

**INDO-AMERICAN COLLEGE, CHEYYAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting for the Academic Year 2022-2023**

Date: 29.06.2022

Venue: Principal's Office

**Members Present:**

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

**Agenda:**

- Discussion of criterion I

**Meeting Proceedings:**

**1. Discussion of Criterion I:**

- Prof. G. Gopinath presented criterion I and requested department heads to provide relevant data

**2. Implementation of Add-On Course Programme:**

- The IQAC agreed unanimously to develop a comprehensive plan for a five-day Add-On Course to enhance students' knowledge across departments.
- It was decided to invite resource persons from various institutions to conduct sessions.
- Prof. R. Sivarajan emphasized scheduling sessions after regular class hours to minimize disruption to the academic curriculum.
- Dates for the Add-On Course were finalized: July 6, 2022, to April 28, 2023.
- The detailed schedule was promptly communicated to all relevant departments.

**3. Introduction of Spoken Tutorial Course:**


- The IQAC proposed adding a Spoken Tutorial Course to the educational options.
- Mr. R. Raja and Mrs. K. Shiny were appointed as coordinators for the Spoken Tutorial Course.

**Action Items:**

- Department heads to provide data for criterion I to Prof. G. Gopinath.
- Prof. R. Sivarajan to coordinate with resource persons for Add-On Course sessions.
- Mr. R. Raja and Mrs. K. Shiny to prepare and facilitate the Spoken Tutorial Course.
- All members to ensure effective communication of Add-On Course schedule to respective departments.

  
IQAC Coordinator



  
Principal  
Principal  
Indo-American College,  
Cheyyar - 604 497.

**Attendees/Members Present**

**Signature**

Mr. K. P. Sureshkumar



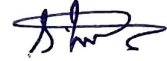
Dr. K. Srinivasan



Mr. G. Gopinath



Mr. S. Senthil



Dr. T. Shanmugasundaram



Mr. V. Ravikumar



Mr. S. Karthikeyan



Mr. L. Thiyagarajan



Ms. U. Gayatri



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 2022-2023**

Date: 05.08.2022

Venue: Principal's Office

**Members Present:**

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

**Meeting Proceedings:**

**1. Criterion II Documentation:**

- Prof. R. Sivarajan explained criterion II and requested Heads of Departments (HODs) for necessary teaching, learning, and evaluation documents.

**2. Review of Last Year's Admission Data:**

- The IQAC discussed the number of seats filled against seats reserved for various categories from the previous year.

**3. Discussion on Student-Centric Methods:**


- Mr. G. Gopinath raised concerns about the implementation of student-centric methods.
- Prof. R. Sivarajan clarified doubts regarding the number of seats filled against seats reserved for various categories.

**4. Consolidating for Student Satisfaction Survey:**


- Dr. T. Shanmugasundaram proposed consolidating the student satisfaction survey for the last academic year.

**Action Items:**

- HODs to provide required teaching, learning, and evaluation documents for criterion II to Prof. R. Sivarajan.
- Prof. R. Sivarajan to coordinate the collection of last year's admission data.
- IQAC to further deliberate on the implementation of student-centric methods and report findings in the next meeting.
- Dr. T. Shanmugasundaram to organize and conduct the student satisfaction survey.

  
IQAC Coordinator



  
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**Attendees/Members Present**

**Signature**

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Dr. K. Srinivasan



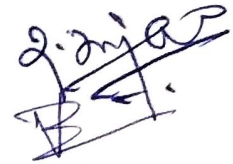
Mr. G. Gopinath



Mr. S. Senthil



Dr. T. Shanmugasundaram



Mr. V. Ravikumar



Mr. S. Karthikeyan



Mr. L. Thiyagarajan

L. Theyyammal

Ms. U. Gayatri

U. Gayatri

Mr. S. Vijayan



Dr. S. Soundarya

P. Valiade

Mr. P. Varadharajan

J. Dharmadharan

Mr. J. Dhamodharan



**INDO-AMERICAN COLLEGE, CHEYYAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting for the Academic Year 2022-2023**

Date: 16.09.2022

Venue: Principal's Office

**Members Present:**

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

**Agenda:**

1. Intellectual Property Rights Programme
2. Outreach Programmes
3. Skill Development Workshops
4. Education Support Programs
5. Health Camps
6. Entrepreneurship Programs
7. Physical Fitness Programme
8. ICT Programme
9. Improvement of Cultural and Sports Facilities

**Meeting Proceedings:**

**1. Intellectual Property Rights Programme:**

- The IQAC discussed plans for conducting Intellectual Property Rights sessions for the academic year.

