

**Dr. M. Davamani Christober**

M. Sc., M. Phil., Ph. D.(Interdisciplinary), Ph. D. (Math)

**Principal & Secretary**



**The American College**

Madurai – 625 002, India

## **Agenda**

- Plan for SSR Preparation
- Plan for AQAR – 2019-20
- Preparing for NIRF – 2020
- MOOC (Massive Open Online Courses) – SWAYAM Courses
- E-content
- Faculty Induction Programme for newly recruited Faculty Members
- Feedback (Students, Teachers, Alumni, Parents, Employers) – Collection – Analysis - ATR
- Academic and Administrative Audit (AAA) – 2019-20
- IQAC Bulletin – 2019-20
- Academic, Professional Development, and Student Welfare Centers such as,
  - a. Multi-disciplinary / Inter-disciplinary Centers,
  - b. Students' Talents Facilitating Centers,
  - c. Learning Resource Production Center,
  - d. Soft Skill Development Center,
  - e. Entrepreneurship Training Center
  - f. Software Development and Testing Center,
  - g. Students' Sports Skill Development Center
- Departments to organize International / National / State-Level Academic Programs


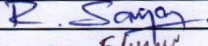
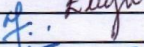
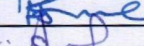
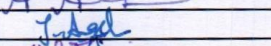
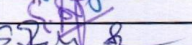
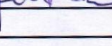
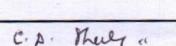
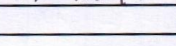
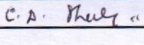

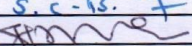
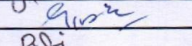
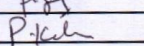


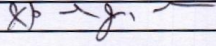
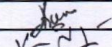
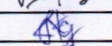



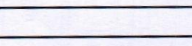
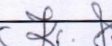
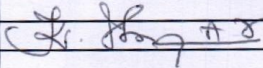

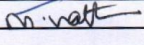

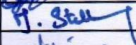

# Minutes & ATR 2020-21

Meeting (1) 02.06.2020

Members Present:

NAAC Criterion Members Meeting held on 02.06.2020

Criterion Members	Signature
<b>Principal &amp; Secretary</b>	
Dr. M. Davamani Christober	
<b>Vice Principal</b>	
Dr. G.C. Abraham	
<b>Bursar</b>	
Dr. C. Dorothy Sheela	
<b>NAAC Coordinator</b>	
Dr. J. Johnsekar	
<b>IQAC Coordinator</b>	
Dr. K. Gnanasekar	
<b>IQAC Deputy Coordinators</b>	
Dr. D. David Jebaraj	
Dr. P.M. Anurama	
<b>Recording Secretary</b>	
Mr. K. Ravi	
<b>Criterion 1 - Curricular Aspects</b>	
<b>CONVENOR</b>	
Dr. S. Rajkumar Immanuel	
<b>Members</b>	
Dr. S. Jeyarani	
Dr. J. Ebenezer Immanuel	
Mrs.D.Anandha Selvam	
Mrs. K.C.M. Esther Rani	
Mr. S.Vijay Mallik Raj	
Dr.J.Wilfred Samuel Raj	
Mr. M. Martin Porus	
<b>Criterion 2 - Teaching-Learning Evaluation</b>	
<b>CONVENOR</b>	
Dr. E. Joy Sharmila	
<b>Members</b>	
Dr. M. Beaula Ruby Kamalam	
Dr. Y. Brightson Arul Jacob	
Dr. P. Dailiah Roopha	
Dr. R. Mary Sophia Chitra	
Mr.K.J. Dhananjeyan	
Ms. Sharatha Devi	
Ms.S.SharonRanjini	

