

Minutes & ATR 2016-17

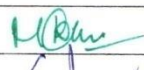
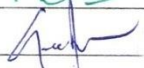
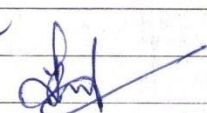
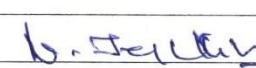
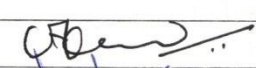

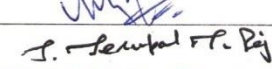

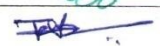


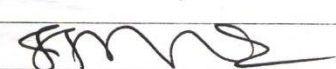
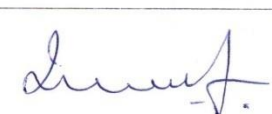
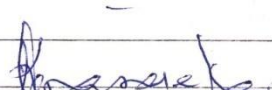
Meeting (1): 15.07.2016

Members Present:

Members present at the IQAC Meeting - 2016
held on 15th July 2016

15/7/16

Members of the IQAC - 2016-17

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Ms. Udayakumari Ratnavalli	
5.	Mr. N. Jegatheesan	
6.	Mr. D. Immanuel Devavaram	
7.	Dr. K. Muthuchelian	
8.	Ms. I. Lydia Indra Priyadharsini	
9.	Dr. 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. Balakrishnan	-
15.	Dr. A. Martin David	-
16.	Dr. R. Anandaraj	-
17.	Dr. J. Rajakumar	-
18.	Dr. Vasantha Kumar. N	
19.	Student Nominee -I A.Aarthy Caroline Lydia (15MBA 01)	-
20.	Student Nominee-II M.Josiah Immanuel (15PGE 21)	
21.	Student Nominee-III M.Nandana (15 PGM 20)	-
22.	Dr. K. Gnanasekar	

Minutes:

IQAC Meeting @11 am at the NAAC Secretariat on Friday 15 July 2016

Principal

- Welcomed the gathering
- External members: Muthuchezian, Jegatheesan, Lydia
- Briefed the role of IQAC

IQAC Coordinator Dr KG

- Freshmen orientation
- Good response from parents for admission
- Parents-Teachers Meeting
- Socio-economic profile collected and being processed

Plans

- UGC visit
- CPE status
- ATR on NAAC Peer Team suggestions
- Criterion-wise action plan
- NAAC rating has branched off into A, A+ and A++
- More Centres on interdisciplinary research
- Special Centres for preparing students for placement and exams like UGC Net
- Five year plan for the next accreditation
- Orientation for the newly recruited faculty members
- Science Exhibition
- Question paper evaluation: dept level
- Documentation in the college
- IQAC bulletin twice a year
- Interaction with faculty from other colleges
- NAAC sponsored seminar
- Student discipline through programmes & engagements

Dr Muthuchezian, former VC

- Autonomous colleges almost on par with university
- IQAC has its own objectives, vision and mission
- Rating: A to A++ / B B+
- Ratings in the first two are preliminary to 3rd cycle
- In the third cycle, the impact of the programmes introduced during the early phases on the beneficiaries
- Valuation and evaluation is more rigorous
- Strengthen IQAC in terms of students, teachers, non-teaching staff, parents
- Start sensitisation programmes in terms of 7 criteria
- Conduct many programmes before admissions like achievements and programmes available: something like exhibition: press be invited
- Conduct a series of programmes at least for three days highlighting features of programmes discipline-wise
- First confidence won from students
- Sensitisation programmes for teachers on research like how to write projects and writing a paper and presentation
- Funding scope and agencies & 12 Fellowships for students
- Alumni be invited to train students

- Contribution of alumni dept level and college level
- Four times a year; achievement of five years through charts
- Infrastructure development in terms of quality
- Parents' questionnaire
- Results of students to parents through sms (viability of programme)
- Separate coordinator for parents meeting
- Academic Administrative Audit from externals through structured questionnaire and upload the report on the College website
- Every dept should have five year agenda for benchmarking and ATR
- A complete profile of each student
- Feedback from students: collect, analyse, project it with earlier ones
- Criterion-wise feedback
- Teacher with engagement
- Action on complaints against teachers must: one-to-one between head and teacher
- Teaching, materials, technology, testing,
- Examination process: autonomous status being suspected
- Two out of three tests must
- Remedial action for exams of defaulters
- Within a week, results be published
- Timely Evaluation and publication for perfection
- Start Centres involving other departments: immediate
- Research should be interdisciplinary and multidisciplinary
- Centre for Tamil computing: Tamil and Computers
- Economics dept be common for all
- Minimum ten Centres for the next five departments
- MOUs with Industrial Partners
- Invite all the members of the Chamber of Commerce
- Every dept should have at least 10 modus involving students
- Fine tune elective courses in accordance with industrial needs
- Let students become employable or entrepreneurs
- Industrial collaboration for mutual benefits
- Research Consultancy dept-wise and policy on it
- Placement: training & number of placement counselling
- At least 25% on campus placement; college is not an incubator for producing degrees
- Expose students to the world of opportunities
- Strengthen placement with data
- Amenities on campus
- Common restroom for girls, boys, and men and women faculty separately other than the ones available in departments with recreational facilities
- Cubicle with a computer for every teacher
- Internet café centre where a student can type and bind their thesis: outsource it to NGO or self-help groups
- Every wing ought to have toilets
- Canteen with price list
- Green audit with further improvement
- Example, any income from Vermicomposting

