



SINCE 1881

THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Re-accredited (2nd Cycle) by NAAC with Grade “A” CGPA – 3.46 on a 4 - point scale

SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.5. Internal Quality Assurance System

6.5.3 Quality assurance initiatives of the institution

2019-2020

Details of IQAC meetings and minutes

Agenda

- Task force for Preparing and uploading AQAR – 2018-19 - Criterion Wise – on-line mode
- Task force for Preparing and Uploading NIRF-2020 (TLR(40), RPP(15), GO(25), OI(10), PP(10))
- UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions – Due weightage in the NIRF Ranking and NAAC Accreditation as mentors – Mentor Institutions
- Guidelines: Bibliometric data validation methodology of NAAC – IRINS- PMS- Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- OBE implementation and follow up
- Examination & Evaluation Reforms – UGC initiatives – Grading System - moderation
- Question Bank – MCQ
- Student, Faculty Induction Programme
- Task Force for Feedback– Collection – Analysis – ATR
 - Students, Teachers,
 - Alumni, Parents,
 - Employers
- Task force for Academic and Administrative Audit (AAA) – 2018-19
 - Collection – Analysis - ATR
- IQAC Bulletin – 2018-19 (Second half)
- Central Instrumentation Facility
- Action-Plan - Faculty-Student Training Centers to build Competencies, such as
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students' Talents Facilitating Centers,
 - c. Soft Skill Development Center,
 - d. Entrepreneurship Training Center
 - e. Software Development and Testing Center,
- Question Paper Evaluation 2018-19 – O/o COE / Dept. level-ATR
- Future Plans of Action for the Academic Year – 2019-20
- Action Plan for the next NAAC cycle

IQAC 2019-20

Task Force, Targets and Timelines

AQAR

Task Force: Criterion Convenors

Target: Prepare, Collect Documents and Upload – AQAR 2018-19

Report Preparation and document Collection : 30 September, 2019

Uploading of information : 7 October, 2019

Target: Collect Documents – AQAR 2016-17, and 2017-18

Collect documents as per the requirements of SSR : 31 January, 2019

NIRF

Task Force:

Target: Prepare, Collect Documents and Upload – NIRF 2020

Collect data and supporting documents : 5 December, 2019

Uploading of information : 20 December, 2019

Online Courses (MOOC, SWAYAM and etc)

Task Force:

Target: Faculty Contribution

Motivate and Train faculty members to offer
online courses : 2019-20

Target: Student Registration

Identify and make part of curriculum : BOS 2019-20

Motivate and facilitate the student registration : From 2020-21

Question Bank – MCQ & Section B

Task Force:

Target: Course wise Question Bank for MCQ

Chalk -out Strategic Plan to Prepare Question bank

(MCQ) for courses of EOS November 2019 : 30 September, 2019

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(MCQ) for courses of EOS April 2019 : 29 February, 2020

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Feedback (on-line mode)

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Alumni feedback: Alumni Cell

Parents' feedback: Parent-Teacher Cell

Employers' feedback: Placement Cell

Target: Collect, analyse and prepare ATR

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Students' feedback thro' on-line : 31 October, 2019

Analyse and prepare ATR of Students' feedback : 30 November, 2019

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Alumni feedback thro' on-line : 31 October, 2019

Analyse and prepare ATR of Alumni feedback : 30 November, 2019

Chalk -out Strategic Plan to collect

Employers' feedback : 29 February, 2020

Analyse and prepare ATR of Employers' feedback : 31 March, 2020

Academic and Administrative Audit (AAA) – 2018-19

Task Force: Dean (AP &A), IQAC Coordinator

Target: Collect, analyse and prepare ATR

Chalk -out Strategic Plan to collect AAA - 2018-19 : 31 October, 2019

Analyse and prepare ATR of AAA - 2018-19 : 30 November, 2019

OBE Implementation and Follow-up

Task Force: Dean (AP &A), COE, IQAC Coordinator

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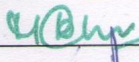
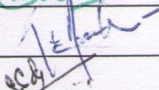



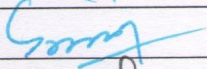
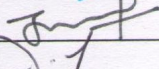
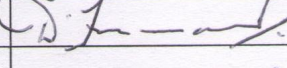