<b>Criterion 3 - Research, Consultancy &amp; Extension</b>	
<b>CONVENOR</b>	
Dr. C. Muthraja	
<b>Members</b>	
Dr R. Sanjay	
Dr. R. Ebenezer	
Dr. T. Augustus Julian Lazmey	
Dr. D. Lourdu Immaculate	
Dr. A. Amutha	
Dr. T. Angeline	
Dr. Priyadharshini - S	
S. Gabriel Gandhi	
<b>Criterion 4 - Infrastructure &amp; Learning Resources</b>	
<b>CONVENOR</b>	
Dr. C. Dorothy Sheela	
<b>Members</b>	
Dr. S. Jemima Balaselvi Juliana	
Dr. S.C.B. Samuel Anbu Selvan	
Dr. N. Vasantha Kumar (Librarian)	
Mr. D. Gideon Premsingh	
Mrs. Sangareswari	
Mrs. Kala	
Mr. R. Ramesh, OS(i/c.)	
<b>Criterion 5 - Student Support &amp; Progression</b>	
<b>CONVENOR</b>	
Dr. J. Paul Jayakar	
<b>Members</b>	
Dr. B. Kirthika Rani	
Dr. S. Balakrishnan	
Ms. J. Nithya Kamalam	
Mrs. P. Gunasundari	
Dr. H. Lourduraj	
Dr. D. Kanakavalli	
Mr. Abraham Deivanayagam	
<b>Criterion 6 - Governance &amp; Leadership</b>	
<b>CONVENOR</b>	
Dr. K. John Adaikalasamy	
<b>Members</b>	
Dr. S. Israel	
Dr. M. Vathanaruba	
Mrs. J. Priya Carol	
Dr. T. Selvakumar	
Dr. A. Hilary Joseph	
Mrs. Stella Mary	
Mr. J.P. Edward John	

<b>Criterion 7 - Innovations &amp; Best Practices</b>	
<b>CONVENOR</b>	
Mr J. Justin Manohar	<i>J. Manohar</i>
<b>Members</b>	
Dr. Govindaraj	<i>G. Govindaraj</i>
Dr. T. Frederick Rajkumar	<i>T. Frederick Rajkumar</i>
Mr. M. Rajesh	<i>M. Rajesh</i>
Dr. R. Murugan	<i>R. Murugan</i>
Dr. Antony Mary Vinothini	<i>A. Mary Vinothini</i>
Dr. Nithya . K	<i>N. Nithya . K</i>
Mr. J. Nirmal Jeba	<i>J. Nirmal Jeba</i>

## Minutes:

### Minutes of the IQAC Meeting held on 02 June 2020

IQAC Meeting chaired by Principal and Secretary, Dr. M. DavamaniChristoher was held on 02 June 2020 in the Main Hall, following all precautionary measures against COVID-19. The meeting began with a prayer by Dr. K. John Adaikalasamy, Dean, International Exchange & Study Abroad.

The Chair welcomed the members present and briefed about NAAC, and the activities the college has to complete before the stipulated time. Since some of the senior members were retired, new members suggested by criterion heads were inducted, the Chair said. He further explained about NAAC and the importance of its assessment to the colleges in the country. It was initiated in September 1996 for evaluating higher education institutions, like MBA and Engineering. The philosophy of NAAC is to evaluate the continuous academic growth of a college. Then he read out the names of the seven criterion heads particularly to the newly inducted members to get accustomed with, and to work in unison. The following are the criterion heads:

1. Dr. S. Rajkumar Immanuel - Curriculum Aspects
2. Dr. E. Joy Sharmila - Teaching-Learning & Evaluation
3. Dr. C. Muthuraja - Research, Innovations and Extension
4. Dr. C. Dorothy Sheela - Infrastructure and Learning Resources
5. Dr. J. Paul Jayakar - Student Support and Progression
6. Dr. K. John Adaikalasamy - Governance, Leadership and  
Management
7. Dr. J. Justin Manohar - Institutional Values and Best Practices

The chairman was optimistic that the college would fare well, and earn higher credit in the NAAC 3<sup>rd</sup> cycle assessment. Further added, in order to get A++, the college has to get CGPA of 3.51 and above as per the latest revision. Then the Chairman gave timeline for activities related to NAAC preparation.

NAAC Coordinator, Dr.J. John Sekar, while addressing the members said that despite being optimistic, he is concerned more about ground reality. Because, when some of the colleges have completed 4<sup>th</sup> cycle successfully, we are preparing for the 3<sup>rd</sup> cycle. Then he stressed the importance and involvement of faculty members. Moreover, we need to prepare data with extreme caution, since machine is going to assess up to 70%. For example, he said, photographs should be geotagged. Since much work has to be done before the deadline, he felt that it would be good if Principal asked all the staff members to come to their respective departments from the next day onwards. He also suggested that meticulously 50% of the

students should be selected, who would promptly respond to emails from NAAC. He felt our alumni can contribute to the college in a tangible manner by contributing money towards construction of alumni block. Such activities, the NAAC Coordinator felt, would help us score higher NAAC credit. Finally, he said, since the task is enormous, from each criterion five members can concentrate on work related to quantitative metrics, and two members can concentrate on qualitative metrics.

