

**Proceeding of IQAC
Meetings
AY 2023-2024**



INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTRODUCTION

The internal Quality Assurance Cell (IQAC) was established at Kuppam Degree College, Principal of KDC Ms D. Sudharani was elected as the Chairperson of IQAC and Mr.M.Prthiban senior Faculty from the Department of Management, she was chosen as the Co-Ordinator of the IQAC. The IQAC Composition includes all stakeholders of the Institute, i.e., students, alumni and senior faculty, members of the Management and Administration, and members of local community and industry experts.

COMPOSITION OF IQAC

The internal Quality Assurance Cell (IQAC) has been reconstituted with the following members to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

S. No	Name of the members	Designation	Role in the committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Ms. G Asha	Lecturer in Commerce	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee
10	Mr S M Giridhar	Alumni	Alumni Member
11	Mr P M Niranjan(III B.Com)	Student	Student Member
12	Mr L Venu(II B.Sc)	Student	Student Member
13	Mr.M.Parthiban	Lecturer in Management	Co-Ordinator

OBJECTIVE

The main objective of IQAC is

- To develop a system for conscious consistent and cab lytic action to improve the academic and administration performance of the institution
- To adapt measures for institutional functioning toward quality

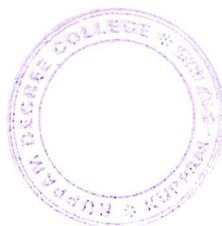
STRATEGIES

Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks

- The relevance and quality of academic and research programmes
- Equitable access and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of internal evaluation procedures.
- Ensuring the adequacy, maintenance, and functioning of the support structure and services
- Knowledge sharing and networking with other institutions

FUNCTIONS OF IQAC

- Maintaining the complete documentation and record as per the UGC and NAAC requirements
- Collecting Feedback from students, parents and other Stakeholders on Quality related institutional processes
- Conducting the Academic Audit for each department and preparing the reports
- For organizing inter and intra-institutional workshops, quality seminars related themes, and promotion of quality initiatives.
- Documentation of the various programmes /activities of the college, leading to quality improvement
- IQAC will act as a nodal agency for coordinating quality-related activities including the adoption and dissemination of good practices.



h. Sene
Principal
K. J. SOMAIYA INSTITUTE OF MANAGEMENT STUDIES & RESEARCH
VASHI, MUMBAI - 401 301
KUTWAK-0179425



Ref: KDC/IQAC-2023-24/CIR 20

Date: 05-08-2023

CIRCULAR

This is to inform to all the IQAC members that there will be a meeting on Academic plan for the AY 2023-24. All the members are requested to attend the meeting. Details of the meeting are as follows:

Date :08-08-2023

Venue: IQAC Meeting Hall

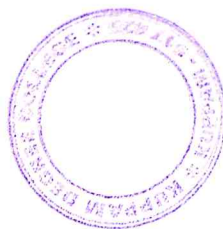
Time :3.30 PM

Agenda

1. Discussion on the planning of virtual classes.
2. Effective implementation of virtual classes.
3. Discussion on IQAC related works.
4. Improvement in academic and administrative process

Copy to:

1. All the Heads of Departments
- 2 Administrative Officer
3. All the Departments HODs.
4. All the IQAC Members.
5. Concern File
6. Notice Board




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Minutes of Meeting of IQAC held on 08-08-2023

Time: 03:30 PM to 04:30 PM

Venue: IQAC Meeting Hall

The following members attended the meeting of Internal Quality Assurance Cell:

S. No	Name of the members	Designation	Role in the committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Ms. G Asha	Lecturer in Commerce	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee
10	Ms J Samyuktha	Alumni	Alumni Member
11	Mr A Lokeshwaran(III B.Com)	Student	Student Member
12	Ms Samundeswari (III BZC)	Student	Student Member
13	Mr.M.Parthiban	Lecturer in Management	Co-Ordinator

Points discussed and the resolutions made in the meeting are presented below.

1. Discussion on virtual classes planning

Principal and the Co-ordinator of IQAC discussed the importance of virtual classes due to pandemic situations. The faculty are advised to take necessary actions to see that smooth functioning of classes in virtual mode.

2. Effective implementation of virtual classes.

The Principal continued the meeting and instructed all the HODs to monitor the virtual classes.

3. Discussion on IQAC related works.

Further the Principal advises the roles and responsibilities of members of IQAC for the improvement of teaching-learning and other administrative processes.

4. Improvement in academic and administrative process.

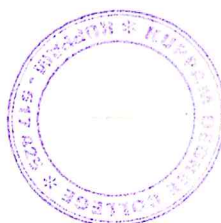
The management also advised different academic and admin co-ordinators to take initiation to see that all the works of college should not be affected even we are in pandemic situations. So all the members can take precautionary measures for effective functioning in their respective works.

