

INTERNAL QUALITY ASSURANCE CELL 2023-24

MINUTES OF THE MEETING - 01

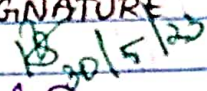
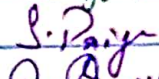

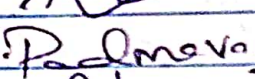
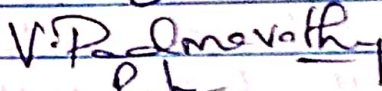
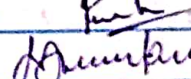
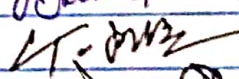
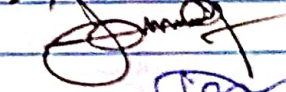
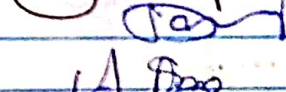
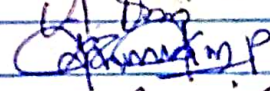
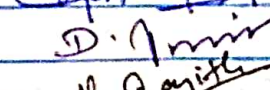
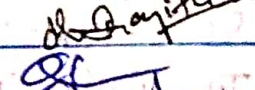
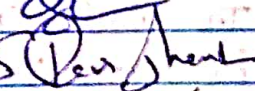
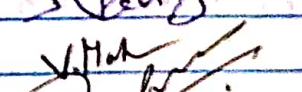
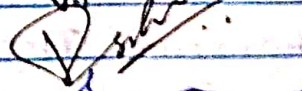
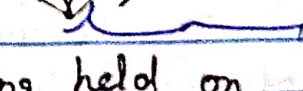
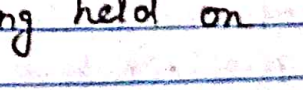

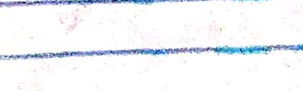
DATE : 30.05.2023 VENUE : IQAC ROOM TIME : 10.00 am

SLCS - IQAC / Minutes / AY : 2023-24 / 001

AGENDA

1. Confirmation of previous meeting minutes
2. Academic Process
3. SSR Compilation
4. Any other matter brought forward by the Management and the Principal.

MEMBERS PRESENT

NAMES	SIGNATURE
1. Dr. R. Sujatha, Principal	
2. Dr. S. Priya, Dean Academics	
3. Mrs. R. S. Hepzibha, IQAC Asst. Coord.	
4. Dr. M. Subramanian, HOD - MBA	
5. Mrs. V. Padmavathy, HOD - BXT	
6. Dr. K. U. Pavitra Krishna, HOD - FSPM	
7. Dr. P. K. Manojkumar, HOD - CS	
8. Dr. T. Kumaran, HOD - BBA	
9. Mr. T. Vivek Ramkumar, HOD i/c - FYTs	
10. Dr. D. Selvaraj, HOD - ACCA	
11. Dr. A. Devi, Assistant Professor - BXT	
12. Mr. P. Kishore Kumar, Head i/c - SAMS	
13. Mr. D. Pandiarajan, Physical Education Director	
14. Mr. K. Ranjith, Assistant Professor - English	
15. Mr. C. Sureshkumar, HOD - MCHM	
16. Mr. S. Ravichandran, HOD - Honours	
17. Dr. V. Muthuganesan, HOD i/c - Networking	
18. Mr. P. Selvam, Assistant Professor - MBA	
19. Dr. A. Abraham Pradeep, Associate Professor - MBA	

The following are the minutes of the meeting held on 30.05.2023 in the IQAC ROOM:

1. Confirmation of previous meeting minutes

- The previous meeting minutes was confirmed by the Dean Academics. The same was approved by all the members.


2. Academic Process

- The current academic process should include the Teaching-Learning process with the help of the TCT facilities.
- The teaching methodologies should include the experiential learning, participative learning and problem solving methodologies.

3. SSR Compilation

- The Compilation of the Self-Study Report (SSR) for the upcoming accreditation was discussed. The progress of each department was reviewed, and gaps were identified.
- It is also planned to submit the TIQA in the last week of September or the first week of October

R. Srinivas
IQAC


PRINCIPAL

ACTION TAKEN REPORT

SLCS-IQAC/ATR/AY : 2023-24/001

The following is the Action Taken Report for the meeting held on 30.05.2024 in the IQAC ROOM by 10.00 am

1. Academic Process

- The teaching methodologies proofs were filed which includes the experiential learning, participative learning and problem solving methodologies.

