



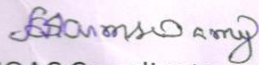
VIVEKANANDA COLLEGE, AGASTEESWARAM  
(Co- Education)  
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)  
Accredited with B<sup>+</sup> Grade by NAAC



**CIRCULAR**

**10-01-2018**

The IQAC meeting will be held on Wednesday, 10-01-2018 by 2.45 P.M in the IQAC Room. All are requested to attend the meeting.

  
IQAC Coordinator

  
Principal

To be circulated to the following IQAC members:

1. Thiru C. Rajan, Secretary, Vivekananda Educational Society
2. Thiru S. Duraiswamy, President, Vivekananda Educational Society
3. Prof. K. Sachithanatham, Former IQAC coordinator, Kamaraj College, Thoothukudi. *KS*
4. Dr. J. Sivasakthivel, Head & Associate Professor of Mathematics *JS*
5. Dr. C. Retnasigamani, Head & Associate Professor of Commerce *CR*
6. Dr. T. Sree Devi Kumari, Assistant Professor of Zoology *TS*
7. Dr. D. Anbuvel, Assistant Professor of Chemistry *OD (valuation)*
8. Dr. V. M. Porselvi, Assistant Professor of Chemistry *OD (valuation)*
9. Mr. C. Murugan, Assistant Professor of Commerce *CM*
10. Dr. A. Sankar, Librarian *AS*
11. Dr. S. Raja Prabha, Assistant Professor of English *SRP*
12. Mr. M. Sivabalan, Assistant Professor of Mathematics *MS*
13. Mr. K. Athinarayanan, Assistant Professor of English *KA*
14. Tmt. S. Amutha, Assistant Professor of P.G. Zoology *SA*
15. Miss. M. Sivasaranyan, Assistant Professor of Mathematics *MS*
16. Dr. S. Agneswari, Assistant Professor of P.G. Zoology *SA*
17. Tmt. P. Vasantha, Superintendent *PV*
18. Thiru. S. Manikannan, Accountant *SM*  
*10/1/18*
19. Mr. T. Bala Murugan, Office Assistant *TM*
20. Mr. K. Hetrics Frady, Student Union Chairman *K.F*
21. Thiru T. Edward, Industrialist



## **Minutes of Meeting**

**Venue: IQAC Room**

**Date: 10. 01. 2018**

The meeting of IQAC, chaired by Dr. N. Neelamohan, Principal, Vivekananda College, Agasteeswaram was held on 10.01.2018 at 2.45 p.m. The issues related to collection of data were discussed and decisions were taken to delegate duties so as to facilitate the submission of SSR report in time.

### **Agenda**

1. Completion of Self Study Report
2. Allocation of responsibilities to the members of IQAC

### **Resolutions Passed**

It was decided unanimously and resolved ,

- ❖ To get Aadhar number from students through the Head of Departments
- ❖ To gather the Course Outcomes in excel format
- ❖ To convert hard copies of Activity Reports into soft copies
- ❖ To collect the scanned copies of appointment orders from students who were placed in various jobs
- ❖ To get attendance registers for VET programs from the Department of Commerce (S/F)
- ❖ To form an Intellectual Property Right (IPR) Cell as per the requirements of NAAC



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**Members Present:**

1. Thiru C. Rajan, Secretary, Vivekananda Educational Society *C. Rajan*
2. Thiru S. Duraiswamy, President, Vivekananda Educational Society *S. Duraiswamy*
3. Prof. K. Sachithanatham, Former IQAC coordinator, Kāmaraj College, Thoothukudi. *KS*
4. Dr. J. Sivasakthivel, Head & Associate Professor of Mathematics *J. Sivasakthivel*
5. Dr. C. Retnasigamoni, Head & Associate Professor of Commerce *C. Retnasigamoni*
6. Dr. T. Sree Devi Kumari, Assistant Professor of Zoology *T. Sree Devi Kumari*
7. Dr. D. Anbuvel, Assistant Professor of Chemistry *D. Anbuvel*
8. Dr. V. M. Porselvi, Assistant Professor of Chemistry *V. M. Porselvi*
9. Mr. C. Murugan, Assistant Professor of Commerce *C. Murugan*
10. Dr. A. Sankar, Librarian *A. Sankar*
11. Dr. S. Raja Prabha, Assistant Professor of English *S. Raja Prabha*
12. Mr. M. Sivabalan, Assistant Professor of Mathematics *M. Sivabalan*
13. Mr. K. Athinarayanan, Assistant Professor of English *K. Athinarayanan*
14. Tmt. S. Amutha, Assistant Professor of P.G. Zoology *S. Amutha*
15. Miss. M. Sivasaranya, Assistant Professor of Mathematics *M. Sivasaranya*
16. Dr. S. Agneswari, Assistant Professor of P.G. Zoology *S. Agneswari*
17. Tmt. P. Vasantha, Superintendent *P. Vasantha*
18. Thiru. S. Manikannan, Accountant *S. Manikannan*
19. Mr. T. Bala Murugan, Office Assistant *T. Bala Murugan*
20. Mr. K. Hetrics Frady, Student Union Chairman *K. Hetrics Frady*
21. Thiru T. Edward, Industrialist

*Principals*  
Chairperson, IQAC

PRINCIPAL  
VIVEKANANDA COLLEGE  
AGASTEESWARAM  
KANYAKUMARI

*S. Duraiswamy*  
Coordinator, IQAC

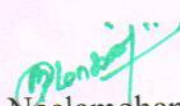
IQAC Coordinator  
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Kanyakumari Dist.



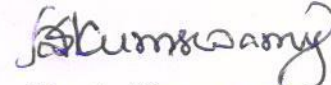
### Action Taken Report

Based on the discussions held in the meeting on 10.01.2018 the following actions were taken:

Plan of Action	Achievements
Aadhar numbers	The Aadhar numbers from all the students of the College were collected through the Head of the Departments
Course Outcomes	The Course outcomes in excel format from all the departments were collected and uploaded
Activity Report	Hard copies of activity reports were converted into Soft copies
Appointment orders of students	The appointment order from students who were placed in various jobs were collected
Attendance Registers	The attendance registers for VET programmes from the department of commerce were collected
IPR cell	As per the requirements of NAAC, an Intellectual Property Right cell was formed

  
Dr. N. Neelamohan  
Chairperson, IQAC

PRINCIPAL  
VIVEKANANDA COLLEGE  
AGASTEESWARAM  
KANYAKUMARI

  
Dr. A. Kuruswamy  
Coordinator, IQAC

**IQAC Coordinator**  
Vivekananda College  
Agasteeswaram - 629 701  
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