

VYSYA COLLEGE, SALEM 103

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

MINUTES (2020-2021)

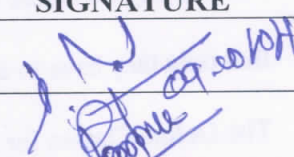
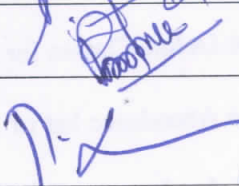
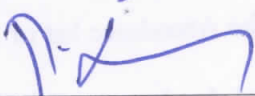
VYSYA COLLEGE, SALEM-103
Minutes for the Academic year 2020-2021

MEETING 01

The meeting of the HODs and IQAC members of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.06.2020

The Faculty Members were informed of the following:

1. **The HODs are** instructed to submit their Department Workload (ODD & EVEN) For the Academic Year 2020-21.
2. The HODs are instructed to plan for their Department Recruitment (Data Uploaded of the candidates, Preparation of Question Paper).
3. The Faculty members are asked to submit their Diary, Master copy of Printouts, Long size Notebooks, Softcopy of Notes in CDs, and Progress Reports of the students, to the Administrative office.
4. The Faculty Members are asked to post Swayam Videos daily in the Principal's Chamber and to create PPT and Word Documents for selected Swayam Videos without any omission.
5. It has been instructed to verify the students' Mark sheet, which is from Periyar University.
6. It has been planned to create Our College Website through Google Play store for uploading our printouts and subject oriented Audio for Unit-IV of Even semester 2020.
7. The Faculty Members of the following Departments are asked to prepare their Audio classes for their concerned Subjects of Even Semester 2020 (Unit-IV & V) both Practical and Theory Classes.
 1. All UG (I-yr, II-Yr & III-Yr) of Biotech, Micro, Botany and Bio-Chemistry.
 2. All PG (I-Year & II-Year) of Maths, Computer science and English.
8. Before Uploading the audios the Faculty Members are asked to check it once again (whether it is audible properly, content delivery is satisfied) and after uploaded it properly.

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Ms. P. SUMATHI M.Sc.,M.Phil.,(Ph.D)	STAFF REPRESENTATIVE	

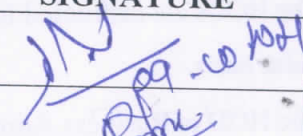
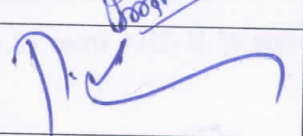
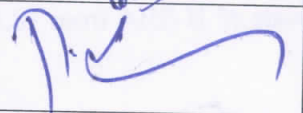
MEETING 02

The meeting of the HODs and IQAC members of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 03.08.2020

The Faculty Members were informed of the following:

1. The Faculty Members are instructed to verify their Sample Audio, which is prepared in home. If they are having any technical problems to record their audio, they have to rectify it in the upcoming recording process.
2. The Faculty Members are instructed to post their report (i.e., Total No. of pages written) for all subjects, which they are handling in Staff Whats App group.
3. The Staff Members are asked to verify the details of all (i.e., all UG & PG) the students' contact number (Mother, Father/ Guardian & Student) and E-Mail ID for conducting Online classes and also the details have to feed in the Assignment Login properly.
4. If the details are missing both E-Mail ID & contact numbers of the students, the Staff Members are asked to guide them to give it their details properly.
5. As per the instruction from Periyar University on 01.08.20 the Faculty Members are instructed to follow the following points:

- The Online classes for II & III –yr UG & PG programmes shall be commenced from 03.08.20.
 - The Staff Members are instructed to conduct the lecture sessions through online platforms.
 - The Faculty Members have to check the review of subject experts with their video Lectures after that only they have to engage their classes.
 - The Online Classes for I-Yr UG will be commenced from 19.08.20.
 - The Attendance list of students for each online lecture session shall be taken from the platform and also the same should be reported to the college.
 - The Practical sessions shall also be conducted and demonstrated to the students through online classes.
 - Continuous Assessments, Sessional Tests, Seminars shall be conducted through Online and should be properly documented for award of marks.
6. For conducting online classes, the Faculty members are asked to prepare the first 2 Units of II & III Yr –UG & PG, First Unit for I-Yr UG classes' notes both in written and typed in Microsoft Word format.
 7. The HODs are asked to prepare both Individual & class time table for their concern department.
 8. The HODs are asked to maintain their Department Minutes (weekly) properly.
 1. All the Faculty members are asked to prepare for their Internal Marks of the students , after the University Portal is ready (tentatively) to post it for I & II-Yr UG & PG, the Classes-In-Charge are asked to post it properly on or before 12.08.20.


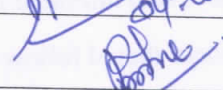
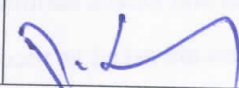
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MEETING 03

The meeting of the HODs and IQAC members of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.02.2021.

