
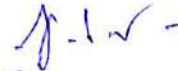
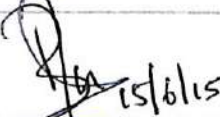
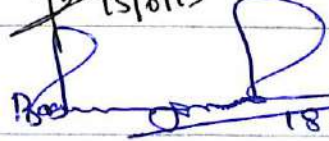









IQAC MEETING

Date: 15.06.2015 Meeting - 02/2015-16 Venue:

S.No	Name of the Members Attended	Signature
1.	Dr. K. Kuroasany	 15/6/15
2.	Mr. G. Sathya moorthy	 15/6/15
3.	Mr. Binslu Ajeet	 15/6/15
4.	Dr. B. Sampath kuroae	 18.06.15.
5.	Dr. Vanitha	 15/6/15
6.	Thiru. Jayakuroae Raroodas	
7.	Dr. Priyanka Jayaraj	 15/6/15
8.	Mr. P. Vidya Devi	 15/6/15
9.	Mr. K. Gomathy	 15/6/15
10.	Mr. Merlin Jenejee. k	
11.	Mr. Ebenezer PaulRajan. T. Y	 15/6/15.

AJK COLLEGE OF ARTS AND SCIENCE

NAVAKKARAI, COIMBATORE – 641 105.

The second meeting of the IQAC of the AJK College of Arts and Science, Navakkarai, Coimbatore, was held on June-15, 2015 at the college campus at 2 p.m.

Minutes of IQAC meeting.

Dr.K.Kumarasamy, Principal and Chairperson of the IQAC, presided over the meeting.

Dr.K.Vijila, academician, Mr.A.Jeyachandran, representative from Industry, Mr.Nanjil Nandan, Society Representative, Mr.S.Prakash, Dean-academic, AJK College of Arts and Science, Mrs.Santhana Krishna, Mr.K.Manikandan, Mr.John Gracias, and Mr.Vidhya Devi, teaching faculty, Mrs.Subathra Satheesan, Senior Administrative Officer, and Divya Jose, alumni representative, have sought leave of absence.

Following were the members present: G.Sathyamoorthy, Co-ordinator, IQAC, Mr.Jayakumar Ramdass, industry representative, Dr.B.Vanitha, academician, Dr.B.Sampathkumar, management representative, Mrs.Bindu Ajeet, Senior Administrative Officer, and K.Gomathy, Dr.Priyanka Jayaraj, Mrs.Merlin Jenefer, and Mr.Ebenezer Paul Rajan, faculty members.

Silent prayer was observed before the welcome address

Mr.Sathyamoorthy, Coordinator of the IQAC, welcoming the gathering, pointed out that it was laudable on the part of AJK College of Arts and Science, a budding rural college which came into existence only in 2007, to have sought accreditation from the NAAC in 2014 itself. It could secure B Grade scoring 2.89 in a scale of 4. He outlined the salient features of the AQAR for which approval was sought at the meeting. Dr.Sampathkumar wanted to know whether the guidelines for the entire academic and administrative exercises of the institution, prepared by the IQAC, were followed and sought to learn the steps taken in this regard. The coordinator said that one among the major exercises proposed by the college in this connection is standardization of study materials through the Quality Circles that would in turn report to the IQAC. Besides, the college has introduced centralization of question paper setting and evaluation of answer scripts. Thus the marks are intimated to the parents on the very third day of the tests and model examination. Through this, apart from ensuring scheduled completion of these exercises, it would be possible to avoid any misdemeanour also. "Our exercise is aimed at creating a system involving all the stakeholders and making the teacher a system itself". All the decisions are taken in consultation with the Quality Circles. While observing that quality is an elusive phenomenon, he pointed out that it is the human element – teacher and student – that plays a more vital role in making the teaching-learning process quality-oriented and one of values than the infrastructure provided by the management.

After the welcome address the chairman placed the items one by one before the members for discussion and decisions.

Agenda 1.

To approve the minutes of the IQAC meeting held on Dec 3, 2014.

As there had been no comments from any of the members," the IQAC resolved that minutes of the meeting on Dec 3, 2014 had been taken as confirmed".

Agenda 2.

Approval of the AQAR to be submitted to NAAC.

A number of questions and suggestions came up even as the Chairperson of the IQAC sought the approval for the AQAR.

