

# **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 5<sup>th</sup> December 2017**

Dr. K.R.Venkatesan, Principal and Chairman of IQAC welcomed the committee members. He then announced that a National conference on “Towards Achieving Excellence in Higher Education” will be conducted by the Internal Quality Assurance Cell on 15<sup>th</sup> December, 2017. He said that College Principals, Faculty members and IQAC Coordinators of higher education Institutions are the participants of this conference. He then mentioned the following points:

- The National seminar will be conducted in a grand manner
- Various committees have been formed to conduct the conference
- 2 rooms will be digitalized with smart boards and LCD Projectors
- College library has been digitalized
- A Faculty development programme will be conducted on Digital Learning Resources for our college staff. IQAC should plan and propose.
- Teachers of all the departments will participate in that Programme
- But only restricted number of participants will participate.
- A programme on psychology studies will be arranged for students under IQAC.

The Co-ordinator of the IQAC Dr. N. Rangarajan introduced the members of various committees for conducting the conference. He also asked the cooperation of all the members for conducting the conference.

Dr. B. Ramesh, Head, Department of Biotechnology, said that N-list, the e-journal data base is introduced into our college. He also mentioned that the staff members can use the user name and password sent to them for login the e-journal data base.

Mr. E. Praveen Kumar, NSS Programme Officer voluntarily offered the support of NSS for conducting the conference. He then said that if a psychology based meeting will be arranged for students it will be helpful for them.

Dr. G. Suresh, Head, Department of Microbiology, said that he was happy to be a part of the committee and he will support for conducting the conference.

The meeting was concluded at 12.30 pm with the vote of thanks by Dr. R.K. Balachandar, Head, and Department of Physics.

<b>S.NO</b>	<b>Decision Taken</b>	<b>Action Taken Report</b>
<b>1</b>	National conference on “Towards Achieving Excellence in Higher Education” will be conducted by the Internal Quality Assurance Cell	National conference was conducted on 15 <sup>th</sup> December, 2017 by the Internal Quality Assurance Cell.
<b>2</b>	A Faculty development programme will be conducted on Digital Learning Resources for our college staff by IQAC.	Faculty Development Programme was conducted on 12.1.18 by IQAC.
<b>3</b>	N-list, the e-journal data base will be introduced into our college.	N-list data base was introduced for the usage of staff and students of our college.

**Members:**

1. Dr. K.R. Venkatesan, Chairman.
2. Dr. N. Rangarajan, Co-ordinator.
3. Dr.G.Jayasree, H.O.D, Department of Tamil.
4. Mr.J.Vijukumar, Assistant Professor, Department of English.
5. Dr.B.Ramesh, H.O.D, Department of Biotechnology.
6. Dr.G.Suresh, H.O.D, Department of Microbiology.
7. Mr.R.Krishnamurthy, H.O.D, Department of Computer Science
8. Dr.G.Veeramani, H.O.D, Department of Business Administration.
9. Mr.C.Jayasankar, H.O.D, Department of Commerce.
10. Mr.R.Veerasingh, H.O.D, Department of Mathematics.

11. Dr.R.K.Balachandar, H.O.D, Department of Physics.
12. Mrs.K.Porkodi, Assistant Professor, Department of Biochemistry
13. Dr.M.V.Dassprakash, Assistant Professor, Department of Biochemistry
14. Mr.E.Praveen Kumar, NSS Programme Officer