Annai Fathima college Arts and Science College,

Alampatti – **625706**

IQAC MINUTES OF MEETING AND ACTION TAKEN REPORT

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 20th February 2020

The Coordinator of the IQAC Prof M. Nayas delivered the welcome address. In his welcome note, he pointed out the activities initiated by the IQAC in the esteemed Institution during the academic year 2019-20. He listed the various best practices and methods followed in each Department. He proposed several suggestions to enhance the best practices in the area of teaching and research. Coordinator also explained the measures taken towards the submission of IQAC Report (2019-20). He invited the innovative ideas/ suggestions from the respected members of the committee to enhance various practices.

SNO	DECISION TAKEN	ACTION TAKEN REPORT
1	Workshops and Seminars should be	English, Forensic Science, Hotel
	conducted regularly.	Management and Commerce Department have conducted workshops and Seminars.
2	Faculty should prepare the teaching plan	All the faculty members are preparing teaching plan and submitting to the academic committee for verification
3	The teachers should involve in active participation in various forums by presenting the papers of their specialization.	Teachers have presented papers in the forum activities.
4	Faculty should prepare the Teaching resources for the subjects they are handling	Teachers have prepared teaching resources
5	Research programmes should be offered in all the departments	Research programmes introduced in English, Tamil and Forensic Science

Members:

1. Dr. Velmani, Principal, Chairman IQAC Prof M. Nayas, IQAC HEAD 3. Dr. Muniyandi, HOD Tamil Monipardi Prof. AL. Rajkumar, HOD English-Dr. K. Duraipandi, HOD Commerce 6. Dr. P. Justin, HOD Physics 7. Dr. Baby Munirathnam, HOD Computer Science 8. Prof. Manimegalai, HOD History `\text{\ti}}\text{\tetx{\text{\texi}\text{\text{\text{\text{\text{\texi}\texitt{\text{\texi}\texitt{\texi{\texi{\texi{\texi{\texi{\texi{\texi}\texit{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\ti 9. Prof. Udayakumar, HOD Mathematics 10. Prof. VN. Balraj, HOD HMCS 11. Dr. L. Shebin, HOD BTHM Select 12. Dr. IM. Karthikeyan, HOD HACM 13. Prof. Vanmathi, HOD Hospital Management. 14. Prof. B. Haribalakrishnan, HOD BBA Aviation. 15. Dr. L. Vishnuvarthini, HOD Forensic Science 16. Prof G. Sasikala, HOD Fire and Safety 17. Prof P. Raja, HOD Physical Education

20. Dr. Muniyandi, NSS Programme Officer - 1, Muniyandi

18. Mrs. C. Gajalakshmi, Librarian.

19. Mrs. V. Shivajothi, Controller of Examination

PRINCIPAL
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