

**IQAC**



V.L.B JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

KOVAIPUDUR, COIMBATORE - 641 042.

MINUTES OF MEETING

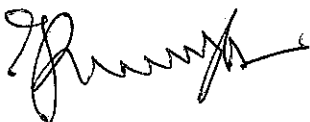



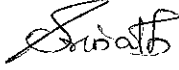

1.Name of the meeting : IQAC Meeting

2.Date of meeting :03/09/2019

3.Period of review :June-August 2019

4.Members attended :17

SNO	NAME	DESIGNATION	SIGNATURE
1	Dr.K.SHUNMUGASUNDARAM Principal	CHAIR PERSON	
2	Dr.K.VASUDEVAN Vice Principal	IQAC CO-ORDINATOR	
3	Mr.C.B.SRINIVASAN	MANAGEMENT REPRESENTATIVE	
4	Mr.R.KANGARAJ	ASSOCIATE PROFESSOR /HEAD DEPT. OF IT & CT	
5	Dr.P.SHANTHINI	ASSOCIATE PROFESSOR /HEAD DEPT. OF B.COM (PA) & B.COM (BPS)	
6	Mr.B.SURESH	ASSISTANT PROFESSOR, DEPT.OF ECS	
7	Mr.B.RAMESH	ASSISTANT PROFESSOR, DEPT.OF MCA &M.Sc SS	
8	Dr.R.MAHESH KUMAR	HEAD, LIBRARIAN	
9	Mr.T.KARUPPUASAMY	CONTROLLER OF EXAMINATIONS	
10	Ms.B.NAGALAKSHMI	ADMINISTRATIVE OFFICIALS	
11	Ms.DEVI, Senior HR, KGISL	MEMBER FROM EMPLOYERS	

12	Mr.K.VIJAYAN, Academic Director, Alagappa University Study Centre,Coimbatore.	LOCAL SOCIETY MEMBER	
13	Mr.S.SAKTHIVEL, HRD Manager, Indoshell Castings, Coimbatore.	INDUSTRIAL MEMBER	 3/9/19
14	Mr.R. SATHASIVAM, Senior Testing Engineer, WIPRO Technologies, Coimbatore.	ALUMINI	
15	Ms.T.REGINA VASANTHI II MBA	STUDENT	
16	Mr.S.SRINATH III B.Sc[CS]	STUDENT	
17	Mr.J.SAMSUNDAR III B.Com CA	STUDENT	

## **AGENDA**

1. Composition of IQAC
2. Activities of the Department
3. Curriculum Innovations
4. Teaching and Learning Outcomes
5. Research and Extension Activities
6. Infrastructure Development
7. Student Support and Progression
8. Functions of Statutory and Non-Statutory bodies
9. Best Practices / Innovations are implemented
10. Programme's initiated by the IQAC

## MINUTES OF MEETING

To promote measures for the institutional functioning towards quality enhancement through internalization of quality culture and institutional of best practices.


The Detailed report was presented by Dr.K.Vasudevan Director/Co-ordinator of IQAC.

SUBJECT	DETAILS PRESENTED / ACHIEVEMENTS	OBSERVATIONS/SUGGESTIONS OFFERED	REMARKS
<b>Welcome Address</b>	Dr.P.Shanthini , Member of IQAC , Welcomed the Gathering	-	-
<b>Composition of IQAC</b>	<ul style="list-style-type: none"> <li>• Highlighted and introduced the members of IQAC.</li> <li>• Composition of IQAC was constituted as per the NAAC Guidelines based on the members nominated by the Chairperson and Director of IQAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	-
<b>General Activities</b>	<ul style="list-style-type: none"> <li>• PG Programmes were on track of their classes by start of September 2019 due to the counselling held by the mid of August 2019. The programme weeks calculated for 10 weeks only.</li> <li>• Induction programme for first year students was conducted as per the Guidelines received from Higher Education Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed and renowned.</li> </ul>	
<b>Activities of the Department</b>	<ul style="list-style-type: none"> <li>• Programmes organized by the Academic and functional Departments were reviewed.</li> <li>• Guest Lectures, Workshops, Seminar, Student Activity, Bridge Course, Orientation and other induction programmes were also highlighted.</li> <li>• Library usage training to be part of induction.</li> </ul>	<ul style="list-style-type: none"> <li>• Bridge course may be conducted by involving external agencies.</li> </ul>	-

