



## 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 2019-2020 MINUTES OF THE MEETING - 01

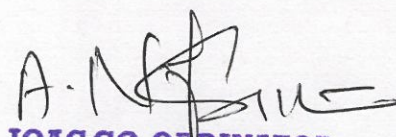
Minutes of the Meeting were held on 25.06.2019 on Tuesday

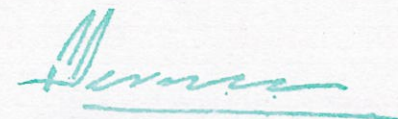
Time: 10.00 AM

Place: Principal's Office, AVASC, Thanjavur.

#### Members Present

- |     |                                 |  |
|-----|---------------------------------|--|
| 1.  | Rev.Fr.Dr.S.Sebastian Periannan | Secretary & Correspondent                      |
| 2.  | Dr.P.Devanesan                  | Principal                                      |
| 3.  | Rev.Fr. Dr.S. Arockiadoss       | Administrator                                  |
| 4.  | Dr.A.Nafees Sulthana            | Co-ordinator                                   |
| 5.  | Mr.K.Thiyagarajan               | Asst. Co-ordinator                             |
| 6.  | Dr.N.Rajesh                     | Dean(Arts) Member                              |
| 7.  | Dr.M.Chitra devi                | Dean (Science) Member                          |
| 8.  | K.Robert                        | Coordinator infrastructure (Arts) Member       |
| 9.  | Mr.S.Lucas                      | Co-ordinator infrastructure ( Science ) Member |
| 10. | Mr.A.Arivalagan                 | Co-ordinator( placement) Member                |
| 11. | Mrs.M.Juno Isabel Susintra      | Co-ordinator( placement) Member                |

  
**IQAC CO-ORDINATOR**  
Annai Vailankanni Arts  
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Thanjavur-613 007.  
[iqacavasc@gmail.com](mailto:iqacavasc@gmail.com)

  
**PRINCIPAL,**  
Annai Vailankanni Arts and Science College,  
Bishop Sundaram Campus,  
Pudukkottai Road, Thanjavur-613 007

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**

- Orientation program.
- College website.
- IQAC related to the academic work.

#### **Review of Last Minutes**

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

#### **Meeting Minutes**


- ✓ An orientation program needs to be conducted for all faculty members for improving academic quality.
- ✓ The proposals for seminars have to be routed through the proper channel.
- ✓ The college website must be updated.
- ✓ Mr.K.Thiyagarajan , Asst. Co-ordinator advised to follow the academic meets of departments should be in collaboration with IQAC
- ✓ One person has to be designated from each department in IQAC Cell.


#### **Conclusion**

It was decided that an orientation program be conducted. Seminar proposals must go through the appropriate channels. Updates must be made to the college website. Departmental academic meetings should be coordinated with IQAC. In the IQAC Cell, one representative must be chosen from each department.

#### **Action Taken**

A faculty orientation program was held. The proper channel was followed when making the seminar proposal. The college's website was upgraded. Academic departmental gatherings were coordinated with IQAC. Each department sent one delegate to the IQAC.

  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2019-2020 MINUTES OF THE MEETING - 02


Minutes of the Results Review Meeting was held on 10.09.2019 on Tuesday

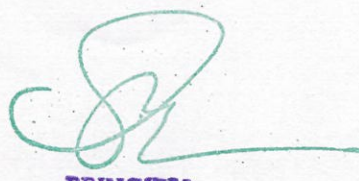
Time: 10.00 AM

Place: Principal's Office, AVASC, Thanjavur.

**The following are the members who attended the meeting:**

- |    |                                 |  |
|----|---------------------------------|--|
| 1  | Rev.Fr.Dr.S.Sebastian Periannan | Secretary & Correspondent                      |
| 2  | Dr.S. Suresh                    | Principal                                      |
| 3  | Rev.Fr. Dr.S. Arockiadoss       | Administrator                                  |
| 4  | Dr.A.Nafees Sulthana            | Co-ordinator                                   |
| 5  | Mr.K.Thiyagarajan               | Asst. Co-ordinator                             |
| 6  | Dr.N.Rajesh                     | Dean(Arts) Member                              |
| 7  | Dr.M.Chitra devi                | Dean (Science) Member                          |
| 8  | K.Robert                        | Coordinator infrastructure (Arts) Member       |
| 9  | Mr.S.Lucas                      | Co-ordinator infrastructure ( Science ) Member |
| 10 | Mr.A.Arivalagan                 | Co-ordinator( placement) Member                |
| 11 | Mrs.M.Juno Isabel Susintra      | Co-ordinator( placement) Member                |

  
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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**

- Slow Learners
- Extra classes
- Simplifying Content

#### **Review of Last Minutes**

- An orientation program to be conducted.
- Seminar proposals must go through the appropriate channels.
- Updates must be made to the college website.
- Departmental academic meetings should be coordinated with IQAC.
- In the IQAC Cell, one representative must be chosen from each department.

#### **Meeting Minutes**


- ✓ Follow-up on the slow learners should be put in action immediately after the first CIA.
- ✓ Dr. S. Suresh, Principal insist to follow special attention should be given for the slow learners.
- ✓ The content that is hard to understand should be simplified.
- ✓ Dr. M. Chitra Devi, Dean of Science insists to follow the extra classes after the college's hours are to be implemented.


