

Minutes of the IQAC meeting held on 4/2/2019

Agenda and the list of members attended the meeting have been affixed.

The Principal and Secretary chaired the meeting. The meeting began with a prayer by Dr. Jay Sharmila of the Dept. of Zoology.

The Chairman, Dr. Davamani Christopher welcomed the members and introduced the agenda.

Having highlighted the importance and significance of the role of IQAC in the college the Chairman started the discussion on the items in the agenda.

He informed that The American College, as it had scored above 3.26 in the accreditation by NAAC, it had been identified as a potential "Mentor Institution" and ~~will~~ ^{will} help the following five institutions:

- 1) M.K. University College, Madurai
- 2) St. Antony's College, Dindigul
- 3) ~~Madam Bawa~~ ^{Syed Ahmad} ~~Shah~~ ^{Shah} Kader College for Women, Keelakarai
- 4) CST Arts & Science College for Women, Madurai
- 5) Anugraha College Social Work College, Dindigul

He also informed that AISHE 2018-19 - Data should be uploaded by 28th Feb 2019.

Regarding the on-line submission of AQAR he said that an A&I Portal had to be created by registering in the NAAC Web Portal, which was mandatory.

The Principal himself would be involved in this task and he would be ably assisted by all the Heads of the Departments and the Coordinators of NAAC and IQAC.

It was decided to assign the task of preparing the Institutional email ID for faculty to Prof. J. Frank Ruban Debaraj, the Faculty Secretary.

The Principal said that the Librarian, Dr. K. Vasanthakumar would work on Bibliometric Data Validation Methodology of NAAC, based on the guidelines given by NAAC.

Dr. K. Gnanasekar, the Coordinator J.B.A.C suggested that a software had to be created for this purpose.

He also said that all the faculty should be given awareness in this regard.

The Principal advised that the librarian should work on this in consultation with Dr. K.G.

During the deliberations on MOOC - Massive Open On-line Courses, the chairman reminded about the Workshop conducted by Dr. Manoj Kumar of UGC on MOOC and explained how the Government was keen on opening such Courses. He also informed that two of the faculty were already working on it.

The Principal appointed Mrs. Suganya, to be in-charge of the SWAYAM Courses. She would be assisted by the following faculty:

- 1) Dr. S. Jemima Balaselvi (Chemistry Dept.)
- 2) Dr. Kirithika Ravi (Chemistry Dept.)
- 3) Dr. A. Hilary Joseph (Commerce Dept.)
- 4) Mr. D. Gideon Prem Singh (Vis. Com. Dept.)
- 5) Mr. Sathya Dev. (HOD, MBA)

The Controller of Examinations Dr. Martin David would co-ordinate in consultation with Dr. K. Gnanasekar.

During the discussion on Feedback-Collection-Analysis the Principal informed that the feedback by the students and the teachers had been done properly.

Mr. Rajesh of the Dept. of Zoology was told to create a format of questionnaire for the alumni, parents and employers feedback. He was instructed to collect 100 feedback from alumni and 800 from the parents.

Dr. K. Gnanasekar suggested that a provision had to be created in the College Web site for the feedback to be uploaded.

The Principal observed that the parents and the students should be encouraged to give or upload the facts and they need not be forced to give their manipulated views.

The Vice Principal, Dr. G. C. Abraham would guide Mr. Rajesh in this regard.

Dr. Anurama (Dept. of RPS) and Mr. Sathya Dev would be incharge of collecting the Employers' feedback.

The analysis of the collected feedback would be done by the Vice Principal, Dr. Immanuel Rajkumar and Dr. Anandasaj.

The Coordinator informed that except a few Departments all other Depts. had submitted the Academic and Administrative (AAA) 2018-19 reports.

Dr. John Sekar suggested that the Audit could be done by the external members who would come for the Boards of Studies.

The Principal suggested that a Task Force of External Members would visit all departments to carry out the Audit. The following members were nominated:

- 1) Dr. Neyrasagarn (Madira College), Dr. Rama Subbu (Mannar Thiruvoralai Naicker College) Dr. Jenifa (MK University).

The Coordinator would send communication to the members in this regard.

Dr. J. Paul Jayakar assured that three JQAC Bulletin would be brought out by the first week of March - 2019.

The Principal appointed the following faculty to be in-charge of the Central Instrumentation Facility:-
Dr. T. K. Ganesan, Dean of Academic Advising would convene a meeting for these members in his chamber.

- 1) Physics - Dr. Richard Rajkumar and Dr. S. Israel.
- 2) Chemistry - Dr. Vathana Rupa and Dr. Kirithika Rani
- 3) Botany - Dr. R. Sanjay
- 4) Zoology - Dr. T. Angelin

Dr. K. G. suggested ^{that} a Website had to be created and the departments had to identify the common instruments and donate them.

Dr. Rajkumar Immanuel queried whether a fee would be collected. The Principal replied in affirmation and said that the Bursar, the Principal, the Vice Principal and Dr. Ganesan would discuss ~~the~~ and fix the rates for the same.

After a discussion on Action Plan for Faculty - Student Training Centres to build Competencies, it was decided to advise the following faculty, in-charge of the respective Centres to work on it:-

- a) Multi-disciplinary/Inter-disciplinary Centre - Vice Principal
- b) Students' Talents Facilitating Centre - Prof. Arulappan
- c) Soft Skill Development Centre - Prof. Daniel Ruberaj
- d) Entrepreneurship Training Centre - Prof. Sophia
- e) Software Development Centre - Prof. NTR & Reuben
of MCA Dept.

Regarding the Question Paper Evaluation 2018-19 Controller and Dr. K. John Adaikalacamy would finalise the reports and intimate the departments.

The Principal observed that two external members would scrutinise the questions papers.

Dr. K.G. suggested that format had to be prepared for this purpose.

Dr. K.G. and Dr. J.J.S would prepare a list of activities to be done and the courses to be started at the Satellite Campus in future. Dr. K.G. informed the OBE also came under the future plan.

Two External experts, Dr. Joseph Durairaj of Gandhigram University and Dr. Sethuraman would orient the faculty on OBE (Outcome Based Education) on 2 March 2019.

Action plan for the next NAAC cycle would be done by Dr. K. Ganasekar and Dr. John Sekar.

The Principal informed the members about his visit to Singapore along with his office bearers and the Deans to sign an MoU.