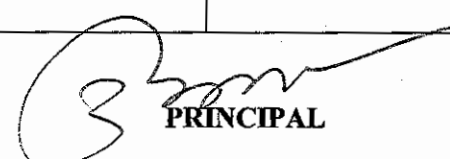
<p align="center"><b>Curriculum Innovations</b></p>	<ul style="list-style-type: none"> <li>• Innovations made in the curriculum as focused on employability, entrepreneurship and skill development was highlighted.</li> <li>• Discussions were held on the inclusion of certificate and value added courses in the curriculum.</li> <li>• Review of Feedback from the stakeholders were reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Departments were planned to conduct more seminars, guest lectures and workshops in order to manage up with the new syllabus.</li> <li>• To ensure the employability and self employment for the courses offered.</li> <li>• Observed</li> </ul>	<p align="center">-</p>
<p align="center"><b>Teaching and Learning outcomes</b></p>	<ul style="list-style-type: none"> <li>• Ensuring the usage of Smart Classroom level teaching.</li> <li>• Presented the series of Proficient lecture which was conducted by various departments to supplement classroom teaching and other activities.</li> <li>• Ensuring Electives from other Departments and quantifying the choice.</li> <li>• The details of various programmes attended by the faculty are reviewed by the members and there is no specific remarks marked.</li> <li>• Academic results were reviewed and satisfied.</li> </ul>	<ul style="list-style-type: none"> <li>• Departments were tutored to take initiatives to promote a learner centric environment and adopt participatory teaching and learning methods in classroom efficiently.</li> <li>• Observed</li> </ul>	
<p align="center"><b>Research and Extension activities</b></p>	<ul style="list-style-type: none"> <li>• Members reviewed the various research activities in terms of project applied / sanctioned and also 7 MOU signed with the Companies.</li> <li>• Recommended to identify the sources of consultancy large in number.</li> <li>• Sanctioned Entrepreneurship Awareness camps.</li> <li>• Suggested to improve Journal publications with high impact factor</li> </ul>	<ul style="list-style-type: none"> <li>• The faculty was urged to promote research activities in areas of socio-economic and scientific relevance.</li> <li>• Suggested to improve the activities through MOU's</li> <li>• To encourage the faculty to apply for more minor and major projects.</li> <li>• Recommended to consider incentives for the quality research papers/work.</li> </ul>	
<p align="center"><b>Infrastructure Development</b></p>	<ul style="list-style-type: none"> <li>• Insufficiency of adequate infrastructure and other grievances from various departments were brought into the notice of the college council.</li> <li>• Reviewed the General Requirements towards the up gradation of facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed by the members and gave approval for the same.</li> </ul>	
<p align="center"><b>Student Support and Progression</b></p>	<ul style="list-style-type: none"> <li>• Special programmes like training for competitive examinations, placements and remedial courses were planned for both</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> <li>• Suggested to conduct more number of ON campus drive with leading</li> </ul>	

	<p>advanced and slow learners.</p> <ul style="list-style-type: none"> <li>• The Language Lab which enable the students to improve their listening and speaking skills and to enrich the vocabulary also highlighted.</li> <li>• Reviewed the fee concession given by the management for deserving students who comes under merit and sport quota.</li> <li>• Placement progression and achievements presented.</li> <li>• Motivate the students to get through in civil services, competitive and other government services examinations.</li> </ul>	<p>MNC's and also small sectors.</p> <ul style="list-style-type: none"> <li>• Proposed to give necessary training to the students who are willing for take up the civil and competitive examinations.</li> </ul>	
<p><b>Functions of Statutory Non-Statutory and other bodies</b></p>	<ul style="list-style-type: none"> <li>• Strategic Plan to be framed for the next five years.</li> <li>• Meeting minutes of various Statutory and Non Statutory bodies were reviewed.</li> <li>• Preparing E-AQAR for the year 2018-2019.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	
<p><b>Best Practices / Innovations are implemented</b></p>	<ul style="list-style-type: none"> <li>• The Best practices and distinctiveness followed by institution were reviewed.</li> <li>• Steps taken towards eco-friendly campus were highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>• The departments were also instructed to work for the fulfillment of social responsibility by conducting various extension activities.</li> <li>• Observed</li> </ul>	
<p><b>Programmes initiated by the IQAC</b></p>	<ul style="list-style-type: none"> <li>• Reviewed the various programmes organized by the IQAC towards quality enhancement.</li> <li>• Administrative Academic Audit (AAA) reviewed.</li> <li>• Professional Development Programmes for Teaching and Orientation programme for Non-Teaching faculties were organized and presented.</li> </ul>	<ul style="list-style-type: none"> <li>• To suggest to conduct NAAC orientation programmes inorder to facilitate the Faculty towards new NAAC Guidelines to ensure the quality.</li> <li>• Suggested to improve the Professional Development and Orientation Programme.</li> </ul>	

