

## Minutes & ATR 2017-18

Meeting (1): 06.07.2017

### Agenda:

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



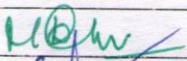
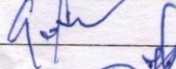

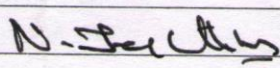
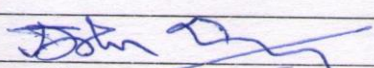
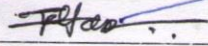
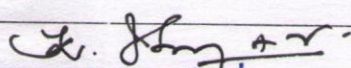
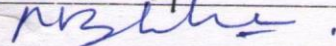
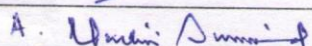

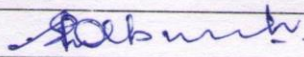
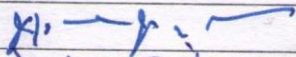
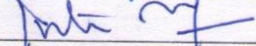

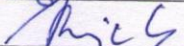
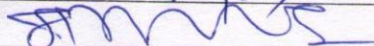
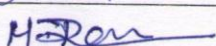
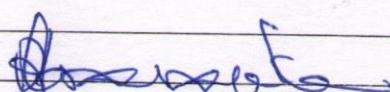
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Madurai 625 002

### Agenda

- AQAR – 2016-17 - Criterion Wise report
- Faculty Induction Programme for newly recruited Faculty Members
- Proposal to organize a criterion specific IQAC event on third WEDNES DAY of every month – Seminar / Workshop – for our faculty / staff / students (JULY, AUG, SEP, OCT, JAN, FEB, MAR)
- National Conference – November, 2017
- Student Feedback – Collection – Analysis - ATR
- Academic and Administrative Audit (AAA) – 2016-17
- Ranking of Depts. as per parameters / methodology of NIRF ( National Institutional Ranking Framework) – Developing Quality Indicator Framework
- IQAC Bulletin – 2016-17
- Preparing for CPE status
- Central Instrumentation Facility
- Proposal to create Academic, Professional Development, and Student Welfare Centers such as,
  - a. Multi-disciplinary / Inter-disciplinary Centers,
  - b. Students' Academic Welfare Centers,
  - c. Students' Talents Facilitating Centers,
  - d. Learning Resource Production Center,
  - e. Soft Skill Development Center,
  - f. Entrepreneurship Training Center
  - g. Software Development and Testing Center,
  - h. Students' Sports Skill Development Center
- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark
- Question Paper Evaluation 2016-17 – Dept. level
- Documentation of the activities of the departments/ centers / college
- Formation of Quality Circles & Monitoring its functions
- Departments to organize International / National / State-Level Academic Programs

## Members Present:

### Members present in the IQAC meeting held on 6<sup>th</sup> July, 2017

S. No.	Name	Signature
1.	Dr. M. Davamani Christober	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Ms. Udayakumari Ratnavalli	
5.	Dr. K. Muthuchelian	
6.	Mr. N. Jegatheesan	
7.	Mr. B. Immanuel Devavaram	
8.	Ms. I. Lydia Indra Priyadharsini	
9.	Dr. J. Jasupaul Thangaraj	
10.	Dr. J. John Sekar	
11.	Dr. T. K. Ganesan	
12.	Dr. S. Rajkumar Immanuel	
13.	Dr. K. John Adaikalasamy	
14.	Dr. M. Balakrishnan	
15.	Dr. A. Martin David	
16.	Dr. C. Muthuraja	
17.	Dr. S. Paul Mary Deborrah	
18.	Dr. J. Paul Jayakar	
19.	Mr. J. Justin Manohar	
20.	Dr. R. Anandaraj	
21.	Dr. J. Rajakumar	
22.	Dr. Vasantha Kumar	
23.	Ms. RAMA M	
24.	Mr.	
25.	Dr. K. Gnanasekar	

## Minutes:

The Minutes of the meeting of the members of the Internal Quality Assurance Cell held on 6 July 2017.

AGENDA :- Affixed.

Members who attended the meeting :- list affixed.

The Principal and Secretary Dr. Daramani Christoper chaired the meeting.

The meeting began with a prayer by Dr. J. Rajakumar, Associate Prof. of English.

The chairman welcomed the members and introduced the agenda.

At the outset the chairman appreciated Dr. K. Granasekar, the Coordinator of IQAC for his commitment and sincerity. He also congratulated Dr. K. Granasekar and Dr. Paul Seyaker on their successful publication of the first IQAC Bulletin/Journal.

