

Meeting – 28.08.2015

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



The American College
Madurai 625 002

Completed Activities:

1. AQARs for the years 2010-11, 2011-12, 2012-13, 2013-14, and 2014-15 have been submitted to NAAC, Bangalore.
2. Self Study Report for Reaccreditation has been submitted to NAAC, Bangalore.
3. Academic Orientation to newly recruited Faculty Members of our College
 - Conducted in July 2015
 - To introduce College Autonomy and its functions and their role in higher education specifically at our college
4. Panel Discussion on Union Budget 2015
 - Conducted by Dept. of Economics
 - To create awareness about Union Budget-2015 among our students

Proposed Activities:

- SCIENCE EXHIBITION for School students.
- Internal Peer Team visit
- Mock Peer Team Visit
- Academic Audit
- Question Paper Evaluation 2014-15
- Green Audit
- Energy Audit
- Facilitating NAAC Peer Team visit
- Model Parliament – Inter- Collegiate
- Documentation of the activities of the college
- Publish IQAC Bulletin
- Formation & Monitoring of the functions of Quality Circles
- Facilitate Departments to organize International / National / State-Level Academic Programs




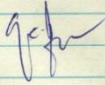
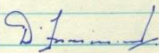
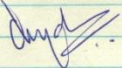
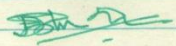


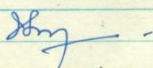
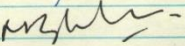


- Create Platforms to interact with Faculty members and students in other Institutions
- Organize Extra-Curricular activities for the students

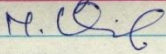
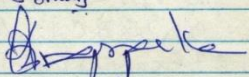
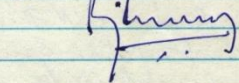
Proposed Sharing of responsibilities:

Recording Secretary	: Dr. J. Rajakumar
Editor – IQAC Bulletin	: Dr. J. John Sekar
Coordinator – Documentation	: Dr. Vasantha Kumar
Coordinator – Quality Circles	: Dr. R. Anandaraj
Coordinator – Events	: Dr. K. John Adaikalasamy
Coordinator – Extra-Curricular activities	: Dr. C. Muthuraja
Academic Audit – Departments	: Dean, Academic Policies & administration
Academic Audit - Students	: Dean, Academic Advising
Academic Audit – Evaluation	: Controller of Examinations

Members Present:

Members present at the IQAC Meeting - 2015-16
held on 28 August 2015.

S.No	NAME	Signature
1.	Dr. M. Daramani Chaitober	
2.	Dr. G. C. Abraham.	
3.	Dr. J. Helen Ratna Monica.	
4.	Mr. D. Dhanapalan	
5.	Mr. N. Jega theesan	
6.	Mr. B. Immanuel Devavaram	
7.	Mr. K. S. Bharaath	
8.	Ms. J. Lydia Indra Prizadherani	
9.	Dr. J. Jasupaul Thangaraj	J. Jasupaul Thangaraj
10.	Dr. J. John Sekar	
11.	Dr. T. K. Ganesan	
12.	Dr. C. Muthuraja	
13.	Dr. K. John Adaikalasamy	
14.	Dr. M. Bala Krishnan	
15.	Dr. A. Martin David	A. Martin David
16.	Dr. R. Anandaraj	
17.	Dr. J. Rajakumar	
18.	Dr. Vasantha Kumar	

S.No.	NAME	Signature
19.	Mr. M. Vigneshwaran	
20.	Mr. S. SMITH WIGGLESWORTH	S. Smith
21.	Dr. K. Gnana Sekar	
22.	Dr. S. Rajkumar Immanuel	

Minutes:

The minutes of the Internal Quality Assurance Cell held on 28 August 2015, at the NAAC Secretariat, The American College, Madurai:-

The members signed above attended the meeting.

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

The meeting began with a word of prayer by Dr. Adaikala samy, the Dean for International Exchange and Study Abroad.

Dr. M. Davamani Christober in his welcome address stressed the need for the accreditation of the college. He also congratulated Dr. K. Gnanasekar, the Coordinator of IQAC for all his efforts in completing the following four important activities:-

- 1) The submission of AQRs to NAAC, Bangalore, for the years 2010-11, 2011-12, 2012-13, 2013-14 & 2014-15.
- 2) Submission of Self Study Report (SSR) to NAAC,
- 3) Academic Orientation to newly recruited faculty members of our College conducted in July 2015 to introduce College Autonomy and its functions and their role in higher education specifically at our college;
- 4) Panel Discussion on Union Budget 2015 conducted by Dept. of Economics to create awareness about the Union Budget among our students.

