

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting - 1**

Time : 3.00 p.m.

Venue : Principal's Room

Date : 8.7.2016

Principal : Dr. V. Pandiyarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinators : Dr. N. Senthilkumar

Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. V. Ramasubramanian
3. Dr. L. Isaiarasu
4. Dr. M. Meenakshisundaram
5. Mrs. P. Tamizhchelvi
6. Mr. R. Jaganathan
7. Dr. M. Moovendhan
8. Mrs. B. Rathika

- It was decided to circulate the External Academic Audit Report for the academic year 2014 - 2015 to all the Heads of the Departments for the submission of Action Taken Report. September 24, 2016 has been fixed as the last date for the submission of ATR.
- It was planned to conduct the Academic audit for the year 2015 - 2016 in the first week of September. Format is sent online to all the HoDs.
- It was decided to send the AQAR questionnaire for the year 2015 - 2016 online to all the HoDs. Last date for the submission is August 8, 2016.
- A committee is formed for consolidating the inputs collected from various departments for the preparation of Green Audit Report. Mr. S. Kalaiarasu, Head, Dept. of Physics (UG) will be the Convener, Dr. K. Lingakumar, Head, Dept. of Botany (PG), Dr. T.Sugumaran, Asst. Prof. in Chemistry and Dr.V. Mariappan Asst. Prof. in Zoology will be the members.

- Another committee is also formed for consolidating the input received from the members of the faculty for Gender Audit. The committee consists of Mrs. B. Rathika, Asst. Prof. in English (PG) as the Convener, Dr. F. Yogam, Asst. Prof. in Physics, Dr. R. Sornapriya, Asst. Prof. in Commerce and Mrs. K. Dhanalakshmi, Asst. Prof. in BBA will be the members.
- It was proposed to organise a workshop on “Methodologies of Credit Allocation” under Autonomy grant.
- It was decided to send a proposal to NAAC for the conduct of a NAAC sponsored National seminar. Amalgamation of Curriculum design and Skill based Education can be highlighted in the seminar.

#### **Any other matter**

- Food Safety Officer in Sivakasi is willing to offer an awareness programme to teaching and non-teaching staff regarding food hygiene.
- Ramakrishna Mission Arts and Science College wishes to have an exchange programme (staff and student exchange) with our College. They will visit our campus on July 20, 2016.
- It was planned to organise a meeting for Liaison officers of IQAC on July 12, 2016.

**Co-ordinator**

**Principal**

#### **Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. V. Ramasubramanian
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting - 2**

Time : 11.00 a.m.

Venue : Principal's Room

Date : 3.8.2016

Principal : Dr. V. Pandiyarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinators : Dr. N. Senthilkumar

Dr. J. Jebakumari Beulah Vasanthi

Executive Members

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika

- Academic Audit for the year 2015 – 2016 will be held in the month of October, 2016.
- Panel of External Experts will be shortlisted shortly.
- It was decided to submit the AQAR by September 15, 2016.
- It was planned to prepare the SSR (Self Study Report) for the IV cycle of NAAC accreditation in the month of July, 2017 for submitting to the NAAC.
- Teaching-Learning criterion will be taken care of by Mrs. P. Tamizhchelvi and Infrastructure will be taken care of by Dr. M. Moovendhan.
- For the criteria such as Governance and Leadership and Student Support new members are to be inducted.
- There will be a meeting for the conveners of Clubs and Flora to collect data and evidences regarding the activities conducted by their respective Fora.

- Ramakrishna Vidhyalaya College of Arts and Science, Coimbatore wishes to have a collaboration research in Mathematics and Chemistry. They are also willing to provide an awareness programme on CISCO.
- It was decided to send a proposal to NAAC to organise a NAAC sponsored seminar.

**Co-ordinator**

**Principal**

**Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mrs. P. Tamizhchelvi
7. Mr. R. Jaganathan
8. Dr. M. Moovendhan
9. Mrs. B. Rathika

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 3**

Time : 11.00 a.m.

