

# **SRI SANKARA ARTS AND SCIENCE COLLEGE (AUTONOMOUS)**

**Enathur, Kanchipuram**

## **Minutes of the Internal Quality Assurance Cell (IQAC)**

**meeting held on 03<sup>rd</sup> August 2015 at 11.00 am**

The Co-ordinator of the IQAC Dr. N. Rangarajan delivered the welcome address. He thanked the members of IQAC for their cooperation for executing the suggestions of IQAC in the year 2014-15 and reminded to submit the annual quality assurance report of 2014-15 (AQAR). He had proposed the following points:

- The co-curricular activities of all the departments should be well documented with photos.
- The highlights of the plan of action of IQAC for the year 2015-16.
- The action taken report against students' feedback should be documented.
- The faculty members and students should be encouraged to participate and present papers in the conferences / seminars.
- The research activities of the departments like publications, ongoing projects, proposal submissions should be documented.
- The details of the books / chapters published with ISBN No should be maintained.
- The detailed proposal and mechanism for coaching for the competitive examinations should be prepared and submitted to IQAC for evaluation.
- Specific programmes on gender sensitization and social initiatives by the students should be properly planned and scheduled.
- Steps to be taken for more Industry collaboration.
- Initiatives taken to make the campus clean, green and eco-friendly.

The chairman of IQAC, Dr. K. R. Venkatesan had insisted the following points,

- Documentation of the department proceedings & annual reports.
- Faculty and Student Enrichment initiatives can be given priority.
- Soft skill training programmes for students should be planned.
- ICWA coaching classes can be planned in Commerce department.



- Self-analysis of the individual staff members is important.
- Staff members should regularly publish research papers in journals.

Dr.B.Ramesh, HOD, Dept. of Biotechnology mentioned that specific time can be fixed to submit the annual reports every year for AQAR preparation.

Mr.C.Jayasankar Head, Department of Commerce said that online examinations can be conducted partially for Continuous Internal Assessments.

Dr.G.Suresh, Head, Department of Microbiology informed that the availability of reference books according to the new syllabus can be verified with library and if needed, more books can be purchased.

Mr.R.Krishnamurthy, Head, Department of Computer Science said that new Value Added Courses are planned to introduce from next semester of this academic year.

Dr.Rangarajan, Head, Department of Biochemistry said that the students are encouraged to take up job oriented internships and projects for getting real-time practical exposure on cutting edge technologies.

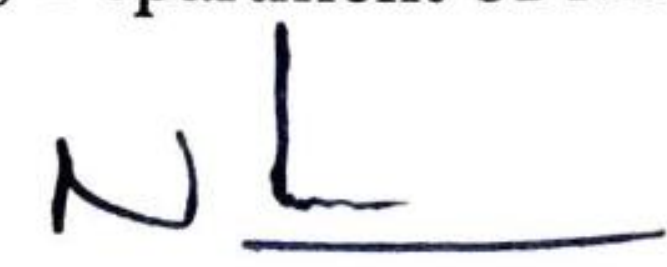
Mr.R.Veerasingh, Head, Department of Mathematics informed that faculty members are involved in research paper publication in journals listed by UGC-CARE.

Mr.L.Rajesh, Head, Department of Computer Applications said that they have allotted practical based learning assignments to the students.

Mrs.S.Usha, Head, Department of Chemistry said that bridge course can be designed and executed for first year students to break their academic barriers.

Mr.J.Vijukumar, Department of English has informed that they are regularly arranging guest lectures under forum activities.

The meeting was concluded at 1.00 pm with the vote of thanks by Dr.G.Veeramani, Head, Department of Management Studies.

  
Co-Ordinator

  
Chairman 3/8



## Members Present:

1. Dr. K.R. Venkatesan, Principal -

2. Dr. N. Rangarajan, Co-ordinator -

3. Mr.J.Vijukumar -

4. Mrs.S.Usha -

5. Mr.M.SridharRajan -

6. Dr.B.Ramesh -

7. Dr.G.Suresh -

8. Mr.R.Krishnamurthy -

9. Mr.L.Rajesh -

10. Dr.G.Veeramani -

11. Mr.C.Jayasankar -

12. Mr.R.Veerasivaji -