

**VYSYA COLLEGE, SALEM 103**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

**MINUTES (2022-2023)**

**VYSYA COLLEGE, SALEM-103**  
**Minutes for the Academic year 2022-2023**

**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 01.06.2022 and discussed the following:

- It is planned to Organise Graduation Day on 12.6.2022. Students are already instructed to register in Google Form for Graduation Day on or before 04.06.22. Faculty members are asked to ensure the list of students for graduation day. In this Graduation ceremony Prof.Dr.R.Jagannathan Vice- Chancellor of Periyar University, will deliver the convocation address and issue the Degree certificates to the students and Mr.Kavidasan, Director, Roots industries India limited, Coimbatore will deliver the special address.
- Faculty members are asked to prepare the question paper for Unit Test-II from III & IV units for I-Year (UG & PG), II-year (UG & PG) and III-year UG classes and send the question paper through E-Mail on or before 08.06.2022.

**QUESTION PAPER PATTERN**

PART-A 10X1=10(Objective type)

PART-B 2X5=10 (Any two out of Four)


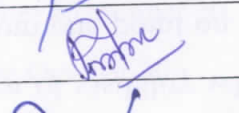
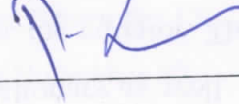
PART-C 3X10=30 (Either or )

- The Faculty members are asked to instruct the students to submit the Unit Test-II papers on or before 15.06.2022
- Staff members are instructed to submit the student name lists those who are not submitted the test answer script within stipulated period.
- I year class –in-charges are asked to upload the student subject details in university exam portal on or before 10.06.22.

- The University practical examination will tentatively commence from 15.6.22. The internal examiners are asked to conduct the practical as per the university guidelines and insist the students to perform well in university exam.
- If the staff member appointed as an external examiner for the practical examination they are informed to strictly follow the university guidelines.
- The staff members are asked to complete the syllabus on or before 18.6.2022 along with subject videos, notes and question bank.
- The internal examiners are informed to ensure the presence of external examiner as per schedule, if they are not willing to act as the examiner, ask them to send the unwilling for the same.
- Internal examiners are asked to collect the practical exam question paper from the exam cell before 15 minutes of the exam and informed to follow the university instruction and guidelines properly.
- Periyar University theory examination concern faculty members are asked to verify the question paper whether any out of syllabus in the question paper at 10.30 am. If out of syllabus found in question paper it should bring notice to Principal.
- Staff members are asked to verify the syllabus with Periyar University website and remove the 2<sup>nd</sup> year old syllabus from syllabus file and keep the correct copy in all staff rooms.
- Before handling the classes faculty members are asked to verify the syllabus once again with Periyar University website.
- After the last working day Attendance-In-charge are asked to submit the attendance to office with all proper details.
- Faculty members are asked to check the students' hall tickets whether the following details are printed properly before issuing Hall ticket to the students.
  - (a) Name of the Student,
  - (b) Subject code,
  - (c) Exam date and

(d)Photo

- For Periyar University Examinations students are asked to bring their respective hall ticket and identity card without fail. Students who are indulging in malpractice should bring notice to Principal.
- Faculty members are asked to value the Unit test-II papers properly and submit the students' answer script on 25.06.2022 without fail.

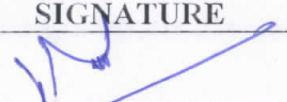

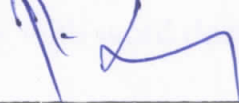
S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Dr. P. SUMATHI	STAFF REPRESENTATIVE	

### 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 06.10.2022 and discussed the following:

- It has been planned to conduct SBI Life Insurance Awareness programme on 7.10.2022(FN) by Salem Divisional Manager, SBI Life Insurance, for the classes III B.COM, III B.COM CA.
- It has been planned to conduct Tally Awareness Programme on 07.10.2022(AN) by Next Technology, Salem for II B.COM class.
- It has been planned to conduct Herbal Sanitary Health Hygiene Awareness Programme on 8.10.2022 by Mr.Yuvaraj, for all girls.
- It has been planned to send 40 students to Periyar University for 'World Mental Health Day' on 9.10.2022.
- It has been planned to conduct Cyber Crime Awareness Programme on 10.10.2022 by Mr. B. Dinesh, Sub-Inspector, Cyber Crime Branch Salem, for the classes III BSC CS, III B.C.A., and for II year each class 1 boy and 1 girl.
- It has been planned to conduct Madras High Court examination on 16.10.2022 in our campus. Faculty members those who are assigned exam duty are asked to do their duty properly.

- It has been planned to conduct a motivational Awareness Programme 'Oru Thalaimuraiyn Kanavu' on 18.10.2022 by Dr. K. KarthikVelu for all I year UG, MBA and MCA classes.
- It has been planned to conduct Tally Prime class from 20.10.2022 for 70 Students of II B.COM, II B.COM CA.,and II BBA. The total duration of the course is 35 hours. It is planned to conduct classes in II batches, each student has to attend weekly 2 days class.
- Faculty members are asked to verify and enter the data in Periyar University Odd Semester exam Portal given by II year and III year students. The Portal is expected to open from 20.10.2022 to 3.11.2022.
- Faculty members those who are in-charge for odd semester Practical are asked to complete their Practical Record note book work on or before October 15.
- Faculty members are asked to finish unit IV for all II &III years, on or before October 30.
- Faculty members are asked to finish unit V for all II &III years, on or before November 20.
- Faculty members are asked to finish unit III for all I year UG, on or before October 30.
- Faculty members are asked to finish unit IV for all I year UG, on or before November 15.
- Faculty members are asked to finish unit v for all I year UG, on or before November 30.

