

# AJK COLLEGE OF ARTS AND SCIENCE

NAVAKKARAI, COIMBATORE – 641 105.

02.12.2014

## MEMBERS OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dec 2014-15 to Dec 2015-2016

1.	<b>Dr.K.Kumarasamy</b> Principal AJK College of Arts and Science Coimbatore – 641 105.	Chairperson
2.	<b>Mr.G.Sathiyamoorthy</b> Director & Head Department of Visual Communication AJK College of Arts and Science Coimbatore - 641 105.	Coordinator
3.	<b>Mrs.Bindu Ajeet</b> Director AJK Educational Institutions Coimbatore – 641 105.	Senior Administrative Officer
4.	<b>Dr.K.Vijila M.Sc (Ag)., Ph.D.</b> Professor (Agricultural Microbiology) Tamilnadu Agricultural University Coimbatore - 641 003.	Academician
5.	<b>Thiru. Jayakumar Ramdass</b> Managing Director Mahendra Submersible Pumps (P) Ltd. Vice-president- Coimbatore Management Association Coimbatore.	Representative from Industry
6.	<b>Mr.A.Jeyachandran</b> Corporate Consultant Taj Group of Hotels Chennai.	Representative from Industry
7.	<b>Thiru.Nanjil Nadan</b> Sahithya Academic Winner and Social worker.	Local Society Representative
8.	<b>Dr.B.Sampath Kumar</b> Advisor AJK Educational Institutions Coimbatore – 641 105.	Management Representative
9.	<b>Mrs.Subhathra Satheesan</b> Assistant Professor – Department of Malayalam AJK College of Arts and Science Coimbatore – 641 105.	Senior Administrative Officer
10.	<b>Mr.John Grasiyas.S</b> Assistant Professor – Department of BCA AJK College of Arts and Science Coimbatore- 641 105.	Teaching Faculty


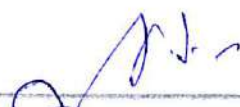
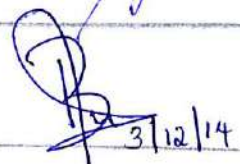
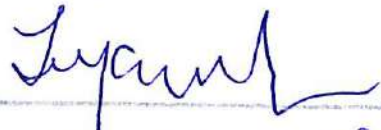

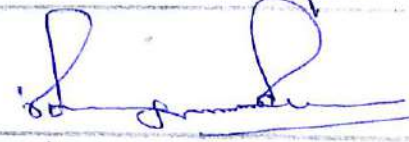




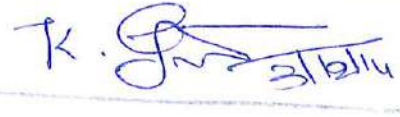


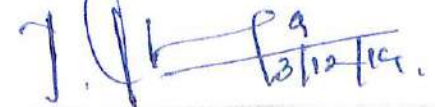
11.	<b>Mr.Prakash.S</b> Dean-Academic AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
12.	<b>Mrs.Santhana Krishna.N</b> Assistant Professor – Department of CS-PG AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
13.	<b>Ms.K.Gomathy</b> Assistant Professor – Department of IT&SS AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
14.	<b>Mr.Manikandan.K</b> Assistant Professor – Department of ECS AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
15.	<b>Mrs.Vidhya Devi.P</b> Assistant Professor – Department of CS-UG AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
16.	<b>Dr.Priyanka Jayaraj</b> Assistant Professor – Department of Commerce AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
17.	<b>Mrs.Merlin Jenefer.K</b> Assistant Professor – Department of MSW AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
18.	<b>Mr.Ebenezer Paul Rajan.T.Y</b> Assistant Professor – Department of BBA CA AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
19.	<b>Mrs.Divya Jose.J</b>	Student Alumni

