

## Internal Quality Assurance Cell

### Minutes of the Meeting

The IQAC of our college conducted a meeting on 28<sup>th</sup> February 2019 with the following members to discuss on the measures taken from the preceding meeting held on 5<sup>th</sup> July 2018.

#### 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. Santhi	Director, Asan Institute of Management
	All Department Heads	

The meeting highlighted the efforts of IQAC in implementing the following:

1. Initiatives for the fulfilment of curricular aspects were taken to deliver an effective curriculum.

■ University of Madras has revised the syllabus for few courses and the information is given to affiliated colleges. Our institution has implemented the revised syllabus in the curriculum.

■ Feed back on teachers collected from students, analysed and follow up measures taken.

2. As per the proposals and suggestions provided in the previous meeting IQAC had taken various measures to maintain high quality in teaching and learning.

- ICT facilities were created and being utilized effectively. CD library has been developed in the departments.
  - Invited lectures were conducted by inviting the experts in various disciplines.
  - The analysis of University results was carried down and consistent efforts were planned for the improvement of the academic performance of the students.
  - Periodical academic assessments were done to improve the progress of the students in academics.
  - Remedial classes were conducted for students after analysing their performance in internal assessment. Some of the departments had uploaded the question bank in the college website for the benefit of the students.
  - Lesson plan had been maintained by all the departments to ensure completion of syllabus by faculty members.
  - Practical training courses organized for students to make them industry ready.
  - Faculty members from each department participated in conferences, workshops and seminars at national and international level to learn the latest trends and technology.
3. To promote research and industry linkage IQAC has taken many initiatives and motivate the faculty members to involve themselves in research and share their findings.
- Faculty members were advised to undertake major and minor research projects and to take-up consultancy work.
  - Initiatives taken to publish research journals in peer reviewed indexed journal at national and international levels with high impact factor by each faculty.
  - Faculty members published papers in reputed journals were appreciated.
  - Many extension activities and awareness programme related to Social causes and issues had been conducted. To highlight a few,
    - International Yoga Day
    - Awareness Programme on Road Safety
    - Awareness Programme on environmental protection
    - Voting awareness Camp
    - Blood donation camp
    - Tree Plantation

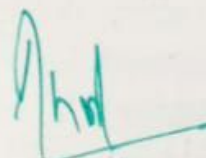


Campus: 1/176, Bharathiyar Salai, Velachery - Tambaram Road, Jaladianpet, Chennai - 600 100  
Tamil Nadu, India Phone: +91 44 - 2246 1418, 2246 0216, 2246 0032

Fax: +91 44 - 2246 0877 E-mail: info.amcas@asaneducation.com Web: www.amcas.in

Regd. Office: No.1, Anderson Road, Cochin House, Chennai - 6. Phone : +91 44 - 2827 5858

- Health awareness rally for general public
  - Women's day programme
  - Plastic Awareness Campaign
  - Plastic waste collection
  - Special Camp at Adapted Village etc.,
4. As discussed in the meeting improvements were made in the infrastructure facilities of the college in terms of laboratory equipment's. In order to furnish the needs of students more books of latest edition were purchased for the library Barcode reader installed in library for identification purpose.
5. To enhance awareness about Student Support Services IQAC has contributed in conducting more activities.
- Mentorship Records maintained
  - Career Guidance
  - Individual Counselling by employing counsellors
  - Parent Teacher Meetings
  - Programs conducted with Life Skills
  - Special coaching classes for employability skills and for placements
  - Ant ragging committee formed
  - Grievances of students redressed etc.,
6. It was decided in the meeting that the IQAC members shall be conducting the Internal and external Audits of the entire Department.
- Future plans of actions for the next academic year were discussed.

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