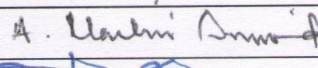

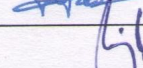
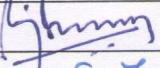
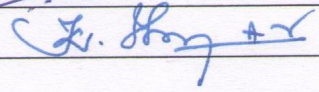
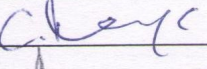
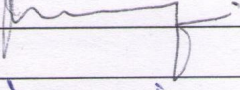
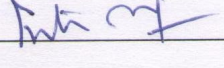
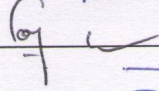


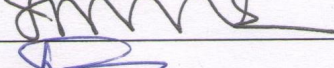
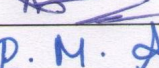
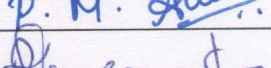
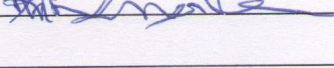
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Members present in the IQAC meeting held on 14th August, 2019

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. C. Dorothy Sheela (Cr. IV)	
4.	Dr. M. LellisThivagar, GC Member	
5.	Mr. R. Ilangovan, Chairman VISHAL	
6.	Dr. G. John, St. Joseph College	
7.	Dr. S. Jenefa, MKU	
8.	Mr. B. Immanuel Devaram, Fantasy Foods	
9.	Ms. I. Lydia Indra Priyadharshini	
10.	Dr. A. Martin David	
11.	Dr. J. John Sekar	
12.	Dr. T. K. Ganesan	
13.	Dr. S. Rajkumar Immanuel (Cr. I)	
14.	Dr. K. John Adaikalasamy (Cr. VI)	
15.	Dr. M. Balakrishnan	
16.	Dr. C. Muthuraja (Cr. III)	
17.	Dr. J. Sarojini	
18.	Dr. J. Paul Jayakar (Cr. V)	
19.	Mr. J. Justin Manohar (Cr. VII)	
20.	Dr. E. Joy Sharmila (Cr. II)	
21.	Dr. R. Anandaraj	
22.	Mr. K. Ravi	
23.	Dr. Vasantha Kumar, Librarian	
24.	Mr. M. Rajesh, Alumni Cell	
25.	Dr. P. M. Anurama, Placement Cell	
26.	Dr. K. Gnanasekar	
27.		
28.		
29.		
30.		

Minutes of the IQAC Meeting held on 14 Aug 2019

The Principal and Secretary was in Chair. The meeting began with a prayer by Vice Principal Dr. G. C. Abraham in Chemistry Smart Room.

The Chairman welcomed the members present and warmly acknowledged the presence of external members, Dr. John, Department of Commerce, Bishop Heber College, Dr. Jenefa of Kamaraj University, and Mr. Immanuel Devavaram, entrepreneur, Milagu Restaurant. Then he read out the names of some of the IQAC internal and external members who were unable to be present.

The Chairman said except for a small set back in NIRF ranking, the academic year 2018-'19 was successfully completed with the help of friends, teaching, non-teaching and students. He wanted all the NAAC members to work regularly and meet periodically to achieve better ranking in the next NAAC visit in 2021.

The Agenda of the Meeting were: **i)** Task force for preparing and uploading AQAR 2018-'19, **ii)** Task force for preparing and uploading NIRF 2020, **iii)** UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions, **iv)** Guidelines: Bibliometric data validation methodology of NAAC, **v)** Task force for MOOC, **vi)** OBE Implementation and follow-up, **vii)** Examination & Evaluation Reforms, **viii)** Question Bank- MCQ, **ix)** Student, Faculty Induction Programme, **x)** Task force for Feedback, **xi)** Task force for Academic and Administrative Audit 2018-'19, **xii)** IQAC Bulletin – Second half of 2018-'19, **xiii)** Central Instrumentation facility, **xiv)** Action Plan for Faculty-Student Training Centres. **xv)** Question Paper Evaluation – 2018-'19, and **xvi)** Action Plan for 2019-'20.

