



ANNAI VAILANKANNI ARTS & SCIENCE COLLEGE

Owned & Managed by the Diocese of Tanjore Society
Affiliated to Bharathidasan University, Tiruchirappalli-24
Bishop Sundaram Campus, Pudukkottai Road, Thanjavur -613007

INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2017-2018 MINUTES OF THE MEETING - 01

Minutes of the Results Review Meeting were held at 26.06.2017 on Monday.

Time: 10.00 am

Place: Principal's office, AVASC, Thanjavur.

The following members who attended the meeting are given below:

1	Rev. Fr. U. John Joseph Sundaram	Secretary & Correspondent
2	Rev. Fr. S. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Dr. K. Gomathi	Vice Principal
5	Prof. P.Pon Malar Queeni	IQAC Co-Ordinator
6	Dr. S. Saminathan	Member
7	Dr. L. Aruna	Member
8	Prof. K. Robert	Member
9	Prof. G. Silambarasan	Member
10	Prof. C. R. Krishnamoorthy	Member
11	Mr.M.Sivagurunathan	Member

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PRINCIPAL
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Pudukkottai Road, Thanjavur-613 007

The meeting began with a prayer by the Secretary & Correspondent Rev. Fr. U. John Joseph Sundaram. IQAC Coordinator who explained the purpose of the meeting and discussions were instigated as per the agenda.

Agenda of the meeting

- To develop a system for ensuring regular, timely, efficient, and innovative accomplishment of academic, administrative, research and extension.
- To give faculty members a quality improvement boost in academic regulations
- Parent-Teacher Meeting
- Logbook -The powerful professional Tool
- To Conduct faculty development program
- College Academic Calendar

Meeting Minutes

- 1. To develop a system for ensuring regular, timely, efficient, and innovative accomplishment of academic, administrative, research, and extension activities.**
 - ✓ The coordinator of IQAC, Prof. P. Pon Malar Queeni pointed out the academic mechanism required for efficient and periodic progress.
 - ✓ All the committee members discussed the current status of administrative processes and strongly recommended the decentralization of academics and administrative activities.
 - ✓ Members also stressed on enhancing the teaching-learning process in various departments.
 - ✓ Guardian faculty members need to attend personal problems of students along with their academic problems.
 - ✓ The members suggested to appoint the designating Deans and functioning heads for the Academics, Administrative, Students Affairs, and Research and Development committees.

2. To give faculty members a quality improvement boost in Academic Regulations

The academic calendar is created at the start of the year based on teaching and learning.

- ✓ Rev. Fr. U. John Joseph Sundaram, Correspondent insists the timetable committee to develop a master schedule and distribute classes based on the Institute's schedule.
- ✓ The faculty is committed to using cutting-edge instructional methods and college operations.
- ✓ All instructors are given the academic planners to assist them to prepare their classes, evaluations, and other tasks for the forthcoming school year.
- ✓ An academic audit is carried out by the Academic Audit Committee.
- ✓ Undertake audits to assess how well instructors perform and participate in extracurricular and co-curricular activities in the department.
- ✓ Constant examination of results is documented after each assessment.
- ✓ The teacher's diary helps with time management, allowing for timely completion of the curriculum and proper assessment administration. As a result, the outcomes have improved.

3. Parent-Teacher Meeting

- ✓ Dr. P. Devanesan, the Principal advised to the members planned to organize parent-teacher meetings for the first, second, and third years of undergraduate students and for the first and second years of postgraduate students.
- ✓ It was also discussed that it would be better if the meeting is conducted twice in an academic year. So that the parents would be more familiar with their ward's progress in studies.

4. Logbook-The powerful professional Tool

- ✓ Prof. P. Pon Malar Queeni, Coordinator of IQAC discussed the importance and the benefits of a logbook, and it was also finalized that all the individual faculty members should maintain the logbook for recording all the required information in a logical manner.

5. To Conduct faculty development program

- ✓ The members said that the staff members should be given proper training on evaluation, teaching, and research. They also suggested that the entire faculty members should be given an orientation.

6. College Academic Calendar

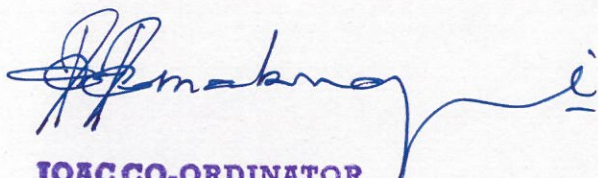
- ✓ The need for maintaining an activity planner for the better management of the students' was also discussed for coordinating a systematic plan.
- ✓ At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

It is concluded that all the individual faculty members should maintain the logbook for recording all the required information in a logical manner. Also twice in the year should conduct parent teachers meet betterment of student future. Faculty Development program, Orientation program and enrichment program should be conducted for faculties.