2. SSR Compilation

- The SSR Compilation process was reviewed
Criterion wise.

R. Gurusamy
IQAC

Principal

MINUTES OF THE MEETING - 02

DATE: 07.09.2023

VENUE: IQAC ROOM

TIME: 10.00 AM

SLCS - IQAC / Minutes / AY : 2023-24 / 002

AGENDA

1. Confirmation of previous meeting minutes
2. TIOA
3. SSR Compilation
4. Any other matter brought forward by the Management and the Principal.

MEMBERS PRESENT

NAMES	SIGNATURE
1. Dr. R. Sujatha, Principal	R. Gurusamy / 7/9/23
2. Dr. S. Peeya, Dean Academics	S. Peeya
3. Mrs. R. S. Hepzibha, IQAC Asst. Coord.	R. Gurusamy
4. Dr. M. Subramanian, HOD - MBA	
5. Mrs. V. Padmavathy, HOD - BBT	V. Padmavathy
6. Dr. K. V. Pavitra Krishna, HOD - ESPM	P. Krishna
7. Dr. P. K. Manoj Kumar, HOD - CS	P. Manoj Kumar
8. Dr. T. Kumaran, HOD - BBA	T. Kumaran
9. Mr. T. Vivek Ramkumar, HOD i/c - F&IS	T. Vivek Ramkumar
10. Dr. D. Selvaraj, HOD - ACCA	D. Selvaraj
11. Dr. A. Devi, Asst. Professor - BVT	A. Devi
12. Mr. P. Kishore Kumar, Head i/c - SAMS	P. Kishore Kumar
13. Mr. D. Pandiarajan, Physical Education Director	D. Pandiarajan
14. Mr. K. Ranjith, Asst. Professor - English	K. Ranjith

15. Mr. C. Sureshkumar, HOD - MCHM
16. Mr. S. Ravishankar, HOD - Honours
17. Dr. V. Muthuganesan, HOD IC - Networking
18. Mr. P. Selvam, Asst. Professor - MBA
19. Dr. D. Abraham Pradeep, Associate professor - MBA

agc
SRa
V. Man
D. Pradeep

The following are the minutes of the meeting held on 07.09.2023 in the IQAC Room:

- Confirmation of previous meeting minutes
- The previous meeting minutes was confirmed by the IQAC Assistant Coordinator. The same was approved by all the members.

2. IQQA

- The submission of IQQA needs few data from the affiliating University. The data has been sent to the University and waiting for receiving the documents. It is also planned to submit the IQQA in the last week of September or the first week of October.

3. SSR Compilation

- The compilation of the Self-Study Report (SSR) should be fastening. After the IQQA approval only 45 days will be left to submitting the SSR.

So it is informed to all that the data should be compiled at the earliest.

All the criterion in-charges and Assistant Criterion in-charges are asked to come and work in the IQAC room so that the clarity for compiling will be sorted out immediately in discussion with the Principal and the IQAC Assistant Coordinator.

D. Pradeep
IQAC

PRINCIPAL

ACTION TAKEN REPORT

SLCS - IQAC / ATR / AY : 2023-24 / 002

The following is the Action Taken Report for the meeting held on 07.09.2023 in the IQAC ROOM by 10.00 am.

1. TIQA

- Received the data from the University.
- The TIQA was submitted on 20.10.2023

2. SSR Compilation

All the criterion in-charges and Assistant Criterion in-charges started working in the IQAC room.

R. Sujatha
IQAC

[Signature]
PRINCIPAL

MINUTES OF THE MEETING - 03

DATE : 05.12.2023

VENUE : BOARD ROOM

TIME : 11.00 am

SLCS - IQAC / Minutes / AY : 2023-24 / 003

AGENDA

1. Confirmation of previous meeting minutes
2. TIQA Approval
3. Completion Status of SSR
4. Any other matter brought forward by the Management and the Principal.

