

**RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND SCIENCE****(AUTONOMOUS)****SULUR, COIMBATORE - 641 402****CONFIDENTIAL****FOR USE OF MEMBERS ONLY****MINUTES OF IQAC SECOND QUARTER MEETING FOR THE ACADEMIC YEAR**  
**2014-2015**

Date: 27.12.2014

Time: 10.30 a.m.

Venue: Principal's Chamber

**AGENDA:**

1. NAAC Peer team recommendations (PTR) - Review & Implementation Strategies
2. Criterion-wise Quality Profile Analysis
3. Review of Best Practices submitted by the departments
4. Internal Audit Report
5. Any other matter.

**Resolutions/Recommendations;****1. NAAC Peer Team recommendations**

EVOLVE SCHEMES TO ATTRACT THE MERITORIOUS STUDENTS AND PROVIDE ATTRACTIVE SALARY PACKAGE FOR EXISTING FACULTY AND EXPERIENCED FACULTY FROM OUTSIDE

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After due discussions, it was resolved to revive the Talent Search Examination (TSE) conducted for +2 students and there by attracting meritorious students.

It was also suggested to organize events viz., Quiz, Games, and other competitions to the students on the day of TSE. It was resolved to apprise the admission committee regarding the aforesaid matter.

Dr. H. Muhamed Mubarak informed that the enhancement of salary packages for existing faculty and experienced faculty from outside will be processed after consulting with the top management.

DEVELOP SCHEMES TO PROMOTE FACULTY EXCHANGE AND STUDENT MOBILITY

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It was resolved to recommend the management to frame new policies and to liberalize the existing in order to strengthen the faculty exchange and student mobility.

DEVELOP SCHOOL SYSTEMS INVOLVING ALLIED DISCIPLINES / DEPARTMENTS AND PROMOTE INTERDISCIPLINARY PROGRAMMES

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Incontinuation with the recommendation, it was resolved to develop School of Life Sciences by integrating interdisciplinary programmes in Life sciences in future. Anyhow further discussions are recommended in this score before integration.

ESTABLISH SOPHISTICATED INSTRUMENTATION FACILITY TO SUPPORT RESEARCH AND CARRYOUT ANALYTICAL SERVICES

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It was resolved to request the management to take favourable actions to construct centralized instrumentation laboratory with sophisticated instrumentation facility.

STRIVE TO GET MORE EXTERNALLY FUNDED RESEARCH PROJECTS USING THE EXPERTISE AND AVAILABLE INFRASTRUCTURE

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It was resolved to educate the members of staff to tap funds from agencies like ICSST, DST, DRDO, apart from UGC etc., for which the Research committee of the institution shall take proactive measures.

CONDUCTING MORE EXTENSION PROGRAMS IN A MORE FOCUSED AND TARGET SPECIFIC MANNER WITH LONG TERM OBJECTIVES AND OFFER FRUITFUL AND REWARDING CONSULTANCY SERVICES

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Based on the recommendation, it was resolved to conduct extension programs in a specific and measurable manner. Long term objectives and periodic validation are also recommended for such programs.

IQAC MAY TAKE MORE PROACTIVE ROLE TO PRIORITIZE THE QUALITY ENHANCEMENT MECHANISMS AND PROCESSES TO MAKE THE INSTITUTION "FUTURE READY"

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Mr. M.P. Ayyappa Das informed the members regarding the plan of action chalked out for the coming academic years. Dr. Hyacinth Pink recalled the importance of prioritizing areas first and then to implement them one by one based on their priority. It was resolved to approve the preceding suggestion.

PROVIDE TOILET FACILITIES TO THE WOMEN'S HOSTEL WITHIN THEIR ROOMS AND CREATE PROPER VENTILATION IN ALL HOSTEL ROOM

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Mr. Gowrishankar informed the members that necessary steps have been taken for creating proper ventilation in all hostel rooms, which will be completed by the end of the academic year. The toilet facilities have been already provided in selected rooms and this practice will be extended to other blocks in a phased manner.

OFFER MORE NUMBER OF COURSES FOR SKILL DEVELOPMENT AS ENVISAGED BY THE NSDC, GOVT OF INDIA

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Dr. D.F.X. Christopher told that the UG Computer Science department is already availing the facility offered from NSDC, Govt of India. It was resolved to identify programs which suits all disciplines on or before April'2015.

PROVIDE TRAINING TO HANDLE MUSICAL INSTRUMENTS, SERVICING ELECTRONIC EQUIPMENT'S AND ORIENT TO MANAGE LARGE SCALE PRODUCTIONS OF FOOD SUPPLIES TO THE STUDENTS.

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It was resolved to request the management to purchase few musical instruments and to provide expertise in that area to the students.

ESTABLISH GROUP INSURANCE AND MEDICAL INSURANCE TO ALL TEACHING AND NON-TEACHING STAFFS AND THEIR FAMILIES, IN ADDITION TO INSTITUTION OF PERFORMANCE AWARDS TO NON-TEACHING STAFF EVERY YEAR ON PAR WITH TEACHING FACULTY

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It was unanimously resolved to establish Group insurance and Medical Insurance to all the members of staff and non-teaching and also for students.

It was also resolved to introduce performance awards to non-teaching faculty in the near future.

TAKE COGNIZANCE OF BOS IN PROPOSING THE PANEL OF QUESTION PAPER SETTERS AND VALUES FOR ALL SEMESTER-END EXAMINATIONS AND COORDINATE FOR QUICK DECLARATION OF RESULTS

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Dr. Meera Raman, informed the members that based on the recommendations, cognizance of BoS will be taken for proposing panel in Question paper setting and valuation for all semesters – end examination and also steps will be taken for quick declaration of results.

ARRANGE TO ORIENT NEW ENTRANTS OF TEACHING SYSTEMS FROM CURRICULUM DEVELOPMENT TO COMPLETION OF EXAMINATIONS

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Dr. Hyacinth Pink suggested that curriculum development and related reforms should take place along with examination reforms

PROVIDE LAPTOPS TO ALL TEACHING FACULTIES TO MAXIMIZE THEIR POTENTIAL IN DEVELOPING LECTURE PRESENTATIONS AND E-LEARNING RESOURCES

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Secretary, Dr. H. Muhamed Mubarack informed that laptop will be provided to those HoDs who have not received yet from the management. For other members this will be carried out in a phased manner.

THE TRUST SHALL MAINTAIN A SEPARATE FINANCE SECTION FOR THIS COLLEGE AND HAVE ITS BUDGET ESTIMATES EXCLUSIVELY.

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The matter will be put up to the management for further action in this score.

## **2. Criterion-wise Quality Profile Analysis**

It was observed that the weightages scored for Innovations & Best practices is less and resolved to take remedial measures.

## **3. Review of Best Practices submitted by the departments**

Mr. M.P. Ayyappa Das, Co-ordinator informed the members that the departments have submitted the title of best practices. After reviewing the titles it was resolved to circulate the best practices (suggested by NAAC to Higher Education Institutions (HEI's) to the HoDs which will enable them to identify and design best practices of the department.

## **4. Internal Audit Report**

It was also resolved to conduct external academic audit, in addition to the internal audit conducted by IQAC.

Mr. M.P. Ayyappa Das  
Coordinator, IQAC

Dr. P. Thirunavukkarasu  
Chair Person, IQAC