



INTERNAL QUALITY ASSURANCE CELL (IQAC)
M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI

Prof. S. Ravi
Principal i/c / IQAC Chairperson

30.07.2020

Minutes of the staff induction meeting – 30th July 2020

Welcome address: Dr K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology.

Prof. S. Ravi, IQAC Chairperson presided over the online meeting and inducted the members of staff with respect to the following:

:

- Due to the COVID 19 caused pandemic lockdown, the Department of Higher Education and the Directorate of Collegiate Education, Chennai, have sought that students' classes should be conducted by online mode from 3rd August 2020 onwards for the odd semester of the academic year 2020- 2021.
- Students of the departments should be informed of the online classes and be prepared to attend online classes appropriately.
- On 'day- one' of their online classes, all students (II & III year UG and II year PG students) should be briefed & inducted about the online classes as to facilitate them attending the online classes conveniently.
- All the classes should be provided with the online classes' time- table; before the classes, the class timings and other details of each class should be posted as a message in students' whatsapp group by each staff as per the time- table.
- Principal also informed the staff that the online classes should be handled using well prepared PPTs or using other such online / digital materials. Staff shall record their classes.
- PDF format of study materials / notes of online classes should be posted in the whatsapp group or sent to the students' e-mail.
- Similarly, e- subject materials available in Bharathidasan University, Tiruchirappalli website shall be suitably edited, if required and circulated among the students for preparation.
- Various components of Continuous Internal Assessment (CIA) of students such as students' seminar classes, submission of course assignments, internal tests & model exams shall also be done through online mode. Students can submit their assignments either in the Google class room or through the department e-mail.

- Principal further informed that a committee (representing Dr. S. Maran, Head, Dept. of English & Prof. S. Sivaselvan, Head, Dept. of Physics) constituted by him will monitor the online classes.
- It was also informed that shift system would not be followed for online classes and the classes shall be scheduled from the morning.
- Staff members should come to the college campus as and when required with COVID 19 appropriate behavior such as wearing of facial masks, maintaining social distancing, usage of hand sanitizer etc.
- Prof. S. Ravi, IQAC Chairperson emphasized online class dress code and discipline. He informed the members of staff as to encourage the students towards a 100% of online class attendance.
- He also stressed that staff members of each department should coordinate by providing necessary details from home / residence to the IQAC as to prepare the AQAR towards NAAC cycle 3 assessment and accreditation of the college.

1. Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil

2. Dr. S. Maran, Associate Professor & Head, Department of English

3. Prof. K. Sathyadevi, Assistant Professor & Head, Department of History

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

5. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics

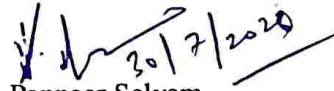
6. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany

7. Prof. V. Raja, Assistant Professor & Head, Department of Mathematics

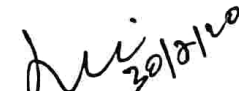
8. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science

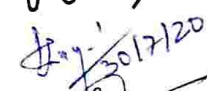
9. Dr. J. Prabakaran, Assistant Professor & Head, Department of Business Administration

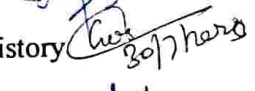
10. Dr.S. Ramu, Assistant Professor & Head, Department of Zoology

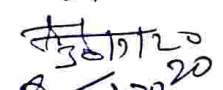

Dr K. Panneer Selvam,
 IQAC Coordinator
 Assistant Professor & Head
 Department of Microbiology
 Government Arts College
 MANNARGUDI - 614 001, Thiruvarur Dist,
 Tamilnadu, India.

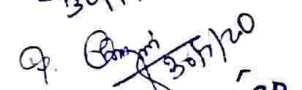

Prof. S. Ravi
 Principal i/c / IQAC Chairperson
PRINCIPAL
M.R. GOVT. ARTS COLLEGE
MANNARGUDI - 614.001.

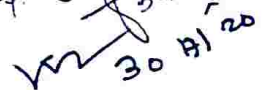

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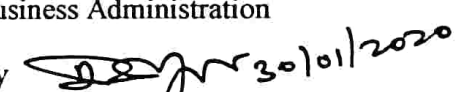

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M. R. GOVERNMENT ARTS COLLEGE
(Affiliated to the Bharathidasan University, Tiruchirappalli – 620 024)
Reaccredited by the NAAC at grade 'B'
Mannargudi – 614 001, Thiruvarur – District, Tamilnadu State, India
(Phone / Fax Number: 04367 - 255440)
E-mail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

Dr. T. Arivudai Nambi
Principal / IQAC Chairperson

24.12.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

All the research guides / supervisors of research departments are to be informed to attend a meeting on 29.12.2020; 12:30 pm at Principal's office.

1. Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil
2. Dr. S. Maran, Associate Professor & Head, Department of English
3. Prof. K. Sathyadevi, Assistant Professor & Head, Department of History
4. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce
5. Prof. S. Ravi, Associate Professor & Head, Department of Chemistry
6. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics
7. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany
8. Dr. J. Prabakaran, Assistant Professor & Head, Department of Business Administration
9. Dr K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology

Principal

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24/12/20
Dr. K. PANNEER SELVAM, M.A., M.Sc., Ph.D.
Assistant Professor & Head
Department of Microbiology
M.R. Government Arts College
Mannargudi - 614 001, Thiruvarur Distt,
Tamilnadu, India.

