

INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 24.08.2021

Venue: Principal's Office

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC


Meeting Proceedings:

The meeting was convened on August 24, 2021, at the IQAC Room, with several key members present to discuss and resolve important matters for the upcoming academic year.

1. Given the escalating number of Covid-19 cases, the Management of Indo-American College has taken the initiative to organize a vaccination drive. The IQAC was informed of this decision and its role in facilitating the process.
2. Prof. R. Sivarajan, the IQAC Coordinator, proposed that the vaccination drive should be conducted in collaboration with the nearby village Primary Health Centre, Nedumpirai.
3. Dr. S. Soundarya, Head of the Chemistry Department, recommended that the primary focus should be on the faculty members and their families, ensuring their safety and well-being.
4. Mrs. U. Gayathri, Head of the Physics Department, suggested that the vaccination service could be extended to the local community residing near the college, contributing to the larger public health effort.
5. Mr. G. Gopinath proposed enlisting the assistance of Dr. J. Ezhilarasi, the Principal, to streamline and facilitate the vaccination program.
6. It was decided that the vaccination drive would take place on the ground floor of the main building, serving as the designated venue for the event.
7. Dr. T. Shanmugasundaram, Head of the Department of Tamil, suggested that August 27, 2021, be earmarked as the date for the vaccination drive.
8. Mr. M. Karthik, the Physical Director, was tasked with making all necessary arrangements for the smooth conduct of the vaccination camp.

In conclusion, the IQAC meeting served as a platform for crucial decisions to combat the Covid-19 pandemic. The collaboration between IQAC, the college, and the local community reflects a commitment to health and well-being, ensuring a safe academic environment for the upcoming year.


IQAC Coordinator


Principal
Principal
Indo-American College,
Cheyyar - 604 407.



Members Present

Signature

Mr.K.P.Suresh Kumar



Dr. K.Srinivasan



Mr.G.Gopinath



Mr.S.Senthil



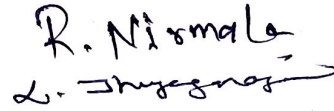
Dr.T.Shanmugasundaram



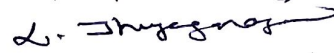
Mr.V.Ravi Kumar



Ms. R. Nirmala



Mr.L.Thiyagarajan



Ms.P.Uma Devi



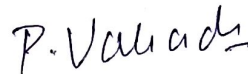
Mr.S.Vijayan



Dr.S.Soundarya



Mr.P. Varadharajan



Mr. J. Dhamodharan



INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 02.09.2021

Venue: IQAC Room

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- Capacity Building and Skills Enhancement Programme

Meeting Proceedings:

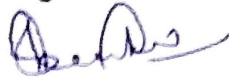
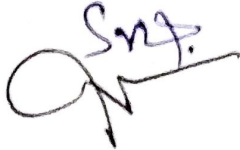



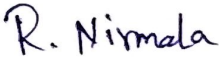







The meeting, held on September 2, 2021, at the IQAC Room, focused on planning a comprehensive Capacity Building and Skills Enhancement Programme, encompassing various aspects of student development.

1. The IQAC members convened to deliberate on the upcoming Capacity Building and Skills Enhancement Programme, recognizing its significance in fostering holistic student development.
2. In collaboration with the Commerce Department, the IQAC has taken the initiative to conduct a Soft Skill Programme, commencing from September 14, 2021. Esteemed speakers from reputed institutions will be invited to impart valuable insights and skills to the students.
3. The English Department has undertaken the responsibility of organizing a one-day skill development programme focusing on Basic Language Skills, with an emphasis on improving vocabulary and grammar. This initiative aims to enhance students' language proficiency.
4. Mr. G. Gopinath, Head of the Bio-Chemistry Department, in collaboration with the Placement Officer, will lead efforts to organize programmes related to health and hygiene. These programs will contribute to students' overall well-being and awareness of health-related issues.
5. The Heads of various departments, including English, Mathematics, Physics, Chemistry, Bio-Chemistry, Microbiology, BCA, B.Sc. Computer Science, B.Com., B.Com (Corporate Secretaryship), Tamil, and BBA, collectively resolved to introduce a Physical Fitness Programme. This program will incorporate activities such as Yoga and Meditation to promote physical and mental well-being among students.

In conclusion, the IQAC meeting underscores the institution's commitment to comprehensive student development. The planned initiatives encompass soft skills, language proficiency, health, hygiene, and physical fitness, reflecting a holistic approach to education that extends beyond academics.



