

Minutes of IQAC Meeting held on 28.09.2016, at 11.30.a.m. in the Seminar hall

The fifth meeting of the Internal Quality Assurance Cell (IQAC) was convened at 11.30 a.m. on 28th September 2016 in the Seminar Hall. The following members attended the meeting.

| S.No | Name of the Staff/ Invitee | Responsibility |
|-------------|--|-----------------------------------|
| 1. | Dr.T.Jayaprakasam Principal | Chairperson |
| 2. | Dr.A.Venkatesan Asso. Prof of Physics | IQAC coordinator |
| | Prof.M.Ponnambalam Chairman, Governing Body | Representative from Management |
| 3. | Er.P. Balasubramanian President College Committee | Representative from Management |
| 4. | Dr.P. Neelananarayanan Controller of Examinations | Administrative officers |
| 5. | Thiru.R. Selvakumar Librarian | Administrative officers |
| 6. | Thiru.Srinivasan Desikan Vice President Quality Engineering Altisource Business Solution Pvt.Ltd Bangalore. | External Member |
| 7. | Dr.S.Rajasekaran Head Department of Physics Bharathidasan University Trichy | External Member |
| 8. | Thiru.A.K.B.Nawas Babu S.A.Knitwears Private Ltd, Madurai. | External Member |
| 9. | Prof.M.Muralidharan Head,Department of Computer Science | Member |
| 10. | Dr.S.R.Komahan Kavirinadan Assoc. Prof.of of English | Member |
| 11. | Dr.V.Mohanaselvi Asst. Prof of Department of Mathematics | Member |
| 12. | Dr.P.Kasthuri Asst. Professor of Chemistry | Member |
| 13. | Miss.P. Kalpana Asst. Prof of Comp. Science | Member |
| 14. | Dr.S. Rajendiran Head,Dept of Tamil | Ex Officio Member |
| 15. | Dr.K.T.Tamilmani Head,Department of English | Ex Officio Member |
| 16. | Dr.M. Mary Anbumathi Head,Dept of commerce | Ex Officio Member |
| 17. | Dr.S.Kumararaman Head,Dept of Physics | Ex Officio Member |

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| 18. | Prof.M.P.Shanthi Head ,Dept of Zoology | Ex Officio Member |
| 19. | Dr.R.Manimekalai Head,Dept of Economics | Ex Officio Member |
| 20. | Dr.C.Sasikumar Head,Dept of Botany | Ex Officio Member |
| 21. | Dr.A. Rajendan Coordinator, Embedded System | Ex Officio Member |
| 22. | Dr.S.Sahayalathrani, Physical Directress | Ex Officio Member |
| 23. | Mr.N.Narendra kumar Head,Dept of of Hotal Management | Ex Officio Member |
| 24. | Mr. T. Siva | Student Representative |
| 25. | Mr. M. Sathish Aravindh | Student Representative |

The following agenda was considered for discussions

1. To discuss the Action Taken Report for the academic year 2014-2015.
2. To discuss the Academic Audit Report for the year 2015-2016.
3. To peruse and discuss Annual Quality Assurance Report (AQAR) for the Academic year 2015-16.
4. Any other matter.

The Chairperson and Principal of the college Dr. T. Jayaprakasam presided over the meeting and extended a warm welcome to all the members, in particular Chairman of college Governing body Prof. M. Ponnambalam, College committee president Er. Pon. Balasubramaniam, Eminent Industrialist Mr. Nawas Babu, IQAC director of Bharathidasan University and Professor of Physics Dr. S. Rajasekar, Heads of the departments, IQAC members and students' representatives. Then, he invited Dr. A. Venkatesan, IQAC coordinator to take up the agenda one by one for discussions.

The IQAC coordinator invited Dr. K. T. Tamilmani, Head, Department of English to move the first agenda: - Action Taken Report (ATR) for the year 2014-2015. Dr. Tamilmani presented department-wise recommendations and the corresponding Action Taken Report submitted by the departments for the academic year 2014-15.

The external expert Mr. A.K.B. Nawas Babu insisted to present vital recommendations for all departments. He added that every department should have a goal setting approach and compare the existing outcome with previous results.

The external expert Dr. S. Rajsekar suggested that the recommendations should be more specific – for example role played by the college for placement including number of training programmes organized, number of companies visited the campus, Minimum and maximum packages offered etc., He advised that a research coordinator must be appointed and he has to organize a few programmes on Intellectual Property Right (IPR) for the faculty. Further, the member had cautioned that the staff should avoid for publishing their articles in paid journals and further added that UGC has planned to publish the quality journals for various discipline in its web site in a couple of months in order to promote the quality research culture in our country.

The chairman of the governing body insisted that the ATR may contain other achievements made by the department apart from recommendations specified by the audit team. The chairman appreciated the English department for their meticulous preparation of the report.

The president of the college committee congratulated all the departments. He further insisted that each faculty should take additional responsibility apart from their teaching. He added that Institutionalize the experienced teachers expertise. Further he suggested that the students are motivated to take part in various competitions organized by our college and other institutions. After in depth discussion, the members adopted the following resolution unanimously.

