



Excel

COLLEGE FOR COMMERCE AND SCIENCE

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Pallakkapalayam, Komarapalayam, Namakkal Dt-637 303

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REGULAR MEETINGS OF INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2025-26



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IQAC/2025-26/01

DATE: 10.06.2025

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 11.06.2025 A8, Board Room. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 03.00 p.m.

AGENDA:

1. **Annual Action Plan** – Submit departmental action plans and schedule seminars, workshops, FDP, SDP, and conferences.
2. **Academics & CAMU** – Upload study materials, video lectures, internship lists, and prepare workload/timetable.
3. **Extension Activities** – Submit annual extension activity plan.
4. **Student & Department Support** – Scholarship list, celebration plan, library requirements, infrastructure follow-up.
5. **NAAC/IQAC Compliance** – MoU updates, alumni activities, IIC report, publications list, website updates.

CHIEF IQAC COORDINATOR

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2. Executive Director
3. Directors-Technical
4. Academic Coordinator
5. Exam Cell
6. Placement & Training Officer
7. IIC/ R&D Coordinator
8. HODs
9. File



R. Vimal Nishant 10/06/2025
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 01 / 2025 – 26
Venue: Board Room, ECCS	Date & Time: 11.06.2025, 3.00 p.m.

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology & Chief IQAC Coordinator
2.	Dr. S. Subramaniam	Programme Head, School of Commerce.
3.	Dr. K. Manjula	Programme Head, School of Arts & Science.
4.	Dr. K. Munusamy	Programme Head, School of Computer Science
5.	Mr. M. Suresh	Head, Department of English.
6.	Mr. P. Varunkumar	Head, Department of Business Administration.
7.	Mr. K. Ramesh	Head i/c, Department of Commerce.
8.	Dr. C. Gowthaman	Head, Department of Commerce CA.
9.	Dr. P. Boopathi Maharaja	Head, Department of Commerce IT, PA and A&F
10.	Mrs. N. Sudha	Head, Department of CS
11.	Mrs. S. RubaRani	Head, Department of Computer Applications
12.	Mr. P. Dhineshkumar	Head, Department of DS & CYS and IT
13.	Mrs. T. Priya	Head i/c, AIDS & AIML
14.	Mrs. P. Indumathi	Head, Department of Biochemistry and CLT.
15.	Dr. K. Christie Jennifer	Head, Department of TFD and CDF.
16.	Mr. S. Sudhakar	Head, Department of Visual Communication.
17.	Mr. L. Karthick	Head i/c, Department of Tamil
18.	Ms. M. Ramla Asmi	Head i/c, Department of Microbiology
19.	Mr. B. Arulraj	English & Exam Cell Coordinator.
20.	Mrs. V. Aarthi	Training and Placement Cell Coordinator.



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S.N	Agenda	Discussion	Responsibility	Target Date	Remarks
1.	Organizing Programmes	<ul style="list-style-type: none"> ✓ Submit Action Plan for this Academic Year 2025-26 ✓ Seminars / Workshops (Research Methodology, IPR, EDC) – 1 / Department ✓ Symposia/ Conference –1 / Department ✓ FDP – 1 / Department ✓ SDP – 1 / Department 	HODs & All Faculty Members	14.06.2025	
2	Curricular Aspects - Teaching Learning and Evaluation	<ul style="list-style-type: none"> ✓ Submit Workload and Timetable ✓ Prepare Study Material & Upload in CAMU. ✓ Prepare Video Lectures and PPT & Upload in CAMU. ✓ Submit the list of II Year UG and I PG students going for Internship. ✓ Submit the list of Add-on Course/ Value added / Certificate courses offering for this academic Year. ✓ Active and Inactive List ✓ Promotion List ✓ Fees Pending Followup ✓ Classroom allocation ✓ Furniture Requirements. 	All Faculty Members	14.06.2025	
3	Extension Activities	<ul style="list-style-type: none"> ✓ Submit the proposed schedule for Extension Activity 	NSS, RRC, YRC, YI, ELC, IIC and UBA Coordinators	Report Submission last date 14.06.2025	
4	Infrastructure	<ul style="list-style-type: none"> ✓ Dr.J.Gopikrishna & follow infra requirements on Time 	Dr.J.GopiKrishna	Immediate	
5	Student Support	<ul style="list-style-type: none"> ✓ Collect the List of students availing Scholarship. 	Scholarship Coordinators	Continue	



