



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 2020-2021

MINUTES OF THE MEETING - 01

Minutes of the Results Review Meeting were held on 10.06.2020, Wednesday.

Time: 10.00 AM

Mode: Online

The following are the members who attended the meeting:

- | | |
|--------------------------------------|-------------------------|
| 1. Rev.Fr.Dr. S. Sebastian Periannan | Correspondent & Patron |
| 2. Dr.S.Suresh | Principal & Chairperson |
| 3. Rev. Fr. Dr.S.Arockia Doss | Administrator |
| 4. Dr.N.Rajesh | Member |
| 5. Dr.M.Chitradevi | Member |
| 6. Dr.A.Nafees Sultana, | Co-ordinator |
| 7. Dr.A.Vanitha, | Member |
| 8. Dr.J.Maria Jancy Rani, | Member |
| 9. Dr.P.Carline mary, | Member |
| 10. Dr.K.Aruna, | Member |
| 11. Dr.S.Vijayakumar | Member |
| 12. Dr.M.Jenifer mary | Member |
| 13. Mrs.N.VasundaraDevi | Member |
| 14. Dr.D.Ramesh Gandhi | Member |
| 15. Ms.R.Suganya,(Office) | Member |
| 16. Dr.S.Vijayakumar,Member | Member |

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iqacavasc@gmail.com

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

- Guidelines of the Government
- Conduct Online Classes
- Discussion of Department results
- Academic Calendar
- LMS
- Placement
- NIRF

Review of Last Minutes

- ❖ Discussed the modalities of distributing and collecting feedback from stakeholders.
- ❖ Decided to constitute a committee to take feedback confidentially from the students.

Meeting Minutes


- ✓ Dr. A. Nafees sultana, Co-ordinate insists to follow the guidelines of the Government.
- ✓ As per the guidelines, it was resolved in the meeting to conduct online classes.
- ✓ All the regular activities must be carried out online.
- ✓ Departmental results were also discussed.
- ✓ Academic calendar committee insisted to get ready with the academic calendar.
- ✓ To strengthen the teaching and learning process LMS system must be implemented.
- ✓ Rev. Fr. S. Arockia Doss, Administrator is suggested to contact and get placements in respective core industries.
- ✓ As it was already decided, all the heads of the various departments were asked to submit the mandatory details for applying for NIRF.

Conclusion


The decision was made to conduct all of the regular activities and classes online. LMS system implementation is required. It has been noted that more industries are contacted to set up placements.

Action taken

Classes and regular activities are conducted online. The LMS system is in use. Placements are set up after reaching out to more sectors of industry.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2020-2021 MINUTES OF THE MEETING – 02

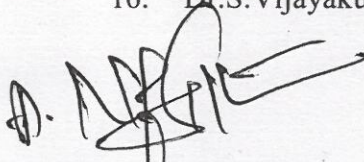
Minutes of the Results Review Meeting were held on 25.09.2020, Friday

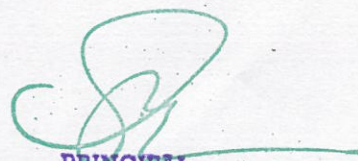
Time: 10.00 AM

Mode: Online

The following are the members who attended the meeting:

- | | |
|--------------------------------------|-------------------------|
| 1. Rev.Fr.Dr. S. Sebastian Periannan | Correspondent & Patron |
| 2. Dr.S.Suresh | Principal & Chairperson |
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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
- E-learning
- Reviewing Web Pages
- Parent-Teacher Meeting
- Alumni & Feedback System
- Online Conferences/workshops

Review of Last Minutes

- ❖ The decision was made to conduct all of the regular activities and classes online.
- ❖ LMS system implementation is required.
- ❖ It has been noted that more industries are contacted to set up placements.

Meeting Minutes


- ✓ Based on the inputs received from the various departments, it is emphasized to increase ICT in teaching.
- ✓ E-Learning content must be circulated among the students.
- ✓ Dr. S. Suresh, Principal suggested reviewing the web pages of all the departments.
- ✓ 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.
- ✓ Dr. V. Mahesh, Vice Principal was suggested that research culture should inculcate in academics and for the same more online Conferences/Workshops/Symposiums/seminars can be organized.
- ✓ The teams suggested conducting alumni meetings. In addition, it was pointed out that academic feedback from students, parents, and employers is equally important.


Conclusion

ICT use in education would rise. The faculties must share the e-learning materials with students. Parent-teacher meetings ought to be scheduled. Organize online conferences, workshops, symposiums, and seminars, Alumni gatherings should be adequately planned.

Action Taken

ICT is utilized in education. Students have access to e-learning resources. Online conferences, workshops, symposiums, and seminars were organized. Alumni get-togethers were conducted.


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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACADEMIC YEAR 2020-2021 MINUTES OF THE MEETING - 03

Minutes of the Results Review Meeting were held on 06.01.2021, Wednesday.

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 & Patron |
| 2. Dr.S.Suresh | Principal & Chairperson |
| 3. Rev. Fr. Dr.S.Arockia Doss | Administrator |
| 4. Dr.N.Rajesh | Member |
| 5. Dr.M.Chitradevi | 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

- ❖ Usage of ICT in education would rise.
- ❖ The faculties must share the e-learning materials with students.
- ❖ Parent-teacher meetings ought to be scheduled.
- ❖ Organize online conferences, workshops, symposiums, and seminars.
- ❖ Alumni gatherings should be adequately planned.

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.
- ✓ Prof. P. Ponmalar Queeni , Dean (Women Students) 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 2020-2021 MINUTES OF THE MEETING - 04


Minutes of the Results Review Meeting were held on 15.03.2021, Monday.

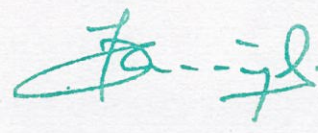
Time: 10 .00am

Place: Principal's Office, AVASC, Thanjavur.

The following are the members who attended the meeting:

1. Rev.Fr.Dr. S. Sebastian Periannan	Correspondent & Patron
2. Dr.P. Philominathan	Principal & Chairperson
3. Rev. Fr. Dr.S.Arockia Doss	Administrator
4. Dr.N.Rajesh	Member
5. Dr.M.Chitradevi	Member
6. Dr.A.Nafees Sultana,	Co-ordinator
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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
- Continuous Assessment
- Peer- tutoring

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

- ✓ Dr. P. Philominathan, Principal insists to identify the slow learners and give special attention to them.
- ✓ Dr. A. Nafees sultana, Co-ordinator advised to follow Continuous assessment should be done based on the performance.
- ✓ Encouraging peer- tutoring.
- ✓ Re-teaching is to be implemented for slow learners.
- ✓ Simplified content of the subject should be prepared for slow learners.


Conclusion

It was concluded that recognize the slow learners and focus your efforts on them. Performance should be the basis for continuous evaluation. Support peer tutoring should be encouraged.

Action taken

Spotted the slow learners and gave extra attention to them. Performance-based continuous assessment is carried out. The use of peer tutors should promoted for the benefits of the students.


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