**2. Outreach Programmes:**

- Mr. L. Thiyagarajan proposed conducting various outreach programmes in villages and schools.

**3. Skill Development Workshops:**

- The IQAC agreed to conduct skill development workshops in collaboration with concerned departments.

**4. Education Support Programs:**

- Prof. R. Sivarajan proposed education support programs and skill development workshops to enhance student skills.

**5. Health Camps:**

- Mr. S. Karthikeyan suggested conducting health camps in collaboration with the NSS Unit.

**6. Entrepreneurship Programs:**

- The IQAC consented to conduct entrepreneurship programs to encourage students and faculty to start their own businesses.

**7. Physical Fitness Programme:**

- Heads of various departments collectively proposed a Physical Fitness Programme incorporating activities such as Yoga and Meditation.

**8. ICT Programme:**

- Ms. M. Jayanthi was appointed as the coordinator for ICT programmes in the college.

**9. Improvement of Cultural and Sports Facilities:**

- The IQAC agreed to improve facilities for cultural activities and sports.

**Action Items:**

- Coordination of Intellectual Property Rights Programme.
- Planning and execution of outreach programmes.
- Organization of skill development workshops with departmental collaboration.
- Implementation of education support programs and entrepreneurship initiatives.
- Coordination of health camps in collaboration with the NSS Unit.
- Organization of physical fitness programme incorporating Yoga and Meditation.
- Coordination of ICT programmes by Ms. M. Jayanthi.
- Improvement of cultural and sports facilities.

  
IQAC Coordinator



  
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**Attendees/Members Present**

**Signature**

Mr. K. P. Sureshkumar



Dr. K. Srinivasan

Dr. K. Srinivasan

Mr. G. Gopinath



Mr. S. Senthil



Dr. T. Shanmugasundaram

Mr. V. Ravikumar

Mr. S. Karthikeyan

Mr. L. Thiyagarajan

Ms. U. Gayatri

Mr. S. Vijayan

Dr. S. Soundarya

Mr. P. Varadharajan

Mr. J. Dhamodharan

~~For Mr. P. Varadharajan~~  
d. Thiyagarajan

U. Gayatri

S. Vijayan

Soundarya

P. Varadharajan

J. Dhamodharan

**INDO-AMERICAN COLLEGE, CHEYYAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting for the Academic Year 2022-2023**

Date: 04.11.2022

Venue: Principal's Office

**Members Present**

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

**Agenda:**

1. Soft Skill Programme
2. Promotion of State and National Level Sports Participation
3. Alumni Gathering Function

**Meeting Proceedings:**

**1. Soft Skill Programme:**

- The IQAC team gathered to discuss the forthcoming soft skill programme aimed at enhancing students' skills.
- Mr. Sureshkumar proposed conducting the soft skill programme within the college to directly benefit students.
- It was decided that various departments would execute the soft skill programme with support and involvement from staff members.

**2. Promotion of State and National Level Sports Participation:**

- Dr. T. Shanmugasundaram suggested encouraging students to participate in state and national level sports.

**3. Alumni Gathering Function:**

- Dr. K. Srinivasan proposed conducting an alumni gathering function for the academic year.
- The IQAC agreed with the suggestion and decided to proceed with organizing the alumni gathering function.

**4. Action Items:**

- Planning and execution of the soft skill programme by respective departments.
- Encouraging students to participate in state and national level sports events.
- Organization of the alumni gathering function by Dr. K. Srinivasan and the Alumni Association.

