

The Minutes of the meeting of the members of the Internal Quality Assurance Cell held on 6 July 2017.

AGENDA:- affixed.

Members who attended the meeting:- list affixed.

The Principal and Secretary Dr. Daramani Christober chaired the meeting.

The meeting began with a prayer by Dr. J. Rajakumar, Associate Prof. of English.

The Chairman welcomed the members and introduced the agenda.

At the outset the Chairman appreciated Dr. K. Gnanasekar, the Coordinator of IQAC for his commitment and sincerity. He also congratulated Dr. K. Gnanasekar and Dr. Paul Jayakar on their successful publication of the first IQAC Bulletin/Journal.

Before taking the sixteen items of the agenda for discussion, Dr. K. G. presented a report on the work carried out by the Cell and also urged the members to accomplish the incomplete tasks. He requested the Convenors of the Committees to submit the A&AR 2016-2017 - (criterion wise reports at the earliest. He presented the year plan (2017-18) of IQAC and announced that a Faculty Induction Programme would be conducted on 12/7/2017 for the newly appointed faculty (appointed since 2015).

Dr. Kannan, former Principal, MSW College, would organize the programme.

The Coordinator, Dr. K.G. announced that it had been proposed to conduct - Criterion-specific IQAC events, would be conducted on

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that Dr. Rajkumar Immanuel would organize a programme in July.

Regarding the conduct of a National Conference the Principal announced that that would be held in January 2018. He requested the members to discuss and decide on the theme and the Chief Guest of the Conference. He also suggested that the topic should be related to the UGC Thirteenth Plan. An organizing Committee with members from each discipline was formed. Dr. John Sekar, Dean, Academic Policies and Administration would be the Convenor of the Committee. Dr. Paul Jayakar (Arts), (Science), Dr. Justin Manohar (Humanities) and Dr. Vasantha Kumar (Librarian) would be the members.

During the discussion on Student Feedback the Principal informed that Dr. Rajkumar Immanuel had submitted the Action Taken Report (ATR).

In the matter of Ranking of Departments the Principal instructed Dr. Justin Manohar to work on that as per parameters/methodology of NIRF.

Dr. J. Paul Jayakar was again assigned the task of preparing IQAC Bulletin 2016-17.

The Principal said that Dr. John Sekar would be incharge of the preparation for CPE Status. He also suggested that each criterion head could include two members from their respective departments to help them in this regard.

Names of some of the following faculty were suggested: Prof. Johnson, Prof. Malaravan, Mr. Robin, Prof. Rajesh and Dr. Martin.

The Principal quoting the NAAC report stressed the need for having Central Instrumental Facility and said that that should be the most important agenda to be considered.

The Bursar Dr. J.H.R. Monica regarding the need for Central Instrumental Facility.

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informed that The Central Food Technology and Research Institute (CFTRI) was willing to donate some instruments.

It was also proposed to create Academic, Professional Development and Student Welfare Centres such as;

- a) Multi-disciplinary / Inter disciplinary Centres,
- b) Students' Academic Welfare Centres,
- c) Students' Talents Facilitating Centres,
- d) Learning Resource Production Centre,
- e) Soft Skill Development Centre,
- f) Entrepreneurship Training Centre,
- g) Software Development and Testing Centre,
- h) Students' Sports Skill Development Centre.

The Bursar informed about the availability of two Interactive Boards and stressed that they had to be utilized fruitfully. She also said that the faculty should be trained to operate them properly for the welfare of the students.

The Criterion Heads were asked to work on an Action Plan based on NAAC report. It would be a Criterion wise Action Plan for five years based on Assessment indicators as benchmark.

It was decided to carry out Question Paper Evaluation more effectively from this year.

Documentation of the activities of the departments / Centres / College would be done and the copies of the activities should be sent to IQAC and NAAC Coordinators for this purpose.

During the discussion on department level programmes the Bursar informed that economical support would be given encouraging the departments to conduct various Academic programs.