

**INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT (2023-2024)**

Date: 05-06-2023

Time: 10:30 AM

Venue: IQAC

The following actions were taken based on the discussions and resolutions made in the IQAC meeting held on 05-06-2023:

1. **Reconstitution of IQAC for the Academic Year 2023-2024**
 - The IQAC was successfully reconstituted with new members.
 - The roles and responsibilities of each member were communicated and implemented.
2. **Reconstitution of Clubs and Committees for 2023-2024**
 - The revised list of clubs and committees was finalized and approved.
 - Faculty in-charges were assigned, and student participation strategies were discussed and implemented.
3. **Discussion on the Feedback Obtained from Stakeholders**
 - Feedback from students, faculty, alumni, and employers was analyzed.
 - Necessary improvements were identified and integrated into institutional policies.
4. **Analysis of the Annual Report for 2022-2023**
 - Key achievements and areas for improvement were noted.
 - Action plans were developed for enhancing academic and extracurricular performance.
5. **Achievements of the College during 2022-2023**
 - Notable accomplishments in academics, sports, and cultural activities were documented.
 - These achievements were incorporated into the Self-Study Report (SSR) and other institutional reports.
6. **Adherence to the College's Academic Calendar 2023-2024**
 - Departments aligned their activities with the academic calendar.
 - Implementation strategies were discussed and put into action to ensure timely completion of academic and extracurricular events.
7. **Approval of Curriculum Plans of Departments**
 - Curriculum plans for all departments were reviewed and approved.
 - Proposals for value-added and skill-development programs were considered for integration.
8. **Induction Program for First-Year Students**
 - A detailed plan for the induction program was finalized.
 - Responsibilities were assigned to ensure smooth execution, and necessary arrangements were made.
9. **Other Items with the Permission of the Chairperson**
 - Progress on data collection for NAAC accreditation was reviewed and necessary follow-ups were initiated.
 - Future institutional activities and timelines were discussed and scheduled.
 - Additional suggestions from members were noted for further consideration.



Principal

Principal
Indo-American College,
Cheyyar - 604 407,

INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT (2023-2024)

Date: 01-07-2023

Time: 10:30 AM

Venue: IQAC

The following actions were taken based on the discussions and resolutions made in the IQAC meeting held on 01-07-2023:

- 1. Initial Preparations for NAAC Reaccreditation Cycle 3**
 - The institution has initiated early groundwork for NAAC Cycle 3 Accreditation.
 - Faculty and staff have been oriented on the revised NAAC assessment criteria and accreditation updates.
 - The previous NAAC report and Peer Team recommendations have been reviewed to identify key improvement areas.
- 2. Gap Analysis and Institutional Strengthening**
 - A detailed analysis of the previous accreditation report was conducted to identify improvement areas, including:
 - o Enhancing research output through publications, projects, and collaborations.
 - o Strengthening student support services such as mentoring, placements, and internships.
 - o Upgrading infrastructure and ICT for enhanced teaching-learning experiences.
 - o Expanding extension activities and community engagement initiatives.
 - A SWOT Analysis has been initiated to create a strategic institutional action plan.
- 3. Formation of NAAC Core Committee and Subcommittees**
 - A NAAC Core Committee has been formed, consisting of:
 - ♣ Principal (Chairperson)
 - ♣ IQAC Coordinator
 - ♣ Heads of Departments (HoDs)
 - ♣ Senior Faculty Members and Administrative Representatives
 - Subcommittees have been established to address key accreditation parameters effectively.
- 4. Data Compilation and Documentation Strategy**
 - A structured plan for data collection and documentation has been implemented.
 - Responsibilities have been allocated to ensure systematic data compilation.
- 5. Timeline and Task Allocation**
 - A timeline for accreditation-related activities has been developed.
 - Task allocation has been finalized to streamline workflows and ensure timely completion of preparations.


Principal
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INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT

Date: 06-01-2024

Time: 2.00 p.m.

