

Minutes of the IQAC Meeting held on 14 Aug 2019

The Principal and Secretary was in Chair. The meeting began with a prayer by Vice Principal Dr. G. C. Abraham in Chemistry Smart Room.

The Chairman welcomed the members present and warmly acknowledged the presence of external members, Dr. John, Department of Commerce, Bishop Heber College, Dr. Jenefa of Kamaraj University, and Mr. Immanuel Devavaram, entrepreneur, Milagu Restaurant. Then he read out the names of some of the IQAC internal and external members who were unable to be present.

The Chairman said except for a small set back in NIRF ranking, the academic year 2018-'19 was successfully completed with the help of friends, teaching, non-teaching and students. He wanted all the NAAC members to work regularly and meet periodically to achieve better ranking in the next NAAC visit in 2021.

The Agenda of the Meeting were: **i)** Task force for preparing and uploading AQAR 2018-'19, **ii)** Task force for preparing and uploading NIRF 2020, **iii)** UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions, **iv)** Guidelines: Bibliometric data validation methodology of NAAC, **v)** Task force for MOOC, **vi)** OBE Implementation and follow-up, **vii)** Examination & Evaluation Reforms, **viii)** Question Bank- MCQ, **ix)** Student, Faculty Induction Programme, **x)** Task force for Feedback, **xi)** Task force for Academic and Administrative Audit 2018-'19, **xii)** IQAC Bulletin – Second half of 2018-'19, **xiii)** Central Instrumentation facility, **xiv)** Action Plan for Faculty-Student Training Centres. **xv)** Question Paper Evaluation – 2018-'19, and **xvi)** Action Plan for 2019-'20.

The Chairman then pointed out that UGC is giving more importance to IQAC these days, therefore we need to have many IQAC programmes. In order to develop future leaders of IQAC, the chairman suggested two staff members, one each from Arts and Science, Prof. Anurama of RPS, and Prof. David Jebaraj of Physics respectively.

The Chairperson asked what could be done to meet the deadline of uploading AQAR on or before 31 December 2019. To which Dr. J. John Sekar, NAAC Coordinator, suggested that the criterion members could collect data to help the criterion heads. IQAC Coordinator, Dr. K. Gnanasekar while explaining AQAR preparation said that there are two phases. In the first phase the criterion heads have to collect documents, and in the second phase the report has to be prepared for the Principal & Secretary to view and upload online. He further added the documents also must be collected from faculty and preserved. Further, he said that the documents used to prepare the soft copy uploaded for the academic year 2016-'17 & 2017-'18 need to be collected as they would be needed for NAAC. Dr. K. John Adaikalasamy requested the IQAC Coordinator to send soft copy template, and the Coordinator accepted his request. Then the Chairman said that it could be further decided in the NAAC Meeting which was to follow in a few minutes after this IQAC Meeting.

The Chairman while briefing about the second agenda said that the last date for uploading soft copy is on 31 Dec 2019. But he said that if data and supportive documents could be collected before 5 December 2019, then the soft copy could be uploaded on 20 December 2019. Regarding collecting data for AQAR and NIRF, Dr. J. John Sekar suggested

that five staff members could help IQAC Coordinator. IQAC Coordinator pointed out the kind of information expected and, needed for document preparation. He said the first criteria is 'Student Information' in which details regarding the number of students who have passed degree within the stipulated time, students pursuing higher studies, and students placed in jobs need to be furnished. Dr. J. John Sekar suggested that the Heads of respective departments should be entrusted with collecting these details with the help of faculty members in the department. IQAC Coordinator said that Alumni and Placement Cells could also help him in getting the details of students. For the details regarding 'Financial Resources' the Chairperson suggested Mr. J. Justin Manohar, Mr. Edward John, one staff member from Bursar's office and two more ladies could be included in the committee.

Indian Research Network System. This system manages Research Management and Faculty profiles. Under this research network, a researcher can create IDs in Google Scholar ID, ORCID ID, Scopus ID, Microsoft Academic ID, and Researcher ID. These IDs integrate the paper published by individual faculty in a separate website for which institutional email ID is mandatory. The librarian showed a model of a profile to help the members understand better. He also clarified some of the doubts of the staff members.

UGC through MHRD has introduced mentor & Mentee scheme. According to this scheme institutions which have scored more than 3.25 can act as mentor institutions. The Chairperson said, in this regard, our college has identified five colleges and has made MoU with four colleges – two in Dindigul, one in Ramnad, one in Madurai- and with one more college MoU is yet to be made. Since Agenda iv was discussed earlier, the discussion moved to the next agenda.

