
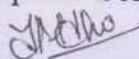
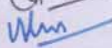
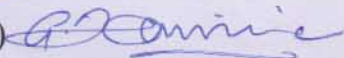
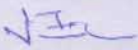
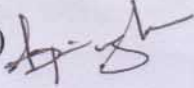
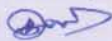
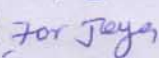



ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (12-07-2019)

Participants

1. Mr. Y.R. Berlin Raja Singh (Department of Computer Science) 
2. Dr. F. Meena Theresa (Department of English) 
3. Dr. S. Mary Helen (Department of Chemistry) 
4. Dr. G. Dominic Babu (Department of Mathematics) 
5. Dr. T. Vijayakumar (Department of Commerce) 
6. Mr. D. Anto Pravin Singh (Department of Business Administration) 
7. Dr. Darlin Mary (Department of Physics) 
8. Dr. S. Jeya (Department of Zoology) 
9. Mrs. M. Jenilet Leela (Office) 

IQAC Meeting was held on 12-07-2019 at 1.30 p.m. at the IQAC office.

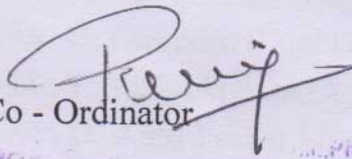
- ❖ The IQAC Co-ordinator Dr. J.M. Sasi Premila welcomed the Principal and Criterion team leaders. The following agenda was discussed.
- ❖ Submission of AQAR was discussed by the Co-ordinator. AQAR for 2018-2019 is by online mode, so team leaders are requested to collect the data from the departments through the members. Timely submission of AQAR is Mandatory since it is new to all of us, Co-ordinator insisted exact data should be collected and Consolidation can be done by the leaders.
- ❖ Co-ordinator explained the new format of AQAR and Standard operating procedure (SOP) of SSR from the NAAC website.
- ❖ Dr. J. Johnson, Principal and Chairman of the IQAC guided the leaders to initiate quality based activities in the campus.
- ❖ He also insisted the quality improvement in teaching and learning.
- ❖ The Co-ordinator discussed the annual plan of the IQAC with the team members.

❖ The following plan was discussed.

- To insist research departments to promote research activities and to do the same orientation Programmes can be arranged during the same month or in the month of August 1st week.
- To insists departments to organise IPR and research methodology related programmes.
- To insist every departments must organize a national level conference per year.
- This year to new carrier oriented courses can be added along with existing courses.
- Orientation programme for newly recruited staff members can be arranged in the month of August.
- It is discussed to organize workshop/Orientation programme on teaching learning.
- FDP/Orientation programme must arrange in this academic year.
- To insist to increase Smart classroom and staff members of the departments should utilize it for the students.
- Coordinator suggested to insist the departments to conduct gender equity programmes.
- To insist departments to strengthen outreach programmes and arts departments to conduct survey programmes. Outreach programmes must be based on community needs.
- To insist staff members and students to participate and present papers in the conferences/seminars organized by other Institutions.
- Staff must attend FDP, Online Courses and Certificate courses to encourage multidisciplinary programmes.
- It is decided to organize meeting in the month of August 2019 to various committees and assign their responsibilities and procedure to submit reports on time with all details.

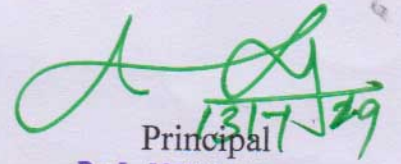
→ IQAC Co-coordinator also discussed with the team heads and decided to organize meeting with head of the departments to explain the new format of updated SSR/AQAR and responsible works carried out by the departments.

The meeting came to an end at 4p.m. with a Vote of thanks by the Assistant Coordinator Dr. T. Vijayakumar.


Co - Ordinator

Dr. J. Johnson, M.Sc., M.Phil., Ph.D.

IQAC COORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT


Principal

Dr. J. JOHNSON, M.Sc., M.Phil., Ph.D.


