



## **ANNAI VAILANKANNI ARTS & SCIENCE COLLEGE**

**Affiliated to Bharathidasan University, Tiruchirappalli-24  
Recognized by UGC under section 2(f) and 12(B) of the UGC act 1956**

Bishop Sundaram Campus, Pudukottai Road, Thanjavur - 613007

Ph. No. 04362 - 230434, 231434, 233434, 234434

**Date: 27.09.2021**

### **Internal Quality Assurance Cell (IQAC)**

A proposal has been made to schedule a meeting of the Internal Quality Assurance Cell (IQAC) on September 27, 2021 at 10:00 am in IQAC room.

The agenda for the Faculty Development Program (FDP) meeting includes

1. The date and time for the FDP program were finalized
2. Discussed the ways to improve the research capabilities of the faculty and increase paper Publications,
3. Reviewed the standard templates for certificates, invitations, and presentation materials, and selection of a resource person.

*P. Caroline Mary*

(Dr. P. Caroline Mary)

IQAC Co-Ordinator

**IQAC CO-ORDINATOR  
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Name of the Committee : Internal Quality Assurance Cell (IQAC)

Academic Year : 2021 - 2022

Meeting No : 1

Date & Time : 27. 09. 2021,10.00am

Venue : IQAC room.

### **MINUTES OF THE MEETING**

On September 27, 2021 at 10:00 AM, the Internal Quality Assurance Cell (IQAC) held a meeting in IQAC room. The following members were in present:

1	<b>Rev.Fr.Dr.S.Sebastian Periannan</b>	<b>Correspondent &amp; Patron</b>
2	<b>Dr.P.Philominathan</b>	<b>Principal &amp; Chairperson</b>
3	<b>Fr.Dr.S.Arockiadoss</b>	<b>Administrator &amp; Member</b>
4	<b>Dr.R.Archana</b>	<b>Dean (Administration)</b>
5	<b>Dr.S.Vijayakumar</b>	<b>Dean (Academic)</b>
6	<b>Dr.P.Caroline Mary</b>	<b>Co-Ordinator</b>
7	<b>Dr.A.Nafees Sultana</b>	<b>Member</b>
8	<b>Dr.J.Mariya Jancy Rani</b>	<b>Member</b>
9	<b>Dr.N.Vasunthira Devi</b>	<b>Member</b>
10	<b>Dr.J.Elanchezhian</b>	<b>Member</b>
11	<b>Mr.K.Robert</b>	<b>Member</b>
12	<b>Dr.C.Melvin Jabaraj</b>	<b>Member</b>
13	<b>Dr.D.SargunaSundari Lawrance</b>	<b>Member</b>
14	<b>Dr.D.Ramesh Gandhi</b>	<b>Member</b>
15	<b>Miss.R.Suganya</b>	<b>Member</b>

The meeting began with a prayer song and prayer followed by Dr. P. Caroline Mary delivered the welcome address. Dr. Nafees Sultana welcome to the chief guest. The agenda included discussion on conducting a Faculty Development Program (FDP) for staff members, selecting research topics, finalizing the duration and break times for the FDP program, and assigning work to IQAC members. Finally, Rev.Fr. Sebastian Periannan our Correspondent encouraged the staff to publish various papers. The Chairperson adjourned the meeting at 11.15 a.m.

*P. Caroline Mary*

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*[Signature]*

IQAC Chairperson

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**Date: 14.12.2021**

### **Internal Quality Assurance Cell (IQAC)**

The meeting of the Internal Quality Assurance Cell (IQAC) members was convened in the IQAC room on December 14, 2021, at 03.00 pm to deliberate on the National Institutional Ranking Framework (NIRF).

The following points were systematically discussed

- NIRF – 5 Parameters
- Academic Plan
- Formation of various clubs and societies, and its functioning.
- Acquiring books and plagiarism checking software.
- Promoting research-oriented activities.

*P. Caroline Mary*

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Name of the Committee : Internal Quality Assurance Cell (IQAC)

Academic Year : 2021 - 2022

Meeting No : 2

Date & Time : 14.12.2021 , 03.00 pm

Venue : IQAC room

### **MINUTES OF THE MEETING**

The Internal Quality Assurance Cell (IQAC) meeting was held on 14.12.2021 at 03.00 pm in IQAC room.

The following members were present:

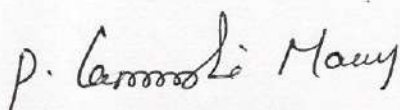
1	<b>Rev.Fr.Dr.S.Sebastian Periannan</b>	<b>Correspondent &amp; Patron</b>
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11	<b>Mr.K.Robert</b>	<b>Member</b>
12	<b>Dr.C.Melvin Jabaraj</b>	<b>Member</b>
13	<b>Dr.D.SargunaSundari Lawrance</b>	<b>Member</b>
14	<b>Dr.D.Ramesh Gandhi</b>	<b>Member</b>
15	<b>Miss.R.Suganya</b>	<b>Member</b>

A comprehensive discussion on the National Institutional Ranking Framework (NIRF)

yielded several points of consideration. They are


- A detailed discussion on NIRF and various issues related to the work of the National Assessment and Accreditation Council (NAAC).
- The IQAC coordinator gave a lucid explanation about the necessity of NIRF and the various parameters involved in it such as
  - Teaching, Learning and Resources (TLR),
  - Research Productivity, Impact and IPR,
  - Graduation Outcome,
  - Outreach and Inclusivity, Perception. Each parameters carry 100 marks.
- Principal explained that NIRF gives undivided importance to academic, extra-curricular activities, sports activities to inculcate the needs of the various students.
- It has been decided that the works should be duly divided and assigned to the faculties after discussing with the Heads.
- Dr. P. Caroline Mary insisted that any activity should be conducted for the benefit of the students and feedback should be collected from the students.
- Dr. A.Nafees Sultana suggested that more clubs can be formed for the benefit of students.
- Mr. V. Rajavel, the librarian explained that the library is in the process of buying more physical books and e-books; The process of purchasing plagiarism checking software has been initiated.
- Dr. J.Maria Jancy Rani suggested that the library should initiate research-based activities after buying aforementioned books and software.

