

21.07.2022

INTERNAL QUALITY ASSURANCE CELL
Minutes of the Meeting (2022-2023)

The IQAC of our college conducted a meeting on 21.07.2022 with the following members, to discuss about various activities and to identify areas for enhancement to deliver quality education.

Members Present

Principal	Dr. S. Ramanathan
Vice - Principal	Mr. G. Ravichandran
Director, Asan Institute of Management	Dr. T. S. Santhi
IQAC Coordinator Head & Associate Professor Department of Commerce	Dr. M. Jaya
IQAC Coordinator Head & Associate Professor Department of Microbiology	Dr. S. Kanimozhi
All Department Heads	

All the members discussed about the quality drives for restructuring the existing activities and proposal of new deeds for upgrading the overall performance of the institution for the year 2022-23.

The following points are conversed in the meeting:

- The paramount responsibility of IQAC in promoting the academics of the institution has been discussed.
- The change of syllabus for the courses in the academic year 2022-23 is brought to the notice of the members.
- To introduce an additional course, B.Sc. Psychology is conferred and necessary arrangements to be done for the inspection committee visit from the University of Madras, simultaneously all the departments are informed to be prepared for the same.
- Website of the institution shall be updated continuously with all the activities on time to time.
- Placement activities need to be further enhanced by arranging activities for skill development, personality development, resume writing, interview skills, etc.

Teaching - Learning and Evaluation

Faculty members are encouraged to,

- Practice the Information and Communication Technology enabled teaching proficiently for all the classes to the maximum extent
- Follow project based learning and inquiry based learning strategies
- Strengthen teaching and learning faculty are informed to utilize online facilities such as e-library, e-resources, YouTube videos, web portals etc.
- Evaluate students based on continuous assessment tests, group discussions, assignments, seminars, practical's and projects
- Conduct remedial classes and intensive coaching for slow learners
- Circulate and explain previous year question papers
- Provide elaborate notes and articles and guide advanced learners to present papers and publish research works

Research Innovation and Extension

- Research and innovation have to be improved by getting funded projects, publishing more research articles in reputed journals, presenting research works in national and international seminars and conferences by faculty and students.
- All departments must focus on MoU activities to lead an effective Industry Institute Interaction.
- Various clubs of the college are insisted to undertake extension or community outreach programme that educate students about social issues.

Student Support and Progression

- To improve the performance, maximize the potential and develop the skills of the students, faculty members are guided to,
 - Encourage all the students to participate in co-curricular and extracurricular activities to promote team building, creative & critical thinking and holistic development
 - Emphasize the importance of consistent attendance for academic success.
 - Follow effective mentoring, and counselling methods
 - Assist the students to receive scholarships under various schemes
- It was proposed all the departments should introduce add on courses and value added courses from this academic year to enhance the employability opportunity of students
- It was suggested that entrepreneurs to be invited to address the students about the reality of entrepreneurial expectations, work and outcomes
- Discussed on guiding students for the development of their
 - Career growth
 - Language and communication skills
 - Human values
 - Social responsibility and
 - Environmental awareness



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