The Principal and Secretary also mentioned that a five-member Committee comprising Dr. G. C. Abraham (the Vice-Principal), Dr. K. Gnanasekar, (the Coordinator of IQAC); Prof. J. Jesupaul Thangaraj (Controller of Examinations); Dr. C. Dorothy Steele of Chemistry Dept. And Dr. N. Thirupathi Rajan (Director of the Dept. of Computer Science) would start visiting the departments from 31 Aug. 2015 and collect the reports from the departments in the College.

The Principal also informed that the College Report for NAAC had been completed and there would be a mock visit to the Departments by some senior members of the faculty with external members.

Dr. K. Gnanasekar highlighted proposed activities to be carried out (a copy enclosed).

He also presented the proposal regarding sharing of responsibilities by the members of the C.B.I. (a copy enclosed at the end).

Dr. J. John Sekar, Dean, Academic Policies and Administration briefed on the implementation and the necessity of Three Audits - Academic Audit, Green Audit and Energy Audit. While the Bureau deals with the Green Audit and Energy Audit, Dr. John Sekar said that the Academic Audit would be conducted by three external experts, who would audit Arts, Science and Commerce & Business Administration Departments.

The Controller of Examinations, Prof. Jesupaul informed that the question papers set for Nov. 2014, April 2015 & June 2015 Examinations would be evaluated.

He also explained that the evaluation would be carried out by the external experts. He also explained that the evaluation would

find whether the questions were within the syllabus and set in the right format.

The Principal suggested that Dr. John Sekar could be assisted by Dr. J. Paul Jayakar, Prof. J. Eya Steela, Prof. J. John Rajkumar, and Ms. Lydia Indira Priyadharasini (the external member of IQAC) in editing the IQAC Bulletin.

The principal was very happy to announce the facelift given to the library and appreciated the librarian for his tireless efforts in maintaining the library.

The Principal optimistically encouraged the members that by the blessings of God and by our efforts the college would surely get accredited.

Mr. Immanuel Devavaram, one of the external members of IQAC talked on students' involvement and empowerment. He also expressed his willingness to conduct internship programmes for the benefit of the students.

Ms. Lydia observed that the students should be helped to come out of their problems and get involved in innovative activities. She also expressed her eagerness to help the students in their innovative proposals. She agreed to extend her cooperation in the preparation of IQAC Bulletin.

Dr. Ananda Raj, while proposing a vote of thanks said that IQAC functions at three levels: Students, faculty and non-teaching staff. He also opined that though the educational perspective had changed everywhere as a market oriented and commercialized commodity, in an institution like

The American College it should be for a noble social cause. He expressed that he would even present a paper on this subject to create an awareness

ACTION TAKEN REPORT

2015-2016

- ❖ NAAC Assessment Process is institutionalized. Departments and faculty members are facilitated to undergo assessment by NAAC Peer team
- ❖ Completed Reaccreditation Second Cycle Process with Grade A and CGPA score of 3.46 on a 4 point scale
- ❖ Conducted Students feedback on academic measures and infrastructure facilities and recommended measures based on the analysis
- ❖ Conducted Science exhibition for school students in which faculty members and students of six science departments involved. 5600 students from 65 schools and public got benefitted
- ❖ Sky watch programme arranged for public using 10 inch telescope
- ❖ Faculty and Students are involved in the process of Curriculum development. The Curriculum is revised and approved by the Academic Council
- ❖ Facilitated and encouraged research activities of faculty members through financial assistance in terms of TA/DA, incentive for research publications and attracting funds from government agencies for research. Many faculty members actively take part in research four major and three minor project received
- ❖ Research work facilitated through enhancing UGC supported NList facilities at Daniel Poor Memorial Library and assisting researcher to use research resources at anytime at free of cost
- ❖ Training on usage of E Library facility through INFLIBNET, NLIST for students and faculty members conducted.
- ❖ Students Magazine, TWEETS ACRC, launched by student members of American College Rotaract Club
- ❖ Organised Book Fair as a part of Centenary Celebrations of Daniel Poor Memorial Library
- ❖ Training on the usage of ICT in teaching and evaluation process
- ❖ Computerisation of online student attendance and online continuous assessment mark processing implemented
- ❖ ICT services enabled hall in each department created

- ❖ Academic Networking with Foreign Universities including Concordia College, USA and Ateneo de Manila University
- ❖ Organised Subject-specific Seminars and awareness programmes including Road Safety Sensitization Program
- ❖ Conducted Environment awareness programmes including International Ozone Day celebrations
- ❖ Promoting Student participation in International and National Sports Events

Future Plan

- College For Excellence Status
- Publication Division
- Research Journals
- National And International Conferences Workshops
- Student Support Centres
- E-Content Preparation Centre
- Professional Development Centre
- Inter/Multi-Disciplinary Research Centre
- Entrepreneur Skill Development Centre
- Software Development And Testing Centre
- Basic Science Awareness Programmes
- Global Alumini Meet
- Examination Reforms
- Certificate Courses