

Dr. D. David Jebaraj  
Dr. P. M. Anurama  
Coordinators, IQAC




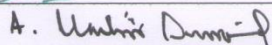
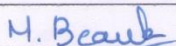
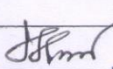
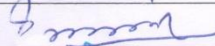

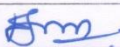
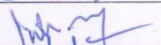
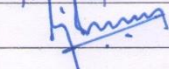
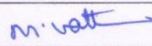
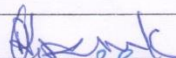
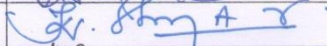



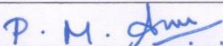
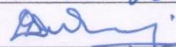
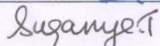
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## Agenda

- AQAR – 2020-21 - Submission
- Faculty Orientation Programme
- Task force for IQAC
- Academic and Administrative Audit (AAA) – 2021-22
- Feedback (Students, Teachers, Alumni, Parents, Employers) – Collection – Analysis - ATR
- Question Paper Evaluation 2021-22 – O/o COE / Dept. level
- E-content
- Departments to organize International / National / State-Level Academic Programs
- Updating and Uploading of AQAR – 2021-22
- Revision of UG, PG curriculum embedded with Self-study / Field study / Internship / Project components, at least one in each year of study.
- OBE implementation and Attainment evaluation
- Question Bank – MCQ and other sections – Self Study Courses – Comprehensive Exams
- Students' Grievances Cell – Function - ATR
- IQAC Bulletin – 2021-22
- Future Plans of Action for the Academic Year – 2022-23
- IQAC Second meeting

**Members present in the IQAC meeting held on 20/10/2022**

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. A. Martin David	
3.	Dr. M. Beaula Ruby Kamalam	
4.	Dr. A. Wilson Aruni	
5.	Mr. R. Ilankovan	
6.	Dr. G. John	
7.	Dr. S. Jeneffa	
8.	Mr. D. Immanuel Devavaram	
9.	Dr. S. Pushparaj	
10.	Dr. D. Anandha Selvam	
11.	Dr. D. Lourdu Immaculate	
12.	Mr. J. Justin Manohar	
13.	Dr. S. Rajkumar Immanuel	
14.	Dr. J. Paul Jayakar	
15.	Dr. M. Vathanaruba	
16.	Dr. M. Balakrishnan	
17.	Dr. R. Daniel Rubaraj	
18.	Dr. K. Gnanasekar	
19.	Dr. K. John Adaikalasamy	
20.	Dr. A. Joseph Thatheyaus	
21.	Dr. P. Dailiah Roopha	
22.	Mr. R. Sundareswaran	
23.	Ms. Nancy Immanuel	
24.	Dr. P. M. Anurama	
25.	Dr. D. David Jebaraj	
26.	Ms. T. SUGANYA	

## **Minutes of the IQAC meeting held on 20.10.2022**

### **Meeting -I**

The first meeting of IQAC (2022-2023) was held at 11.30 a.m. on 20.10.2022 in the Principal Chamber. The Principal and Secretary chaired the meeting. The meeting began with a prayer by Dr.M.Vathanaruba, Dean of Women Students. The Chairperson welcomed the members and introduced the new IQAC Coordinators, Dr.D.David Jebaraj, Dr.P.M.Anurama and IQAC members. The IQAC Coordinators, Dr.David Jebaraj and Dr.Anurama presented the agenda of the meeting. The Chairperson informed that the Internal Quality Assurance Cell of the College had submitted the Annual Quality Assurance Report for the year, 2020-2021 to NAAC on 26.08.22.

IQAC Coordinator Dr.Anurama informed that the IQAC organized a Faculty Orientation Programme for the newly recruited faculty on 20<sup>th</sup> September 2022, in which 154 faculty members attended. The Chairperson congratulated the IQAC Coordinators for the successful constitution of task force for IQAC, comprising of faculty representative from every department.

The Chairperson invited all the members for discussion on academic excellence. The Chairperson requested the conveners of the criterion committees to upload the data for AQAR 2021-22 before the first week of December. IQAC Coordinator Dr.David Jebaraj requested the Criterion I convener, to collect the feedback from students, teachers, alumni, parents and employers for AQAR. The Chairperson asked the Deputy controller of examination about the question setting and paper evaluation. The Deputy controller of examination responded that, from 2022-23 onwards, separate question paper setting (Internal & External) and separate evaluation are suggested. The members discussed about the question bank. Dr.G.John,

Associate Professor of Commerce, St. Joseph College suggested that the course teachers could prepare a question bank for each core subject and submit to the Controller office along with keys.

