



**M. R. GOVERNMENT ARTS COLLEGE**  
(Affiliated to the Bharathidasan University, Tiruchirappalli – 620 024)  
Mannargudi – 614 001, Thiruvarur – District, Tamilnadu State, India  
(Phone / Fax Number: 04367 - 255440)  
E-mail – id: [principalmrgac@yahoo.co.in](mailto:principalmrgac@yahoo.co.in)

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC meetings and Action Taken Report (ATR)**

**2022- 2023**

IQAC, M.R. Government Arts College, Mannargudi organized a total of 9 various meetings during the academic year covering Faculty Development Programs (FDP), Lecture workshops, Teachers' day celebrations, IQAC review meeting, NAAC review meetings for criterion- wise coordinators, for NAAC Department coordinators etc as under:



**M. R. GOVERNMENT ARTS COLLEGE**  
 Reaccredited with 'B' grade by the NAAC  
 (Affiliated to the Bharathidasan University, Tiruchirappalli – 620 024)  
 Mannargudi – 614 001, Thiruvarur – District, Tamilnadu State, India  
 (Phone / Fax Number: 04367 - 255440)  
 E-mail – id: principalmrgac@yahoo.co.in

**Dr. D. Rajendran**  
 Principal and IQAC Chairman

04.07.2022

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

The NAAC criterion- wise coordinators and NAAC Department coordinators are asked to attend a NAAC review meeting tomorrow (05.07.2022; Tuesday) at 11:30 am to be held at the IQAC of our college.

**NAAC CRITERION- WISE COORDINATORS**

Criteria	Name and Designation
I	Dr.G. Anand, Assistant Professor of Physics <i>Dr. Anand</i>
II	Dr. K. Gokulakrishnan, Assistant Professor of Chemistry <i>Gokulakrishnan</i>
III	Dr. P. Prabhakaran, Assistant Professor, Department of Botany <i>Prabhakaran</i>
IV	Dr. J. Kannan, Assistant Professor & Head, Department of Commerce <i>J. Kannan</i>
V	Dr. V. Saminathan, Assistant Professor of History <i>V. Saminathan</i>
VI	Dr. T. Rajachandrasekar, Assistant Professor of Chemistry
VII	Dr. A. Saravanamesh, Assistant Professor of Tamil

**NAAC DEPARTMENT COORDINATORS**

Department	Name of the staff
Tamil	Dr. R. Sivakumaran
English	Mr. R. Kamarasu
History	Dr. V. Saminathan
Commerce	Dr. N.V.R. Rajagopalan
BBA	Dr. C. Babusundaraman
Physics	Dr. S. Meena
Chemistry	Dr. N. Kalyanasundaram
Mathematics	Mrs. K. Prasannadevi
Botany	Dr. V. Mahesh
Computer Science	Mrs. K. Sarithadevi
Microbiology	Dr. S. Rajan <i>S. Rajan</i>
Zoology	Dr. R. Jenni

*Dr. K. Gokulakrishnan - K.G.*  
*Dr. S. Manimekalam - Manimekalam*

*Principal*

Internal Quality Assurance Cell (IQAC)		
M.R. Government Arts College, Mannargudi - 614 001		
NAAC (Cycle 3 Assessment & Accreditation) - NAAC criterion- wise coordinators and NAAC Department coordinators meeting		
Time: 11:30 am; IQAC Office		05.07.2022
S.No.	Name of the staff	Signature
1	Dr. S. Ravi, Head, Department of Chemistry	<i>[Signature]</i> 5-7-22
2	Dr.G. Anand, Assistant Professor of Physics	<i>[Signature]</i>
3	Dr. K. Gokulakrishnan, Assistant Professor of Chemistry	<i>[Signature]</i>
4	Dr. P. Prabhakaran, Assistant Professor, Department of Botany	—
5	Dr. J. Kannan, Assistant Professor & Head, Department of Commerce	<i>[Signature]</i> 06/7/22
6	Dr. V. Saminathan, Assistant Professor of History	—
7	Dr. T. Rajachandrasekar, Assistant Professor of Chemistry	—
8	Dr. A. Saravanaramesh, Assistant Professor of Tamil	—
9	Dr. R. Sivakumaran, Assistant Professor of Tamil	—
10	Mr. R. Kamarasu, Assistant Professor of English	—
11	Dr. V. Saminathan, Assistant Professor of History	—
12	Dr. N.V.R. Rajagopalan, Assistant Professor of Commerce	—
13	Dr. C. Babusundaraman, Assistant Professor of Business Administration	—
14	Dr. S. Meena, Assistant Professor of Physics	—
15	Dr. N. Kalyanasundaram, Assistant Professor of Chemistry	—
16	Mrs. K. Prasannadevi, Guest Lecturer of Mathematics	—
17	Dr. V. Mahesh, Assistant Professor of Botany	—
18	Mrs. K. Sarithadevi, Guest Lecturer of CS	—
19	Dr. S. Rajan, Assistant Professor of Microbiology	<i>[Signature]</i> —
20	Dr. R. Jenni, Assistant Professor of Zoology	—

Dr. K. Panneer Selvam - IQAC Coordinator *[Signature]*

Dr. I. Manimehan - IQAC Co- coordinator

*[Signature]*  
Dr. D. Rajendran, Principal

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI - 614 001

NAAC (Cycle 3 Assessment & Accreditation) - NAAC criterion- wise coordinators and  
NAAC Department coordinators meeting – 05.07.2022 (Tuesday)

Time: 11:30 am

Place: IQAC

AGENDA

Welcome Address & Remarks	<b>Dr. K. Panneer Selvam</b> Assistant Professor & Head Department of Microbiology / IQAC Coordinator
Review of the NAAC work	<b>Dr. D. Rajendran</b> , Principal/ IQAC Chairperson
NAAC Criterion – wise general remarks & others	NAAC criterion- wise coordinators and NAAC Department coordinators
Vote of Thanks	<b>Dr. I. Manimehan</b> , Assistant Professor of Physics/ IQAC Co- coordinator

**Internal Quality Assurance Cell (IQAC)**

**M.R. Government Arts College, Mannargudi - 614 001**

**NAAC (Cycle 3 Assessment & Accreditation) - NAAC criterion- wise coordinators and  
NAAC Department coordinators meeting**

Time: 11:30 am

05.07.2022

Place: IQAC Office

**AGENDA**

1. To derive an action plan for NAAC preparation and to review progress of preparation for NAAC cycle 3 assessment and accreditation among the departments. 2. To discuss with NAAC criterion- wise coordinators and with NAAC Department coordinators & others

**Minutes of the Meeting**

Dr. D. Rajendran, Principal/ IQAC chair person said that the instituion should expedite its NAAC preparation as to enable its accreditation with out any more delay. He further observed / informed that

the NAAC work should go-on without anymore delay though there could have been some hurdles or hinderances; accreditation will enable the college to receive funds from the RUSA and other institutions.

good colleges/ instituions shall be taken as an example and hindarences shall be redressed.

once in a fortnight, there would be a 'review meeting' to evaluate the progress in NAAC preparation.

here after, AQAR should be submitted every year with out fail; retriving supporting documents/ back files would be difficult if AQAR is not submitted and gets accumulated.

all the work should be time- bound & therre should be an 'action plan'; we should provide actual records and no distorted information be brought- in.

supporting documents are important and will play an important role during peer- team visit.

data / any information given in the NIRF & AISHE should match with AQAR or SSR data of the NAAC.

take the NAAC work sincerely as to submit the SSR with in another 8 to 9 months and to go for accreditation accordingly. Principal said that if the college is accredited at A+ level, the institution can be upgraded as an 'Autonomous' institution.

the data for AQAR 2017- 2018 to be submitted to the IQAC on or before 15.07.2022 and the completed AQAR 2017 - 2018 be submitted by 1st week of September, 2022. Similarly, the staff profiles and course names/ codes be submitted on or before 7th July 2022.