Mr.Jayakumar Ramdass, Industry Representative:

1. Wanted to know the steps initiated by the institution to improve the quality
2. He offered to organise industrial visits for students, and request the CEOs of various companies to address the students.
3. Student chapters could be launched in co-ordination with industry bodies in Coimbatore.
4. Industry-institution partnership imperative.
5. Faculty members could give the industry associations necessary inputs to make them understand and offer what the students really want when they approach the companies for internship.
6. "The students do not even know what they want when they approach us and we are also at a loss to do something beneficial for them". It is unfortunate that the students had to run from pillar to post to get internship.
7. The institution should keep itself in touch with its alumni, and showcase them as five batches had already passed out of the college.

Dr.Vanitha, academician:

1. Wanted to know whether any feedback was collected from the students regarding teaching and infrastructure.
2. The institution could introduce online learning by making the campus wi-fi instead of the routine power-point presentation, etc... "You can dispense with the system of assignments and use the online exercises for continuous assessment."
3. She underlined the importance of soft skill and said "it should be made an integral part of higher education".
4. Softskill should be introduced from the very first year of undergraduate studies.

5. The initiative should be taken by the college in finding out the internship slots for them. Otherwise their misery would continue.

6. The alumni of the institution could be requested to be present when the induction of the new students takes place.

7. The faculty should accord more attention to research for which funds were available with the UGC.

Dr.Kumarasamy, chairperson of the IQAC:

The college was collecting the feedback of the students through their tutors who in turn forward them to the Quality circles that hand them over to the IQAC.

Mrs.Bindu Ajeet, Senior Administrative Officer :

1. The college is according quite a lot of attention to soft skill education and it is prepared to impart this from the very first year itself.

2. Internship issue had been sorted out in the Catering Science and Hotel Management Department because there is already a system wherein internship is imperative.

Then the IQAC "resolved that the AQAR for 2014-15 be approved and that the Report be submitted to the NAAC within the stipulated period".

Agenda 3:

Departmental action plan for 2015-16

The meeting approved the plan

Agenda 4

Academic calendar 2015-16

The meeting endorsed the calendar. Dr.B.Sampathkumar, Management Representative, suggested to the IQAC to send a copy of the Academic Calendar to all its members.

Agenda 5

Review Committee for Faculty Self-appraisal to be constituted.

Dr.Kumarasamy, chairperson of the IQAC:

1. The self-appraisal by the faculty is already in practice.

2. The proposed Review Committee on Self-appraisal of the faculty is expected to give a report.

3. An external expert may be nominated along with the quality circle members to review the self-appraisal.

Mr. Jayakumar Ramdass:

A professional from an external agency should be brought in to make this process effective.

The IQAC resolved to constitute a self-appraisal review committee.

Agenda 6:

Academic audit

Dr. Kumarasamy:

An academic audit was carried out by an external agency and report submitted.

Then the principal read out the report.

Dr. B. Sampathkumar, who took note of the guidelines framed by the college for the faculty, wanted to know from them whether any of these guidelines looked difficult to adopt.

Members appreciated this practice and requested the institution to implement the suggestions mentioned in the report.

Then the Academic Audit was approved by the IQAC.

Agenda 7- Any other matter :

The faculty members pointed out that they had adopted all the practices prescribed in the guidelines in their departments. So far they didn't have any difficulty in that regard.

Mrs. Merlin Jennifer, Head of the Department of Social Work and a member of the IQAC, proposed a vote of thanks.

Then the chairperson adjourned the meeting.

Anand
CHAIRPERSON
IQAC



J.S.V
COORDINATOR
IQAC

AJK COLLEGE OF ARTS AND SCIENCE

NAVAKKARAI, COIMBATORE-641 105

ACTION TAKEN REPORT

S. NO.	SUGGESTIONS	STATUS
1.	Students Chapters of societies/associations could be set up in the college.	Student's chapter initiatives were taken. Students are members of CSI, CMA and Chamber of Commerce
2.	College and industry collaboration needs to be improved.	The college and various departments inked MoU with many companies for such relationships.
3.	The institution should have a good rapport with its alumni.	Annual alumni get-to-gathers are conducted, Alumni are invited for guest lectures and cultural activities. Their support is used for internships, industrial visits and placements.
4.	Wi-fi needs to be introduced to support digital learning.	Initiatives are taken.
5.	Soft skills training should be given from the first year of undergraduate studies	Conducted soft skills development programmes.
6.	Suitable time should be allotted to send students for internships to obtain real-world working experience,	Summer vacation is suggested as the best time and mid semester vacation can also be utilized.

Anand
CHAIRPERSON
IOAC



V.V.
COORDINATOR
IRAC