

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

meeting held on 15th March 2016

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

- H.O.Ds should maintain the documents of all the activities of their departments.
- H.OD.s can prepare the plan of action and outcome for the year 2015-16.
- They should collect the feedbacks from the students and the analysis of feedback should be documented.

Co-ordinator mentioned that the H.O.Ds should document

- The details of the faculty members and students participated and presented papers in the conferences.
- The innovative processes, syllabus development, initiatives undertaken towards faculty development.
- The research activities of the departments, details regarding the major and minor projects, Ph.D guides, research publications and their impact factors.
- The details of the books published with ISBN No.
- The details made by the institution for tracking the progression and student support mechanism for coaching for the competitive examinations.
- The details of the campus placement, gender sensitization programmes and social initiatives undertaken by the students.
- Examinations and evaluation systems.
- Industry collaboration.
- Initiatives taken to make the campus eco friendly.
- Best practices.
- Contribution to environmental awareness.
- SWOT analysis.


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

- Documentation of the department proceedings.
- More seminars, workshops and faculty development programmes should be conducted in the institution.
- The placement coordinator should arrange training programmes for students.
- Innovative practices like online examinations should be conducted.
- Objective type examinations can also be conducted.
- ICWA coaching classes should be resumed.
- More value added programmes should be introduced.
- Self analysis of the staff members is important.
- Staff members should regularly publish research papers in journals.
- Computer and internet facility is provided to all the departments.
- HOD s should analyse the strength and weakness of the staff. The strength of the staff should be encouraged.
- All the HODs should have a vision and plan of the departments.

Dr.B.Ramesh, HOD, Dept. of Biotechnology mentioned that one staff member should be allotted in each department for documenting the activities of the department. The seminars can be conducted by getting fund from funding agencies. Feed backs will be collected through online system by TCS ION. HODs can follow and download the feedbacks by logging in to TCS ION.

The meeting was concluded at 1.00 pm with the vote of thanks by Dr. N. Rangarajan.


Co-Ordinator

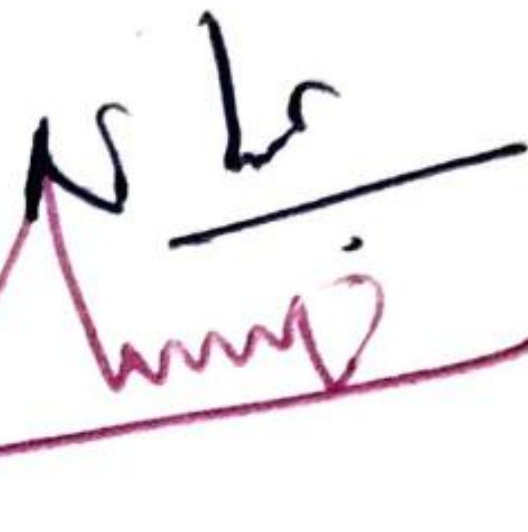

Chairman

Members Present:

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



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



3. Dr.N.Mathavan -



4. Mr.J.Vijukumar -



5. Mrs.S.Usha -



6. Mr.M.SridharRajan -



7. Dr.B.Ramesh -



8. Dr.G.Suresh -



9. Mr.R.Krishnamurthy -



10. Mr.L.Rajesh -



11. Dr.G.Veeramani -



12. Mr.C.Jayasankar -



13. Mr.A. Baskaran -



14. Mr.R.Veerasivaji -

