

Minutes & ATR 2018-19

Meeting (1): 16.07.2018

Agenda:

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



The American College
Madurai 625 002

Agenda

- AQAR – 2017-18 - Criterion Wise report
- Preparing for NIRF – 2018-19
- Institutional email ID for faculty members
- MOOC (Massive Open Online Courses) – SWAYAM Courses
- Awarding grades with respect to class mean and standard deviation - floating passing minimum (class mean – standard deviation) - as suggested by UGC
- 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 – 2018
- Feedback (Students, Teachers, Alumni, Parents, Employers) – Collection – Analysis - ATR
- Academic and Administrative Audit (AAA) – 2017-18
- IQAC Bulletin – 2017-18
- Central Instrumentation Facility
- 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 2017-18 – O/o COE / Dept. level
- Departments to organize International / National / State-Level Academic Programs

Members Present:

Members present in the 1 st IQAC meeting held on 16 th July, 2018		
S. No.	Name	Signature
1.	Dr. M. Davamani Christober	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica (Cr. IV)	
4.	Ms. Udayakumari Ratnavalli,	
5.	Mr. Md. Ismail Omar	
6.	Dr. M. Nallakaman	
7.	Dr. S. Jenefa	
8.	Mr. B. Immanuel Devaram	
9.	Ms. I. Lydia Indra Priyadharshini	
10.	Dr. A. Martin David	
11.	Dr. J. John Sekar	
12.	Dr. T. K. Ganesan	
13.	Dr. S. Rajkumar Immanuel (Cr. I)	
14.	Dr. K. John Adaikalasamy (Cr. VI)	
15.	Dr. M. Balakrishnan	
16.	Dr. C. Muthuraja (Cr. III)	
17.	Dr. J. Sarojini	
18.	Dr. J. Paul Jayakar (Cr. V)	
19.	Mr. J. Justin Manohar (Cr. VII)	
20.	Dr. E. Joy Sharmila (Cr. II)	
21.	Dr. R. Anandaraj	
22.	Dr. J. Rajakumar	
23.	Dr. Vasantha Kumar	
24.	Mr. M. Rajesh	
25.	Dr. P. M. Anurama	
26.	Dr. K. Gnanasekar	
27.	Special Inviter:	
28.	Prof. K. BALAKRISHNAN	 Director-IQAC MKU

Minutes:

The Minutes of the IQAC Meeting held on 16/7/2018
(The agenda and the list of the members attended the meeting affixed)

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

The meeting began with a prayer by Dr. G.C. Abraham, Vice Principal

Having welcomed the members, at the outset the Principal introduced the UGC Quality Mandate to the members for discussion. The objectives set by the Commission for improving the quality in Higher Education Institutions were discussed one by one.

The Principal insisted that the College should strive to improve the graduate outcome for the students, so that they secured access to employment/self-employment or to higher education.

When discussing the first of the ten initiatives to be undertaken in pursuit of the objectives of Quality Mandate it was decided to conduct more Induction Programme for students.

Regarding the revision of curriculum at regular intervals, the Dean of Academic Affairs, Dr. John Sekar, who is in charge of the revision of curriculum confirmed that it was done every year.

It was decided to encourage the faculty to use ICT based learning tools for effective teaching-learning process.

Dr. K. Gnana Sekar, the Coordinator IQAC observed that e-content preparation should be done.

Regarding Soft Skills development in students it was felt that a centre should be started.

The Bursar, Dr. Helen Ratna Monica ^{said} that language labs should be utilized properly for this purpose. She also suggested that the Dept. of English could carry out programmes related to soft skills on Saturdays.

Dr. John Sekar conveyed that already Communication Skills were part of the Courses offered by the Dept. of English.

Dr. G.C. Abraham suggested that the students must be trained in the soft skills in a proper and systematic manner and the courses should be designed for this purpose.

The External Member Mr. Jenefa from M.K. University expressed that as offered in M.K. University the courses could be offered as "Skill Based / Soft Skill."