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**VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE**  
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**KOVAIPUDUR, COIMBATORE - 661 042.**

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**(AUTONOMOUS)**  
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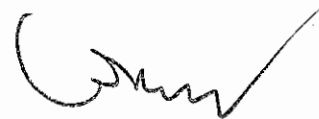
**ACTION TAKEN REPORT ON IQAC MEETING MINUTES**

**ACADEMIC YEAR 2019-2020**

**The following Actions have been initiated towards quality enhancement**

<b>SL.No</b>	<b>Feedback/ Suggestions Offered</b>	<b>Action Taken</b>	<b>Remarks</b>
1.	Suggested to submit more number of Entrepreneurship Camps proposals and other funding.	Funding proposals prepared	Submitted
2.	To organize more number of professional and orientation programs.	Considered and initiated the action	Organized
3.	Maintain cumulative records of all the departmental activities /achievements to monitor progress.	Monthly reports were prepared and duly signed by the IQAC Co-Ordinator and Members	Achieved
4.	Conduct of conferences & workshops by obtaining financial assistance from the funding agencies	Intimated the faculty about the calls of funding agencies to conduct seminars/workshops.	Down casted
5.	Promoting ICT enabled teaching and more accessibility to the same for students	Instructed the teachers to orient the students on the benefits of ICT enabled teaching and learning	Achieved
6.	Conduct of more number of environmental awareness programs	Departments were instructed to work for the fulfillment of social responsibility by conducting various extension activities.	Organized

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## V.L.B JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

KOVAIPODUR, COIMBATORE - 641 042.

## MINUTES OF MEETING





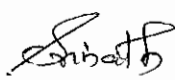

1.Name of the meeting : IQAC Meeting

2.Date of meeting : 11/12/2019

3.Period of review :September-December 2019

4.Members attended :17

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1	Dr.K.SHUNMUGASUNDARAM Principal	CHAIR PERSON	
2	Dr.K.VASUDEVAN Vice Principal	IQAC CO-ORDINATOR	
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The Detailed report was presented by Dr.K.Vasudevan Director/Co-ordinator of IQAC.

SUBJECT	DETAILS PRESENTED / ACHIEVEMENTS	OBSERVATIONS/SUGGESTIONS OFFERED	REMARKS
<b>Welcome Address</b>	Mr.R Kangaraj , Member of IQAC , Welcomed the Gathering	-	-
<b>Composition of IQAC</b>	<ul style="list-style-type: none"> <li>• Highlighted and introduced the members of IQAC.</li> <li>• Composition of IQAC was constituted as per the NAAC Guidelines based on the members nominated by the Chairperson and Director of IQAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	-
<b>Activities of the Department</b>	<ul style="list-style-type: none"> <li>• Various programmes organized by the Academic and functional Departments were reviewed. Guest Lectures, Workshops, Seminar, Student Activity, were also highlighted.</li> <li>• Various Clubs are framed for the benefit of the Student Community to bring out the talent.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> <li>• Reviewed by the members.</li> <li>• Suggested to give more hands-on workshops for the benefit of students.</li> </ul>	-
<b>Curriculum Innovations</b>	<ul style="list-style-type: none"> <li>• As per the suggestion given by the member in previous meeting 17 proposals were submitted by the faculty.</li> </ul>	<ul style="list-style-type: none"> <li>• Members were satisfied</li> <li>• Suggested to create a conducive environment to promote participative and experiential learning among the students.</li> </ul>	-