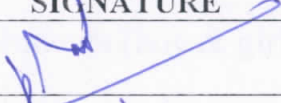

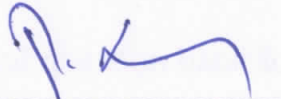
S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Dr. P. SUMATHI	STAFF REPRESENTATIVE	

### 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 02.01.2023 and discussed the following:**

1. It has been planned to reopen even semester classes for all II and III years on 19.1.2023
2. It has been planned to reopen even semester classes for all I years on 23.1.2023.
3. Faculty members are asked to prepare the even semester schemes for Class II & III years from 19.1.2023 to 30.4.2023 and for I years from 23.1.2023 to 30.4.2023.
4. Faculty members are asked to prepare the even semester scheme, class timetable, seating plan and asked to issue the same on the reopening day.
5. Faculty members are asked to instruct the students to come in proper dress code, and asked to wear ID-card inside the campus. And instruct the students not to use mobile phones, should not wear jean shirt and jeans pants in the college.

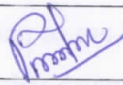
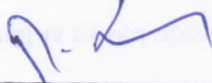
6. Faculty members are asked to instruct the students to bring Bus pass daily those who are travelling in the college bus. If there is any change of address, mobile no, e-mail address it should be informed to office immediately.
7. HOD's are asked to prepare Class-In-Charges & Attendance-In-Charges lists on or before 10.1.2023.
8. Faculty members are asked to update the details of writing subject notes in the list kept in the office room.
9. It has been planned to give Aptitude training classes for all II years from 19.1.2023 to 24.1.2023 and Soft Skill classes from 25.1.2023 to 1.2.2023.
10. It has been planned to give Aptitude training classes for all III years from 6.02.2023 to 10.2.2023 and Soft Skill classes from 11.2.2023 to 16.2.2023.
11. Class-In-charges are asked to collect regular feedback from the students regarding Soft skill and Aptitude, if there is any remarks from the students, staff members are asked to inform it to the Principal.
12. It has been planned to conduct TCS training classes for 100 students of III Years from 19.01.2023 to 31.1.2023 by a trainer from TCS, Chennai.
13. Faculty members who are going for central valuation are asked to apply On Duty with the request letter along with university order copy, and have to adjust their classes properly.
14. At the time of valuation staff members are asked to follow the rules and regulation of the university instructions.
15. Faculty members are asked to update Swayam Videos regularly with word document notes.
16. Group III-A examination on 28.01.2023 is going to conduct in our college campus. Faculty members who are assigned examination duty are asked to follow the TNPSC rules and regulations properly.

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Dr. P. SUMATHI	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 01.03.2023 and discussed the following:**

1. It has been planned to conduct a Virtual placement drive by QSPIDER private Ltd., Chennai for All final year UG students on 3.3.23.
2. It has been planned to conduct an ON-Campus drive by KGIS Company, Coimbatore for All final year UG students on 6.3.23.
3. It has been planned to conduct an ON-Campus drive by PVR Enterprises, for all final year UG students on 6.3.23.
4. It has been planned to conduct an ON-Campus drive by ICICI LOMBARD Insurance Company, for all final year UG students on 7.3.23.
5. It has been planned to conduct Women's Day celebration on 8.3.2023 for all girls students
6. It has been planned to conduct an ON-Campus drive by Image Con Private Limited, for all final year UG students on 9.3.23.
7. It has been planned to conduct an awareness programme on "You are Amazing Just a way you are" by Dr. Preeti, SKS Hospital for III BSC CS, III BCA, II BSC Life Science students on 9.3.23.
8. It has been planned to conduct an ON-Campus drive by Sundram Finance for all final year UG students on 13.3.23.
9. It has been planned to organize an OFF-Campus drive by Tata Consultancy Service At Sri Sakthi Kailash Women's College, for all final year UG students on 22.3.23.
10. It has been planned to conduct a course completion meet cum placement by I Merge Business Solution, Tell Performance, Alset Technology for all UG students on 23.3.23
11. It has been planned to conduct a skin awareness programme on 'Glowing Skin' by Dr. Minu Shwetha , Skin care specialist for classes II BCA, III BSC Maths, Ist Life Science girls students on 23.3.23
12. It has been planned to conduct NSS Camp with around 150 students (boy & girls) from 24.3.23 to 30.3.23 at Poovanur, Ayothiyapattinam Salem.
13. Faculty members are asked to complete unit III syllabus on or before 31.3.23 for all UG and PG classes.
14. Faculty members are asked to update subject videos, notes and question bank for all UG and PG Classes.
15. Faculty members are asked to maintain swayam note, attendance register regularly.

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. VENKATESAN	PRINCIPAL	
2.	Dr.P.HEMALATHA	IQAC COORDINATOR	
3.	Dr. P. SUMATHI	STAFF REPRESENTATIVE	

VYSYA COLLEGE, SALEM 103

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

MINUTES (2022-2023)