Minutes & ATR 2019-20

Meeting (1) : 14.08.2019

Agenda:

Dr. M. Davamani Christober
M. Sc., M. Phil., Ph. D.(Interdisciplinary), Ph. D. (Math)
Principal & Secretary

The American College
Madurai – 625 002, India

Since 1881

Agenda

- Task force for Preparing and uploading AQAR – 2018-19 - Criterion Wise – on-line mode
- Task force for Preparing and Uploading NIRF-2020 (TLR(40), RPP(15), GO(25), OI(10), PP(10))
- UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions – Due weightage in the NIRF Ranking and NAAC Accreditation as mentors – Mentor Institutions
- Guidelines: Bibliometric data validation methodology of NAAC – IRINS- PMS- Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- OBE implementation and follow up
- Examination & Evaluation Reforms – UGC initiatives – Grading System - moderation
- Question Bank – MCQ
- Student, Faculty Induction Programme
- 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 (Second 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 Academic Year – 2019-20
- Action Plan for the next NAAC cycle

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Members Present:

IQAC - 2019-2020

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Members present in the IQAC meeting held on 14th August, 2019

S. No.	Name	Signature
1.	Dr. M. Davamani Christober	
2.	Dr. G. C. Abraham	
3.	Dr. C. Dorothy Sheela (Cr. IV)	
4.	Dr. M. LellisThivagar, GC Member	—
5.	Mr. R. Ilangovan, Chairman VISHAL	—
6.	Dr. G. John, St. Joseph College	
7.	Dr. S. Jenefa, MKU	
8.	Mr. B. Immanuel Devaram, Fantasy Foods	
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.	Mr. K. Ravi	
23.	Dr. Vasantha Kumar, Librarian	
24.	Mr. M. Rajesh, Alumni Cell	
25.	Dr. P. M. Anurama, Placement Cell	
26.	Dr. K. Gnanasekar	
27.		
28.		
29.		
30.		

Minutes:

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 presentand warmly acknowledged the presence of external members, Dr. John, Department of Commerce, Bishop Heber College, Dr. Jenefa of Kamaraj University, and Mr. ImmanualDevavaram, 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 Bulleting – 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 needto 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.SinceAgenda 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 collegeis 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 forstudents 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 a suggested 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 ones 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 SIPprogramme 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 ones 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.

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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

Meeting (2): 11.02.2020

Agenda:

Dr. M. Davamani Christober
M. Sc., M. Phil., Ph. D.(Interdisciplinary), Ph. D. (Math)
Principal & Secretary

The American College
Madurai – 625 002, India

Agenda

- Prepared and uploaded AQAR – 2018-19 - Criterion Wise – on-line mode
- Prepared and Uploaded NIRF-2020 (TLR(40), RPP(15), GO(25), OI(10), PP(10))
- IQAC National Conference on Quality Enhancement and Sustenance in Higher Education on March 6, 2020. – Invited Speakers – Proceedings
- College Web page –periodic update
- Mentoring NAAC Accreditation Aspirant Institutions – Due weightage in the NIRF Ranking and NAAC Accreditation as mentors – Mentor Institutions
- Guidelines: Bibliometric data validation methodology of NAAC – IRINS- PMS-Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- OBE implementation and follow up
- Examination & Evaluation Reforms – UGC initiatives – Grading System – Moderation
- Question Bank – MCQ and other sections
- Student, Faculty Induction Programme 2020-21
- Students' Grievances Cell – Function - ATR
- Task Force for Feedback 2019-20– Collection – Analysis – ATR
  Students, Teachers,
  Alumni, Parents,
  Employers
- Academic and Administrative Audit (AAA) – 2018-19
  Using AQAR 2018-19 – Analysis - ATR
- IQAC Bulletin – 2019-20 (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 Academic Year – 2020-21
- Action Plan for the next NAAC cycle

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Members Meeting:

Members present in the IQAC meeting held on 11th February, 2020, 3pm

S. No.	Name	Signature
1.	Dr. M. Davamani Christober	
2.	Dr. G. C. Abraham	
3.	Dr. C. Dorothy Sheela (Cr. IV)	
4.	Dr. M. LellisThivagar, GC Member	
5.	Mr. R. Ilangovan, Chairman VISHAL	
6.	Dr. G. John, St. Joseph College	
7.	Dr. S. Jenefa, MKU	
8.	Mr. B. Immanuel Devaram, Fantasy Foods	
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.	Mr. K. Ravi	
23.	Dr. Vasantha Kumar, Librarian	
24.	Mr. M. Rajesh, Alumni Cell	
25.	Dr. P. M. Anurama	
26.	Dr. D. David Jebaraj	
27.	Dr. K. Gnanasekar	
28.	T. SUGANYA	
29.	R. Albert Christopher Raja	
30.	P. ARUCAPPAN	

Minutes:

Minutes of the IQAC Meeting held on 11 Feb 2020

A meeting of the IQAC chaired by the Principal & Secretary was held at Chemistry Smart Room on 11 Feb 2020. It began with a prayer by Bursar, Dr.C. Dorothy Sheela.