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PRINCIPAL
M.R. GOVT. ARTS COLLEGE
MANNARGUDI - 614.001.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI

Minutes of research guides / supervisors meeting - 29th December 2020 (Tuesday)

Dr K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology welcomed all the members of staff from research departments who have also been guiding & supervising M.Phil. / Ph.D. research scholars of their program.

Dr. T. Arivudai Nambi, IQAC Chairperson presided over the online meeting and informed/ discussed the following among the members:

As per the latest regulations of the Bharathidasan University, Tiruchirappalli, a recognized research advisor/ guide who is serving as Assistant Professor shall register a total of 4 research scholars comprising both full-time and part- time mode under him/ her. In this regard, hard & soft copies of guide recognition, provisional/ registration of the research student provided by the university, part I examination details etc., are to be maintained at the department.

In addition, research scholars' (full- time or part- time) details such as name, university registration reference number with details, attendance, fee- paid particulars with receipts, affiliation of Doctoral Committee (DC) members, dates of DC meetings, synopsis, viva- voce etc., are to be maintained in the department Ph.D scholars' register by the respective guide and their scholars sincerely. Principal would scrutinize the same.

Principal informed that research scholars' attendance is being received by the Directorate of Collegiate Education, Chennai periodically. In this regard, full- time research scholars should attend to their research work at the department where he/ she has registered on daily- basis and an attendance should be maintained towards the same. The attendance would be signed by the Principal. Part- time research scholars should also provide attendance as sought by the university.

Though attendance by the full- time research scholars is compulsory, one can avail leave on permission appropriate.

Similarly, research scholars should take permission appropriate from the guide/ the department before going outside to carry out any research work related studies/ work / experiments at other places/ laboratories.

Guides of the research scholars should inform scheduled dates of DC meetings, synopsis, viva-voce etc. to the principal in advance before the meeting itself.

Principal also underscored that research scholars of each research department should be very active; should participate, publish and present papers in seminars/ conferences/ workshops organized by other research institutes/ colleges/ universities; should publish papers of their research work in UGC- CARE listed journals/ indexed journals etc.,

All regulations of the Bharathidasan University, Tiruchirappalli, to offer doctoral degree programme will have to be followed appropriately by the research advisors/ departments.

1. Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil
2. Dr. S. Maran, Associate Professor & Head, Department of English
3. Prof. K. Sathyadevi, Assistant Professor & Head, Department of History
4. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce
5. Prof. S. Ravi, Associate Professor & Head, Department of Chemistry
6. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics
7. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany
8. Prof. V. Raja, Assistant Professor & Head, Department of Mathematics
9. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science
10. Dr. J. Prabakaran, Assistant Professor & Head, Department of Business Administration
11. Dr.S. Ramu, Assistant Professor & Head, Department of Zoology
12. Dr K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology


Dr. T. Arivudai Nambi
Principal / IQAC Chairperson
PRINCIPAL
M.R. GOVT. ARTS COLLEGE
MANNARGUDI - 614.001.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI

Minutes of staff sensitization meeting - 03.02.2021 (Wednesday)

Dr. S. Ravi, Head, Department of Chemistry welcomed the gathering of staff members.

Dr. T. Arivudai Nambi, Principal presided over the meeting and informed/ instructed/ discussed the following:

All regular classes are to commence from 08.02.2021 onwards after the lockdown due to the pandemic COVID 19 caused by SARS- CoV2 from March 2020 onwards.

He stated that as students attend their offline classes after a lockdown of 8 months, each staff should feel sincere & responsible towards imparting the knowledge as to bridge the knowledge gap, if any. Overall students' discipline is to be given at most importance and that all the staff should work towards the same sincerely.

The new- comers, I year students, who were admitted during academic year through online counseling should be guided, supported and specially monitored.

Class in-charge/ tutors should maintain all the data of the students of their batch as to make any data available instantaneously as and when required.

Science departments should conduct and expedite laboratory experiments as to ensure effective hands-on training of the students.

Face mask, social distancing, hand sanitizers are mandatory; mobile phones should not be permitted.

M.Phil Part I classes are to be engaged; however, should not be accounted for workload. For Ph.D., scholars, DC & synopsis meetings and viva- voce should be scheduled only in the afternoon or in the forenoon without cancelling students' classes. Appropriate permission should be taken by the guide before the scheduled date of the meeting.

Ph.D. scholars under full- time category should attend the department/ lab regularly and daily attendance is a must. An attendance is to be maintained by the guide/ department.



INTERNAL QUALITY ASSURANCE CELL (IOAC)
M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI

Minutes of staff sensitization meeting - 03.02.2021 (Wednesday)

Dr. S. Ravi, Head, Department of Chemistry welcomed the gathering of staff members.

Dr. T. Arivudai Nambi, Principal presided over the meeting and informed/ instructed/ discussed the following:

All regular classes are to commence from 08.02.2021 onwards after the lockdown due to the pandemic COVID 19 caused by SARS- CoV2 from March 2020 onwards.

He stated that as students attend their offline classes after a lockdown of 8 months, each staff should feel sincere & responsible towards imparting the knowledge as to bridge the knowledge gap, if any. Overall students' discipline is to be given at most importance and that all the staff should work towards the same sincerely.