Dr. D. Rajendran - Prinicpal/ IQAC Chairperson -

Dr. K. Panneer Selvam - IQAC Coordinator -

Dr. I. Manimechan - IQAC Co- coordinator -



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI - 614 001**

*(Affiliated to the Bharathidasan University, Tiruchirapalli)  
Mannargudi – 614 001, Thiruvarur (District), Tamilnadu.*

**INVITATION**

*We cordially invite you to the*

**TEACHER'S DAY CELEBRATIONS – FELICITATION & SPECIAL LECTURE**

**September 05, 2022**

**PROGRAMME**

**Time: 12:30 pm**

**Venue: College Auditorium**

**Invocation**

**Prayer – Tamilthai Vazhthu**

**Welcome Address**

**Dr. K. Panneer Selvam, Assistant Professor & Head/ IQAC  
Coordinator**

**Felicitation**

**Dr. L. Bommi, Assistant Professor & Head, Department of  
Tamil.**

**Presidential address and  
Teacher's day Special Lecture:**

**Dr. D. Rajendran, Principal / IQAC Chairperson**

**Vote of Thanks**

**Dr. I. Manimehan, Assistant Professor of Physics /  
IQAC Co- coordinator**

**National Anthem**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI - 614 001**

**Teacher's Day Celebrations – Felicitation / Special Lecture - Staff meeting**

**05.09.2022 (Monday)**

**Time: 12:30 pm**

**Place: Kamban Arrangam**

**AGENDA**

<i>Prayer – Tamilthai Vaazhthu</i>	<i>Students &amp; Participants</i>
Welcome Address	<b>Dr. K. Panneer Selvam</b> Assistant Professor & Head Department of Microbiology / IQAC Coordinator
Presidential address and Special Lecture of the day	<b>Dr. D. Rajendran, Principal/</b> IQAC Chairperson
Felicitation	<b>Dr. L. Bommi</b> Assistant Professor & Head, Department of Tamil
Vote of Thanks	<b>Dr. I. Manimehan, Assistant Professor of Physics/</b> IQAC Co- coordinator
<b>National Anthem</b>	

2/2

- 6 Department of Mathematics -
- 7 Department of Physics - *[Signature]* 03/11/22
- 8 Department of Chemistry - *[Signature]*
- 9 Department of Botany - *[Signature]* 03/11/22
- 10 Department of Computer Science -
- 11 Department of Microbiology - *[Signature]*
- 12 Department of Zoology - *[Signature]* 03.11.22

Department RPAC coordinators:



M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI-614 001

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Teacher's Day Celebrations – Felicitation / Special Lecture - Staff meeting

05.09.2022 (Monday) - Attendance

S. NO.	NAME	DEPARTMENT	DESIGNATION	SIGNATURE WITH DATE
1	R. P. Rajendran	Principal	Principal	
2	Dr. J. BHOMMI	TAMIL	Asst. Prof. of Tamil	J. Bhomi 5/9/22
3	A. K. Ramnarayan	Microbiology	Asst. Prof. of Microbiology	A. K. Ramnarayan 5/9/22
4	Dr. T. Manimecham	Physics	Asst. Prof. of Physics	T. Manimecham 5/9/22
5	Dr. G. SATHYADEVI	HISTORY	Asst. Professor	G. Sathyadevi 5/9/22
6	Dr. S. ANSHELVAN	Physics	Asst. Prof. of Physics	S. Anshelvan 5/9/22
7	Dr. R. SIVAKUMARAN	TAMIL	Asst. Prof.	R. Sivakumaran 5/9/22
8	Dr. J. MUTHUVEL	CHEMISTRY	Asst. Prof.	J. Muthuvel 5/9/22
9	MR. R. BALAKARTHIKEM	Physics	Asst. Prof.	R. Balakarthikem 5/9/22
10	K. RAJESH	"	"	K. Rajesh 5/9/22
11	A. SUATHA	C.S	Asst. Prof.	A. Suatha 5/9/22
12	K. SARITHA DEVI	C.S	Asst. Prof.	K. Saritha Devi 5/9/22
13	K. Dhanalakshmi	C-S	Asst. Prof.	K. Dhanalakshmi 5/9/22
14	Dr. V KALAVANI	COMMERCE	Asst. Prof.	V. Kalavani 5/9/22
15	D. Vaitheki	Maths	Asst. Prof.	D. Vaitheki 5/9/22
16	M. Lakshmi	Maths	Asst. Prof.	M. Lakshmi 5/9/22
17	K. Kalavani	Maths	Asst. Prof.	K. Kalavani 5/9/22
18	K. PRASANNADEVI	Maths	Asst. Prof.	K. Prasnadevi 5/9/22
19	S. Navatha	Maths	Asst. Prof.	S. Navatha 5/9/22
20	Dr. K. SUBHA	Microbiology	Asst. Prof.	K. Subha 5/9/22
21	Dr. S. RAJAN	Microbiology	Asst. Prof.	S. Rajan 5/9/22
22	R. SUBRAMANI	HISTORY	Asst. Prof.	R. Subramani 5/9/22




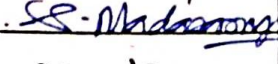



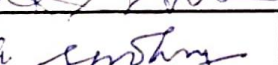
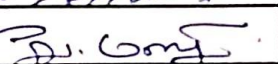
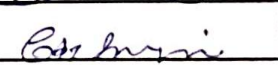


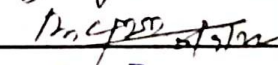
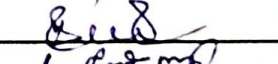


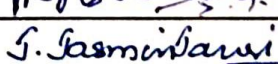

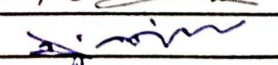
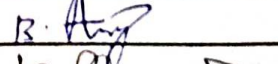



K. M. S. 5/9/22

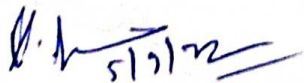
**Teacher's Day Celebrations – Felicitation / Special Lecture - Staff meeting  
05.09.2022 (Monday) - Attendance**

S. NO.	NAME	DEPARTMENT	DESIGNATION	SIGNATURE WITH DATE
23	Dr. S. Thillainathan	chemistry	Asst. Prof	
24	Dr. C. Barathiraja	chemistry	GL	
25	Dr. K. Gokulakrishnan	chemistry	Asst. Prof	
26	Dr. J. Karthikeyan	COMMERCE	Asst. Prof.	
27	Dr. A. Saravana Ramesh	TAMIL	Asst. Professor	
28	Dr. V. Saminathan	HISTORY	Asst. Prof	
29	S. KARTHIKEYAN	MATHS	GL	
30	S. MUHILAN	ENGLISH	GL	
31	Dr. P. Prabhakaran	BOTANY	ASSISTANT	
32	Dr. R. Velayutham	BOTANY	Asst. Prof.	
33	B. Anand	BOTANY	Asst. Prof	
34	R. Deepa	HISTORY	GL	
35	Dr. S. SHARMILA TAGORE	CHEMISTRY	GL	
36	Dr. V. SIVINMUGAPRIYA	CHEMISTRY	GL	
37	K. KALPANA	CHEMISTRY	GL	
38	Dr. S. SUGUNA	"	GL	
39	S. Valli	zoology	Assistant	
40	R. Shaiq Rajaz Ahamed	English	GL	
41	R. KAMARASU	English	Asst. Prof.	
42	Dr. E. Venkatesan	Botany	Assist. Prof	
43	Dr. P. S. SHARAVANAN	Botany	Assoc. Prof.	
44	Dr. K. KARTHIKEYAN	HISTORY	GL	
45	G. MURUGARASU	HISTORY	ASST. PROF.	

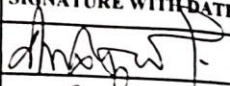
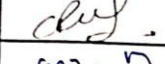
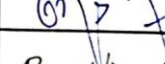

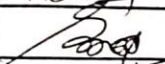
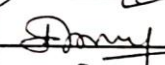


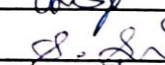
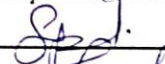
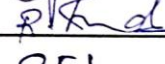
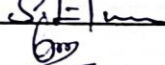

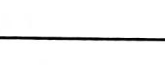

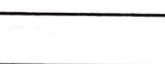
5/9/22

**Teacher's Day Celebrations – Felicitation / Special Lecture - Staff meeting**  
**05.09.2022 (Monday) - Attendance**

S. NO.	NAME	DEPARTMENT	DESIGNATION	SIGNATURE WITH DATE
46	Dr. V. Raja	Maths	Asst. Prof.	 5/9/22
47	Dr. C. Babu Sundaraman	BBA	Asst. Prof.	
48	Dr. S. Ponkarthikeyan	English	Guest Lecturer	 5/9/22
49	Dr. S. MADASAMY	Commerce	ASST. Prof.	
50	A. Palanichamy	Gr. History	Guest Lectur	
51	S. Arumugam	English	Guest Lectur	
52	Dr. M. PILLAI	Commerce	Guest Lectur	
53	Dr. K. Anbarasan	History	Guest Lectur	
54	S. Mohan	English	Guest Lectur	
55	V. MARIMUSTAU	"	"	
56	G. Kalaiyaran	"	"	
57	Dr. T. ANANDARAJ	Zoology	"	
58	Dr. R. DHANAPAL	Zoology	"	
59	N. Devadoss	English	"	
60	VEERABHARAN R	CLP	Instructor	
61	S. V. NETHAJI.	AP-CS.	Asst. Prof	
62	Ganmani D. Sankaranarayanan	Tamil	Asst. prof.	
63	Dr. V. Hojilekshmi	Commerce	Asst. prof	
64	Dr. J. JASMIN JANSI	BOTANY	Asst. Prof	
65	Dr. S. SELVARANI	TAMIL	Guest Lect	
66	Dr. T. Rajendran	Chemistry	Asst. Prof	
67	Dr. B. Anandharaj	Microbiology	Asst. Prof	
68	Dr. K. ARIDAMI	COMMERCE	Asst. Prof	