MEMBERS PRESENT

- | NAMES | SIGNATURE |
|--|--------------------------------|
| 1. Dr. R. Sujatha, Principal | <i>[Signature]</i>
05/12/23 |
| 2. Dr. S. Priya, Dean Academics | C. Priya |
| 3. Mrs. R. Hepzibha, IQAC Asst. Coord. | <i>R. Sujatha</i> |
| 4. Dr. M. Subramanian, HOD - MBA | <i>[Signature]</i> |
| 5. Mrs. V. Padmavathy, HOD - B&T | V. P. <i>[Signature]</i> |

6. Dr. K. V. Pavithra Krishna, HOD - FSPM
7. Dr. P. K. Manojkumar, HOD - CS
8. Dr. T. Kumaran, HOD - BBA
9. Mr. J. Vivek Ramkumar, HOD i/c - FYIS
10. Dr. D. Selvasaj, HOD - ACCA
11. Dr. A. Devi, Asst. Professor - B & I
12. Mr. P. Kishore Kumar, Head i/c - SAMS
13. Mr. D. Pandiarajan, Physical Education Director
14. Mr. K. Ranjith, Asst. Professor - English
15. Mr. C. Sureshkumar, HOD - MCHM
16. Mr. S. Ravishankar, HOD - Honours
17. Dr. V. Muthuganesan, HOD i/c - Networking
18. Mr. P. Selvam, Asst. Professor - MBA
19. Dr. D. Abraham Pradeep, Associate Professor - MBA

PL
 [Signatures]

The following are the minutes of the meeting held on 05.12.2023 in the IQAC Room:

1. Confirmation of previous meeting minutes

The previous meeting minutes were confirmed by the IQAC Assistant Coordinator. The same were approved by all the members.

2. TIQA Approval :

The forum was informed about the approval of TIQA. The communication was sent by the NAAC to the IQAC Mail about the approval.

It was also informed that the days are counted for SSR Submission by the NAAC portal. Within 45 days the SSR has to be uploaded in the NAAC portal.

All the Criterion and Assistant Criterion In-charges are asked to complete the process.

3. Completion Status of SSR

Dr. P. K. Manojkumar, HOD - Computer Science and Criterion 2 Assistant In-charge will take care of generating the link process in our college website.

- All the criterion and assistant in-charges are asked to compile and get approval from the Principal. Later the same shall be scanned and shall be sent for generating link.

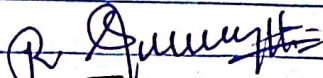
- The Clarity was given for the metric 2.1.2 Reservation Category.


OBC - BC / MBC / DNC / BCM (50%)

SC / SCA - 18%

General - OC (31%)

- The Government Reservation Policy shall be received from the office and proof has to be submitted.


IQAC


PRINCIPAL

ACTION TAKEN REPORT

SLCS - IQAC / ATR / AY : 2023-24 / 0023

The following is the Action Taken Report for the meeting held on 05.12.2023 in the IQAC Room by 11.00 Am

1. Confirmation of previous meeting minutes

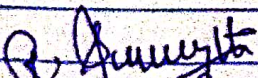
- The previous meeting minutes was confirmed by the IQAC Assistant Coordinator. The same was approved by all the members.


2. ITQA Approval

- ITQA was approved on 05.12.2024

3. Completion status of SSR

- planned to submit the SSR after Pongal holidays. Proposed date was 17.01.2024 or 18.01.2024


IQAC


PRINCIPAL

MINUTES OF THE MEETING - 04

TIME: 10.00 am

DATE: 02.01.2024

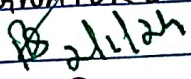
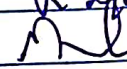
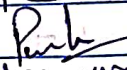
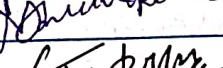

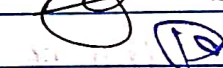

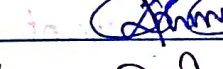
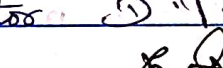
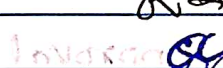

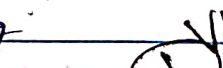
VENUE: IQAC ROOM

SLCS-CCM Minutes / AY: 2023-24 / 004

AGENDA

1. Confirmation of previous meeting minutes.
2. Submission of IQAC Note
3. SSR Submission
4. Any other matter brought forward by the Principal