Next, IQAC Coordinator, Dr. K. Gnanasekar also was optimistic about scoring high credits, provided we submit the data properly and sufficiently. At least six months before the expiry of Cycle 2 on 16 March 2021, we have to complete uploading all necessary documents. Peer team visit might be in January or February, he said. Following the timeline given by our Principal, and also the recent manual released on 24 February 2020, he asked the criterion heads to spearhead the work. We have to collect criterion-wise data for SSR(Self-Study Report) preparation from 2015 onwards, he said. SOP (Standard Operating Procedure) also must be referred to as it contains details regarding the kind of data required metric wise. Criterion-wise SSR, and Evaluative Report which will be sent to the department should be completed by 31 August 2020. Final draft will have to be completed by 30 September 2020 which would include Executive Summary, Profile & Extended Profile of the Institution. Data Validation and Verification, and Student Satisfaction Survey will be conducted simultaneously. Since the work has to be over as per planned, the IQAC Coordinator requested the criterion heads to sit in their respective rooms allotted for them, and start doing their work. Since there should be no change in the format, data collected from the department should be in Excel Sheet format without any modification in the template.

Principal thanked Dr. J. John Sekar, and Dr. K. Gnanasekar for doing commendable work in NAAC. Then, pointed out that we should have gone for 2<sup>nd</sup> Cycle NAAC Accreditation in 2005, and 3<sup>rd</sup> in 2010 but it was unfortunately not done then. And he said, by the grace of God, NAAC Report for the 2<sup>nd</sup> Cycle was submitted successfully in March 2015 with the help and support from college NAAC office bearers and staff. In order to do NAAC work smoothly, he asked staff members who are not in the committee to voluntarily join any one of the criterion groups. Already, Dr. D. David Jebaraj, and Dr.P.M. Anurama were made IQAC deputy directors to assist Dr. Gnanasekar. In this meeting Mr. Gabriel Gandhi was asked to assist Dr. C. Muthuraja. Prof. Rajesh, though in Criterion VII could assist Student Support and Progression, since he is the Alumni Director, and Dr. P. Arulappan could join any one of the committees, the chairman said. Since, the next accreditation will be after seven years, we have to work hard to complete the 3<sup>rd</sup> Cycle successfully. Principal further suggested the number of documents each criterion head has to submit, in order to reach 16,000 and more. He said staff members of Mathematics would be helpful in preparing pie-

charts, as he himself did in the previous cycle. He also revealed his plans to bring experts in helping science faculty to get patent rights. As we had Dr. Nirmala Jeyaraj, former Principal of Lady Doak College, and Dr.M. Marcus DiepenBoominathan, former Principal of Bishop Heber College for Mock Visit in the last assessment, we will have Mock Visit, preferably in December so that errors pointed out by them could be rectified earlier. Profile of the College was done in the last assessment by Principal & Secretary Dr. M. DavamaniChristober, Dr. J. John Sekar, Dr. K. Gnanasekar, & Dr. C. Muthuraja. In the 3<sup>rd</sup> Cycle also, work related to College Profile would be taken care of by the same team. Executive Summary will be done by Vice Principal. In the last report, museum, planetarium, and ramp were mentioned as lacking. Therefore, in this assessment the recommendations will be fulfilled. Since, KodaikanalObservatory director is our alumnus, and Trichy Observatory official is Principal's classmate their assistance for an observatory in our college will be sought. Finally, Principal requested all the members to own the task so that it could be done with involvement.

Dr. J. John Sekar said that there are certain metrics which are not relevant to certain institutions. NAAC has given provisions to omit a total of 30 points from criterion 3, 4, 5 & 6. He requested the Criterion heads of 3, 4, 5, & 6 to finalize 30 credits that could be omitted, not exceeding 10 credits from each criterion. Whereas Dr. K. Gnanasekar suggested to collect data for all the metrics, and then leave out 30 credits in areas where we are weak without Sufficient data.