Venue : Principal's Room

Date : 6.9.2016

Principal : Dr. V. Pandiyarajan  
Co-ordinator : Dr. R. Manohar  
Assistant Co-ordinators : Dr. N. Senthilkumar  
Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika

- It was decided to submit the AQAR in the last week of September, 2016.
- Experts for External Academic Audit were finalized by the Principal.
- External Academic Audit will be on 4. 10. 2016 for all the departments except P.H.S.
- Evidences should be kept ready for the audit.
- Recommendations for Quality Enhancement of the Institution were discussed:
  - ✓ It was decided to organise programmes regarding corporate grooming.
  - ✓ Besides French, German will also be introduced shortly as a Certificate Course.
  - ✓ Steps will be taken to implement Exchange Programme with an International University.
  - ✓ It was planned to arrange Yoga and Music classes for the faculty.

**Co-ordinator**

**Principal**

## **Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mrs. P. Tamizhchelvi
7. Mr. R. Jaganathan
8. Dr. M. Moovendhan
9. Mrs. B. Rathika

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 4**

Time : 11.00 a.m.

Venue : Principal's Room

Date : 30.9.2016

Principal : Dr. V. Pandiyarajan

Co-ordinator : Dr. R. Manohar

Assistant Co-ordinators : Dr. N. Senthilkumar

Dr. J. Jebakumari Beulah Vasanthi

Executive Members

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika

- Schedule for the External Academic Audit was discussed in the meeting.
- The details of the External Auditors are given in Annexure 1.
- It was announced by the Principal that there will be an FDP by Dr. Ganesh Hegde, Deputy Adviser of NAAC in the month of October, 2016.
- The Principal informed the members that the AQAR was submitted on 26. 9.'16 and the acknowledgement was also received.
- He also asked the members to ask the Departments to submit the Evaluative Report for the academic year 2012 – 2013 and 2015 – 2016.

**Co-ordinator**

**Principal**

**Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi

3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mrs. P. Tamizhchelvi
7. Mr. R. Jaganathan
8. Mrs. B. Rathika



**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 5**

Time: 11.00 a.m.

Venue: Principal's Room

Date: 9.12.2016

Principal : Dr. V. Pandiyarajan  
Co-ordinator : Dr. R. Manohar  
Assistant Co-ordinators : Dr. N. Senthilkumar  
Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika

- Principal announced that Dr. Hegde, NAAC Advisor will address the staff in the month of January, 2017.
- Principal and the Executive Members had a discussion regarding SSR (Self Study Report) Preparation.
- It was decided by the Principal that the members of the research Committee had to be revamped.

The following is the composition of the Research Committee:

1. Dr. S. Kumararaja (Convener) (Dept. of Chemistry)
2. Dr. S. Saravanan (Dept. of Chemistry)
3. Dr. M. Alagar (Dept. of Physics)
4. Dr. L. Isaiarasu (Dept. of Zoology)
5. Dr. K. Linga Kumar (Dept. of Botany)
6. Dr. G. Sivanesan (Dept. of Tamil)
7. Dr. S. Ganesan (Dept. of Economics)
8. Dr. V. Renuga Devi (Dept. of Mathematics)
9. Dr. M. Selva Kumar (Dept. of Commerce)

- The Executive members had a discussion with the Principal regarding the vision and the mission of the institution.

**Co-ordinator**

**Principal**

**Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mr. R. Jaganathan
7. Dr. M. Moovendhan
8. Mrs. B. Rathika

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 6**

Time: 11.30 a.m.

Venue: Principal's Room

Date: 15.12.2016

Principal : Dr. V. Pandiyarajan  
Co-ordinator : Dr. R. Manohar  
Assistant Co-ordinators : Dr. N. Senthilkumar  
Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika
8. Dr. C. Parameswaran
9. Dr. M. Selvakumar

- It was decided by the Principal and the Executive members that for each criterion a staff member would be deputed from each department.
- It was planned to organise a training programme for the deputed staff members in a short while.
- The IQAC has proposed to organise an FDP in collaboration with BBA dept. on December 28<sup>th</sup> and 29<sup>th</sup>, 2016.
- Mrs. B. Rathika, Dr. M. Moovendhan, and Mrs. R. Sophia Rani are in charge for language corrections of SSR.
- It was decided to submit SSR data by January 30<sup>th</sup>, 2017.
- ICT Academy has called for papers on Best Practices. It was decided by the Members to prepare a paper focusing Youth Empowerment. Mrs. P. Tamizhchelvi is deputed to register online.