The new- comers, 1 year students, who were admitted during academic year through online counseling should be guided, supported and specially monitored.

Class in-charge/ tutors should maintain all the data of the students of their batch as to make any data available instantaneously as and when required.

Science departments should conduct and expedite laboratory experiments as to ensure effective hands-on training of the students.

Face mask, social distancing, hand sanitizers are mandatory; mobile phones should not be permitted.

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Ph.D. scholars under full- time category should attend the department/ lab regularly and daily attendance is a must. An attendance is to be maintained by the guide/ department.

NAAC work should be shouldered by all the staff sincerely; no shift system is applicable and all staff of both the shifts should be available in the campus from morning to evening.

The meeting concluded after Dr. S. Maran, Head, Department of English delivered a formal vote of thanks.

1. Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil
2. Dr. S. Maran, Associate Professor & Head, Department of English
3. Prof. K. Sathyadevi, Assistant Professor & Head, Department of History
4. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce
5. Prof. S. Ravi, Associate Professor & Head, Department of Chemistry
6. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics
7. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany
8. Prof. V. Raja, Assistant Professor & Head, Department of Mathematics
9. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science
10. Dr. J. Prabakaran, Assistant Professor & Head, Department of Business Administration
11. Dr.S. Ramu, Assistant Professor & Head, Department of Zoology
12. Dr K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology


Dr. T. Ariyudat Nambi
Principal / IQAC Chairperson
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E-mail - id: principalmgac@yahoo.co.in

Dr. T. Arivudai Nambi
Principal / IQAC Chairperson

23.03.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

All the research guides / supervisors of research departments are to be informed to attend the College Research Committee (CRC) meeting on 26.03.2021; 11:30 pm at Kamban Arrangam.

1. Dr. L. Bhorumi, Assistant Professor & Head, Department of Tamil
2. Dr. S. Maran, Associate Professor & Head, Department of English
3. Prof. K. Sathyadevi, Assistant Professor & Head, Department of History
4. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce
5. Prof. S. Ravi, Associate Professor & Head, Department of Chemistry
6. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics
7. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany
8. Dr. V. Rajamannar, Assistant Professor & Head, Department of Business Administration
9. Dr. K. Panner Selvam, IQAC Coordinator / Assistant Professor & Head, Department of Microbiology

Principal


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MANNARGUDI - 614 001.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
M. R. GOVERNMENT ARTS COLLEGE, MANNARGUDI

Minutes of College Research Committee (CRC) meeting - 26.03.2021 (Friday)

Staff members / Research guides from all the departments participated in the meeting and Dr. T. Arivudai Nambi, Principal informed that Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany would be the CRC coordinator.

He enumerated that a total of 47 research scholars of the college have been awarded with Ph.D. in different programs during the past 6 years by the affiliating Bharathidasan University, Tiruchirappalli.

In this regard, all the research advisors have been asked to submit the following information/ documents appropriately to the CRC coordinator:

1. Research centre recognition copy
2. Research advisor approval copy
3. Research scholars' registration details covering a) Registration number b) Name & address c) Doctoral Committee (DC) members d) DC meeting dates e) Provisional & registration confirmation details, f) Synopsis/ thesis viva- voce invitation etc.
4. A whatsapp group shall be created by the CRC comprising the research guides of the college for appropriate information transactions.
5. CRC may maintain research scholars' details including scholars who received fellowships/ grants.
6. Effective steps should be taken as to initiate 'MoU based research activities' involving other institutions/ universities.
7. PG Project theses, M.Phil. theses & Ph.D. theses should be available and be maintained by all the research departments.

1. Dr. L. Bhommi, Assistant Professor & Head, Department of Tamil

2. Dr. S. Maran, Associate Professor & Head, Department of English

3. Prof. ^{G.}K. Sathyadevi, Assistant Professor & Head, Department of History

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4. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce H
5. Prof. S. Ravi, Associate Professor & Head, Department of Chemistry 26/02/21
6. Dr. S. Sivaselvan, Assistant Professor & Head, Department of Physics 26/03/2021
7. Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany Q. B. 26/3/21
8. Prof. V. Raja, Assistant Professor & Head, Department of Mathematics 26/3/21
9. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science 26/3/21
10. Dr. V. Rajamannar, Assistant Professor & Head, Department of Business Administration
11. Dr. S. Ramu, Assistant Professor & Head, Department of Zoology 26.02.2021
12. Dr. K. Panneer Selvam, IQAC Coordinator/ Assistant Professor & Head, Department of Microbiology 26/3/21


 Dr. T. Arivudai Nambir
 Principal / IQAC Chairperson
PRINCIPAL

M.R. GOVT. ARTS COLLEGE
MANNARGUDI - 614.001

Internal Quality Assurance Cell (IQAC)
M.R. Government Arts College, Mannargudi - 614 001
NAAC - Minutes of the periodical review cum staff induction meeting

Time: 02:30 pm

29.03.2021

Place: Auditorium

Dr. T. Arivudai Nambi, Principal / IQAC Chairperson presided over the meeting as well as addressed the staff with respect to the forthcoming NAAC assessment & accreditation.

Dr. S. Maran, Head, Department of English/ NAAC Steering Committee Coordinator welcomed the gathering.

