



# DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE

(Accredited with 'B' Grade by NAAC)

[Recognized by UGC u/s 2(f) & 12(B)]

(Permanently Affiliated to Annamalai University, Chidambaram)

(An ISO 9001-2015 Certified Institution)

Indili, Kallakurichi – 606213.



**Date:01.06.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING INVITATION**

Dear Sir / Madam,

Warmest Greetings from DR.R.K.S.College. The IQAC Meeting of DR.R.K.Shanmugam College of Arts & Science is to be held on 06.06.2019 at 02.00 pm in IQAC Office of our college. You are very cordially invited to attend the meeting and share your valuable suggestions for the qualitative improvement of our institution.

Thanking you.

### **AGENDA**

- Review of the Previous Meeting.
- I year Inaugural Function.
- Applying for Ph.D., Research courses in Tamil, Mathematics, Chemistry and Physics
- AQAR Preparation for 2018-2019.
- Faculty Development programme
- Annual plan for the Academic year 2018-2019.
- Any other information may be permitted by the Chair Person.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**CHAIR PERSON & PRINCIPAL**

Indili, Kallakurichi – 606213, Tamil Nadu. Phone: 04151-226502, 226503.

Cell: 9442658276, 9842586158, 9442514033.

E.mail: prlrkscas@gmail.com

Web: www.rkscollege.com



**Date:06.06.2019**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**IQAC MEETING MINUTES**

**IQAC MEETING MINUTES & RESOLUTIONS**

The IQAC meeting of DR.R.K.Shanmugam College of Arts and Science was conducted on 06/06/2019 as per the schedule. The following are the points that were discussed in the meeting by the members;

The members of the IQAC discussed about the Annual Plan 2019-2020 and suggested with more activities to be executed.

The members of the IQAC planned to organize the First Year class inaugural function in a grand manner and passed the resolution to organize the event along with motivation programme.

The members of the IQAC discussed about applying for the Ph.D., Research courses in Tamil, Mathematics, Chemistry and Physics. The resolution was passed to place a proposal to our Management.

The members of the IQAC had a discussion on the preparation of AQAR 2018-2019 as per the procedure of the NAAC and they resolved to prepare the same.

The members of the IQAC discussed to organize the Faculty Development programme for the welfare of the Faculty Members and passed the resolution to organize the FDP during this academic year.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**



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**Date:28.08.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING INVITATION**

Dear Sir / Madam,

Warmest Greetings from DR.R.K.S.College. The IQAC Meeting of DR.R.K.Shanmugam College of Arts & Science is to be held on 03.09.2019 at 02.00 pm in IQAC Office of our college. You are very cordially invited to attend the meeting and share your valuable suggestions for the qualitative improvement of our institution.

Thanking you.

### **AGENDA**

- Review of the Previous Meeting.
- NAAC mail communication regarding AQAR Submission for 2018-2019 and AQAR preparation.
- Alumni contribution & Appreciation
- College Website updation.
- Regular test for all students.
- Any other related information.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**CHAIR PERSON & PRINCIPAL**

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**Date:03.09.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **IQAC MEETING MINUTES**

### **IQAC MEETING MINUTES & RESOLUTIONS**

The IQAC meeting of DR.R.K.Shanmugam College of Arts and Science was conducted on 03/09/2019 as per the schedule. The following are the points that were discussed in the meeting by the members;

The members of the IQAC had a discussion about the AQAR 2018-2019 preparation and submission in NAAC portal. They resolved to do the preparation of AQAR on time.

The members of the IQAC discussed about the responsibilities of Alumni towards the contribution for the welfare of the students and institution. The members passed the resolution to appreciate the Alumni members towards their contribution.

The members of the IQAC discussed about the needs and importance of the updating the institution website and decided to arranged the team for the updating.

The members of the IQAC planned and discussed about conducting regular tests for all the students either in morning or evening for the welfare of the students especially for the benefit of the slow learners.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**



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**Date:27.09.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING INVITATION**

Dear Sir / Madam,

Warmest Greetings from DR.R.K.S.College. The IQAC Meeting of DR.R.K.Shanmugam College of Arts & Science is to be held on 03.10.2019 at 10.00 A.M. in IQAC Office of our college. You are very cordially invited to attend the meeting and share your valuable suggestions for the qualitative improvement of our institution.

Thanking you.

### **AGENDA**

- Review of the Previous Meeting.
- AQAR 2018-2019 report to be presented to the notice of the IQAC members and the College Governing Body Members.
- AQAR uploading in NAAC website.
- Parents Teachers Association Meeting.
- Remedial Classes for the slow learners in the month of October & February
- Feedback collection in the month of November and March
- Academic Administrative Audit
- Any other related information.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**CHAIR PERSON & PRINCIPAL**

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**Date:03.10.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **IQAC MEETING MINUTES** **IQAC MEETING MINUTES & RESOLUTIONS**

The IQAC meeting of DR.R.K.Shanmugam College of Arts and Science was conducted on 03/10/2019 as per the schedule. The following are the points that were discussed in the meeting by the members;

The AQAR 2018-2019 has been prepared by the AQAR Team and ready to upload in the NAAC Website. This report was placed in the IQAC meeting for the discussion of the members and approval. After the verification, the members resolved to submit the report to college governing body.

