

Sri Sankara Arts and Science College
Autonomous

Enathur, Kanchipuram – 631 561

IQAC MINUTES OF MEETING AND ACTION TAKEN REPORT

Minutes of the Internal Quality Assurance Cell (IQAC)

meeting held on 27th July 2016

The Co-ordinator of the IQAC Dr. N. Rangarajan delivered the welcome address. In his welcome note, he pointed out the activities initiated by the IQAC in the esteemed Institution during the academic year 2015-16. He listed the various best practices and methods followed in each Department. He proposed several suggestions to enhance the best practices in the area of teaching and research. Co-ordinator also explained the measures taken towards the submission of IQAC Report (2015-16). He invited the innovative ideas/ suggestions from the respected members of the committee to enhance various practices.

Co-ordinator proposed the following Plan of actions,

a) Organizing Faculty Development Program by IQAC to Staff Members of the college towards ensuring and enhancing quality in Teaching, Learning, Research etc.

b) Organizing Computer training Program to the Faculty members in association with TCS Learning Exchange Program.

Dr. K.R.Venkatesan, Principal and Chairman of IQAC greeted the members with his well wishes and recalled the minutes of previous meeting. Principal stressed the need and importance of management of data in each Department. He also advised the fellow members to prepare the IQAC report for the genuine improvement of the practices followed in teaching, learning and curriculum improvement. He insisted that the teaching community should update themselves by coining the concepts of “continuous learning”. In his lucid speech, Principal demonstrated the teaching pedagogy through the provenance of the concept by integrating with the past and the present status.

Principal announced an innovative pilot project entitled “Tab Learning System” as a resounding replacement for traditional chalk and talk methodology. This will be initially implemented for the Post Graduate students starting this Academic year. He shared the steps taken with regards to the introduction of High-end Technological Automation in the College Office and library. He asked the Heads of the Departments to organise International Seminar / Conferences thereby it motivates the faculties to publish their research findings in reputed

journals with high impact factor. Principal also insisted to organize workshops in the Department for the specific target audience group consisting of 40 to 50 students.

Principal mentioned that teachers should inspire and motivate the students. Words used by the teachers should kindle the emotion of the students. Apart from teaching in the classes, the teachers should involve in active participation in various forums by presenting the papers of their specialization. He also insisted the teachers to enhance the quality of teaching by strictly adhering to the following guidelines.

- i) Faculty should prepare the Teaching resources for the subjects they are handling.
- ii) Faculty should prepare the teaching plan and submit it through online to the college website.
- iii) Performance appraisal is based on the teaching plan from the next semester onwards.
- iv) Departments should maintain the record of events in a separate register.
- v) Departments should maintain the Visitor Book.
- vi) Research programmes should be offered in all the departments.

In his conclusion, Principal mentioned about several announcements which include remodelling and upgradation of Institutional Website, introduction of community radio services and integration of College office with Departments through technology.

Dr. B. Ramesh, Academic Dean & Head of Biotechnology Department conveyed his greetings to the IQAC members and started sharing his best practices in the Department. In his brief talk, he shared the following practices followed in his Department.

- i) He insisted their Department Faculty to teach in English.
- ii) Tab Based learning will be implemented in certain Departments in the August first week.
- iii) The main motto is the effective use of TCS Learning Exchange program and also highlights the features of TCS Learning Exchange.
- iv) Advised his fellow faculty members to start preparing the digital contents.
- v) Effective use of technology by conducting the online examinations.
- vi) Instructing the students to wear the ID card.

Prof. Dr. G. Veeramani, Head, Department of Management studies, mentioned that their Department students are following proper dress code. He also insisted the faculty to take the class in English language.

Dr. G. Suresh, Head, Department of Microbiology, told that their Department has organized one National level conference and an invited special lecture. His Department also published 2 issues of Newsletters.

Prof. R.K. Balachandar Head, Department of Physics greeted and introduced himself in front of the august gathering. He assured he will follow the guidance given by the Principal and adopt the same in his Department. Further, He requested to arrange a workshop for receiving Research grants and Writing a Proposal to the various funding agencies.

Prof. L. Rajesh mentioned the plan of action charted out by their Department and the way they achieved it by following the better practices. He pointed out the need of achieving, ensuring, sustaining and enhancing the quality at all levels in the Department. He thanked the Principal for providing the additional infrastructure resources added to the Computer Science Lab during the academic year 2015-16. He also thanked for the penetration of technology to their Department students by enrolling them in to the TCS Ion Portal. Prof.L.Rajesh insisted that he will convey the matter discussed in the meeting to his Department Colleagues so that the quality will be flow at all levels. On his Department behalf, He also expressed his willingness to contribute and make use of the TCS Learning Exchange program at the fullest level.

Prof. E. Praveen Kumar greeted the members and stated the achievements done by the NSS Unit during the academic year 2015-16. He told that the NSS Unit has organized a total of 51 events during the academic year 2015-16. Every Friday, NSS Youth force forum has been organized. He also told that the NSS unit has planned to organize hundreds of events in this year also.

The meeting was concluded at 1.00 pm with the vote of thanks by **Prof. M. Sridhar Rajan**, Head, Department of Sanskrit.

Co-Ordinator

Chairman

S.NO	Decision Taken	Action Taken Report
1	The teachers should involve in active participation in various forums by presenting the papers of their specialization.	Teachers have presented papers in the forum activities.
2	Faculty should prepare the Teaching resources for the subjects they are handling	Teachers have prepared teaching resources
3	Faculty should prepare the teaching plan	All the faculty members are preparing teaching plan and submitting to the academic committee for verification
4	Research programmes should be offered in all the departments	Research programmes introduced in English and Biotechnology departments
5	Effective usage of TCS Learning Exchange program	Students and faculty are using the TCS Learning Exchange program effectively

Members:

Name

1. Dr. K.R. Venkatesan, Chairman.
2. Dr. N. Rangarajan, Co-ordinator.
3. Dr.N.Mathavan, H.O.D, Department of Tamil.
4. Mr.J.Vijukumar, Assistant Professor, Department of English.
5. Mr.M.SridharRajan, H.O.D, Department of Sanskrit.
6. Dr.B.Ramesh, H.O.D, Department of Biotechnology.
7. Dr.G.Suresh, H.O.D, Department of Microbiology.
8. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science
9. Dr.G.Veeramani, H.O.D, Department of Business Administration.
10. Mr.R.Veerasingh, H.O.D, Department of Mathematics.
11. Dr.R.K.Balachandar, H.O.D, Department of Physics.
12. Mr.M.Poornachandran, Physical Director.
13. Mr.M.Seshagiri, Administrative Officer.