



INTERNAL QUALITY ASSURANCE CELL

KAMARAJ COLLEGE

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IQAC MEETINGS 2022-2023

S. No.	Date	Agenda	Resolution	Action Taken
1	28.06.2022	All Criterion coordinators in both Aided and Self-Financing staff are requested to be available at Smart Hall (Aided) on 28.06.2022 around 12:00 PM to discuss about the submission of AQAR for the academic year 2021-2022.	It is resolved to verify all the data regarding the submission of AQAR 2021 - 2022, Criteria wise by the Criteria Incharges.	Ensured all criterion incharges are present in their respective WhatsApp group Criteria Incharges verified all the data regarding the submission of AQAR 2021 - 2022
2	19.07.2022	All Criterion coordinators in both Aided and Self-Financing staff are requested to be available at Smart Hall (Aided) on 19.07.2022 around 10:30 pm to discuss about the submission of AQAR for the academic year 2021-2022.	It is resolved to verify the missing data regarding the submission of AQAR 2021-2022.	Department wise data are segregated and distributed to the department for checking
3	08.08.2022	The NAAC Criterion coordinators meeting will be held on 8 th August, 2022 in Society	Resolved to fix the last date for data collection.	Fixed the target date to submit the data for AQAR

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		Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Submission status of AQAR 2021-2022 2. Revisions in the webpage of our College	Update website related to research, student activities, and question bank and study materials.	Collected data from staff to update in website
4	12.10.2022	The NAAC Criterion coordinators meeting will be held on 12 th October, 2022 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Listing the pending work in AQAR – Criteria Wise. 2. Placement and Higher Studies details – Department Wise. 3. Submission status of AQAR 2021-2022	The HOD's saw all the criterion data and were informed if any information was lacking for the AQAR 2021-2022. For the upcoming Academic Year. The principal included some more elements about the feedback form, Placement, Magazine, NET & SET Coaching.	Date is fix to edit the lacking data in AQAR. A Sheet is prepared to get the placement and higher studies detail. Motivated to take NET/SET coaching classes.
5	08.11.2022	The NAAC Criterion coordinators meeting will be held on 8 th November, 2022 in Society		

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		Conference Hall at 10:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Submission status of AQAR 2021-2022 2. Updation of Website. 3. Submission of Odd Semester workload, Timetable and Staff Allocation	Discussed about the submission status of AQAR, event to be conducted in Even Semester and correction to be made in the website	Fixed the error spotted in website. Fixed the date to submit the odd semester work load, time table and staff allocation.
	19.12.2022	The NAAC Criterion coordinators meeting will be held on 19 th December, 2022 in Society Conference Hall at 10:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Regarding the Mock Visit by External Expert for AQAR 2021-2022	Discuss about the agenda of Mock visit and also discuss about the arrangement.	A Mock visit schedule is prepared and duties were allocated to staff.
	28.12.2022	The NAAC Criterion – I coordinators meeting will be held on 28 th December, 2022 in Society	It is decided to confirm all the information related to the AQAR 2021–2022 submission. The head of Criterion I and the corresponding coordinators of	All the data related to criteria 1 is verified and uploaded in

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		Conference Hall at 11:00 am. All are requested to attend the meeting without fail. Agenda: 1. Submission status of AQAR 2021-2022 2. Preparation of Mentor Mentee for the current Academic year (2022-2023)	each department are asked to confirm the information they have.	corresponding template by the coordinator.
04.01.2023		The NAAC Criterion - I coordinators meeting will be held on 4 th January, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria 1 - AQAR 2022-2023 Data Template Review 2. Certificate course for the current Academic Year 3. Any other matter	It has been decided that every department would launch a minimum of one certificate programme for a year. Criteria I Empty template is circulated among the department	A date is fixed to fill the Criteria 1 detail and relevant proof to be uploaded in concerned mail id

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11.01.2023	The NAAC Criterion - II coordinators meeting will be held on 11th January, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria II – AQAR 2022-2023 Data Template Review 2. Any other matter	Criteria II Empty template is circulated among the department An excel document with the pass percentage is distributed to the department for monitoring each student's pass rate.	A date is fixed to fill the Criteria II detail and relevant proof to be uploaded in concerned mail id Ranking was done to the staff based on the result analysis of the student.
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		The NAAC Criterion – III coordinators meeting will be held on 22nd January, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria III – AQAR 2022-2023 Data Template Review 2. Research Publication – Count to be increased for this academic year. 3. Any other matter	Criteria III Empty template is circulated among the department A Discussion made to motivate the staff to publish the paper in UGC Care and Scopus and Additionally, set up a session about paper publishing.	A date is fixed to fill the Criteria III detail and relevant proof to be uploaded in concerned mail id
8.02.2023		The NAAC Criterion – IV coordinators meeting will be held on 8th February, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: Criteria IV – AQAR 2022-2023 Data Template	Criteria IV Empty template is circulated among the department.	A date is fixed to fill the Criteria IV detail and relevant proof to be uploaded in concerned mail id

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		The NAAC Criterion – V coordinators meeting will be held on 10th February, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria V – AQAR 2022-2023 Data Template Review 2. Any other matter	Criteria V Empty template is circulated among the department. Additionally class incharges are asked to fill the excel sheet of the outgoing student with three column. Placement , higher studies and any other reason	A date is fixed to fill the Criteria V detail and relevant proof to be uploaded in concerned mail id
23.02.2023		The NAAC Criterion – VI coordinators meeting will be held on 23rd February, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria VI – AQAR 2022-2023 Data Template Review 2. Any other matter	Criteria VI Empty template is circulated among the department.	A date is fixed to fill the Criteria VI detail and relevant proof to be uploaded in concerned mail id

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03.03.2023	The NAAC Criterion – VII coordinators meeting will be held on 3rd March, 2023 in Society Conference Hall at 3:00 pm. All are requested to attend the meeting without fail. Agenda: 1. Criteria VII – AQAR 2022-2023 Data Template Review 2. Any other matter	A deadline has been set for completing Criteria VII details and uploading concerned documentation to the relevant email address.	A date is fixed to fill the Criteria VI detail and relevant proof to be uploaded in concerned mail id
23.05.2023	All HODs (Both Aided and SF) are requested to assemble in Society Conference Hall on 23.05.2023(Tuesday) at 02:30 pm to review the data upload in AQAR 2021-2022, before the submission to NAAC portal on 30.05.2023.	Discussed the overall number of events, cultural placements, and other matters from each department. New events to be held for the upcoming academic year were also discussed.	Finally, confirmation is received from all the criterion head to upload the AQAR 2021-2022

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