

**RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)
SULUR, COIMBATORE - 641 402**



Date: 06.04.2017

Time: 10.00 a.m.

Venue: IQAC Chamber

AGENDA:

1. APR Policy
2. Award ceremony for previous year's winners
3. AQAR (Annual Quality Assurance Report) 2016-17
4. RVS CAS Bulletin
5. Any Other matter

Resolutions/Recommendations:

1. APR Policy:

- Dr. T. Sivakumar, Vice Principal, opined that the process viz. APR (Annual Performance Review) and the concept of SME (Subject Matter Expert) should reach the students and then only they will be able to appreciate the system for ensuring quality in teaching.
- It was resolved to approve the draft of APR policy with necessary modifications.

The major inclusions are listed below:

- No. of Awardees: Top 10% and the next 10% will be given citations in individual categories. However due to the large size of participants in less than 5 years category, the top 5% will be considered for award and the next 10% will be honored with citations.
- The attributes (Questionnaire) for the component '*code of conduct*' will be incorporated in the APR manual for enhancing transparency.
- Honorary citations and Life time achievement citations will be given to SMEs and outstanding performers respectively.
- The draft with aforesaid modifications will be presented to the top management for getting approval.

2. Award ceremony for previous year's winners:

- The awards will be distributed in the hebdomadal assembly in the beginning of the academic year.
- The committee observed that awards were not distributed for previous years and it was also resolved to distribute the awards on the third week of April (before the end of the current semester) without fail.

3. AQAR (Annual Quality Assurance Report) 2016-17:

- It was resolved to prepare the AQAR (2016-17) according to the revised format and to submit the report to NAAC within the stipulated time (due date : 01.09.2017)

4. RVS CAS Bulletin:

- After due discussion, it was resolved to send a reminder mail to all Directors/HoD's for sending the details of activities to be incorporated in the RVSCAS bulletin.

5. Any Other matter:

- The committee observed that there is an impact in the students, especially among the slow learners, because of writing topic/sub topic on the board by the members of faculty.
- The Directors/HoDs were also requested to keep verifying the match between the entries in RAVES and students note books on a regular basis.

Since no other matter was there for discussion, the meeting adjourned at 11.30 a.m.

**** *End of the Statement* ****