# IQAC MEETING

Date: 03.12.2014

Meeting - 01/2014-15

Venue: Conference Hall - II

S.No	Name of the Members Attended	Signature
1.	Dr. K. Kumarasamy	
2.	Mr. G. Sathya moorthy	
3.	Mr. Bindu Ajeet	 3/12/14
4.	Mr. A. Jeyachandran	
5.	Thiru. Nanjil Nadan	
6.	Dr. B. Sampath Kumar	 03.12.2014
7.	Mr. Subhatha Sathesan	 3/12/14
8.	Mr. John Grassias .S	 3/12/14.
9.	Mr. Prakash. S	 03/12/14.
10.	Mr. Santhana Krishna. N	 3/12/14
11.	Mr. K. Gomathy	 3/12/14.
12.	Mr. Manikandan. K	
13.	Mrs. Vidhya Devi. P	 3/12/14
14.	Dr. Priyanka Jayaraj	 3/12/14.

S.No Name of the members Attended

Signature

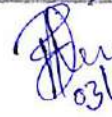
15.

Mrs. Merlin Tenjee. K

  
3/12/14

16.

Mr. Ebenezer Paul Rajan. T. Y

  
03/12/14

17.

**AJK CAS**

**IQAC Meeting Minutes**

**Date:03.12.2014**

**Venue: AJK CAS**

The first meeting of IQAC of AJK college of Arts and Science was held on 03.12.2014 at 3.00PM. The following members were present.

1.	<b>Dr.K.Kumarasamy</b> Principal AJK College of Arts and Science Coimbatore – 641 105.	Chairperson
2.	<b>Mr.G.Sathiyamoorthy</b> Director & Head Department of Visual Communication AJK College of Arts and Science Coimbatore – 641 105.	Coordinator
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18.	<b>Mr.Ebenezer Paul Rajan.T.Y</b> Assistant Professor – Department of BBA CA AJK College of Arts and Science Coimbatore – 641 105.	Teaching Faculty
19.	<b>Mrs.Divya Jose.J</b>	Student Alumnus

\*Leave of Absence:

1. Dr.K.Vijila
2. Thiru. Jayakumar Ramdass

**Dr.K.Kumarasamy, Principal and also the Chairman of the IQAC, presided over the meeting.**

Prof.G.Sathyamoorthy, IQAC Co-ordinator, welcoming the gathering, explained the importance of IQAC and also why the NAAC insisted on constitution of IQAC in every college that opts for accreditation. The very purpose of NAAC itself is to ensure quality because it has been an elusive phenomenon while numerically there has been a significant growth in the number of universities and colleges over the past few decades. The higher education in India has to improve its quality. He also outlined the ambitious plan of the Ministry for Human Resource development to attain 30% gross enrolment ratio by 2020.

The chairman of IQAC introduced the members of the IQAC.

Mr. Ajeet Kumar Lal Mohan, Chairman of the College Committee, delivering a special address, pointed out that the college had chosen to go in for NAAC accreditation immediately after attaining the eligibility of six years of existence. Even colleges with more than 15-20 years of existence did not have the guts to do, he observed. The college could secure 2.89 in a scale of 4 despite certain obvious disadvantages it is encountering. Its major problem is that it is away from the city. In spite of that, from a strength of just about 180 in 2007-08, it has grown to become an institution with student strength of about 2,000. "We have achieved a lot; but still we have to achieve a lot", he added.

After his speech the principal initiated the regular agenda of the meeting.

The principal, who made a power-point presentation, pointed out the phenomenal growth of the institution during the past seven years and its creditable achievements over the years in terms of university ranks and results. He spoke about the visit of the NAAC peer team on 21, 22 and 23 August 2014, and its findings. It has also recommended quite a few measures for the improvement of quality and betterment of the institution. "We have to carry out the suggestions made by the NAAC so that the deficiencies could be overcome before we opt for re-accreditation".

He said that the NAAC proposes that every accredited institution should establish IQAC as a "post accreditation quality sustenance measure. The primary task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution."