Teacher's Day Celebrations - Felicitation / Special Lecture - Staff meeting  
05.09.2022 (Monday) - Attendance

S. NO.	NAME	DEPARTMENT	DESIGNATION	SIGNATURE WITH DATE
69	R-MURUGANANDHAM	TAMIL	CL	
70.	Dr. C. Raju.	ZOOLOGY	CL	
71	Dr. V. Baskar	MICRO	GL	
72	B. NIRAJANAN	English	GL	
73	T. BUVANESWAR	English	GL	
74	L. Suresh Babu	BBA.	A.P.	
75	S. LILLY	English	Asst. Prof.	
76.	V. VANOTHANI	TAMIL	GL	
77	Dr. V. V. Srinivasan	English	GL	
78	S. Srinivasan	English	GL	
79	S. SEETHA	CLP		
80	S. Pitchayammal	CLP		
81.	R. Indira	CLP		
82.	S. ELAVARASI	"	GL	
83.	Dr. S. Meena	physics	Asst. prof	
84.	Dr. R. Radhika	MICRO	GL	

V. H. 5/5/2022

**Internal Quality Assurance Cell (IQAC)**

**M.R. Government Arts College, Mannargudi - 614 001**

**TEACHER'S DAY CELEBRATIONS – FELICITATION & SPECIAL LECTURE**

Time: 12:30 pm

05.09.2022

Place: Kamban Arrangam

**AGENDA**

1. Teacher's day celebration - commemorating the birth anniversary of the former President of India Dr. S. Radhakrishnan & 2. A briefing about the status of the NAAC assessment work.

**Minutes of the Meeting**

After the Prayer, Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology & IQAC Coordinator welcomed the staff members' gathering. He further mentioned that the staff meeting is organized as a first event and that all departments can organize different events/ activities as suggested by the University Grants Commission (UGC), New Delhi between 5th and 9th September 2022 commemorating the birth anniversary of the former President of India Dr. S. Radhakrishnan. The events / activities shall be:

Lectures of Eminent Scholars/ Personalities on various themes related to the role of teachers as envisaged in National Education Policy (NEP) - 2020, Webinars/ Workshop, Panel Discussion, Book Reading, Screening of Educational Films; Exhibition on contribution of Teachers in Indian Knowledge Systems etc., Dr. K. Panneer Selvam also requested the departments to expedite every work related to the NAAC.

Dr. D. Rajendran, Principal/ IQAC chair person presided over the meeting and delivered a special lecture. He referred a saying as said by Mr. Sivaprakash Swami that teachers role should be like human tooth and teachers are to munch the lessons of their teaching thoroughly before delivering the same among students. It must not be a cat on the wall approach.

He mentioned that teachers should guide the students such that as to enable them to reach their target/ goal than simply teaching the students what they should become.

While he said that though there are difficulties in handling the students rightly, they will have to be disciplined. He said that most of our students represent socio- economically backward families and are to be cared by the teachers.

He remarked that students should refer us that he / she is my teacher than we refer anyone as our student.

Principal was contented about the work culture of the college as well as dedication of all teachers of the institution. He highlighted that the present college stands tall than all other 4 institutions where he served earlier either as a teacher or as the Principal.

He also highlighted the following that: 1. Visiting the class room is equal to visiting a temple 2. Mind of every teacher is very important and to be cared. 3. A teacher's class room should be filled with positive energy / optimistic thoughts/ approaches and nothing else. 4. Teacher - students relationship should be like a relationship between parents and their children etc.

*K. Panneer Selvam*  
5/9/22

*Dr. D. Rajendran*  
5/9/22

*S. Sivaprakash Swami*  
5/9/22

Principal asked all members of staff to volunteer and shoulder the NAAC work of the college effectively as to avoid anymore delay in going for assessment and thus accreditation of the college by the NAAC.

He also asked all the teachers to take care of their physical and mental health and that after 40 years of age, health checkup shall be taken up by teachers appropriately. He wished all teachers a very happy and contented 'Teacher's day - 2022'.

Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil wished all the participant teachers. She stated that teachers should take up their work as a true service to the humanity & not as a job. Teachers are placed next to the parents of students and even precede the all powerful 'almighty' and that a teacher ~~must~~ should deliver the work with all dedication.

Dr. I. Manimehan, Assistnat Professor of Physics/ IQAC Co- coordinator proposed vote of thanks and profusely thanked the Principal, Head of the Departments and all the members of staff for their participation. The session concluded after the national anthem.

Dr. D. Rajendran - Prinicipal/ IQAC Chairperson -


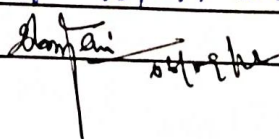
Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimehan - IQAC Co- coordinator

*[Handwritten signatures and dates]*  
5/9/22

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<b>Internal Quality Assurance Cell (IQAC)</b>		
<b>M.R. Government Arts College, Mannargudi - 614 001</b>		
<b>Presentation of the Annual Quality Assurance Report (AQAR) of the IQAC (2016 -2017) to the College Council</b>		
Time: 12:30 am	06.09.2022	Place: Principal's Chamber
<b>AGENDA</b>		
1. To brief the AQAR 2016- 2017 to members of the College Council, M.R. Government Arts College, Mannargudi & 2. To review the NAAC assessment work with respect to AQAR preparation and others.		
<b>Minutes of the Briefing session</b>		
Dr. D. Rajendran, Principal/ IQAC chair person presided over the briefing session and informed the members to point out any deviations or addition or deletions required to be done in the AQAR of the 2016- 2017 academic year as to incorporate the corrections appropriately before the submission of the same to the NAAC.		
On behalf of the IQAC, Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology & IQAC Coordinator welcomed the members of the college council; presented the AQAR 2016 - 2017 comprising various components under Part A and Part B of it and briefed as below:		
Six activities by the IQAC during the academic year; sources of funds comprising sponsored research projects and state funds; significant contribution of IQAC; plans of action and action taken report; revision of curricula by the Bharathidasan University, Tiruchirappalli during the year; value added courses offered; students enrollment; pass % etc.		
Similarly, details of total research students, no. of research scholars awarded with Ph.D., research articles/ papers publication, participation in seminars/ conferences/ workshops by staff and research scholars etc were briefed by him with respect to the criterion III.		
Additionally, MoU, extension activities, budget allocation for physical infrastructure & academic facilities maintenance; library books purchase, students scholarships; students' progression to further education etc were also presented by the IQAC coordinator.		
Dr. D. Rajendran - Principal/ IQAC Chairperson, inquired about the alumni amount and the total amount collected from alumni during the academic year and clarifications were provided rightly.		
The briefing was concluded with the information on the future plans of action by the IQAC for the subsequent academic year 2017 - 2018 along with an emphasis by the Principal to prepare and submit the required data to the IQAC by all the departments as and when required without any delay. Dr. I. Manimehan, Assistant Professor of Physics/ IQAC Co- coordinator & Prof. Nethaji, Head, Department of Computer Science facilitated during the briefing of the AQAR.		
Dr. D. Rajendran - Principal/ IQAC Chairperson -		
Dr. K. Panneer Selvam - IQAC Coordinator		
Dr. I. Manimehan - IQAC Co- coordinator		

  
 06/09/2022  


**COLLEGE COUNCIL MEMBERS**

- 1 Department of Tamil -
- 2 Department of English -  $\frac{2}{2}$   
21/9/22
- 3 Department of History -
- 4 Department of Commerce - HI 6/9/22
- 5 Department of Business administration -
- 6 Department of Mathematics -
- 7 Department of Physics - Sobalban
- 8 Department of Chemistry - ASR 6.9.22
- 9 Department of Botany - P. Chandra 6/9/22
- 10 Department of Computer Science -
- 11 Department of Microbiology - ASR
- 12 Department of Zoology - Dejux 06.09.22





**M. R. GOVERNMENT ARTS COLLEGE**  
 (Affiliated to the Bharathidasan University, Tiruchirappalli – 620 024)  
 Mannargudi – 614 001, Thiruvavur – District, Tamilnadu State, India  
 (Phone / Fax Number: 04367 - 255440)  
 E-mail – id: [principalmrgac@yahoo.co.in](mailto:principalmrgac@yahoo.co.in)

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Meeting of the Head of the Departments, the NAAC criterion- wise coordinators and the NAAC Department coordinators and 'Department files – preparation & maintenance' - 03.11.2022 (Wednesday) at 12:00 pm.

