

## Minutes 2017-2018



**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.

### Internal Quality Assurance Cell Meeting

Venue : IQAC Office

Date : 28.06.2017

Time : 11.15 p.m

#### **Agenda : AQAR Report Preparation Meeting**

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A.Shanmugaraju
2	Dr.D.Antony Singh Dhas	Dr.D.Antony Singh Dhas
3	Dr.S.Valanarasu	Dr.S.Valanarasu
4	Dr.M.Gilbert Rani	Dr.M.Gilbert Rani
5	Mr.A.Raja	Mr.A.Raja
6	P.Ruby	P.Ruby

### Minutes of IQAC Meeting

Dr. A. Shanmugaraju started the meeting with the welcome address. He thanked the members for accepting to be the members of AQAR report preparation committee. He informed the members the this year the work has been started well in advance as there was a last minute rush up for finalising the work.

Mr.A.Raja informed that many staff members are publishing their books in front of Fr. Principal's office and giving it to the library but not giving it to IQAC. Dr.D.Antony Singh Dhas suggested that unless publications are not given to IQAC it should not be published in front of Fr. Principals office. Dr.A.Shanmugaraju informed the members that he will discuss with Fr. Principal in this regard.

  
**Coordinator**  
**IQAC**



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TAMILNADU, INDIA.

Venue : Principal's Office  
Date : 17.07.2017  
Day : Monday

**Agenda : NIRF Preparation Meeting**

Sl.No	Members Present	Signature
1	Rev.Dr.S.Basil Xavier, S.J., (Principal & Chairman)	
2	Dr.A.Shanmugaraju	
3	Dr.A.Thomas William	
4	Dr.M.George Joseph	
5	Dr.J.A.Charles	
6	Dr.S.Arul Prasad	
7	Dr.A.Duraisingam	
8	Dr.D.Antony Singh Dhas	
9	Dr.Nivetha Martin	
10	Ms.R.Josephine Therese	
11	Ms.K.Ramya	
12	Mr.G.Joseph Xavier Raja	

### Minutes on the First Meeting for NIRF

National Institutional Ranking Framework (NIRF) adopted by Ministry of Human Resources Development (MHRD) is a system of ranking all institutions of higher education in India every year. This academic year 2017-18 is made challenging, as Arul Anandar College is stepping ahead for National Ranking. It is a saying, 'A thousand miles of journey begins with a single step'. In accordance to it, the first meeting for NIRF took place in Prince Hall on 17.7.2017 at 12.00 p.m. in the presence of Rev. Dr. S. Basil Xavier SJ, Principal and the committee members.

The meeting commenced with the flow of gracious words of prayer by Ms. R. Josephine Therese, Assistant Professor, Department of Computer Science and Applications. Rev. Dr. S. Basil Xavier SJ, Principal greeted and conveyed his best wishes to the members of the committee and expressed the desire of the management that AAC has to be ranked one among the top 10 colleges in India. He briefed out the overall framework and dynamics of the committee; sketched out the forthcoming working pattern of the committee; discussed the idea of inviting Dr. Xavier Mahimairaj, IQAC coordinator, Loyola College, Chennai as resource person periodically; formation of sub-committees in facilitating quick completion of work.

The convener Dr. A. Shanmugaraju, IQAC coordinator, Assistant Professor, Department of Physics narrated the five parameters of NIRF namely Teaching, Learning & Resources, Research & Professional Practice, Graduation outcomes, Outreach & Inclusivity and Perception. A comparative analysis of the NIRF report prepared by Loyola College, Chennai and ANJAC, Sivakasi was done.

Dr. A. Thomas William, Dean of Academics suggested presenting the data of the parameters by following the format followed by the institution that has scored high respectively. Dr. M. George Joseph articulated his ideas about the aspect of Patents.

Dr. S. Arul Prasad, Associate Professor, Department of RDS shared his views about scoring in the aspect of Studios, Sponsored project consultancy. Dr. D. Antony Singh Dhas, Assistant Professor, Department of Economics, Dr. A. Duraisingam, Librarian, Dr. Nivetha Martin, Assistant Professor, Department of Mathematics had a discussion about the aspect of median salary of the students fixed at time of placement. Ms. K. Ramya recorded her opinion on



the sub categories of the Perception parameter. Ms.R.Josephine Therese expressed her ideas on Executive Development of Programs. A wide discussion took place regarding the components of the NIRF parameters, which instilled confidence in the members and it strengthened the optimistic approach of the committee in attaining the target.

