

INDO-AMERICAN COLLEGE, CHEYYAR-604407
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting for the Academic Year 2020-2021

Date: 17.08.2020

Time: 11.00 a.m.

The first **Internal Quality Assurance Cell (IQAC)** Meeting for the academic year 2020-2021 was held online via google meet on 17.08.2020 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

Agenda Items:

Item 1: Orientation for Teachers to Conduct Online Classes

The IQAC Coordinator proposed conducting an orientation session for all teachers on using Google Meet for online classes. The session aims to familiarize faculty with the platform's features, ensuring smooth and effective delivery of online lessons.

Resolution:

It was unanimously agreed that an orientation class would be scheduled. The IQAC Coordinator will organize the session, and all faculty members are expected to attend.

Item 2: Conduct of Online Classes through Google Meet

The IQAC Coordinator outlined the plan for online classes. Students will attend three hours of online classes daily, with a 15-minute interval between each class. Instructions and study materials will be disseminated through class WhatsApp groups, and assignments and seminars will be conducted online. Google Classroom will be utilized for sharing course materials.

Resolution:

The committee approved the plan for online classes. Teachers are to ensure active participation and the effective use of Google Classroom for material dissemination.

Item 3: Support for Final Year Students for Online End Semester Examinations

The Principal emphasized the need for Heads of Departments to ensure that all final year students are registered for online examinations.




Principal
Indo-American College
Cheyyar - 604 407

Resolution:

The Heads of Departments will verify the registration of final year students for online exams. Teachers will provide necessary support for students encountering technical issues during the exam process.

Item 4: Guest Lectures / Seminars / Events / Competitions through Online

The committee discussed the importance of conducting extracurricular activities alongside academic classes. It was suggested to organize expert talks, guest lectures, webinars, and various competitions online.

Resolution:

The committee agreed to schedule regular online events, including guest lectures and webinars. Departments are encouraged to plan and execute these activities to enhance student engagement.

Item 5: Discussion on Fee Payment

The management acknowledged the students' request for an extension of the fee payment deadline.

Resolution:

The fee payment deadline has been extended.

Item 6: Dissemination of Information Regarding Enlist-Inflibnet

The Principal instructed the staff to inform students about the Enlist-Inflibnet online library. Students should contact the librarian to obtain their username and password. Faculty members are also reminded to post subject materials as each unit is covered to help students prepare for online examinations.

Resolution:

The librarian will provide students with access credentials for Enlist-Inflibnet. Faculty members will ensure timely posting of course materials to facilitate student preparation.

Conclusion:

The meeting concluded with a vote of thanks to the chair and all members present. The next meeting date will be communicated in due course.



T. Raji
-Sd-

Principal

Principal
Indo-American College.
Cheyyar - 604 407