Principal
Indo-American College,
Cheyyar - 604 407.

Members Present	Signature
Mr.K.P.Suresh Kumar	
Dr. K.Srinivasan	
Mr.G.Gopinath	
Mr.S.Senthil	
Dr.T.Shanmugasundaram	
Mr.V.Ravi Kumar	
Ms. R. Nirmala	
Mr.L.Thiyagarajan	
Mr. M. Thirunavukarasu	
Mr.S.Vijayan	
Dr.S.Soundarya	
Mr.P. Varadharajan	
Mr. J. Dhamodharan	

INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 08.09.2021

Venue: Principal's Office

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- Add-On-Course Programme

Meeting Proceedings:


The meeting convened on September 8, 2021, at the IQAC Room, with a primary agenda to discuss and implement an Add-On-Course Programme for the benefit of all departmental students.

1. The IQAC unanimously agreed to develop a comprehensive plan for conducting a five-day Add-On Course. This program aims to enhance the knowledge of students across departments on specific topics.
2. To ensure the effectiveness of the Add-On Course, it was decided that sessions would be conducted by resource persons from various reputable institutions, bringing diverse expertise to the students.
3. Prof. R. Sivarajan, the IQAC Coordinator, emphasized that all sessions should be scheduled to take place after regular class hours to minimize disruption to the academic curriculum.
4. The dates for the Add-On Course have been finalized, spanning from September 24, 2021, to April 20, 2022, providing an extended window for students to participate and benefit from the program.
5. The detailed schedule for the Add-On Course has been promptly communicated to all relevant departments, ensuring timely dissemination of information.
6. Expanding the educational offerings, the IQAC Coordinator proposed the introduction of a Spoken Tutorial Course. The intention is to encourage a larger number of students to enroll in this program.
7. For the Spoken Tutorial Courses, Mr. R. Raja, Assistant Professor in Computer Application, and Mrs. K. Shiny have been appointed as coordinators, responsible for overseeing and facilitating the course.

In conclusion, the IQAC meeting has paved the way for the implementation of an enriching Add-On Course Programme and the introduction of a Spoken Tutorial Course. These initiatives aim to enhance students' knowledge and skills, further enriching their educational experience. The institution remains committed to providing holistic and relevant education for the academic year 2021-2022.


IQAC Coordinator

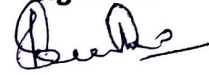



Principal
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Members Present

Signature

Mr.K.P.Suresh Kumar



Dr. K.Srinivasan



Mr.G.Gopinath



Mr.S.Senthil



Dr.T.Shanmugasundaram

V. Ravi Kumar

Ms. R. Nirmala

R. Nirmala

Mr.L.Thiyagarajan

L. Thiyagarajan

Mr. M. Thirunavukarasu

M. Thirunavukarasu

Mr.S.Vijayan

S. Vijayan

Dr.S.Soundarya

S. Soundarya

Mr.P. Varadharajan

P. Varadharajan

Mr. J. Dhamodharan

J. Dhamodharan

INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 20.09.2021

Venue: IQAC Room

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- Add-On-Course Programme

Meeting Proceedings:


The meeting convened on September 20, 2021, at the IQAC Room, with the primary agenda to deliberate on the on-going Add-On-Course Programme and its further planning.

1. It was noted that IQAC members would convene on October 4, 2021, to discuss and deliberate upon Criterion-III, which is integral to the institution's quality enhancement efforts.
2. Dr. S. Vijayan, Head of the Department of Commerce, proposed that the dates for implementing various programs within the Add-On-Course Programme be scheduled between October 8, 2021, and November 24, 2021.
3. Dr. K. A. Selvam, Assistant Professor in Microbiology, has been appointed as the Coordinator of the Innovation and Entrepreneurship Development Cell. Dr. Selvam will oversee all programs under this initiative.
4. Mr. K. P. Suresh Kumar, Head of the Department of Computer Application, has taken charge of conducting the Research Methodology Program. This program is scheduled to run from October 8, 2021, to December 30, 2021.
5. The IQAC Coordinator, Mr. R. Sivarajan, and Mr. S. Senthil, Head of the Department of Mathematics, recommended that the dates for conducting the Intellectual Property Rights (IPR) programs be fixed between November 9, 2021, and January 3, 2022.

In conclusion, the IQAC meeting provided a platform for strategic planning and coordination of various educational programs. The institution remains dedicated to enhancing the quality of education and fostering innovation and entrepreneurship among students, as reflected in these resolutions.


