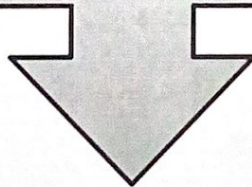




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**IQAC – MINUTES OF MEETING  
[ACADEMIC YEAR 2022-23]**





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10.08.2022

### **CONSTITUTION OF IQAC [2022-23]**

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year **2022-23** with the following members:

#### **MEMBERS OF INTERNAL QUALITY ASSESSMENT CELL**

Sl. No	Member Name	Category	Composition
1.	Ar. Naresh Kumar	Head of the Institution	Chair Person
2.	Ar. Chinnadurai	H.o.D	Teachers to represent all level(Three to Eight)
3.	Ar.Vidhya	Associate Professor	
4.	Ar.Laxmi	Assistant Professor	
5.	Mrs. Gladis Padma	Secretary	One of the member from the management
6.	Mr.Silva Prasath	Exam cell incharge	Few Senior Administrative officers
7.	Ar. Nishya	Training & Placement Officer	
8.	Mr. Kumar	Librarian	
9.	Mrs. Gladis Saroja	Administrative Officer	
10.	Mr. Bennet Singh	Nominee from local society	One nominee from local society,Students and Alumni.
11.	Ajay Vijayan	Final Year Student	
12.	Ajoshal A	Second Year Student	
13.	Ar.Amirtharaj R	Nominee from Alumni	
14.	Ar.Anitta	Nominee from Industrialist	One nominee from Employers/Industrialist/Stake holders
15.	Mr.Jayakumar p.p	Nominee from Stakeholders-Parents	
16.	Ar.Bishore	IQAC Coordinator	IQAC Coordinator/Director of IQAC

To  
1. IQAC File  
2. All the IQAC members

Prof. Ar. B. Naresh Kumar  
**Principal**  
Sigma College of Architecture  
Moododu, Near Kuzhithurai

*Naresh*  
**Principal**



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## CIRCULAR

10.08.2022

The Eleventh meeting of the Internal Quality Assurance Cell will be held on 17.08.2022 at 10 a.m. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

### Agenda:

1. Welcome by the Chair Person.
2. Introduction of the members of IQAC by the Chair Person
3. To submit and approve the proceedings of the tenth IQAC meeting. Also study the action taken and follow up action on the proceedings of the tenth IQAC meeting
4. Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the tenth IQAC meeting
5. To submit and approve the Minutes of Department Advisory Committee meeting held in the month of June 2022.
6. To decide course file audit by department heads at the end of the current semester
7. To approve the staff left the institution after the tenth IQAC meeting
8. To approve the staff both teaching and nonteaching appointed through staff selection committee after the tenth IQAC meeting
9. To submit and approve the academic calendar for 2022-23
10. To submit and ratify the audited statement for the financial year 2021-22
11. To submit and ratify the proceedings of the Feedback Review committee meeting held on 16-08-2022
12. To submit the result of the Anna University Examination held at May 2022.
13. IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level
14. To submit and discuss the Staff Development program attended by the staff in the last academic year (2021-22) and its improvement
15. To submit and approve the budget for the financial year 2021-22
16. To conduct carrier guidance program ie., GATE, TOEFL Coaching.
17. To conduct motivational program for students and all faculty members

Prof. G. S. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithurai

Principal & Chair Person IQAC



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### INVITATION LETTER-INDUSTRIAL EXPERT

**From**

Ar.Naresh Kumar,  
Principal & Chairperson of IQAC,  
Sigma College of Architecture,  
Moododu, Kanyakumari Dist.

**To**

Ar.Anitta,  
Industrial Expert,  
Ahead Designs,  
Bangalore.

**Sir/Madam,**

**Sub:** Requesting to participate as Industrial Expert for IQAC Meeting-Reg.

We cordially invite you to act as an Industrial Expert member in IQAC meeting held on 17-08-2022 at 10:00am in our Institution. In this regard , we request you to kindly make it convenient to attend the meeting and contribute your valuable suggestions for improvement.

Thanking You.

Prof. Ar. B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithurai

  
Principal



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### INVITATION LETTER-INDUSTRIAL EXPERT

**From**

Ar.Naresh Kumar,  
Principal & Chairperson of IQAC,  
Sigma College of Architecture,  
Moododu, Kanyakumari Dist.

**To**

Mr.Jayakumar P,  
Parent Representative,  
Sangeetha,KARA 17 B,Kesavan Road,  
Mudavanmugal,Poojapura Post,  
Trivandrum Dist-695012,Kerala.

