

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 1st March 2019

The Co-ordinator of the IQAC Dr.N. Rangarajan delivered the Welcome Address. He then requested The Principal to address in the meeting. Dr. K.R.Venkatesan, Principal and Chairman of IQAC announced that the validation period of NAAC is extended up to December, 2020. So we should submit the SSR six months prior to the expiry of validity.

Dr.B. Ramesh, Head, Department of Biotechnology, said that MOOC courses can be included in the syllabus with credits during the Board of studies meeting of all the departments.

The Principal said that the internal theory exams should be reduced and can be replaced by online examinations. Dr.B. Ramesh explained about the significance of Google forms for conducting online examinations. Dr.N. Rangarajan said that they are already conducting online examinations for certificate course in Bioinformatics and from next year online examinations can be conducted for PG classes. Mr.R.Krishnamoorthy, Head, Department of Computer Science said that they are conducting online examinations for some classes and they are ready to provide their lab for conducting online examinations for other departments.

Mr.C.Jayasankar, Head, Department of Commerce, said that the practice based internal examination was conducted in all the departments. The departments have evaluated and submitted the marks of the theory and practice based examination. He also informed that students have secured more marks in practice based examinations.

Dr.N. Rangarajan said that M.Phil research programme will be started in the Department of Biochemistry from next academic year. Dr.G.Suresh, Head, Department of Microbiology, informed that Ph.D research programme will be started in the Department of Microbiology from next academic year. Mr.R.Krishnamoorthy, Head, Department of Computer Science said that M.Phil research programme will be started in the Department of Computer science from next

academic year. Mr.C.Jayasankar said that M.Phil research programme will be started in the Department of Commerce from next academic year.

Principal informed that more saplings can be planted in our campus and should be maintained properly to make the green campus environment. Principal also mentioned that a committee can be formed to maintain the green campus. Dr.G.Suresh said that the wastes collected in the campus can be properly decomposed and can be donated to the farmers as manure to the farm lands. Dr.B. Ramesh said that more saplings can be planted and can be maintained in the campus. Dr.N. Rangarajan said that eco friendly campus can be created by reducing the usage of papers and planting the saplings.

Mr.C.Jayasankar said that a MOU was signed for teaching photoshop software for commerce students. Dr.N. Rangarajan said that MOU signed with Meenakshi Academy of Higher Education And Research for collaborative research between two Institutions. Principal informed that MOU signed in the Tamil Department with Madhura Travels for tourism course. He also informed that MOU signed in the Tamil Department with U.Ve.Swaminatha Iyer Tamil library for suvadi iyal course. He also informed that a MOU signed with UNISEF for broadcasting programmes for women education in Community Radio Service of our Institution.

Mr.Manigandan, Assistant Professor, Department of Computer Applications said that four certificate courses are conducted under community college for the village people. He also informed that District level Youth Parliament was conducted in our college. Principal informed that the Community Radio Service of our Institution is broadcasting a programme on “Chutti Express” for creating awareness regarding women education and preventing child marriage. Dr.G.Suresh said that food safety awareness programme and anti alcohol awareness rally were organised in the Microbiology Department. Dr.N.Rangarajan said that AIDS awareness programme and Medical diagnosis camp for diagnosing diabetes mellitus were organised in the Biochemistry Department.

Principal informed the HODs to submit the events and the details of the awards to the English Department for publishing in the College news letter. He also informed that new course B.A Sanskrit will be introduced on the next academic year.

Dr.B. Ramesh, Head, Department of Biotechnology said that new value added programmes on Lab automation and artificial intelligence will be introduced in the Biotechnology department. He also said that they have presented 79 papers in various conferences, their students have got 4 TNSCST awards, they have deposited 10 gene sequences and one student had got summer research fellowship.

Dr.N. Rangarajan said that new value added program on medical coding will be introduced in the Biochemistry department. He also said that they have presented 11 papers in various conferences, published 4 papers, deposited 3 gene sequences, 4 staff members have attended FDP and 2 students have got 3rd prize in the model presentation competition.

