p>The action plans for activities to be conducted in upcoming semester have been presented by the coordinator — IQAC.</p> <p>Suggestions about the future plans in order to implement it successfully in the coming academic year were by all the internal experts.</p> <p>Academic coordinator suggested to organize more value added courses / workshops / seminars to improve the technical skills of students.</p> <p>Academic coordinator recommended conducting academic audit every year to provide effective teaching and learning methods to the students</p>	<p>All HODs, Director R&D, Academic Coordinator, Placement Officer, Coordinator— Internal</p>
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The second meeting of IQAC ended at 12:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. R. RAMKUMAR, Coordinator— IQAC.



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CIRCULAR

C.No: PVASCW/IQAC/2019-20/03

26.11.2019

This to inform the members of IQAC and external members the third meeting of the academic year 2019-20 is scheduled on 29.11.2019. All are request to attend the meeting to discuss the following points at 11 am (Friday) at seminar hall.

AGENDA

The meeting started with Welcome address by chairman-IQAC

The IQAC members discuss review of previous meeting and action taken report.

To prepare the subject allotment and time table for even semester

To arrange the industrial visit for final year students.

To ask the faculty members to attend the FDP for increase their efficiency

IQAC action plan for the year 2019-2020

- The teaching faculty has to publish the articles in highly impact journal
- Conducting the refresher courses for the faculty
- Encouraging faculty to organize conferences.
- To Assign the External and Internal Evaluation for Theory and Practical.
- Enhancing student to Involvement in Department Event and college.

Vote of thanks by IQAC coordinator

IQAC – COORDINATOR


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Minutes of the Third Internal Quality Assurance Cell (IQAC) meeting

Date: 29.11.2019

Time: 11:00AM

Venue: Seminar hall

Members Present

- Chairman : Dr.R.Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr.R.Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr.A.Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms.A.Palaniammal, Asst. Professor & Head, Dept. of Tamil.
- Internal expert : Dr.Sindhu.V.Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr.Sonia.R.Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr.M.Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Ms.M.Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms.R.Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
- Internal expert : Ms.S.Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Ms.K.Selvamani, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
- Internal expert : Dr.P.Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr.K.Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms.N.Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr.M.Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr.T.Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr.R.Ramkumar, Asst. Professor, Dept. of Biotechnology

Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the third meeting of academic year 2019-2020 to review the previous minutes of meeting and to discuss about the forth coming plan.

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of students university Examination	Presented by Dr.T.Natarajan Exam cell member	<ul style="list-style-type: none"> The respective head of the department ask to prepare the students for their university Examination 	All the head of the department verified syllabus completion, material distribution and overall revision.
1.3 Details of Paper Publications	Presented by Academic Coordinator	All the Faculty members are suggested to publish their research paper frequently.	All HODs, To take necessary action
1.4 Industrial visit	Presented by Ms.M.Sujatha	As the development of students knowledge to arrange industrial visit for all departments. To select the best and relevant industries for visit.	All HODs ,Academic Coordinator
1.5.The Empowerment programme and IPR activities	Presented by Dr.A.Palaniammal and Dr.P.Ananthi	As a best practice the institute Decided to have the two proposed best practices for the welfare of students. <ol style="list-style-type: none"> Green Campus Vocational Skills and Entrepreneurial Development for Women. 	All HODs, Academic Coordinator
1.6 Faculty Development Programme	Presented by IQAC Coordinator	To conduct the Faculty Development Programme for all Teaching and non-teaching faculty members. All Teaching faculty are advised to attend the other institution Faculty	All HODs, Academic Coordinator

		Development Programme.	
1.7 Extra curricular Activities Cultural competition	Presented by Ms.S.Uma,	To improve the extra skills of the students through conducting cultural competition – JAMBOREE JAMBOREE Shield awarded to those department students to win more places.	All HODs,
1.8 Action plan for Even semester	Presented by Academic Coordinator,	To prepare the subject allotment and Time table for upcoming semester.	All HODs,

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The third meeting of IQAC ended at 12:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr.R.RAMKUMAR, Coordinator—IQAC.



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CIRCULAR

C. No: PVASCW/IQAC/2019-20/04

28.01.2020

This is to inform the members of IQAC and external members the fourth meeting of the academic year 2019-20 is scheduled on 31.01.2020. All are request to attend the meeting to discuss the following points at 10 am (Friday) at seminar hall.

AGENDA

The meeting started with Welcome address by chairman-IQAC

The IQAC members discuss the performance of previous meeting and action taken report.