**Sir/Madam,**

**Sub:** Requesting to participate as Industrial Expert for IQAC Meeting-  
Reg.

We cordially invite you to act as an Industrial Expert member in IQAC meeting held on 17-08-2022 at 10:00am in our Institution. In this regard , we request you to kindly make it convenient to attend the meeting and contribute your valuable suggestions for improvement.

Thanking You.

Prof. Ar. B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithuram

  
Principal



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**PROCEEDINGS OF THE ELEVENTH 17-08-2022 INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 17-08-2022 AT 10 AM**

**CHAired BY:**

Principal and Chair Person of IQAC

**Members Present:**

S.No	Committee Members	Category	Position held	Sign
1.	Ar. Naresh Kumar	Head of the Institution	Chair Person	<i>Naresh</i>
2.	Ar. Chinnadurai	H.o.D	Member	<i>Chinnadurai</i>
3.	Ar.Vidya	Associate Professor	Member	<i>Vidya</i>
4.	Ar.Laxmi	Assistant Professor	Member	<i>Laxmi</i>
5.	Mrs. Gladis Padma	Secretary	Member	<i>Madras</i>
6.	Mr.Silva Prasath	Exam Cell Incharge	Member	<i>Subhadrakal</i>
7.	Ar. Nishya	Training & Placement Officer	Member	
8.	Mr. Kumar	Librarian	Member	<i>Bishya</i>
9.	Mrs. Gladis Saroja	Administrative Officer	Member	<i>Naresh</i>
10.	Mr. Bennet Singh	Nominee From Local Society	Member	<i>Bennet Singh</i>
11.	Ajay Vijayan	Final Year Student	Member	<i>Ajay Vijayan</i>
12.	Ajoshal R	Second Year Student	Member	<i>Ajoshal</i>
13.	Ar.Amirtharaj R	Nominee From Alumni	Member	<i>Amirtharaj</i>
14.	Ar.Anitta	Nominee From Industrialist	Member	<i>Anitta</i>
15.	Mr.Jayakumar P	Nominee From Stakeholders-Parents	Member	<i>Jayakumar</i>
16.	Ar.Bishore	IQAC Coordinator	IQAC Coordinator	<i>Bishore</i>

Principal  
 Sigma College of Architecture  
 Moododu, Anducode Post, Kanyakumari District

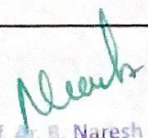


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The following is the Action Taken Report on the decisions of the 11<sup>TH</sup> IQAC meeting held on 17.08.2022

Plan of Action	Action Taken
1. Welcome by the Chair Person	Chair Person of IQAC welcomed all the members and requested the members to give their valuable suggestions in order to bring the college as Centre of Excellence
2. Introduction of the members of IQAC by the Chair Person	Chair Person of IQAC introduced all the members
3. To submit and approve the proceedings of the tenth IQAC meeting. Also study the action taken and follow up action on the proceedings of the tenth IQAC meeting	Read by the principal and approved.
4. Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the eighth IQAC meeting	Read by the Principal and approved
5. To submit and approve the Minutes of Department Advisory Committee meeting held in the month of MARCH 2023.	Read and approved. It was decided to get question paper with answer key while staff submitting the question paper for internal examination.
6. To decide course file audit by department heads at the end of the current semester	The HOD will be the auditor for the department
7. To approve the staff left the institution after the tenth IQAC meeting.	Read and ratified.

  
Prof. A. B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithurai



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8. To approve the staff both teaching and nonteaching appointed through staff selection committee after the tenth IQAC meeting	Read and approved
9. To submit and approve the academic calendar for 2022-23	Submitted & Approved
10. To submit and ratify the audited statement for the financial year 2022-23	Read and ratified.
11. To submit and ratify the proceedings of the Feedback Review committee meeting held on 20-06-2022	Read and ratified. The members requested to the Principal to collect feedback from parents also in order to find whether the facility available in the college fulfill their requirements.
12. To submit the result of the Anna University Examination held at Dec2022.	Read and ratified. The members requested to the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester
13. IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level	One workshop has been organized for all faculties for providing pattern of question papers along with CO-PO and preparation of course materials for the benefit of students learning process
14. To submit and discuss the Staff Development Program attended by the staff in the last academic year (2022-23) and its improvement	Read and ratified.
15. To submit and approve the budget for the financial year 2022-23	Read and ratified.
16. To conduct carrier guidance program i.e., GATE, TOEFL coaching.	A GATE & TOEFL coaching will be conducted on 18-11-2022 to 07-12-2022 and on 13-09-2022 to 26-10-2022
17. To conduct motivational program for students and all faculty members	Motivational program for students and for all faculties will be conducted.

