

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 11.06.2023 - Kesam Conference Hall

MINUTES

The following points were discussed:

1. Heads of the department are informed to prepare time table, workload and department action plan for the academic year 2023-2024.
2. Calendar committee should prepare academic calendar for the year 2023 – 2024 before the commencement of classes.
3. Principal informed that the college will reopens on 22.06.2023 for II, III UG and II year PG students.
4. All the departments/Committees were instructed to organize Conferences / Inter collegiate meet/Workshops/Webinar/FDP/PDP/Seminars/Guest lectures / Competition etc., through hybrid mode.
5. I Year inauguration was planned on 03.07.2023.
6. To bridge the gap between the school education and the higher studies all the departments are asked to conduct the bridge course for I year UG students and prepare syllabus and timetable.
7. The Principal insisted all the departments to offer certificate courses to the students and asked to submit the proposal for certificate course by the second week of July 2023.
8. IQAC planned to organize Yoga awareness programme for teaching and non-teaching staff members on 21.06.2023.



A. K. Srinivas
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 11.06.2023

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A. Nirmala</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



A. Nirmala
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 03.07.2023 @ 2.00 pm - Kcsam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting were confirmed.
2. The Principal appreciated the KCSAM team for successful inauguration of first year programme.
3. The Principal instructed the website incharge to update the website with all the latest information.
4. Criterion incharges are asked to meet the NAAC coordinator at 3.00 pm as per the schedule for the preparation of AQAR:

Criterion	Date
Criterion 1	11.07.2023
Criterion 2 & 3	12.07.2023
Criterion 4 & 5	13.07.2023
Criterion 6 & 7	14.07.2023

5. Education tour for final year students planned in the first week of August.
6. Staff Incharges are asked to attend the Naan Muthalvan FDP programme organized by the Annamalai University.
7. IQAC planned to organize Health awareness programme and FDP on "Financial Planning" for teaching and non-teaching staff members in the first week of August 2023.
8. Library committee planned the library activity – Vassipai Nessipom on the topic "Life skills for Indian Families" for the academic year 2023-2024. All the departments are asked to actively participate as per the schedule given by the library committee.



A. Keival
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S. KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 03.07.2023

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>G. Nirmala</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



G. Nirmala
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

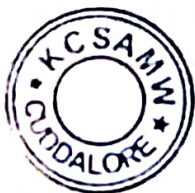
**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 12.09.2023 - Kcsam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting were confirmed.
2. IQAC encouraged and instructed the faculty members to publish research articles in UGC/SCOPUS listed journals.
3. It was suggested to improve the students participation in the classrooms, more of students centric teaching methods like developing practical skills, problem solving, management games, drama play, inculcating literature through music, field study, puzzles, seminar, ICT enabled teaching etc.,
4. Result analysis of the previous semester examination was presented by the respective department heads. It was discussed that the slow learners should be given more time besides remedial class to keep pace with the progress.
5. Principal informed that all the faculty members to register/complete Ph.D., programme/SET/NET.
6. PG inauguration scheduled on 14.09.2023.
7. Principal instructed the NAAC coordinators, IQAC team and criteria heads to complete the documentation process at the earliest for AQAR submission.
8. Principal advised to sign MOU with industries and service institutions for the development of students.
9. IQAC planned to organize FDP on "Personality Development" for teaching and non-teaching staff members in the month of October 2023 .



G. Ravi
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S. KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 12.09.2023

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A. Nirmal</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>B. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



A. Nirmal
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 16.11.2023 - Kcsam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting was confirmed.
2. As per the schedule given by the university the end semester theory examinations to be conducted from 17.11.2023 and the instruction regarding examination circulated by the examination committee.
3. NAAC Co-Ordinators, Members of IQAC, department heads and interested faculty members are directed to take part in the online webinar on NAAC institutional accreditation that are organised by IOT, NAAC cluster India and other institutes.
4. Skill based certificate courses to be enhanced.
5. The NAAC coordinator informed the criteria heads to compile the information for filling the AQAR for the year 2022-2023.
6. The New Computer Lab was installed named as "Python Lab"
7. The Principal informed that the members of the governing body approved for conducting 11th Steel Graduation Ceremony in the month of January 2024 (615 graduates Batch 2019-2020) and 12th Duodecennial Graduation Ceremony in the month of March 2024 (551 graduates Batch 2020-2021).
8. Governing council members approved for applying and submitting the online application to the UGC for autonomous status of the institution. The principal informed to the IQAC Co-Ordinator & NAAC Co-Ordinator to collect the necessary information from the heads of the departments for successful process of applying autonomous status.



A. Keel
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 16.11.2023

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A. Nirmala</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>

A. Nirmala

PRINCIPAL

KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109



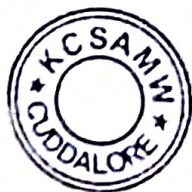
**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 10.01.2024 - Kcsam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting was confirmed.
2. Industrial visit for the final year students was scheduled in the month of January & February 2024.
3. Pongal celebration planned on 12.01.2024.
4. Need to guide and promote career guidance and placement opportunities for employability of students.
5. Faculty members need to prepare E –content for their course subject.
6. Department of Chemistry planned to organize International seminar in hybrid mode in the month of February 2024.
7. Department of Tamil Planned to organize International seminar in the month of March 2024.
8. IQAC planned to organize FDP on “NAAC Binary Accreditation System” for faculty staff members in the month of February 2024.
9. Women’s day, Cultural day, sports day and one week NSS camp, “BRAVURA 23” exhibition cum sale scheduled in the month of March 2024.
10. As per the communication from AICTE the Departments of BBA & BCA have to apply for the approval process for the academic year 2024 – 25.



