



INTERNAL QUALITY ASSURANCE CELL (IQAC)

INDO-AMERICAN COLLEGE, CHEYYAR-604407

Accredited by NAAC with 'B' Grade

Recognized under 2(f) and 12(b) of UGC Act

Minutes of Meeting for the Academic Year 2017-18

Date: 29.06.2017

Time: 11.00 a.m.

The first **Internal Quality Assurance Cell(IQAC)**Meeting for the academic year 2017-18 was held in the office of the Principal on 29.06.2017 at 11.00 a.m. The following officials and members were present at the meeting.

Members Present in the Meeting:

- Principal
- IQAC Coordinator
- Secretary of IQAC
- Members of IQAC

1. Review of the Previous IQAC Meeting held on 07.04.2017.

The points discussed in the previous meeting held on 07.04.2017 were reviewed and confirmed.

2. Circulating IQAC Mandate

The Guidelines prepared by NAAC as **IQAC Mandate** must be circulated to all the members and staff to make them familiarize with the responsibilities of each and every member towards achieving excellence in all aspects of the institution.

3. Curriculum Plan and Lesson Plans

Ensured if the Curriculum for the current academic year 2017-18 has been planned according to the Tentative Schedule of the affiliating University and Lesson Plans be prepared in accordance with the Curriculum Plan.

4. Attendance Monitoring

The attendance of the students may be monitored constantly and parents of students who lack attendance as on date may be communicated to come in person. Students and parents may be counseled appropriately to avoid students dropping out in the middle of the course.

5. Review of the Academic Result

The Results of the previous academic year have been reviewed and discussed on the action plan to improve results. Remedial Classes be organized to improve results.

6. Research Impetus among Staff

- Research departments need to take steps to obtain Research funding from various agencies.
- Staff must be mandated to publish at least two Research articles in Scopus indexed or UGC approved Journals.

7. Library Facilities

- Text and Reference Books relevant to the revised syllabus be bought.
- The circulation of books must accurately be recorded.
- Students who access library resources must be insisted to sign in and sign out mentioning time.
- The status of the subscription of Journals and Magazines must be kept current.

8. Seminars/ Workshops and Conferences

All the Departments are mandated to organize Guest Talks, Seminars and workshops and conferences.

9. Placement

Required steps need to be taken to improve Career Guidance and Placement Services. The Departments has to depute one staff to extend support to the placement officer. Plans have to be chalked out to conduct workshops on Writing Job Applications, Resume writing, Mock Interviews, Group Discussions, and Aptitude Tests. The placement cell has to make a constant touch with the companies and must keep itself updated on the forthcoming vacancies, job Positions and Recruitments.

10. University Approval and M.Phil/PhD Guideship

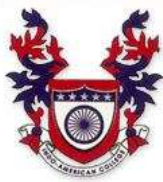
Eligible Staff who are qualified with NET/SET or Doctorate are directed to apply for Staff Approval/ M.Phil /PhD Guideship.



IQAC Coordinator



Principal



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Minutes of Meeting for the Academic Year 2017-18

Date: 20.11.2017

Time: 12.15 p.m.

The second **Internal Quality Assurance Cell (IQAC)** Meeting for the academic year 2017-18 was held in the office of the Principal on 20.11.2017 at 12.15 p.m. The following officials and members were present at the meeting.

- Dr.A.Kanchana, the Principal
- Dr.J.Ezhilarasi, IQAC Coordinator
- Mr.G.Gopinath, Secretary of IQAC
- Members of IQAC

1. Review of the Previous IQAC Meeting held on 29.06.2017

The points discussed in the previous meeting held on 29.06.2017 were reviewed and confirmed.

2. Feedback

The provision to obtain feedback from students, alumni, stakeholders and parents be altered from paper to online and measures need be taken to implement.

3. Participation in Seminars/ Workshops / Conferences by Staff

The Staff has to attend at least two Seminars/workshops/Conferences organized by other institutions.

4. Internal Auditing of the Departments

Self appraisal of staff may be prepared annually and Department wise Staff Appraisal Report be submitted to the Principal at the end of each academic year.

5. AISHE Report and AQAR

The members of IQAC are requested to furnish data for preparing AQAR and AISHE report. The same must be placed before the Governing Council for approval and submission.

6. Making Space to Provide a Mini Viva Hall

Resolved to establish a Viva-Hall in the Main Building in addition to the Seminar Hall.

7. Providing an Internet Centre

Providing an Internet Centre for research Scholars and Staff in the available space of the Main Building in addition to the Internet Centre at the General Library.

8. Extension of Approval from AICTE for continuation of MCA Course

Mr.K.P.Suresh Kumar has been delegated with the task of completing the online formalities in the AICTE Web Portal to seek for AICTE approval for MCA Course for the next academic year.

9. An Outreach-cum-Career Guidance be planned for the HSC level Students

A programme be planned to offer career guidance to students at the HSC level in schools in the close vicinities of the college, in choosing right courses and right Institutions.



IQAC Coordinator





Principal