After elaborate discussion, the eleventh IQAC minutes was approved

IQAC Coordinator

Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithurai  
Principal & Chair Person IQAC





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03.03.2023

### **CONSTITUTION OF IQAC [2022-23]**

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year **2022-23** with the following members:

#### **MEMBERS OF INTERNAL QUALITY ASSESSMENT CELL**

SL No	Member Name	Category	Composition
1.	Ar. Naresh Kumar	Head of the Institution	Chair Person
2.	Ar. Chinnadurai	H.o.D	Teachers to represent all level(Three to Eight)
3.	Ar.Vidhya	Associate Professor	
4.	Ar.Laxmi	Assistant Professor	
5.	Mrs. Gladis Padma	Secretary	One of the member from the management
6.	Mr.Silva Prasath	Exam cell incharge	Few Senior Administrative officers
7.	Ar. Nishya	Training & Placement Officer	
8.	Mr. Kumar	Librarian	
9.	Mrs. Gladis Saroja	Administrative Officer	
10.	Mr. Bennet Singh	Nominee from local society	One nominee from local society,Students and Alumni.
11.	Ajay Vijayan	Final Year Student	
12.	Ajoshal A	Second Year Student	
13.	Ar.Amirtharaj R	Nominee from Alumni	
14.	Ar.Anitta	Nominee from Industrialist	One nominee from Employers/Industrialist/Stake holders
15.	Mr.Jayakumar p.p	Nominee from Stakeholders-Parents	
16.	Ar.Bishore	IQAC Coordinator	IQAC Coordinator/Director of IQAC

To  
1. IQAC File  
2. All the IQAC members

Sigma College of Architecture  
Moododu, Near Kuzhithurai

*Naresh Kumar*  
Principal



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## CIRCULAR

5.03.2023

The 12<sup>th</sup> meeting of the Internal Quality Assurance Cell will be held on 05.03.2023 at 10 a.m. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

### Agenda:

1. Welcome by the Chair Person.
2. Introduction of the members of IQAC by the Chair Person
3. To submit and approve the proceedings of the Eleventh IQAC meeting. Also study the action taken and follow up action on the proceedings of the tenth IQAC meeting
4. Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the tenth IQAC meeting
5. To submit and approve the Minutes of Department Advisory Committee meeting held in the month of August 2022.
6. To decide course file audit by department heads at the end of the current semester
7. To approve the staff left the institution after the tenth IQAC meeting
8. To approve the staff both teaching and nonteaching appointed through staff selection committee after the tenth IQAC meeting
9. To submit and approve the academic calendar for 2022-23
10. To submit and ratify the audited statement for the financial year 2022-23
11. To submit and ratify the proceedings of the Feedback Review committee meeting held on 17-08-2022
12. To submit the result of the Anna University Examination held at Nov 2022.
13. IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level
14. To submit and discuss the Staff Development program attended by the staff in the last academic year (2022-23) and its improvement
15. To submit and approve the budget for the financial year 2022-23
16. To conduct carrier guidance program ie., GATE, TOEFL Coaching.
17. To conduct motivational program for students and all faculty members

B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuthurai

Principal & Chair Person IQAC



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### INVITATION LETTER-INDUSTRIAL EXPERT

**From**

Ar.Naresh Kumar,  
Principal & Chairperson of IQAC,  
Sigma College of Architecture,  
Moododu, Kanyakumari Dist.

**To**

Ar.Anitta,  
Industrial Expert,  
Ahead Designs,  
Bangalore.

**Sir/Madam,**

**Sub:** Requesting to participate as Industrial Expert for IQAC Meeting-  
Reg.

We cordially invite you to act as an Industrial Expert member in IQAC meeting held on 16-03-2023 at 10:00am in our Institution. In this regard , we request you to kindly make it convenient to attend the meeting and contribute your valuable suggestions for improvement.

Thanking You.

Prof. Ar. B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kuzhithurai

*Naresh*  
Principal



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### INVITATION LETTER-INDUSTRIAL EXPERT

**From**

Ar.Naresh Kumar,  
Principal & Chairperson of IQAC,  
Sigma College of Architecture,  
Moododu, Kanyakumari Dist.

**To**

Mr.Jayakumar P,  
Parent Representative,  
Sangeetha,KARA 17 B,Kesavan Road,  
Mudavanmugal,Poojapura Post,  
Trivandrum Dist-695012,Kerala.

**Sir/Madam,**

**Sub:** Requesting to participate as Industrial Expert for IQAC Meeting-Reg.

We cordially invite you to act as an Industrial Expert member in IQAC meeting held on 16-03-2023 at 10:00am in our Institution. In this regard , we request you to kindly make it convenient to attend the meeting and contribute your valuable suggestions for improvement.

Thanking You.