1.1 Review for previous year placement and future plan.

1.2 To prepare for Annual day and Graduation day.

1.3 To prepare the students for Model and semester examinations.

1.4 The committee decide to organize the placement for final year and alumni students

1.5 The committee members have to prepare the planning for create awareness regarding the opportunities of entrepreneurship programmes


IQAC action plan for the year 2019-2020

1.6 IQAC Committee planned for NAAC Preparation

1.7 To Assign the External and Internal Evaluation for Theory and Practical.

1.8 To motivate the students to participate event which are conducted by NCC, NSS, RRC and YRC

Vote of thanks by IQAC coordinator


IQAC – COORDINATOR

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Minutes of the Fourth Internal Quality Assurance Cell (IQAC) meeting

Date: 31.01.2020

Time: 10:00 AM

Venue: Seminar hall

Members Present

- Chairman : Dr. R. Harikrishnaraj, Principal-PVASCW.
- External Academic Expert : Dr. R. Balagurunathan, Prof. & Head Dept. of Microbiology, Periyar University
- Member : Ms. P. Sumathi.
- Alumni member : Ms. P. Sumathi.
- Industry expert : Dr. A. Pazhanimuthu, Managing Director, AURA Biotechnologies Pvt. Ltd.
- Internal expert : Ms. A. Palaniammal, Asst. Professor & Head, Dept. of Tamil.
- Internal expert : Dr. Sindhu. V. Jose, Asst. Professor & Head, Dept. of English.
- Internal expert : Dr. Sonia. R. Fredrick, Asst. Professor & Head, Dept. of Physics.
- Internal expert : Dr. M. Jayagobi, Asst. Professor & Head, Dept. of Chemistry.
- Internal expert : Ms. M. Sujatha, Asst. Professor & Head, Dept. of Mathematics.
- Internal expert : Ms. R. Kirubakumari, Asst. Professor & Head, Dept. of Computer Science.
- Internal expert : Ms. S. Uma, Asst. Professor & Head, Dept. of Statistics.
- Internal expert : Dr. M. Priyadarshini, Asst. Professor & Head, Dept. of Commerce.
- Internal expert : Ms. R. Valarmathi, Asst. Professor & Head, Dept. of Biotechnology.
- Internal expert : Dr. P. Ananthi, Asst. Professor & Head, Dept. of Zoology.
- Internal expert : Dr. K. Anbarasan, Asst. Professor & Head, Dept. of Botany.
- Internal expert : Ms. N. Indhumathi, Asst. Professor & Head, Dept. of History.
- Internal expert academic coordinator : Dr. M. Selladurai, Asst. Professor, Dept. of Commerce
- Placement officer & Exam cell member : Dr. T. Natarajan, Asst. Professor, Dept. of Biotechnology
- Coordinator-IQAC : Dr. R. Ramkumar, Asst. Professor, Dept. of Biotechnology
- Alumni Coordinator : Ms. A. Divya, Asst. Professor, Dept. of English


Item 1.1: Chairman of IQAC Dr. R. Harikrishnaraj welcomed the members of IQAC for the fourth meeting of academic year 2019-2020 to review the previous minutes of meeting and to discuss about the forthcoming plan.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Item	Suggestions and Advices of Member	Outcomes of Discussion	Action to be taken
1.2 Details of College Functions and events	Presented by Academic Coordinator	<ul style="list-style-type: none"> Duties for College day and Graduation day are allotted to respective department. 	All HODs, to take necessary action
1.3 Details of Model and Semester Examinations	Presented by Academic Coordinator	All the Faculty members are advised to prepare Question Bank for their respective subjects.	All HODs, to take necessary action
1.4 Details of Students Placement	Presented by Dr. T. Natarajan Placement Officer	<ul style="list-style-type: none"> 20% of students placed through on campus and off campus drive in the academic year 2018-2019 was presented by the placement officer. Many carrier guidance programs and soft skill development programs organized by the placement cell in this academic year. To expect more than 20% of students will be placed in this year 	All HODs, Academic Coordinator
1.5.The entrepreneurship programme	Presented by Academic Coordinator	The Entrepreneurial development cell to organize the Seminars for both Students and Faculty Members.	All HODs
1.6 NAAC Preparation	Presented by IQAC Coordinator	The Concern Criteria Heads verify the NAAC work what so for done and fix the target for final submission to NAAC.	All HODs, Academic Coordinator
1.7 Practical Examinations	Presented by Dr. T. Natarajan	The respective head of the department conducted the model exam through concern internal exam cell and prepare the students for university practical examinations	All HODs,

1.8 Event conducted by NCC and NSS	Presented by NCC and NSS Co-ordinator	The coordinator of NCC and NSS will organize village adoption programme in connection more numbers of students participated from all the department	All HODs,
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The fourth meeting of IQAC ended at 12:40 pm after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was prepared by Dr. R. RAMKUMAR, Coordinator— IQAC.


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