

The Minutes of the meeting of the (Internal) Members
of the Internal Quality Assurance Cell
held on 30 January 2017.

AGENDA:

- * National Conference - 21 & 22 February 2017.
- * Students Feedback
- * Academic Audit (2016-17)
- * Ranking of Depts. as per parameters/methodology of NIRF (National Institutional Ranking Framework)
- * IQAC Bulletin
- * AQAR - (2015-16).

The members signed ~~and~~ attended the meeting (list enclosed/attached)

The Principal and Secretary Dr. Davamani Christober, M chaired the meeting.

The meeting began with a word of prayer by Dr. G. C. Abraham, Vice Principal of the college.

Dr. Davamani Christober welcomed the members to the second meeting of the IQAC in the academic year 2016-17 and requested Dr. K. Gnana Sekar, the coordinator of IQAC to introduce the agenda.

Regarding the first item on the agenda Dr. Gnana Sekar announced that it was proposed to conduct a National Conference on 21 & 22 of February 2017 and the estimated budget would be (Rupees) One and a half lakhs. He also mentioned that an IQAC Bulletin would be released on that occasion.

The Principal, Dr. Davamani Christober conveyed that the participants - both faculty and research scholars from other institutions would be invited for the conference and a registration fee would be collected.

It was decided to offer a working lunch to the participants and the lodging had to be arranged by the participants themselves.

The Principal suggested that different committees should be formed and all the members should be involved in making the conference a success.

It was also decided to invite eminent persons like Dr. Muthucheshian, Mr. Ponnuadi, Dr. Suresh from Kerala and Dr. Pankaj for the conference.

When discussing the second item on the agenda, Students' Feed-Back (Course), the Principal lauded the way Dr. John Sekar (Dean of Policies & Administration) had got the feedback from the students regarding Part I Courses.

The Principal told the Convener, Dr. Rajkumar Immanuel to prepare a questionnaire for students' feedback and place in the Senatus.

It was decided that the feedback should be completed by the first week of March 2017.

During the discussion on the Academic Audit the Principal enquired about the progress of work done and urged the Convener Dr. John Adikakasingy to accomplish the task by the end of April 2017 after preparing the criteria for the same.

Dr. John Sekar suggested that the External Members of the Boards of Study could also act as the External Auditors.

The Principal instructed Dr. John Sekar and

Dr. K. Gnanasekar to prepare a format for auditing purpose.

Referring to the Report of the Autonomy Review Committee Dr. K. Gnanasekar mooted the idea of Ranking of Departments as per the parameters/methodology of NIRF (National Institutional Ranking Framework). Prof. J. Justin Manohar was given in charge of this work.

The Principal asked the coordinator to monitor all the work done.

It was proposed to come out with a Bulletin of D & AC - (two) half yearly Bulletins a year - during June - December and January - May.

In preparing the Bulletin for the current period the Principal suggested to include photos and brief write-ups of the following events that took place in the College:-

Women's Conference, SCILET Programmes, Seminars/Conferences conducted by the Dept of Zoology, Volley Ball Tournaments, Flag Hoisting Ceremony and AIACHE Orientation Programme.

Dr. J. Paul Jayakar (Addl. Dean for Policies & Administration) would be the Editor of the Bulletin.

The Principal urged the conveners to submit the AQAR (2015-16) by 6 Feb. 2017 through Dr. John Sekar and Dr. K. Gnanasekar.

Presenting the Proposed Activities (copy enclosed) the Coordinator Dr. K. Gnanasekar said that a five-year Action Plan had to be worked out to conduct programmes.

When Dr. C. Muthuraja wished to know about the status of giving honorarium to the faculty for their publications, Dr. Helen Ratna Monica, the Bursar assured of the continuance of the same and said that selection criteria would be designed and the revised norms would be sent to the departments.

Dr. Muthuraja also suggested that the copies of the papers presented/published should be sent to I&AC and documented.

The Principal asserted that the usage of plastic materials should be banned from the college totally. It was decided to ban even the flex boardings from the college. Dr. K. Gnanasekar suggested a scrolling digital display of events instead of flex boards.

The Principal announced that two more meetings of the I&AC would be held this year i.e., one in March 2017 and another in April 2017 after the examinations.

Finally the meeting was adjourned after the Principal, stressing the concerned conveners to present their respective reports. (Copy enclosed).