Dr. John Sekar along with Dr. Paul Jayakar reiterated soft skills were part of life skill courses offered in our College.

During the discussion on social and industry connect for the institutions, the Principal highlighted that two placement officers and the college NSS officers were already at it.

Dr. J. Paul Jayakar informed that already four villages had been adopted.

Dr. M. Nallakaman, the Dean, M.K. University suggested that outreach programmes should be conducted.

The Principal proclaimed that the sixth initiative, Examination Reforms had been done recently. He also said that a team had visited various colleges and had submitted a report, which was later presented at Senatus and then in the faculty meetings. He conveyed based on the final decisions taken after discussions the

Examination System had been reformed and implemented successfully now.

On the request made by the Principal, the Vice Principal highlighted the reforms carried out in the college.

It was decided to do the Tracking of Students' progress after completion of course more effectively based on the data collected from them.

Though Induction Training Programmes are being given for new Teachers, based on the instruction given by the UGC, it was decided to bring in the role of the NRCs in this regard. It was also agreed to give Leadership/management training for all educational administrators.

As per the ninth initiative it was resolved to promote quality research by faculty to create new knowledge.

On the tenth initiative Dr. John Sekar expressed that our College did help other institutions to get accreditation by 2022.

After an elaborate discussion on the ten initiatives to be undertaken for Quality Mandate, the Chairman handed over the session to Dr. K. Gnanasekar, Coordinator IQAC to introduce the main agenda for discussion.

Dr. K.G. stressed that AQAR - 2017-2018 had to be prepared and compiled.

While discussing preparation for NIRF - 2018-2019, Dr. K. Gnanasekar said that a comparative study with other colleges had been carried out and the real status of our college was realised.

The Principal and the members highlighted the steps that were being taken to rectify and improve the areas in which

The college lagged behind in comparison with other colleges.

The Principal announced that thereafter only qualified candidates would be appointed even in self-financing departments in view to improve the quality.

It was felt that the institutional e-mail ID for faculty should be improved.

Regarding the gender variation in the number of faculty and students, the finding says according to the comparative analysis the strength of the women faculty was 50% and the girl students was 20% of the total student strength. As a solution to this Dr. John Sekar reminded of NAAC recommendation to admit girl students in Aided Courses too.

To a query on admitting transgenders the Principal explained that still the transgenders hesitated to reveal their identity.

Dr. John Sekar pointed out the lacking in the areas of research and results found in the comparative study and called for a remedy.

The Principal said that the Dean of Academic Affairs would be in charge of the measures to be taken for the improvement by research and The Controller of Examination, Dr. A. Martin David would take care of improving the students results.

Dr. Senefa suggested that the faculty should be apprised of the parameters of NIRE.

Mr. Balakrishnan, IQAC, Coordinator for MKU opined that all the parameters recommended by the UGC should be simplified for layman's understanding.

Regarding MOOC (Massive Open Online Courses) as expected by the UGC should be offered at PG level. This was conveyed by

The Coordinator and the Principal added to that saying that the UGL insisted that every student had to do at least one MOOC and should get enrolled in SWAYAM. The Dean, the external members conveyed that it was being done in the MK University.

The Principal announced in the meeting that our college was registering for MOOC on that day itself.

The Controller raised a doubt about whether the marks would be entered in the grade sheets.

It was decided to request the Librarian, who had attended a course on the MOOC to help the faculty.

During the discussion on awarding grades with respect to class mean and standard deviation - floating passing, Mr. Balakrishnan said that many institutions followed the system.

The Principal suggested all the pros and cons of the grading system had to be analysed thoroughly before taking a decision on that.

Dr. John Sekar said that the system was being followed partially already. He also opined that the MKU should set and send a model to be followed by the affiliated colleges.

The Principal said that he expected the MK University to give specific guidelines on grading. He also said if this was followed by other colleges, the American College would also introduce the same after discussing in the Senate & faculty meeting.