MEMBERS PRESENT

<u>NAMES</u>	<u>SIGNATURE</u>
1. Dr. R. Sujatha, Principal	
2. Dr. S. Priya, Dean Academics	S. Priya
3. Mrs. R. S. Hepzibha, IQAC ASST. Coord.	R. Ganapathy
4. Dr. M. Subramanian, HOD - MBA	
5. Mrs. V. Padmavathy, HOD - B&I	V. Padmavathy
6. Dr. K. U. Pavitra Krishna, HOD - ESPM	
7. Dr. P. K. Manojkumar, HOD - CS	
8. Dr. T. Kumaran, HOD - BBA	T. Kumaran
9. Mr. T. Vivek Ramkumar, HOD ic - F&TS	
10. Dr. D. Selvaraj, HOD - ACCA	
11. Dr. A. Deepi, Asst. Professor - B&I	A. Deepi
12. Mr. P. Kishore Kumar, Head ic - SAMS	
13. Mr. D. Pandiarajan, Physical Education Director	D. Pandiarajan
14. Mr. K. Ranjith, Asst. Professor - English	K. Ranjith
15. Mr. C. Sureshkumar, HOD - MCHM	
16. Mr. S. Ravishankar, HOD - Honours	
17. Dr. V. Muthuganesan, HOD ic - Networking	
18. Mr. P. Selvam, Asst. Professor - MBA	
19. Dr. D. Abraham Pradeep, Associate Professor - MBA	

The following are the minutes of the meeting held on 02.01.2024 in the IQAC Room:

1. Confirmation of previous meeting minutes

The previous meeting minutes was confirmed by the IQAC Assistant Coordinators. The same was

approved by all the members.

2. SSR Submission

- As discussed in the College Council Meeting, the final review of SSR will be done from tomorrow 03.01.2024 onwards and the final submission is expected to be done on 18.01.2024.

- All the Criterion and Assistant Criterion In-charges should be present in the IQAC room for reviewing the data. If any correction and updates are needed the process has to be done immediately.

R. Anurag
IQAC

PRINCIPAL

ACTION TAKEN REPORT

SLCS-IQAC/ATR/AY : 2023-24/004

The following is the ACTION TAKEN REPORT for the meeting held on 03.01.2024 in the Board Room by 10.00 am

1. SSR Submission

- The SSR was reviewed and approved in the CCM. The SSR was also submitted successfully on 18.01.2024. The acknowledgement has also been received immediately from the Admin-NAAC mail.

R. Anurag
IQAC

PRINCIPAL

MINUTES OF THE MEETING - 05

TIME - 3.30 pm

DATE : 03.02.2024

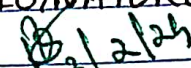
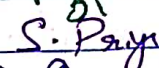
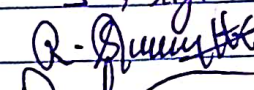
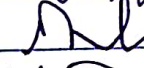
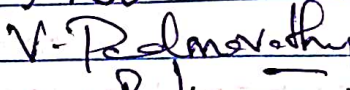
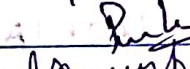
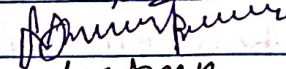
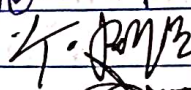
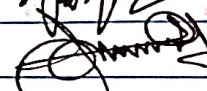
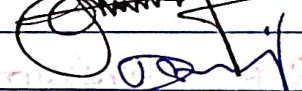
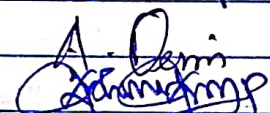
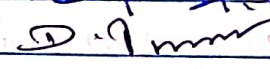
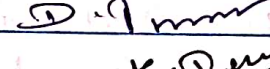
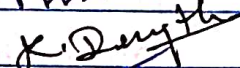
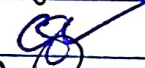
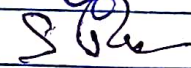
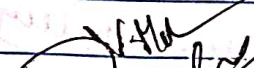
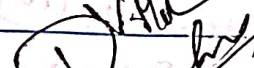
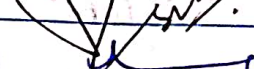
VENUE : BOARD ROOM