The principal closed the meeting by announcing a follow-up meeting after 2 weeks in the presence of the Head of the Departments, all the teaching staff and IQAC team.

Action taken report

Sl. No	Topic Discussion	Date of Discussion	Action taken	Date of closure
1	Discussion on virtual classes planning	08-08-2023	Discussed with all faculties and ask to prepare for virtual mode of classes to be start as per the guidelines of APSCHE.	09-08-2023
2	Effective implementation of virtual classes.	08-08-2023	Discussed in a meeting with all HODs how to arrange, how to monitor and other related virtual class issues.	09-08-2023
3	Discussion on IQAC related works	08-8-2023	Conducted meeting with all IQAC team members and verified the files and given suggestions to the concern criteria in-charges	09-08-2023
4	Improvement in academic and administrative process	08-08-2023	Principal and IQAC Coordinator conducted a meeting and verified the progress of academic and administrative aspects	09-08-2023


IQAC Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 Kuppam Degree College
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Ref: KDC/IQAC-2023-24/CIR 040

Date: 18-11-2023

CIRCULAR

This is to inform to all the IQAC members that there will be a meeting on 23-11-2023. All the members are requested to attend the meeting. Details of the meeting are as follows:

Date :23-11-2023

Venue: IQAC Meeting Hall

Time :11.30 AM

Agenda

1. Discussion on implementation of virtual classes as per the announcement of APSCHE.
2. Financial Assistance for faculty members to mobile recharges for conducting virtual classes.
3. Monitoring the Progress of Mentoring system.
4. Discussion on Criteria wise templates of NAAC.
5. Discussion on status of Extended profile of the organisation


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Minutes of Meeting of IQAC held on 23-11-2023

Time: 11:30 AM to 12:30 PM

Venue: IQAC Meeting Hall

The following members attended the meeting of Internal Quality Assurance Cell:

S. No	Name of the members	Designation	Role in the committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Ms. G Asha	Lecturer in Commerce	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee
10	Ms J Samyuktha	Alumni	Alumni Member
11	Mr A Lokeshwaran(III B.Com)	Student	Student Member
12	Ms Samundeswari (III BZC)	Student	Student Member
13	Mr.M.Parthiban	Lecturer in Management	Co-Ordinator

Points discussed and the resolutions made in the meeting are presented below.

1. Discussion on the implementation of virtual classes as per the announcement of APSCHE

The virtual classes will be conducted to the students as per the State government's permission. It is advised to make suitable preparations to conduct virtual classes. It is also advised to conduct a training program to staff in conducting online classes.

2. Financial Assistance for faculty members to mobile recharges for conducting virtual classes.

To conduct the virtual classes for students, the management is decided to provide financial assistance (for Mobile Recharge) for all the faculty members for Three months pack and the same can be renewed if necessary.

3. Monitoring the Progress of Mentoring system

Reviewed on implementation of mentoring system and suggested to update mentor diary as per the prescribed guidelines when faculty are reported physically to college.

4. Discussion on Criteria wise templets of NAAC.

Discussion on the progress of NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in-charges.

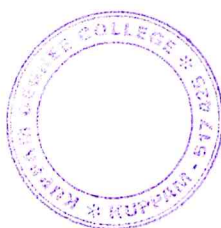
5. Discussion on status of Extended profile of the organisation.

Also discussed the status of Extended profile progress and inform the management for any support if needed.

Action taken report

Sl. No	Topic Discussion	Date of Discussion	Action Taken	Date of Closure
1	Discussion on implementation of virtual classes as per the announcement of APSCHE	23-11-2023	Informed all the faculties about the discussion had on meeting and plan to arrange virtual classes in an organised manner.	28-11-2023
2	Financial assistance for faculty members to mobile recharges for conducting virtual classes.	23-11-2023	Provided Mobile recharge amount for three months for smooth conducting of online classes.	29-11-2023
3	Monitoring the progress of mentoring	23-11-2023	Informed the decision of the meeting on mentor issue and advised to update the mentor records as per oral instruction	29-11-2023
4	Discussion on criteria wise templates of NAAC	23-11-2023	Organised meeting for the members of IQAC and if they need any assistance from the management side. Checked the status of work.	28-11-2023
5	Discussion on status of extended profile of the organisation	23-11-2023	The coordinator of extended profile of NAAC explained the status and his requirements.	30-11-2023


IQAC Co-ordinator
 Internal Quality Assurance Cell (IQAC)
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Ref: KDC/IQAC-2023-24/CIR 052

Date: 17-01-2024

CIRCULAR

This is to inform to all the IQAC members that there will be a meeting. All IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Date :19-01-2024

Venue: IQAC Meeting Hall

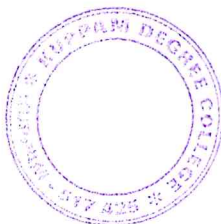
Time :11.30 AM

Agenda

1. Discuss to take measures to overcome the problems related to virtual Classes.
2. Status of syllabus completion.
3. Discussion on NAAC work.