Dr. P. Mariappan, Head, Department of Zoology & IQAC Coordinator, Raja Serfoji Government College, Thajavur participated in the meeting as a special guest and discussed among the staff members as a part of review towards NAAC - Cycle 3 assessment to be undertaken by the college and preparations being undertaken by the departments towards the same.

Dr. T. Arivudai Nambi, Principal stated that a perfect preparation for NAAC assessment is possible by the institution. In particular, against the institution's remarkable performance with respect to the 7 criteria of the NAAC assessment, the college could aim at a NAAC grade of 'A' or even higher.

Dr. P. Mariappan elaborated on the facts of strength, weaknesses, opportunities as well as possible threats and suggested effective measures so as to present all the available details of each departments as required by the NAAC.

The guest speaker also insisted the importance of institutional accreditation by the NAAC towards effective teaching & learning as well as towards students placements & improving its infra- structural facilities.

He highlighted crucial facts on curricular aspects, teaching, research, infrastructure facilities, student support, institution's governance, leadership & management as well as on institutional values and good practices and provided effective measures as to bring-in all such practices in real-time across the campus. He said that a structured practice would enable the college to go for NAAC assessment and accreditation without any lapse. He also shared his experience that each department/ individual of the institution could contribute in their own way.

Dr. P. Mariappan also described on the methods of maintaining documents with respect to all the 7 NAAC criteria as the NAAC assessment is ICT enabled. He stressed on the role of the institution, staff members as well as students towards the same.

Further, the guest speaker brought out the role of NIRF ranking & AISHE survey outcomes on the college in preparing for NAAC's revised framework based assessment and accreditation of the institutions.

Role of IQAC, usage of the NAAC's template for AQAR preparation, a dynamic library & books, its digitalization, student satisfaction survey (SSS), grants through research projects, MoUs, students' placements, student participation in activities both in and out campus events, celebration of all national days, organizing seminar, workshops and conferences, role of alumni and essentiality of alumni association based activities were also the discussions by the guest speaker among various other effective suggestions towards a good accreditation by the NAAC during the meeting.

Meanwhile, Dr. T. Arivudai Nambi, Principal / IQAC Chairperson pointed out that organising useful interactions for the benefit of students and staff has comparatively become friendly against the facts of recently emerged online events like webinars and other such novel modes / methods of organizing very useful interactive events in the campus. In this regard, he asked all the departments to take initiatives towards organizing such events.

Dr. P. Mariappan, the guest speaker clarified inquires from members of staff and stated that there are a few files (Students' enrollment data with respect to sanctioned strength vs reservation, internal assessment, student attendance, time table, research scholars details, research activities, publications, extension activities, students feedback, alumni data, rank holders' details, academic register, library books issuance details, minutes of staff meeting etc) shall be maintained by the departments exclusively towards NAAC preparations as it would assist the preparation of AQAR and other such materials.

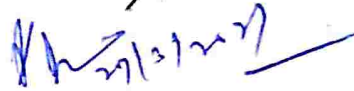
Thus concluded the meeting and Dr. K. Panneer Selvam, Assistant Professor & Head/ IQAC Coordinator delivered the vote of thanks.

Dr. T. Arivudai Nambi - Principal/ IQAC Chairperson -


29/3/21
PRINCIPAL
M.R. GOVT. ARTS COLLEGE
MANNARGUDI - 614.001.

Dr. S. Maran - NAAC Steering committee Coordinator -

Dr. K. Panneer Selvam - IQAC Coordinator


29/3/21

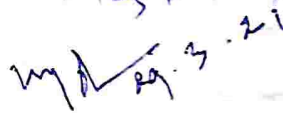
Dr. I. Manimekan - IQAC Co- coordinator


29/3/21

Dr. J. Kannan - IQAC - Internal member


29/3/21

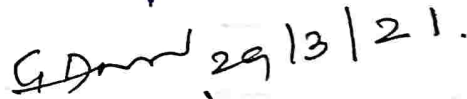
Dr. K. Gopalakrishnan - IQAC - Internal member


29/3/21

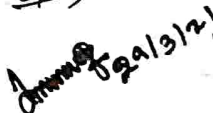
Prof. S. V. Nethaji - IQAC - Internal member


29/3/2021

Dr. G. Anand - IQAC - Internal member


29/3/21

Dr. A. Saravanamesh - IQAC - Internal member


29/3/21

Dr. P. Prabhakaran - IQAC - Internal member


29/3/21

Internal Quality Assurance Cell (IQAC)
M.R. Government Arts College, Mannargudi - 614 001

NAAC - Cycle 3 - Internal meeting of the Head of the Departments & NAAC Department Coordinators

Time: 10:30 am

30.03.2021

Place: IQAC office

A pre-meeting discussion held among the NAAC Co-ordinator, IQAC Coordinator, IQAC Co-coordinator, the internal members of IQAC as well as the members of Department-wise NAAC coordinators on the details to be informed during the meeting.


