

SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram – 631 561

Minutes of the Internal Quality Assurance Cell (IQAC)

meeting held on 17th December 2021 at 12.15pm

The Co-ordinator of the IQAC Dr.N.Rangarajan delivered the Welcome Address. He informed about the agenda to be discussed in the meeting. He then requested The Principal to address in the meeting.

Dr. K.R.Venkatesan, Principal and Chairman of IQAC insisted that the recent standard operation procedures for preparing documents should be followed by the departments. He asked the IQAC coordinator to send the recent SOP to all the departments. He said that the syllabus should be revised as per the UGC guidelines. Outcome based education should be strictly implemented in all the departments. Credit mobility can be given to the online courses. CBCS should be implemented as per the UGC regulations. A certificate course on patent filling can be introduced in the departments. More seminars can be conducted in the departments under IQAC. SSR can be prepared and submitted for NAAC accreditation. More IQAC meetings can be conducted regarding SSR preparation.

Dr.N.Rangarajan, IQAC Co-ordinator said that the speakers of the webinar conducted under IQAC said that the SOPs should be strictly followed for conducting FDPs and preparing documents. He informed about the SOPs related to the agenda of the meeting. He said that the functional MOUs only should be mentioned in the report. Geotagged photos of class rooms and seminar halls with ICT enabled facilities should be submitted. Geotagged photographs of events of extension and outreach programmes should be submitted. He insisted that N-list can be effectively used as e-learning resource. Medical diagnosis camps are conducted under Institutional social responsibility in the Biochemistry department. MOUs were signed with MAHER university for research work and internship.

Dr.B.Ramesh, Head, Department of Biotechnology, said that three papers were published in the UGC care listed journals in this year. He also said that a patent was applied in the


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Biotechnology department. He said that one MOU was signed with Kavin Bioresearch for certificate course. N-list usage should be improved.

Dr.R. Balachandar, Head, Department of Physics said that more e-learning resources can be introduced. He also said that the audio and video recording facilities for e-content development is available in the CRS studio in our college campus. So we can develop e-contents and submit the same for SWAYAM. He also said that radio enabled learning can also be improved in our Institution.

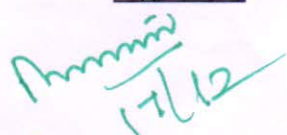

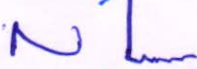


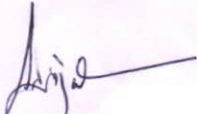
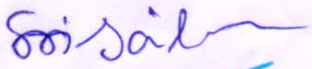

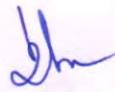

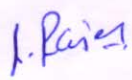



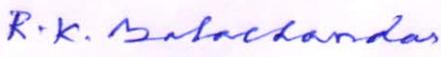
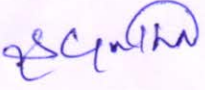

Dr.L.Rajesh, Head, Department of Computer Applications said that the free access to the google classroom will be closed on 9th January 2021. He insisted that TCS ION software can be implemented for teaching and learning purpose.

The meeting was concluded at 1.30 pm with the vote of thanks by Mr.J.Vijukumar, Assistant Professor, Department of English.


Co-Ordinator


Chairman

Signature of the Members:

<u>Name</u>	<u>Signature</u>
1. Dr. K.R. Venkatesan, Chairman, IQAC.	
2. Dr.V.B.Hrishikesan, Secretary	
3. Dr. N. Rangarajan, Co-ordinator, IQAC	
4. Dr.S.Sivakumar, COE	
5. Dr.J.Radhakrishnan, H.O.D, Department of Tamil	
6. Mr.J.Vijukumar, Assistant Professor, Department of English.	
7. Mr.T.S.Srisailan, H.O.D, Department of Sanskrit.	
8. Dr.B.Ramesh, H.O.D, Department of Biotechnology.	
9. Dr.G.Suresh, H.O.D, Department of Microbiology.	
10. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science	
11. Dr.L.Rajesh, H.O.D, Department of Computer Application.	
12. Dr.G.Veeramani, H.O.D, Department of Business Administration.	
13. Mr.C.Jayasankar, H.O.D, Department of Commerce.	
14. Mr.R.Veerasingh, H.O.D, Department of Mathematics.	
15. Dr.R.K.Balachandar, H.O.D, Department of Physics.	
16. Mrs.S.Geetha, Librarian.	
17. Mr.M.Ganapathy, NSS Programme Officer	

18. Mr.M.Seshagiri, Administrative Officer.



19. Mr.S.Vijayaraghavan, Accounts Assistant



20. Mr. S.Jagadeesan, Managing Director, Thyro Laboratories