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6	Celebrations	✓ Plan for celebrating National / International important days'. Submit the List with Date.	All Faculty Members	14.06.2025	
7	Library	✓ Follow the Library book / magazine / journal purchase for this academic year	Mrs.Jothi	Immediate	
8	Examination	✓ Submit the Feedback for End semester examination	Mr.B.Arulraj	Last date 18.06.2025	
9	MOU	✓ Each Department has to sign 1 MoU's between Institution and Industries. Check the validity for signed MoU's	All Faculty Members	1/ Department	
10	Placement & Training	✓ Department wise Placed students Data submission.	Mrs.V.Aarthi	Immediate	
11	Alumni	✓ Conduct Department wise Alumni meet / Talk ✓ Alumni - database & prominent alumni details.	Mr.B.Arulraj	18.06.2025	
12	EDC	✓ Submit the proposed schedule for EDC /PU-IEDP Activities.	Mr.P.Varun kumar	Continue	
13	IIC & Research	✓ Submit IIC report ✓ Submit the list of Publications and Patents published. ✓ Apply for funding through private agencies. (Rs.1 Lakh per Department)	Dr.Karthick	Immediate	
15	Website	✓ Annual report/ News Letter and Magazine. ✓ Upcoming events in websites.	Mrs.S.Rubarani	Immediate	
16	IQAC	✓ 2(f) and 12(B) followup	IQAC	Immediate	



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Prepared by, Dr.T.SHANKAR, Chief IQAC Coordinator.

Chief IQAC Coordinator

Chief-IQAC

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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 02 / 2025 - 26
Venue: Board Room, ECCS	Date & Time: 24.09.2025, 12:15 p.m.

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology & Chief IQAC Coordinator
2.	Dr. S. Subramaniam	Programme Head, School of Commerce.
3.	Dr. K. Manjula	Programme Head, School of Arts & Science.
4.	Dr. K. Munusamy	Programme Head, School of Computer Science
5.	Mr. M. Suresh	Head, Department of English.
6.	Mr. P. Varunkumar	Head, Department of Business Administration.
7.	Mr. K. Ramesh	Head i/c, Department of Commerce.
8.	Dr. C. Gowthaman	Head, Department of Commerce CA.
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15.	Dr. K. Christie Jennifer	Head, Department of TFD and CDF.
16.	Mr. S. Sudhakar	Head, Department of Visual Communication.
17.	Mr. L. Karthick	Head i/c, Department of Tamil
18.	Ms. M. Ramla Asmi	Head i/c, Department of Microbiology
19.	Mr. B. Arulraj	English & Exam Cell Coordinator.
20.	Mrs. V. Aarthi	Training and Placement Cell Coordinator.



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S.NO	Agenda	Discussion	Responsibility	Target Date	Remarks
1	Organizing Programmes	<ol style="list-style-type: none"> 1. Action Plan for this Academic Year 2025-26 2. Value Education - 1; 3. Life Skill Workshops - 1; Personality Development -1; Aptitude Development -1; Communication Development - 1; EDC - 5; Career Guidance - 5; Industrial Visit - 3 4. Action Plan for Cells & Clubs. 5. Domain Club Activities- 6 6. Vertical Events-3 7. Conduct events as per the Action Plan without any deviation. 8. Stakeholders Feedback Students-1157, Teachers-49, Employers-0, Alumni-108 (AY 2024-25) 	HODs & All Faculty Members	Immediate	
2	Curricular Aspects - Teaching, Learning, and Evaluation	<ol style="list-style-type: none"> 1. Upload Student Details, teaching plan, & Study Materials in CAMU. 2. Prepare Video Lectures and PPT. Upload YouTube link details to the College website. 3. Teaching Methods Reports <ol style="list-style-type: none"> a. Group Teaching and Learning-6 b. Individual Learning/ Self-study-3 c. Game-based Learning - 6 d. Technology-based Learning -1 e. Peer Teaching-1 f. Learning through problem solving-1 g. Project-based Learning-1(DS) 4. Student Seminar - 2 5. Upload Assignments in CAMU 6. Dr. C. Raman, prepare a schedule for the Video Lecture and PPT. 7. List of II Year UG and I PG students who have undergone an Internship and Project work during AY 2024-25. 8. Support for Differential Learning includes: <ol style="list-style-type: none"> a. Remedial Teaching-1 b. Bridge courses-3 c. Enrichment courses - 3 9. Encourage Students to Appear for NPTEL/ SWAYAM/SWAYAM PLUS and other MOOCS Courses. 	All Faculty Members	Immediate	