Action taken

IQAC team verified the log book for 15 days once. They recorded properly what they thought in the class room also they recorded peer learning, Self Learning, Group Decision, Seminar and Conference etc.,



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2017-2018

MINUTES OF THE MEETING - 02

Minutes of the Results Review Meeting were held on 10.09.2017, Tuesday.

Time: 10.00 am

Place: Principal's office, AVASC, Thanjavur.

The following are the members who attended the meeting:

1	Rev. Fr. U. John Joseph Sundaram	Secretary & Correspondent
2	Rev. Fr. S. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Dr. K. Gomathi	Vice Principal
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The meeting began with a prayer by the Secretary & Correspondent. IQAC Coordinator explained the purpose of the meeting and discussions were instigated as per the agenda.

Agenda of the meeting

- *To give faculty members a quality improvement boost in the creation of e-content over teaching and learning.*
- *Add-on and Value-added Courses*
- *Best Practices*
- *Project/Fieldwork/Internship*
- *To strengthen the Industry Institute Interaction*

Review of Last Minutes

- ❖ *Constant examination of results is documented after each assessment*
- ❖ *The need for maintaining an activity planner for the better management of the students' was also discussed for coordinating a systematic plan.*

Meeting Minutes

1. *To give faculty members a quality improvement boost in the creation of e-content over teaching and learning.*

- ✓ *In view of enhancing the academic input, the need and importance of e-content materials were proposed by the members for enhancing the academic input.*
- ✓ *One of the IQAC members suggested that it would be better if e-content is provided to all the students based on the curriculum.*

2. *Add-on and Value-added Courses:*

- ✓ *Prof. P.Pon Malar Queeni, Coordinator of IQAC decided to conduct both add-on and value-added courses for enabling the students to gain a more holistic perspective and to gain and develop innovative and creative skills through a diverse range of course offerings.*
- ✓ *It was also concluded to conduct an add-on in the odd semester and the value added in the even semester.*

3. **Best Practices:**

- ✓ It was proposed to initiate the Best Practice in the institution.
- ✓ After a prolonged discussion, it was concluded that discussion of the same with all the faculty members to choose the best.

4. **Project/Fieldwork/Internship:**

- ✓ The need for emphasis on industry-institute interaction, internships, industry projects, and placements was discussed as a part of the academic progress.
- ✓ IQAC Members were also suggested to conduct the review on a regular basis.

5. **To strengthen the Industry Institute Interaction**

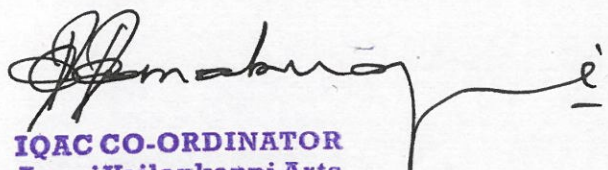
- ✓ In view of exploring various practical aspects of industrial development with the students, the committee recommended increasing the frequency of the industrial visit, experts lecture, and the Memorandum of understanding.
- ✓ At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

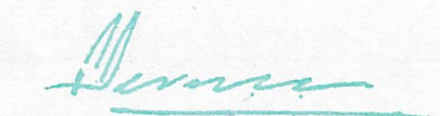
Conclusion

It was concluded to conduct an add-on in the odd semester and the value added in the even semester. It is finalized that in view of exploring various practical aspects of industrial development with the students, the committee recommended increasing the frequency of the industrial visit, experts lecture, and the Memorandum of understanding.

Action taken

Certified courses were introduced in the odd and even semesters of Add on / Value added courses for the students. Also, all the departments initiated industrial visits and special lectures under the Memorandum of understanding verified by IQAC members.


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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2017-2018

MINUTES OF THE MEETING -03

Minutes of the Results Review Meeting were held on 10.01.2018, Wednesday.

Time: 10.00 am

Place: Principal's Office, AVASC, Thanjavur.

The following are the members who attended the meeting:

1	Rev. Fr. U. John Joseph Sundaram	Secretary & Correspondent
2	Rev. Fr. S. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
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The meeting began with a prayer by the Secretary & Correspondent. IQAC Coordinator explained the purpose of the meeting and discussions were instigated as per the agenda.