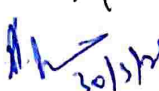
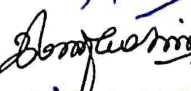



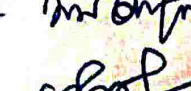

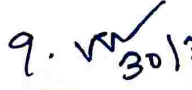

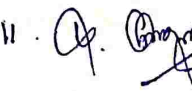



Agenda: To discuss & inform the Head of the Departments to update and keep ready selective data required to Annual Quality Assurance Report (AQAR) preparation


Dr. S. Maran, Head, Department of English/ NAAC Steering Committee Coordinator welcomed the gathering and instructed the following:

That all the departments should keep the following documents ready (semester-wise; for 6 academic years from the 2015 - 2016 to 2020- 2021) as to enable them to provide the department data required to prepare AQAR and to submit the same by the IQAC to the NAAC:

1. Time table
2. Syllabus/ subject allocation/ allotment among the members of staff.
3. Students' attendance
4. Sanctioned strength vs students' admission/ enrollment each academic year
5. Students' admission based on reservation (OC, OBC, SC/ ST, PH & Drop-outs, if any)
6. Details of alumni (Register no., name, communication address, mobile / whatsapp number, e-mail ID, current position & place of employment, employer, a copy of appointment order etc.)
7. Semester-wise/ batch-wise students' pass percentage (%)
8. Details of Remedial classes for slow/ poor as well as advanced learners handled by the staff of the department.

Dr. I. Manimekan - IQAC Co- coordinator and Dr. K. Panneer Selvam - IQAC Coordinator provided other required clarifications across the meeting as and when required.

1.  30/3/21
2.  30/3/21
3.  30/3/21
4.  30/3/21
5.  30/3/21
6.  30/3/21
7.  30/3/2021
8.  -
9.  30/3/21
10.  30/3/2021
11.  30/3/21
12.  30/03/21
13.  HE - 


- **Principal**
M.R. Govt. Arts College
MANNARGUDI - 614 001.

Internal Quality Assurance Cell (IQAC)
M.R. Government Arts College, Mannargudi - 614 001
NAAC - Cycle 3 - Meeting of the internal members of IQAC & NAAC Department
Coordinators & Activities

Time: 11:00 am

31.03.2021

Place: IQAC office

Agenda: 1. To draft a proposal seeking various facilities like stationaries, devices/ instruments, articles etc., required for the IQAC to enable AQAR preparation & others documentations towards NAAC Cycle 3 accreditation of the college.

2. To provide soft copies of the NAAC- AQAR templates for criteria I & II to the respective coordinators.

3. To finalize a format for course plan preparation as required under criterion I.

1 It is noted that the IQAC of the college is in dire need of the following:

1. Accessories for the available UPS backup as to diide over any gap in power supply.

2. A printer with scanning facility and donar (2 nos) as to scan the documents as well as to print the NAAC manuals, SOPs, AQAR formats, various communications/ circulars etc. required by the coordinators or others.

3. A minimum of 3 rims of A4 paper

4. Secreterial assistance (Man power) to key-in the NAAC data, scanning of documents, maintenance of various documents collected from 12 departments as well as from various other wings of the college (placement cell, career guidance cell, from physical director, NCC, NSS, YRC, RRC etc.

4. Office files in required numbers.

5. A minimum of two computers to key-in the data and for other prepartaions

2 Extracted soft copies of AQAR from the NAAC - AQAR format for criteria I & II have been forwarded to the respective Criterion coordinators' college e-mail IDs.

3 The format for course plan has been drafted after due discussion and is to be finalized by NAAC coordintor and other core members of the IQAC. The course plan format shall include S.No., Date, Hour of the class, Topic planned & Remarks (to specify whether the topic has been taught as planned, if not, to state the remedial action)

Dr. S. Maran - (in-absentia) NAAC Steering committee Coordinator -

Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimekan - IQAC Co- coordinator

Dr. K. Gokulakrishnan - IQAC - Internal member

Dr. G. Anand - IQAC - Internal member

Dr. A. Saravanamesh - IQAC - Internal member

Dr. N.V.R. Rajagopalan - Commerce Department Coordinator -


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Internal Quality Assurance Cell (IQAC)
M.R. Government Arts College, Mannargudi - 614 001

NAAC - Cycle 3 - Meeting of the internal members of IQAC & NAAC; Activities

Time: 03:00 pm

05.04.2021

Place: IQAC office

Agenda: 1. To discuss the hard and soft copy materials to be provided to the departments as to prepare AQAR & Others

2. To list out the documents, e- copy / scanned materials, to be prepared and submitted by the staff/ departments.

3. To list out the documents to be received from the college office.

It was derived that the following materials shall have to be provided to the departments:

1 SOP for data validation & NAAC manual for SSR - hard copies shall be prepared for distribution among the departments.

2 The soft copy of NAAC- AQAR data template meant for 'affiliated PG colleges' shall be forwarded to all the departments' e-mail IDs to enable them prepare and provide the data so as to prepare the AQAR from 2015- 16 academic year onwards.

3 A list of data/ documents / soft copies required from the college office is to be prepared to hand over with the office staff concerned.

A copy of SOP - standard operating procedure (as on 01/01/2021) for Data validation & verification of affiliated PG colleges has been given to the following departments:

Department of Tamil - *[Signature]*

Department of English - *[Signature]*

Department of History - *[Signature]*

Department of Commerce - *[Signature]*

Department of Business administration - *[Signature]*

Department of Mathematics - *[Signature]*

Department of Physics - *[Signature]*

Department of Chemistry - *[Signature]*

Department of Botany - *[Signature]*

Department of Computer Science - *[Signature]*

Department of Microbiology - *[Signature]*

Department of Zoology - *[Signature]*

3 hard copies of NAAC manual for SSR have been gotten ready for distribution among the departments. Similarly, 1 hard copy is prepared and is available in the IQAC.

