

VYSYA COLLEGE, SALEM 103

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

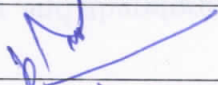

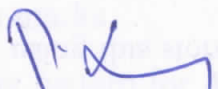
MINUTES (2021-2022)

VYSYA COLLEGE, SALEM-103
Minutes for the Academic year 2021-2022

MEETING 01

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.06.2021

- Periyar University has announced a tentative Schedule for Theory Examinations (through online) for the classes II Year (UG & PG), III Year (UG) & Out-gone students from 15.06.2021 to 09.07.2021(2020-2021).
- It is expected to start Periyar University Theory Examinations Paper Valuation from 12.07.2021 to 16.07.2021, for the classes II Year (UG & PG), III Year (UG) & Out-gone students (2020-2021).
- Faculty members those who are assigned as Examiners are requested to follow the instructions of Controller of Examinations, Periyar University while valuing the answer scripts, and also they are asked to value the answer scripts, based on the answer key.
- Faculty members are asked to update the Swayam videos in Swayam note book without fail and also they are asked to prepare word documents for the selected videos simultaneously.
- Faculty members are asked to rename the selected Swayam videos as per the instruction of system assistant for the purpose of uploading it in college server.

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	


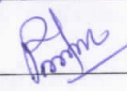
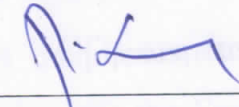
MEETING 02

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 02.08.2021

- Faculty members are asked to inform their willingness to the office for NEET-2021 exam, to be held on 12.09.2021(Sunday)
- Faculty members are asked to refer Periyar University website frequently to check whether any changes in the syllabus for the academic year 2021-2022 for all the classes.
- HOD's are asked to prepare their department workload for the academic year 2021-22 (Odd Semester) and individual staff workload and submit to the undersigned on or before 16.08.2021.
- It is expected to reopen college by third week of September, HOD's are asked to prepare class timetable and individual staff timetable for the academic year 2021-22 (Odd Semester)
- HOD's are asked to submit the paper allotment for faculty members and asked them to prepare additional videos (including introduction and subject videos) for their concern subjects (II & III year UG & PG) with duration 40-45 minutes each.
- Faculty members, who are assigned to handle I year UG & PG subjects are asked to prepare 90 videos for all five units with 40-45 minutes each.
- It is planned to conduct interview for staff recruitment on 05.09.2021 for department of English, Chemistry, BioTech and Mathematics.
- HOD's of department of English, Chemistry, BioTech and Mathematics are asked to prepare two set of question paper (with answer key) for staff recruitment and to submit it to principal on or before 25.08.2021
- Faculty Members are asked to prepare notes for all III-year UG classes (2021-2022) as per new pattern: One mark (Objective type), five marks and ten marks.
- Faculty members are asked to prepare notes as per the following pattern for ALL UG and PG classes:

University Question Paper pattern:

- Section A -15x1=15 marks
- Section B - 2x5 =10 marks (Open Choice - any 2 questions)
- Section C - 5x10=50 marks (either ... or.. pattern)

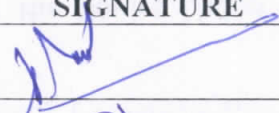


S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Ms. P. SUMATHI M.Sc.,M.Phil.,(Ph.D)	STAFF REPRESENTATIVE	

MEETING 03

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 03.01.2022

- It is planned to windup all I-Year UG and PG classes on 05.01.2022.
- Staff members those who are handling I-Year classes are asked to submit the subject videos, notes and question bank as per the prescribed format on 24.01.2022.
- HODs are asked to prepare the Odd Semester Paper Code list in excel format and submit to the principal on 25.01.2022 for sending the University exam question paper as per the schedule.
- Staff members are asked to prepare the lesson plan for even semester for their subject concern and kept ready for preparing subject notes and videos as per given schedule.
- Staff member are asked to delete the unwanted files in staff login and submit if any unwanted things in their respective places.
- Staff members are informed to record the complaints regarding furniture, system or light and fans, etc. in complaint register in the principal office.
- HODs are informed to do the subject allotment for even semester 2021-22 to the department staff members in order to make them ready for preparing subject videos and notes.
- **Faculty members are asked to follow the below mentioned duties without fail, after the commencement of university examinations:**

- It is informed that the odd semester university exam question paper will be send by the university to the concerned HOD as per exam timetable. The HODs are asked to send question paper to concerned class incharge. The class incharges are informed to send the same to the respective class students on the day of exam as per the time table.
- Staff members are informed to ensure the mail-ID affixed in the backside of the hall ticket to send the soft copy (PDF) of answer script.
- Class incharges are asked to issue the postal cover, Front sheets, A4 sheets and instruction copy to the students according to the number of subjects.
- Before sending the Question papers to the students, the HODs are instructed to check the Question paper Pattern, Paper Code and Schedule with the Exam Cell. 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 and to inform the lab assistant to copy the PDF answer scripts in CD.
- Faculty members are asked to download the answer script PDF in PG lab and to copy the downloaded PDFs in CD.
- Attendance to be submitted for forenoon (FN) session before 2pm and for afternoon (AN) session before 6pm.