The following members are nominated as the conveners of the following committees together with Jesuits for moral support.

<ul style="list-style-type: none"> <li>• Faculty-student ratio with emphasis on permanent faculty</li> <li>• Combined metric for Faculty with PhD and Experience</li> </ul>	Dr. A.Thomas William
<ul style="list-style-type: none"> <li>• Research &amp; Professional Practice</li> </ul>	Dr. M.George Joseph
<ul style="list-style-type: none"> <li>• Graduation Outcomes</li> </ul>	Dr.S.Arul Prasad
<ul style="list-style-type: none"> <li>• Financial Resources and their Utilisation</li> </ul>	Dr.D.Antony Singh Dhas
<ul style="list-style-type: none"> <li>• Perception</li> </ul>	Dr.A. Duraisingam
<ul style="list-style-type: none"> <li>• Student Strength including Doctoral Students</li> <li>• Outreach and Inclusivity</li> </ul>	Dr.Nivetha Martin
<ul style="list-style-type: none"> <li>• Data Entry and Management</li> </ul>	Ms.R.JosephineTherese& Ms.K.Ramya

The conveners are asked to submit the sub-committee details within a span of three days. Rev.Fr initiated Dr.A.Shanmugaraju to conduct meetings with the respective committee members every day to discuss each parameters in a more comprehensive manner to have a follow up. The meeting ended with warm wishes and blessings of almighty.

A. S. L.



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**Internal Quality Assurance Cell Meeting**

Venue : IQAC Office  
Date : 24.08.2017 (Thursday)  
Time : 11.15a.m

**Agenda : AQAR Report Preparation Meeting**

Sl.No	Members Present	Signature
1	Dr.A.Shanmugaraju	A. Shanmugaraju
2	Dr.D.Antony Singh Dhas	Dr.D.Antony Singh Dhas
3	Dr.S.Valanarasu	Dr.S.Valanarasu
4	Dr.M.Gilbert Rani	Dr.M.Gilbert Rani
5	Mr.A.Raja	Mr.A.Raja
6	Mrs.P.Ruby	Mrs.P.Ruby

### **Minutes of IQAC Meeting**

The meeting started with a word of welcome by Dr. A. Shanmugaraju. He asked the members to present the details of their preparation. Dr.D.Antony Singh Dhas told that he has collected the details from the controllers office and it has been consolidated.

Dr. M. Gilbert Rani informed that as the Dean-Academic office already submitting the AISHE report, it is good to verify the details of AQAR with the AISHE details. Dr.Valanarasu suggested that before finalising the AQAR report it is necessary to verify it with AISHE data. Dr. A. Shanmugaraju told that he will get a copy of the AISHE data submitted.

Dr. M. Gilbert Rani informed that the details regarding curriculum has been received from the Dean-Academic office. The details of Teaching and Learning are yet to be received from various departments. It has been unanimously decided to send a circular to all the head of the department through Fr. Principal.

Mr. A. Raja informed that he has completed 50% of the work and the remaining work will be completed within the stipulated time.

Dr. A. Shanmugaraju appreciated the work of each member and thanked every one for their effort.



**Coordinator**

**IQAC**



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Venue : Principal's Office  
Date : 05.10.2017  
Day : Thursday

**Agenda :** NIRF Preparation Meeting

Sl.No	Members Present	Signature
1	Rev.Dr.S.Basil Xavier, S.J., (Principal & Chairman)	
2	Dr.A.Shanmugaraju	
3	Dr.A.Thomas William	
4	Dr.M.George Joseph	
5	Dr.J.A.Charles	
6	Dr.S.Arul Prasad	
7	Dr.A.Duraisingam	
8	Dr.D.Antony Singh Dhas	
9	Dr.Nivetha Martin	
10	Ms.R.Josephine Therese	
11	Ms.K.Ramya	
12	Mr.G.Joseph Xavier Raja	



### **Minutes of the Meeting**

The meeting started with the welcome address by Fr. Principal. He informed that it has been understood that NIRF is making objective evaluation and we have to be part of the evaluation. It is also a chance to validate the high score we have received in NAAC.