- Solar power in terms of percentage
- Criterion-wise department report
- New departments and centres
- Extension: real contribution to society in terms of village knowledge centre for their livelihood, literacy percentage
- SAP, FIST, Centre of Excellence
- Revenue generated through consultancy
- Seminars, conferences, at least 1 in each department annually
- Linkages created
- Upgrading the existing infrastructure
- Library be automised
- How many are visiting and using different facilities
- Net, Slet, IAS, Gate
- Student activities: nss, bcc,
- Major grievances redressed
- Curriculum development: initiatives
- Smart classrooms
- Welfare schemes for teachers/non-teaching
- Corpus fund generated in the last five years

Principal

- CC
- 100 KVA first in Arts and Science college in TN reducing 25 tonnes CO2
- Green Audit with the help of Dr Muthuchezian
- Introduced criterion-wise results
- Welcomed Mr Immanuel
- Got concurrence for the appointment of new criterion heads
- The lowest grade for research: no research culture; consultancy zero
- Impact of extensions programmes on society to be quantified
- Small library or computing, supplying magazines or American College knowledge village centre in villages

Jegadeesan, President

- Soft skills training for at least final year students
- Guest lectures
- Result oriented courses
- Involve entrepreneurs
- Thrust to be given to discipline so that they may not involve in crimes
- R&D strengthened
- MOUs with trade-wise organisations

Principal

- Teach students properly lest they may not involve in crimes
- Selling kidneys to buy iPhone
- Ready for MOU with the Chamber of Commerce

President

- Sicke

Agenda:

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



The American College
Madurai 625 002

Agenda

- National Conference – 21st and 22nd Feb., 2017.
- Student Feedback
- Academic Audit – 2016-17
- Ranking of Depts. as per parameters / methodology of NIRF (National Institutional Ranking Framework)
- IQAC Bulletin
- AQAR – 2015-16

Proposed Activities:

- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark
- Preparing AQAR – 2016-17 – Criterion Wise report
- Question Paper Evaluation 2015-16 – Dept. level
- Documentation of the activities of the departments/ centers / 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

Reports

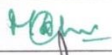
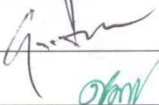



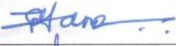

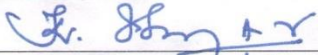


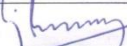

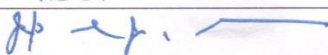



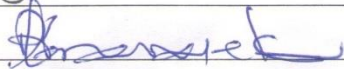

Recording Secretary	: Dr. J. Rajakumar
Editor – IQAC Bulletin	: Dr. J. Paul Jayakar
Coordinator – Documentation	: Dr. Vasantha Kumar
Coordinator – Quality Circles	: Dr. R. Anandaraj
Coordinator – Events	: Dr. K. John Adaikalasamy
Coordinator – Extra-Curricular activities	: Dr. C. Muthuraja
Academic Audit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

Members Present:

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Members present at the IQAC meeting
held on 30 January 2017.

Members present in the IQAC meeting held on 30th January, 2017

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Dr. J. Jasupaul Thangaraj	
5.	Dr. J. John Sekar	
6.	Dr. T. K. Ganesan	
7.	Dr. C. Muthuraja	
8.	Dr. K. John Adaikalasamy	
9.	Dr. M. Balakrishnan	
10.	Dr. A. Martin David	A. Martin David
11.	Dr. R. Anandaraj	
12.	Dr. S. Rajkumar Immanuel	
13.	Dr. S. Paul Mary Deorrah	
14.	Dr. J. Paul Jayakar	
15.	Mr. J. Justin Manohar	
16.	Dr. J. Rajakumar	
17.	Dr. Vasantha Kumar	
18.	Dr. K. Gnanasekar	
19.	J. SAROJIN	

Minutes:

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/appixed)

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. Muthucheslian, Mr. Ponnudhi, 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 feed back 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 Adithakasingam 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 IQAC - (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 AACHE 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.

Action Taken Report:

2016-2017

- ❖ Completion of action work for extension of Autonomous status and UGC granted extension of Autonomous status for a period of 6 years with effect from the Academic year 2016-17 to 2021-22 including ex-post-facto approval for the period from 2013-14 to 2015-16
- ❖ Faculty Induction Program for newly recruited faculty members
- ❖ Online access of student attendance & Continuous assessment marks
- ❖ ICT enabled services and infrastructure at department level
- ❖ Constructed 6 new classrooms, Amphitheatre and Men's Hostel in the Satellite Campus

- ❖ Created New lounge for Women faculty and separate lounge for Women students
- ❖ Institutional collaboration with International Institutions including Concordia College, USA, Ateneo de Manila University and UBCHEA(United Board for Christian Higher Education in Asia)
- ❖ Sustaining and managing effective use of INFLIBNET NLIST resources
- ❖ Revising and updating of CBCS (Choice Based Credit System) for various courses. Updated Courses approved by the Academic Council
- ❖ Faculty members received Major and Minor Projects
- ❖ Organised Subject related seminar and Union Budget Panel Discussions
- ❖ Science day is celebrated with Intradepartmental Science competitions for our students
- ❖ Ozone Day, Dengue awareness program conducted
- ❖ Sports students won medals and awards at the Inter-university tournaments
- ❖ Rallies, Seminar, Workshops, Blood donation camps conducted to instil Institutional Social responsibilities among students

Future Plan

- Examination reforms
- College with excellent ranking
- Diploma and certificate courses
- In house publications
- Multidisciplinary research journals
- National and International conferences
- Training programs and workshops
- Student's Academic support programs
- Workshop on E-content
- Multi-disciplinary and Innovation Centre
- Entrepreneur skill development programmes
- Software development and testing centre
- Placement training and interactions
- Fundamental science awareness programmes
- Periodic Alumni meet