Dr. G. Suresh, Head, Department of Microbiology said that they have published 15 papers, 4 staff members have attended FDP and 1 student had got first prize in the paper presentation competition.

Dr. G. Veeramani, Head, Department of Management Studies said that they have published 15 papers, conducting forum activities on every month and 1 student had got first prize in state level karate competition.

Mr.J.Vijukumar, Assistant Professor, Department of English said that they have published 2 papers, 1 student participated in the NSS parade conducted in New Delhi during Republic day and 1 student participated in the Youth Parliament conducted in New Delhi.

Mr.Manigandan, NSS program officer said that they have conducted many programmes in NSS for students. He also said that they have organized district level Youth Parliament in our college and our college students participated in the NSS parade conducted in New Delhi during Republic day.

The meeting was concluded at 2.30 pm with the vote of thanks by Mr.J.Vijukumar, Assistant Professor, Department of English.

S.NO	Decision Taken	Action Taken Report
1	Internal theory exams should be reduced and can be replaced by online examinations.	Online examinations are conducted in B.SC & M.SC Biotechnology and M.Sc Computer science courses. Certificate course in Bioinformatics for M.Sc Biochemistry was conducted in online mode.
2	MOOC courses can be included in the syllabus with credits	MOOC courses were included in the revised syllabus of the departments
3	Practice based internal examinations can be conducted for Continuous Internal Assessment.	Practice based internal examinations was conducted in all the departments
4	Research programmes should be started	M.Phil research programme is started in the departments of Biochemistry, Computer Science and Commerce. Ph.D research programme is started in the department of Microbiology.
5	More MOU can be signed with prestigious Institutions	MOU was signed for teaching photoshop software for commerce students. MOU signed with Meenakshi Academy of Higher Education And Research for collaborative research between two Institutions. MOU signed in the Tamil Department with Madhura Travels for tourism course. MOU signed with U.Ve.Swaminatha Iyer Tamil library for suvadi iyal course. MOU signed with UNISEF for broadcasting programmes for women education in Community Radio Service of our Institution
6	Certificate courses should be conducted under community college.	Four certificate courses are conducted under community college for the village people.
7	Awareness regarding women education and preventing child marriage should be created among the students.	Community Radio Service of our Institution is broadcasting a programme on "Chutti Express" for creating awareness regarding women education and preventing child marriage.
8	A new course B.A Sanskrit will be introduced on the next academic year.	B.A Sanskrit is introduced in the academic year 2019-20.

9	New value added programmes can be introduced	Value added programmes are introduced in Microbiology, Biotechnology and Biochemistry Departments.
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Members:

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. Mr.J.Radhakrishnan, H.O.D, Department of Tamil -
6. Mr.J.Vijukumar, Assistant Professor, Department of English.
7. Mrs.S.Usha, H.O.D, Department of Chemistry.
8. Mr.M.SridharRajan, H.O.D, Department of Sanskrit.
9. Dr.B.Ramesh, H.O.D, Department of Biotechnology.
10. Dr.G.Suresh, H.O.D, Department of Microbiology.
11. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science
12. Mr.L.Rajesh, H.O.D, Department of Computer Application.
13. Dr.G.Veeramani, H.O.D, Department of Business Administration.
14. Mr.C.Jayasankar, H.O.D, Department of Commerce.

15. Mr.R.Veerasingh, H.O.D, Department of Mathematics.
16. Dr.R.K.Balachandrar, H.O.D, Department of Physics.
17. Mrs.S.Geetha, Librarian.
18. Mr.E.Manigandan, NSS Programme Officer.
19. Mr.M.Seshagiri, Administrative Officer.
20. Mr.S.Vijayaraghavan, Accounts Assistant.
21. Mr.P.Manilal, Managing Director, Ganesh Saw mill
22. Mr.R.Balaji , I M.SC Biochemistry
23. Mr.B.Gopinath, Managing Director, Varamahalakshmi Silks
24. Mr. S.Jagadeesan, Managing Director, Thyro Laboratories
25. Mr.V.Prabakaran, Manager-Microbiology, ITC Labs
26. Mr. S.Kalyanaraman, No.36, Jem Nagar