Venue: IQAC

Chairperson: Dr. J. Ezhilarasi

Convener: R. Sivarajan

Attendees: Members of IQAC

Action Taken Report Based on IQAC Meeting Held on 06-01-2024:

1. IIQA Submission Process:
 - Institutional details were cross-verified, and necessary updates were made.
 - The college website was updated with required information.
 - The payment process for NAAC was initiated as per guidelines.
 - Supporting documents (UGC 2(f) & 12(B) recognition, affiliation certificates, etc.) were compiled and verified.
 - The Self-Study Report (SSR) preparation commenced following IIQA approval.
2. Responsibilities Assigned to IQAC Members:
 - The IQAC Coordinator monitored the IIQA submission process and maintained communication with NAAC.
 - The website was updated with policies, minutes, and best practices.
 - The Documentation Team compiled institutional data and maintained records.
 - The Office completed the IIQA submission fee payment and documented financial transactions.
 - Stakeholder feedback analysis was completed, and placement records were updated.
 - Criterion Heads ensured academic data, including curriculum and assessment methods, were documented.
3. Responsibilities Assigned to Faculty & Administrative Staff:
 - Faculty members updated their Academic Profiles with research publications, FDP details, and conference participation records.
 - Administrative staff collected student enrolment details, faculty appointment letters, and institutional policies.
 - Departments submitted best practices and innovations for SSR inclusion.
 - The Librarian ensured an updated catalogue of books, e-resources, and digital initiatives.
4. Timeline & Follow-Up:
 - The Principal conducted weekly review meetings to track progress.
 - The first draft of the IIQA submission was completed by 31.03.2024.
 - The final submission was scheduled for the first week of April 2024.
5. Other Discussions:
 - An orientation program on accreditation was conducted for faculty and students.
 - A mock audit was conducted before final submission to ensure compliance.
 - The next review meeting was scheduled for 05-04-2025.


Principal

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**INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT**

Date: 09-05-2024

Time: 2.00 p.m.

Venue: Room No.14

Chairperson: Dr. J. Ezhilarasi

Convener: R. Sivarajan

Attendees: IQAC Members, Teaching and Administrative Staff

Action Taken Report Based on IQAC Meeting Held on 09-05-2024:

1. Steps Taken After NAAC Acceptance of IIQA:

- The Self-Study Report (SSR) preparation process was initiated, focusing on both qualitative (QIM) and quantitative (QnM) metrics.
- The SSR submission deadline was set within 45 days of IIQA acceptance.
- Institutional data validation and verification (DVV) was prioritized to ensure accuracy and alignment with the college website.
- The college website was updated with mandatory disclosures, policies, and best practices.
- Preparation for the Student Satisfaction Survey (SSS) was initiated, including student orientation sessions.
- A roadmap for NAAC Peer Team visit preparation was developed, including mock reviews and documentation readiness.

2. Responsibilities Assigned for SSR Preparation:

- Criterion Heads were designated to oversee respective criteria, ensuring timely data collection and documentation.
- Faculty members were assigned to assist with evidence compilation and drafting qualitative responses.
- Administrative staff facilitated data retrieval, including financial reports and institutional records.
- Website updates were managed by a dedicated team to maintain compliance with NAAC guidelines.

3. Coordination Strategies for Data Collection and Documentation:

- Weekly progress meetings were scheduled to monitor SSR completion.
- Data for quantitative metrics (QnM) was cross-verified for accuracy.
- Evidence files were compiled in both digital and hard copy formats for submission.
- Narrative responses for qualitative metrics (QIM) were drafted to reflect institutional achievements and practices.

4. Timeline & Follow-Up:

- The deadline for faculty data submission was set.
- The final SSR draft was scheduled for completion by [Insert Date].
- Mock peer review sessions were planned before final SSR submission.
- NAAC Peer Team visit preparations, including department-wise presentations, were scheduled.

5. Other Discussions:

- The Principal emphasized accuracy and transparency in the accreditation process.
- IQAC members resolved to maintain regular updates and collaboration.
- The next review meeting was scheduled for [Insert Date] to assess progress.


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