Dr.A.Shanmugaraju stressed that the evaluation of NIRF is different from NAAC as in NIRF there is only limited criteria. Dr.A.Duraisingam informed that our college is strong in extension, but in NIRF there is no scope for extension. Fr. Principal intervened and asked whether there is any scope for the HEI to give their opinion. Dr.A.Shanmugaraju replied that there is no scope for that.

Dr.J.A.Charles expressed that the pass percentage of our students are around 50% which may have a impact on the ranking. Fr. Principal intervened and informed that as per the recommendation of Planning and Evaluation Committee, a committee was created under the leadership of Dr.N.Murali, Head, Department of Economics to study and submit a report to increase the pass percentage.

Dr.Nivetha Martin requested Fr. Principal to change the audit statement as per the terms used by the NAAC and NIRF. Fr. Principal replied that he will refer the matter to Fr. Secretary. Mr.G.Joseph Xavier Raja requested Fr. Principal to bring an effective ERP as many documents cannot be taken.

Fr. Principal told that he will do the needful. He thanked the members and asked them to bring laurels to the college by scoring a good mark in all the parameters of NIRF.

  
Coordinator

IQAC



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Venue : Principal's Office  
Date : 16.11.2017  
Day : Thursday

**Agenda : NIRF Meeting**

Sl.No	Members Present	Signature
1	Rev.Dr.S.Basil Xavier, S.J., (Principal & Chairman)	
2	Dr.A.Shanmugaraju	
3	Dr.A.Thomas William	
4	Dr.M.George Joseph	
5	Dr.J.A.Charles	
6	Dr.S.Arul Prasad	
7	Dr.A.Duraisingam	
8	Dr.D.Antony Singh Dhas	
9	Dr.Nivetha Martin	
10	Ms.R.Josephine Therese	
11	Ms.K.Ramya	
12	Mr.G.Joseph Xavier Raja	

### **Minutes of the Meeting**

The meeting started with the welcome address by Rev. Fr. Principal. In his welcome address Fr. Principal requested the members to consolidate the data as per the requirement of NIRF. Dr. A. Shanmugaraju informed that since the college has received a high grade in NAAC for the three consecutive cycles there is no reason to get a low rank. Dr. J. A. Charles said that the criteria for NAAC and NIRF are different so we have to work hard. Mr. G. Joseph Xavier Raja requested the IQAC coordinator that data can be collected from the office in total rather than collecting one by one. Dr. A. Shanmugaraju accepted this argument. Dr. D. Antony Singh Dhas requested that a separate room is necessary to work for NIRF and AQAR. Fr. Principal responded that he will discuss the matter with Fr. Secretary and decision will be taken. The meeting came to an end with a vote of thanks by Dr. Nivetha Martin.



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**Internal Quality Assurance Cell Meeting**

Venue : IQAC Office

Date : 06.12.2017

Time : 11.30 a.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	Dr.S.Arul Prasad
4	Sr.Dr.Lowrencia	Sr.Dr.Lowrencia, SAC
5	Mr.J.Keba Immanuel	Mr.J.Keba Immanuel
6	P.Ruby	P.Ruby

### **Minutes of the Meeting**

The meeting started with welcome address by Dr. A. Shanmugaraju. He requested the members to brief about the current position of the preparatory work done in bringing the newsletter. Dr. I. Jeyaraj informed that the details on academic activities have been consolidated and it was given for English correction to the Department of English Literature. Sr. Dr. Lowrencia enquired about the date for release of newsletter. Dr. A. Shanmugaraju responded that the camp fest falls on 15/12/2017 and 16/12/2017. The convenor will allot any one date for the release of the newsletter. Mr. Keba Immanuel informed that the design of the newsletter can be changed for every issue. Dr. A. Shanmugaraju responded that this suggestion will be implemented from the forthcoming issue. Mrs. P. Ruby remained the convenor to get a room for IQAC. The meeting came to an end with vote of thanks by Dr. A. Shanmugaraju.