The Chairperson adjourned the meeting at 04.30 p.m.



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IQAC Chairperson

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**Date: 05.01. 2022**

### **Internal Quality Assurance Cell (IQAC)**

A proposal has been put forth to convene a meeting of the Internal Quality Assurance Cell (IQAC) in the IQAC room on January 5, 2022, at 3:00 pm to discuss the All India Survey on Higher Education (AISHE) for the year 2020 - 2021.

The topics to be discussed in the meeting are:

1. Introduction on AISHE and its importance.
2. Allocation of the work to faculties.
3. Monitoring academic activities.
4. Assigning departmental in-charge for data collection.
5. Data collection of HEI enrolment.
6. Deporting work to IQAC members.

*P. Caroline Mary*

(Dr. P. Caroline Mary)

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**Name of the Committee:** Internal Quality Assurance Cell (IQAC)

Academic Year : 2021 - 2022

Meeting No : 3

Date & Time : 05.01. 2022 , 3.00 pm

Venue : IQAC Room

### **MINUTES OF THE MEETING**

The Internal Quality Assurance Cell (IQAC) meeting was held on 05.01. 2022 at 3.00 PM in IQAC room

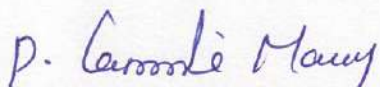
The following members were present:

1	<b>Rev.Fr.Dr.S.Sebastian Periannan</b>	<b>Correspondent &amp; Patron</b>
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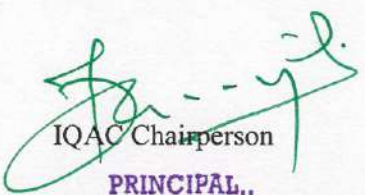


- Dr. P. Caroline Mary gave a detailed analysis on All India Survey on Higher Education (AISHE), and explained about how data is collected on different parameters like student enrolment, teachers, programmes, infrastructure etc.
- To collect the data, a hierarchy of faculties should be created, each department should nominate a Single-Point Of Contact (SPOC) to procure and provide data about their department.
- Conducting academic activities to provide the academic needs of the students
- Collection of students enrolment in HEI either in our own institute or other institution should be analysed.
- Each IQAC member have been assigned works to be completed under their supervision, with the help of faculty members.
- Result analysis after the publication of semester results should be made, and discussed in all-staff meeting.

The Chairperson adjourned the meeting at 04.30 p.m.

  
IQAC Co – Ordinator

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IQAC Chairperson  
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**Date: 19-01-2022**

### **Internal Quality Assurance Cell (IQAC)**

It is proposed to convene Internal Quality Assurance Cell (IQAC) meeting on 19-01-2022 at 3.00 pm IQAC room. The following is the agenda for the FDP on LMS meeting:

1. Date and session for the FDP program were finalized
2. Discussed the important of LMS
3. Finalized the resource person and event
4. Duties and Responsibilities of organizing committee were discussed and allotted.
5. All the staff members are expected to attend the meeting without fail.

*P. Caroline Mary*

(Dr. P. Caroline Mary)

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**Name of the Committee:** Internal Quality Assurance Cell (IQAC)

Academic Year : 2021- 2022

Meeting No : 4

Date & Time : 19-01-2022; 03:00 pm

Venue : IQAC Room

### **MINUTES OF THE MEETING**

The Internal Quality Assurance Cell (IQAC) meeting was held on 19-01-2022 at 3.00 pm in IQAC room

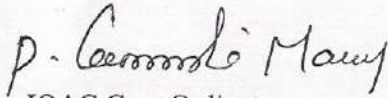
The following members were present:

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15	<b>Miss.R.Suganya</b>	<b>Member</b>

The following points were discussed in the meeting

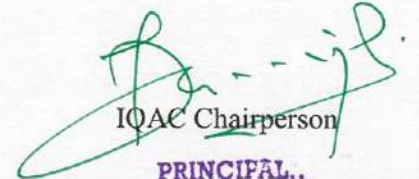
1. Feedback collected from the various stakeholders such as Students, Teachers, Alumni and Employers were scrutinized, and discussed about the observations and suggestions as mentioned by the stakeholders.
2. It is concluded that wherever we are lagging and something needs to be improvised, it should be improved to cater the needs of the all stakeholders.
3. Learning Management System (LMS), an ICT tool has been introduced in the previous semester, the faculties are instructed to give more significance to LMS for conducting class-room activities such as quizzes, puzzles, assignments etc.
4. It is unanimously decided that, an FDP or workshop can be conducted for the faculty members to learn deeply about LMS.
5. Teachers are instructed to use more teaching aids within the classroom, and to let the students use library resources for writing assignments.
6. By the end of the meeting, academic plans of the upcoming semester is discussed such as, Bridge Course, Add-On and Value Added, IECD Courses, Fieldwork/Internship/Project.

The Chairperson adjourned the meeting at 04.30 p.m.



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IQAC Chairperson

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