Mr. Martin & Ms. Sukanya (Swayam Coordinator) attended MOOC Swayam Conference held at Hyderabad, organized by UGC. The Chairman said that our college is going to make MOOC & Swayam functional on our campus. Already, Ms. Kirthika, Ms. Jemima, Ms. VathanaRuba, & Mr. Daniel Rubaraj have got certification from UGC. In addition, three of our faculty members have contributed to online class as well. If our students register and learn from MOOC & Swayam portal, it would help us score credits in NAAC. Dr. John, St. Joseph's College, external member, suggested that any one of the MOOC courses should be made compulsory, and the mark the students score should reflect in the mark sheet, and a resolution to this effect should be passed. He further suggested to go beyond Swayam, and said students can do online courses from Edx and Coursera which would help them to fetch jobs. Principal raised a doubt whether UGC would accept courses offered by International bodies. Dr. K. Gnanasekar said that UGC has given a list of papers for students to register, and any recognized online course is accepted. Dr. Jenefa said that as per UGC regulations, a faculty should be assigned as local coordinator for a group of students. Dr. K. John Adaikalasamy pointed out about Online Refresher course for staff members. Principal said we can have a separate committee to look after this, and discuss this later.

The Chairperson asked Dr. J. John Sekar, NAAC Coordinator to brief about OBE. He said that a model question paper would be evolved before the I test begins. Staff members should get used to set internal question papers based on OBE first. Questions should be set from first two units for First test. Internal questions can be recalling from memory but

External questions should be task based, and we must give them activities. Dr. K. Gnanasekar suggested since first test is very near, it could be implemented from II test onwards.

The Chairperson suggested Course-wise question bank should be prepared at least for MCQ. Dr. K. Gnanasekar suggested a minimum of 25-30 questions for each unit. Dr. J. John Sekar said that MCQ questions can be selected from the bank by the controller for the semester exam. Dr. John, St. Joseph's College, suggested that staff members should be trained to frame quality MCQs, and essay type questions, and he suggested a workshop for that. Faculty members should frame 150 questions and should be paid a particular amount of money for each question, and a senior faculty who scrutinizes these questions also should be paid equal amount. This would take care of question setting for a particular course for three years, since syllabus revision is done once in three years. Moreover, this would also ascertain the quality of question paper.

Faculty Induction Programme for staff who joined from 2015 onwards. Dr. John Sekar suggested two external resource persons also could be invited. Principal asked whether Dr. John and Dr. Jenefa would be able to share their expertise, and they expressed their willingness. Dr. G.C. Abraham, Vice Principal, suggested that the afternoon session should be converted to a workshop. But Principal said, Faculty Induction Programme should focus on the work ethics of our college. He regretted that many newly appointed staff members are not punctual in their duties. It was decided to have the programme on 21 September 2019.

Principal said that UGC wants us to conduct Student Induction Programme for a week before class commences. But Dr. Anurama suggested that it could be conducted simultaneously, when class starts for the seniors. To which Dr. J. John Sekar replied that UGC wants us to conduct induction programme for first years in the absence of seniors. Principal said, we could ask Prof. Justin to enlighten the members, since he had attended a SIP workshop conducted by UGC at Hyderabad. Prof. Justin said that UGC wants every college to conduct SIP programme for 15 days, prior to the commencing of classes for the students. He said that the activities expected by UGC for the students have been conducted in our college for the students stretched over a period of one year. Members agreed that these activities can be collectively conducted in Student Induction Programme.

Principal asked whether students should reveal their identity while giving online feedback. Dr. J. John Sekar pointed out that they should reveal their identity, and we should allow them to register even negative feedback. Dr. John, external member, suggested only students who have attended sufficient number of classes should be selected to give feedback. Dr. K. Gnanasekar pointed out even for college general feedback, students without sufficient attendance are not selected. Dr. Jenefa said that generally we cannot come to a conclusion based on students' feedback. Principal finally said students' online feedback would begin soon.

The Chairman said that for 2016-17, academic and administrative audit have been completed. Dr. J. John Sekar said at least once in five years we should go for external auditing. Dr. K. Gnanasekar said that external auditing would be ideal every year. For 2018-'19, Principal said a date would be finalized for collecting data.

Regarding IQAC Bulleting, the Chairman said that Dr. Paul Jayakar is working on that and it would get ready soon.

Chairman asked Dr. T.K. Ganesan to brief about CIF. Dr. T.K. Ganesan said that Central Instrumentation Facility was established in this academic year, incorporating all the science departments (Phy, Che, Botany & Zoology). Two technical staff members are also appointed and it would be fully functional in a week's time. He also said that many new instruments have been bought. Principal added that based on UGC recommendations, it has been established, and students pursuing their research degree can make use of the facility. He then thanked Bursar, and the UG & PG heads of the science departments for making that into a reality. Dr. J. John Sekar said that the work undertaken at CIF should be documented.

Principal said that soon we would be having coaching classes for students who are interested in TNPSC & UPSC, and also certificate and diploma courses. Dr. J. John Sekar said that classes should be conducted where it would be visible to the general public. Principal accepted his request and said that we could have classes in our shopping complex. Dr. Joy Sharmila suggested classes on General Knowledge also could be included.