The Chairperson informed Dr. Suganya (Criterion II member) to collect E-content from all faculty. The Chairperson insisted to conduct more national and international conferences/seminars for the academic year 2022-23.

The Chairperson announced the external members for the Academic and Administrative Audit (2021-22) as follows:

- i. Mr. T. SUDHAN,  
Associate Professor,  
Department of Zoology  
Presidency College, Chennai.
- i. Mr. R. JAGANATHAN  
Associate Professor & Head  
Department of Mathematics  
Ayya Nadar Janaki Ammal College, Sivakasi.
- ii. Dr. M. Helen Mary Jacqueline  
Associate Professor,  
Department of Economics  
Lady Doak College, Madurai.
- iii. Dr. Jockim Devaraj  
Assistant Professor,  
Department of English,  
St. Xavier's College, Palayamkottai
- iv. Dr. B. Arun Kumar  
Assistant Professor,  
Department of Social Work,  
Bishop Heber College, Trichy.
- v. Mrs. S. Sathya  
Associate Professor  
Department of Computer Science,  
Standard Fireworks Rajaratnam College, Sivakasi.

The Chairperson requested the Dean for Policies and Administration Dr.D.Lourdu Immaculate to brief about the revision of Curriculum. The Dean explained about the new grid and also informed that internship and field trips are included in the new grid. She added that the grid will be placed in the Senatus meeting for approval. The Chairperson asked the Dean to prepare a separate manual for Outcome Based Education (OBE). The Chairperson asked Dr.D.Lourdu Immaculate to activate the Students Grievance Cell immediately. IQAC Coordinators Dr.D.David Jebaraj and Dr.Anurama took charge to prepare IQAC bulletin 2022-23. The Chairperson invited suggestions from the members for future plans. It was decided to have an OBE Workshop for faculty, research related workshop and to initiate programmes for the welfare of non- teaching staff. The chairperson announced that the second meeting would be held in March 2023.

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Dr. P. M. Anurama  
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**28/03/2023**

## **Agenda**

- AAA
- AQAR 2021-2022 uploading
- IQAC Department Report
- IQAC programmes for faculty and Non-Teaching staff
- National/ International / State level Academic Programs.
- Feedback(Students, Teachers, Alumni, Parents, Employers) – Collection – Analysis - ATR
- Curriculum revision – LOCF
- Question Paper Evaluation 2021 - 2022
- IQAC Bulletin
- Future plans for the academic year 2023- 2024.



**Members present in the IQAC meeting held on 28/03/2023**

S. No	Name	Signature
1.	Dr. M. Davamani Christober (Principal & Secretary)	M. Davamani
2.	Dr. A. Martin David, Vice-Principal	A. Martin David
3.	Dr. M. Beaula Ruby Kamalam, Bursar	M. Beaula
4.	Dr. D. Anandha Selvam	D. Anandha Selvam
5.	Dr. D. Lourdu Immaculate	D. Lourdu Immaculate
6.	Mr J. Justin Manohar	
7.	Dr. S. Rajkumar Immanuel	
8.	Dr. J. Paul Jayakar	J. Paul Jayakar
9.	Dr. M. Vathanaruba	M. Vathanaruba
10.	Dr. M. Balakrishnan	M. Balakrishnan
11.	Dr. A. Issac	A. Issac
12.	Dr. K. Gnanasekar	K. Gnanasekar
13.	Dr. K. John Adaikalasamy	K. John Adaikalasamy
14.	Dr. A. Joseph Thatheyaus	A. Joseph Thatheyaus
15.	Dr. P. Dailiah Roopha	P. Dailiah Roopha
16.	Mr. R. Sundareshwaran	R. Sundareshwaran
17.	Mrs. Nancy Immanuel	Nancy Immanuel
18.	Dr. P. M. Anurama	P. M. Anurama
19.	Dr. D. David Jebaraj	D. David Jebaraj
	<b>External Members</b>	
20.	Dr. A. Wilson Aruni	
21.	Mr. R. Ilankovan	R. Ilankovan
22.	Dr. G. John	G. John
23.	Dr. S. Jenefa	S. Jenefa
24.	Mr. D. Immanuel Devavaram	D. Immanuel Devavaram
25.	Dr. S. Pushparaj	S. Pushparaj

## **Minutes of the IQAC meeting held on 28.03.2023**

### **Meeting - II**

The Principal and Secretary chaired the meeting. The meeting began with a prayer by IQAC Coordinator, Dr.D.David Jebaraj in the Board room. The Chairperson welcomed the members and introduced the agenda.