2016/IQAC/September/01

It is resolved to approve the Action Taken Report (ATR) for the academic year 2014-2015 with a note of the members' suggestions

Then, the IQAC coordinator invited Thiru.M.Muralidharan, Head, Department of Computer Science to present Academic Audit Reports of various departments of our college for the year 2015-2016.



The chairman of governing body suggested that going for creating e-content for at least one complete course is essential for every department.

Mr. Nawas Babu asked to conduct Internal IQAC meet before external IQAC meeting. He also suggested that one responsibility may be entrusted with each department. He further asked that each department must share their best practice to other department. Life frontier engagement may be adapted as outreach activities and the students may identify the problems. He insisted further that the curriculum may have mini project in pertain to the problems identified by the students and for its remedial measures. He emphasized the importance of online courses and suggested that they may be included in the curriculum. Mr. M.Murlidharan, Head, Department of Computer Science said that his department has already practicing to learn on-line courses offered like *Coursea* etc. and he added further that in order to implement it, it must be discussed by and large in the academic council in respect of awarding credits. Further Mr. Nawas Babu suggested that the entry level and exiting level survey on the basis of student aspirations like higher studies, employment, and marriage, valuing addition in the form their progression may be carried out. Dr. V. Savithri, Head, Department elucidated their practice in respect of quantitative test and basic concepts for aspirants. Mr. Nawas Babu asked the Head of the Mathematics to standardize the practice and share it to other departments. Mr. R. Selvakumar Librarian enumerated the series of programmes/training sessions offered by the Career and Guidance cell in the college. The external expert Mr. Nawas Babu explained the importance of updating of college websites.

The external expert Dr. S. Rajsekar asked to identify a mechanism for evaluating student's strengths and weakness and also slow learners. He suggested that after identification of slow learners, the college has to conduct remedial coaching and it is to be recorded and included in the AQAR. He added that latest research problems from the research articles are to be identified and shared with students.

The chairman of the governing body insisted that as the number of research projects and articles published by the staff are not in tune with number of research departments in the college and thus asked the Head of departments to motivate the staff to apply more number of research projects in the ensuing academic year. In this regard, the management is ready to provide any support.



The President of the college committee asked the Heads to set benchmark, and prepare the plan for next year with measurable activities with a time frame. He added to incorporate the consultancy as part of the activities of the faculty as well as students' research so that it will fetch them more resources for their research. After in depth discussion, the members adopted the following resolution unanimously.

2016/IQAC/ September/02

It is resolved to approve Academic Audit Report for Humanities & Commerce and Science faculties with suggestions provided by the members.

Dr. A. Venkatesan, IQAC coordinator moved the third agenda on Annual Quality Assurance Report for the academic year 2015-16.

The President of the College Committee Er.Pon. Balasubramanian suggested that the industry-persons may be involved in teaching so that the students may be updated in the latest trend in the industry and also they understand the expectation of industry.

The chairman of the governing body informed the meeting that the management sanctioned Rs. 50 lakhs for the construction for research block and others including alumni, Principal, staff and students may find other means to complete research block.

Mr. Nawas Babu asked members to identify the opportunities available for students' community in various areas. Further he encouraged all Head of the departments to identify academic friendly industry and understand their goals. As a result, both institute and industry reap the benefits. He insisted that internship may be a part of curriculum wherever feasible. For this purpose, industrial coordinator may be appointed, who has to look after the needy of the institution-industry linkages. Mr. M. Muralidharan, Head, Department of Computer Science told that their department had made the internship as compulsory for students to undertake the program like Python, Big data etc.

The external expert Dr. S. Rajasekar pointed out some of typographical and factual errors in AQAR. He insisted that the data to be given in the report must be



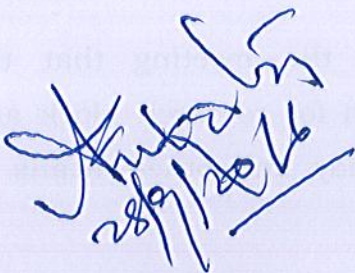
precise and accurate. He asked the college authorities to apply DST-FIST, CPE and other related schemes. He insisted that preparation of h-index for research activities of staff and students in the campus may nurture the quality research culture. He added that substantial progress may be taken of activities as best practices.

2016/IQAC/ September/03

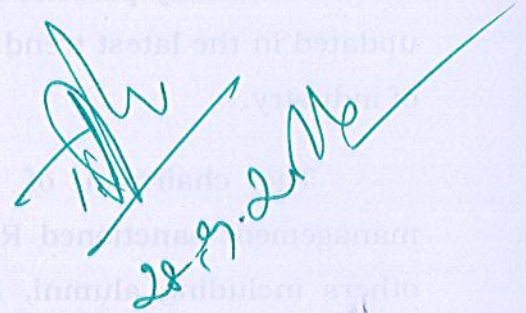
It is resolved to approve Annual Quality Assurance Report for the academic year 2015-2016 and submit the same to NAAC.

Under any other item, Dr. T. Jayapraksham informed the members that in the ensuing year the power audit, general administrative audit and green audit will be conducted.

At the end of meeting, the IQAC coordinator proposed a vote of thanks.



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