Dr. John, St. Joseph's College, suggested student-centred activities should be given more impetus. Dr. Martin suggested we could have a board displaying certificate and diploma courses being conducted in the college for the public. Dr. J. John Sekar said that Principal could ask each department to come out with plans for the next five to ten years. Dr. John said peer team would be exploring what colleges have done for high achievers. The chairman listened to all the suggestions, and the following resolutions were made in the meeting.

It was resolved to

- request all the NAAC members to work regularly for preparing documents for NAAC 2021.
- have more IQAC Programmes.
- make all the staff members to create research ids in Indian Research Network System
- train staff members to set question papers based on OBE.
- prepare question bank for external exams.
- conduct Faculty Induction Programme for faculty joined from 2015 onwards, and Student Induction Programme.
- to conduct TNPSC, UPSC Coaching classes, and to offer certificate and diploma courses for the public.

The Chairman then requested IQAC Coordinator, Dr. K. Gnanasekar, to propose vote of thanks. Then, the meeting was adjourned.

IQAC 2019-20

Task Force, Targets and Timelines

AQAR

Task Force: Criterion Convenors

Target: Prepare, Collect Documents and Upload – AQAR 2018-19

Report Preparation and document Collection : 30 September, 2019

Uploading of information : 7 October, 2019

Target: Collect Documents – AQAR 2016-17, and 2017-18

Collect documents as per the requirements of SSR : 31 January, 2019

NIRF

Task Force:

Target: Prepare, Collect Documents and Upload – NIRF 2020

Collect data and supporting documents : 5 December, 2019

Uploading of information : 20 December, 2019

Online Courses (MOOC, SWAYAM and etc)

Task Force:

Target: Faculty Contribution

Motivate and Train faculty members to offer
online courses : 2019-20

Target: Student Registration

Identify and make part of curriculum : BOS 2019-20

Motivate and facilitate the student registration : From 2020-21

Question Bank – MCQ & Section B

Task Force:

Target: Course wise Question Bank for MCQ

Chalk -out Strategic Plan to Prepare Question bank

(MCQ) for courses of EOS November 2019 : 30 September, 2019

Chalk -out Strategic Plan to Prepare Question bank

(MCQ) for courses of EOS April 2019 : 29 February, 2020

Target: Course wise Question Bank for Section B

Chalk -out Strategic Plan to Prepare Question bank

(Sec. B) for courses of EOS November 2020 : 30 September, 2020

Chalk -out Strategic Plan to Prepare Question bank

(Sec. B) for courses of EOS April 2021 : 28 February, 2021

Feedback (on-line mode)

Task Force: Students' feedback: Criterion-I Convenor

Alumni feedback: Alumni Cell

Parents' feedback: Parent-Teacher Cell

Employers' feedback: Placement Cell

Target: Collect, analyse and prepare ATR

Chalk -out Strategic Plan to collect

Students' feedback thro' on-line : 31 October, 2019

Analyse and prepare ATR of Students' feedback : 30 November, 2019

Chalk -out Strategic Plan to collect

Parents' feedback thro' on-line : 31 October, 2019

Analyse and prepare ATR of Parents' feedback : 30 November, 2019

Chalk -out Strategic Plan to collect
Alumni feedback thro' on-line : 31 October, 2019
Analyse and prepare ATR of Alumni feedback : 30 November, 2019
Chalk -out Strategic Plan to collect
Employers' feedback : 29 February, 2020
Analyse and prepare ATR of Employers' feedback : 31 March, 2020

Academic and Administrative Audit (AAA) – 2018-19

Task Force: Dean (AP &A), IQAC Coordinator

Target: Collect, analyse and prepare ATR

Chalk -out Strategic Plan to collect AAA - 2018-19 : 31 October, 2019
Analyse and prepare ATR of AAA - 2018-19 : 30 November, 2019

OBE Implementation and Follow-up

Task Force: Dean (AP &A), COE, IQAC Coordinator

Target: Collect, analyse and prepare ATR – I CIA

Chalk -out Strategic Plan to collect data sheets of
OBE attainment for the courses of I CIA : 15 September, 2019
Analyse and prepare ATR on OBE attainment for
the courses of I CIA : 15 October, 2019

Target: Collect, analyse and prepare ATR – II CIA

Chalk -out Strategic Plan to collect data sheets of
OBE attainment for the courses of II CIA : 10 October, 2019
Analyse and prepare ATR on OBE attainment for
the courses of II CIA : 25 October, 2019

Target: Collect, analyse and prepare ATR – EOS Nov2019

Chalk -out Strategic Plan to collect data sheets of

OBE attainment for the courses of EOS Nov 2019 : 5 December, 2019

Analyse and prepare ATR on OBE attainment for

the courses of EOS Nov 2019 : 15 December, 2019