**NAAC CRITERION- WISE COORDINATORS**

Criteria	Name, Designation and Signature	Signature
I	Dr.G. Anand, Assistant Professor of Physics	
II	Dr. K. Gokulakrishnan, Assistant Professor of Chemistry	
III	Dr. P. Prabhakaran, Assistant Professor, Department of Botany	
IV	Dr. J. Kannan, Assistant Professor & Head, Department of Commerce	
V	Dr. V. Saminathan, Assistant Professor of History	—
VI	Dr. T. Rajachandrasekar, Assistant Professor of Chemistry	—
VII	Dr. A. Saravanamesh, Assistant Professor of Tamil	

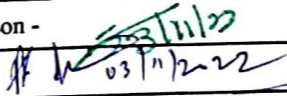
**NAAC DEPARTMENT COORDINATORS**

Department	Name of the staff and Signature	Signature
Tamil	Dr. R. Sivakumaran	
English	Mr. R. Kamarasu	
History	Dr. V. Saminathan	—
Commerce	Dr. N.V.R. Rajagopalan	
BBA	Dr. C. Babusundaraman	
Physics	Dr. S. Meena	—
Chemistry	Dr. N. Kalyanasundaram	—
Mathematics	Mrs. K. Prasannadevi	
Botany	Dr. V. Mahesh	—
Computer Science	Mrs. K. Sarithadevi	—
Microbiology	Dr. S. Rajan	
Zoology	Dr. R. Jenni	—

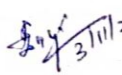
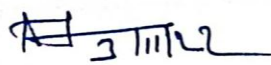
Department	Signature of the Head
Tamil	
English	
History	
Commerce	
BBA	
Physics	
Chemistry	
Mathematics	
Botany	
Computer Science	
Microbiology	
Zoology	

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1/2

<b>Internal Quality Assurance Cell (IQAC)</b>		
<b>M.R. Government Arts College, Mannargudi - 614 001</b>		
<b>NAAC Files preparation and maintenance - Updatons</b>		
Time: 12:05 pm	03.11.2022	Place: Smart Class Room, Dept. of Physics
<b>AGENDA</b>		
1. To brief and clarify updations with respect to various files being maintained by the departments.		
<b>Minutes of the Briefing session</b>		
Dr. K. Panneer Selvam, Assistnat Professor & Head, Department of Microbiology & IQAC Coordinator welcomed the Head of the Departments, the NAAC Criteron-wise coordinators, and the NAAC Department coordinators.		
He further briefed about various files to be maintained continously by the departments in standard formats with appropriate documents, photographs etc. for the purpose of the NAAC.		
Dr. I. Manimehan, Assistnat Professor of Physics/ IQAC Co- coordinator added to the briefing as to impart any missing details of file updations.		
Dr. S. Rajan, Assistnat Professor of Microbiology informed the need for providing copies of college calendar if not available for any particular academic year as well as the college calendar for the COVID 19 lock down period to all the departments.		
During the briefing meeting, signing of collaborations, Memorandum of Understanding (MoU), linkages etc. with other instituions or centers or universities by the college departments was insisted towards enhancement of academic and research activities of each departments		
Participating staff requested for providing files to all the departments as to enable them filing of documents as per the list of files to be maintained by the departments. The date for files scrutinization at the departments by an 'Expert committee' was fixed to be 15th November 2022 and all the departments were asked to keep the files ready accordingly.		
The IQAC Coordinator and Co- coordinator briefed the outcomes of the meeting to the Principal Dr. D. Rajendran and was decided to convene another meeting in the coming week as to expedite the process of preparing and submitting SSR to the NAAC.		
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson -		
Dr. K. Panneer Selvam - IQAC Coordinator 		
Dr. I. Manimehan - IQAC Co- coordinator		

**Head of the Departments**

- 1 Department of Tamil -
- 2 Department of English - 
- 3 Department of History -
- 4 Department of Commerce - 
- 5 Department of Business administration -

- 6 Department of Mathematics -
- 7 Department of Physics - *03/11/22*
- 8 Department of Chemistry - *03/11/22*
- 9 Department of Botany - *03/11/22*
- 10 Department of Computer Science -
- 11 Department of Microbiology - *03/11/22*
- 12 Department of Zoology - *03.11.22*

Department NAAC coordinators:

<b>Internal Quality Assurance Cell (IQAC)</b>		
<b>M.R. Government Arts College, Mannargudi - 614 001</b>		
<b>Review meeting</b>		
Time: 12:30 pm	16.12.2022	Place: Principal's office
<b>AGENDA</b>		
1. To brief the overall comments of the NAAC on the AQAR 2017- 2018 as well as to review the recommendations for Quality Enhancement of the Institution by the PTV members after cycle 2 assessment.		
<b>Minutes of the Briefing session</b>		
Dr. D. Rajendran, Principal/ IQAC chair person presided over the meeting and the agenda of the IQAC meeting was discussed after the college council meeting held on 16.12.2022.		
Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology & IQAC Coordinator briefed the overall comments / recommendations provided by the NAAC after scrutinization and acceptance of the AQAR 2017- 2018 and were as under:		
1. Choice Based Credit System (CBCS)/Elective course system be implemented during the academic year. More field Projects / Internships may be encouraged to undertake during the year.		
2. Efforts may be made by the faculty to have research funds (sanctioned /received) from various agencies, industry and other organizations		
3. Workshops/Seminars may be conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices.		
4. Number of Collaborative activities for research, faculty exchange, student exchange be enhanced.		
5. Institution may make its best efforts to have MoUs with institutions of national, international importance, other universities, industries, corporate houses.		
Similarly, the IQAC coordinator highlighted a few recommendations of the Peer Team members during their visit under cycle 2 assessment which included:		
1. Teaching learning process through ICT be introduced, 2. Promoting Research culture among faculty; 3. Coaching classes for administrative jobs such as Tamil Nadu Public Service Commission, UPSC, Banks etc. are to be started by utilizing UGC funding; 4. Structural MoUs and linkages with external and neighbourhood agencies etc.,		
Dr. D. Rajendran discussed the recommendations by the NAAC elaboratively and asked the HODs to finalize a MoU with any one of the academic insitutiions or research centeres or other institutes suitably as to benefit the students, research scholars and staff members before 31st December 2022. Further, he informed the HODs to encourage their department staff to prepare and submit a research project proposal to granting instituions well within the current month. He also remainded that on or before 31st March 2023, the self study report is to be submitted by the institution to the NAAC.		
Dr. D. Rajendran - Prinicipal/ IQAC Chairperson -		
Dr. K. Panneer Selvam - IQAC Coordinator		

Dr. I. Manimechan - IQAC Co- coordinator

- *[Signature]*

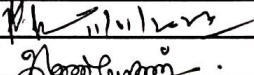

**Head of the Departments**

- 1 Department of Tamil -
- 2 Department of English - *[Signature]* 16/12/22
- 3 Department of History -
- 4 Department of Commerce - *[Signature]* 16/12/22
- 5 Department of Business administration -
- 6 Department of Mathematics -
- 7 Department of Physics - *[Signature]* 16/12/2022
- 8 Department of Chemistry *[Signature]*
- 9 Department of Botany - *[Signature]* 16/12/22
- 10 Department of Computer Science -
- 11 Department of Microbiology - *[Signature]* 16/12/22
- 12 Department of Zoology - *[Signature]* 16/12/22








Internal Quality Assurance Cell (IQAC)		
M.R. Government Arts College, Mannargudi - 614 001		
Review meeting		
Time: 12:15 pm	30.01.2023	Place: Principal's office
<b>AGENDA</b>		
1. To review the progress of AQAR preparation work by the IQAC and other matters.		
<b>Minutes of the Briefing session</b>		
As one of the agendas of the college council meeting held on 30.01.2023, the work progress of the IQAC was reviewed with respect to NAAC AQAR preparation and Dr. D. Rajendran, Principal/ IQAC chair person presided over the meeting.		
Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology & IQAC Coordinator briefed the status of AQAR preparation and other relevant details as under:		
AQAR 2018- 2019 is about to be completed except the signature of the then Principal Dr. T. Chitrakalarani and be submitted to the NAAC soon after.		
AQAR 2019- 2020 is half- way through and can be completed with in a week's time.		
Submission of AQAR 2020- 2021 & 2021- 2022 by the departments has been asked to expedite and submit the same at the earliest.		
Files of various key indicators of NAAC are to be updated by the departments and completed files should be available at the departments till 2021- 2022; the criterion- wise co-ordinators would visit the departments for cross checking the details presented in the file.		
Principal/ IQAC Chairperson inquired about the status of MoUs which were processed by the Departments recently. Dr. S. Ravi, Head, Department of Chemistry, Dr. M. Gopinathan, Head, Department of Botany & Prof. Nethaji, Head, Department of Computer Science responded informing that it is progressing and are about to be inked with outside institutes shortly.		
After a discussion with all the HODs, Principal/ IQAC Chairperson fixed the last date for submitting AQAR upto 2021- 2022 by all the departments as 20.01.2023.		
Dr. D. Rajendran - Principal/ IQAC Chairperson -		
Dr. K. Panneer Selvam - IQAC Coordinator <i>[Signature]</i> 30/01/2023		
Dr. I. Manimehan - IQAC Co- coordinator <i>[Signature]</i>		