In the meeting the following decisions proposed by Principal & Secretary, NAAC Coordinator, IQAC Coordinator were agreed upon. It was resolved to

- depute five members to work related to quantitative metrics, and two members to qualitative metrics.
- follow the timeline to meet the deadline
- generate more than 16,000 data
- set up museum, planetarium, and ramp

Principal thanked all the members, and said that there won't be any additional programmes until we submit NAAC report, in order to give more focus on NAAC 3<sup>rd</sup> Cycle. After requesting the criterion heads to have group meetings with their members, the meeting was adjourned.

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Agenda:

**Dr. M. Davamani Christofer**  
M. Sc., M. Phil., Ph. D.(Interdisciplinary), Ph. D. (Math)  
**Principal & Secretary**



**The American College**  
Madurai - 625 002, India

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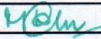
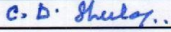
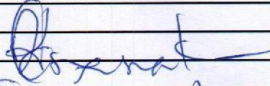
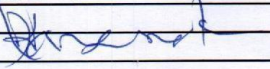

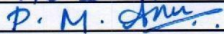

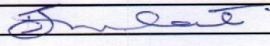
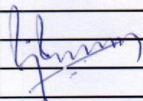
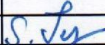
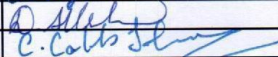
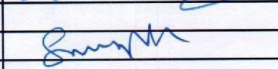


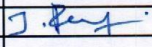
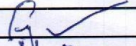
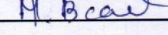
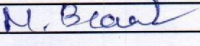
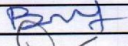

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  - e. Entrepreneurship Training Center
  - f. Software Development and Testing Center,
  - g. Students' Sports Skill Development Center
- Question Paper Evaluation 2020-21 – O/o COE / Dept. level
- Departments to organize International / National / State-Level Academic Programs

**Members Meeting:**

**The American College, Madurai**

NAAC - SSR - Pre-final Review Meeting held on 09.02.2021

Criterion Members	Signature
<b>Principal &amp; Secretary</b>	
Dr. M. Davamani Christober	
<b>Vice Principal</b>	
Dr. G.C. Abraham	
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Mr. K. Ravi (Recording Secretary)	
Dr. J. Ebenezer Immanuel	
<b>NIRF Director</b>	
Dr. D. Lourdu Immaculate	
<b>Criterion 1 - Curricular Aspects</b>	
<b>CONVENOR</b>	
Dr. S. Rajkumar Immanuel	
<b>Members</b>	
Dr. S. Jeyarani	
Mrs.D.Anandha Selvam	
Mr. Caleb Johnson	
Mrs. K.C.M. Esther Rani	
Mr. S.Vijay Mallik Raj	
Mrs. S. Christy Deva Suba	
Dr. J. Wilfred Samuel Raj	
Mr. Rajadurai	
<b>Criterion 2 - Teaching-Learning Evaluation</b>	
<b>CONVENOR</b>	
Dr. E. Joy Sharmila	
Dr. M. Beaula Ruby Kamalam / Dr. R. Mary Sophia Chitra	
<b>Members</b>	
Dr. M. Beaula Ruby Kamalam	
Mr. V.P. Sagimaynonathan	
Dr. Y. Brightson Arul Jacob	
Dr. P. Dailiah Roopha	

