



INTERNAL QUALITY ASSURANCE CELL
KAMARAJ COLLEGE
(Accredited with 'A+' Grade by NAAC)
(Affiliated to Manonmaniam Sundaranar University)
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DR M.GETHSIYAL AUGASTA

IQAC COORDINATOR

DR J. POONGODI

PRINCIPAL

IQAC MEETINGS 2023-2024

Sr.	Date	Agenda	Resolution	Action Taken
1	09.10.2023	The NAAC Criterion Co-coordinators meeting will be held on Monday 09.10.2023 (Monday) in Society Conference Hall at the below mentioned schedule. All are requested to attend the meeting without fail.	It is resolved to verify all the data regarding the submission of AQAR 2022 -2023, criteria wise by the Criteria in-charge.	Criteria incharge verified all the data regarding the submission of AQAR 2022-
2	11.10.2023	The NAAC Criterion – I Co-coordinators meeting will be held on Wednesday the 11 th October, 2023 in society Conference Hall at 3:00pm. All are requested to attend the meeting without fail. Agenda: 1.Criteria I- AQAR 2022-2023 Data Template Review 2. Any other matter.	It is decided to confirm about the data template is ready for the AQAR 2022-2023. Criteria I Empty template is circulating among the department	A date is fixed to fill the criteria I detail and relevant proof to be uploaded in concerned mail id
3	12.10.2023	The NAAC Criterion – II Co-coordinators meeting will be held on Thursday the 12 th October, 2023 in society Conference Hall at 3:00pm. All are requested		



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		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 circulating among the department.	A Date is fixed to fill the criteria II detail and relevant proof to be uploaded in concerned mail id
4	13.10.2023	The NAAC Criterion – III Co-coordinators meeting will be held on Friday the 13th October, 2023 in society Conference Hall at 3:00pm. All are requested to attend the meeting without fail. Agenda: 1.Criteria III- AQAR 2022-2023 Data Template Review 2. Any other matter.	Criteria III Empty template is circulated among the department A Discussion made to motivate 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
5	13.10.2023	The NAAC Criterion Co-coordinators meeting will be held tomorrow (13.10.2023) in the Principal's room at 3.15 pm. All are requested to attend the meeting without fail.	Criteria IV - VII Empty template is circulated among the department	A Date is fixed to fill the Criteria IV - VII detail and relevant proof to be uploaded in concerned mail id



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		Agenda : 1.Review of Data Template collection 2022-2023 2.Any other Matters		
6	8.01.2024 To 11.01.2024	As per the following schedule, all the coordinators are requested to be available at the IQAC room to submit the QIM (AQAR 2022-2023).	It is discussed to narrate about the each QLM of AQAR(2022-2023)	A Date is fixed to fill the QLM Criteria Wise and relevant proof to be uploaded in concerned mail id
7	12.03.2024	All Criterion Coordinators in both Aided and Self-Financing are requested to be available to Society Conference Hall on 12.03.2024 at 11.30 AM to discuss about data templates of AQAR for the academic year 2023-2024.	It is resolved to verify the missing data regarding the template of AQAR	Department-wise data are to be submitted within 10 days
9	20.03.2024	The Criterion staff-in-charges of each department are asked to accumulate the evidences of each academic activity from June 2023 to the present in common folder (KC IQAC 2023-2024) on or before March 27, 2024 (Wednesday).	A demo is provided to all the criterion Heads on how to store the data in organized way in allotted common folder	Common folder is created to each department according to criteria wise with sub folders
10	17.04.2024	A Meeting of all the HOD's and Criterion	It is resolved regarding the query raised about the common folder and the sub	Common Folder Data for the



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		coordinators (Aided and Unaided) will be held on 17.04.2024 at 01.15 PM in the Society Conference Hall. All are requested to attend the meeting.	folder by all the HoD's and Criterion Head	AQAR(2023-2024) is checked in IQAC room
11	28.06.2024	We are pleased to distribute the metrics allocated for 2024-2025 in accordance to the NAAC new reforms. Kindly assign the faculty in-charge to the metrics on the 2024-2025 target sheet and send it back to IQAC on or before July 2, 2024.	A Target sheet is fixed to each department according to the strength of student and staff	A Target is fixed to each department to achieve for the year of 2024 -2025
12	11.07.2024	The faculties in each department are kindly informed to store the evidences of their allotted metrics in the academic year 2024-2025 in common folder namely KC IQAC 2024-2025 Aided.	It is discussed about how evidences are need to be stored in the common folder	A Demo is given about the file handling
13	19.07.2024	The Aided & SF Criterion I Head coordinators meeting will be held on 19 th July 2024 in IQAC room at 10.30 AM.	It is discussed about the registration for the NPTEL Courses	Each department's first criterion coordinators are need to inform their students about NPTEL courses and encourage them to sign up for NPTEL for the 2024–2025 academic year.
14	23.07.2024 To	The IQAC Internal Audit for AQAR [2023-2024] will be planned from 23 rd to 26 th July in our College. All the staff members are requested to make necessary arrangement for Internal Audit. The Audit will be	Discuss about the agenda of internal Mock Visit and also discuss about the arrangement.	A Internal Mock visit schedule is prepared and duties were allocated to coordinators.



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	26.07.2024	convened as per the following schedule.		
15	31.07.2024	The faculties in each department are kindly informed to upload the evidences of their allotted metrics for the months of June & July in the academic year 2024-2025 in common folder namely KC IQAC 2024-2025 Aided before 2 nd August 2024.	It is discussed about how evidences are to store in the common folder	Evidence for the month of June and July to be submitted in Common folder
16	24.09.2024	The meeting has been planned for Criterion Head coordinators of Aided & SF on 24 th September 2024 in Society Conference room at 11:30AM .All are requested to attend. Agenda: 1.NAAC New Reforms according to Autonomous 2.Any other Matters	It is decided to discuss about the NAAC new reforms and metrics for autonomous	Staff were cleared about each attributes and the details on the proof required for each attribute
17	20.12.2024	Our college has scheduled the IQAC External Audit on December 20, 2024. All the staff members are requested to make necessary arrangements for External Audit. The Audit will be convened as per the following schedule.	Discussed about the agenda of Mock visit and also discussed about the arrangement.	A Mock visit schedule is prepared and allocated duties for the coordinators.



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18	23.12.2024	College has scheduled the Steering Committee meeting on December 23, 2024. All HoDs and the committee member are requested to assemble for reviewing the AQAR 2023-2024 before submission.	The HOD's and committee members reviewed all the criterion data and informed if any information was lacking for the AQAR 2023-2024.	Date has been fixed to edit the lacking data in AQAR.
19	02.01.2025	College has scheduled the MRM on January 2nd, 2025. All HoDs and the other staff member are requested to assemble for report of Mock Visit and the Submission of AQAR 2023-2024	The HOD's and faculty members saw all the criterion data and informed if any information was missing for the AQAR 2023-2024 and also discuss about the Mock visit.	Date has been fixed to update the missing data in AQAR.


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