The Chairperson informed the members that the Academic and Administrative Audit for the year 2021-2022 were conducted by Dean of Policies and Administration on 03.11.2022. The Audit team included six external members and the results were shared with the departments. The IQAC Coordinator Dr.Anurama reported that the AQAR for the academic year 2021-2022 would be uploaded in the month of April. The Coordinator added that, IQAC had prepared a document format and circulated to the departments for collecting AQAR related data during 2022-2023.

The Chairperson stated that after a long gap of two years owing to pandemic, the departments have revived in organising various conferences and workshops this year. The Convocation was held on 09.12.2022. The IQAC, with the Dean of Curriculum Development and Research, conducted a one day Interactive Workshop on Art and Science of Methodical Scientific Writing & Publishing in a high impact journal, in which 386 faculty members attended and benefitted. The IQAC with the Dean of Women Students had conducted a One day Workshop on Basic Computing Skills for Non-teaching Staff on 21.02.2023. 129 Non-teaching staff attended the workshop.

The Chairperson congratulated the efforts of Dean of Policies and Administration, Dr.Lourdu Immaculate for the Curriculum revision based on LOCF. The Chairperson requested the Controller of Examinations, Dr.Anandaselvam to carry out the Question Paper Evaluation for 2021- 2022. Dr.Anandaselvam sought clarity over the question paper evaluation and the members suggested getting it done



from the question paper setters.

The Chairperson acknowledged the efforts of IQAC Coordinators, Dr.David Jebaraj and Dr,Anurama for their contribution towards the preparation of IQAC bulletin 2021-2022. Copies of Bulletin were provided to all the members.

The Chairperson asked for suggestions from the members with regard to the future plans for the academic year 2023-2024. The IQAC members discussed about the academic endeavours of the college and suggested some quality improvement initiatives.

The Vice Principal suggested the appointment of a Placement Officer with an exclusive Placement Office. Mr.Immanuel Devavaram suggested of a placement office, which could cater the needs of both alumni and the students. Dr.K.Gnanasekar suggested for the promotion of placement drives and mentioned about the need for evolving policy for Student internship & placement. Dr.John Adaikalasamy proposed the construction of an auditorium for academic conferences and to schedule periodic Alumni meetings at the department level

Dr.Pushparaj recommended for the introduction of innovative evaluation scheme for skill based courses and to set up Business Incubation / Innovation Centres in the College. Dr.Paul Jeyakar mentioned that the College has open book assignment. Dr.Jenefa expressed her happiness about the different student clubs/associations that could improve the social skills of students. She suggested for intradepartmental competitions, innovation award for students and best project award in social sciences. The chairperson mentioned about the intradepartmental cricket competitions of the college. Dr.Jenefa proposed the introduction of new thrust areas like Artificial Intelligence and Block chain technology.

Bursar suggested promoting research by reviving incentive for publication, allocation of seed money for research and honorarium for research & development. Dr.Pushparaj mentioned about the government funding to the business incubation centre for start-up.

Dr.Joseph Thatheyus proposed the introduction of coaching classes to students for competitive exams. Ms.Nancy Immanuel suggested for starting skill centres in the satellite campus. She also requested for the installation of vending machines in satellite campus. Dr.Dahlia proposed to have MoU with research centres for training.

Dr.Vathanaruba insisted on coaching classes for competitive exams and recommended one week orientation for newly recruited faculty.

Dr.Ananda Selvam suggested for an OBE workshop to faculty so that attainment levels could be assessed. Dr.Lourdhu Immaculate mentioned that policy documentation as well as placement and research had to be focussed upon. She suggested the mention of funding sources in the college website and proposed for student scholarships from management.

Dr.Paul Jeyakar suggested that the girl students from ten nearby villages of Satellite campus could be given 50% fee concession. He proposed for free transport for students from Satellite campus to ten nearby villages. He recommended the setting up of Poultry farm & animal husbandry in SatelliteCampus. The Librarian stated the need for updating, in DPM library. Dr.Sundareshwaran requested for an OBE workshop and promotion of guideships in the College. Dr.Paul Jeyakar mentioned that the Principal had already circulated the guideship application forms to the faculty and faculty should apply at the earliest.