Dr. R. Mary Sophia Chitra	
Mr.K.J. Dhananjeyan	<i>K.J. Dhananjeyan</i>
Mr. R. Sundareswaran	<i>R. Sundareswaran</i>
Ms.S.SharonRanjini	<i>S.SharonRanjini</i>
Dr. Deborah Gnana Selvam	<i>AD</i>
Mrs. T. Suganya	<i>Suganya T</i>
<b>Criterion 3 - Research, Consultancy &amp; Extension</b>	
<b>CONVENOR</b>	
Dr. C. Muthuraja	<i>C. Muthuraja</i>
<b>Members</b>	
Dr R. Sanjay	<i>R. Sanjay</i>
Dr. R. Ebenezer	<i>R. Ebenezer</i>
Dr. T. Augustus Julian Lazmey	<i>T. Augustus Julian Lazmey</i>
Dr. D. Lourdu Immaculate	<i>D. Lourdu Immaculate</i>
Dr. A. Amutha	
Dr. T. Angeline	<i>T. Angeline</i>
Dr. Priyadharshini	<i>Priyadharshini</i>
Mr. M. Martin Porus	<i>M. Martin Porus</i>
Mr. Gabriel Gandhi	<i>G. Gandhi</i>
<b>Criterion 4 - Infrastructure &amp; Learning Resources</b>	
<b>CONVENOR</b>	
Dr. C. Dorothy Sheela	<i>C. Dorothy Sheela</i>
<b>Members</b>	
Dr. S. Jemima Balaselvi Juliana	<i>S. Jemima Balaselvi Juliana</i>
Dr. S.C.B. Samuel Anbu Selvan	<i>S.C.B. Samuel Anbu Selvan</i>
Dr. N. Vasantha Kumar (Librarian)	<i>N. Vasantha Kumar</i>
Mr. D. Gideon Prensingh	<i>D. Gideon Prensingh</i>
Mrs. Sangareswari	<i>P.P.T</i>
Mrs.Kala	<i>P. Kala</i>
Mr. R. Ramesh, (OS)	<i>R. Ramesh</i>
<b>Criterion 5 - Student Support &amp; Progression</b>	
<b>CONVENOR</b>	
Dr. J. Paul Jayakar	<i>J. Paul Jayakar</i>
<b>Members</b>	
Dr. B. Kirthika Rani	<i>B. Kirthika Rani</i>
Dr. S. Balakrishnan	<i>S. Balakrishnan</i>
Ms. J. Nithya Kamalam	<i>J. Nithya Kamalam</i>
Mrs.P.Gunasundari	<i>P. Gunasundari</i>
Dr. H. Lourduraj	<i>H. Lourduraj</i>
Dr. D. Kanakavalli	<i>D. Kanakavalli</i>
Mr. Abraham Deivanayagam	
<b>Criterion 6 - Governance &amp; Leadership</b>	
<b>CONVENOR</b>	
Dr. K. John Adaikalasamy	<i>K. John Adaikalasamy</i>

<b>Members</b>	
Dr.S. Israel	<i>Israel</i>
Dr. M. Vathanaruba	<i>m. vath</i>
Mrs. J. Priya Carol	
Dr. T. Selvakumar	
Dr. A. Hilary Joseph	
Mrs. Stella Mary	<i>J. Stella</i>
Mr. J.P. Edward John	<i>John</i>
<b>Criterion 7 - Innovations &amp; Best Practices</b>	
<b>CONVENOR</b>	
Mr J. Justin Manohar	<i>Manohar</i>
<b>Members</b>	
Dr. Govindaraj	<i>N. Govindaraj</i>
Dr. T. Frederick Rajkumar	<i>Frederick Rajkumar</i>
Mr. M. Rajesh	<i>M. Rajesh</i>
Dr. R. Murugan	<i>R. Murugan</i>
Dr. Antony Mary Vinothini	<i>C. Antony Mary Vinothini</i>
Dr. Nithya	<i>N. Nithya</i>
Mr. J. Nirmal Jebe	<i>J. Nirmal Jebe</i>

*Dr. P. Amlappan*

*P. Amlappan*

**Minutes:**

Minutes of the IQAC meeting held on 9<sup>th</sup> Feb., 2021.

The Principal and Secretary chaired the meeting. The meeting began with a prayer by Bursar, Dr.C.Dorothy Sheela in the Chemistry smart room. The Chairman welcomed the members and introduced the agenda. The chairperson appreciated the IQAC Coordinator, Dr.K.Gnanasekar for taking additional responsibility as NAAC coordinator and steering the NAAC related work.

The chairman acknowledged the members for their contribution towards the preparation of criterion wise reports despite pandemic situation. The chairman requested the convenors of the criterion committees to present the criterion wise reports. All the seven criterion heads presented the reports prepared so far and the chairman insisted the convenors to prepare the finalised report at the earliest.

IQAC Coordinator, Dr.K.Gnanasekar said that the softcopy of AQAR 2020 – 2021 had to be uploaded for which the criterion wise report to be made ready. Having briefed about the AQAR template, the Coordinator urged the members to collect the data and supportive documents for the period mentioned.

The Chairman said that the NIRF report needs to be prepared and directed NIRF director, Dr.Lourdu Immaculate to make the soft copy ready for uploading. IQAC has been regularly conducting Faculty Induction Programme for newly recruited Faculty members every year. This year, it was decided to conduct the programme online due to pandemic situation.