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 04

The meeting of the HODs of Vysya College was conducted by Principal and it is held in Principal's chamber at 10.00 a.m. on 01.03.2022

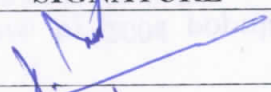
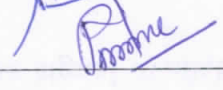
- Periyar University has announced a tentative Schedule for Theory Examinations (through online) for the classes II Year (UG & PG) & III Year (UG) students from **01.02.2022** to **03.03.2022**.
- Periyar University has announced a tentative Schedule for Theory Examinations (through online) for all I-Year UG classes from **28.02.2022** to **07.03.2022**.
- **Faculty members are asked to follow the below mentioned duties without fail, after the commencement of university examinations:**
 - It is informed that the odd semester university exam question paper will be send by the university to the concerned HOD as per exam timetable. The HODs are asked to send question paper to concerned class incharge. The class incharges are informed to send the same to the respective class students on the day of exam as per the time table.
 - Staff members are informed to ensure the mail-ID affixed in the backside of the hall ticket to send the soft copy (PDF) of answer script.
 - Before sending the Question papers to the students, the HODs are instructed to check the Question paper Pattern, Paper Code and Schedule with the Exam Cell. 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 and to inform the lab assistant to copy the PDF answer scripts in CD.
 - Faculty members are asked to download the answer script PDF in PG lab and to copy the downloaded PDFs in CD.
 - Attendance to be submitted for forenoon (FN) session before 2pm and for afternoon (AN) session before 6pm.

- Faculty members are asked to uncover the answer sheets and arrange the exam papers of their concerned department according to the subject code carefully.
- It is expected to start Periyar University Theory Examinations Paper Valuation from **07.03.2022** to **12.03.2021**, for the classes I-Year, II Year (UG & PG) & III Year (UG).
 - Faculty members those who are assigned as Examiners are requested to follow the instructions of Controller of Examinations, Periyar University while valuing the answer scripts, and also they are asked to value the answer scripts, based on the answer key.
 - Faculty members are asked to award **Internal Marks** (theory examinations) for the classes II-Year (UG & PG) and III-Year (UG) students for Odd Semester in the University Portal from **09.03.2022** to **12.03.2022**.
 - Faculty members are asked to award internal marks of theory examinations for I-Year (UG & PG) Odd Semester in the university portal on or before **19.03.2022**.
 - It is expected to reopen college for **II-Year (UG & PG)** and **III-Year UG** classes on **07.03.2022** and **I-Year (UG & PG)** classes on **09.03.2022**.
 - HOD's are asked to prepare timetable and submit list of class-in-charge, attendance-in-charge to the undersigned.
 - Faculty members are asked to type their subjects which allotted for Even Semester in **Slogin** without mistake.
 - Faculty members are asked to return the cupboard key and classroom projector box to the lab assistant and to get the keys and projector box for new classroom allotment.
 - Faculty members are asked to inform the new bell timing (five hours), class timetable and dictate the syllabus of concern subjects to the concern classes.
 - Faculty members are asked to show **daily videos** and **images** during first hour without fail.
 - Faculty members are asked to follow the below mentioned **guidelines for preparing subject videos**:
 - Screen background : green colour
 - Marigin colour: brown
 - Header: Vysya College, Salem-103

Department of _____

Class: _____

- Topic & Sub-topic: yellow colour
 - Mention video number near unit [for example: Unit-I---→ (1)]
 - Text colour: white
 - Font : Bookman old style
 - Line space: 1.5
 - Font size : 14
- HODs are instructed to maintain NAAC related files and ppts which are already maintained in their departments in a Proper manner.
 - Department of Life Science has planned to organize 3 Days Scientific Awareness Programme sponsored by TNSCST for self help group, farmers and students from 23/03/22 to 25/03/22
 - NSS and RRC have jointly organized **HIV/ AIDS Awareness and Life Celebration Programme on 25.03.2022.**
 - NSS have organised awareness programme on “**MENSTURAL HYGIENE**” , awareness speech delivered by Dr.Gayathri MBBS MD, SPMM hospital.
 - NSS and YRC have jointly organised **ANTI-DRUG** awareness programme and competitions (rangoli, speech, essay, drawing singing and video making) on **15.03.2022**

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	