The Principal said that the Faculty Induction Programme for newly recruited Faculty had been conducted previously and would be conducted for those who had joined this year.

Dr. K. Gnanasekar announced that the Proposal to organize criterion specific JQAC event on third Wednesday of every month - Seminar / Workshop had to be prepared and the programmes should be conducted accordingly.

Regarding the conduct of National Conference in December and July the Principal said that the proposal should be sent. He also happily said that four or five conferences had been conducted and an International Conference was organized in Singapore. He also conveyed that more International Conferences would be conducted abroad in future.

Dr. Helen Retna Monica, the Bursar boastfully announced that the Dept. of Chemistry was going to conduct an International Conference in which four delegates from the USA would be participating. She also said that the papers presented would be published in the International Journals.

Dr. Rajkumar Immanuel said that the Collection of Feedback from the Students, Teachers, Alumni, Parents and Employers was completed and compiled. He also a copy of the same would be ready very soon.

Dr. K. Gnanasekar informed that Academic and Administrative Audit (AAA) 2017-18 should be accomplished.

Dr. J. Paul Jayakar, who is in charge of IQAC Bulletin announced that both parts of IQAC Bulletin 2017-18 would be ready shortly.

Principal announced that the Western Wing on the second floor of Saunders Hall had been allotted for installing the Instruments for and the Central Instrumentation Facility would be available by the end of this month.

Bursar informed that the outsiders could also make use of the instruments on payment.

The Principal nominated Prof. Chinnadurai Panicham to act as the Coordinator of Soft Skill Centre.

Dr. Rajkumar Emmanuel suggested that a Consultancy Centre should also be included in the list of centres to be opened.

Dr. K. Gnanaprasad stressed the membership work on Action Plan based on NAAC report. He said a Criterion Wise Action Plan for five years had to be prepared.

Regarding the Question Paper Evaluation, the COE was advised to prepare and give questionnaires to the External Examiners in order to get their views.

It was also decided to apprise the faculty of obtaining patent right for our innovations.

Meeting (2): 04.02.2019

Agenda:

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



The American College
Madurai 625 002

Agenda

- UGC identified our College as a potential “Mentor Institution” to help the NAAC aspiring institutions
- AISHE 2018-19 – due date 28th Feb., 2019
- Create on HEI Portal by registering in the NAAC web portal for on-line submission of AQAR 2018-19 onwards
- Task force for Preparing and uploading AQAR – 2018-19 - Criterion Wise – on-line mode
- Institutional email ID for faculty members
- Guidelines: Bibliometric data validation methodology of NAAC – Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- Task Force for Feedback– Collection – Analysis – ATR
 - Students,
 - Teachers,
 - Alumni,
 - Parents,
 - Employers
- Task force for Academic and Administrative Audit (AAA) – 2018-19
 - Collection – Analysis - ATR
- IQAC Bulletin – 2018-19 (First half)
- Central Instrumentation Facility
- Action-Plan - Faculty-Student Training Centers to build Competencies, such as
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students’ Talents Facilitating Centers,
 - c. Soft Skill Development Center,
 - d. Entrepreneurship Training Center
 - e. Software Development and Testing Center,
- Question Paper Evaluation 2018-19 – O/o COE / Dept. level-ATR
- Future Plans of Action for the next Academic Year – 2019-20
- Action Plan for the next NAAC cycle

Members Present:

Members present in the 2nd IQAC meeting held on 4th February, 2019

S. No.	Name	Signature
1.	Dr. M. Davamani Christofer	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica (Cr. IV)	
4.	Dr. A. Martin David	
5.	Dr. J. John Sekar	
6.	Dr. T. K. Ganesan	
7.	Dr. S. Rajkumar Immanuel (Cr. I)	
8.	Dr. K. John Adaikalasamy (Cr. VI)	
9.	Dr. M. Balakrishnan	
10.	Dr. C. Muthuraja (Cr. III)	
11.	Dr. J. Sarojini	
12.	Dr. J. Paul Jayakar (Cr. V)	
13.	Mr. J. Justin Manohar (Cr. VII)	
14.	Dr. E. Joy Sharmila (Cr. II)	
15.	Dr. R. Anandaraj	
16.	Dr. J. Rajakumar	
17.	Dr. Vasantha Kumar, Librarian	
18.	Mr. M. Rajesh, Alumni Cell	
19.	Dr. P. M. Anurama, Placement Cell	
20.	Dr. K. Gnanasekar	
	Student Members	
21.	S. Kaushik IGCOM30	
22.	Mohammed A staffs IGMAYS	
23.	T. SUGANYA, MCA DEPT	

Minutes:

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 ^{we will} help the following five institutions:

- 1) M.K. University College, Madurai
- 2) St. Antony's College, Dindigul
- 3) ^{Syed Ahmad} ~~Martin~~ ~~Robert~~ ~~College~~ ~~for~~ ~~Women~~, Keelakarai
- 4) CSJ 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 HAI 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 Debbaraj, the Faculty Secretary.

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

Dr. K. Gnanasekar, the Coordinator J&AC 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 Rani (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. Anandaraj.

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. Neyrasagamu (Madura College), Dr. Ramasubbu (Mannar Thiruvoralai Nicker College) Dr. Jenifa (MK University).

Action Taken Report:

2018-2019

- ❖ Organised a Special Meeting with the Dean of St. Clairs College, Windsor, Canada on Study Abroad programme for Colleges.
- ❖ Conducted a Workshop on Adoption, Promotion and Production of MOOCs on SWAYAM platform.
- ❖ Conducted Faculty Development Programme on 'Restructured NAAC Accreditation Norms Procedures and Outcome Based Education'
- ❖ Introduction of UGC approved B.Voc Degree under Community College programmes
- ❖ Organised a Special Address of Dr. ManojKumar, Deputy Director of UGC SERO on 'Issues related to Higher Education and New Education Policy'
- ❖ Faculty Orientation Programme for newly recruited faculty members
- ❖ Submission of AQAR- 2017-18
- ❖ Restructuring of curriculum towards outcome based education Revised curriculum based on outcome based education, placed and approved in the Academic council
- ❖ Participated in the National Institutional Ranking process of MHRD under Autonomous College Ranked between 100 & 150 in college category under NIRF India Ranking 2019
- ❖ Promoting research activities and research publication of departments and faculty members Many faculty members activity involved in research and are publishing in Scopus, Web of science & UGC listed journals
- ❖ Introduction of New courses- B.Com Professional Accounting, Ph.D in Mathematics, Ph.D in Botany, Additional section in B.A English and M.Sc Mathematics Program structure and curriculum are placed & approved by the Academic council
- ❖ Introduction of Certificate and diploma courses at the weekends for public Diploma course offered by visual communication and certificate course offered by English, Hindi & French.
- ❖ Academic Networking with International Institutions MAHSA University, Malaysia, Eastern Institute of Technology , Auckland, Singapore Tamil Teachers Union, National Institute of Education , Nanyang Technological University
- ❖ Hands on training on usage of e-library facility through INFLIBNET- NLIST for students and faculty members successfully conducted and the facility is made accessible to students and faculty at free of cost

- ❖ Construction of second floor of Saunders Hall, central Instrumentation Facility, Edward L Nolting Gymnasium, William Tracy Indoor stadium, Restrooms, Men's hostel in satellite campus and Paver Block pavement is laid in Main campus Constructed & Dedicated
- ❖ International Conference on Frontier Areas in Chemistry from 17 July to 19 July,2018 Conducted
- ❖ Conducted a Three days' workshop on Applications of SPSS in Social Science Research. Students and Faculty members are oriented
- ❖ Organised an International Conference on Innovations in Business and Management. Research Scholars from India and abroad, participated
- ❖ LED lighting in the campus Installed

Future Plan

- Differently Abled Friendly Campus
- Developing eLearning Environment
- Finding avenues to reach the unreached society