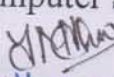
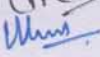
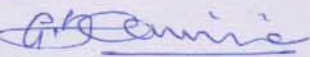
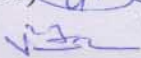
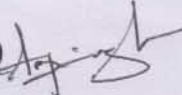
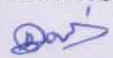
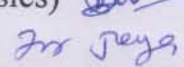
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting (17-08-2019)

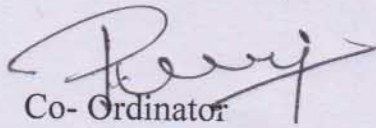
Participants

1. Mr.Y.R.Berlin Raja Singh(Department of Computer Science) 
- 2.Dr. F. Meena Theresa (Department of English) 
- 3.Dr. S. Mary Helen (Department of Chemistry) 
- 4.Dr. G. Dominic Babu (Department of Mathematics) 
- 5.Dr. T. Vijayakumar(Department of Commerce) 
- 6.Mr. D. Anto Pravin Singh (Department of Business Administration) 
- 7.Dr. Darlin Mary (Department of Physics) 
- 8.Dr. S. Jeya (Department of Zoology) 

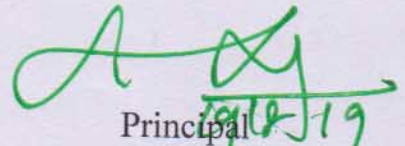
The IQAC Meeting was held on 17-08-2019 at 10.30 am at the IQAC office. The Co-ordinator Dr. J.M. Sasi Premila welcomed the Principal and team leaders and the following agenda was discussed.

- Co-ordinator informed the team leaders to submit the SSR based work plan.
- Criterion heads are informed to submit the criterion based requirements to the coordinator. So that proposal can be made to management to procure.
- Team heads are informed to come to IQAC office during the internal exams to complete AQAR.
- Criterion heads discussed the responsibilities of the committees to be discussed in the afternoon's meeting with the Committees
- Coordinator also informed joint meeting can be organised with Heads to execute the works smoothly on 28.08.2019.

The meeting came to an end with a vote of thanks at 11.15 am by Dr. T. Vijayakumar.


Co-Ordinator

Dr.J.M.SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT


Principal

Dr.J. JOHNSON, M.Sc., M.Phil., Ph.D.
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (28-08-2019)

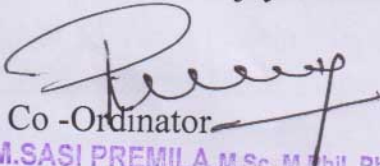
Participants

1. Dr. S.R.Brindha(Vice Principal) *S.R.B.*
2. Mrs. M.Latha Beatrice (Head,Department of Physics) *M.L.B.*
3. Dr.B.Stephen John (Head, Department of Mathematics) *B.S.J.*
4. Mr.Y.R.Berlin Raja Singh(Head,Department of Computer Science) *Y.R.B.R.S.*
5. Miss. Suja(Head,Department of Zoology) *Suja*
6. Dr. F. Meena Theresa (Department of English) *F.M.T.*
7. Dr. S. Mary Helen (Department of Chemistry) *M.H.*
8. Dr.Josephine Rani (Head, Department of Commerce) *J.R.*
9. ~~Mr.~~ G. Dominic Babu (Department of Mathematics) *G.D.B.*
10. Miss . M.Thatheya (Head, Department of Business Administration) *M.T.*
11. Mr. D. Anto Pravin Singh (Department of Business Administration) *A.P.S.*
12. Dr.C.Ajitha(Head,Department of Tamil) *C.A.*
13. Dr.D.Joen Joslin(Head,Department of English) *D.J.*
14. Dr.J.M.Sasi Pramila (Head,Department of Bio Technology) *J.M.S.P.*
15. Dr. S. Jeya (Department of Zoology) *S.J.*
16. Dr. A. Darlin Mary(Department of Physics) *A.D.M.*

IQAC Joint Meeting with Heads was held on 28-08-2019 at IQAC room at 2pm. The IQAC Co-ordinator Dr. J.M. Sasi Premila welcomed the Principal. Criterion leaders and the heads.

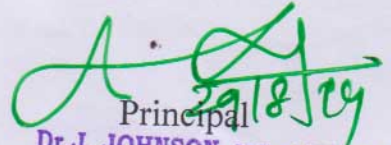
- All the criterion team heads read the criterion based year plan to the departments and the activities to be organized by the departments.
- Co-Ordinator discussed with the heads about scanning of documents.
- It is informed to the heads that the departments must organize gender equity programme, Human values and human rights problem to the students.
- Co-ordinator discussed the criterion based works to the departments and informed heads about the submission of data to IQAC as per scheduled date. Printout was given by the Co-ordinator to the heads.

- Co-ordinator informed the heads, while submitting reports quantum data is must, no of beneficiaries must be added.
- While submitting reports photos are required, signature by the person from the date head and Principal is required.
- Co-ordinator suggested the department's alumni contacts must be encouraged and alumni fund mobilisation should be there in the department.
- Every staff members must publish a paper in the UGC care list journal.
- Smart class usage must be increased by the departments.
- Finally Principal addressed the heads about the importance of the activities, and enhancing the quality of the department in research. He also insisted the heads to inform the department staff to publish a paper in the Scopus and Web of Science Journals.
- The meeting came to an end at 4 pm with a vote of thanks by Dr. T. Vijayakumar.