Dr. K. Kumarasamy said that in order to improve the quality of the institution in the post-accreditation period, following initiatives have been taken:

1. 6 Quality Circles covering all the departments that would scrutinize the study materials prepared by the members of staff as per the guidelines of NAAC have been formed.
  - The Director, Dean and HODs of various Departments will monitor the entire system.
  - The procedures to be adopted in the college have been finalized and a document containing the academic and administration process has been given to all the Head of Departments.
  - All the academic activities have to pass through this system.
  - Review meeting will be conducted during the 4<sup>th</sup> week of every month.
  - For the last one month, the college started its exercise on this basis.
  - The following exercises have been made.
    - Standardized the question papers
    - Forthcoming semester will have the modified standard question papers.
    - The distribution of workload and preparation of time table for the even semester has been monitored and approved by IQAC. In order to improve the quality of faculty members, re-charge programmes have been organized. So far two such programmes for all the members and one each for the members of the Department of Commerce, Management, English, ECS and CDF have been conducted.
    - Dr. K. Kumarasamy proposed to carry out the following activities during the rest of the academic year:
      1. After publication of results of Nov \Dec 2014 examinations, they will be analyzed and suitable remedial measures will be taken to improve the performance

2. Besides, academic audit will be conducted to assess the performance of teachers and quality of teaching.

The Chairman requested Mrs. Bindu Ajeet the Director and Co-ordinator of the steering committee of NAAC to explain the salient features of the NAAC visit.

She pointed out that the NAAC peer team visited all the departments to check the infrastructure available and to interact with the faculty members and students. After evaluating (with reference to the seven criteria of the NAAC), the team identified the following as the major features of the institution:

1. Catering to higher educational needs of rural areas
2. Green campus with congenial ambience
3. Has design mechanism for the effective implementation of curriculum.
4. Quality ensured by monitoring class teaching and continuous assessments.
5. Transparent mechanism for admission in all courses.
6. Advance and slow learners identified.
7. Recruits teachers in accordance with the state government norms and university guidelines.
8. Transparency in examination system.
9. The average performance of the college higher than the average of the university in some subjects.
10. Teachers motivated to publish papers.
11. Faculty members presented good number of papers in national and international seminars.
12. The college has linkage with organizations and institutions that helps promote on-the-job training and students' placement.
13. Good infrastructure facility
14. Computerized library
15. System of offering financial assistance to needy students.
16. Good overall pass percentage.
17. Availability of in-door and outdoor facility for games.
18. The management has a vision to promote the institute as centre of excellence and has a perspective plan for future development.
19. Feedback from different sources on decision making and improving performance
20. Quality circles in place



21. Eco-friendly campus, free transportation facility, healthy interpersonal relationship among various stakeholders is noticeable.

The team also identified the following as the strengths of the institution:

1. Good infrastructure
2. Disciplined students
3. Proactive management

Weaknesses:

1. Lack of experienced teaching staff
2. Limited research facility and publication.

Recommendations made by the NAAC Peer Team to the college:

1. New need-based courses may be offered
2. The faculty may concentrate on pedagogy and e-content preparation
3. Staff should enhance their quality in pursuing research projects.
4. Establishment of language lab.
5. Strengthening academic and administrative audit.
6. Strengthening alumni and parents' association
7. Strengthening sports activities
8. Generating funds for research from other education agencies

She expressed the hope that the re-accreditation after 5 years will definitely change the institution to higher grade.

Mr. A. Jayachandran, a member, wanted the institution to depute its students to industry in order to update their knowledge. He wanted to know whether there was any attempt to get "anonymous feedback" from the students regarding the teaching. Similarly, he wanted to know whether remedial classes were conducted and what action was initiated in case of some students not attending such classes. The principal responded that while anonymous feedback was received from the students, remedial classes were being conducted after identifying the slow learners. Besides, it was the duty of the HoDs and the faculty members to ensure the attendance of the students. They continuously monitoring the system and also informed the students performance to their parents.

