

INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AGENDA FOR THE IQAC MEETING

01-06-2023

The agenda, date, time and venue for the IQAC Meeting are as under. The members of IQAC are informed to come prepared for discussion.

Date 05-06-2023

Time:10.30 am


Venue: IQAC

1. Reconstitution of IQAC for the Academic Year 2023-2024
2. Reconstitution of Clubs and Committees for 2023-2024
3. Analysis of the Annual Report for 2022-2023
4. Achievements of the College during 2022-2023
5. Adherence to the College's Academic Calendar 2023-2024
6. Approval of Curriculum Plans of Departments
7. Discussion on the Feedback obtained from stakeholders
8. Induction Program for First-Year Students
9. Other Items with the Permission of the Chairperson

Note: Members are requested to review the provided items of agenda and review relevant documents before the meeting to facilitate effective discussions and timely decisions.


IQAC Coordinator




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

INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of the IQAC Meeting (2023-2024)

Date: 05-06-2023

Time: 10:30 AM

Venue: IQAC

The IQAC meeting for the academic year 2023-2024 commenced at 10:30 AM under the chairmanship of the Principal. The following members were present:

Members Present:

- Principal
- IQAC Coordinator
- Faculty Representatives
- Administrative Staff Representatives
- Student Representative

The meeting began with a welcome address by the Principal, followed by a brief outline of the agenda by the IQAC Coordinator.

Agenda/Minutes and Action Taken Report

1. Reconstitution of IQAC for the Academic Year 2023-2024

- The revised Composition of IQAC for the academic year 2023-2024 was presented.
- New members were introduced and their roles were discussed.
- The reconstitution was unanimously approved.

2. Reconstitution of Clubs and Committees for 2023-2024

- A draft list of reconstituted clubs and committees was presented.
- Faculty in-charges for each club and committee were approved.
- Suggestions for enhancing student participation and inclusivity were noted.

3. Discussion on the Feedback Obtained from Stakeholders

- An analysis of feedback collected from students, faculty, alumni, and employers was presented.
- It was resolved to incorporate actionable points from the feedback into institutional practices.

4. Analysis of the Annual Report for 2022-2023

- Key highlights from the Annual Report were discussed, including academic and extracurricular achievements.
- Areas for improvement were identified, and action plans were recommended.

5. Achievements of the College during 2022-2023

- Notable achievements in academics, sports, and cultural activities were acknowledged.
- These achievements were recommended for inclusion in the SSR and institutional promotions.

6. Adherence to the College's Academic Calendar 2023-2024

- Departments presented their plans to align activities with the academic calendar.
- Strategies for effective implementation of scheduled programs were discussed.

7. Approval of Curriculum Plans of Departments

- Curriculum plans for all departments were reviewed and approved.
- Suggestions for integrating value-added and skill-development programs were discussed.

8. Induction Program for First-Year Students

- The framework for the induction program was presented, including sessions on institutional vision, mission, and student support services.
- Responsibilities were assigned to ensure smooth execution.

09. Other Items with the Permission of the Chairperson

- The progress of data collection for NAAC was reviewed.
- Future activities and timelines were scheduled.
- Additional suggestions from members were noted for consideration in subsequent meetings.

Conclusion

The meeting concluded with a vote of thanks by the IQAC Coordinator, who appreciated the members for their active participation and constructive inputs.


IQAC Coordinator

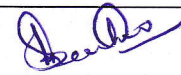



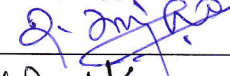
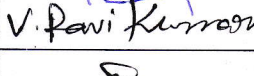
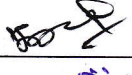
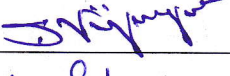



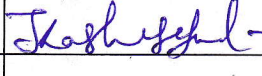


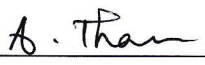




Principal

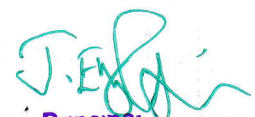
Principal
Indo-American College,
Cheyyar - 604 407.