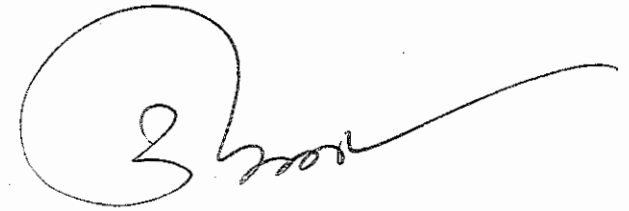
<p><b>Teaching and Learning outcomes</b></p>	<ul style="list-style-type: none"> <li>• The details of various programmes attended by the faculty are reviewed by the members and there is no specific remarks marked.</li> <li>• Student suggestions also presented through class committee meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> <li>• Reviewed</li> </ul>	
<p><b>Research and Extension activities</b></p>	<ul style="list-style-type: none"> <li>• Members reviewed the various research activities in terms of project applied / sanctioned and also 12 MOUS's signed with the Companies.</li> <li>• Entrepreneurship Awareness camp was organized by the Entrepreneurship Development Cell.</li> </ul>	<ul style="list-style-type: none"> <li>• Members were satisfactory.</li> </ul>	
<p><b>Infrastructure Development</b></p>	<ul style="list-style-type: none"> <li>• Reviewed the General Requirements towards the up gradation of facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed by the members .</li> </ul>	
<p><b>Student Support and Progression</b></p>	<ul style="list-style-type: none"> <li>• Members appreciated the management for their helping hands for the students who deserves for that and also they requested the management to continue the same in future.</li> <li>• Presented the various training programs activities conducted towards the skill development of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> <li>• Suggested to conduct more number of ON campus.</li> </ul>	
<p><b>Functions of Statutory Non-Statutory and other bodies</b></p>	<ul style="list-style-type: none"> <li>• Meeting minutes of various Statutory and Non Statutory bodies were reviewed.</li> <li>• Preparing E-AQAR for the Academic year 2018-19 as per the new Guidelines form HEI's.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	
<p><b>Best Practices / Innovations are implemented</b></p>	<ul style="list-style-type: none"> <li>• As per the suggestion given by the members in the previous meeting the departments conducted extension activity with social responsibility and the same was submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	

<p><b>Programmes initiated by the IQAC</b></p>	<ul style="list-style-type: none"> <li>Reviewed the various programmes organized by the IQAC towards quality enhancement such as FDP, PDP and orientation for Teaching and Non-Teaching Fraternity.</li> </ul>	<ul style="list-style-type: none"> <li>Suggested to conducted Professional Development Programmes for both Teaching and Non-Teaching faculty by external experts</li> <li>Suggested to conduct a mock by the external experts towards the forthcoming NAAC Re-Accreditation process.</li> </ul>	
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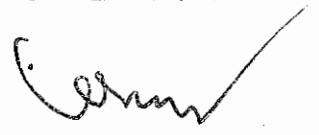
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**ACADEMIC YEAR 2019-2020**

**The following Actions have been initiated towards quality enhancement**

<b>SL.No</b>	<b>Feedback/ Suggestions Offered</b>	<b>Action Taken</b>	<b>Remarks</b>
1.	To organize Training and Hands-on Workshops	Enrichment of academic activities of the students were improved.	Conducted
2.	To Broad-based research activities	Awareness on various funding agencies was given to the teachers. Analysis of the research conducted during the year was done qualitatively and quantitatively.	Reports were reviewed by IQAC
3.	To conduct Entrepreneurial Oriented Activities	Entrepreneurship Awareness Camp was organized for the students of various discipline by the EDC Cell and Club of the institution	Conducted
4.	To give necessary guidance regarding the procedures related to NAAC.	NAAC Orientation programmes were directed to facilitate the new guidelines of NAAC.	Organized
5.	To conduct Professional Development Programmes and Orientation for Teaching and Non-Teaching Community	External Experts were handled the PDP and Orientation Programmes	Organized

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MINUTES OF MEETING

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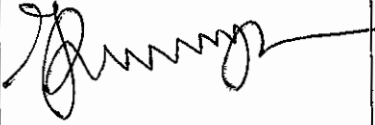
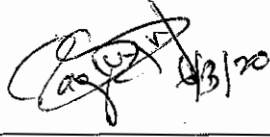
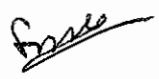