Dr.Pushparaj insisted on the creation of data bank with all the project data of the departments and 24hrs reading room in DPM Library. He suggested interdisciplinary training on AIML and fellowships for visiting faculty. Dr.Paul Jeyakar suggested having a separate hostel for international students and an exclusive home for Shansi students. He highlighted the need for the introduction of Learning Management System and suggested

having one week of student orientation. Dr.Jenefa suggested having an exit orientation to outgoing students about the psycho social training to maintain work life balance.

Having listened to all the suggestions, the Chairperson announced that an exclusive professional Placement officer would be appointed soon. He also mentioned about the construction of an auditorium and it would be alumni auditorium. The Chairperson told that after getting permission from Finance & Property Committee, LMS would be introduced. The Chairperson mentioned that the association with Shansi had stopped after 2008 and congratulated Dr.Paul Jeyakar for reviving that from 2023-2024 onwards. The Chairperson thanked the members for all their suggestions. The Chairperson asked the IQAC Coordinator to propose the vote of thanks. Dr.Anurama thanked the members for their contribution towards quality sustenance and enhancement of the college. Then the meeting was adjourned.

## **IQAC ACTION TAKEN REPORT**

### **2022-2023**

- Conducted Faculty Orientation Programme for the newly recruited faculty
- Conducted Student Orientation Programme for First year of UG and PG students
- Conducted students feedback on academic measures and infrastructure facilities and recommended measures based on the analysis
- Participated in the National Institutional Ranking process of MHRD under Autonomous College and ranked 58 in college category under NIRF India Ranking 2023
- Curriculum is revised and approved by the Academic Council
- Submission of AQAR- 2021-2022 to NAAC on 26.08.22
- Conducted Academic and Administrative Audit with External Members
- Constitution of IQAC taskforce with faculty representatives of departments
- Promoting research activities and research publication of departments and faculty members
- Conducted a Workshop on “Art & Science Of Methodical Scientific Writing & Publishing in a High- Impact Journal” for faculty

- Construction of New building – Eva M. Swift hall II Floor & Kerith Hall (Satellite Campus)
- Creation of EDEN ARBORETUM creative plants reserve in Satellite Campus
- Organised a Covid-19 Vaccination Awareness Programme at Karuppayurani
- Department of Microbiology conducted an International conference on “Novel Paradigms in Microbiology for Sustainable Future”
- Department of Food Science and Nutrition organised a Two-day International Conference on “Innovative Approaches in Life Sciences – ICIALS 23” on 24 and 25 March 2023
- Department of English conducted an International Conference on “Postmodernist Perspectives in English Language, Literature & Cultural Studies”
- International Conference on “Business Dynamics and Sustainable Development” was organized by School of Commerce
- Conducted a one day workshop for Non-Teaching Faculty on Basic Computing Skill
- The annual Science Exhibition was organised by the departments of Maths, Physics, Chemistry, Botany, Zoology, and Microbiology from February 28 to March 2, 2023

- International Conference on “Smart Materials and Bio molecules” on was conducted by Physics Department on 9<sup>th</sup> and 10<sup>th</sup> of January 2023
- Department of Zoology organized an International conference on “Recent Advances in Animal Science” ICRAAS-23 on 1st February 2023
- Department of Zoology conducted a Workshop “Beekeeping Techniques” on 11.04.2023 with 120 participants.
- Department of Physical Education organized State level inter – collegiate, Hockey Tournament & Volleyball Tournaments
- Department of Data Science (SF) – UG Data Brigade Association conducted a workshop on “Data Science Trends and Techniques”, on 28th September, 2022
- Department of Psychology had organised 365 webinars in the current academic year
- IQAC Biannual bulletin was published highlighting the college activities in academic year
- Students Magazine and newsletters were launched by student members of American College
- Rallies, Seminar, Workshops, Blood donation camps conducted to instill Institutional Social responsibilities among students
- Students participation in Inter University tournaments, National and International Sports



## **Future Plan**

- Training Programmes and Workshops
- National and International Conferences
- Appointment of a Placement Officer with exclusive Placement Office
- Promotion of Placement drives
- Policy for Student Internship & Placement
- Construction of an auditorium
- Periodic Alumni meetings at the department level
- Workshop on OBE attainment
- MoU with Research Centres