Principal said that it is the second IQAC meeting for the academic year. He introduced the faculty members to the external members, and welcomed them. The Chairman said that he was happy AQAR being uploaded for 2018-'19. He said that he was expecting better ranking in NIRF.

The Chairman asked members to suggest Resource Persons for IQAC Conference planned to be held on 6 March 2020. Dr. K. Gnanasekar replied that he tried two resource persons but had not received any reply from them. Dr. J. John Sekar suggested Dr.K. Ponmudi as Chief Guest for IQAC Conference, and Principal readily accepted his suggestion. Mr. Elangovan, MD,Vishaalde Mall, suggested Mr. Ramesh, Judge, as Chief Guest for College Day Function, and Principal accepted that as well.

College Web page needs to be updated periodically, the Principal said. He said that many staff members have not updated their profiles. He then asked IQAC Coordinator whether the names of new IQAC members were updated, and Dr.K. Gnanasekarreplied that it had been done.

Principal stated that UGC has selected some colleges to serve as Mentor Institutions for NAAC aspirant colleges. Our college is one among the Mentor Institutions, and Principal emphatically said that being Mentor Institution is an added advantage for scoring good credits.

Principal then asked Librarian to brief about IRNS(Indian Research Information Network System). Librarian said that our college is the first arts college to register in that system. Data has been uploaded for 214 faculty members, and has to be uploaded for 100 more faculty members. Once data has been uploaded, the website link can be added to NAAC research publication page. When Principal asked whether the college would get any credit for institutional citation, Dr. K. Gnanasekar said that it would be counted for NIRF ranking.

Regarding MOOC the Chairman said we have to choose a platform to launch MOOC courses. Students can opt and staff can offer courses. Prof. Suganya suggested that courses for MOOC can be decided in Board of Studies, to be launched in MOOC. But Dr. J. John Sekar said, it would be easy to pass it on in BOS but to include courses in MOOC repertoire requires overcoming several hurdles from the government side.

Principal then asked Dr. J. John Sekar to explain about OBE. He said that OBE was adopted in the last academic council. As we have introduced OBE for the existing courses, they have to be revised. He requested the Principal to have a workshop, in order to help all the faculty members to understand how to align OBE with the question paper.

While Principal asked Dr.A. Martin Davidto brief about Examination and Evaluation Reforms, he said that reforms have been made for external question paper setting, grading, and moderation. Question paper review would be done in the forthcoming month,both by externals and experts. Principal asked the Controller of Examinationsto get comments from external examiners about question papers. Then, since Mr. Justin was not present, discussion

on Induction Programme for Students and staff was set aside for discussion in another meeting.

Principal asked the faculty-in-charge to maintain recordsinStudents Grievances Cell about the actions undertaken for the grievances lodged by the students.Students Services Centre should be rechristened asStudents Talent Facilitating Centre, well ahead of September before the report would be uploaded.NAAC was initiated after several years in 2013,andDr. J. John Sekar, Dr. K. Gnanasekar, Dr.C. Muthuraja, Dr.A. Martin David worked hard for preparing the report . Finally, we got accreditation in 2016. Now we have to submit NAAC report before September. 70% of the marks will be awarded based on the data we submit. Remaining 30% of marks will be awarded during inspection. And Principal hoped that we would get better result.

The responsibility of collecting data for feedback 2019-'20 will be taken care of by the following: Data from Alumni – Alumni Cell, from Teachers & employers – Librarian, from students – Students Services Committee, and from parents – Dean, Policy.

Dr. K. Gnanasekar suggested that external audit can be utilized using AQAR 2018 - '19.Dr. J. John Sekar suggested to identify seven IQAC coordinators from other colleges, and they could be requested to go through one criterion each and give a report.

Dr.J. Paul Jayakar replied that IQAC Bulletin 2019-'20 for the first half of the year was almost done, but pending due to insufficient photographs.

Dr. T.K. Ganesan briefed about Central Instrumentation Centre. He said that it is fully functional, and that a workshop would be arranged for students soon. Dr. K. Gnanasekar suggested that information about the workshop could be informed to the students through college website.

While briefing about Action Plan, Principal was highly appreciative of our MCA students for developing a software for CBCS registration.Regarding training and jobs for students, it was decided to have elaborate discussion later.

In order to promote research activities on campus, Principal said remuneration would be given to staff whose article is accepted in any UGC listed journal. So also, students who represent the college in national level would be acknowledged, the Principal said. Moreover, he said that the four certificate courses - Spoken English, Spoken Hindi, Spoken French, and Photography– initiated last year should continue every year.

