

Ayya Nadar Janaki Ammal College (Autonomous)

Sivakasi

IQAC

MINUTES 2014 and 2015

AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous)

Meeting – 1

Time : 11.00 a.m

Date : 27.6.2014

Venue : Conference Hall

Members Present

Principal : Dr. V. Pandiarajan
Co-ordinator : Dr. R. Manohar
Asst. Co-ordinator : Dr. N. Senthil Kumar

Executive Members

1. Dr. M. K. Rajan
2. Dr. V. Ramasubramanian
3. Dr. L. Isaiarasu
4. Dr. M. Meenakshi Sundaram
5. Mrs. P. Tamil Selvi
6. Mr. R. Jagannathan
7. Mr. M. Moovendhan
8. Mrs. Jeba Kumari Beulah Vasanthi
9. Mrs. B. Rathika

- * Submission of AQAR was discussed.
- * Conveners were asked to consolidate the data received from the departments concerned.
- * September 30th is the last date for the online submission of AQAR.
- * Revised format is followed in preparing AQAR. The format was revised on January 2014.
- * Conveners have to consolidate the AQAR before July 30th.
- * It was planned to apply for financial support under Infrastructure Criterion from RUSA.
- * 2014-2015 Budget preparation for RUSA will be carried out by a committee.
- * Autonomous colleges are eligible to get financial support for infrastructure. The proposal will be sent to TANSCH and MHRD will release the amount through TANSCH.
- * It was decided to constitute a committee and the proposal will claim the total of Rs. 2 crore which will be proportionately divided into 70 lakhs + 60 lakhs + 60 lakhs for the three successive years.
- * New members were nominated as Industrial Expert and Community Expert for the next two years in IQAC.

Industrial Expert

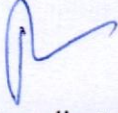
Mr. Ashokan (Alumnus)

Prop. SUN Industries

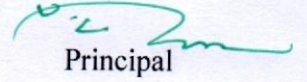
Community Expert

Mr. Baskarraj (Alumnus)

Rotarian



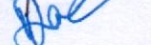
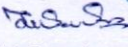
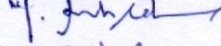
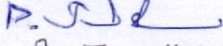
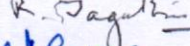
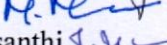
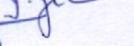
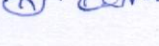


Co-ordinator



Principal

Signature of the Members Present

1. Dr. N. Senthil Kumar 
2. Dr. M. K. Rajan 
3. Dr. V. Ramasubramanian 
4. Dr. L. Isaiarasu 
5. Dr. M. Meenakshi Sundaram 
6. Mrs. P. Tamil Selvi 
7. Mr. R. Jagannathan 
8. Mr. M. Moovendhan 
9. Mrs. Jeba Kumari Beulah Vasanthi 
10. Mrs. B. Rathika 

AYYA NADAR JANAKI AMMAL COLLEGE(Autonomous)

Meeting – 2

Date : 31.7.2014

Venue : Principal's Room

Time : 10.15 a.m

Members Present

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Asst. Co-ordinator : Dr. N. Senthil Kumar

Executive Members

1. Dr. M. K. Rajan
2. Dr. V. Ramasubramanian
3. Dr. L. Isaaiarasu
4. Dr. M. Meenakshi Sundaram
5. Mrs. P. Tamil Selvi
6. Mr. R. Jagannathan
7. Mr. M. Moovendhan
8. Mrs. Jeba Kumari Beulah Vasanthi
9. Mrs. B. Rathika

- It was decided to submit AQAR on the 31st day of August.
- A Data Centre will be established soon.
- IQAC planned to organize One Day Workshop. Two or three criteria will be dealt with during the workshop.
- The following suggestions will be taken into consideration for the future accreditation:
 - Visiting Professors
 - Staff Exchange Programmes
 - A Meditation Hall
 - Interdisciplinary Research
 - Tie up with reputed industries
- It was decided to conduct External Academic Audit in the month of January 2015 for the academic year 2013 – 2014.

Co-ordinator

Principal

Signature of the Members Present

1. Dr. N. Senthil Kumar
2. Dr. M. K. Rajan
3. Dr. V. Ramasubramanian
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshi Sundaram
6. Mrs. P. Tamil Selvi
7. Mr. R. Jagannathan
8. Mr. M. Moovendhan
9. Mrs. Jeba Kumari Beulah Vasanthi
10. Mrs. B. Rathika

AYYA NADAR JANAKI AMMAL COLLEGE(Autonomous)

Meeting – 3

Date : 13.8.2014

Venue : Conference Hall

Time : 11.00 a.m.

Members Present

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Asst. Co-ordinator : Dr. N. Senthil Kumar

Executive Members

1. Dr. M. K. Rajan
2. Dr. V. Ramasubramanian
3. Dr. L. Isaiarasu
4. Dr. M. Meenakshi Sundaram
5. Mrs. P. Tamil Selvi
6. Mr. R. Jagannathan
7. Mr. M. Moovendhan
8. Mrs. Jeba Kumari Beulah Vasanthi
9. Mrs. B. Rathika

- AQAR will be submitted on August 31st 2014.
- One day Workshop will be organized soon. Topic for the Workshop will be decided in the next meeting.