#### **Conclusion**

It was concluded that Follow-up on the slow learners should be put in action immediately after the first CIA. Special attention should be given the slow learners. The content that is hard to understand should be simplified. Extra classes after the college's hours are to be implemented.

#### **Action taken**

The follow-up on the slow learners was put into action immediately after the first CIA. Special attention was given to the slow learners. Simplified content was given to students. Extra classes were arranged for the students.

  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2019-2020 MINUTES OF THE MEETING - 03

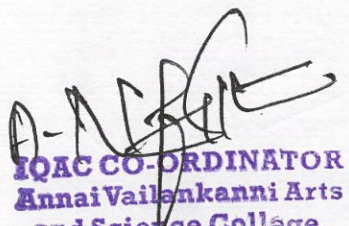
Minutes of the Results Review Meeting were held on 10.01.2020 on Friday


Time: 10.00 AM

Place: Principal's Office, AVASC, Thanjavur.

**The following are the members who attended the meeting:**

- |  |  |
|--|--|
| 1. Rev. Fr. Dr. S. Sebastian Periannan | Secretary & Correspondent                      |
| 2. Rev. Fr. S. Arockiadoss             | Administrator                                  |
| 3. Dr. S. Suresh                       | Principal                                      |
| 4. Dr. A. Nafees Sulthana              | Co-ordinator                                   |
| 5. Mr. K. Thiyagarajan                 | Asst. Co-ordinator                             |
| 6. Dr. N. Rajesh                       | Dean(Arts) Member                              |
| 7. Dr. M. Chitra Devi                  | Dean (Science) Member                          |
| 8. Mr. K. Robert                       | Coordinator infrastructure (Arts) Member       |
| 9. Mr. S. Lucas                        | Co-ordinator infrastructure ( Science ) Member |
| 10. Mr. A. Arivalagan                  | Co-ordinator( placement) Member                |
| 11. Mrs. M. Juno Isabel Susintra       | Co-ordinator( placement) Member                |

  
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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**

- ICT-based teaching methodology
- Slow Learners
- Short-term courses
- Feedback
- Placement
- Awareness Programs

### **Review of Last Minutes**

- ❖ The Follow-up on the slow learners should be put in action immediately after the first CIA.
- ❖ Special attention should be given the slow learners.
- ❖ The content that is hard to understand should be simplified.
- ❖ Extra classes after the college's hours are to be implemented.

### **Meeting Minutes**


- ✓ It is decided to adopt ICT based teaching methodology.
- ✓ It is planned to conduct a special guidance program for slow learners.
- ✓ It is planned to conduct more short-term courses.
- ✓ All the faculty members were instructed to collect feedback from the stakeholders.
- ✓ Mr. A. Arivalagan, Member of IQAC was also pointed out to organize more placement opportunities.
- ✓ More awareness programs must be jointly organized for the girl students.


### **Conclusion**

Adopting an ICT-based teaching technique was found to be effective. To arrange specialized courses for slow readers. More placement opportunities should be planned. More awareness campaigns should be planned for female students.

### **Action taken**

Teaching methods based on ICT were employed. Slow learners were given separate classes. Additional placement and awareness programs were arranged.

  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2019-2020 MINUTES OF THE MEETING - 04


Minutes of the Meeting were held on 12.03.2020 on Thursday


Time: 10.00 AM

Place: Principal's Office, AVASC, Thanjavur.

**The following are the members who attended the meeting:**

- |                                      |  |
|--------------------------------------|--|
| 1. Rev. Fr. Dr.S.Sebastian Periannan | Correspondent                                  |
| 2. Rev.Fr.S. Arockiadoss             | Administrator                                  |
| 3. Dr.S. Suresh                      | Principal                                      |
| 4. Dr.A.Nafees Sulthana              | Co-ordinator                                   |
| 5. Mr.K.Thiyagarajan                 | Asst. Co-ordinator                             |
| 6. Dr.N.Rajesh                       | Dean(Arts) Member                              |
| 7. Dr.M.Chitra Devi                  | Dean (Science) Member                          |
| 8. K.Robert                          | Coordinator infrastructure (Arts) Member       |
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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**

- Feedback
- to constitute a committee

#### **Review of Last Minutes**

- ❖ Adopting an ICT-based teaching technique was found to be effective.
- ❖ To arrange specialized courses for slow readers.
- ❖ More placement opportunities should be planned.
- ❖ More awareness campaigns should be planned for female students.

#### **Meeting Minutes**


- ✓ The meeting discussed the modalities of distributing and collecting feedback from stakeholders.
- ✓ Dr. A .Nafees Sulthana, NAAC Co-ordinator has advised to constitute a committee to take feedback confidentially from the students.


#### **Conclusion**

At the meeting, it was discussed how to solicit and distribute stakeholder feedback. It was decided to form a committee to gather student feedback in confidence.

#### **Action taken**

The procedures for gathering and distributing stakeholder feedback were introduced. The committee was set up to receive feedback in confidence.

  
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