SLCS - CCM / Minutes / AY : 2023-24 / 005

AGENDA

1. Confirmation of previous meeting minutes
2. SSR Submission
3. SLCS - Students Forum Meet
4. Alumni Meet

MEMBERS PRESENT

<u>NAMES</u>	<u>SIGNATURE</u>
1. Dr. R. Sujatha, Principal	
2. Dr. S. Priya, Dean Academics	
3. Mrs. R. S. Hepzibha, IQAC Asst. Coord.	
4. Dr. M. Subramanian, HOD - MBA	
5. Mrs. V. Padmavathy, HOD - BXT	
6. Dr. K. V. Pavitra Krishna, HOD - ESPM	
7. Dr. P. K. Manojkumari, HOD - CC	
8. Dr. T. Kumaran, HOD - BBA	
9. Mr. T. Vivek Ramkumar, HOD i/c - FKIS	
10. Dr. D. Selvaraj, HOD - ACCA	
11. Dr. A. Devi, Asst. Professor - BXT	
12. Mr. P. Kishore Kumar, Head i/c - SAMS	
13. Mr. D. Pandiarajan, Physical Education Director	
14. Mr. K. Ranjith, Asst. Professor - English	
15. Mr. C. Sureshkumar, HOD - MCHM	
16. Mr. S. Ravishankar, HOD - Honours	
17. Dr. V. Muthuganesan, HOD i/c - Networking	
18. Mr. P. Selvam, Asst. Professor - MBA	
19. Dr. D. Abraham Pradeep, Associate Professor - MBA	

The following are the minutes of the meeting held on 03.02.2024 in the Board Room:

1. Confirmation of previous meeting minutes.
 - The previous meeting minutes was confirmed by the Dean Academics. The same was approved

by all the members.

2. SSR Submission

- The forum was informed about the SSR submission.
- The faculty members are informed to complete the filling process for the NAAC Peer Team Visit.
- The initiative of SSS has been completed with 24.78%.

3. SLCS - Students Forum Meet

- The students will also be informed about the SSR Submission and Peer Team Visit Process.
- The department shall submit achievement report on or before with the HOD'S Signature to the Dean Academics on or before 06.02.2024.

4. Alumni Meet

- Alumni Meet is planned to conduct in the month end of March.
- The department shall also conduct individually to get connected with the Alumni.

R. Gurusetti
I O A C

PRINCIPAL

ACTION TAKEN REPORT

SLCS-CCM/ATR/AY: 2023-24/005

The following is the Action taken report for the meeting held on 03.02.2024 in the board room by 3.30 pm

1. SSS Submission/SSS

- SSS has been completed with the score 3.7

2. SLCS - Students Forum Meet

- The students were informed about the SSR Submission and Peer Team Visit process which

is expected in the month of July/August.

3. Alumni Meet

- Alumni Meet was conducted on 14.07.2024

P. Anurag
IQAC

PRINCIPAL

MINUTES OF THE MEETING - 06

DATE : 17.04.2024

VENUE : IQAC ROOM

TIME : 10.30 AM

SLCS - CCM / Minutes / AY : 2023-24 / 006

AGENDA

1. Confirmation of previous meeting minutes
2. SSR Pre Qualification
3. Examination Reformation
4. NAAC Work
5. Proposed NAAC Visit Dates
6. Any other matter brought forwarded by the Principal and the members.

MEMBERS PRESENT

NAMES	SIGNATURE
1. Dr. R. Sujatha, Principal	B. 17/4/24
2. Dr. T. Guru Baskar, Vice Principal	T. Guru Baskar
3. Dr. S. Priya, Dean Academics	S. Priya
4. Mrs. R. S. Hepzibha, IQAC Asst. Coord.	R. S. Hepzibha
5. Dr. S. Pugalenti, Professor - MBA	S. Pugalenti
6. Mrs. V. Padmavathy, HOD - BKTI	V. Padmavathy
7. Dr. K. U. Pavitra Krishna, HOD - FSPM	P. Krishna
8. Mr. P. Kishore Kumar, Head i/c - SAMS	P. Kishore Kumar
9. Mr. T. Vivek Ramkumar, HOD i/c - F&IS	T. Vivek Ramkumar
10. Dr. D. Selvaraj, HOD - ACCA	D. Selvaraj
11. Mr. S. Ravishankar, HOD - Honours	S. Ravishankar

12. Dr. V. Muthuganesan, HOD i/c - Networking
13. Ms. B. Venkatesh, HOD - Viscom
14. Dr. A. Devi, Asst. Professor - B.V.T
15. Dr. D. Abraham Pradeep, Associate Professor - MBA
16. Mr. P. Selvam, Asst. Professor - MBA
17. Mr. V. Gangadharan, Asst. Professor - MC&HM

V. Muthuganesan
B. Venkatesh
A. Devi
D. Pradeep
P. Selvam
V. Gangadharan

The following are the minutes of the meeting held on 17.04.2024 in the IQAC Room:

1. Confirmation of previous meeting minutes

- The previous meeting minutes were confirmed by the IQAC Assistant Coordinator. The same was approved by all the members.