IQAC Coordinator

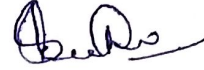



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Members Present

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Dr. K.Srinivasan



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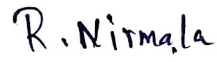
Mr.S.Senthil



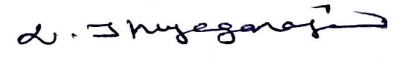
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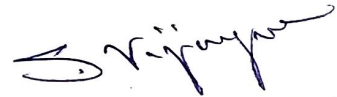
Ms. R. Nirmala



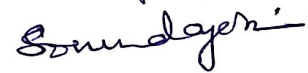
Mr.L.Thiyagarajan



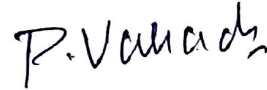
Mr. M. Thirunavukarasu



Mr.S.Vijayan



Dr.S.Soundarya



Mr.P. Varadharajan



Mr. J. Dhamodharan

INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 19.01.2022

Venue: Principal's Office

Members Present

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- Outreach Programme

Agenda:

- Outreach Programme

Meeting Proceedings:


The IQAC meeting on January 19, 2022, held at the IQAC Room, was convened to discuss and plan the Outreach Programme, aimed at engaging with communities beyond the campus.

1. The IQAC team gathered to deliberate on the forthcoming Outreach Programme, emphasizing the institution's commitment to community engagement.
2. Mr. L. Thiyagarajan, Head of the Department of Computer Science, proposed conducting the Outreach Programme in and around the villages near the college. This approach seeks to directly benefit the local communities.
3. It was decided that the Outreach Programme would be executed collaboratively by NSS/RRC students, with the support and involvement of staff members from the institution.
4. Mr. S. Karthikeyan, the Programme Officer of NSS, suggested a range of activities, including temple cleaning, Government school cleaning, road cleaning, and tree sapling planting in the nearby villages surrounding the college campus.
5. Mr. S. Senthil, Head of the Department of Mathematics, recommended conducting awareness programmes on critical issues such as Cancer Awareness, Road Safety Awareness, and Waste Management Awareness, fostering a sense of responsibility and awareness among the community.
6. Mr. G. Gopinath proposed organizing an awareness programme on gender issues, specifically addressing gender equity, in a nearby school at Puliyaampakkam. Dr. A. Tamilselvi, Assistant Professor of Biochemistry, agreed to collaborate in implementing this programme.
7. Dr. S. Vijayan, Head of the Department of Commerce, suggested conducting awareness programmes covering various topics, including the abolition of plastic usage, AIDS awareness, and organizing a blood donation camp.
8. The meeting concluded with the announcement of programme dates by Coordinator Mr. R. Sivarajan. The Outreach Programmes are scheduled to take place between September 15, 2021, and February 2, 2022.

In conclusion, the IQAC meeting reaffirms the institution's commitment to community engagement and social responsibility, with a diverse range of initiatives aimed at addressing crucial issues and improving the lives of those in the surrounding communities.


Coordinator




Principal
Principal
Indo-American College,
Cheyyar - 604 407.

Members Present

Signature

Mr.K.P.Suresh Kumar



Dr. K.Srinivasan



Mr.G.Gopinath

Mr.S.Senthil



Dr.T.Shanmugasundaram



Mr.V.Ravi Kumar

N. Ravi Kumar

Ms. R. Nirmala

R. Nirmala

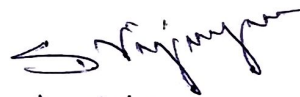
Mr.L.Thiyagarajan

L. Thiyagarajan

Mr. M. Thirunavukarasu

M. Thirunavukarasu

Mr.S.Vijayan



Dr.S.Soundarya

S. Soundarya

Mr.P. Varadharajan

P. Varadharajan

Mr. J. Dhamodharan

J. Dhamodharan

INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 18.02.2022

Venue: Principal's Office

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- International Women's Day Celebration


Meeting Proceedings:

The IQAC meeting, held on February 18, 2022, at the IQAC Room, was convened to discuss the plans for the upcoming International Women's Day celebration on March 8, 2022.