Mr. Jayachandran said in certain institutions assignments encompassing the teaching of the entire week were given so that that the memory of the students would be refreshed. Besides, they would be forced to look up the books at the library. He underlined the need for students attending the library as only library study would help expand their horizon and also knowledge. Also the students should be asked to make a presentation which would help them overcome stage fear.

He also sought to know whether there was any co-relation between the teacher and the results.

Mr Nanjil Nadan, another member, who urged the institution to plan for making students good citizens and not mere degree-holders, pleaded for more books in the library. It was unfortunate that the current crop of students hardly had general knowledge and they were not even aware of our own glorious heritage and history, including the lives of the great freedom fighters. Their knowledge regarding movie-related issues looks far better. There is something wrong with our education system, he regretted.

After studying languages like Tamil for 14 years, the number of those studying Tamil news papers was a fraction of the total population in Tamil Nadu . The scenario in Kerala was definitely better, he observed.

While colleges were more focused on ensuring discipline, academic excellence and placement, it is imperative that there should be an attempt to transform the students into good citizens.

Dr.B.Sampathkumar, another member, agreeing with the views of the other members, said that there should be weekly assignment for students apart from class room teaching. He also underlined the need for usage of library for which marks could be given. He suggested that one day in a week of six days could be allotted for non-academic but co-curricular activities. With regard to teachers, he said a target could be fixed with regard to their teaching. If the teachers were to fail to fulfil them, they should extend explanation.

He said that the principal could write to the UGC for grant for the establishment of IQAC and also for conducting recharge programme for the faculty members. He also endorsed the view that students should visit the industries and get training. Non-teaching staff should also be given training in e-governance. The faculty members should keep constantly discussing various academic issues with their colleagues in a bid to improve the monitoring mechanism. In the next meeting of the IQAC, it is the duty of the teachers to speak on various issues and the experts nominated to the IQAC would put questions."You will have to answer". He was categorical that students should be made to attend remedial classes. Otherwise, they should not be given attendance in the regular classes the next day. Besides, panel discussions on various topics should be encouraged. He called for an efficient and effective approach to handle various issues confronting the institution.

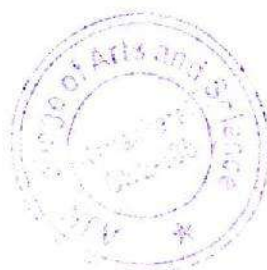
Referring to the NAAC peer team's score of 2.89 in a scale of 4, he said that was virtually equivalent to securing 75 per cent. It was quite creditable for such a budding institution.

The chairman in his concluding remark pointed out that the college will take care of all the points of the experts.

All the members of outside experts congratulated the management and staff for their success in NAAC exercise and recorded their appreciation.

The Chairman, IQAC, adjourned the meeting.

  
CHAIRPERSON  
IQAC



  
COORDINATOR  
IQAC

## ACTION TAKEN REPORT

S. NO.	SUGGESTIONS	STATUS
1.	Recommendations given by the NAAC peer team should be carried out.	Measures are taken.
2.	Quality circles should ensure the quality of academic activities in compliance with the NAAC requirements.	The quality is ensured by conducting review meetings and taking remedial measures in the fourth week of every month.
3.	Initiatives to be taken for academic excellence and placement	11 Certificate courses framed and introduced and 4 value added courses also framed and introduced
4.	The Standard of internal test question papers should be improved.	Questions are framed to have both factual knowledge and apply it to real-life situations as per university patterns.
5.	There should be assignments for students apart from teaching.	Faculty members are asked to focus on the use of the library and its services by the students while preparing for their assignments and also during their regular academic work

*[Signature]*  
CHAIRPERSON  
IQAC



*[Signature]*  
COORDINATOR  
IQAC