- NAAC has sanctioned the sum of rupees one lakh towards the National Seminar on “Curriculum Designing and Skill Based Education - Opportunities and Challenges” in the month of February 2017. It is planned by the members to initiate the spade work towards the conduct of the conference.

**Co-ordinator**

**Principal**

**Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mrs. P. Tamizhchelvi
7. Mr. R. Jaganathan
8. Dr. M. Moovendhan
9. Mrs. B. Rathika
10. Dr. C. Parameswaran
11. Dr. M. Selvakumar

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 7**

Time: 11.00 a.m.

Venue: Principal's Room

Date: 11.01.2017

Principal : Dr. V. Pandiyarajan  
Co-ordinator : Dr. R. Manohar  
Assistant Co-ordinators : Dr. N. Senthilkumar  
Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika
8. Dr. C. Parameswaran
9. Dr. M. Selvakumar
10. Dr. T. Sugumaran

- Principal and Executive members decided to organise the NAAC sponsored Two Day National Seminar on the topic “Curriculum Designing and Skill Based Education - Opportunities and Challenges” on 16<sup>th</sup> and 17<sup>th</sup> February, 2017.
- It was decided to submit a paper on the topic “Youth Empowerment” comprising of 2000 words to ICT Academy of Tamil Nadu on or before 18<sup>th</sup> January, 2017.
- It was decided to collect the Department wise Criterion report on or before 28<sup>th</sup> February, 2017.
- Principal asked to send the softcopy of the criterion wise questions to all the heads of the department through e-mail.

**Co-ordinator**

**Principal**

## **Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mrs. P. Tamizhchelvi
7. Mr. R. Jaganathan
8. Dr. M. Moovendhan
9. Dr. C. Parameswaran
10. Dr. M. Selvakumar
11. Dr. T. Sugumaran

**AYYA NADAR JANAKI AMMAL COLLEGE (Autonomous), Sivakasi**

**Internal Quality Assurance Cell**

**Meeting – 8**

Time: 11.00 a.m.

Venue: Principal's Room

Date: 1.03.2017

Principal : Dr. V. Pandiyarajan  
Co-ordinator : Dr. R. Manohar  
Assistant Co-ordinators : Dr. N. Senthilkumar  
Dr. J. Jebakumari Beulah Vasanthi

**Executive Members**

1. Dr. M. K. Rajan
2. Dr. L. Isaiarasu
3. Dr. M. Meenakshisundaram
4. Mrs. P. Tamizhchelvi
5. Mr. R. Jaganathan
6. Dr. M. Moovendhan
7. Mrs. B. Rathika
8. Dr. C. Parameswaran
9. Dr. M. Selvakumar
10. Dr. T. Sugumaran

- Principal and Executive members reviewed the NAAC sponsored Two Day National Seminar on “Curriculum Designing and Skill Based Education - Opportunities and Challenges” held on 16<sup>th</sup> and 17<sup>th</sup> February, 2017.
- It was decided to conduct Staff Development Programme on Relationship Building on 7<sup>th</sup> March, 2017. Mrs. Sridevi, Social Entrepreneur, Madurai will act as a resource person.
- It was planned to organise Staff Development Programme by Dr. E. Ramaganesh, Chair, School of Education, Bharathidasan University, Trichy on 10<sup>th</sup> March, 2017.
- Workshop on Patent Filing was planned on 14<sup>th</sup> March, 2017. The resource person will be Dr. P. Ponmurugan, Associate Professor of Botany, Bharathiyar University, Coimbatore.

- Principal announced that the Department wise Criterion report should be submitted on or before 15<sup>th</sup> March, 2017.

**Co-ordinator**

**Principal**

**Members Present**

1. Dr. N. Senthilkumar
2. Dr. J. Jebakumari Beulah Vasanthi
3. Dr. M. K. Rajan
4. Dr. L. Isaiarasu
5. Dr. M. Meenakshisundaram
6. Mr. R. Jaganathan
7. Dr. M. Moovendhan
8. Dr. C. Parameswaran
9. Dr. M. Selvakumar
10. Dr. T. Sugumaran