Before taking the sixteen items of the agenda for discussion, Dr. K. G. presented a report on the work carried out by the Cell and also urged the members to accomplish the incomplete tasks. He requested the Convenors of the Committees to submit the A&R 2016-2017 - criterion wise reports at the earliest. He presented the year plan (2017-18) of IQAC and announced that a Faculty Induction Programme would be conducted on 22/7/2017 for the newly appointed faculty (appointed since 2015).

Dr. Kanman, former Principal, MSW College, would organize the programme.

The Coordinator, Dr. K.G. announced that it had been proposed to conduct - Criterion-specific IQAC events would be conducted on third wednesday of every month. He added

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that Dr. Rajkumar Emmanuel would organize a programme in July.

Regarding the conduct of a National Conference the Principal announced that that would be held in January 2018. He requested the members to discuss and decide on the theme and the chief guest of the conference. He also suggested that the topic should be related to the UGC Thirteenth Plan. An organizing Committee with members from each discipline was formed. Dr. John Sekar, Dean, Academic Policies and Administration would be the convener of the committee. Dr. Paul Seyaku (Arts), (Science), Dr. Justin Manohar (Humanities) and Dr. Vasantha Kumar (Librarian) would be the members.

During the discussion on Student Feedback the Principal informed that Dr. Rajkumar Emmanuel had submitted the Action Taken Report (ATR).

In the matter of Ranking of Departments the Principal instructed Dr. Justin Manohar to work on that as per parameters/methodology of NIRF.

Dr. J. Paul Seyaku was again assigned the task of preparing JQAC Bulletin 2016-17.

The Principal said that Dr. John Sekar would be in charge of the preparation for CPE Status. He also suggested that each criterion head could include two members from their respective departments to help them in this regard.

Names of some of the following faculty were suggested: Prof. Johnson, Prof. Malaravan, Mrs. Robin, Prof. Rajesh and Dr. Martin.

The Principal quoting the NAAC report stressed the need for having Central Instrumental Facility and said that that should be the most important agenda to be considered.

The Bursar Dr. J.H.R. Monica regarding fund-raising for Central Instrumental Facility

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informed that the Central Food Technology and Research Institute (CFTRI) was willing to donate some instruments.

It was also proposed to create Academic, Professional Development and Student Welfare Centres such as;

- a) Multi-disciplinary / Inter disciplinary Centres,
- b) Students' Academic Welfare Centres,
- c) Students' Talents Facilitating Centres,
- d) Learning Resource Production Centre,
- e) Soft Skill Development Centre,
- f) Entrepreneurship Training Centre,
- g) Software Development and Testing Centre,
- h) Students' Sports Skill Development Centre.

The Bursar informed about the availability of two Interactive Boards and stressed that they had to be utilized fruitfully. She also said that the faculty should be trained to operate them properly for the welfare of students.

The Criterion Heads were asked to work on an Action Plan based on NAAC report. It would be a Criterion wise Action Plan for five years based on Assessment indicators as benchmark.

It was decided to carry out Question Paper Evaluation more effectively from this year.

Documentation of the activities of the departments / Centres / College would be done and the copies of the activities should be sent to IBAC and NAAC Coordinators for this purpose.

During the discussion on department level programmes, the Bursar informed that economical support would be given to encouraging the departments to conduct various Academic programs.

## Meeting (2): 01.02.2018

### Agenda:

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



The American College  
Madurai 625 002

### IQAC Meeting – 2017-18 – 1<sup>st</sup> February, 2018

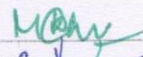
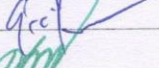


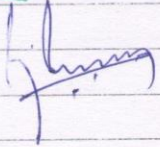
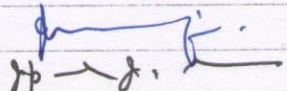
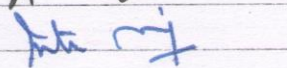