A copy of data template for AQAR preparation has been forwarded to the department e-mail ID.

Dr. T. Arivudai Nambi - Prinicpal/ IQAC Chairperson - *[Signature]*

Dr. S. Maran - NAAC Steering committee Coordinator - *[Signature]*

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

Dr. I. Manimekan - IQAC Co- coordinator *[Signature]*

Dr. G. Anand - IQAC - Internal member *[Signature]*

Prof. S. V. Nethaji - IQAC - Internal member *[Signature]*

[Signature]
6/4/21

Principa.

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Internal Quality Assurance Cell (IQAC)
M.R. Government Arts College, Mannargudi - 614 001

**NAAC - Cycle 3 - Meeting of the individual department staff, members of IQAC &
NAAC coordinator**

Time: 10:30 am

19.04.2021

Place: Principal's office

Agenda: 1. To instruct about the evaluation of feedback from students, teachers, employer, alumni and parents.

2. Courseplan and its implementaion by staff.

3. To review progress of NAAC work in each department.

4. Any other relevant matters against lockdown due to the pandemic COVID 19.

At first, as a part of the meeting, the following were instructed and discussed by Dr. T. Arivudai Nambi, Prinipal.

Against the second wave of COVID 19 & increasing number of SARS- CoV2 infected cases as reported by the public health department, no student student should
1 visit the campus/ department. Further, the department members of staff attending the meeting were informed to check that the model exam - March/ April 2021 marks of their course are submitted with the examination committee as immediate as possible.

Students should be instructed by the departments that they should forward a soft copy of their answer scripts of the BDU- April/ May 2021 online exams to the class
2 teacher's e-mail ID or to the department e-mail ID. Also, students should submit all the written answer scripts at the respective department through Indian Post or courier; but not in person.

All departments should check that the relevant documents/ files/ registrar are kept
3 ready towards annual internal verification both for 2019- 20 & 2020 & 21 academic years.

Subsequently, the Head of the respective department was asked to brief the preparatory progress with respect to the following NAAC files/ documents/ data towards the NAAC assessment period froms 2015 - 2016 to 2019- 2020 academic year:

1. Time table
2. Syllabus/ subject allocation/ allotment among the members of staff.
3. Students' attendance
4. Sanctioned strength vs students' admission/ enrollment in each academic year
5. Students' admission based on reservation (OC, OBC, SC/ ST, PH & Drop-outs, if any)
6. Details of alumni (Register no., name, communication address, mobile / whataspp number, e-mail ID, current position & place of employment, employer, a copy of appointment order etc.)
7. Semester-wise/ batch-wise students' pass percentage (%)
8. Details of remedial classes for slow/ poor / for students with arrears courses as well as for advanced learners handled by the staff of the department. Principal inquired the root causes of arrears in a few courses among students of a few programs and insisted learner based coaching & teaching.

Principal discussed about course plan preparation by each staff and other course plan related details. Assessment of feedback being received by the departments has also been discussed and the departments were informed to submit the same with the feedback committee for further scrutinization/ evaluation.

Principal informed that the copy of data template for AQAR preparation forwarded to the department e-mail ID from the IQAC should be prepared appropriately and be sent back to the IQAC at the earliest.

Dr. T. Arivudai Nambi - Principal/ IQAC Chairperson -

Dr. S. Maran - NAAC Steering committee Coordinator -

Dr. K. Panneer Selvam - IQAC Coordinator

Dr. I. Manimekan - IQAC Co-coordinator

Dr. J. Kannan - IQAC - Internal member

Dr. K. Gopalakrishnan - IQAC - Internal member

Prof. S. V. Nethaji - IQAC - Internal member

Dr. G. Anand - IQAC - Internal member

Dr. P. Prabhakaran - IQAC - Internal member

Principal
M.R. Govt. Arts College
MANNARGUDI - 614 001.



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

Members of Internal Quality Assurance Cell (IQAC) 2020- 2021

CHAIRPERSON

Dr. T. Arivudai Nambi Principal

ADVISER MEMBER

Dr. S. Ravi, Associate Professor & Head, Department of Chemistry

Dr. S. Maran, Associate Professor & Head, Department of English

IQAC COORDINATOR

Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology

IQAC CO-COORDINATOR

Dr. I. Manimehan, Assistant Professor of Physics, Department of Physics

COLLEGE RESEARCH COMMITTEE (CRC) COORDINATOR

Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany

TEACHING MEMBERS

1. Dr. J. Kannan, Assistant Professor & Head, Department of Commerce
2. Dr. V. Raja, Assistant Professor & Head, Department of Mathematics
3. Dr. V. Swaminathan, Assistant Professor of History
4. Prof. R. Kamaraj, Assistant Professor of English
5. Dr. B. Anandaraj, Assistant Professor of Microbiology
6. Dr. K. Gokulakrishnan, Assistant Professor of Chemistry
7. Dr. A. Saravanamesh, Assistant Professor of Tamil
8. Dr. G. Anand, Assistant Professor of Physics
9. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science
10. Dr. P. Prabhakaran, Assistant Professor of Botany
11. Dr. R. Jenni, Assistant Professor of Zoology
12. Dr. C. Babu Sundararaman, Assistant Professor of Administration

