

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 2018-2019

Date: 04.06.2018

Time: 12.00 p.m.

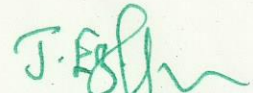
The first **Internal Quality Assurance Cell (IQAC)** Meeting for the academic year 2018-19 was held in the office of the Principal on 04.06.2018 at 12.00 p.m. The following officials and members were present at the meeting.

Members Present in the Meeting:

- Principal
 - IQAC Coordinator
 - Secretary of IQAC
 - Members of IQAC
1. The points discussed and the things resolved in the previous meetings held during the academic year 2017-18 were reviewed and confirmed.
 2. 'IQAC Mandate' must be circulated to all the members of IQAC and staff to make them aware of their roles and responsibilities towards achieving excellence in all aspects.
 3. Communicated that the Curriculum plan for the current academic year 2018-19 must be planned according to the Tentative Schedule of the affiliating University and Lesson Plans be prepared in accordance with the Curriculum Plan.
 4. A Faculty Development Programme for Staff and an Induction Programme for the First Year Students be executed and the staff to make arrangements for the same.
 5. The Results of the previous academic year showing the academic performance of the students in the University examinations have been reviewed and action plan to improve results and to offer support to the failed candidates in the form of remedial classes were discussed.
 6. Resolved that the Members and Staff are to be made aware of the deficiencies/inadequacies of the Research impetus among both staff and students and required action be taken to improve the same. Ideas and suggestions pertaining to the promotion of research are entertained.

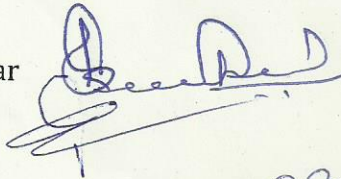
7. Resolved that the Research departments must take steps to get Major/ Minor Research Projects funding agencies. Efforts be taken to prepare Research proposals to avail grant from, UGC, NAAC and other funding agencies to conduct Seminars/Workshops and Conferences.
8. Resolved that Staff must be mandated to publish at least two Research articles in UGC approved or Scopus indexed Journals.


IQAC Coordinator


Principal

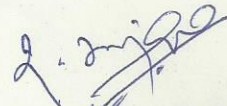
MEMBERS PRESENT

1. Mr.K.P.Suresh Kumar

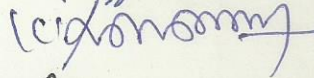


2. Mr.G.Gopinath

3. Dr.T.Shanmugasundaram



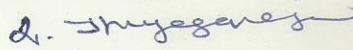
4. Dr.K.Srinivasan



5. Mr.S.Senthil



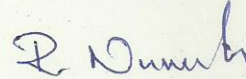
6. Mr.L.Thiyagarajan



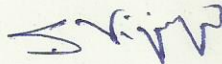
7. Mr.V.Ravikumar



8. Mrs.R.Nirmala



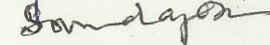
9. Mr.S.Vijayan



10. Ms.P.Umadevi



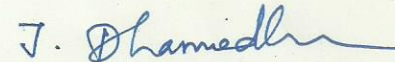
11. Dr.S.Soundarya



12. Mr.A.Tamizhselvan



13. Mr.J.Dhamodharan





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Minutes of Meeting for the Academic Year 2018-19

Date: 24.12.2018

Time: 12.15 p.m.

The second Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2018-19 was held in the office of the Principal on 24.12.2018 at 12.15 p.m. The following officials and members were present at the meeting.

- Dr.J.Ezhilarasi, Principal
- R.Sivarajan, IQAC Coordinator
- Mr.G.Gopinath, Secretary of IQAC
- Members of IQAC

The following were discussed and resolved:

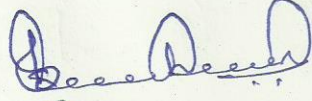
1. The points discussed in the previous meeting held on 04.06.2018 were reviewed and confirmed.
2. Resolved that Exit Feedback must be obtained from almost all the students either manually or using Google Forms. The mails of students may be collected for the same. Similarly, Feedback on Teachers by students must be obtained for Staff Appraisal.
3. 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.
4. A Gender Sensitization Programme in connection with the Celebration of Women's Day be organized, the Committee will be announced soon.
5. Community Services may be done on a large scale to cover a large number of beneficiaries. The final year students of each Department must undertake to do some community service to secure marks for extension activity. The feasibility of the same may be discussed in the next meeting.
6. The Physical Director is directed to organize HSC level Sports tournaments for the students of nearby schools as an outreach programme.


