



TRINITY COLLEGE FOR WOMEN  
NAMAKKAL  
IQAC- Meeting Minutes

**1<sup>st</sup> IQAC Meeting Minutes**

Date : 15-07-2019

Time : 2.30 PM

Venue : Principal's Chamber

The 1<sup>st</sup> IQAC meeting was held in the Principal's chamber on 15-07-2019. The following members were attended the meeting.

1. Principal
2. Director –Academic
3. IQAC Coordinator
4. All department HODs

**Agenda**


1. To focus on PG Admission.
2. Allocation of criteria wise IQAC key persons.
3. Role of the key persons.

**Minutes of the Discussion**

- Regarding PG admission, the first priority given to our college final UG students.
- The IQAC coordinator and Head of the criterion were asked to conduct IQAC meeting twice.
- The heads of the criteria were asked to discuss about the data collection from 2017 onwards.

  
15/7/19.  
IQAC Coordinator

**Trinity College for Women  
Namakkal.**

  
15.7.19  
Principal  
**Principal,**  
Trinity College for Women (Arts & Science),  
Namakkal - 637 002.



TRINITY COLLEGE FOR WOMEN  
NAMAKKAL  
IQAC- Meeting Minutes

**2<sup>nd</sup> IQAC Meeting Minutes**

Date : 19-08-2019

Time : 11 AM

Venue : Principal's Chamber

The 2<sup>nd</sup> IQAC meeting was held in the Principal's chamber on 19-08-2019.

The following members were attended the meeting.

1. Principal
2. Director –Academic
3. IQAC Coordinator
4. Exam Committee Coordinator

**Agenda**

1. PG Admitted students strength.
2. Department Conference
3. Midterm Exam
4. Trinifest 2019.

**Minutes of the Discussion**

- The Heads of the department insist to improve the PG students' strength.
- All the department should focus on National level conference yearly once in association with IQAC
- The heads of the department was responsible to conduct the midterm exam and produce the progress report to students.
- Discussed with various Trinifest events and resource persons to inaugural the Trinifest 2019.

*Alanthi*  
19/8/19  
IQAC Coordinator

Trinity College for Women  
Namakkal.

*Principal*  
19.8.19  
Principal,  
Trinity College for Women (Arts & Science),  
Namakkal - 637 002.



TRINITY COLLEGE FOR WOMEN  
NAMAKKAL  
IQAC- Meeting Minutes

**3<sup>rd</sup> IQAC Meeting Minutes**

Date : 03-11-2019

Time : 2.30 pm

Venue : Principal's Chamber

The 3<sup>rd</sup> IQAC meeting was held in the Principal's chamber on 03-11-2019. The following members were attended the meeting.

1. Principal
2. Director –Academic
3. IQAC Coordinator & Members
4. All department HODs, NSS Program officer, and Physical Directress

**Agenda**

1. University Rank Holders
2. NSS program
3. Class attendance.

**Minutes of the Discussion**

- University Theory Examination result declared on 10.10.2019.
- Our college has secured 6 Ranks in the Periyar University Theory Examination.
- Our college National Service Scheme program officers asked to conduct a program for water management and its importance.
- Tamil department are instructed to conduct various competitions like elocution, essay writing & lyrics.
- The faculty members are asked to prepare the lesson plan for even semester 2019-2020
- The class in charges are asked to maintain the attendance carefully and get the signature from the head of the department and principal every week end without fail.
- The physical directress instructed to check the ID card daily and uniform for all students every Wednesday.

  
IQAC Coordinator

Trinity College for Women  
Namakkal.

  
Principal 3.11.19

Principal,  
Trinity College for Women (Arts & Science),  
Namakkal - 637 002.





**4<sup>th</sup> IQAC Meeting Minutes**

Date : 07-12-2019

Time : 11 AM

Venue : Principal's Chamber

The 4<sup>th</sup> IQAC meeting was held in the Principal's chamber on 07-12-2019. The following members were attended the meeting.

1. Principal
2. Director –Academic
3. IQAC Coordinator
4. All Department HOD's, Extension Activity Coordinators

**Agenda**

1. To improve the pass percentage
2. NIRF-2019
3. Extension Activities.

**Minutes of the Discussion**

- Each department is asked to conduct seminar, conferences and workshop for the benefits of students.
- To improve the students pass percentage for the academic year 2019-2020.
- The Nodal officer instructed to speed up the process of NIRF submission.
- The NSS, YRC, RRC, CCC and women's forum were instructed to conduct various extension activities.

*AS*  
7/12/19  
IQAC Coordinator

**Trinity College for Women  
Namakkal.**

*M. Manjula* 7.12.19  
Principal  
**Principal,**  
Trinity College for Women (Arts & Science),  
Namakkal - 637 002.