2. SSR Pre-Qualification

- The Self Study Report (SSR) has been prequalified for assessment by the NAB after the DVV clarifications.

3. Examination Reformation

- Course wise attendance calculation shall be assessed from the AY: 2024-25 onwards. Attendance Marks shall be offered based on the course wise attendance only and not from the common attendance. If the attendance for a student did not meet 70% in an individual course, he/she cannot appear for the respective course viva as well as ESE in the semester. The same students shall "Repeat the Course (RC)" in the odd or even respectively. For that the students should earn attendance by attending classes after the regular class hours.

- If a student attends the Course Viva and fails to attend the ESE, Course Viva marks shall not be included in the ESE and he/she shall be marked & considered as absent in the ESE attendance.

- It was recommended by the HODs that NME fail card can be issued course wise instead of Programme wise. The NME Course offered department HOD shall sign in the

foil card and not needed to approach all department HODs.

- For Problem-Oriented Courses, the course teacher must provide a note to the office of the Controller of Examinations (CoE) specifying the proportion of problems and theoretical content to be included in the question paper generated through the Campus Management System (CMS) for both Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

- In the Question Bank, the Questions shall be framed in all COs and k-levels in PART A/B/C. The same shall be updated on or before 15.05.2024 for the AY: 2024-25 Odd Semester.

- If a student is lacking in attendance due to late payment of fee, the student shall avail ONE TIME opportunity ONCE in a Course of Study by getting permission with a prior information to the Principal through the HOD for writing the examination as per the norms.

- The Driving School attendance should reach the respective department on the day of class itself. The schedule shall also be planned in the afternoon instead of forenoon, which will help the students to avoid skipping the regular classes.

- The Extra Credit Courses details for Cultural Heritage of India (CHOI), NPTEL, Course Innovation Tech Presentation (CTTP) and Teevan Kaushal - Life Skills (TKLS) for the batch 2021-24 should be submitted to CoE on or before 30.04.2024, through the Dean-Academics.

H. NAAC Work

- The NAAC file works has to be completed on or before following deadlines.

Criterion 1 - 30.04.2024

Criterion 2 - 22.04.2024

Criterion 3 - 30.04.2024

(For Project & Consultancy report - 18.04.2024)

Criterion 4 - 30.04.2024

Criterion 5 - 30.04.2024

Criterion 6 - 30.04.2024

Criterion 7 - 30.04.2024

5. Proposed NAAC Visit Dates

- The following are the proposed NAAC Visit Dates given

Slot 1 - 20.06.2024 & 21.06.2024

Slot 2 - 05.07.2024 & 06.07.2024

Slot 3 - 12.07.2024 & 13.07.2024

6. Any other matter brought forwarded by the Principal and the members.

- All the events conducted at SLCS/RLIMS should have the documents such as Permission Letter, Circular, Invitation (Color), Report (1 copy black & white with all official persons signature and 1 copy color without signatures) and students Attendance. This is applicable from the AY: 2023-24 events onwards.

- With regard to ISO, the Coordinators Dr. R. Sivajothi & Dr. D. Vanitha have to convene the regular meetings, training and audits.

- It was decided to give the responsibility of clubs, cells and committees as follows:

All Clubs - Dr. D. Vanitha, Assistant Professor - BBA

All Cells & Committees - Mr. Ganesh, Assistant Professor - MCHM

R. Suresh
IQAC

PRINCIPAL

ACTION TAKEN REPORT

SLCS-CCM/ATR/AY: 2023-24/006

The following is the Action Taken Report for the meeting held on 17.04.2024 in the Board Room by 10.30 am

1. Examination Reformation

- Course wise attendance calculation was implemented
from the AY: 2024-25 onwards.
- The Question Bank, has been updated in all COs and
K-levels in PART A/B/C.

2. NAAC Work

- The NAAC file work has been completed before
deadlines.

3. Proposed NAAC Visit Dates

- The following proposed NAAC Visit Dates have been
Submitted in the Portal

Slot 1 - 20.06.2024 & 21.06.2024

Slot 2 - 05.07.2024 & 06.07.2024

Slot 3 - 12.07.2024 & 13.07.2024

R. Anurag
IQAC

PRINCIPAL