Prof. Ar. B. Naresh Kumar  
Principal  
Sigma College of Architecture  
Moododu, Near Kashiappai

*Naresh*  
Principal



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**PROCEEDINGS OF THE 12<sup>TH</sup> 16-03-2023 INTERNAL QUALITY ASSURANCE  
 CELL (IQAC) MEETING HELD ON 16-03-2023 AT 10 AM**

**CHAIRD BY:**

Principal and Chair Person of IQAC

**Members Present:**

S.No	Committee Members	Category	Position held	Sign
1.	Ar. Naresh Kumar	Head of the Institution	Chair Person	<i>Naresh</i>
2.	Ar. Chinnadurai	H.o.D	Member	<i>S. Weh</i>
3.	Ar. Vidya	Associate Professor	Member	<i>Vidya</i>
4.	Ar. Laxmi	Assistant Professor	Member	<i>Laxmi</i>
5.	Mrs. Gladis Padma	Secretary	Member	<i>Gladis Padma</i>
6.	Mr. Silva Prasath	Exam Cell Incharge	Member	<i>Silva Prasath</i>
7.	Ar. Nishya	Training & Placement Officer	Member	
8.	Mr. Kumar	Librarian	Member	<i>Kumar</i>
9.	Mrs. Gladis Saroja	Administrative Officer	Member	<i>Gladis Saroja</i>
10.	Mr. Bennet Singh	Nominee From Local Society	Member	<i>Bennet Singh</i>
11.	Ajay Vijayan	Final Year Student	Member	<i>Ajay Vijayan</i>
12.	Ajoshal R	Second Year Student	Member	<i>Ajoshal R</i>
13.	Ar. Amirtharaj R	Nominee From Alumni	Member	<i>Amirtharaj R</i>
14.	Ar. Anitta	Nominee From Industrialist	Member	<i>Anitta</i>
15.	Mr. Jayakumar P	Nominee From Stakeholders-Parents	Member	<i>Jayakumar P</i>
16.	Ar. Bishore	IQAC Coordinator	IQAC Coordinator	<i>Bishore</i>



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The following is the Action Taken Report on the decisions of the 12<sup>TH</sup> IQAC meeting held on 16.03.2023

Plan of Action	Action Taken
1. Welcome by the Chair Person	Chair Person of IQAC welcomed all the members and requested the members to give their valuable suggestions in order to bring the college as Centre of Excellence
2. Introduction of the members of IQAC by the Chair Person	Chair Person of IQAC introduced all the members
3. To submit and approve the proceedings of the tenth IQAC meeting. Also study the action taken and follow up action on the proceedings of the tenth IQAC meeting	Read by the principal and approved.
4. Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the eighth IQAC meeting	Read by the Principal and approved
5. To submit and approve the Minutes of Department Advisory Committee meeting held in the month of MARCH 2023.	Read and approved. It was decided to get question paper with answer key while staff submitting the question paper for internal examination.
6. To decide course file audit by department heads at the end of the current semester	The HOD will be the auditor for the department
7. To approve the staff left the institution after the 11 <sup>TH</sup> IQAC meeting.	Read and ratified.  Prof. Ar. S. Nareesh Kumar Principal Sigma College of Architecture Moododu, Near Kuzhithurai





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8. To approve the staff both teaching and nonteaching appointed through staff selection committee after the tenth IQAC meeting	Read and approved
9. To submit and approve the academic calendar for 2022-23	Submitted & Approved
10. To submit and ratify the audited statement for the financial year 2022-23	Read and ratified.
11. To submit and ratify the proceedings of the Feedback Review committee meeting held on 20-06-2022	Read and ratified. The members requested to the Principal to collect feedback from parents also in order to find whether the facility available in the college fulfill their requirements.
12. To submit the result of the Anna University Examination held at May 2023.	Read and ratified. The members requested to the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester
13. IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level	One workshop has been organized for all faculties for providing pattern of question papers along with CO-PO and preparation of course materials for the benefit of students learning process
14. To submit and discuss the Staff Development Program attended by the staff in the last academic year (2022-23) and its improvement	Read and ratified.
15. To submit and approve the budget for the financial year 2022-23	Read and ratified.
16. To conduct carrier guidance program i.e., GATE, TOEFL coaching.	A GATE & TOEFL coaching will be conducted on 18-11-2022 to 07-12-2022 and on 13-09-2023 to 26-10-2023
17. To conduct motivational program for students and all faculty members	Motivational program for students and for all faculties will be conducted.

After elaborate discussion, the eleventh IQAC minutes was approved

  
IQAC Coordinator

  
Principal  
Sigma College of Architecture  
Moododu, Near Kanyakumari  
Principal & Chair Person IQAC