



**THE MADURA COLLEGE (AUTONOMOUS), MADURAI - 11**  
(Re-accredited in 3<sup>rd</sup> cycle with 'A' grade by NAAC)

**Dr.J.Suresh** M.Sc.,M.Phil.,B.Ed.,P.B.D.C.A.,Ph.D.

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TMC/IQAC/2018-19/CIR-05

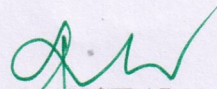
14.12.2018

**CIRCULAR**

There will be a meeting of IQAC members in the IQAC office on 18<sup>th</sup> December 2018 at 1:30 pm. Members are requested to attend the meeting.

**AGENDA:**

- Plan of Action for 2018-19 (Even Sem)
- AQAR Submission
- Any other issues

  
**PRINCIPAL**  
(Chairperson-IQAC)





**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of meeting of IQAC**

**Date: 18<sup>th</sup> December 2018**

**Time: 01.30 pm**

**Venue: IQAC Office**

**MINUTES OF MEETING OF IQAC ON 18<sup>th</sup> December 2018**

An ordinary meeting of the IQAC was held on 18<sup>th</sup> December 2018 and following members were present:

Dr. J. Suresh (Chairperson, IQAC)

Dr. A. Xavier (Administrative Coordinator, IQAC)

Dr. I. Sahul Hamid (Executive Coordinator, IQAC)

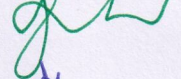

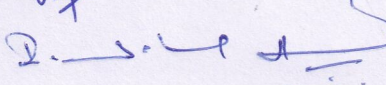
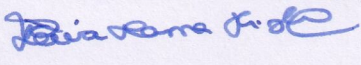
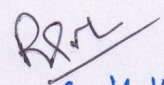
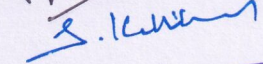

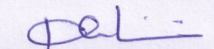
Prof. S. Sivaramakrishnan

Dr. R. Eswaran

Dr. S. Karthikeyan

Dr. M. Malarvizhi

Dr. K. HemaMalini

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The Principal and Chairperson IQAC narrated the facilities erected with respect to IQAC such as appointment of supporting staff for IQAC. He also urged the members to prepare calendar of event for the semester and review of the same at the end of the semester. The following were suggests.

**I. Plan of Action for 2018-19 (Even Sem):**

- Application for admission and fee collections to be made online
- Cloud based online classroom attendance to be implemented
- CIA mark entry to be made online
- To apply for NIRF – 2018 ranking
- To conduct internal Quality Reviews
- Tapping of student expertise under “Earn while learn” scheme in areas like feedback collection, Event coverage, inventory management, Invitation / certificate design, software / mobile apps design, administrative assistant, library assistant and so on.
- Feedback collection from various stakeholders and SSS to be made online
- To conduct faculty enrichment programmes
- To conduct Student welfare programme / career guidance / career counselling



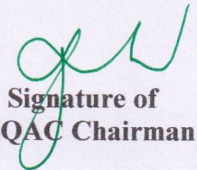
- To conduct a workshop on exam reforms
- To encourage departments to offer value – added Certificate / Diploma courses.
- To implement cloud based library software for online cataloguing and self issue & return of books using mobile apps.
- To Conduct Seminars / Workshops on IPR.
- To Organize programmes to sensitize students on Gender related issues.

**II. AQAR Preparation:**

- The AQAR for the AY 2017-18 will be submitted by the former IQAC coordinator, Dr. S. Theenathayalan. The AQAR on current academic year will be prepared and submitted by the Current IQAC co-coordinators.

**II. Other Matters:**

- Meetings on exam reforms can be conducted and evolve a better recommendations. The Quality enhancement activities based on students' feedback can be initiated.

  
Signature of  
IQAC Chairman