

Minutes 2016-2017



INTERNAL QUALITY ASSURANCE CELL ARUL ANANDAR COLLEGE (AUTONOMOUS)

AFFILIATED TO MADURAI KAMARAJ UNIVERSITY
REACCREDITED BY NAAC AT 'A' GRADE WITH A CGPA OF 3.66
ANANDA NAGAR, KARUAMATHUR - 625 514, MADURAI DT
TAMILNADU, INDIA.

IQAC Meeting

Venue : Principal's Office

Date : 07.07.2016

Day : Thursday

Agenda : Planning for the Academic year 2016-17

Sl.No	Members Present	Signature
1	Rev.Dr.S.Basil Xavier, S.J., (Principal & Chairman)	
2	Dr.A.Shanmugaraju	
3	Rev.Dr.M.Anbarasu,S.J.	
4	Dr.I.Jeyaraj	
5	Dr.S.Arul Prasad	
6	Rev.Dr.C.Mary Lowrencia	
7	Dr.S.Rayappan	
8	Dr.S.Valanarasu	
9	Dr.M.Arulappan	
10	Mr.A.Raja	
11	Mr.J.Keba Immanuel	
12	Ms.R.Josephine Therese	
13	Ms.S.J.Cynthia	
	Students Representative	
14	I.Francis Xavier (II Year Physics)	
15	M.Kalaiarasi (II Year English Literature)	
16	Mr.M.Joseph Rethinasamy Executive Director, Hotel Germanus	
	Alumni Representative	
17	Mr.C.Muthupandi	

07th July, 2016

MINUTES OF IQAC MEETING

AGENDA: Planning for the Academic year 2016-17

The IQAC first meeting of 2016-17 started at 12.30 P.M. with the silent prayer initiated by the Co-ordinator Dr.A.Shanmugaraju.

Rev. Dr. Basil Xavier, Chairman of IQAC has welcomed the new members of IQAC. He has also briefed about IQAC as brain of the college and his plan to empower it as autonomous body. He has requested the co-operation and availability of the members as it is the important body which is the storehouse of data for the NAAC.

Dr.A.Shanmugaraju, IQAC Co-ordinator explained the plan and work of the organisation for this academic year. The works are Staff Orientation Programme, Preparation of AQAR Report, Bi-annual News Letter, Documentation of the works of staff and students, Student Feed Back of the staff and the course.

Dr.I.Jeyaraj a former coordinator of IQAC, explained about the online data entry system to be introduced. He said that IQAC has planned to improve the quality of its documentation in better way with use of modern technology so it has been working on online data entry for the work recording the staff and students feedback.

The online data entry training programme is to be held on 14th July 2016 for the IQAC contact person of every department and the Heads.

The Dean of academic initiated the discussion about maintenance of the stock by each department. Though it is carried out by the Dean of academic, the training for maintenance of stock is done by IQAC.

A. S. L.

The Co-ordinator also allocated the works to the members as follows:

1. **AQAR Report** preparation is to be done before 30th of September, 2016. The report consists of two parts. Part – A will be prepared by the Co-ordinator and Part – B will be done by the following members. Dr.S.Rayappan will be in-charge of collection of information with regard to criteria 1 and 2. Dr.S.Valanarasu 3 and 4. Mr.A.Raja 5. Ms.S.J.Cynthia 6 and 7.Dr.M.Arulappan will compile the information into report.

2. **Bi-annual News Letter:** The news letters to be prepared by Rev.Dr.C.Mary Lowrencia and Mr.J.Keba Immanuel as the Editor and Co-editor respectively.

3. **Online data entry** and web-related work will be assisted by Ms.R.Josephine Theresa.

The meeting came to an end with co-ordinator proposing a vote of thanks to the Chairman, former IQAC co-ordinator and all the members.

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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 03.08.2016 (Wednesday)
Time : 11.30 p.m

Agenda : AQAR Report Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A.Shanmugaraju
2	Dr.I.Jeyaraj	I.Jeyaraj
3	Dr.S.Rayappan	S.Rayappan
4	Dr.S.Valanarasu	S.Valanarasu
5	Mr.A.Raja	A.Raja
6	Ms.S.J.Cynthia	S.J.Cynthia
7	P.Ruby	P.Ruby

MINUTES OF IQAC MEETING

- ♣ The data collected in each criterion for the AQAR is presented.
- ♣ Dr. S. Rayappan expressed that an efficient ERP is a pre-requisite for the effective working of the AQAR committee.
- ♣ Dr. A. Shanmugaraju expressed that this is in the agenda of the management.
- ♣ Remaining data to be collected is presented by the committee members within one week.
- ♣ Resolved to organise the next meeting of the AQAR on the 4th week of the August.
- ♣ Dr. A. Shanmugaraju thanked all the members.



Coordinator
IQAC



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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 09.09.2016 (Friday)
Time : 11.30 p.m

Agenda : AQAR Report Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A. Shanmugaraju
2	Dr.I.Jeyaraj	I. Jeyaraj
3	Dr.S.Rayappan	S. Rayappan
4	Dr.S.Valanarasu	S. Valanarasu
5	Mr.A.Raja	A. Raja
6	Ms.S.J.Cynthia	S. J. Cynthia
7	P.Ruby	P. Ruby

MINUTES OF IQAC MEETING

Dr. A. Shanmugaraju welcomed the members of the AQAR report preparation committee. In his welcome address he stressed the need to accelerate the work as the release of the news letter is fast approaching (i.e) December.