IQAC Meeting: Signature of the Attendees

Role	Name	Designation	Signature
Management	Mr.A.Radhakrishnan	Vice-President & Secretary	-sA-
	Er. Rajamannar Abboy	Director, IAC	-st-
	Mrs.Swathantra	Trustee	-st-
Teachers	Mr.K.P. Sureshkumar	AP & Head, Computer Applications	
	Mrs.S.Premalatha	AP & Head, Business Administration	
	Mr.C.Parthiban	AP & Head, Computer Science	
	Mr.K.Rajaganapathy	AP & Head, Mathematics	
	Dr.T. Shanmugasundaram	AP & Head, Tamil	
	Mr.V.Ravikumar	AP & Head, Microbiology	
	Mr.S.Karthikeyan	AP & Head, Corporate Secretaryship	
	Dr.S.Vijayan	AP & Head, Commerce	
	Ms.U.Gayathri	AP & Head, Physics	
	Dr.S.Soundarya	AP & Head, Chemistry	
University Representative	Dr. S.Vijayanand	Associate Professor, Thiruvalluvar University, Serkkadu, Vellore.	-st-
Local Society	Mr.L.Kuppusamy	Educationist	
Student	Ms.J. Kashifasulthana	II B.Sc Chemistry	
Alumni	Dr.D.Prakash	Post-doctoral Fellow – Houston Methodist Research Institute, Houston, USA.	
Administrative Officers	Mr.P. Varadharajan	AP, Computer Applications & Placement Officer	
	Mr.A.Tamizhselvan	Librarian	
	Mr.J.Dhamodharan	Manager	
Additional Coordinator of IQAC	Mr.G.Gopinath	Head, Biochemistry & Bioinformatics	





INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AGENDA FOR THE IQAC MEETING

27-06-2023

The agenda, date, time and venue for the IQAC Meeting are as under. The members of IQAC are informed to come prepared for discussion.

Date: 01-07-2023

Time: 10.30 am

Venue: IQAC

1. Initial Preparations for NAAC Reaccreditation Cycle 3.
2. Gap Analysis and Institutional Strengthening.
3. Formation of NAAC Core Committee and Subcommittees.
4. Data Compilation and Documentation Strategy.
5. Timeline and Task Allocation.


IQAC Coordinator




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

INDO-AMERICAN COLLEGE, CHEYYAR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE IQAC MEETING (2023-2024)

Date: 01-07-2023

Time: 10:00 AM

Venue: IQAC

The IQAC meeting for the academic year 2023-2024 commenced at 10:00 AM under the chairmanship of the Principal. The following members were present:

Members Present:

- Principal
- IQAC Coordinator
- Faculty Representatives
- Administrative Staff Representatives
- Student Representatives

The meeting began with a welcome address by the Principal, followed by a brief outline of the agenda by the IQAC Coordinator.

Points Discussed and Resolutions Made:

1. Initial Preparations for NAAC Reaccreditation Cycle 3

- The IQAC Coordinator briefed members on the importance of early preparation for the upcoming NAAC Cycle 3 Accreditation.
- It was resolved that the institution must begin groundwork at least 6 months to 1 year in advance to ensure smooth documentation and assessment readiness.
- Faculty and staff should be oriented on revised NAAC assessment criteria and recent updates in the accreditation framework.
- The previous NAAC report and Peer Team recommendations will be reviewed to identify areas for improvement.

2. Gap Analysis and Institutional Strengthening


- The previous accreditation report was analysed to identify areas that require improvement, including:
 - Enhancing research output (publications, projects, collaborations).
 - Strengthening student support services (mentoring, placements, internships).
 - Infrastructure and ICT upgradation for effective teaching-learning processes.
 - Improvement in extension activities and community engagement.
- A SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) was initiated to frame a strategic action plan.

3. Formation of Committee and Subcommittees

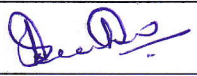
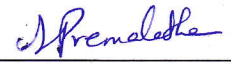





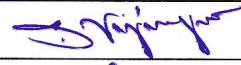






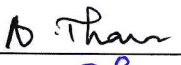


- It was resolved that a NAAC Committee be formed, consisting of:
 - Principal (Chairperson)
 - IQAC Coordinator
 - Heads of Departments (HoDs)
 - Senior Faculty Members and Administrative Representatives