**Head of the Departments**

- 1 Department of Tamil -
- 2 Department of English - *[Signature]* 30/01/23
- 3 Department of History -
- 4 Department of Commerce -
- 5 Department of Business administration -
- 6 Department of Mathematics -
- 7 Department of Physics - *[Signature]* 30/01/2023
- 8 Department of Chemistry - *[Signature]*
- 9 Department of Botany -
- 10 Department of Computer Science -
- 11 Department of Microbiology - *[Signature]*
- 12 Dept. of Zoology - *[Signature]* 30/01/23

<b>Internal Quality Assurance Cell (IQAC)</b>		
<b>M.R. Government Arts College, Mannargudi - 614 001</b>		
<b>Review meeting</b>		
Time: 12:15 pm	11.01.2023	Place: Principal's office
<b>AGENDA</b>		
1. To present the recommended NAAC benchmarks for QnMs as on the date and others activities associated with the AQAR preparation.		
<b>Minutes of the Briefing session</b>		
After the college council meeting held on 11.01.2023, the agenda of the IQAC meeting was discussed and Dr. D. Rajendran, Principal/ IQAC chair person presided over the meeting.		
Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology & IQAC Coordinator briefed the recommended benchmarks for QnMs by the NAAC. In addition, the following were also insisted:		
To submit the AQAR 2019- 2020. Details/ data or any information related to all information are meticulously be given for all the 7 criteria.		
Departments should carry out department files preparation and their maintenance meticulously.		
The IQAC has been playing a good role in organizing department events and hence, the IQAC is to be referred/ cited in the events, if any.		
Any event organized by a department should be filed with permission letter from the Principal, invitation, agenda, participants list with signature, geotag photographs of the event, summary of the activities through the event etc.		
Prinicpal/ IQAC Chairperson asked all the Head of the Departments to carry out NAAC work very effectively involving all the staff members of the their department intensively as to place the college become eligible for a good NAAC score and accreditation.		
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson -		
Dr. K. Panneer Selvam - IQAC Coordinator 		
Dr. I. Manimehan - IQAC Co- coordinator 		

**Head of the Departments**

- 1 Department of Tamil -
- 2 Department of English - 
- 3 Department of History -
- 4 Department of Commerce -
- 5 Department of Business administration -
- 6 Department of Mathematics -
- 7 Department of Physics - 
- 8 Department of Chemistry - 
- 9 Department of Botany - 
- 10 Department of Computer Science - 
- 11 Department of Microbiology - 
12. Dept. of Zoology - 



**M. R. GOVERNMENT ARTS COLLEGE**  
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 Mannargudi – 614 001, Thiruvarur – District, Tamilnadu State, India  
 (Phone / Fax Number: 04367 - 255440)  
 E-mail – id: [principalmrgac@yahoo.co.in](mailto:principalmrgac@yahoo.co.in)

**Dr. D. Rajendran**  
 Principal and IQAC Chairman

04.02.2023

**INTERNAL QUALITY ASSURANCE CELL (IQAC) - CIRCULAR**

Head of the Departments and the NAAC Department coordinators are kindly asked to keep ready the updated NAAC files for internal auditing by the IQAC members as scheduled below:

Department	Date of file auditing	Name of the NAAC Dept. coordinator	Signature	Signature of the Head
Tamil	17.02.2023	Dr. R. Sivakumaran	<i>[Signature]</i>	<i>[Signature]</i>
English	17.02.2023	Mr. R. Kamarasu	<i>[Signature]</i>	
History	17.02.2023	Dr. V. Saminathan	<i>[Signature]</i>	<i>[Signature]</i>
Commerce	20.02.2023	Dr. N.V.R. Rajagopalan	<i>[Signature]</i>	<i>[Signature]</i>
BBA	20.02.2023	Dr. C. Babusundaraman		
Physics	20.02.2023	Dr. S. Meena		
Chemistry	21.02.2023	Dr. N. Sivakumar	<i>[Signature]</i>	<i>[Signature]</i>
Mathematics	21.02.2023	Mrs. K. Prasannadevi	<i>[Signature]</i>	<i>[Signature]</i>
Botany	21.02.2023	Dr. V. Mahesh	<i>[Signature]</i>	<i>[Signature]</i>
Computer Science	22.02.2023	Mrs. K. Sarithadevi	<i>[Signature]</i>	<i>[Signature]</i>
Microbiology	22.02.2023	Dr. S. Rajan	<i>[Signature]</i>	<i>[Signature]</i>
Zoology	22.02.2023	Dr. R. Jenni	<i>[Signature]</i>	<i>[Signature]</i>

Principal



1/2

<b>Internal Quality Assurance Cell (IQAC)</b>
<b>M.R. Government Arts College, Mannargudi - 614 001</b>
<b>Internal auditing of the Departments by the IQAC</b>
17.02.2023 to 22.02.2023
Dr. K. Panneer Selvam, IQAC Coordinator & Dr. I. Manimehan, IQAC Co- coordinator visited all the departments as per the schedule, audited the NAAC files prepared by the departments as well as the available documents and suggested various key activities to practice as under:
1. The filing of the certificate course - CLP [Computer Literacy Program] with list of participants with results remarks, attendance, certificates etc.,
2. Placement details [to obtain and maintain the appointment order of the placed students]
3. Appointment order of regular teaching and non- teaching staff
4. Convocation of staff, M.Phil. & Ph.D research scholars with theses copy.
5. Research proposals for grants by staff members. 6. To apply for students project scheme for grant.
7. Reprints of publications; 8. Geophotographs; 9. MoUs, Collaborations/ Links etc 9. To handle ICT enabled class etc.,
8. The progress of offering 'certificate courses' (for 2021 - 2022 and 2022- 2023 passed out students) by the departments was discussed; while the theory and practical classes are to be conducted as instructed earlier, all the relevant documents should be maintained suitably as well as the 'certificates of the courses' should be issued to the successful candidates on or before March 2023.
All the 12 departments were visited and the NAAC prepared files (as per the provided formats) were scrutinized in particular reference to 2017- 2018. The below mentioned key indicators / files were cross- checked and suitable suggestions provided:
1. To file all the supportive documents (like BOS membership, QP setting, Examiners etc.,) without fail; 2. PG projects certificates scanning; 3. Syllabi and all regulations; 4. Feed back consolidation; 5. PO, PSO, CO; 6. University results analyses
7. M.Phil & Ph.D. admissions; 8. Remedial classes, classes for advanced learners, mentor-mentees meetings etc.; 9. Course file/ lesson plan preparation; 10. Lab manual preparation; 11. Students enrollment details; 12. Links of syllabi, 13. CIA details; 14. Grants received and details; 15. Books; Books issue register; 16. Seminar/ conference participation; 17. Paper presentation; 18. UG to higher education.

Overall, the departments were instructed to follow the files' templates/ formats provided by the IQAC so as to enable complete preparation of various files as well as to maintain an uniformity across the campus. Similarly, the importance of following the standard operating procedure (SOP) of the NAAC to prepare and maintain the files and documents appropriate was insisted. In addition, the facilities of the departments like smart class rooms, class rooms, laboratories, staff rooms etc., are to be photographed using geotag app and the shot photographs are to be maintained at the department. Departments were also informed that an external auditing of each of the departments is to be scheduled at the immediate future.

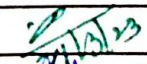

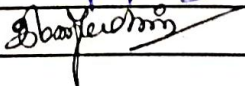
Dr. D. Rajendran - Principal/ IQAC Chairperson -

Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimehan - IQAC Co-coordinator

**Head of the Departments**

- 1 Department of Tamil -
- 2 Department of English - *[Signature]* 22/2/23
- 3 Department of History -
- 4 Department of Commerce - *[Signature]* 22/2/2023
- 5 Department of Business administration -
- 6 Department of Mathematics -
- 7 Department of Physics -
- 8 Department of Chemistry - *[Signature]*
- 9 Department of Botany - *[Signature]* 22/02/23
- 10 Department of Computer Science -
- 11 Department of Microbiology - *[Signature]* 22/02/23
- 12 Department of Zoology - *[Signature]* 22/02/2023