Dr. S. Valanarasu expressed confidence that we can release the news letter as per the schedule as the process of data collection is over. Dr. I. Jeyaraj intervened and asked whether the process of validation will be over by the stipulated period. Ms. S. J. Cynthia informed that the process of language correction requires one more additional staff as it requires more of clerical work.

Mrs. P. Ruby requested the coordinator to purchase one more computer as the work on AQAR and News Letter are done simultaneously. Dr. S. Rayappan also acknowledged the same. Dr. A. Shanmugaraju informed that he will make necessary arrangement for the purchase of a computer.

The meeting came to an end with the vote of thanks by the coordinator.



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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 28.11.2016 (Monday)
Time : 12.30 p.m

Agenda : Newsletter Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A.S.
2	Dr.I.Jeyaraj	I.J.
3	Dr.S.Arul Prasad	Arul
4	Ms.A.Sahaya Josephine Mary	Josephine
5	Sr.Dr.Lowrencia	Lowrencia
6	Mr.J.Keba Immanuel	J.K.
7	P.Ruby	Ruby

Minutes of IQAC Meeting

The meeting started with the welcome address by Dr.A.Shanmugaraju. He requested the members to present the strategy for the final work of the news letter. He also informed that Fr. Principal has acknowledged to release the news letter during the Campfest which falls on the second week of December.

Dr.I.Jeyaraj informed that all the works of compilation and presentation are over. Now the final version is with Sr.Dr.Lowrencia and Mr.J. Keba Immanuel for language verification.

Mr.J.Keba Immanuel informed that there are only minor mistakes and within a few weeks he can submit the final draft to the press for printing. Dr.S.Arul Prasad requested the coordinator to appoint an additional clerical staff as Mrs. P. Ruby was finding difficult to cope up with the diverse works like News Letter, AQAR, submission of data for college day and other statutory bodies.

Dr. A. Shanmugaraju acknowledged the need for additional hand and informed that he will make necessary arrangement for the same. He informed the members that Fr. Secretary has sanctioned an additional computer for the office of IQAC.


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Internal Quality Assurance Cell Meeting

Venue : Prince Hall
 Date : 10.01.2017 (Tuesday)
 Time : 11.00 a.m

Agenda: Discussion on the Proposal of Research Council

Sl.No	Members Present	Signature
1	Rev.Dr.S.Basil Xavier, S.J., (Principal & Chairman)	
2	Dr.A.Shanmugaraju	
3	Rev.Dr.M.Anbarasu,S.J.	
4	Dr.I.Jeyaraj	
5	Dr.S.Arul Prasad	
6	Rev.Dr.C.Mary Lowrencia	
7	Dr.S.Rayappan	
8	Dr.S.Valanarasu	
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	Alumni Representative	
17	Mr.C.Muthupandi	

Minutes of the Meeting

Dr.A.Shanmugaraj, the IQAC coordinator welcomed the gathering. The members present discussed the status of research thrust of the faculty and emphasized to strengthen the research and project cell. It was also decided to lay a special focus on fostering research activities by establishing research council. It was also proposed to appoint a faculty as Dean research to channelize and monitor the research endeavours. The members of the meeting unanimously accepted the proposal of forming the research council to enrich the dimension of research. As a follow up the heads of all the departments received the oral feedback on this aspect and gave their consensus to the proposal of research council. The IQAC took the responsibility of framing the vision, mission of the research council and the responsibilities of the members.


Co-ordinator
IQAC



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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 07.03.2017 (Tuesday)
Time : 11.30 p.m

Agenda : Newsletter Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A. Shanmugaraju
2	Dr.I.Jeyaraj	I. Jeyaraj
3	Dr.S.Arul Prasad	S. Arul Prasad
5	Sr.Dr.Lowrencia	Sr. Dr. Lowrencia
6	Mr.J.Keba Immanuel	J. Keba Immanuel
7	P.Ruby	P. Ruby

Minutes of IQAC Meeting

Dr.A.Shanmugaraju started the meeting with a welcome. He requested the members to start the work on the newsletter preparation. He informed that Fr. Principal has received a representation from few departments that certain departments are portrayed better than other departments. He requested the members to take extra care in this regard.

Dr.S.Arul Prasad sought clarification whether the coordinator felt that the allegation was right for which the coordinator replied that he does not feel so. Dr.I.Jeyaraj told that the explanations are given based on the quality of the work.

Sr.Dr.Lowrencia informed that herself and Mr.J.Keba Immanuel are doing language correction 50% of the details each. She suggested that it would be better if both conduct correction separately and finally discuss the errors. All the members accepted the suggestions.

Dr.A.Shanmugaraju informed that there is oscillation in fixing the date for college day as the resource persons availability is not finalised. The meeting came to an end with a vote of thanks by Dr.A.Shanmugaraju.


Coordinator
IQAC