IQAC Coordinator




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

IQAC Meeting: Signature of the Attendees

Role	Name	Designation	Signature
Management	Mr.A.Radhakrishnan	Vice-President & Secretary	- SA -
	Er. Rajamannar Abboy	Director, IAC	- SA -
	Mrs.Swathantra	Trustee	- SA -
Teachers	Mr.K.P. Sureshkumar	AP & Head, Computer Applications	
	Mrs.S.Premalatha	AP & Head, Business Administration	
	Mr.C.Parthiban	AP & Head, Computer Science	
	Mr.K.Rajaganapathy	AP & Head, Mathematics	
	Dr.T. Shanmugasundaram	AP & Head, Tamil	
	Mr.V.Ravikumar	AP & Head, Microbiology	
	Mr.S.Karthikeyan	AP & Head, Corporate Secretaryship	
	Dr.S.Vijayan	AP & Head, Commerce	
	Ms.U.Gayathri	AP & Head, Physics	
	Dr.S.Soundarya	AP & Head, Chemistry	
University Representative	Dr. S.Vijayanand	Associate Professor, Thiruvalluvar University, Serkkadu, Vellore.	- SA -
Local Society	Mr.L.Kuppusamy	Educationist	
Student	Ms.J. Kashifasulthana	II B.Sc Chemistry	
Alumni	Dr.D.Prakash	Post-doctoral Fellow - Houston Methodist Research Institute, Houston, USA.	
Administrative Officers	Mr.P. Varadharajan	AP, Computer Applications & Placement Officer	
	Mr.A.Tamizhselvan	Librarian	
	Mr.J.Dhamodharan	Manager	
Additional Coordinator of IQAC	Mr.G.Gopinath	Head, Biochemistry & Bioinformatics	





INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AGENDA FOR THE IQAC MEETING 2023-2024

02-01-2024

The agenda, date, time and venue for the IQAC Meeting are as under. The members of IQAC are informed to come prepared for discussion.

Date:06-01-2024

Time:2.00 p.m.

Venue:IQAC

Chairperson:Dr.J. Ezhilarasi


Convener:R. Sivarajan

Attendees:Members of IQAC

1. IQA Submission Process:
2. Responsibilities Assigned to IQAC Members:
3. Responsibilities Assigned to Faculty & Administrative Staff:
4. Timeline & Follow-Up:
5. Other Discussions:


IQAC Coordinator




Principal
Indo-American College,
Cheyyar - 604 407.

**INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE IQAC MEETING 2023-2024**

The agenda, date, time and venue for the IQAC Meeting are as under. The members of IQAC are informed to come prepared for discussion.

Date:06-01-2024

Time:2.00 p.m.

Venue:IQAC

Chairperson:Dr.J. Ezhilarasi

Convener:R. Sivarajan

Attendees:Members of IQAC

Minutes of Meeting: Points Discussed and Resolutions Made

1. IIQA Submission Process:

- The IQAC Coordinator briefed the members on the Institutional Information for Quality Assessment (IIQA), the first step for NAAC accreditation.
- It was resolved that the institution must ensure all eligibility criteria are met before submission.
- The following steps were outlined for IIQA submission:
 - ✓ To Cross-check institutional details (affiliation, programs offered, student strength, faculty details, etc.).
 - ✓ To update the College Website to ensure all required information is available on the website.
 - ✓ Confirm the payment process as per NAAC guidelines.
 - ✓ With respect to Document Submission: Ensure that all supporting documents (UGC 2(f) & 12(B) recognition, affiliation certificates, etc.) are ready.
 - ✓ Approval & Readiness for SSR: Once IIQA is approved, work should begin on Self-Study Report (SSR) preparation.

2. Responsibilities Assigned to IQAC Members:

- IQAC Coordinator will oversee the entire IIQA submission process, communicate with NAAC, and ensure timely submission.
- Ensure the college website is updated with required policies, minutes of meetings, best practices, and other essential details.
- Documentation Team: Compile institutional data, update necessary documents, and maintain soft and hard copies of records.
- Office: Handle the IIQA submission fee payment and maintain financial records.
- Collect and analyse student feedback, faculty reports, and placement records.

- To Criterion Heads: Regarding Teaching-Learning Evaluation, ensure that necessary academic data (such as curriculum, assessment methods, learning outcomes) are well-documented.

3. Responsibilities Assigned to Faculty & Administrative Staff:

- Faculty members were requested to update their Academic Profile and provide necessary research publications, FDP details, and conference participation records.
- Administrative staff will assist in data collection, such as student enrolment details, faculty appointment letters, and institutional policies.
- Departments will submit their best practices and innovations for inclusion in the SSR.
- Librarian will ensure an updated catalogue of books, e-resources, and digital initiatives.