Co -Ordinator

Dr.J.M.SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT



Principal


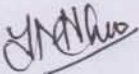

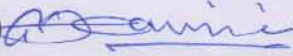

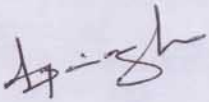


Dr.J. JOHNSON, M.Sc., M.Phil., Ph.D.
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
(Accredited with B++ by UGC under section 2(f) & 12(B) status)

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting (11.10.2019)

Participants

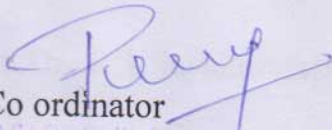
1. Mr. Y.R. Berlin Raja Singh (Department of Computer Science) 
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5. Dr. T. Vijayakumar (Department of Commerce) 
6. Mr. D. Anto Pravin Singh (Department of Business Administration) 
7. Dr. Darlin Mary (Department of Physics) 
8. Dr. S. Jeya (Department of Zoology) 

The IQAC meeting was held on 11.10.2019 at 11 am at the IQAC Office. The IQAC co ordinator welcomed the team leaders. The following agenda was discussed.

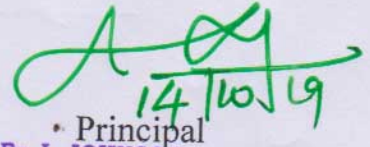
- SSR based planning for even semester was discussed
- The coordinator suggested the leaders to collect the data based on SSR from the departments.
- Team heads and the coordinator discussed and decided during the semester holidays, the documents of 2018-2019 academic year has to scanned and updated in the IQAC system by the concerned department staff.

- It is planned to organize a staff orientation programme during the semester holidays in the month of November.
- Dr.S.Mary Helan suggested Dr.Mukundan , Former Principal of NVKES College, Attor as a resource person for the orientation programme.
- The team leaders discussed and asked to fix the date for the orientation during the fourth week of November.
- The coordinator asked the team leaders and Criterion II head to strengthen the mentor mentee in the department..

The meeting came to an end with a vote of thanks by Dr.T.Vijayakumar at.12.30pm.


Co ordinator

Dr.J.M.SASI, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT


Principal


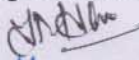

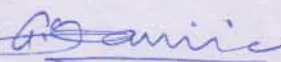
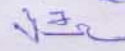
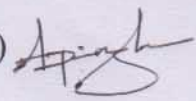


Dr.J. JOHNSON, M.Sc., M.Phil., Ph.D.
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KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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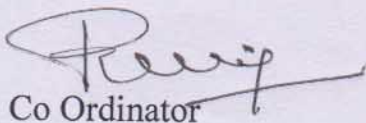
Minutes of the IQAC Meeting (27-11-2019)

Participants

1. Mr.Y.R.Berlin Raja Singh(Department of Computer Science) 
2. Dr. F. Meena Therese (Department of English) 
3. Dr. S. Mary Helen (Department of Chemistry) 
4. Dr. G. Dominic Babu (Department of Mathematics) 
5. Dr. T. Vijayakumar (Department of Commerce) 
6. Mr. D. Anto Pravin Singh (Department of Business Administration) 
7. Dr. Darlin Mary (Department of Physics) 
8. Dr. S. Jeya (Department of Zoology) 

The IQAC Meeting was held on 27-10-2019 at 3 p.m. at the IQAC office. The IQAC Co-ordinator Dr. J.M. Sasi Premila welcomed the team leaders. The following agenda was discussed.

- ❖ The IQAC team members discussed the feedback of Orientation programme on “Education Psychology – A tool to promote teaching and learning “.
- ❖ The members feel the programme was very effective and it was useful for the staff to recharge them. The Co-ordinator informed the IQAC team, there is a plan to organise another Orientation programme in the month of December before college opens.
- ❖ Resource person for the programme was Mr. A. Mariadhas on “stress Management “and the date is fixed as December 4th 2019.
- ❖ The meeting Leave to an end with a vote of thanks by Dr. T. Vijayakumar at 4pm.