<b>Internal Quality Assurance Cell (IQAC)</b>
<b>M.R. Government Arts College, Mannargudi - 614 001</b>
<b>NAAC Criterion-wise coordinators' meeting - 31.03.2023 (Friday); 11:45 am</b>
Dr. D. Rajendran - Principal/ IQAC Chairperson convened the meeting; Dr. K. Panneer Selvam - IQAC Coordinator informed of the revision of NAAC manual / SOP of AQAR preparation from 2020 to 2021 onwards.
He outlined the changes in the AQAR like uploading of supportive documents/ additional informations/ reports of events for several metrics in the AQAR itself unlike earlier; newly added metrics of the AQAR were also informed.
Principal asked the criterion- wise coordinators to utilize the computers of digital library (3 nos.) and of IQAC (1 no.) for various works related to the AQAR preparation as well as SSR. He also informed that
Criterion- wise coordinators should collect and compile the metric- wise data / information from all the departments and units as to facilitate the preparation of AQAR without any errors/ delay.
Prof. Nethaji shall be communicated for any updation of college website.
Feed back analyses committee should expedite preparing the consolidated report of the students / staff feedback.
SSS format is to be updated/ revised by the criterion III coordinator - Dr. P. Prabakaran, Department of Botany.
Green auditing, energy auditing and environment auditing of the campus should effectively be done.
While coordinators of the 7 criteria should frequently visit the IQAC to provide the details, the AQAR preparation should be done perfectly.
All the seven criteria coordinators explained their work to the Principal; Dr. G. Anand, Assistant Professor of Physics outlined his work with respect to feed back [a metric from criterion I] receiving and analyses and other.
Principal asked Dr. G. Anand to work for Criterion II of the NAAC in place of Dr. K. Gokulakrishnan, Assistant Professor of Chemistry as he is vested with the responsibilities of Naan Mudhalvan Scheme- Government of Tamil nadu activities in the college.
During the meeting, the villages adoption under the Unnat Bharat Abhiyan (UBA) scheme of Government of India was discussed and 5 coordinators were identified [Dr. P. Prabakaran, Botany, Dr. K. Panneer Selvam, Microbiology, Dr. Jenny, Zoology, Prof. Kamaraj, English & Prof. Subramani, History]; Principal asked them to carryout the work as per the procedure [Identification of the villages, documentation and approval] of the scheme so as to apply for it.
Dr. D. Rajendran - Principal/ IQAC Chairperson - 
Dr. K. Panneer Selvam - IQAC Coordinator 
Dr. I. Manimehan - IQAC Co- coordinator 
<b>Criterion- wise coordinators</b>
Dr.G. Anand, Assistant Professor of Physics

Dr. K. Gokulakrishnan, Assistant Professor of Chemistry

Dr. P. Prabhakaran, Assistant Professor of Botany

Dr. J. Kannan, Assistant Professor & Head, Department of Commerce

#J20/5/12

Dr. V. Swaminathan, Assistant Professor of History

Dr. T. Rajachandrasekar, Assistant Professor of Chemistry

Dr. A. Saravanamesh, Assistant Professor of Tamil

<b>Internal Quality Assurance Cell (IQAC)</b>
<b>M.R. Government Arts College, Mannargudi - 614 001</b>
<b>Minutes of the Faculty Development Programme (FDP) on 'Techno- Pedagogy Driven Smart Teaching, Learning and Evaluation (TLE)' 03.05.2023 (Wednesday)</b>
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson presided over the FDP inaugural meeting.
Dr. A. Vimal Jerald., M.C.A., M.B.A., M.Phil., PGDBI., Ph.D., Assistant Professor of Computer Science, St. Joseph's College (Autonomous), Tiruchirapalli – 620 002 was the subject expert / guest speaker of the FDP sessions.
At first, Dr. K. Panneer Selvam - IQAC Coordinator, welcomed the Guest speaker, the Principal and all the staff members of the FDP and invited the Principal to deliver the key note address.
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson welcomed the guest speaker and all the participant staff members on his behalf; shared his views that the teaching staff have already been using various Information and Communication Technology (ICT) based tools in their teaching, learning and evaluation and that it is the responsibility of the instituion to help them such that as to update the same in tune with the current advancements as was also suggested by the members of IQAC in its meeting held at IQAC and thus the FDP was supported by the college to be organized by the IQAC. Principal underscored that such tools are to be best learnt and used by the teaching fraternity in their teaching, learning and evaluation activities more effectively.
Principal also honoured the guest speaker with a shawl and book.
Dr. I. Manimehan - IQAC Co- coordinator introduced the Guest speaker of the event.
The sessions were subsequently handed over to Dr. A. Vimal Jerald; the following were interacted, discussed and domonstrated by the guest speaker:
Dr. A. Vimal Jerald began Session I stating that it was traditional teaching earlier and the same is getting transformed hugely by ICT tools based teaching and stressed that the educators are suppose to adopt to the advanced developments of teaching, learning and evaluation.
<b>The points of deliberation/ interaction by Dr. A. Vimal Jerald revolved around the following:</b>
Teachers should make use of ICT tools for effective teaching; however, teachers can not be replaced with technology.
Importance of internet/ online and how everything becomes online today; and everybody enjoying the benefits of technology and hence the teachers and students also can utilize the ICT benefits for betterments.
With technology, connectivities can be brought among human beings, between human beings and among/ between all other beings like plants, animals etc.,

Based on technology, academic activities are made very effective; for example, issuing books to users of a library is made easy where books accessed by a user can be recorded automatically.

Evolution of ICT in TLE

Virtual laboratories (Use of such labs for teaching biology, chemistry, history, commerce etc., practical or theory sessions), use of sensors for various applications and LMS

OER - Open Educational Resources

ICT based TLE - scalable, measurable, borderless etc.,

Zoom usage, E- content development, Swayam based on-line courses and their importance

Teaching can be synchronous or asynchronous; Learning - self learning, virtual learning, smart learning etc.; Assessments - formative, summative, diagnostic, creative, skill based and rubrics

Advantages and disadvantages of ICT and solutions.

Dr. A. Vimal Jerald in session II demonstrated the following with a good participation of staff participants:

1. Nearpod - a virtual tool & 2. Slido

At the end of the demonstrations, staff participants interacted with the guest speaker

Dr. A. Vimal Jerald concluded his sessions with a suggestion that weekly online or offline ICT tools based classes could be arranged with 50 staff members for each batch and the ICT tools can be taught and thus practised more effectively.

Dr. K. Panneer Selvam - IQAC Coordinator, briefly summarized the milestones of session I & II of the FDP.

Dr. I. Manimehan - IQAC Co- coordinator informed the staff participants that a 'whatsapp group' would be created and asked the members of staff to be a part of the group so that the IQAC can inform any details of weekly classes on ICT tools. He thanked the subject expert of the FDP for his live and interactive sessions; all staff members for their active participation and the Principal for his central role in organizing the event. He profusely thanked Dr. S. Senthilnathan, Director (FAC), UGC-Human Resource Development Centre and Professor, Department of Educational Technology, Bharathidasan University, Tiruchirappalli for having helped by suggesting Dr. A. Vimal Jerald as the guest speaker of the FDP.

Dr. D. Rajendran - Principal/ IQAC Chairperson -

Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimehan - IQAC Co- coordinator

ICTD  
31/05/2023

Dr. I. Manimehan

<b>Internal Quality Assurance Cell (IQAC)</b>
<b>M.R. Government Arts College, Mannargudi - 614 001</b>
<b>IQAC Review Meeting - Academic year 2022- 2023 - 17.03.2023 (Friday) - Resolutions</b>
The following external members of the IQAC participated in the meeting:
Dr. P. PHILOMINATHAN, Principal, Annai Vailankanni Arts and Science College, Thanjavur - 613007
Dr. S. RAJASEKAR, Professor, Department of Physics, Bharathidasan University, Palkalaiperur, Tiruchirappalli - 620 024
Dr. P. MARIAPPAN, Assistant Professor & Head, Department of Zoology Raja Serfoji Government Arts College, Thanjavur - 613 005
Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences, Kanyakumari, Tamil Nadu - 629701 - In absentia (A recorded voice message conveyed his observations, suggestions and recommendations)
The agenda of the meeting were as follows:
<input type="checkbox"/> To review various academic activities of the college during the academic year 2022- 2023.
<input type="checkbox"/> Suggestions for quality enhancement
<input type="checkbox"/> To discuss the current status of NAAC work towards cycle 3 assessment and accreditation of the institution.
<input type="checkbox"/> Any other academic deliberations
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson presided over the meeting
Dr. K. Panneer Selvam - IQAC Coordinator, welcomed all the members of the meeting and invited Principal for his remarks.
Dr. D. Rajendran - Prinicpal/ IQAC Chairperson welcomed all the members on his behalf, outlined the progress of cycle 3 NAAC preparation by the institution and requested the external expert members for their suggestions and recommendations for sustenance of quality as well as for further improvement.
Dr. K. Panneer Selvam - IQAC Coordinator detailed the members with respect to the current status of NAAC - Cycle 3 assessment work as well as all major academic cum research activities/ achievements by the departments / staff as well as various units during 2022- 2023 in his power point presentation.
<b>Subsequently, the following were reviewed and discussed by the external &amp; internal members of the IQAC and resolved accordingly:</b>
Receiving online (Google form with questionre tag) feedback of curricular aspects from all students, teachers and from others.
To adapt 5 eligible villages by the college under the Unnat Bharat Abhiyan scheme, Government of India.
To organize a minimum of 25 extension activities by various units of the college in a year.
Certificates courses (with vocational components) offered by the college shall be continued.