4. Timeline & Follow-Up:

- The Principal will conduct a review meeting every week to ensure timely progress.
- The first draft of the IQAC submission will be ready by 31.03.2024.
- The final submission will be completed by the first week of April 2024.

5. Other Discussions:


- Members emphasized the need for an orientation on accreditation for faculty and students.
- A mock audit will be conducted before final submission to ensure compliance.
- The next meeting is scheduled for 05-04-2025 to review progress.

Conclusion:

The meeting concluded with an assurance from all members to complete the assigned tasks within the stipulated timeframe. The Principal appreciated the efforts of the IQAC and urged for collective participation to ensure a smooth submission process.


IQAC Coordinator




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

IQAC Meeting: Signature of the Attendees

Role	Name	Designation	Signature
Management	Mr.A.Radhakrishnan	Vice-President & Secretary	- sd -
	Er. Rajamannar Abboy	Director, IAC	- sl -
	Mrs.Swathantra	Trustee	- sl -
Teachers	Mr.K.P. Sureshkumar	AP & Head, Computer Applications	<i>[Signature]</i>
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	Mr.C.Parthiban	AP & Head, Computer Science	<i>[Signature]</i>
	Mr.K.Rajaganapathy	AP & Head, Mathematics	<i>[Signature]</i>
	Dr.T. Shanmugasundaram	AP & Head, Tamil	<i>[Signature]</i>
	Mr.V.Ravikumar	AP & Head, Microbiology	<i>[Signature]</i>
	Mr.S.Karthikeyan	AP & Head, Corporate Secretaryship	<i>[Signature]</i>
	Dr.S.Vijayan	AP & Head, Commerce	<i>[Signature]</i>
	Ms.U.Gayathri	AP & Head, Physics	<i>[Signature]</i>
	Dr.S.Soundarya	AP & Head, Chemistry	<i>[Signature]</i>
University Representative	Dr. S.Vijayanand	Associate Professor, Thiruvalluvar University, Serkkadu, Vellore.	- sl -
Local Society	Mr.L.Kuppusamy	Educationist	<i>[Signature]</i>
Student	Ms.J. Kashifasulthana	II B.Sc Chemistry	<i>[Signature]</i>
Alumni	Dr.D.Prakash	Post-doctoral Fellow – Houston Methodist Research Institute, Houston, USA.	<i>[Signature]</i>
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	Mr.J.Dhamodharan	Manager	<i>[Signature]</i>
Additional Coordinator of IQAC	Mr.G.Gopinath	Head, Biochemistry & Bioinformatics	<i>[Signature]</i>



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INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AGENDA FOR THE IQAC MEETING 2023-2024

03-05-2024

The agenda, date, time and venue for the IQAC Meeting are as under. The members of IQAC are informed to come prepared for discussion.

Date: 09-05-2024

Time: 2.00 p.m.

Venue: Room No.14

Members Present:

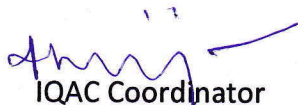
Chairperson: Dr.J. Ezhilarasi

Convener: R. Sivarajan


Attendees: IQAC Members, Teaching and Administrative Staff

Agenda:

1. Actions to be taken after the acceptance of IIQA by NAAC.
2. Allocation of responsibilities for SSR preparation (Qualitative & Quantitative Metrics).
3. Coordination strategies for data collection and documentation.
4. Timeline and follow-up meetings.
5. Other Discussions.


IQAC Coordinator




Principal
Indo-American College,
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INDO-AMERICAN COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE IQAC MEETING 2023-2024

Date:09-05-2024

Time:2.00 p.m.