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3	Extension Activities	<ol style="list-style-type: none"> Extension Activity Event Reports - 6. Awards for Extension activity - 1 UBA reports - 5 Community-focused activities: <ol style="list-style-type: none"> Improved Gender Ratio -0 Improved GER -0 Clean Village Recognitions-1 Disease Free Village -2 Awareness on finiteness of resources - 0 Constitutional awareness - 1 (BCOM IT-UBA) Eco-friendly Communities/Village Improved Literacy Levels-1 Empowered Women Communities -1 School reach-out programmes -1 Energy Literacy awareness Health and Hygiene-related activities <ol style="list-style-type: none"> Medical Camps -1 Blood Donation Camps Promoting Village Sports Educating rural students, UBA ACTIVITY - 5 Adopted Villages NSS Activities in association with NGO, Industrial Bodies and Professional Bodies - 1 	NSS, RRC, YRC, YI, ELC, IIC and UBA Coordinators	Continue	
4	Celebrations	✓ National and International days Celebrated - 8 (National Fashion, National Handloom, Kalvi Valarchi Naal, Hepatitis, Independence, Teachers, Onam, NSS)	All Faculty Members	Continue	
5	Library	Bills for Library book/ magazine/ journal (2025 - 26)	Mrs.Jothi	Immediate	
6	Examination	<ol style="list-style-type: none"> Question paper Feedback Analysis for the end-of-semester examination - Not yet submitted IAE - II (2025-26) Exam for I UG & PG Model Exam for II UG, III UG and II PG. CAT Test Report. Class Committee Report ✓ ARM status 	Mr.B.Arulraj	Immediate	



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7	MOU	<ol style="list-style-type: none"> Each Department has to sign 1 MoU between the Institution and the Industries. Check the validity of already signed MoUs ✓ 2 MoUs signed during this academic year. 	All Faculty Members	1/ Department	
8	Training & Placement	<ol style="list-style-type: none"> Department-wise Placed students Data submission. Placement Cell - Camu Test report with result analysis. Top 5 students' details for Camu Test. Collect Vendor details for Training and Placement. ✓ Organise pooled campus interviews/Job Fair/ Placement Drives. 	Mrs.V.Aarthi	Immediate	
9	Alumni	<ol style="list-style-type: none"> Conduct department-wise Alumni meet-1(BCH Conducted) Alumni meet Count-0 Conduct department-wise Talk Alumni. Department-wise Talk Alumni-7/14 (BCH, BCA, BBA, B.Com PA, TAMIL, ENGLISH, B.Com Conducted) Collect database of prominent alumni (2018-21, 2019-22, 2020-23, 2021-24, 2022-25). Alumni Society Registration in the Komarapalayam Register Office. Alumni Student Registration in ECCS Alumni Portal. Percentage of graduates progressed to Higher Education/placements/employment, self-employment/entrepreneur and research. No. of graduates progressed/No. of students graduated year-wise. 	Mrs. V. AARTHI	Immediate	
		<ol style="list-style-type: none"> EDC /PU-IEDP Activities- 5/14 Certified list of students who are self-employed/ entrepreneurs (2024-25) 	Mr.P.Varunkumar	Continue	



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10	EDC	1. Number of externally funded research projects -0 2. Publications per teacher in peer-reviewed journals A) Patent- 2 B) Research Article-2 C) Book/Book Chapters-2 D) Conference Proceedings- 2 3. IIC report (I to IV Quarter reports) A) MIC Event Activities- 10/10 B) Self-Driven Activities- 12 C) IIC Calendar Activities- 24/32 D) Day Celebration Activities- 16/16 ✓ IIC Ambassadors- 12	Dr.V.Gowthaman	Immediate	
11	IQAC	1. Event Reports Analysis Work 2. Pending reports collection work. 3. NAAC Data collection Template formats were prepared for Criterion I - III, and shared with all HoDs. ✓ AAA will be conducted in November.	IQAC	Immediate	

Prepared by, Dr. T. SHANKAR, Chief IQAC Coordinator.

Chief IQAC Coordinator

Chief - IQAC

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