

N.M.S.SERMATHAI VASAN COLLEGE FOR WOMEN

MADURAI-12

MEETING-II

For the academic year 2020-2021

AGENDA

28.07.2020

- To discuss about the online class schedule, Workload and Lesson planner submission.
- To converse regarding the submission of Weekly Work done report.
- To confer the proper ways to collect the link for the entire subjects from all department.

N.M.S.SERMATHAI VASAN COLLEGE FOR WOMEN

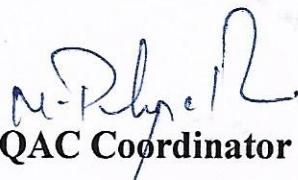
MADURAI-12

MEETING-II

28.07.2020

Due to the pandemic situation, the IQAC meeting was held on 28/07/2020 through online. Meeting II was conducted with the following IQAC members.

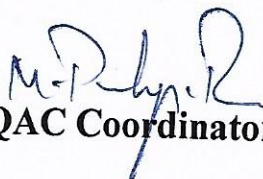
S.No.	Name	Department
1	Mrs.D.Karthiga Rani	Principal , HOD of Computer Science &IQAC Chairman
2	Mrs.M.Pushpa Rani	IQAC Coordinator &HOD of Commerce (CA)
3	Mrs.M. Thenmozhi	IQAC Joint Coordinator & HOD of Business Administration
4	Mrs.M.Kavitha	HOD of Physics
5	Mrs.M.Deepalakshmi	Assistant Professor,Department of Computer Science
6	Mrs.K.Karpagam	HOD of Maths
7	Mrs.P.Ganga Parameswari	Assistant Professor,Department of Commerce (CA)
8	Mrs.S. Jeyalakshmi	Assistant Professor,Department of Commerce (CA)
9	Mrs.G.Meenalochini	Assistant Professor,Department of Computer Science
10	Mrs.S.Akilandeswari	Assistant Professor,Department of Business Administration


IQAC Coordinator


Signature of the Principal

The following matters were discussed:

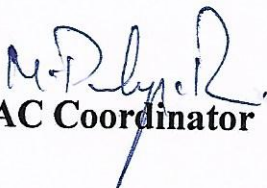
- The Principal discussed about the online classes and to start the online class schedule for II and III year students through the Google meet or zoom meet.
- The Principal insisted the HOD's to allocate the workload for all the staff members and it should be send to CDC .
- She directed the CDC to send the layout for the weekly work done report to all the departments' mail and insisted to submit the soft copy to CDC for every week.
- She discussed the various ways to increase admission and allotted the staff for the admission duty.


IQAC Coordinator


Signature of the Principal

ACTION TAKEN REPORT

Resolution	Action taken
Conducting classes through online as per the instruction given by JD office.	Classes were conducted through Google meet or Zoom.
To collect the workload and lesson plan.	The workload and lesson plan were submitted by the entire departments.
To prepare the layout for the weekly work done report.	The layout for the weekly work done report was prepared and received from the various departments.


IQAC Coordinator


Signature of the Principal