- Staff members are informed to sign in by 9.30 AM and signed out by 5.30PM on all working days.
- Staff members should follow college rules and regulations as usual in the regular working days.
- Subject notes and videos should be completed as per schedule for the allotted subject.
- Staff members are asked to record the subject Lectures for the subject concerned.
- I and II year classes will commence from 08.02.21. In this regard, staff members are asked to prepare themselves to handle the classes and should record the subject content while handling the classes.
- Staff members are informed to insist the student to wear the mask, keep social distance and should follow the guideline of government in order to protect themselves from COVID - 19
- The attendance in charges are asked to record the absentee's entry properly and maintain the attendance register as per the prescribed instruction,
- The HODs are instructed to submit the requirement of the practical sheets for the subject concerned along with the index pages.
- Staff members are instructed to make presence before 5 minutes in front of the concerned and should follow the concerned class room.
- All the I year class in charges are asked to collect the exam fee paid students name list from the principal office and take proper care while upload the student data base in university exam online portal
- University exam Nov/Dec - 20 result will be published tentatively on 05.02.2021. The Staff members are asked to insist the student to refer the college notice board.
- Classes in charges are asked to submit the details of with held result (or) pending results if any to the principal office, on or before 10.02.2021.
- Staff members are asked to collect the class room cub-board keys for even semester - 2021 after submitting the existing class room keys.

- Staff members are asked to occupy their new seating plan in the allotted staff rooms and submit the letter for the same.
- The HODs are instructed to report the SWAYAM videos updated status with staff vice video allocation in regular basis.
- The HOD of Business Administration is instructed to insist the students to submit their Inplant Training Certificate of II-BBA from 18.01.2021 to 04.02.2021 and for III-BBA from 09.01.2021 to 30.01.2021.

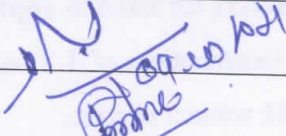
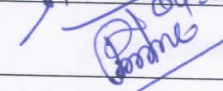
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MEETING 04

The meeting of the HODs and IQAC members of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.03.2021.

- Faculty members are asked to submit **assignment titles(Unit-I)**, for all UG & PG classes on or before **04.03.2021** and to inform the assignment titles to students on **06.03.2021**, students has to submit their assignments of all subjects on or before **20.03.2021**.
- It is planned to conduct the following **NSS programme** as per schedule:
 - **Voters Awareness Programme** on **05.03.2021**, inaugurated by **Deputy Collector of Salem**.
 - **Women's Day Celebration** on **08.03.2021**
 - **75th Independence Day** is planned to celebrate for 75 weeks from 12.03.2021. This programme is inaugurated by the Prime Minister of India in Gujarat on **12.03.2021**. As per the advice of PM, in our college, it is inaugurated on **12.03.2021** started with elocution competitions.
- HOD's are asked to report the **count of Videos and Notes of Unit -II** after checking individually and to submit the list to principal.
- It is planned to conduct **Unit Test** for ALL UG & PG students from **24.03.2021** onwards.
 - **Syllabus** for Unit Test is **Unit-I & II**
 - Unit test is for **50 Marks**
 - Time duration for the Unit Test is **TWO** hours

- Faculty members are asked to submit the **Unit Test Timetable** on **10.03.2021** and **Question Paper** on or before **15.03.2021**
- Faculty members are asked to **apply the subject code** of ODD semester (current papers) for Periyar University Examinations of I-Year UG & PG classes in **Periyar University Portal** between **15.03.2021 – 20.03.2021** without mistake.
- Class-in-charges are asked to issue the following things on **22.03.2021**:
 - University Exam Front Sheets
 - Covers to send Answer booklets
 - Instruction copy contains guide lines **to be followed** while sending answer scripts in the form of Pdf to college mail.
 - name list which contain Whatsapp no. and Email Id should be verified by students for sending university question papers and to get students' signature in the same.
- Faculty members are asked to upload **Internal Marks** of Periyar University Theory Examinations for all I-Year UG Classes, between **22.03.2021 - 24.03.2021** in Periyar University Portal.
- Class-in-charges are asked to issue the **Hall Tickets for Periyar University Exam** on **23.03.2021** for I-Year UG & PG students.
- Staff members are asked to conduct the **Periyar University Practical Exams (ODD\EVEN)** for II & III Year UG & II PG Classes from **24.03.2021 to 31.03.2021**.
- It is planned to conduct Periyar University Theory Examinations for I-Year UG & PG classes from **24.03.2021 to 31.03.2021**; Faculty members are asked to inform the timetable to the students clearly and also instruct the students regarding the guidelines to be followed in sending answer booklets as pdf.
- Faculty members are asked to **verify both Videos and Notes** of all subjects of ODD Semester for I-Year UG Classes are **uploaded correctly** in Vysya College App for the purpose of University Exam preparation.
- The HODs are instructed to check the Question Paper Pattern, Paper Code with the Exam Cell before sending the Question papers to the students. If any changes, they have to inform to the undersigned.
- Faculty members are asked to send the **University Exam Question Papers** for the concern students on time and to **download the answer scripts (Pdf)** which sent by students between 2pm to 3pm and the same should be copied in CD.
- Faculty members are asked to upload their **Profile details in Periyar University Portal** without mistake on or before **31.03.2021**.

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