G. Kein
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 10.01.2024

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A. Keival</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



A. Keival
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 15.03.2024 - Kesam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting was confirmed.
2. Principal congratulated the KCSAM fraternity for grand celebration of 12th Duodecennial Graduation Ceremony.
3. College day scheduled in the month of April 2024.
4. Principal informed that the AQAR for the academic year 2022-2023 was successfully uploaded in the NAAC portal.
5. Department of Commerce planned to organize National Seminar in the month of April 2024.
6. As per the schedule given by the university the end semester practical examinations to be conducted from 26.03.2024.
7. IQAC planned to organize FDP for teaching and non teaching staff members in the month of April & May 2024.

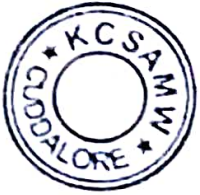


A. Keil
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 15.03.2024

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A-nirmala</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



A-nirmala
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR W
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

IQAC Meeting held on 01.04.2024 - Kcsam Conference Hall

MINUTES

The following points were discussed:

1. The minutes of the previous meeting was confirmed.
2. The internal audit is scheduled in the month of May 2023. The schedule will be given to all the departments, the audit observation sheets and instruction for audit will be provided to the auditors at the time of audit. All the auditors are requested to take almost care to maintain the quality of audit.
3. Informed to collect feedback from students, alumni and the parents.
4. A through discussion was held for the preparation of SSR. The principal informed that after discussion with the members of governing body, we get the approval for applying NAAC reaccreditation. So the principal and the NAAC coordinator planned to conduct several meeting with the seven criteria incharges and staff team. The NAAC coordinator informed the HOD and criteria heads to kept the following files ready in both hard and soft copy for six years from 2018-2019 to 2023-2024

S.No	Files/Registers
1	Student Proforma
2	Staff Proforma
3	Exam Pro
4	Department seminars
5	Result analysis
6	Convocation
7	Hostel/ Transport
8	Mentor
9	Alumni
10	Students Scholarship
11	University Mark Register
12	Internal Assessment register
13	Question Bank
14	Study material
15	Attendance Register
16	Lab Register
17	Students activity
18	Staff activity



G. Ravi
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPUKAM, CUDDALORE - 607 109

19	Placement details
20	E- cell Details
21	Department library
22	E - books
23	Department academic planner
24	Department activities
25	Student feedback
26	Late comer list
27	Other state student list
28	Bridge course details
29	Students seminars
30	Lesson plan/syllabus
31	Slow learner/advance learner
32	ICT/Smart class

Principal informed the staff members about the submission of SSR to NAAC in the month of May 2024. She informed the members about the deadline of submission of SSR within 45 days of the approval of IIQA. It was resolved to give priority to completion of SSR before the deadline. The SSR has to be kept ready by May 2024 which involved a lot of work and coordination. All the staff members were asked to provide necessary assistance for the above said work.



A. K. S.
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109

**KRISHNASAMY COLLEGE OF SCIENCE, ARTS AND MANAGEMENT FOR WOMEN
CUDDALORE - 607 109**

The members present in the IQAC meeting dated on 01.04.2024

Sl.No	Name of the Staff	Designation	IQAC Members	Signature
01	Dr.(Mrs.) G.Nirmala	Principal	Chair person	<i>A. Nirmala</i>
02	Dr.(Mrs.) K.Geetha	HOD/ Tamil	Faculty Member	<i>K. Geetha</i>
03	Dr.(Mrs.) S.Poornima	HOD/ Statistics	Faculty Member	<i>S. Poornima</i>
04	Dr.(Mrs.) B.Savithiri	HOD/ Commerce	Faculty Member	<i>B. Savithiri</i>
05	Mrs.R.Jothi	HOD/ B.C.A	Faculty Member	<i>R. Jothi</i>
06	Mrs.M.Chellam	HOD/Maths	Faculty Member	<i>M. Chellam</i>
07	Mrs.R.Kothai	Assistant Professor / Computer Science	Faculty Member	<i>R. Kothai</i>
08	Mr.J.Karthikeyan	Executive Director in Jayam Agro Products	Industrial Representative	<i>J. Karthikeyan</i>
09	Ms. A.Pavithra	B.Sc., Chemistry	Alumni Representative	<i>A. Pavithra</i>
10	Dr.(Mrs.) L.Anandhalakshmi	Associate Professor / Commerce	Co - Coordinantor	<i>L. Anandhalakshmi</i>
11	Dr.(Mrs.) R.Hemalatha	HOD/Chemistry	Coordinator	<i>R. Hemalatha</i>



A. Nirmala
PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109