

The Minutes of the IQAC Meeting held on 16/7/2018
(The agenda and the list of the members attended the meeting affixed)

The Principal and Secretary Sr. Davamani Christobar chaired the meeting.

The meeting began with a prayer by Dr. G.C. Abraham, Vice Principal

Having welcomed the members, at the outset the Principal introduced the UGC Quality Mandate to the members for discussion. The objectives set by the Commission for improving the quality in Higher Education Institutions were discussed one by one.

The Principal insisted that the college should strive to improve the graduate outcome for the students, so that they secured access to employment/self-employment or to higher education.

When discussing the first of the ten initiatives to be undertaken in pursuit of the objectives of Quality Mandate it was decided to conduct more Induction Programme for students.

Regarding the revision of curriculum at regular intervals, the Dean of Academic Affairs, Dr. John Sekar, who is in charge of the revision of curriculum confirmed that it was done every year.

It was decided to encourage the faculty to use ICT based learning tools for effective teaching-learning process.

Dr. K. Gnana Sekar, the Coordinator IQAC observed that e-content preparation should be done

Regarding Soft Skills development in students it was felt that a centre should be started

The Bursar, Dr. Helen Ratna Monica ^{said} that language labs should be utilized properly for this purpose. She also suggested that the Dept. of English could carry out programmes related to soft skills on Saturdays.

Dr. John Sekar conveyed that already Communication Skills were part of the courses offered by the Dept. of English.

Dr. G.C. Abraham suggested that the students must be trained in the soft skills in a proper and systematic manner and the courses should be designed for this purpose.

The External member Mr. Jenifa from M.K. University expressed that as offered in M.K. University the courses could be offered as "Skill Based / Soft Skill."

Dr. John Sekar along with Dr. Paul Jayakar reiterated soft skills were part of life skill courses offered in our college.

During the discussion on social and industry connect for the institutions, the Principal highlighted that two placement officers and the college NSS officers were already at it.

Dr. J. Paul Jayakar informed that already four villages had been adopted.

Dr. M. Nallakaman, the Dean, M.K. University suggested that outreach programmes should be conducted.

The Principal proclaimed that the sixth initiative, Examination Reforms had been done recently. He also said that a team had visited various colleges and had submitted a report, which was later presented at Senatus and then in the faculty meetings. He conveyed based on the final decisions taken after discussions the

Examination System had been reformed and implemented successfully now.

On the request made by the Principal, the Vice Principal highlighted the reforms carried out in the college.

It was decided to do the Tracking of Students' progress after completion of course more effectively based on the data collected from them.

Though Induction Training Programmes are being given for new Teachers, based on the instruction given by the UGC, it was decided to bring in the role of the NRCs in this regard. It was also agreed to give leadership/management training for all educational administrators.

As per the ninth initiative it was resolved to promote quality research by faculty to create new knowledge.

On the tenth initiative Dr. John Sekar expressed that our College did help other institutions to get accreditation by 2022.

After an elaborate discussion on the ten initiatives to be undertaken for Quality Mandate, the Chairman handed over the session to Dr. K. Gnanasekar, Coordinator IQA to introduce the main agenda for discussion.

Dr. K.G. stressed that AQAR - 2017-2018 had to be prepared and compiled.

While discussing preparation for NIRF - 2018-2019, Dr. K. Gnanasekar said that a comparative study with other colleges had been carried out and the real status of our college was realised.

The Principal and the members highlighted the steps that were being taken to rectify and improve the areas in which

The College lagged behind in comparison with other colleges.

The Principal announced that thereafter only qualified candidates would be appointed even in self financing departments in view to improve the quality.

It was felt that the institutional e-mail ID for faculty should be improved.

Regarding the gender variation in the number of faculty and students, the finding says according to the comparative analysis the strength of the women faculty was 50% and the girl students was 20% of the total student strength. As a solution to this Dr. John Sekar reminded of NAAC recommendation to admit girl students in Aided Courses too.

To a query on admitting transgenders the principal explained that still the transgenders hesitated to reveal their identity.

Dr. John Sekar pointed out the lacking in the areas of research and results found in the comparative study and called for a remedy.

The Principal said that the Dean of Academic Affairs would be in charge of the measures to be taken for the improvement of research and the Controller of Examination, Dr. A. Martin David would take care of improving the students results.

Dr. Jenefa suggested that the faculty should be apprised of the parameters of NIRE.

Mr. Balakrishnan, IQAC, Coordinator for MKU opined that all the parameters recommended by the UGC should be simplified for layman's understanding.

Regarding MOOC (Massive Open Online Courses) as expected by the UGC, should be offered at PG level. This was conveyed by

The Coordinator and the Principal added to that saying that the UGL insisted ^{that every} student had to do at least one MOOC and should get enrolled in SWAYAM. The Dean ^{and} the external members conveyed that it was being done in the MK University.

The Principal announced in the meeting that our college was registering for MOOC on that day itself.

The Controller raised a doubt about whether the marks would be entered in the grade sheets.

It was decided to request the librarian, ~~_____~~ who had attended a course on ~~the~~ MOOC to help the faculty.

During the discussion ^{on} awarding grades with respect to class mean and standard deviation - floating passing, Mr. Bala Krishnan said that many institutions followed the system.

The Principal suggested all the pros and cons of the grading system had to be analysed thoroughly before taking a decision on that.

Dr. Rohn Sekar said that the system was being followed partially already. He also opined that the MKU should set and send a model to be followed by the affiliated colleges.

The Principal said that he expected the MK University to give specific guidelines on grading. He also said if this was followed by other colleges, the American College would also introduce ~~_____~~ the same after discussing in the Senate & faculty meeting.

The Principal said that the Faculty Induction Programme for newly recruited Faculty had been conducted previously and would be conducted for those who had joined this year.

Dr. K. Gnanasekar announced that the proposal to organize criterion specific IQAC event on third Wednesday of every month - Seminar / Workshop had to be prepared and the programmes should be conducted accordingly.

Regarding the conduct of National Conference in December and July the Principal said that the proposal should be sent. He also happily said that four or five conferences had been conducted and an International Conference was organized in Singapore. He also conveyed that more International Conferences would be conducted abroad in future.

Dr. Helen Retna Monica, the Bursar boastfully announced that the Dept. of Chemistry was going to conduct an International Conference in which four delegates from the USA would be participating. She also said that the papers presented would be published in the International journals.

Dr. Rajkumar Immanuel said that the collection of feedback from the Students, Teachers, Alumni, Parents and Employers was completed and compiled. He also a copy of the same would be ready very soon.

Dr. K. Gnanasekar informed that Academic and Administrative Audit (AAA) 2017-18 should be accomplished.

Dr. J. Paul Loyalakar, who is in charge of IQAC Bulletin announced that both parts of IQAC Bulletin 2017-18 would be ready shortly.

Principal announced that the Western Wing on the second floor of Saunders Hall had been allotted for installing the instruments for and the Central Instrumentation Facility would be available by the end of this month.

Bursar informed that the outsiders could also make use of the instruments on payment.

The Principal nominated Prof. Chinadurai Panjadian to act as the Coordinator of Soft Skill Centre.

Dr. Rajkumar Emmanuel suggested that a Consultancy Centre should also be included in the list of centres to be opened.

Dr. K. Gnanaiah stressed the membership work on Action Plan based on NAAC report - He said a Criterion Wise Action Plan for five years had to be prepared.

Regarding the Question Paper Evaluation, the COE was advised to prepare and give questionnaires to the external examiners in order to get their views.

It was also decided to apprise the faculty of obtaining patent right for our innovations.