SENIOR ADMINISTRATIVE OFFICER


13. Mr. K. Punniyamorthy, Assistant;
14. Ms. S. Mangaiyakarasi, Typist

NOMINEE FROM LOCAL SOCIETY, STUDENTS AND ALUMNI

14. Dr. P. Philominathan, Principal, Annai Vailankanni Arts and Science College, Thanjavur
15. Mr. K. V. Keerthi Bhusan – II B.Com (2019- 2022)
16. Ms. K. Karpagam, MA English (2014- 2016 batch)
17. Ms. R. Rahini, M.Sc., Computer Science (2017- 2019 batch)

EMPLOYER, INDUSTRIALIST/ STAKE HOLDERS

18. Dr. M. Adhi Visvanathan, Managing Director, Pinnacle biosciences, Kanyakumari, Tamilnadu, India.
19. Dr. S. Rajasckar, Professor of Physics, Bharathidasan University, Tiruchirappalli.
20. Dr. P. Mariappan, Assistant Professor & Head, Department of Zoology, Raja Serfoji Government College, Thanjavur – 613 005.


Principal
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MANNARGUDI - 614 001



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. T. Arivudai Nambi
Principal and IQAC Chairperson

26.04.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC) - NAAC CYCLE 3

CRITERION- WISE COORDINATORS - (2020- 2021)

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

PRINCIPAL/ IQAC CHAIRPERSON
Principal
M.R. Govt. Arts C
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Internal Quality Assurance Cell (IQAC)

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

**NAAC - Cycle 3 - Meeting of the Head of the Departments, Internal members of IQAC
& NAAC coordinator**

Time: 12:15 pm

26.04.2021

Place: Principal's office

- Agenda:** 1. To discuss the status of AQAR data template preparation and submission to the IQAC by the individual departments.
2. To revise remedial class and feedback analysis formats if required
3. Any other relevant matter with respect to NAAC cycle 3 assesment & accreditation preparation during the lockdown time against the pandemic COVID 19

Minutes of the meeting:

1. Dr. T. Arivudai Nambi, Principal/ IQAC Chairperson informed that the programs under shift I & II, programs of Tamil & English media as well as research programs (M.Phil., & Ph.D) under part- time and full- time categories should be referred as individual programs and referred accordingly. Altogether, all programs account for a total of 57 UG, PG & Research programs.
2. Principal highlited the benefits of NACC assessment and accreditation citing other institutions of the region suitably.
3. Changes in the formats of remedial classes and feedback assessments/ analyses have also been discussed and finalized.
4. All the departments have been asked to expedite the process of finalizing the entry of relevant figures of the respective department in the AQAR template and forward the same to the IQAC before Wednesday (28.04.2021) and the members of the department staff shall be informed to attend the work accordingly.

CHAIRPERSON

Dr. T. Arivudai Nambi, Principal/ IQAC Chairperson

ADVISER MEMBER

Dr. S. Ravi, Associate Professor & Head, Department of Chemistry

Dr. S. Maran, Associate Professor & Head, Department of English

IQAC COORDINATOR

Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology

IQAC CO-COORDINATOR

Dr. I. Manimehan, Assistant Professor of Physics, Department of Physics

COLLEGE RESEARCH COMMITTEE (CRC) COORDINATOR

Dr. M. Gopinathan, Assistant Professor & Head, Department of Botany


TEACHING MEMBERS

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


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Dr. Manimehan
26/04/2021



2. Dr. V. Raja, Assistant Professor & Head, Department of Mathematics
3. Dr. V. Swaminathan, Assistant Professor of History
4. Prof. R. Kamaraj, Assistant Professor of English
5. Dr. B. Anandaraj, Assistant Professor of Microbiology
6. Dr. K. Gokulakrishnan, Assistant Professor of Chemistry
7. Dr. A. Saravanamesh, Assistant Professor of Tamil
8. Dr. G. Anand, Assistant Professor of Physics
9. Prof. S. V. Nethaji, Assistant Professor & Head, Department of Computer Science
10. Dr. P. Prabhakaran, Assistant Professor of Botany
11. Dr. R. Jenni, Assistant Professor of Zoology
12. Dr. C. Babu Sundararaman, Assistant Professor of Administration

SENIOR ADMINISTRATIVE OFFICER

13. Mr. K. Punniyamoorthy, Assistant;
14. Ms. S. Mangaiyakarasi, Typist

 5/1
26/4/21

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Internal Quality Assurance Unit (IQAU)

AQA Data Template Preparation

Department Heads & Staff Meeting

Date: 27/04/2021 & 28/04/2021

Time: 1:00 PM - 2:00 PM

Agenda ① To discuss data entry in the ^{AQA} templates.

② To prepare and keep ready scanned documents appropriate.

③ Usage of appropriate apps. Links data preparation eg: gallery app for photographs.

④ Data possibly available at where office & with exchange a-relevant res. of NCC, NSS, RBL, YAC etc.

Minutes of the meeting:

① The participating members of staff were given a brief of AQA data template preparation from section I to VI templates.

② Clarifications were given wherever required by members of staff.

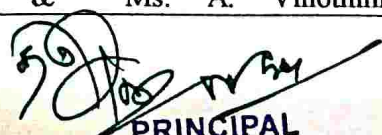
③ A brief of documents to be prepared as both hard & soft copies was also given.