  
**Coordinator**  
**IQAC**





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**Internal Quality Assurance Cell Meeting**

Venue : IQAC Office

Date : 02.03.2018

Time : 11.30 a.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	Arul Prasad
4	Sr.Dr.Lowrencia	Sr. Lowrencia, SAC
5	Mr.J.Keba Immanuel	J. Keba Immanuel
6	P.Ruby	P. Ruby

### **Minutes of the Meeting**










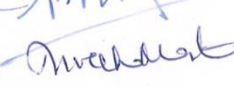
Dr. A. Shanmugaraju welcomed the members of the newsletter preparation committee. He informed that Fr. Principal congratulated that the previous newsletter has come out well. Dr. S. Arul Prasad requested to include the achievement of IQAC in the newsletter. Dr. A. Shanmugaraju informed that that will look odd. Mr. J. Keba Immanuel requested to give the details well in advance for English correction. Sr. Dr. Lowrencia also supported the view. Dr. A. Shanmugaraju said that at least three weeks should be given for English correction. He also informed the members to prepare the data well in advance. All the members accepted it. Dr. A. Shanmugaraju thanked all the members.

  
**Coordinator**  
**IQAC**



**Internal Quality Assurance Cell (IQAC)**  
**Arul Anandar College**  
**Karumathur**

NIRF Evaluation Meeting on 6<sup>th</sup> April 2018 (Friday) at 09.00a.m in the Principal's Office.

- |                                   |                                 |   |
|-----------------------------------|---------------------------------|---|
| 1. Rev.Dr.Amal Kulandaisamy, S.J. | - Rector                        |     |
| 2. Rev.Dr.S.Mani Valan, S.J.      | - Secretary                     |     |
| 3. Rev.Dr.S.Basil Xavier, S.J.    | - Principal & Chairman          |    |
| 4. Dr.A.Shanmugaraju              | - IQAC, Coordinator             |    |
| 5. Dr.A.Thomas William            | - Dean - Academic               |   |
| 6. Dr.M.George Joseph             | - Dean - Research               |   |
| 7. Dr.J.A.Charles                 | - HoD, Chemistry                |   |
| 8. Dr.S.Arul Prasad               | - Associate Prof of RDS         |  |
| 9. Dr.A.Duraisingam               | - Librarian                     |   |
| 10. Dr.D.Antony Singh Dhas        | - Assistant Prof of Economics   |  |
| 11. Dr.Nivetha Martin             | - Assistant Prof of Mathematics |  |

**ARUL ANANDAR COLLEGE (AUTONOMOUS)**

**IQAC**

**NIRF EVALUATION MEETING**

The evaluation meeting of NIRF ranking 2018 was held on 6<sup>th</sup> April 2018 at Principal's office in the presence of Rev.Dr.Amal Kulandaisamy, the Rector, Rev.Dr.S.Mani Valan, the Secretary, Rev.Dr.S.Basil Xavier, the Principal, the co-ordinator and the conveners of the core committees.

The meeting commenced with the prayerful words and appreciation to the core committee of NIRF by Rev.Dr.Principal. Dr.A.Shanmugaraju, the coordinator of AAC NIRF presented the status of our college in ranking and its position in the band of 101-150. He also presented a comparative analysis of our college data with other colleges ranked within 100.

Fr.Rector stated that the institution has to undergo an introspection to determine the required areas of improvement. He also insisted that the institution as a whole has to work for its overall enhancement.

Dr.A.Thomas William, Dean Academic stated that the entire ranking of NIRF is quantitative rather than qualitative. It was indeed accepted by all the other conveners.

Dr.J.A.Charles, Associate Professor & Head of Chemistry expressed and shared his opinion in the forum to improve pass percentage by practicing different strategies bounded to the norms of the Jesuit management of AAC. His suggestions were highly acceptable and the management decided to form three committees to carry out the evaluation of core activities pertaining to the domain of finance, placement and results.

Dr.S.Arul Prasad, Associate Professor of RDS and Placement coordinator suggested certain activities to make the placement cell more vibrant in the forthcoming years.

Dr.A.Shanmugaraju, the coordinator of AAC NIRF thanked the members present in the meeting for their participation and contribution.

*A. Shanmugaraju*