The members of the IQAC discussed about the uploading of AQAR 2018-2019 in the NAAC portal. Based on the discussion, they passed the resolution to upload the data after the approval of the governing body.

The members of the IQAC discussed about conducting of Parents Teachers Association meeting and passed the resolution to conduct the meeting with proper plan.

The members of the IQAC discussed to arrange the remedial classes for the slow learners in the month of October and February. They resolved to plan and conduct the same for the benefits of the slow learners.

The members of the IQAC discussed about the feedback collection from the students in the month of November and March. They decided to collect, analyze and take necessary action based on the report.

The members of the IQAC planned to conduct Academic and Administrative Audit (AAA) during this academic year and passed the resolution to conduct the same.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**



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**Date:11.12.2019**

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MEETING INVITATION

Dear Sir / Madam,

Greetings to the IQAC Members. The IQAC meeting of DR.R.K.Shanmugam College of Arts & Science is scheduled to be conducted on 17/12/2019 at 04.00 pm in IQAC Office of our college. So I request you to attend the meeting and offer your valuable suggestions for the qualitative improvement of our institution

### **Agenda**

- Activities of Even semester 2019-2020.
- Workshop programme by the Department of Chemistry (26.12.19 – 31.12.19).
- Staff Recruitment for Tamil, English, Mathematics and Business Administration (One each).
- New MOUs.
- POCO Preparation.
- Value Added Courses.
- UG & PG Project of Even semester 2019-2020.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**CHAIR PERSON**

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**Date:17.12.2019**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) IQAC MEETING MINUTES**

### **IQAC MEETING MINUTES & RESOLUTIONS**

The IQAC meeting of DR.R.K.Shanmugam College of Arts and Science was conducted on 17/12/2019 as per the schedule. The following are the points that were discussed in the meeting by the members;

The members of the IQAC discussed about the activities of the even semester 2019-2020 and passed the resolutions to execute the work along with the Academic routine work.

The members of the IQAC discussed about signing of MOU with institutions, organizations, industrial sectors, etc for the benefits of the students on their project work, field visit, exchange programme, etc. The members passed the resolution to execute the same.

The members of the IQAC discussed about the preparation of POCO (Programme Outcomes and Course Outcomes) as it is part of the Academic curricular activities and then they resolved to instruct the faculty members to proceed the work.

The members of the IQAC discussed about introducing value added courses under various fields towards acquiring knowledge apart from the regular syllabus. The members decided to instruct the departments to introduce the value added courses.

The members of the IQAC discussed about the students' project and planned to insist the students to undergo the projects based on finding solutions to the social issues. They passed the resolution to execute the same.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**





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**Date:21.02.2020**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING INVITATION**

Dear Sir / Madam,

Warmest Greetings from DR.R.K.S.College. The IQAC Meeting of DR.R.K.Shanmugam College of Arts & Science is to be held on 24/02/2020 at 02.00 pm in IQAC Office of our college. You are very cordially invited to attend the meeting and share your valuable suggestions for the qualitative improvement of our institution.

Thanking you.

### **AGENDA**

1. Review of the previous meeting
2. Centum Celebration
3. Science day Celebration
4. RKS Science Centre for Rural and Tribal areas Planning
5. Unit Exam, Model Exam and Practical Exam
6. Special Classes for the Arrear students
7. Campus Ambassadors
8. Tree plantation in the High ways
9. Campus Drive
10. Blood donation round the year
11. International Seminar by the department of Commerce on 27/02/2020
12. International Women's Day celebration on 07/03/2020
13. International Seminar by the department of Physics on 10/03/2020
14. International Seminar by the department of Tamil on 19/03/2020
15. Any other items as permitted by the Chair

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**CHAIR PERSON & PRINCIPAL**

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**Date:24.02.2020**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **IQAC MEETING MINUTES** **IQAC MEETING MINUTES & RESOLUTIONS**

The IQAC meeting of DR.R.K.Shanmugam College of Arts and Science was conducted on 24/02/2020 as per the schedule. The following are the points that were discussed in the meeting by the members;

The members of the IQAC discussed about the Centum Celebration as many staff members produced more centum and cent-percent result in their subjects. The members resolved to conduct the centum celebration.

The members of the IQAC discussed about the celebration of the International Science Day and passed the resolution to celebrate the day by the department of science.

