

**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 22<sup>rd</sup> March 2017**

The Co-ordinator of the IQAC Dr. N. Rangarajan delivered the welcome address. He then read the minutes of previous meeting. Co-ordinator informed about the internal self evaluation report presentation of the departments by the H.O.Ds. He invited the plans of the departments for the next year and suggestions for further improving the teaching and research from the members of IQAC.

Dr.N.Mathavan, Head, Department of Tamil mentioned that they are going to introduce project based internal assessment in Tamil department. He also insisted that online internal exams can be conducted in the departments. He said that they are going to conduct a Tamil Conference and an International Seminar in the next academic year. He also informed that they will conduct two days workshop, National level oratorical competition and an industrial visit to Doordarshan for students in their department.

Dr. G. Veeramani, Head, Department of Management Studies, mentioned that they are going to conduct a toppers meeting to guide the current students. He also informed that they are going to conduct a National seminar on Digital Banking in the next academic year. He added that they will conduct many forum activities and guest lectures for creating the innovative Entrepreneurs.

Dr. G. Suresh, Head, Department of Microbiology, told that they will apply for Ph.D course in Microbiology for the next academic year. He also informed that they will conduct two days National level seminar and workshop in a socially relevant topic.

Mr.R.Krishnamoorthy, Head, Department of Computer Science said that they will conduct all the events including National Seminar in their department in next academic year. He also informed that they will conduct many forum activities in next year.

Mr.J.Vijukumar, Assistant Professor, Department of English said that they are going to conduct workshop and more cultural activities on literature based topics. He informed that they will conduct many forum activities in the next academic year.

Dr. K.R.Venkatesan, Principal and Chairman of IQAC mentioned that new methodologies should be introduced for teaching and evaluation. The syllabus should be revised in a manner that it should consist of the topics relevant to current trend and industrial need. He also mentioned that PG and Ph.D courses will be introduced in some departments in next academic year. He insisted that the number of research paper publications should be increased in all the departments. He then suggested the following points:

- Project based learning and internal activities should be introduced in the departments from next academic year.
- In the Management Department marketing based projects can be given for awarding internal marks.
- In the English Department, news paper based projects can be given for awarding internal marks.
- This kind of activity based learning will definitely improve the learning and evaluation processes.
- Socially relevant workshops and seminars should be conducted.
- Alumni support and interaction should be improved.
- Parents meeting should be conducted regularly.
- Students feed backs should be collected and reviewed.

Dr. B. Ramesh, Head, Department of Biotechnology said that they have signed MOU with Kevin biotech for industrial training to the students. He informed that they will start certificate courses in quality control and medical device regulation in the next academic year. He also insisted that online examinations can be conducted through goggle education software.

Dr. N. Rangarajan, Head, Department of Biochemistry said that they will start certificate courses in Stem cell Biology and Basics on Bioinformatics in the next academic year. He also mentioned that they will send the proposal for starting M.Phil course in Biochemistry. He said that they will conduct seminar in socially relevant topic and more forum activities in next year.

Mr.M.Seshagiri, Administrative officer said that they need software for the maintenance of students' profile and for fees collection.

The meeting was concluded at 4.30 pm with the vote of thanks by Dr. G. Veeramani, Head, Department of Management studies.

**Members:**

**Name**

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. Mr.M.SridharRajan, H.O.D, Department of Sanskrit.
6. Dr.B.Ramesh, H.O.D, Department of Biotechnology.
7. Dr.G.Suresh, H.O.D, Department of Microbiology.
8. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science
9. Dr.G.Veeramani, H.O.D, Department of Business Administration.
10. Mr.R.Veerasingh, H.O.D, Department of Mathematics.
11. Dr.R.K.Balachandar, H.O.D, Department of Physics.
12. Mr.M.Poornachandran, Physical Director.
13. Mr.M.Seshagiri, Administrative Officer.

<b>S.NO</b>	<b>Decision Taken</b>	<b>Action Taken Report</b>
<b>1</b>	Project based learning and internal activities should be introduced in the departments	Project based learning and internal activities are introduced in the departments
<b>2</b>	National level seminar should be conducted in the departments	National level seminars are conducted in the departments
<b>3</b>	Socially relevant workshops and seminars should be conducted	Socially relevant workshops and seminars are conducted by the departments in the academic year 2017-18
<b>4</b>	The syllabus should be revised in a manner that it should consist of the topics relevant to current trend and industrial need	Syllabus revised in the departments with effective from the academic year 2017-18.
<b>5</b>	PG and Ph.D courses will be introduced in some departments in next academic year.	M.SC in Physics and Ph.D in Biotechnology was introduced from the academic year 2017-18
<b>6</b>	The number of research paper publications should be increased in all the departments	More number of Research papers were published