  
Coordinator



  
Principal

- Principal  
Indo-American College,  
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**Attendees/Members Present**

**Signature**

Mr. K. P. Sureshkumar



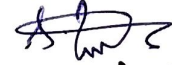
Dr. K. Srinivasan



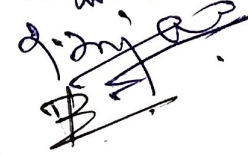
Mr. G. Gopinath



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**INDO-AMERICAN COLLEGE, CHEYYAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting for the Academic Year 2022-2023**

Date: 06.01.2023

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:**

**1. Responsibility Assignment:**

- The Women's Cell of the college was entrusted with organizing and overseeing 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. Special Program for Girls:**

- It was decided to invite a resource person from outside the institution to conduct a special program for girls, aiming to encourage greater participation and interaction.

**3. Venue and Coordination:**

- The venue for the celebration was finalized as the Indo-American School in Cheyyar.
- Ms. Tamilselvi agreed to take charge of organizing and coordinating activities at the chosen venue.

**4. Program Arrangement:**

- Mrs. M. Jeyanthi and Dr. S. Soundarya were appointed to arrange the program and ensure its smooth execution.

**5. Invitations:**

- Mrs. U. Gayathri was tasked with preparing invitations for the event.

**6. Speaker Selection and Circular:**

- Mrs. S. Malathi will be responsible for selecting an appropriate speaker for the event and sending out a circular to students encouraging their active participation.

**Action Items:**

- Women's Cell to organize and oversee preparations for the International Women's Day celebration.
- Invitation preparation by Mrs. U. Gayathri.
- Speaker selection and circular dissemination by Mrs. S. Malathi.
- Program arrangement and execution by Mrs. M. Jeyanthi and Dr. S. Soundarya.

  
IQAC Coordinator



  
Principal  
Indo-American College,  
Cheyyar - 604 407.

**Attendees/Members Present**

**Signature**

Mr. K. P. Sureshkumar



Dr. K. Srinivasan

Sng.

Mr. G. Gopinath



Mr. S. Senthil



Dr. T. Shanmugasundaram



Mr. V. Ravikumar



Mr. S. Karthikeyan



Mr. L. Thiyagarajan

~~Mr. L. Thiyagarajan~~ L. Thiyagarajan

Ms. U. Gayatri

U. Gayatri

Mr. S. Vijayan



Dr. S. Soundarya

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 2022-2023**

Date: 10.02.2023

Venue: Principal's Office

**Members Present:**

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

**Agenda:**

- Arrangement of Files and Display of Photos for NAAC Data Upload

**Meeting Proceedings:**


- 1. Discussion on Plan:**
  - Mr. R. Sivarajan outlined a comprehensive plan for displaying photos and organizing documents to support the AQAR submission for NAAC.
- 2. Team Allocation:**
  - Members were divided into teams, with specific responsibilities allocated to each team.
- 3. Data Compilation and File Preparation:**
  - Mr. Gopinath and Mr. S. Senthil were tasked with compiling data, preparing files for all criteria, and arranging them in order.
- 4. Webpage Creation and Data Upload:**
  - Mr. S. Senthil and Mr. M. Swaminathan were designated to create webpages, links, and upload data onto the NAAC HEI Portal. Mr. R. Sivarajan was assigned to assist and guide all members in this endeavor.
- 5. Photo Collection and Submission:**
  - Dr. S. Vijayan and Mr. Ravikumar were responsible for collecting and submitting photos related to the institution's activities and achievements.
- 6. Coordination and Oversight:**
  - Coordinator Mr. R. Sivarajan, Mr. Gopinath, and Dr. S. Vijayan would collectively oversee and coordinate the entire process, ensuring its successful execution.

**Action Items:**

- Data compilation and file preparation by Mr. Gopinath and Mr. S. Senthil.
- Webpage creation, links and data upload by Mr. S. Senthil and Mr. M. Swaminathan.
- Photo collection and submission by Dr. S. Vijayan and Mr. Ravikumar.
- Coordination and oversight by Mr. R. Sivarajan, Mr. Gopinath, and Dr. S. Vijayan.

  
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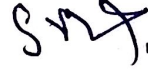
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Dr. K. Srinivasan



Mr. G. Gopinath



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