Co Ordinator

Dr.J.M.SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

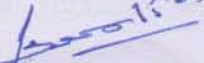
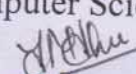
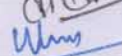
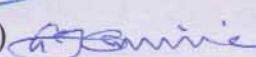
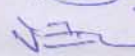

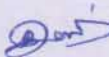


Principal
28/11/19
Dr.J. JOHNSON, M.Sc., M.Phil., Ph.D.
PRINCIPAL
ANNAI VELANKANNI COLLEGE
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KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting (20-12-2019)

Participants

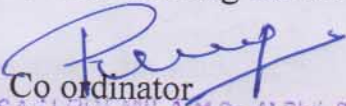
1. Mr. Y.R. Berlin Raja Singh (Department of Computer Science) 
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6. Mr. D. Anto Pravin Singh (Department of Business Administration) 
7. Dr. Darlin Mary (Department of Physics) 
8. Dr. S. Jeya (Department of Zoology) 

The IQAC Meeting was held on 20-12-2019 at 10.30 a.m. at the IQAC office. The IQAC Co-ordinator Dr. J.M. Sasi Premila welcomed the Rev. Dr. Domnic M Katachadhas, Management Representative, Dr. J. Johnson, Principal and team leaders.

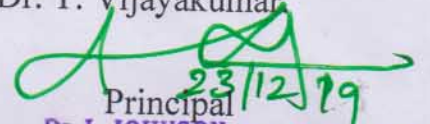
The following agenda was discussed.

- ❖ IQAC Co-ordinator presented the AQAR 2018- 2019 prepared by the IQAC team through PowerPoint presentation.
- ❖ IQAC team and Management representative reviewed the AQAR 2018-2019 preparation and suggested to concentrate the untouched area.
- ❖ The Co-ordinator insisted the leaders to collect the reports in a quantum based data.

- ❖ The Co-ordinator asked the team leaders to concentrate the untouched metrics in the AQAR and SSR.
- ❖ Criterion leaders expressed their views on AQAR preparation.
- ❖ Criterion II leader suggested to implement the mentee register, coordinator replied about the final stage of preparation of the register.
- ❖ Criterion I insisted to implement curriculum based value added courses. It was finally decided to implement the same in the next academic year.
- ❖ It is also discussed 2019 – 2020 AQAR preparation should starts from April 2020 itself.
- ❖ It is discussed and decided to conduct the academic audit by the IQAC team in the month of March after the college day.
- ❖ The meeting came to an end with a vote of thanks by Dr. T. Vijayakumar.


Co ordinator


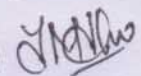
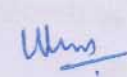
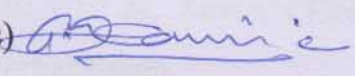

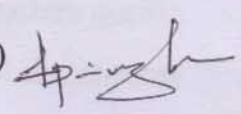
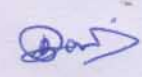
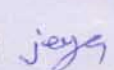
Dr.J.M.SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT


Principal

23/12/19
Dr.J. JOHNSON, M.Sc., M.Phil., Ph.D.
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KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
(Accredited with B++ by UGC under section 2(f) & 12(B) status)
INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (22.01.2020)

Participants

1. Mr. Y.R. Berlin Raja Singh (Department of Computer Science) 
2. Dr. F. Meena Theresa (Department of English) 
3. Dr. S. Mary Helen (Department of Chemistry) 
4. Dr. G. Dominic Babu (Department of Mathematics) 
5. Dr. T. Vijayakumar (Department of Commerce) 
6. Mr. D. Anto Pravin Singh (Department of Business Administration) 
7. Dr. A. Darlin Mary (Department of Physics) 
8. Dr. S. Jeya (Department of Zoology) 

The meeting began with a welcome address by the IQAC coordinator Dr. J.M. Sasi Premila. She read out the minutes of the previous meeting. Coordinator informed the NAAC has been revised the SSR in the website, which is downloaded and send mail to all the leaders. She also informed that the data for the academic year 2019-2020 should be collected as per the new revised SSR manual updated by the NAAC.

The Co-coordinator informed that, a proposal has been given to the management to call upon a technician to upload the current data in PDF, URL and other format.

The coordinator asked the criterion leaders to hand over a proposal with regard to the requirements for AQAR 2019-2020 at an earliest. She also informed that the Quantum data needs to be mentioned.

The Coordinator asked the criterion leaders to organize one meeting every month for QLM and that the matters discussed have to be included in the minutes of the meeting

It was also informed to organize a meeting with all the HODs with regard to SSR and AQAR of 2019-2020 before the 2nd Internal Exam. Signature of all the Heads of Departments and the team leaders are to be included in the meeting report.

It was suggested to have a mock visit in the month of November.