Research lectures apart from value added courses and add- on courses were recommended.
To increase the number of active MoUs, Collaborative activities, linkages etc.,
To organize faculty development programs (FDP) with special reference to IPR, Entrepreneurship development, Industry- academia activities, ICT etc.
QR coding covering the details of the plants in the campus as well as green auditing. QR coding shall also be followed for instruments/ machineries in laboratories & other places suitably.
Dr. I. Manimehan - IQAC Co- coordinator thanked all the subject experts / external members, the internal members and the Principal.
Dr. D. Rajendran - Principal/ IQAC Chairperson -
Dr. K. Panneer Selvam - IQAC Coordinator
Dr. I. Manimehan - IQAC Co- coordinator
Dr. P. PHILOMINATHAN, Principal, Annai Vailankanni Arts and Science College, Thanjavur - 613007
Dr. S. RAJASEKAR, Professor, Department of Physics, Bharathidasan University, Palkalaiperur, Tiruchirappalli - 620 024
Dr. P. MARIAPPAN, Assistant Professor & Head, Department of Zoology Raja Serfoji Government Arts College, Thanjavur - 613 005
Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences, Kanyakumari, Tamil Nadu - 629701 (In absentia)

#### TEACHING MEMBERS

Dr. J. Kannan, Assistant Professor & Head, Department of Commerce - In absentia
Dr. V. Raja, Assistant Professor & Head, Department of Mathematics - In absentia
Dr. V. Swaminathan, Assistant Professor of History
Prof. R. Kamaraj, Assistant Professor of English
Dr. B. Anandaraj, Assistant Professor of Microbiology
Dr. K. Gokulakrishnan, Assistant Professor of Chemistry
Dr. A. Saravanamesh, Assistant Professor of Tamil
Dr.G. Anand, Assistant Professor of Physics
Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science
Dr. P. Prabhakaran, Assistant Professor of Botany
Dr. R. Jenni, Assistant Professor of Zoology
Dr. C. Babu Sundararaman, Assistant Professor of Business Administration



**Internal Quality Assurance Cell (IQAC)**

**M.R. Government Arts College, Mannargudi - 614 001**

**Minutes of the IQAC Review Meeting - Academic year 2022- 2023 - 17.03.2023 (Friday)**

The following external members of the IQAC participated in the meeting:

Dr. P. PHILOMINATHAN, Principal, Annai Vailankanni Arts and Science College, Thanjavur - 613007

Dr. S. RAJASEKAR, Professor, Department of Physics, Bharathidasan University, Palkalaiperur, Tiruchirappalli - 620 024

Dr. P. MARIAPPAN, Assistant Professor & Head, Department of Zoology Raja Serfoji Government Arts College, Thanjavur - 613 005

Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences, Kanyakumari, Tamil Nadu - 629701 - In absentia (A recorded voice message conveyed his observations, suggestions and recommendations)

The agenda of the meeting were as follows:

- To review various academic activities of the college during the academic year 2022- 2023.
- Suggestions for quality enhancement
- To discuss the current status of NAAC work towards cycle 3 assessment and accreditation of the institution.
- Any other academic deliberations

Dr. D. Rajendran - Prinicpal/ IQAC Chairperson presided over the meeting

Dr. K. Panneer Selvam - IQAC Coordinator, welcomed all the members of the meeting and invited Principal for his remarks.

Dr. D. Rajendran - Prinicpal/ IQAC Chairperson welcomed all the members on his behalf, outlined the progress of cycle 3 NAAC preparation by the institution and requested the external expert members for their suggestions and recommendations for sustenance of quality as well as for further improvement.

Dr. K. Panneer Selvam - IQAC Coordinator detailed the members with respect to the current status of NAAC - Cycle 3 assessment work as well as all major academic cum research activities/ achievements by the departments / staff as well as various units during 2022- 2023 in his power point presentation.

Subsequently, the following were discussed and suggested by the external members of the IQAC:

Receiving online (Google form with questionre tag) feedback from all students, teachers and from others was strongly suggested. The feed back is to be analysed by an expert committee, presented / consolidated in the form of bar diagrams, pie diagrams etc., actions are to be initiated (in the form of communitions through proper channels to the university) and the outcomes (response communications received from the university) are to be displayed in the college website. It was also said that course- wise feed back is to be received from all students of various programs.

IQAC of the college should set out specific goals/ quality initiatives during each academic year and function accordingly.

Academic auditing is to be done appropriately. NIRF ranking emphasized.

Celebration of notable events like national days/ nobel prize winners etc. discussed.

Advised for a minimum of 25 extension activities by various units of the college in a year.

Overall feed back is to be received from all the outgoing UG & PG students and be analyzed.

Certificates courses offered by the college shall be counted as a program.

Field project / projects/ internships to be practised letter and spirit.

Research lectures apart from value added courses and add- on courses were insisted.

IQAC should offer adequate faculty development programs (FDP) with special reference to IPR, Entrepreneurship development, Industry- academia activities, ICT etc.

Extension activities, outreach programs and village adoption were discussed.

Signing MoUs, Collaborative activities, linkages were also underscored by the expert members

Printed hard copies of the previous cycle SSR, PTV reports, NAAC final reports by the peer team members, NAAC accreditation certificates, programs' permanent affiliation / approval certificates issued by the affiliating Bharathidasan University, Tiruchirappalli are to be available at the IQAC.

Geo-tagged photographs of all events/ activities highlighted.

Number of teachers using ICT facilities in their classes is to be complete, i.e. 100%.

Incubation centers to be established; Students e- books facility should be improved. Similarly, N- list, ICT academy one year membership, MOOCs, Institute for Entrepreneurship and Career Development (IECD) were highlighted.

Usage of Swayam portal by the teachers, research scholars and students to be expedited.

LMS - Learning Management System underscored.

Through a recorded voice message, Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences (as employer/ industrialist IQAC member) observed that the learners who go-out of the campus after their graduation or post- graduation should be good in basics or fundamentals of their program of graduation; they should adequately be provided with enhanced knowledge through many field & industrial visits, internships and that entrepreneurship skills also to be imparted.

On learning that the college campus holds a thick vegetation (with more than 1000 plants), the expert members stated that each plant be displayed with its botanical name; QR codes shall also be enabled as to provide the details of the plant.

QR code based information (with sanction order, make, cost, year of purchase etc.) maintenance should also be done for the available instruments/ machinaries/ equipments in all the departments appropriately.

Green auditing of the campus was discussed.

AQAR is to be screened by an external expert before its submission to the NAAC.

Suggested that SSR shall have to be subjected to a NAAC mock test.

At the conclusion of the meeting, Dr. I. Manimehan - IQAC Co- coordinator thanked all the subject experts / external members, the internal members and the Principal.

Dr. D. Rajendran - Prinicpal/ IQAC Chairperson -

Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimehan - IQAC Co- coordinator

Dr. P. PHILOMINATHAN, Principal, Annai Vailankanni Arts and Science College, Thanjavur - 613007

Dr. S. RAJASEKAR, Professor, Department of Physics, Bharathidasan University, Palkalaiperur, Tiruchirappalli - 620 024

Dr. P. MARIAPPAN, Assistant Professor & Head, Department of Zoology Raja Serfoji Government Arts College, Thanjavur - 613 005

Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences, Kanyakumari, Tamil Nadu - 629701 (In absentia)

#### TEACHING MEMBERS

Dr. J. Kannan, Assistant Professor & Head, Department of Commerce - In absentia

Dr. V. Raja, Assistant Professor & Head, Department of Mathematics - In absentia

Dr. V. Swaminathan, Assistant Professor of History

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Dr.G. Anand, Assistant Professor of Physics

Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science

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Dr. C. Babu Sundararaman, Assistant Professor of Business Administration

<b>Internal Quality Assurance Cell (IQAC)</b>
<b>M.R. Government Arts College, Mannargudi - 614 001</b>
<b>'Lecture workshop on the 'Revised Framework of NAAC Accreditation and Current Updates' - 17.03.2023 (Friday) - Minutes</b>
The following experts spoke among the members of staff with special reference to the Revised Accreditation Framework (RAF).
Dr. P. PHILOMINATHAN, Principal, Annai Vailankanni Arts and Science College, Thanjavur – 613007
Dr. S. RAJASEKAR, Professor, Department of Physics, Bharathidasan University, Palkalaiperur, Tiruchirappalli - 620 024
Dr. P. MARIAPPAN, Assistant Professor & Head, Department of Zoology Raja Serfoji Government Arts College, Thanjavur - 613 005
Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences, Kanyakumari, Tamil Nadu - 629701 - In absentia (A recorded voice message conveyed his suggestions and observations)
The agenda of the meeting was to exclusively orient the members of the staff with the updations of the Revised Accreditation Framework (RAF) NAAC assessment and
Dr. K. Panneer Selvam - IQAC Coordinator, welcomed the principal, external expert members and all the participant members of staff and invited the Principal for his presidential address.
Dr. D. Rajendran - Principal/ IQAC Chairperson presided over the meeting and spoke that the NAAC manual of AQAR/ SSR preparation could be updated or revised by the NAAC as and when it is required and hence is to be refreshed suitably. He asked all the staff participants to clarify if there are anything with the experts of the lecture workshop.
External experts delineated the following:
Dr. S. RAJASEKAR started with a suggestion that the college should be upgraded as an Autonomous institution and NAAC 'A' grade is required for the same. He informed that the erstwhile 120 NAAC key indicators have been reduced to 56 comprising 24 qualitative and 32 quantitative and insisted on the following:
1. SSR mock test by the NAAC; 2. Maximize LMS; 3. Students feedback; 4. To increase field projects/ field visits/ internship for the latest academic year with reports; 5. SSS; 6. Best practices of the college but not practised in the adjoining colleges/ institutions (advised to spend one- full year as to prepare and submit all the data/ details/ information). To a clarification on students' outside the campus library visits by Dr. Saravanamesh, Assistant Professor of Tamil, Dr. S. Rajasekar replied that the such outcampus library visits and usage by students should be filed with details presenting the date, name, program, class , batch etc., as a separate document.