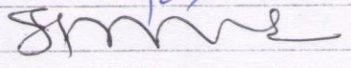

#### Agenda

- AQAR – 2016-17 – Final draft -**KG**
- Faculty Induction Programme for newly recruited Faculty Members - **JJS**
- Student / Alumni Feedback – Collection – Analysis – **ATR – RI & JPJ**
- Academic and Administrative Audit (AAA) – 2016-17- Report -**JJS**
- Ranking of Depts. as per parameters / methodology of NIRF ( National Institutional Ranking Framework) – Developing Quality Indicator Framework – Report – **JJM & KG**
- IQAC Bulletin – 2016-17 (Second Half) & 2017-18 (First Half) -**JPJ**
- Central Instrumentation Facility - report
- ATR - Proposal to create Academic, Professional Development, and Student Welfare Centers such as,
  - a. Multi-disciplinary / Inter-disciplinary Centers. (Inter-disciplinary & Innovation Center)
  - b. Students' Academic Welfare Centers,
  - c. Students' Talents Facilitating Centers. - SSC, Anandhan
  - d. Learning Resource Production Center. -
  - e. Soft Skill Development Center. = Daniel Rubensaj
  - f. Entrepreneurship Training Center = Martin, Justin
  - g. Software Development and Testing Center. = Jiji, Joli = Dept. Applied Science
  - h. Students' Sports Skill Development Center - Chapter, J. J. J. Director  
→ Council's Center
- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark – report – **RI, PMD, CM, Bursar, JPJ, KJA, JJM**
- Question Paper Evaluation 2016-17 – Dept. level - Report –**KJA, COE, DCOE**
- Formation of Quality Circles & Monitoring its functions – report - **RA**

- \* Placement Cell activities
- \* Alumni Cell activities

**Members Present:**

**Members present in the 2<sup>nd</sup> IQAC meeting held on 1<sup>st</sup> Feb., 2018**

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

## Minutes:

The Minutes of the meeting of the members  
of the IQAC held on 1 February 2018.

( Agenda and the list of the names of the members  
attended the meeting enclosed )

The Principal and Secretary,  
Dr. Davamani Christopher chaired the meeting.

The meeting began with a prayer by  
Dr. J. Rajakumar, Associate Prof. of English.

The Chairman welcomed the members and  
introduced the agenda. The matters on the agenda were  
discussed and decisions were taken in the meeting.

Regarding the first item on the agenda  
Dr. K. Gnanasekar, the Coordinator, IQAC informed  
that a draft of AQAR - 2016-17 had been sent  
to the Deans for verification and suggestions.  
Dr. John Sekar, the Dean for Policies and Administration  
suggested the same to be finalised at the earliest.  
The Principal told Dr. K.G. to take care of the final report.

The Principal entrusted the responsibility of  
arranging Faculty Induction Programme for  
newly recruited faculty members with Dr. John Sekar,  
Secretary NAAC.

The Principal instructed the concerned  
faculty to document the Student/Alumni Feedback.

Dr. John Sekar informed that the  
Academic and Administrative Audit had to be  
prepared. ( AAA - 2016-17 ).

The Principal urged Dr. Justin Manohar  
and K. Gnanasekar to Rank the Departments  
as per the parameters/methodology of NRF.



(National Institutional Ranking Framework) by developing Quality Indicator Framework and submit the report.

Dr. J. Paul Tejekar, Addl. Dean for Policies and Administration informed that the IQAC Bulletin for 2016-17 (Second Half) was almost ready and the Bulletin for 2017-18 (First-Half) was at an initial stage of preparation.

The Principal opined that separate space should be allotted to house Central Instrument Facility. He also suggested that the C I F could be installed either at Stopper's Hall or at the Saunders (both upstairs).

The Principal also mooted the idea of having a museum and a planetarium in the College. He explained the necessity of having them and suggested that the planetarium could be established at the Satellite Campus in Chattrapatti.

Regarding the <sup>ATR-</sup>proposal to create various centres Dr. K. Gnanasekar said that the titles/names given to centres in the list could be changed more significantly.

The Principal expressed that various activities related to the centres proposed were already being carried out in the College though not in a full-fledged manner with such nomenclatures mentioned. He further said that the Counselling Centre had been already functioning very fruitfully. He also appreciated the service rendered by the trained Counsellors Dr. Chester Manuel and Ms. Rohini of the Counselling Centre.

During the discussion on Multi-Disciplinary / Inter Disciplinary Centres the Principal suggested that there should be separate centres for Science, Social Science and Languages.

The Principal nominated the following faculty to be in charge of the centres:  
Dr. Azulappan - Student Talents Facilitating Centre  
Prof. Daniel Reubaraj - Soft Skill Development Centre.  
Dr. A. Martin David and Prof. J. Justin Manohar volunteered to be in charge of Entrepreneurship Training Centre. The Principal suggested that the related work had to be done at the Satellite Campus too.