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Minutes of Meeting of IQAC held on 19-01-2024

Time: 11:30 AM to 12:30 PM

Venue: IQAC Meeting Hall

The following members attended the meeting of Internal Quality Assurance Cell:

S. No	Name of the members	Designation	Role in the committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Ms. G Asha	Lecturer in Commerce	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
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8	Dr S Bhaskaran	Education	Educationalist
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10	Ms J Samyuktha	Alumni	Alumni Member
11	Mr A Lokeshwaran(III B.Com)	Student	Student Member
12	Ms Samundeswari (III BZC)	Student	Student Member
13	Mr.M.Parthiban	Lecturer in Management	Co-Ordinator

The resolutions made in the meeting are presented below.

1. Discussion on issues to overcome problems of virtual classes

Purchasing of Licensed version of ZOOM and GOOGLE MEET tool for Online classes and to provide training to the faculty to handle the same effectively

2. Progress of syllabus completion

Status of syllabus completion should be monitored by the principal monitored and suggest to deliver right content to the students in virtual classes.

3. Discussion on NAAC work.

Discussion on the progress of NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in-charges.

Action taken report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of closure
1	Discussion to overcome the issues related to conduct of virtual	19-01-2024	To overcome the problems of virtual classes the management purchased ZOOM and GOOGLE MEET Licenced version video calling for college which facilitates the problems faced by the same are minimised and resolved.	19-01-2024
2	Progress of syllabus completion	19-01-2024	Principal and HOD's organised a meeting and asking the faculties regarding syllabus completion and any problems at the time of virtual classes	20-01-2024
3	Discussion on NAAC work progress	19-01-2024	Discussed with all the in-charges to check the progress of NAAC work. Doubts and queries are resolved.	20-01-2024


IOAC- Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 Kuppam Degree College
 Kuppam - 517 425




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Ref: KDC/IQAC-2023-24/CIR066

Date :12-03-2024

CIRCULAR

This is to inform to all the IQAC members that there will be a meeting scheduled on 16-02- 2024. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: IQAC Meeting Hall

Date:16-03-2024

Time: 11.30 AM

Agenda of the meeting is:

1. Preparation of academic documents like Lesson Plans, Time-tables for even semester for 2023-2024
2. Discussion on status of Mentor Dairy.
3. Discussion on NAAC related work with IQAC coordinators.
4. Improvement in academic and administrative process


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Minutes of Meeting of IQAC held on 16-03-2024

Time: 11:30 AM to 12:30 PM

Venue: IQAC Meeting Hall

The following members attended the meeting of Internal Quality Assurance Cell:

S. No	Name of the members	Designation	Role in the committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Ms. G Asha	Lecturer in Commerce	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
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10	Ms J Samyuktha	Alumni	Alumni Member
11	Mr A Lokeshwaran(III B.Com)	Student	Student Member
12	Ms Samundeswari (III BZC)	Student	Student Member
13	Mr.M.Parthiban	Lecturer in Management	Co-Ordinator

The resolutions made in the meeting are presented below.

1. Planning the requirements for the even semester of 2023-24 and preparation of academic documents like Lesson Plans and Time-tables.

The principal discussed on the odd semester planning. Instructed all the HODs to allocate subjects to the faculty, lesson plan and time table preparation in advance.

2. Discussion on Mentor Dairy.

Principal and IQAC Co-ordinator discussed on mentor diary status and suggested to collect the details of respective students to fill mentor dairy.

3. Discussion on NAAC related work with IQAC coordinators

Discussed with NAAC coordinators regarding preparation of finalised formats for supporting documents.

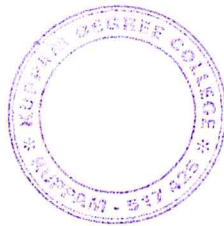
4. Improvement in academic and administrative process.

The principal stressed upon maintaining quality in all the academic and administrative processes.

Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1	Plan for the even semester of 2023-24 and preparation of academic documents like lesson plans, Time –tables.	16-03-2024	Collected the Department wise, information like preparation of lesson plans, Time -tables	20-03-2024
2	Discussion on Mentor Dairy status.	16-03-2024	Verified the status of mentor dairy	18-03-2024
3	Discussion on NAAC related work with IQAC Coordinators	16-03-2024	Conducted meeting with all IQAC Coordinators	18-03-2024
4	Improvement in academic and administrative process	16-03-2024	Reviewed	18-03-2024


M. P. Sathya
IQAC – Co-ordinator
Internal Quality Assurance Cell (IQAC)
Kuppam Degree College
Kuppam - 517 425




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