

Internal Quality Assurance Cell

Minutes of the Meeting

The IQAC of our college conducted a meeting on 5th July 2018 with the following members to discuss on various matters relating to the improvement and sustenance of quality education.

Members present

Chairperson	Dr.S.Ramanathan	Principal
IQAC Coordinators	Dr.M.Jaya	Head & Associate Professor Department of Commerce
	Dr.S.Kanimozhi	Head & Associate Professor P.G. & Research Department of Microbiology
Members	Mr.G.Ravichandran	Vice- Principal
	Dr.T.S.Sanathi	Director, Asan Institute of Management
	All Department Heads .	

All the members in the meeting were actively involved in the discussions and plan of action. Members and Head of Departments discussed on how to improve the quality in terms of academic, research and outcome-based activities.

The change in syllabi of some of the courses from the existing pattern framed by University of Madras was informed.

- The students' feedback to be collected and analyzed regularly at the end of the semester for each paper taught in that academic year. It is also suggested to take Feedback from alumni, students and parents.
- Proposed and advised to introduce skill based Add - on courses across each department.

The role of IQAC in enhancing the quality of academic programme by various teaching, learning and evaluation methods was discussed. The following suggestions were proposed:

- Proposed to utilize ICT enabled teaching methods,
 - Supplementation of the regular classroom lectures with teaching-learning audio visual aids along with black board models,
 - Additional web-based learning,
 - Online lectures,
 - PPT's and power-point projections
- Advised to conduct special lectures by senior Professors and Experts in the field.
- Semester-wise results to be analyzed and necessary steps to be undertaken to improve the quality of teaching.
- Various approaches to assess student progress such as conduction of unit wise class test, internal assessments and model examinations before the semester examination and in order to make learning as student-centric group-discussions, case studies, providing assignments and seminars were insisted.
- Planned to conduct Remedial classes for weaker students who perform poor in internal tests and are supported by revising old question papers, conducting tests, providing them additional reference, and web-based learning resources.
- Considered to conduct Participatory learning approach such as
 - Field training and hands-on activities,
 - Internship programmes,
 - Quiz,
 - Debate and
 - Exhibitions for students.
- Faculty members are motivated to participate in conferences, workshops and seminars at national and international level, attend Faculty Development Programmes, undergo orientation courses and attend refresher courses.

- Faculty members involved in curriculum restructuring, syllabus development, as member in Board of Study etc., were appreciated.

Contribution of IQAC towards motivating Research, consultancy and extension were deliberated. It was decided that emphasis must be made on research activities.

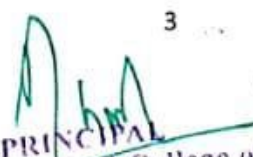
- Faculty members are informed to undertake major and minor research projects and to take up consultancy work. Collaborative work with industries was also emphasized.
- Faculty members are informed to put emphasis on publications and presentations of quality research work / articles in reputed journals such as Scopus indexed /UGC indexed journals.
- Faculty members served as experts, chairpersons or resource persons in conferences and seminar/symposia were appreciated.
- Students are encouraged to actively engage in society oriented Extension Activities in association with NSS and other clubs through awareness programmes, health care related issues, field visits, participation in seminars/workshops/extension lectures, field projects etc.,

IQAC facilitating the activities related to student support and progress were discussed.

- Discussed on supporting students in numerous ways such as mentoring in academic studies, sports and cultural activities, guiding them for the development of their career, soft-skills and language skills, providing scholarships under various schemes, counseled to develop professional competitiveness as well as develop ethics, human values, sense of social responsibility and environmental consciousness.
- Various committees, clubs and cells were allocated to extend support and service to the students.

Academic Internal and external audit had been planned and the need for a Faculty development programme for supporting staff was also considered.

The best practices of the institution were discussed. More plans and practices related to infrastructure and learning resources, workshop for administrative staff, faculty development programme and activities for the coming academic year were deliberated.

3

PRINCIPAL
Asan Memorial College of
Arts & Science
Jaladampet, Chennai-600 100