IQAC Coordinator informed the members to highlight about the MOOC (Massive Open Online Courses) - SWAYAM courses to students so that students could make use of it effectively.

The Chairman announced that the college has progressively updated the econtent this year in high numbers. The E-content materials were made available for students and turned to be highly beneficial. The chairman said that the Academic and Administrative Audit for the year 2020-2021 have been completed.

The Chairman asked Dr. Rajkumar Immanuel about the feedback from stakeholders. Dr. Rajkumar Immanuel said the feedback from students, teachers, alumni, parents and employers were collected and analysed. The action taken report would be prepared in a week time.

The Chairman encouraged forming more academic, professional development and student welfare centers such as, Multi-disciplinary / Interdisciplinary Centers, Students' Talents Facilitating Centers, Learning Resource Production Center, Soft Skill Development Center, Entrepreneurship Training Center, Software Development and Testing Center and Students' Sports Skill Development Centers. The Chairman suggested the departments to come up with innovative initiatives to tap the potentials of students in a more creative and productive way.

The Chairman initiated the work for IQAC Bulletin – 2020-21 in this meeting. IQAC Coordinator requested the office of Controller of Examinations to complete the Question paper evaluation for 2020 -2021 and reminded the need for doing this evaluation at the department level periodically.

The Chairman congratulated IQAC for having organised more International / National / State-Level Academic Programs online and offline. IQAC Coordinator appreciated Psychology department for coming up with maximum number of webinars in the College.

The Chairman asked for suggestions from the members with regard to the agenda. Having listened to all the suggestions, it was resolved to complete the criterion wise reports as early as possible for AQAR, SSR and NIRF preparation. The Chairman asked the IQAC Coordinator to propose the vote of thanks. Then the meeting was adjourned.



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## **ACTION TAKEN REPORT**

### **2020-2021**

- Participated in the National Institutional Ranking process of MHRD under Autonomous College and ranked between 100&150 in college category under NIRF India Ranking 2021
- Conducted a National Webinar on Teacher Vs Learner: Impact of COVID19 in Colleges under UGC Paramarsh Scheme.
- Faculty Orientation Programme for newly recruited faculty members
- Submission of AQAR- 2019- 20
- Google Class Room Training to all faculties.
- Promoting research activities and research publication of departments and faculty members. Many faculty members actively involved in research and are publishing in Scopus, Web of science & UGC listed journals
- Introduction of New courses: B.Sc. & M.Sc., Data Science; M.Sc., Applied Psychology; M.Sc., Visual Communication; B.Voc., Media Tech., Horticulture, Health and Sanitation, Industrial Biotechnology, Data Science and M.Voc., Aquaculture, Medical Lab Tech., Food Processing & Preservation and Media Tech.
- Construction of Hostel and Labs in satellite campus and Ramp to all buildings.
- Department of Social Work conducted a National Level Webinar on "Human Trafficking and Covid-19" on 04.06.2020. 924 students and research scholars from all over India participated.

- FDP on “Recent Trends in Digital Technologies” was conducted between 07.07.2020 and 11.07.2020. 1033 participants got benefited.
- Department of Commerce conducted a webinar on Impact of Covid 19 on Educational Services and Alternating Strategies on 20.06.2020. 355 Students and Faculty members participated.
- Department of Business Administration organized a webinar on Importance of Research and Case Studies in Higher Education on 16.07.2020. 543 participants from India and abroad got benefited.
- Department of Physics conducted an International Webinar on "Recent Trends In Advance Material Science" on 19.06.2020 with 1416 participants across the nation and abroad.
- Department of Physical Education organized an International Webinar On Modern Technology In Physical Education And Sportson 29August, 2020. Sports persons from different Universities participated.
- The Central Instrumentation Centre, organized “Spectroscopic Techniques Webinar Series-I, II” on 7<sup>th</sup> and 8<sup>th</sup> of July, 2020.
- Department of Psychology had organised 218 webinars in the current academic year
- Students participation in Inter University tournaments, National and International Sports

### **Future Plan**

- Developing eLearning Environment
- Finding avenues to reach the unreached society
- Creation of Incubation centres
- Develop number of courses for students under MOOC