* Members suggested that the theme of the Workshop should be a facilitator for us. Resource persons will be invited to train the participants during the Workshop.

* *Green Measure or Green Auditing and Data Management Practices in Higher Education System* can be dealt with in the Workshop.

* It was decided to invite two staff members and the Co-ordinator of IQAC for the Workshop from each college.

- Initiatives for NAAC accreditation will be taken into consideration.
- The members suggested that retired Professors or non-academics can also be invited as Visiting Professors.
- 15 hrs. in a cluster can be allotted for the Visiting Faculty.

- This programme will be implemented in the following Departments initially. B. Com., Computer Science, and Life Sciences.
- Staff Exchange Programme can be implemented through Video Conferencing or Skype.
- Data Centre will be installed soon with a separate Staff- in-charge.

Co-ordinator

Principal

Signature of the Members Present

1. Dr. N. Senthil Kumar
2. Dr. M. K. Rajan
3. Dr. V. Ramasubramanian
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshi Sundaram
6. Mrs. P. Tamil Selvi
7. Mr. R. Jagannathan
8. Mr. M. Moovendhan
9. Mrs. Jeba Kumari Beulah Vasanthi
10. Mrs. B. Rathika

AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous)

SIVAKASI

Internal Quality and Assurance Cell

Meeting – 4

Venue : Conference Hall

Date : 10.9.2014

Time : 11.00 a.m.

Members Present

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinator : Dr. N. Senthil Kumar

Executive Members : 1. Dr. M. K. Rajan

2. Dr. V. Ramasubramanian

3. Dr. L. Isaiarasu

4. Dr. M. Meenakshi Sundaram

5. Mrs. P. Tamil Selvi

6. Mr. R. Jegannathan

7. Mr. M. Moovendhan

8. Mrs. Jeba Kumari Beulah Vasanthi

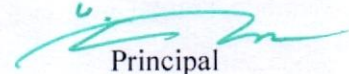
9. Mrs. B. Rathika

- Suggestions for the appointment of Visiting Professors were invited. Members contributed suggestions.
- Online submission of AQAR will be done in a week.
- Action taken report for the “Academic Audit” should be sent before the 30th day of September.

- A meeting with the newly appointed Industrial Expert and Community Expert will be held soon.
- Gender Sensitisation Programme and Gender Audit Programme can be carried out in collaboration with Women Cell. It was decided to conduct programmes related to Health Issues and Dress Code.



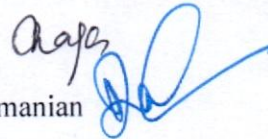
Co-ordinator



Principal

Signature of the Members Present

1. Dr. M. K. Rajan



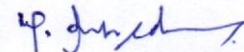
2. Dr. V. Ramasubramanian



3. Dr. L. Isaiarasu



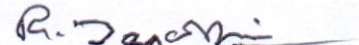
4. Dr. M. Meenakshi Sundaram



5. Mrs. P. Tamil Selvi




6. Mr. R. Jegannathan



7. Mr. M. Moovendhan



8. Mrs. Jeba Kumari Beulah Vasanthi



9. Mrs. B. Rathika



AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous)

SIVAKASI

Internal Quality and Assurance Cell

Meeting – 5

Annual General Body Meeting

Venue : Conference Hall

Date : 17.10.2014

Time : 03.00 p.m.

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinator : Dr. N. Senthil Kumar

Executive Members : 1. Dr. M. K. Rajan

2. Dr. V. Ramasubramanian

3. Dr. L. Isaiarasu

4. Dr. M. Meenakshi Sundaram

5. Mrs. P. Tamil Selvi

6. Mr. R. Jegannathan

7. Mr. M. Moovendhan

8. Mrs. Jeba Kumari Beulah Vasanthi - AA

9. Mrs. B. Rathika

External Executive Member : Mr. M. Asokan, Proprietor, SUN Industries, Sivakasi

* The meeting began with silent prayer

* Principal Dr. V. Pandiarajan introduced the External Executive Member Mr. M. Asokan,

Leading Industrialist

* It was decided to conduct a one day workshop on "Data Management in Higher

Education Institutions" in the first week of February, 2015.

* It was proposed to organise an SDP on *Video Lessons*.

* A special programme for the Research scholars was planned, on the topic *Research Ethics and Plagiarism*.

* An SDP for the newly recruited staff members will be organized on *Media and Professional Excellence*.

* In view of future accreditation the following programmes will be organized for the students.

1. Students Counselling
2. Gender Audit
3. Green Audit

* The Cluster of Colleges Activity should be organized in full swing.

* The Academic Audit for the Academic year 2013-2014 would be held in the month of January 2015. The Panel Members for the Audit would be decided in the next meeting.

* Staff coding sheet for the evaluation of the staff members would be issued after the re-opening of college for even semester.