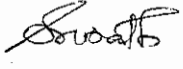

2.Date of meeting :06-03-2020

3.Period of review :January - March 2020

4.Members attended :17

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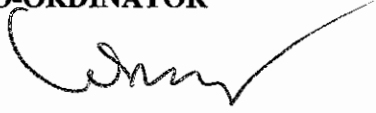
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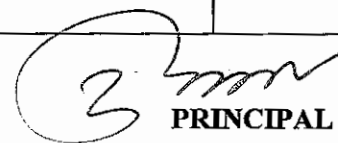
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<b>Activities of the Department</b>	<ul style="list-style-type: none"> <li>• Various programmes organized by the Academic and functional Departments were reviewed. Guest Lectures, Workshops, Seminar, Student Activity were also highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	-
<b>Curriculum Innovations</b>	<ul style="list-style-type: none"> <li>• As per the suggestion given by the member in previous meeting UG and PG students submitted the 19 proposals under Student Project Schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Members were satisfied</li> </ul>	-
<b>Teaching and Learning outcomes</b>	<ul style="list-style-type: none"> <li>• The details of various programmes attended by the faculty and their academic achievements are reviewed by the members and there is no specific remarks marked.</li> </ul>	<ul style="list-style-type: none"> <li>• Observed</li> </ul>	

<b>Research and Extension activities</b>	<ul style="list-style-type: none"> <li>Members reviewed the various research activities in terms of project applied / sanctioned , outcomes of various linkages and also 7 MOU signed with the Companies.</li> <li>Entrepreneurship Camps were organized.</li> </ul>	<ul style="list-style-type: none"> <li>Members were satisfactory.</li> <li>Observed</li> </ul>	
<b>Infrastructure Development</b>	<ul style="list-style-type: none"> <li>General Requirements towards the up gradation of facilities also submitted.</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed by the members.</li> </ul>	
<b>Student Support and Progression</b>	<ul style="list-style-type: none"> <li>As per the suggestion given by the members students has attended more number of ON campus and OFF campus placements.</li> <li>Requirements and necessity of vending machine was highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>Observed</li> <li>Considered by the members to imitate the action.</li> </ul>	
<b>Functions of Statutory Non-Statutory and other bodies</b>	<ul style="list-style-type: none"> <li>Meeting minutes of various Statutory and Non Statutory bodies were reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Observed</li> </ul>	
<b>Best Practices / Innovations are implemented</b>	<ul style="list-style-type: none"> <li>The various extension activities conducted by the departments were presented.</li> </ul>	<ul style="list-style-type: none"> <li>Observed</li> </ul>	
<b>Programmes initiated by the IQAC</b>	<ul style="list-style-type: none"> <li>Reviewed the various programmes organized by the IQAC towards quality enhancement.</li> <li>Professional Development Programmes organized for Teaching and Orientation programme in various dimensions conducted for Non-Teaching faculties by the IQAC were presented.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended to organize NAAC Sponsored Seminars</li> <li>Observed</li> </ul>	

**IQAC CO-ORDINATOR**

  
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**IQAC**

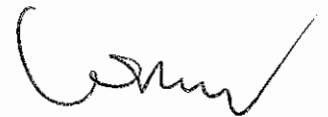
**ACTION TAKEN REPORT ON IQAC MEETING MINUTES**

**ACADEMIC YEAR 2019-2020**

**The following Actions have been initiated towards quality enhancement**

<b>SL.No</b>	<b>Feedback/ Suggestions Offered</b>	<b>Action Taken</b>	<b>Remarks</b>
1.	To submit proposals for seminars, projects to Funding Agencies	Faculty members submitted proposals for various funding agencies	Achieved
2.	To organize Staff and Student Welfare programs.	Blood Donation Camps, Health Checkup for Teaching, Non-Teaching and Students were conducted.	Conducted
3.	To organize Orientation Program by External Agencies.	PDP for Teaching Faculty and Orientation programmes for Non-Teaching were conducted by the internal and external experts.	Conducted
4.	To Organize NAAC Sponsored programme towards Quality Initiatives.	Planned to submit proposals for the same and action initiated	Yet to Organize

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