

INDO-AMERICAN COLLEGE, CHEYYAR-604407

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting for the Academic Year 2019-2020

Date: 10.06.2019

Time: 11.00 a.m.

The first Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2019-20 was held in the office of the Principal on 10.06.2019 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

The Meeting began with greeting from the Principal and staff.

Review of the Previous IQAC Meeting held on 04.02.2019, and the points discussed in the meeting were reviewed and confirmed.

Discussed on organising Induction Programme for the newly admitted first year students and heads were assigned with the responsibilities to organize the same.

Ensured if the Curriculum for the current academic year 2019-20 had been planned according to the Tentative Schedule of the affiliating University and Lesson Plans be prepared in accordance with the Curriculum Plan.

The Results of the previous academic to be reviewed as and when the results published by the University. Remedial Classes be commenced well in advance to make the failed students to clear their papers.

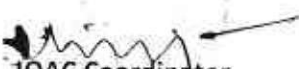
Suggestions obtained from members to enhance library services. The status of the subscription of Journals and Magazines must be kept current.

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

Staff who are qualified with NET/SET/PhD are instructed to apply for Staff Approval from the university.

Discussed on the norms, eligibility and procedures for getting Minority Scholarships for students belonging to minority communities, and eligible girl students be identified for availing Indira Gandhi Single girl child scholarship.

The Heads are insisted on preparing details regarding students' progression to higher studies or jobs for IQAC records.


IQAC Coordinator


Chairperson

Members Present

Signature

Mr.K.P.Sureshkumar



Mr.G.Gopinath

Dr.K.Srinivasan

Mr.S.Senthil



Dr.T.Sanmugasundaram

Mr.V.Ravi Kumar


V. Ravi Kumar .

Ms. R. Nirmala

R. Nirmala

Mr. L.Thiagarajan

L. Thiagarajan

Ms. P. Uma Devi

P. Uma Devi

Mr.S.Vijayan

S. Vijayan

Dr.S.Soundarya

S. Soundarya

Mr. J. Dhamodharan

J. Dhamodharan .

INDO-AMERICAN COLLEGE, CHEYYAR-604407

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting for the Academic Year 2019-20

Date: 10.02.2020

Time: 11.00 a.m.

The third Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2019-20 was held in the office of the Principal on 10.02.2020 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

Review of the Previous IQAC Meeting held on 01.10.2019, and the points discussed in the meeting were reviewed and confirmed.

Discussed on conducting an awareness programme by the staff of Microbiology, on the pandemic and the precaution to be taken.

The Heads are requested to follow if the remedial classes for the failed students are conducted as scheduled.

Discussed on availing MOOCs Courses on Software training offered by Spoken Tutorial-IIT Bombay, and steps to initiate the programme in our college.

Discussed on encouraging students to enrol more number of students into MOOCs NPTEL Courses.

The Heads are requested to document the procedures of the students doing projects in companies/industries.

The Heads to arrange for students internship checking the offers by companies/ industries preferably short ones.

The Heads to consolidate and submit the reports of the activities of the departments.

Discussed on the possibility of availing the best MIS/ERP Software.

Reminded of getting feedback from students, parents, alumni and teachers.

Students of the Final Year must be informed of NAAC's Students Satisfactory Survey.


IQAC Coordinator


Chairperson

Members Present

Signature

Mr.K.P.Sureshkumar

Mr.G.Gopinath

Dr.K.Srinivasan

Mr.S.Senthil

Dr.T.Sanmugasundaram

Mr.Ravikumar

V. Ravi Kumar

Ms. R. Nirmala

R. Nith

Mr. L.Thiagarajan

L. Thiagarajan

Ms. P.Uma Devi

Mr.S.Vijayan

S. Vijay

Dr.S.Soundarya

Soundarya

Mr. J.Dhamodharan

J. Dhamodharan

INDO-AMERICAN COLLEGE, CHEYYAR-604407

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting for the Academic Year 2019-2020

Date: 01.10.2019

Time: 11.00 a.m.

The Second Internal Quality Assurance Cell (IQAC) Meeting for the academic year 2019-20 was held in the office of the Principal on 01.10.2019 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

The points discussed in the previous meeting IQAC meeting were reviewed and confirmed.

The members of IQAC are to consolidate and submit the data collected towards AQARs that are not yet submitted.

The librarian is instructed to proceed for a new Library Automation as the old Library Automation is defective and lacks support and service from the software vendor.

The IQAC to proceed with the formalities to obtain NPTEL Local Chapter for Indo-American College and appoint a SPOC for the same.

The departments are mandated to organize National International Conferences and Seminars on recent and relevant areas of knowledge.

Discussed on enhancing placement cell activities, by arranging for internships for students belonging to different discipline, arranging for campus interviews, training students on employability skills.

Reminded of getting feedback from students, parents, alumni and teachers.

Students of the Final Year must be informed of NAAC's Students Satisfactory Survey.

The coordinators may have a liaison with the NGOs/ Voluntary Organisations while organising community services.

The Literary association of Tamil and English to organise oratorical, essay writing and poetry writing competitions for students on topics of relevance.

Discuss on the eligibility and conditions to make avail various scholarships through NSP, and creating awareness among students. The students of the minority communities are to be informed.

The Heads are insisted to keep track of all the students passed out during May 2019 and preparing details regarding students' progression to Higher Studies.


IQAC Coordinator


Chair Person

Members Present

Signature

Mr.K.P.Sureshkumar



Mr.G.Gopinath

Dr.K.Srinivasan

Mr.S.Senthil



K. Srinivasan

Dr.T.Sanmugasundaram



Mr.V.Ravi Kumar

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