IQAC Coordinator


Principal

MEMBERS PRESENT

1. Mr.K.P.Suresh Kumar



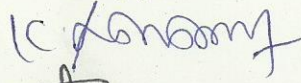
2. Mr.G.Gopinath



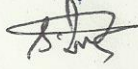
3. Dr.T.Shanmugasundaram



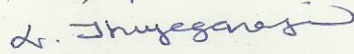
4. Dr.K.Srinivasan



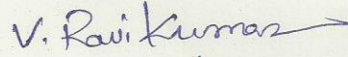
5. Mr.S.Senthil



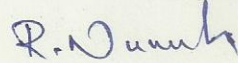
6. Mr.L.Thiyagarajan



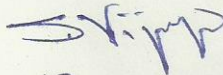
7. Mr.V.Ravikumar



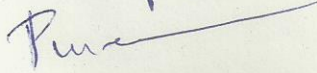
8. Mrs.R.Nirmala



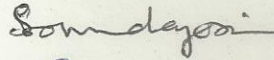
9. Mr.S.Vijayan



10. Ms.P.Umadevi



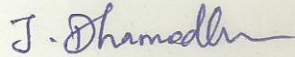
11. Dr.S.Soundarya



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13. Mr.J.Dhamodharan





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Minutes of Meeting for the Academic Year 2018-19

Date: 04.02.2019

Time: 12.00 p.m.

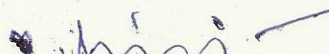
The third Meeting of the Internal Quality Assurance Cell (IQAC) was held in the office of the Principal on 04.02.2019 at 12.00 p.m. The following things have been discussed at the meeting.

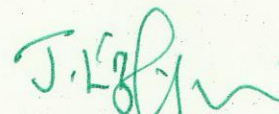
Members Present in the Meeting:

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



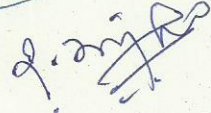
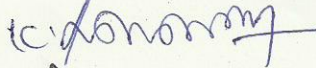

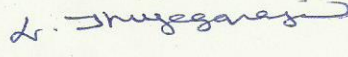
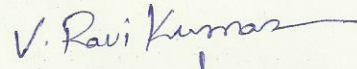
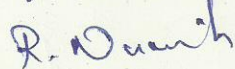
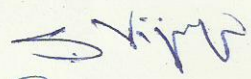



The points discussed in the meeting and the resolutions taken are as under:

1. The points discussed in the previous meeting held on 07.04.2017 were reviewed and confirmed.
2. Resolved that both the Department Appraisal Report and Self appraisal Report of staff must be prepared annually and must be submitted to the Principal before the end of 30 April '2019.
3. Resolved that an Internal Academic Audit headed by the Principal would be on a scheduled date. The required documents for staff appraisal and department Appraisal may be kept ready.
4. The Results of the previous semester Examination have been reviewed.
5. It is resolved that the Career Guidance and Placement Services for students need to be improved. Workshops on Writing Job Applications, Resume Writing, Mock Interviews, Group Discussions, and Aptitude Tests may be organized.
6. Resolved that a Clean Campus Campaign be initiated by the voluntary services.


IQAC Coordinator


Principal

MEMBERS PRESENT

1. Mr.K.P.Suresh Kumar 
2. Mr.G.Gopinath 
3. Dr.T.Shanmugasundaram 
4. Dr.K.Srinivasan 
5. Mr.S.Senthil 
6. Mr.L.Thiyagarajan 
7. Mr.V.Ravikumar 
8. Mrs.R.Nirmala 
9. Mr.S.Vijayan 
10. Ms.P.Umadevi 
11. Dr.S.Soundarya 
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13. Mr.J.Dhamodharan 