

**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 13<sup>th</sup> September 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 insisted that the HODs are requested to present the department details as follows,

- Research programmes conducting and applied for conducting the same in the departments.
- The details of the practice based internal examinations and evaluation.
- The value added programmes conducting in the department.
- Field projects and internship programmes conducted in the departments.
- The details of the different activities conducted in the department forums.
- Number of students enrolled and the list of E-learning courses.
- Planning to conduct NAAC sponsored seminar by IQAC
- The status of NAAC accreditation process.
- Results analysis and percentage of the final year students of April-2019 examinations.

Dr.B. Ramesh, Head, Department of Biotechnology, said that they are conducting Ph.D programme in Biotechnology. He also said that five students have registered in the Ph.D programme. He informed that they are conducting Advanced diploma in bioinformatics as the value added programme and 32 students enrolled in that programme. He also said that the students are doing projects in private hospitals like Dr.Mehtha's Hospital, Chennai, MSD Hospital,Kanchipuram and Life care plus path lab, New Delhi. He said that they have

inaugurated the Watson and crick forum on 11.7.19 and they have organized a workshop on Foldscope on that day. He informed that they have organised two presentations by Biotechnology students in that forum on 19<sup>th</sup> and 29<sup>th</sup> July, 2019. He said that three students and two faculty members successfully completed NPTEL course and Six students and two faculty members currently enrolled NPTEL course in 2019-20 batch.

Dr.G.Suresh, Head, Department of Microbiology, said that they are conducting Ph.D., programme in Microbiology from June 2019 session. He said that two staff members have got guideship. He also said that they have conducted a Food Safety awareness programme for our College students. He informed that they are going to start a value added programme on food safety and management in association with Biochemistry and Biotechnology Departments. He informed that they have arranged field trips to Eppendorf India Pvt Ltd, Chennai and Central Institute of Brackishwater Aquaculture, Chennai.

Mr.Sridharrajan, Head, Department of Sanskrit said that they have celebrated Navarathri festival in the college for 9 days. They have conducted Vedhaclasses, Bagavathgeetha and spiritual discourses during the Navarathri festival. He said that they have arranged field visit to the Mahabharatham gallery in Vedal Village for the students of all the departments. He also informed that they have arranged field visits to Thoopul temple and Hayagreevar temple for Sanskrit students. He also informed that they have arranged for the celebration of Vinayaka Chathurthi in our college.

Dr.L.Rajesh, Head, Department of Computer Applications said that they have conducted FDP on machine learning and digital learning topics. He also said that they have conducted a FDP programme in association with IIT. He informed that they have signed MOU with Redhat academy for conducting training programmes in computer science. He also said that they are going to introduce a value added programme on Introduction to Robotics. He informed that three staff members have completed NPTEL certification course in computer science.

Mr.Veerasingh, Head, Department of Mathematics said that they have published 3 papers in journals. He also mentioned that they have conducted 7 forum activities and 19 presentations. He said that they are going to introduce a value added programme on Aptitude and Logical Thinking.

Dr.J.Radhakrishnan, Head, Department of Tamil said that they have published 4 books in Tamil department. He informed that they are conducting 4 certificate courses. They are conducting a certificate course through community radio service. He also informed that they are going to conduct an International seminar and publish books in that seminar. He said that they have conducted a competition in association with the magazine The Hindu. They have conducted a karutharangam in tamil for students.

Dr.E.Manigandan, NSS officer said that our college NSS students have done service during the Athivarathar Vaibavam for 48 days in Varathar Temple. They have conducted special programme in Swatch Bharath by NSS students. He informed that our college NSS students have done service in Tirupathi under the Srivari seva. He said that they have conducted two days orientation course for NSS students. He also said that they have arranged blood donation camp in our college. He informed that they are conducting AC mechanic, mobile service, electrical service and tailoring certificate courses under community college. He also informed that we have got permission to start NCC unit in our college from this year. 35 students have joined and getting training in this NCC unit.

Dr.R.Balachandar, Head, Department of Physics said that they are planning to do multidisciplinary on interdisciplinary projects in physics. He said that they are recording the projects of practice based internal valuation for CRS. He also informed that they are also planning to start a value added programme based on solar energy. He said that they are going to arrange field visits to NLC, Neyveli and solar energy plants in Tamil Nadu. He informed that they are regularly conducting the programmes in Albert Einstein forum. He said that they have selected experimental physics II in NPTEL course for students.

Mr.J.Vijukumar, Assistant Professor, Department of English said that seven members are doing Ph.D in English department. He also said that they are conducting diploma in community radio and learning as the value added programme in their department. He said that they have research club in their department to analyse and discuss about the research topics in English. He informed that they are also conducting quality circle forum in their department. He said that 40 students have registered in the NPTEL course.

Dr. G. Veeramani, Head, Department of Management Studies said that the students are doing internship and projects in the reputed companies. He also said that they are conducting practice based internal examinations for both UG and PG programmes. He informed that they are going to introduce a value added programme on advanced excel or digital marketing. He said they have arranged field visit to karvy stock broking. He informed that they are regularly conducting activities under four forums.

Dr.N. Rangarajan said that they have started M.Phil in Biochemistry from this academic year and 4 staff members have got guideship. He informed about the details of practice based internal examinations. He said that they are conducting Advanced diploma in bioinformatics and DMLT as the value added programmes. He also said that the students are doing projects and internships in private hospitals like Sankara Multi specialty hospital, SriNe Hospital and Meenakshi hospital. He informed that they have arranged field trips to Eppendorf India Pvt Ltd, Chennai and leprosy institute, chengalpattu for Biochemistry students. He said that they have conducted a seminar on 2<sup>nd</sup> August, 2019 under Biochemistry forum. He also said that 50 students have enrolled in the SWAYAM MOOC courses. He said that they have proposed to conduct a seminar on topic related to revised accreditation framework of NAAC under IQAC and going to apply for getting fund from NAAC for conducting this seminar.

The meeting was concluded at 12.30 pm with the vote of thanks by Dr.G.Suresh, Head, Department of Microbiology.

**Co-Ordinator**

**Chairman**

<b>S.NO</b>	<b>Decision Taken</b>	<b>Action Taken Report</b>
<b>1</b>	To introduce Research Programmes in the departments	Research programmes are started in English, Microbiology, Biochemistry and Commerce departments
<b>2</b>	New value added programmes can be introduced in the departments	Diploma in community radio and learning as the value added programme was introduced in English department. Value added programme on food safety and management was introduced in Microbiology and Biochemistry Departments.
<b>3</b>	Practice based field projects should be conducted	All the departments are conducting practice based field projects, evaluating and awarding marks.
<b>4</b>	More activities should be conducted under the forum in the departments	All the departments have conducted many activities under the forum.
<b>5</b>	Encouraging the staff and students to enroll in the E-Learning programmes	Many staff and students have enrolled in the E-learning programmes conducted by SWAYAM-NPTEL
<b>6</b>	To start a NCC unit in our college from this year	We have started a NCC unit in this academic year. 35 students have joined and getting training in this NCC unit.

**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.Balachandar, 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 , II 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