



ANNAIVAILANKANNI ARTS & SCIENCE COLLEGE

Owned & Managed by the Diocese of Tanjore Society
Affiliated to Bharathidasan University, Tiruchirappalli-24
Recognized by UGC under sections 2 (f) and 12 (B) of the UGC act 1956
Bishop Sundaram Campus, Pudukkottai Road, Thanjavur -613007

INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2018-2019 MINUTES OF THE MEETING - 01

Minutes of the Results Review Meeting were held on 26.06.2018, Tuesday.

Time: 10.00 am

Place: Principal's Office, AVASC, Thanjavur.

Following are the members who attended the meeting:

1	Rev. Fr. Dr. S. Sebastian Periannan	Secretary & Correspondent
2	Rev. Fr. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Ms. P. Pon Malar Queeni	IQAC Coordinator
5	Dr. V. Mahesh	Vice Principal
6	Dr. N. Rajesh	Dean(Arts)
7	Dr. R. Archana	Dean (Science)
8	Mr. T. Thiyagarajan	Member
9	Dr. D. Ramesh Gandhi	Member

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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

- Journal Publications
- Discussion on innovative teaching methods
- Organizing Cultural Activities
- Academic activities

Review of Last Minutes

- ❖ The coordinator informed that the internal subject meeting was held course-wise per semester.
- ❖ A copy of the minutes of such meetings were maintained by the IQAC.
- ❖ The corrective actions to be taken for the few aspects that need to be improved were also reviewed.

Meeting Minutes

- ✓ Prof. P. Ponmalar Queeni, Co-ordinator was suggested and stated that all the individual faculty members must enhance their carrier by publishing more articles in reputed journals.
- ✓ All the faculty members were motivated toward the publication of articles.
- ✓ As per the guidelines, all the faculty members were instructed to use the new innovative methodology for enhancing their way of teaching.
- ✓ Dr. R. Archana, Dean of Science was insisted by the Cultural Committee to plan for more Cultural Activities.
- ✓ All the heads of the various departments insisted to create awareness among the students regarding various academic availabilities.

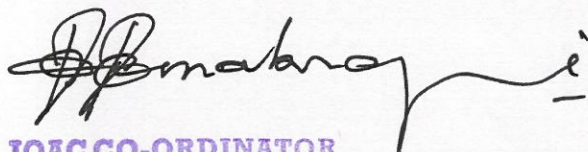
At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

It was concluded that all the faculty members should publish the articles in reputed journals in every academic year. Concentrate more for teaching methodology for enhancing their way of teaching. Focus on more cultural activities for the students should be encouraged.

Action taken

Few staff members published the articles in the reputed journal monitored and verified by IQAC members. It is implemented teaching aid in the class room through projector learning, Self Learning, Group Decision and peer learning etc. All heads of the department created awareness about certified courses for the first Year student.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2018-2019 MINUTES OF THE MEETING - 02

Date: 10th September 2018, Monday

Time: 10 .00 am

Place: Principal's Office, AVASC, Thanjavur.

Following are the members who attended the meeting:

1	Rev. Fr. Dr. S. Sebastian Periannan	Secretary & Correspondent
2	Rev. Fr. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Ms. P. Pon Malar Queeni	IQAC Coordinator
5	Dr. V. Mahesh	Vice Principal
6	Dr. N. Rajesh	Dean(Arts)
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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

- Add on and Value-added Courses
- Certificate Courses
- Project/Fieldwork/Internship
- To strengthen the Industry Institute Interaction
- Organization of Alumni Meet
- PTA Meeting

Review of Last Minutes

- ❖ All the faculty members were motivated toward the publication of articles.
- ❖ It was insisted by the Cultural Committee to plan for more Cultural Activities

Meeting Minutes

- ✓ It was 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 decided to conduct an add-on in the odd semester and the value added in the even semester.
- ✓ One of the team members suggested introducing more courses for the same.
- ✓ Dr. V. Mahesh, Vice-Principal was proposed to motivate the students to join more certificate courses offered.
- ✓ It was also proposed to make the students familiar with the N-List.
- ✓ The need for emphasis on industry-institute interaction, internships, industry projects, and placements was discussed as a part of the academic progress.
- ✓ Dr. R. Archana, Dean of Science was also suggested to conduct the review on a regular basis.
- ✓ In view of exploring various practical aspects of industrial development with the students, the committee recommended increasing the frequency of industrial visit, experts lecture, and the Memorandum of Understanding.

- ✓ The teams suggested to conduct alumni meetings. In addition, it was pointed out that academic feedback from students, parents, and employers is equally important.
- ✓ In view of enhancing the student's academic performance, it was resolved in the meeting to organize PTA in the month of March.

