

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 2017

The Co-ordinator of the IQAC Dr. N. Rangarajan delivered the Welcome Address. He explained about the evaluation methods namely formative and summative methods. He also stated that we are following both the methods and also adopting the new evaluation systems like online examinations. Coordinator requested the H.O.Ds to discuss about the evaluation methods, certificate programmes offered in the departments, conferences to be conducted, Research programs to be offered by the departments and awards for publications. Coordinator then read the minutes of previous meeting.

Dr. K.R.Venkatesan, Principal and Chairman of IQAC mentioned that all the three internal exams will be conducted in a centralized manner. He said that both the objective and descriptive exams will be conducted. For conducting online examinations the number of computers required should be calculated. He then suggested the following points:

- Reexams can be conducted for the students who have not attended the CIA exams.
- MoU has been signed with Reliance for installing wifi in the campus, learning exchange programme and placement.
- Soft class rooms will be allotted for this programme.
- Online examinations can be conducted with the help of wifi. New education softwares will also be installed.
- A new library software will be installed.
- E-journals and e-books will be purchased for academic purpose.
- A faculty training programme in campus to corporate was conducted by TCS in our college.

- A MoU was signed with TCS to conduct faculty training programme on campus to corporate programme.
- Refresher or orientation course should be conducted to enhance subject knowledge, research knowledge, knowledge on books writing and thesis writing.
- Faculty development programmes can be conducted in Research Methodology, humanities & social science.
- A committee will be formed for scrutinizing and awarding for paper publications in journals.
- Best paper will be awarded at the end of the academic year.

Dr.N.Mathavan, Head, Department of Tamil welcomed the method of conducting re-exam and moderation of marks. He insisted that a meeting can be conducted for deciding the retest or moderation of marks. He said that two certificate courses namely Tholkappiyam and Kalvettiyal are conducted in Tamil Department. These courses will be helpful for the students in higher studies. He also insisted that they are going to conduct International Seminar, oratorical competition, muthamizh vizha in this academic year.

Dr. G. Veeramani, Head, Department of Management Studies, said that they are already conducting certificate courses for BBA and MBA. He also added that they will conduct a National level conference in this academic year.

Dr. G. Suresh, Head, Department of Microbiology, said that they are conducting 3 certificate courses in UG and PG Microbiology classes. He mentioned that they are going to conduct a National level conference and workshop in this academic year.

Mr.C.Jayasankar, Head, Department of Commerce, said that they are conducting job oriented certificate courses in accounts and taxation related subjects.

Dr. B. Ramesh, Head, Department of Biotechnology, said that they are conducting online examination for internal marks. He insisted that they are conducting certificate courses and introduced new certificate courses in this academic year. He informed that they have started Ph.D in Biotechnology in this academic year. He also insisted that a Statistician can be appointed to handle statistics papers in the departments.

Mr.J.Vijukumar, Assistant Professor, Department of English, said that they are offering 3 certificate courses. He informed that they will get approval for M.Phil., in English in this academic year.

Dr. Balachandar, Head, Department of Physics, said that they are conducting 2 certificate courses. He also mentioned that 1 certificate course was completed in the previous academic year.

Mr. Veerashivaji, Head, Department of Mathematics, said that they are conducting certificate courses in general maths and statistics. These courses are useful to the students for preparing TNPSC and Banking exams.

Mr.L.Rajesh, Head, Department of Computer Applications, said that they are conducting certificate courses in cloud computing. He mentioned that some of the computer science students are willing to study certificate course in mathematics especially in statistics. He also mentioned that they are going to conduct National level seminar, confete and 2 days workshop on software tools in the computer science department.

Mrs. S. Usha, Head, Department of Chemistry, said that they are going to conduct science exhibition in this academic year.

The meeting was concluded at 3.30 pm with the vote of thanks by Mr.L.Rajesh, Head, Department of Computer Application.

S.NO	Decision Taken	Action Taken Report
1	New evaluation systems should be introduced.	New evaluation system like online examinations was introduced.
2	Examinations should be conducted in both the objective and descriptive methods	Written exams are conducted in the descriptive method and online exams are conducted in the objective method.
3	A new library software will be installed for accessing library books	New software was installed for library purpose.

4	A MoU should be signed with TCS to conduct faculty training programme	A MoU was signed with TCS to conduct faculty training programme on campus to corporate programme.
5	Certificate courses should be introduced in the departments.	Certificate courses are introduced in the departments.

Members:

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. Mrs.S.Usha, H.O.D, Department of Chemistry.
6. Mr.M.SridharRajan, H.O.D, Department of Sanskrit.
7. Dr.B.Ramesh, H.O.D, Department of Biotechnology.
8. Dr.G.Suresh, H.O.D, Department of Microbiology.
9. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science
10. Mr.L.Rajesh, H.O.D, Department of Computer Application.
11. Dr.G.Veeramani, H.O.D, Department of Business Administration.

12. Mr.C.Jayasankar, H.O.D, Department of Commerce.
13. Mr.R.Veerasingaji, H.O.D, Department of Mathematics.
14. Dr.R.K.Balachandar, H.O.D, Department of Physics.
15. Mrs.S.Geetha, Librarian.
16. Dr.V.Krishna Leela, Physical Director.
17. Mr.M.Seshagiri, Administrative Officer.
18. Mr.S.Venkatesan, Manager, Accounts.