④ Heads & members of staff were highlighted with the suggestive documents to be maintained as a file as well as in the form of a scanned copy.

S.No.	Staff Name	Department	Signature
1.	Dr. C. Babu Sundararaman	Physics Adm -	Dr. C. Babu Sundararaman
2.	Dr. L. Suresh Kumar	"	Dr. L. Suresh Kumar
3.	Dr. V. Raghavan	"	Dr. V. Raghavan 28/04/21
4.	Dr. J. Kantharaj	Commerce	Dr. J. Kantharaj
5.	Dr. M. Palani	Commerce	Dr. M. Palani 28/04/21
6.	Dr. S. Sivasekaran	Physics	Dr. S. Sivasekaran 28/4/21
7.	Dr. S. Ramani	Zoology	Dr. S. Ramani 28/04/20
8.	Dr. M. Gopinathan	Botany	Dr. M. Gopinathan 28/04/20
9.	Dr. S. Ravi	CHEMISTRY	Dr. S. Ravi 28/4/20
10.	Dr. V. Saminathan	HISTORY	Dr. V. Saminathan 28/4/4
11.	S. Maran	English	S. Maran 28/4/21
12.	Dr. L. Bhaskar	Tamil	Dr. L. Bhaskar
13.	S. V. Nethaji	Comp. Sci.	S. V. Nethaji 28/04/21
14.	Dr. T. Manimekalan	Physics.	Dr. T. Manimekalan
15.	Dr. V. Raja	Mathematics	Dr. V. Raja
16.	Dr. K. Govindarajan	Chemistry	Dr. K. Govindarajan
17.	Dr. G. Anand	Physics	Dr. G. Anand

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

Plan of Action	Achievements/Outcomes
Organizing online induction meeting of staff members.	IQAC organized an online induction meetings on 30.07.2020 for the members of staff in view of the COVID 19 caused pandemic lockdown as to induct them with respect to the procedures in conducting the online theory classes, continuous internal assessments of students & others during lock down period.
Faculty development programs participation	A total of 18 staff members participated in faculty development programs, refresher courses, short training courses and workshops during the year.
Research guides/ supervisors meeting	A review meeting of research guides was organized by the IQAC on 29.12.2020.
Staff sensitization meeting	IQAC organized a staff sensitization meeting on 03.02.2021 just before the reopening of the college after lockdown due to COVID 19 pandemic.
College Research Committee (CRC) meetings	CRC meeting was organized by the IQAC on 26.03.2021 as to revisit the activities of research departments of the college.
IQAC review meeting cum induction meeting	IQAC organized a periodical review as well as staff induction meeting on 29.03.2021 covering the NAAC preparation with respect to cycle 3 NAAC assessment and accreditation.
IQAC review meeting	IQAC organized a meeting of HODs and NAAC department coordinators on 30.03.2021.
IQAC review meeting	IQAC organized a meeting of individual department staff, members of IQAC and NAAC Coordinator on 19.04.2021.
Resource mobilization - Research projects by the members of staff & students	Dr. K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology received a Minor Research Project (MRP) entitled 'Carrier derived <i>Cryptococcus neoformans</i> – regional status, extra cellular proteins' profiles and genomic characterization' sanctioned for grant by the Tamil Nadu State Council for Higher Education (TANSCHÉ), Chennai - 600 005. Similarly, 2 student projects under the Student Mini Project Scheme, Tamil Nadu State Council for Higher Education (TANSCHÉ), Chennai - 600 005, Chennai – 600 025 were received by Ms. P. Nishanthi (P19390009) & Ms. A. Vinothini



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	(P19390020) under the guidance of Dr. K. Subha & Dr. V. Baskar Guest Lecturers (Full- time teachers), Department of Microbiology.
Publication of research articles in peer-reviewed journals; indexed journals.	A total of 43 research articles were published during 2020- 2021 by staff members from humanities, commerce, management and science departments.
Books writing and their publication by staff members	Dr. S. Rajan, Assistant Professor of Microbiology has published 2 books during the academic year & Dr. R. Radhika published each one book and monograph during 2020- 2021.
Edited book chapters by staff members	3 members of staff have published 6 chapters in edited volumes in 2020- 2021.
Joint Publication of papers in conference proceedings/ journals.	A total of 6 papers were jointly published by Dr. I. Muthuvel, Department of Chemistry in proceedings of conference proceedings. Similarly, a total of 3, 8 & 1 joint research articles were published by staff members respectively from the departments of Physics, Botany and Microbiology.
Organizing workshops or seminars or conferences by the departments.	The Department of Microbiology successfully organized one-day national seminar entitled 'Entrepreneurial Spectrum Of Microbial Technology - Agriculture, Industry And Medicine' on March 05, 2021. In addition, a total of 11 & 1 webinars were organized by the departments of commerce and computer science respectively.
Attending seminar or workshops by staff	Staff members from the departments of history, commerce, mathematics physics and chemistry have respectively attended 1, 1, 1, 1 & 3 national or international or local level online seminars and conferences during the year.
Staff as resource persons	Staff members of the college were invited by other institutions and have participated as resource persons
MoUs or collaborations.	An MoU by the college with Bon Secours College for Women, Thanjavur – 613 006 was in force during the year.
AQAR submission to the NAAC.	AQAR 2019- 2020 could not be submitted.
Receiving 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 were assessed.



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