Co-ordinator

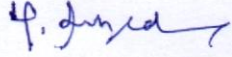
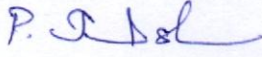
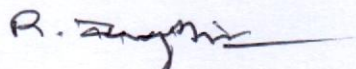

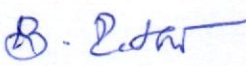
Principal

Signature of the Members Present

1. Dr. M. K. Rajan

2. Dr. V. Ramasubramanian

3. Dr. L. Isaiarasu

4. Dr. M. Meenakshi Sundaram 
5. Mrs. P. Tamil Selvi 
6. Mr. R. Jegannathan 
7. Mr. M. Moovendhan 
8. Mrs. Jeba Kumari Beulah Vasanthi - AA
9. Mrs. B. Rathika 

AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous)

SIVAKASI

Internal Quality and Assurance Cell

Meeting – 6

Executive Meeting

Venue :Principal's Room

Date : 10.12.2014

Time :11.00 p.m.

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinator : Dr. N. Senthil Kumar

Executive Members : 1. Dr. M. K. Rajan

2. Dr. V. Ramasubramanian

3. Dr. L. Isaiarasu

4. Dr. M. Meenakshi Sundaram

5. Mrs. P. Tamil Selvi

6. Mr. R. Jegannathan

7. Mr. M. Moovendhan

8. Mrs. Jeba Kumari Beulah Vasanthi - ~~AA~~ 

9. Mrs. B. Rathika

The following were the deliberations of the Executive Meeting

* Staff Coding Sheet should be filled and returned to Dr. R. Manohar on or before 15.12.14.

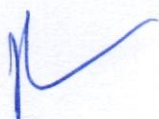
* IQAC planned to organize an SDP on 27th January, 2015 under CE grant. Mr. Jegath Gasper, Founder of Tamil Maiaam, Chennai would be the resource person.

* The One Day Workshop planned by IQAC would be held on 22nd January 2015 under Autonomy Grant.

* External Academic Audit will be held in the month of January 2015. The department proforma covering all aspects should be ready on the day of the External Audit. The report has to be submitted on 15.11.2014 for internal evaluation. The following Executive Members would be in-charge for the appraisal of the departments' report.

1. Mr. M. Moovendhan - Tamil and Hindi
2. Mrs. Jeba Kumari Beulah Vasanthi - English and Economics
3. Dr. L. Isaiarasu - Maths and Physics
4. Dr. M. Meenakshi Sundaram - Physics and Computer Science
5. Dr. M. K. Rajan - Chemistry
6. Dr. V. Ramasubramanian - Microbiology and Biotechnology
7. Mr. R. Jegannathan - Botany and Zoology
8. Mrs. P. Tamil Selvi - Commerce
9. Dr. N. Senthil Kumar - Visual Communication and P.H. S.
10. Dr. R. Manohar - B.B.A.

* The experts will give a report in which recommendations, suggestions and appreciation would be included besides appraisal.



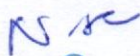
Co-ordinator



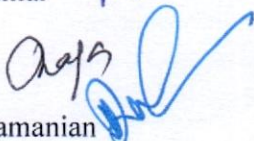
Principal

Signatures of the Members Present

Dr. N. Senthil Kumar



Dr. M. K. Rajan



Dr. V. Ramasubramanian



Mrs. P. Tamil Selvi P. Tamil Selvi

Mr. M. Moovendhan M. Moovendhan

Mrs. Jeba Kumari Beulah Vasanthi J. Kumari

Mrs. B. Rathika B. Rathika

AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous)

SIVAKASI

Internal Quality and Assurance Cell

Meeting – 7

Executive Meeting

Venue :Principal's Room

Date : 29.12.2014

Time :11.30 p.m.

Principal : Dr. V. Pandiarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinator : Dr. N. Senthil Kumar

Executive Members : 1. Dr. M. K. Rajan

2. Dr. V. Ramasubramanian

3. Dr. L. Isaiarasu

4. Dr. M. Meenakshi Sundaram

5. Mrs. P. Tamil Selvi

6. Mr. R. Jegannathan

7. Mr. M. Moovendhan

8. Mrs. Jeba Kumari Beulah Vasanthi

9. Mrs. B. Rathika

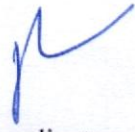
* It was decided to get concurrency from the External Experts for the Academic Audit going to be held in the month of January, 2015.

* The schedule of the visit of the External Experts to the departments was finalized.

* UGC sponsored One Day Workshop will be organized on 29.1.2015.

* IQAC has planned to conduct an SDP for the teaching staff on 24.1.2015 (Saturday).

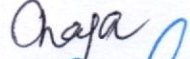
* An SDP for the non-teaching was scheduled on 3.1.2015.


Co-ordinator


Principal

Executive Members


: 1. Dr. M. K. Rajan



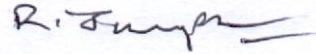
2. Dr. V. Ramasubramanian



3. Mrs. P. Tamil Selvi



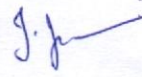
4. Mr. R. Jegannathan



5. Dr. N. Senthil Kumar



6. Mrs. Jeba Kumari Beulah Vasanthi



7. Mrs. B. Rathika