1. The Women's Cell of the college was entrusted with the responsibility of organizing and overseeing the preparations for the International Women's Day celebration. A meeting headed by the Principal was scheduled to discuss and plan the event in detail.
2. To commemorate the occasion, it was decided to invite a resource person from outside the institution to conduct a special program for girls. The aim is to encourage greater participation and interaction by girls in all activities.
3. The venue for the celebration was finalized as the Indo-American School in Cheyyar. Mrs. R. Nirmala, Head of the Department of Corporate Secretaryship and Chairperson of the Women's Cell, agreed to take charge of organizing and coordinating the activities at the chosen venue.
 - Mrs. M. Jeyanthi, Assistant Professor
 - Dr. S. Soundarya, Head of the Department of Chemistry
4. These faculty members have been appointed to arrange the program and ensure its smooth execution.
5. Mrs. U. Gayathri, Assistant Professor of Physics, was tasked with preparing the invitations for the event.
6. Mrs. S. Malathi, Assistant Professor in Microbiology, will be responsible for selecting an appropriate speaker for the event. She will also send out a circular to the students, encouraging them to actively participate in the celebration.

In conclusion, the IQAC meeting demonstrates the institution's commitment to celebrating and empowering women. The planned International Women's Day celebration seeks to inspire and engage female students, providing them with opportunities for growth and development.


IQAC Coordinator

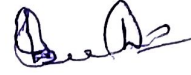

Principal
Principal
Indo-American College,
Cheyyar - 604 407.



Members Present

Signature

Mr.K.P.Suresh Kumar



Dr. K.Srinivasan



Mr.G.Gopinath



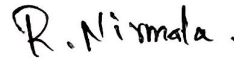
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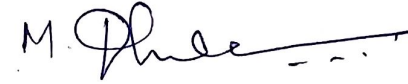
Mr.V.Ravi Kumar



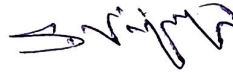
Ms. R. Nirmala



Mr.L.Thiyagarajan



Mr. M. Thirunavukarasu



Mr.S.Vijayan



Dr.S.Soundarya

Mr.P. Varadharajan



Mr. J. Dhamodharan



INDO-AMERICAN COLLEGE, CHEYYAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting for the Academic Year 2021-2022

Date: 19.04.2022

Venue: IQAC Room

Members Present:

- Chairperson: Dr. J. Ezhilarasi
- IQAC Coordinator: Prof. R. Sivarajan
- Members of IQAC

Agenda:

- Arrangement of Files and Display of Photos


Meeting Proceedings:

The IQAC meeting, held on April 19, 2022, at the IQAC Room, was convened to discuss the necessary preparations for the upcoming NAAC data upload, focusing on organizing files and displaying photos.

1. The IQAC team had previously convened on March 19 to discuss the required tasks for uploading data to NAAC-HEI Portal, emphasizing the institution's commitment to maintaining the highest quality of education.
2. The IQAC Coordinator Mr. R. Sivarajan outlined a comprehensive plan for displaying photos and documents to support the AQAR submission.
3. Members were divided into teams, with specific responsibilities allocated to each team.
4. Mr.Gopinath, Head of Biochemistry, and Mr.S.Senthil, Head of Mathematics, were tasked with compiling data and preparing the files for all criteria and arranging them in an order.
5. Mr.Senthil, Head of Mathematics, and Mr.M.Swaminathan, Assistant Professor of Computer Science, were designated to create webpages and links and to upload the data on to the NAAC HEI Portal. The IQAC Coordinator Mr.R.Sivarajan was assigned to assist and guide all members in this endeavour.
6. Dr. S. Vijayan, Head of the Department of Commerce, and Mr.Ravikumar, Head of Microbiology, were responsible for collecting and submitting photos related to the institution's activities and achievements.
7. The meeting concluded with the agreement that Coordinator Mr. R. Sivarajan, Mr.Gopinath, and Dr. S. Vijayan would collectively oversee and coordinate the entire process, ensuring its successful execution.

In conclusion, the IQAC meeting highlights the institution's dedication to maintaining high standards of education and accreditation. The meticulous organization and allocation of tasks demonstrate the commitment to fulfilling NAAC requirements effectively.


IQAC Coordinator


Principal
Principal
Indo-American College,
Cheyyar - 604 407.



Members Present

Signature

Mr.K.P.Suresh Kumar



Dr. K.Srinivasan



Mr.G.Gopinath



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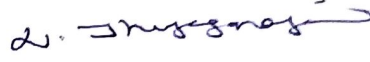
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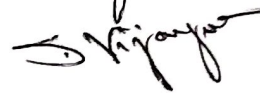
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Sundarya

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