Dr. P. PHILOMINATHAN encouraged that NAAC accreditation at 'A' grade level is much possible for the institution as it is one of the oldest serving academic institutions of the region and does have a lot of academic activities as expected by the NAAC. In his orientation, he stressed the following:

1. A good exposure to all the details of NAAC manual by all the staff members of every department;
2. Availability of a core- team for NAAC work;
3. Frequent augmentation of college infrastructure facilities;
4. Useful but pragmatic best practices;
5. NIRF ranking;
6. Students feedback of curricular aspects and SSS;
7. Real- time/ need- based research activities;
8. INFLIPNET;
9. Scanning and maintenance of all relevant documents then and there;
10. Bloom taxonomy based question paper settings;
11. LMS;
12. Adaption of 5 eligible villages by the college under the Unnat Bharat Abhiyan scheme, Government of India;
12. Green campus - maintenance and sustenance etc.,

Dr. P. MARIAPPAN, underlined the significance of perfect documentation of activities / details as per the updated NAAC manuals and standard operating procedure (SOP). Further, insisted on the following:

1. Offering value added courses, certificate courses;
2. Field work, project/ internship;
3. Feedback, analyses & action taken;
4. PO, PSO, CO;
6. SSS;
7. Research projects; extension activities;
8. MoUs, Collaboration; Linkages;
9. Computers available for students;
10. Funds available for infra- structure augmentation;
11. Placements;
12. Progress to higher education;
12. Financial support to teachers for attending seminars/ conferences etc.

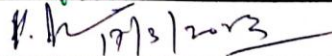
Dr. M. Adhi Viswanathan, Managing Director, Pinnacle Biosciences (as employer/ industrialist IQAC member) in his recorded voice message observed that the learners who go-out with graduation or post- graduation degrees should be good in basic or fundamentals of their program of graduation; they should adequately be provided with enhanced knowledge through many field & industrial visits, internships and that entrepreneurship skills also to be imparted. He sent his message referring programs such as Botany, Zoology, Microbiology and Biotechnology as example programs and threw light on the need for strong basic, regional employment / placement opportunities; possible business / entrepreneurial avenues etc.

At the conclusion of the meeting, Dr. I. Manimehan - IQAC Co- coordinator thanked all the subject experts / external members, the internal members and the Principal.

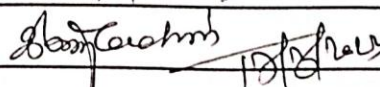
Dr. D. Rajendran - Principal/ IQAC Chairperson -



Dr. K. Panneer Selvam - IQAC Coordinator



Dr. I. Manimehan - IQAC Co- coordinator



**Action Taken Report (ATR)**

**2022- 2023**

Plan of Action	Achievements/Outcomes
Academic year 2022 – 2023: IQAC organized induction meetings to the newly admitted students.	During the academic year, IQAC organized induction meetings to the newly enrolled UG & PG students of all programs as to set their goals and thus their higher education period's academic cum career activities.
Celebration of commemorative days	International & national commemorative days (Yoga day, Women's day, Teachers' day, Youth day, Republic day, Independence day etc.,) were celebrated.
Submission of proposals by staff and research scholars to funding institutions for research grant.	A Minor research project proposal (MRP) was submitted to Tamil Nadu State Council for Science and Technology (TNSCST), Chennai by a staff for grant.
Resource mobilization – Research projects by the members of staff	Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology received final instalment Rs. 50,000/-from the Tamil Nadu State Council for Higher Education towards the minor research project entitled 'Carrier derived <i>Cryptococcus neoformans</i> – Regional status, profiles and genomic characterization.
Publication of research articles in peer-reviewed journals; indexed journals.	A total of 28 research articles were published by staff members from humanities, commerce, and science departments.
Paper presentation in conferences / seminars	A total of 16 papers were presented in international conferences by staff & students of Mathematics and Zoology programs.
Organizing sponsored workshops or seminars or conferences by the departments.	A total of 6 special face-to-face events were organized during 2022- 2023. Three special lecture programs were organized by the Department of Microbiology. In addition, a lecture workshop and a workshop were offered by the Department of Chemistry. A special guest lecture was organized by the Department of Commerce. However, no sponsored events were held.


  
 Dr. K. PANNEER SELVAM, M.Sc., Ph.D.,  
 Assistant Professor & Head  
 Department of Microbiology  
 M.R. Government Arts College  
 Mannargudi - 614 001, Thiruvarur Dist,  
 Tamilnadu, India.

Attending seminars or workshops and presenting research papers by staff	7 staff members of Mathematics and Zoology programs departments have attended national and international level seminars / conferences.
MoUs or collaborations.	A MoU was inked between the Department of Computer Science of the college and Karyoun Innovations Pvt. Ltd. No. 965, 25 <sup>th</sup> Cross street, Sai Ganesh Nagar, Pallikaranai, Chennai - 600100 during the year.
Conducting remedial classes by the departments	Remedial classes were conducted by all the departments as to benefit below average and poorly performed students.
Certificate programs	Computer Literacy Program was offered to all first year under graduate students. A certificate program was also offered to the final year students of all programs.
Effective implementation of skill enhancement courses	Various up-skilling courses/ trainings offered by the Tamil Nadu Skill Development Corporation, Government of Tamil Nadu through Naan Mudhalvan scheme / platform were implemented letter and spirit.
AQAR submission to the NAAC.	AQAR of the academic year 2021- 2022 could not be submitted during the academic year.
Review meetings by IQAC & Internal auditing	A total of 6 NAAC review meetings were organized by the IQAC as to induct / update the departments through HODs, NAAC criterion- wise coordinators or NAAC Department coordinators towards preparation with respect to cycle 3 NAAC assessment and accreditation. In addition, IQAC had a scheduled visit [from 17.02.2023 to 22.02.2023] to all the departments as to audit and facilitate their NAAC preparation.
IQAC review meetings	Annual review meeting of IQAC members was convened on 17.03.2023.
Offering Faculty Development Programmes (FDP) / workshop	On 03.03.2023, IQAC organized a FDP on 'Techno- Pedagogy driven smart Teaching, Learning & Evaluation (TLE)' and a Lecture workshop on 'Revised frame work of NAAC accreditation & current updates'.

  
 Dr. K. PANNEER SELVAM, M.Sc., Ph.D.,  
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 Department of Microbiology  
 M.R. Government Arts College  
 Mannargudi - 614 001, Thiruvavur Dist,  
 Tamilnadu, India.



Faculty development programs (FDP) participation	A total of 17 staff members attended programmes comprising refresher courses as well as FDPs and completed successfully.
Celebrations of the College day, Sports day & Graduation day	IQAC coordinated with the in-charge departments of the College/ Annual day, Sports day & Graduation day celebrations.
Coordinating with the Physical Education wing of the college in organizing sports events / games.	Intramural sports and games event (Annual Sports Meet of the College) were organized by the Physical Education section of the college successfully. Similarly, student teams actively participated in Bharathidasan University, Tiruchirappalli, Inter Collegiate Tournament, inter university as well as state level sports/ games' events.
Enhanced participation of students in talent display events	Many students actively participated in skill demonstrating programs organized by the Fine Arts wing of the college. Students also participated and won prizes in events organized at other institutions.
Career guidance program	Teaching/ coaching classes were offered to students towards TNPSC (Tamil Nadu Public Service Commission) competitive exams' and preparation strategies.
Enhanced campus placements	As much as 294 graduands of various programmes were placed through campus placement events participated by private sectors; organized by the placement cell of the college in association with District Placement Department, Government of Tamil Nadu. Further, two students got placed independently.
Green campus initiative and sustenance	NSS planted a set of saplings in the campus
Parents – Teachers Association (PTA) meetings	Batches of PTA meetings were organized; all the parents of first year UG and PG students were met by Principal, HODs & teachers through separate meetings.
Collecting and assessing of feedback as to derive any significant outcomes on curricula as well as on library user satisfaction.	Feedback on curricula was received from students, alumni & staff and assessed.

  
 Dr. K. PANNEER SELVAM, M.Sc., Ph.D.,  
 Assistant Professor & Head  
 Department of Microbiology  
 M.R. Government Arts College  
 Mannargudi - 614 001, Thiruvarur Dist,  
 Tamilnadu, India.