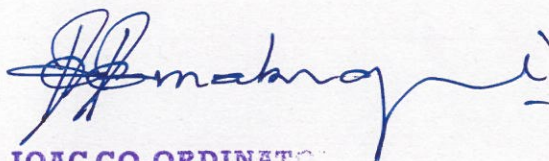
At the end of the discussions, IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

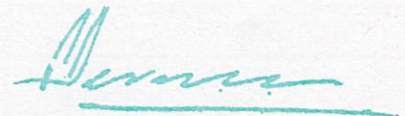
Along with the hands-on experiences via fieldwork/internship/project, IQAC insists to broaden the academic knowledge via add-on courses to enrich their concerned subject knowledge and via the Value-Added program the students can gain knowledge on their non-major subject. By introducing Add-ons and Value Added, our students are competent enough in their respective fields as well as in other fields of their choice. Hence every student must attend an add-on and value-added course in an academic year.

Action Taken

After getting approval from the Curriculum Development Cell of AVASC, every department organized various courses based on the student's demands and strengths. We had collected a nominal fee of 100 Rupees, for certification.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2018-2019 MINUTES OF THE MEETING - 03

Date: 10th January 2019, Thursday.

Time: 10.00 am

Place: Principal's Office, AVASC, Thanjavur.

Following are the members who attended the meeting:

1	Rev. Fr. Dr. S. Sebastian Periannan	Secretary & Correspondent
2	Rev.Fr. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Ms. P. Pon Malar Queeni	IQAC Coordinator
5	Dr. V. Mahesh	Vice Principal
6	Dr. N. Rajesh Academic	Dean (Arts)
7	Dr. R. Archana Academic	Dean (Science)
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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

- Research Proposal Workshop
- Plan of other activities
- Suggestions for Life Skill Courses

Review of Last Minutes

- ❖ It was proposed to motivate the students to join more certificate courses offered.
- ❖ In view of enhancing the student's academic performance, it was resolved in the meeting to organize PTA in the month of March

Meeting Minutes

- ✓ It was suggested to organize more research-oriented workshops and FDP for the faculty members to enhance their research writing.
- ✓ Ms. P. Pon Malar Queeni , Co-ordinator of IQAC was suggested to hold one international conference in the upcoming academic year.
- ✓ It was emphasized that skill development courses should be encouraged which include Soft skills, life skills, and professional skills too.
- ✓ A state-level competition for good orators is planned.
- ✓ A workshop on IPR is planned.
- ✓ Following new courses can be designed under life skill courses Group dynamism and Leadership Qualities, Body Language, Interview Skills and Presentation skills.
- ✓ All the above courses should involve practical knowledge and field visits, if needed and they should be of 30 hours duration.
- ✓ All the courses should be gender-neutral and a least 1 course should be made compulsory for each student.

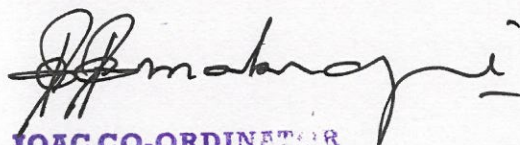
At the end of the discussions, the IQAC coordinator expressed his/her gratitude to all the members for their valuable suggestions and proposals.

Conclusion

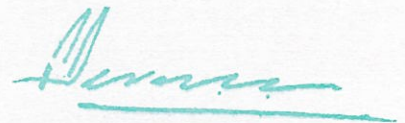
It is finalized to conduct faculty Development program for the teaching and non- teaching staff members. Also to concentrate collaborative with other institute, Industries and other Academic Bodies. 30 hours should be allotted for the certified courses.

Action taken

The certified courses was conducted in afternoon session for 2 hours of 15 days that is 30 hrs for the add on and Value added Courses. IQAC was collaborated with other institute program for Quality initiative in the topic of Seminar on Implementation of Qualitative Initiatives of IQAC on 20.08.2018.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2018-2019 MINUTES OF THE MEETING - 04

Date: 11th March 2019, Monday.

Time: 10.00 am

Place: Principal's Office, AVASC, Thanjavur.

Following are the members who attended the meeting:

1	Rev. Fr. Dr. S. Sebastian Periannan	Secretary & Correspondent
2	Rev. Fr. Arockia Doss	Administrator
3	Dr. P. Devanesan	Principal
4	Ms. P. Pon Malar Queeni	IQAC Coordinator
5	Dr. V. Mahesh Vice	Vice Principal
6	Dr. N. Rajesh	Dean(Arts)
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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

- ❖ A state-level competition for good orators is planned
- ❖ It was emphasized that skill development courses should be encouraged which include Soft skills, life skills, and professional skills too.

Meeting Minutes

- ✓ The coordinator informed that the internal subject meeting was held course-wise per semester and a copy of the minutes of such meetings were maintained by the IQAC.
- ✓ Dr. P. Devanesan, Principal 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.

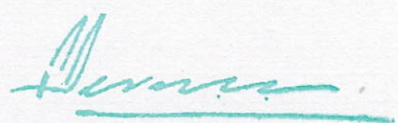
Conclusion

The above concluded points are effectively practiced by the management and executed by the staff for the welfare of student community.

Action taken

Discussed points are bring out the effective outcomes which gives vivid information about the points that we analyzed and practiced.


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