

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



Date : 31.08.2018

Time: 11.00 a.m.

Venue: Principal's Chamber

AGENDA

1. NAAC Reaccreditation (2019) - Work progress
2. Research - Strategies, policies and procedures
3. APR Awards
4. Annual Quality Assurance Report (AQAR)
6. Any Other matter

Dr. H. Muhamed Mubarack, Secretary gave the introductory address. He briefed the importance of inculcating quality traits in all the spheres of Higher Educational Institutions (HEIs). He stated the various functions of IQAC which are as follows:

The IQAC of HEIs:

1. Keeps alive the mechanism of quality consciousness in institutions.
2. Acts as an in-house mechanism to build and propagate quality.
3. Strives to meet diverse needs of the stakeholders.
4. Plans, guides, implements and monitors quality assurance and enhancement.

5. Stands as a driving force to the institution in sharing the quality.
6. Facilitates as a participating organ.
7. Assists in the Development and application of quality parameters for various academic and administrative activities of the College.
8. Succeeds in creating a learner-centric environment and provides quality education.
9. Receives feedback from students, parents and stakeholders in the quality related processes.
10. Organizes Seminars, Symposia and workshops.
11. Disseminates information to all the stakeholders.
12. Documents all the programmes/activities of the College.
13. Development and maintenance of College database.
14. Serves as a Nodal agency by coordinating quality related activities.
15. Internalizes and institutionalizes various healthy and good practices in the College.
16. Preparation of AQAR.
17. Updates IQAC activities in the website.
18. Makes SMART (Specific, Measurable, Attainable, Reachable and Time-bound) moves.

- Dr. T. Sivakumar, Chairman, introduced the deputy coordinators Dr. Ketti Ramalingam (PG-Commerce), Mr. P.Mohanraj (BBA), and Mr. Anandha Saravanan (Electronics) and he also apprised them with their roles and responsibilities.

The Chairman proposed that all the departments will have their POs and PSOs and the College will have its centralized vision and mission from this academic year 2018-2019.

The Principal informed that it is mandatory to analyze and act upon the feedback received from various stakeholders. In this connection, he asked Dr. Ranjitha Kumari, to take up this assignment and also asked her to form a team in this regard. The team can collect the feedback from IQAC and shall come out with the Action Taken Report (ATR) on or before 29.09.2018.

Resolutions/Recommendations:

1. NAAC Reaccreditation (2019) - Work progress:

Dr.M.P. Ayyappa Das briefed about the progress made in reaccreditation work.

- The Self Study Report (SSR) preparation has been started and the Curriculum criterion will be completed before 15.09.2018.
- An FDP is planned in the month of September(2018) on SSR preparation. Dr. Ramamoorthy, Principal (NAAC Peer Team Member), CIMAT will be the resource person for the same.

- It was also resolved to organize a seven day FDP for all the members of the staff in the month of November 2018.
- Faculty members will be welcomed whenever they come forward in presenting papers in Seminars, Symposia, and Workshops.

2. Research - Strategies, policies and procedures:

- The rough draft of the research policies and procedures was presented in the meeting. After due discussion, with some modifications, it was resolved to approve the drafts of policies and procedures.
- The members of staff with doctoral degree or more than ten years of service shall compulsorily involve in research by getting funded project and publishing research articles.

3. APR Awards:

- Coordinator, IQAC informed that components viz., Admission, Placement, Classroom evaluation were not considered for appraisal based on the request from the members of staff. However, these components were not replaced by other parameters. He asked the members to give their suggestions after discussing with the members of staff (on or before 4th September'18), enabling the IQAC to come out with the revised manual of APR for the current academic year.

- After taking the cognizance of top management, the Coordinator informed that the Faculty Excellence Award Ceremony for previous years is scheduled on 12.09.2018.

4. Annual Quality Assurance Report (AQAR):

- The Coordinator informed that the first draft of AQAR is ready and the same will be circulated to all the members for their suggestions.
- In connection with the above, Dr. T. Sivakumar, Chairman asked the Coordinator also to send the first draft of AQAR to the External experts for validation.
- The fair draft will be submitted to NAAC with the approval of competent authorities before the end of September 2018.

Since no other matter came for discussion, the meeting came to an end by 12.30 p.m.

*** End of the Statement ***