A proposal was given by the IQAC members to visit St. Xavier's College, Palayamkottai with regard to NAAC during the 2nd Internal Exam.

It was decided to organize separate meetings by the criterion Leaders during the 1st Internal regarding the revised queries. The following smart classrooms were provided for the same in the VI hour.

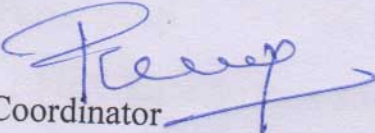
II Criteria	-	C-0 - 8	} on 27-01-2020
III Criteria	-	A - 1 - 4	
IV Criteria	-	C - 2 - 3	

I Criteria	-	L-0 - 4	} on 28-01-2020
V Criteria	-	C - 0 - 6	
VI Criteria	-	M- 2 - 9	
VII Criteria	-	C - 0 - 8	

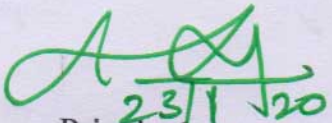
The Coordinator welcomed the team leaders to present the revised queries with regard to their criteria. All the seven criterion leaders presented the same on the smart board including the requirements for 2019-2020.

Finally the Coordinator thanked the team leaders for the presentation. She asked the Criterion leaders to prepare separate check list for the departments, the office & the committees.

The meeting came to an end at 4.45 p.m.

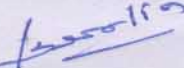


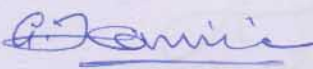
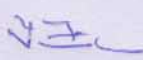
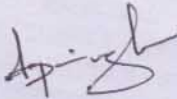
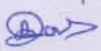


Coordinator

Dr. J. M. SASI PREMILA, M.Sc., M.Phil., Ph.D.
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ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
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INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (17-02-2020)

Participants

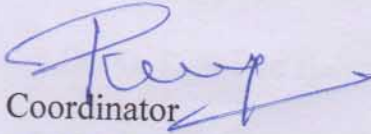
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An IQAC Meeting was held on 17th Feb 2020 in the IQAC room with the criterion leaders at 2.00 p.m. The IQAC Coordinator Dr. J. M. Sasi Premila welcomed the criterion leaders. The following points were discussed in the meeting

- Based on the curriculum given by the University, mini project has to be done by the students.
- Improving the use of ICT in teaching – evaluation and administrative process.
- To maintain a Mentor – Mentee record by each staff members and to fill in the required data.
- A minimum of two meeting should be conducted by the mentors with the mentee in a month.
- Encouraging research potential of the teachers and motivate them to do major and minor research projects and to publish papers in UGC care list journals.

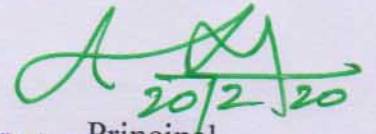
- The staff and students going to the library should put their signature in the register maintained by the librarian for the same.
- The reports from the academic year 2016 till date should be maintained by all the departments. The data related to the same should be handed to the IQAC.
- It was suggested to have an Academic Audit in the month of March 17th, 18th and 19th 2020.
- The criterion leaders presented the revised frame work through ICT.

The meeting came to an end with a vote of thanks.



Coordinator

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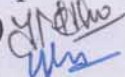
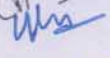
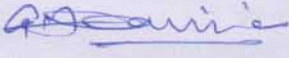
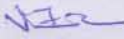
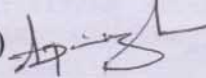
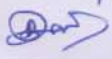



Principal

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INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (16-03-2020)

Participants

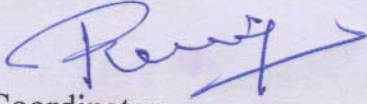
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The IQAC Meeting was held on 16-03-2020 at 10.30 a.m. at the IQAC office. The IQAC Co-ordinator Dr. J.M. Sasi Premila welcomed the team leaders.

- Coordinator informed, the check list for the audit has been send to the head of the departments through email.
- She also guided the leaders about the auditing procedure and how to do it. Each criterion head will audit the files of respective criterion of every department.
- Assistant coordinator distributed the audit list to all the leaders, leaders asked doubts and clarification was made.
- Leaders are asked to submit the audited details immediately once after completion to the IQAC office.

➤ It is decided that, If any quires in the files ten days time can be given to rectify it.

The meeting came to an end with a vote of thanks.



Coordinator

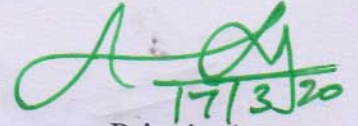
Dr. J.M. SASI PREM

IQAC CO-ORDINATOR

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