The following resolutions were taken after healthy discussions in the meeting:

It was resolved to

- invite Dr.K. Ponmudi as Chief Guest for IQAC Conference.
- update faculty profiles in the college website.
- rechristenStudents Services Centre asStudents Talent Facilitating Centre.
- promote research activities of faculty.
- reward students representing college at national level.

When Principal asked whether anybody has anything to share, Dr. John, St. Joseph's College, shared some of his views. He asked the college to encourage students not only to do

online courses on Swayam, but also on Edx and Coursera. Suggested that the college can have its own online courses, and students who complete those courses could be given credits. Next, he said that staff members can do online Refresher Courses. He asked the college to give extra attention on high achievers to help them grow further in their studies. Dr. J. Paul Jayakar replied that the English Department has such plans, and would execute after getting directives from the Principal.

The Chairman then adjourned the meetingas the discussion came to an end.

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Action Taken Report:

ACTION TAKEN REPORT

2019-2020

- Mentor Status granted by UGC
- Participated in the National Institutional Ranking process of MHRD under Autonomous College and ranked between 150 & 200 in college category under NIRF India Ranking 2020
- Conducted a National Conference on Quality Enhancement & Sustenance in Higher Education
- Restructuring of curriculum towards outcome based education(OBE) and the revised curriculum(OBE), placed and approved in the Academic council
- Conducted a National Level Webinar on Teacher vs Learner: Impact of COVID'19 in Colleges on 22.07.2020.
- Faculty Orientation Programme for newly recruited faculty members
- Submission of AQAR- 2018-19
- Google Class Room Training to all faculties.
- National Level Online Faculty Development Programmes on the themes, “Software Project Management Using Artificial Intelligence” & “E-Learning Tools”.
- 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.Sc., Physics and B.Sc., Mathematics at Satellite Campus and Program structure and curriculum are placed & approved by the Academic council
- Internet Facility for Students at DPM Library
- Construction of third floor of Saunders Hall, John X Miller Hall, accommodating three lectures halls for Community College, Laboratories for Food Science Microbiology, Food Science Biotechnology, Psychology, Bio-Chemistry, first floor of the Men's hostel, Academic Block in satellite campus and Ramp to all buildings.
- Rain water Harvesting and additional RO Plants construction in Main campus
- Installation of New Solar Panel at Dudley Hall
- Vermicompost Unit Installation
- Publication of 8th volume of the International Peer Reviewed Journal (ACJELL) by the Department of English
- Conducted DST sponsored INSPIRE Science Camp
- Research Department of Zoology conducted a National conference on Wild life: Threats and Conservation on 18 October 2019. Research Scholars from all over India, participated.
- FDP on "Recent Trends in Digital Technologies" was conducted and 1033 participants got benefited.
- Department of Commerce conducted a workshop on GST. Students and Faculty members participated.
- Conducted a National Workshop on Service Learning Programme at Kodaikanal.

- Research Department of Tamil conducted an International Seminar on Pulampeyarnthor Ilakkiyam – Marakappatta Varalarrin Maru Uyirppu on 6 and 7 January, 2020. Research Scholars form India and abroad, participated.
- Research Department of English organized an International Conference on Asian Literatures in English as an Asian Language on 23.01.2020. Research Scholars from India and abroad, participated
- International Conference on Frontier Areas in Chemistry was organised by Chemistry Department.
- As part of Diamond Jubilee Celebrations, Research Department of Zoology conducted a National conference on Recent Trends in Biological Sciences Conducted on 3 February, 2020.
- English Literary Association of the Department of English organized a weeklong staging of Christopher Marlowe's Doctor Faustus from 17.02.2020 to 22.02.2020
- Department of Computer Science conducted an International Conference on Digital Transformation on 5 and 6 March 2020 with participants across the nation and abroad.
- International Seminar on Globalization of English and Changing Definitions of proficiency was conducted in collaboration with Anna University.
- Department of Physical Education organized a one-day state level workshop on Training Physical Education and Sports on 6 March, 2020. Sports persons from different Universities participated

- National Seminar on Chorkalin Pagadaiyattam Yuvan Chandrasekarin Punaiyulagam" was organised by Tamil Department.
- The Central Instrumentation Centre, organized webinars on "Electroanalytical Techniques" and Spectroscopic Techniques-I & II".
- Department Of Chemistry organised National Level "American College Chemistry Webinar Series-I, II, III".
- National Level Webinar on "Cyber Security Trends in 2020 and Beyond" was conducted
- National Virtual Conference on "Human Microbiome at the interface of Health and Disease" was organised
- Students participation in Inter University tournaments, National and International Sports
- 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

Future Plan

- Developing eLearning Environment
- Finding avenues to reach the unreached society
- Creation of Incubation centres