Agenda of the meeting

- To incorporate extension activities under the program o NSS / Exnora / RRC / YRC
- Framing of the Research Program for promoting research culture and organization of Conferences/Workshop/Symposium/ Seminar etc
- Registration and organization of Alumni Meet
- Feedback from the stakeholders

Review of Last Minutes

- ❖ After a prolonged discussion, it was concluded that discussion of the same with all the faculty members to choose the best.
- ❖ It was also concluded that conduct an add-on in the odd semester and the value added in the even semester.

Meeting Minutes

Following were the agenda and the resolutions passed in the meeting:

- 1. To incorporate extension activities under the program of NSS /Exnora/RRC/YRC**
 - ✓ The committee members suggested to organizing more extracurricular activities under various Clubs.
 - ✓ All Committee members decided to plan more activities for the same.
 - ✓ It was also suggested to conduct a special camp under NSS.
 - ✓ In the near future, namely Tree Plantation, Blood Donation Camp, and Road Safety program will be conducted on the basis of suggestions from all the Committee members.

- 2. Framing of the Research Program for promoting research culture and organization of Conferences/Workshop/Symposium/ Seminar etc**
 - ✓ It was suggested that research culture should inculcate in academics and for the same more Conferences/workshops/symposiums/seminars can be organized.

3. Registration and organization of Alumni Meet

- ✓ The teams suggested to conduct alumni meetings. In addition, it was pointed out that academic feedback from students, parents, and employers is equally important.

4. Feedback from the stakeholders:

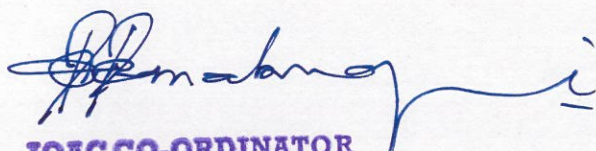
- ✓ It was concluded to take annual feedback from stakeholders and feedback on teachers by the students.
- ✓ At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

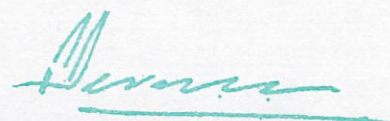
It is concluded that many special camps will be conducted by NSS, YRC, etc., In addition, it was finalized that academic feedback from students, parents, and employers is equally having to give important to collect once in the academic year.

Action taken

NSS, YRC other Clubs' activities were increased. The IQAC collected the feedback twice in the year. Also, they decided to collected the feedback for the teachers, Alumina and Employer at the end of the year.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2017-2018

MINUTES OF THE MEETING – 04

Minutes of the Results Review Meeting were held on 10.03.2018, Saturday.

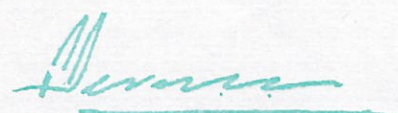
Time: 10.00 am

Place: Principal's Office, AVASC, Thanjavur.

The following are the members who attended the meeting:

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The meeting began with a prayer by the Secretary & Correspondent. IQAC Coordinator explained the purpose of the meeting and discussions were instigated as per the agenda.

Agenda of the meeting

- Departmental Meeting
- Student satisfaction survey

Review of Last Minutes

- ❖ All Committee members decided to plan more activities for the same
- ❖ It was concluded to take annual feedback from stakeholders and feedback on teachers by the students.

Meeting Minutes

1. Departmental Meeting:

- ✓ The coordinator informed that the internal subject meeting was held course-wise per semester and a copy of the minutes of such meetings was kept with the IQAC.

2. Student satisfaction survey:

- ✓ It was suggested to conduct a student satisfaction survey to analyze the satisfaction of the students in various aspects and the members expressed satisfaction with the feedback provided by the students.
- ✓ The corrective actions to be taken for the few aspects that need to be improved were also reviewed.

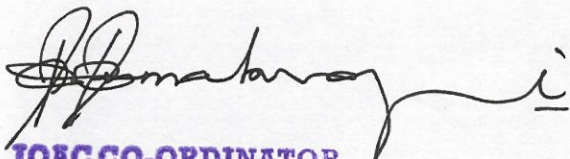
At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

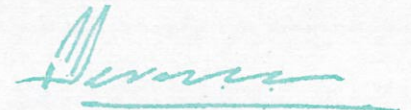
It is concluded that the internal subject meeting was held course-wise per semester and a copy of the minutes of such meetings was maintained by the IQAC.

Action taken

All the aspects of work followed by the IQAC team. They have to reported to the principal and action followed by the academic Dean also implement to the academic through all heads.



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