The members of the IQAC had a discussion about the launching of RKS Science Centre for the Rural & Tribal in Kalvarayan hills. The members planned and passed the resolution to launch the centre and execute the service in future.

The members of the IQAC discussed about conducting the special class for the slow learners / arrear students and passed the resolution to implement through the department concern immediately.

The members of the IQAC discussed about the Campus Ambassadors from the students group to serve between the institution and society in all concepts. The members passed the resolution to create the group for Campus Ambassadors.

The members of the IQAC discussed about tree plantation along the National Highways starting from the institution and passed the resolution to plan and do in the future.

The members of the IQAC discussed about conducting of Campus Drive / Campus Interview. Based on the discussion the members passed the resolution to organize the same this year.

The members of the IQAC discussed about conducting of the continuous Blood Donation camps once in every week and passed the resolution to give awareness to students about blood donation and send them every week.

The members of the IQAC discussed about the celebration of the International Women's Day. They decided to celebrate in the campus as well as in the Towns and Villages.

The members of the IQAC appreciated the departments where the National and International Seminars / Workshops /Conferences are planned.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**

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Date: 30.05.2020

## INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING INVITATION

Dear Sir / Madam,

Warmest Greetings from DR.R.K.S.College of Arts & Science. We hope that the IQAC members and the Family Members are keeping well during this lockdown period.

The IQAC Meeting of DR.R.K.Shanmugam College of Arts & Science is going to be held on 03/06/2020 at 03.00pm through online mode by using Zoom App. So you are very cordially invited to attend the meeting and share your valuable suggestions for the qualitative improvement of our institution until and after the lockdown period.

Thanking You

### AGENDA

- Review of the previous meeting
  - FPP (Slip) Test, Model Exam, Assignment, Corona Awareness, etc.,
- Academic Activities during the lockdown period (from Home)
  - Online Classes for subjects revision
  - Webinar Programme by Departments
- Academic Activities after the lockdown period
  - Examinations proceedings, Class Conducting
  - Using social media
- Admission 2020-2021 process
  - Faculty Members' effort
  - Using Social Media
- Planning for the upcoming year
- Campus enrichment
- Any other items as permitted by Chair Person

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**

Note: Zoom Link for the meeting will be shared very soon in your personal mail and Whats-App Group.

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**Date:03.06.2020**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **IQAC MEETING MINUTES**

### **IQAC MEETING MINUTES & RESOLUTIONS**

This is the COVID-19 lock down period and so the members of the IQAC decided to conduct the IQAC Meeting through online mode (Google Meet Platform).

As per the suggestions of the IQAC members the meeting was conducted on 03/06/2020 as per the online schedule.

The following are the points that were discussed in the meeting by the members;

The members of the IQAC discussed about how to proceed with the academic activities during the lockdown period. The members decided to conduct revision class in online and conduct webinars by all departments and passed the resolution.

The members of the IQAC discussed about how to proceed with the academic activities after the lockdown period. The members decided and passed the resolution to instruct the staff members to conduct classes continuously through online and use the social media for reaching the society.

The members of the IQAC discussed about the Admission of the year because the people are in Covid-19 pandemic situation and not being aware of the admission. The members decided to share the online admission link through social media and passed the resolution.

The members of the IQAC discussed about the campus enrichment after the lockdown period with necessary arrangements. The members decided the same and passed the resolution.

**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**

**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**

Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Regular Meetings of IQAC	Regular Meetings were conducted and Resolutions passed to improve the quality of the institution.
AQAR Submission	AQAR submitted on time after the review of the College Governing Body and the IQAC Members.
Feedback Collection and Analysis	Feedback Collected and Analysed as per the instructions given by the NAAC
Academic Administrative Audit (AAA) Conducted	College Academic council members and IQAC members jointly conducted AAA.
Preparation of Annual Plan for the year 2019-2020	Annual Plan for the year 2019-2020 was executed.
Remedial Class for the slow learners	Remedial class for the slow learners was conducted
Faculty Development Programme	Conducted Faculty Development Programme in the month of December 2020.
POCO Data Preparation	Data prepared and updated in the institution website
New MOUs to be signed	New MOUs were signed with Industry & Research Institution
To Apply for the new Ph.D., Courses	Applied for 3 new Ph.D., courses (Tamil, Mathematics, Chemistry)
New Value Added Courses	Conducted new value added courses with the help of the HODs and Faculty members
Students Projects	Students Projects focused on the solution to the social issues
Seminars/Workshops/Conference	Department of Tamil, Commerce and Physics organized International Seminars.
Continuous Blood Donation	Conducted continuous blood donation camp in the college campus and in the District Head Quarter Hospital.
Centum Celebration	Students scored more centum in the University Examinations and so it was celebrated.



**DR.P.JOHN VICTOR**  
**IQAC CO-ORDINATOR**



**DR.G.MOHANASUNDER**  
**IQAC CHAIR PERSON**