Stressing the need for the basic infrastructure to the centres the Principal suggested that Software Development and Testing Centre could be housed at Jeevan Sothi Lab and the Students' Sport Skill Development Centre at the P.E.D Block (Ground floor).

Ms. Anurama, Director of Placement Cell was ~~asked~~ told to organise training programmes for students. It was decided to organise a programme for Ph Arts students in February and for the Science students before the Second Test Period.

The Principal instructed that the members should start working on Action Plan based on NAAC Report and said that Criterion wise Action Plan for next five years to be formulated and to work on it from now onwards.

## Action Taken Report:

### 2017-2018

- ❖ Recommendations of the Sub-committee on Examination Reforms are approved in the Academic Council and implemented
- ❖ Participated in the National Institutional Ranking Process of MHRD under College category and ranked 90 under NIRF ranking 2018
- ❖ Programme Structure and Curriculum for all PG courses are revised and approved by the Academic Council
- ❖ Programme Structure and Curriculum for Diploma and Advanced Diploma courses under Community College Programmes are introduced and approved by Academic Council
- ❖ Facilitated research activities of faculty members. Faculty members take active part in research and published articles in peer reviewed journals
- ❖ Conducted an International Conference on Emerging Trends in Multidisciplinary research at Singapore in Association with Singapore Tamil Teachers Association from 27 to 29 December 2017
- ❖ Organised One day International Conference on English Language, Literature and Linguistics on 26 July 2017. 611 research papers were published in 20 volume in Bodhi, an International Journal approved by UGC
- ❖ Conducted a National Conference on Modern Mathematics and its applications on 22nd and 23rd January 2018
- ❖ Organised National Conference on Impact of Pollution on Health and Restoration of Quality Environment through Biotechnology Applications on 2nd and 3rd February 2018
- ❖ Conducted a National Conference on prospects of Micro, Small and Medium Enterprises in Indian scenario
- ❖ Organised a National workshop on Mental Health of Young Adults
- ❖ Organised a special interaction session with around hundred faculty members from City colleges on Quality Higher Education in Changing times
- ❖ Conducted Students feedback on academic measures and infrastructure facilities and recommended measures based on the analysis
- ❖ Strategic planning carried out for enhancing infrastructure facilities and to start new academic programs based on feedback received
- ❖ Organised National level Human Rights Defenders Training Program on 19th and 20th September 2017
- ❖ National Conference on Modern Mathematics and its Applications
- ❖ Published IQAC Bulletin bi annual
- ❖ Organised competition for students on My Vision - Corruption Free India
- ❖ Arranged for a Special talk to highlight the achievements of Nobel Laureates 2017 on the Nobel day 2017
- ❖ Construction of Amphitheater extension
- ❖ Construction of ground and first floor of Saunders Hall for new classrooms
- ❖ Construction of classrooms on the first floor of Jeevana Jyothi extension building

- ❖ Construction of Tissue Culture Lab
- ❖ Construction of Science lab
- ❖ Construction of audio video recording studio
- ❖ Installation of solar lamp in the campus
- ❖ Constructed an aesthetically designed entrance at satellite campus
- ❖ Organised Subject related seminar Union Budget Panel Discussions
- ❖ National Science day is celebrated with Intradepartmental Science competitions for our students
- ❖ Ozone Day, Dengue awareness program conducted
- ❖ Faculty Induction Program for newly recruited faculty members
- ❖ Promoting the Online access of student attendance & Continuous assessment marks
- ❖ Ensuring ICT enabled services and infrastructure at department level
- ❖ Institutional collaboration with International Institutions
- ❖ Sustaining and managing effective use of INFLIBNET NLIST resources
- ❖ Sports students participated and won medals and awards at the inter-university tournaments
- ❖ Rallies, Seminar, Workshops, Blood donation camps were conducted to instil Institutional Social responsibilities among students

**Future plan:**

- College with excellent NIRF ranking
- Advanced Diploma and Certificate courses
- B. Voc Program
- In-house Publications
- Multi-disciplinary Research Journals
- National and International Conferences
- Training Programmes and Workshops
- Student's Academic support programmes
- Workshop on E-content
- Multi-disciplinary and Innovation centres
- Entrepreneur Skill Development Programmes
- Software Development and Testing centre
- Placement Training & Interactions
- Fundamental Science awareness programs
- Periodic Alumni Meet
- Centralised Instrumentation Facility