Venue:Room No.14

Members Present:

Chairperson:Dr.J. Ezhilarasi

Convener:R. Sivarajan

Attendees:IQAC Members, Teaching and Administrative Staff

Minutes of Meeting: Points Discussed and Resolutions Made:

1. Steps to be taken after NAAC accepts IIQA:

The IQAC Coordinator briefed the members on the necessary actions post-IIQA approval. The following steps were agreed upon:

1. Preparation of Self-Study Report (SSR):
 - The SSR comprises quantitative (QnM) and qualitative (QIM) metrics across seven criteria.
 - Submission of SSR within 45 days of IIQA acceptance.
2. Data Validation and Verification (DVV):
 - Ensure accurate and verified data entry for quantitative metrics (QnM).
 - Avoid discrepancies between SSR and institutional website information.
3. Updating Institutional Website:
 - Ensure publication of all mandatory disclosures, including policies, best practices, governance details, and research publications.
4. Preparation for Student Satisfaction Survey (SSS):
 - Conduct orientation for students on SSS participation.
 - Ensure that student details are updated for NAAC verification.
5. Preparation for NAAC Peer Team Visit:
 - Organize department-wise presentations.
 - Prepare evidence files and physical documentation.
 - Conduct mock peer review visits before the actual assessment.

2. Assignment of Responsibilities for SSR Preparation

The meeting resolved that each Criterion Head (HoD) will oversee the assigned criterion, with faculty members assisting in data collection, analysis, and documentation. The following assignments were made:

Criterion-Wise Responsibility Allocation

Criterion	Head Assigned (HoD/Coordinator)	Responsibilities
Part A & Extended Profile	Dr.T.Shanmugasundaram	Details pertaining to Part A
Criterion 1: Curricular Aspects	Mr.G.Gopinath	Design, development, and implementation of the curriculum, feedback analysis
Criterion 2: Teaching-Learning & Evaluation	Mr.R. Sivarajan	Student-teacher ratio, innovative teaching, assessment methods
Criterion 3: Research, Innovations & Extension	Mr.Parthiban	Research publications, funded projects, MoUs
Criterion 4: Infrastructure & Learning Resources	Dr.S.Soundharya	Library, IT facilities, classrooms, sports
Criterion 5: Student Support & Progression	Mr.K.P. Sureshkumar	Scholarships, placement, student progression
Criterion 6: Governance, Leadership & Management	Mr.Ravikumar	Institutional leadership, e-governance, financial audits
Criterion 7: Institutional Values & Best Practices	Dr.S.Vijayan	Best practices, environmental consciousness, inclusivity

3. Staff and IQAC Members' Responsibilities

1. Data Collection & Documentation:

- Each faculty member assigned to a criterion will be responsible for compiling evidence for their respective metrics.
- Administrative staff will assist in retrieving financial reports, student data, and institutional policies.

2. Qualitative Metrics (QIM) Documentation:

- Heads and faculty must draft narrative responses for qualitative metrics, ensuring alignment with institutional policies and activities.

3. Quantitative Metrics (QnM) Compilation:

- Data such as student enrolment, research publications, placement records, library usage must be cross-verified before submission.

4. Submission of Evidence Files:

- All supporting documents must be compiled in both digital and hard copies for verification.

4. Timeline & Follow-Up Meetings

- Weekly progress meetings will be conducted to track the SSR preparation.
- Deadline for data submission by respective faculty:
- Final SSR draft completion by [Insert Date].
- Mock peer review and internal audit before SSR submission.
- NAAC Peer Team visit preparation: Orientation sessions to be scheduled.

5. Other Discussions:

- The Principal emphasized the importance of teamwork and accuracy in data submission.
- Members agreed to maintain transparency and timely updates in IQAC meetings.
- It was decided to assign a faculty team for website updates to ensure compliance with NAAC guidelines.
- The next meeting is scheduled for [Insert Date] to review progress on documentation.

Conclusion:

The meeting concluded at 3.45 p.m. with a collective agreement on task allocation and timelines. The Principal appreciated the IQAC for their efforts and urged all faculty members to contribute actively to the accreditation process.


IQAC Coordinator


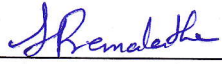


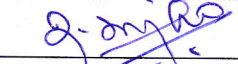
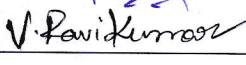
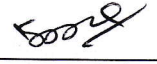
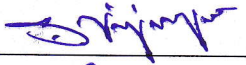


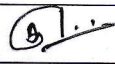

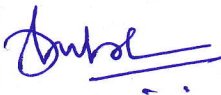
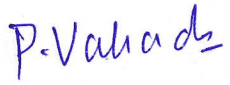
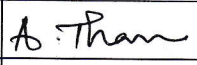





Principal

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Indo-American College,
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IQAC Meeting: Signature of the Attendees

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