The Chairman then pointed out that UGC is giving more importance to IQAC these days, therefore we need to have many IQAC programmes. In order to develop future leaders of IQAC, the chairman suggested two staff members, one each from Arts and Science, Prof. Anurama of RPS, and Prof. David Jebaraj of Physics respectively.

The Chairperson asked what could be done to meet the deadline of uploading AQAR on or before 31 December 2019. To which Dr. J. John Sekar, NAAC Coordinator, suggested that the criterion members could collect data to help the criterion heads. IQAC Coordinator, Dr. K. Gnanasekar while explaining AQAR preparation said that there are two phases. In the first phase the criterion heads have to collect documents, and in the second phase the report has to be prepared for the Principal & Secretary to view and upload online. He further added the documents also must be collected from faculty and preserved. Further, he said that the documents used to prepare the soft copy uploaded for the academic year 2016-'17 & 2017-'18 need to be collected as they would be needed for NAAC. Dr. K. John Adaikalasamy requested the IQAC Coordinator to send soft copy template, and the Coordinator accepted his request. Then the Chairman said that it could be further decided in the NAAC Meeting which was to follow in a few minutes after this IQAC Meeting.

The Chairman while briefing about the second agenda said that the last date for uploading soft copy is on 31 Dec 2019. But he said that if data and supportive documents could be collected before 5 December 2019, then the soft copy could be uploaded on 20 December 2019. Regarding collecting data for AQAR and NIRF, Dr. J. John Sekar suggested

that five staff members could help IQAC Coordinator. IQAC Coordinator pointed out the kind of information expected and, needed for document preparation. He said the first criteria is 'Student Information' in which details regarding the number of students who have passed degree within the stipulated time, students pursuing higher studies, and students placed in jobs need to be furnished. Dr. J. John Sekar suggested that the Heads of respective departments should be entrusted with collecting these details with the help of faculty members in the department. IQAC Coordinator said that Alumni and Placement Cells could also help him in getting the details of students. For the details regarding 'Financial Resources' the Chairperson suggested Mr. J. Justin Manohar, Mr. Edward John, one staff member from Bursar's office and two more ladies could be included in the committee.

Indian Research Network System. This system manages Research Management and Faculty profiles. Under this research network, a researcher can create IDs in Google Scholar ID, ORCID ID, Scopus ID, Microsoft Academic ID, and Researcher ID. These IDs integrate the paper published by individual faculty in a separate website for which institutional email ID is mandatory. The librarian showed a model of a profile to help the members understand better. He also clarified some of the doubts of the staff members.

UGC through MHRD has introduced mentor & Mentee scheme. According to this scheme institutions which have scored more than 3.25 can act as mentor institutions. The Chairperson said, in this regard, our college has identified five colleges and has made MoU with four colleges – two in Dindigul, one in Ramnad, one in Madurai- and with one more college MoU is yet to be made. Since Agenda iv was discussed earlier, the discussion moved to the next agenda.

Mr. Martin & Ms. Sukanya (Swayam Coordinator) attended MOOC Swayam Conference held at Hyderabad, organized by UGC. The Chairman said that our college is going to make MOOC & Swayam functional on our campus. Already, Ms. Kirthika, Ms. Jemima, Ms. VathanaRuba, & Mr. Daniel Rubaraj have got certification from UGC. In addition, three of our faculty members have contributed to online class as well. If our students register and learn from MOOC & Swayam portal, it would help us score credits in NAAC. Dr. John, St. Joseph's College, external member, suggested that any one of the MOOC courses should be made compulsory, and the mark the students score should reflect in the mark sheet, and a resolution to this effect should be passed. He further suggested to go beyond Swayam, and said students can do online courses from Edx and Coursera which would help them to fetch jobs. Principal raised a doubt whether UGC would accept courses offered by International bodies. Dr. K. Gnanasekar said that UGC has given a list of papers for students to register, and any recognized online course is accepted. Dr. Jenefa said that as per UGC regulations, a faculty should be assigned as local coordinator for a group of students. Dr. K. John Adaikalasamy pointed out about Online Refresher course for staff members. Principal said we can have a separate committee to look after this, and discuss this later.

The Chairperson asked Dr. J. John Sekar, NAAC Coordinator to brief about OBE. He said that a model question paper would be evolved before the I test begins. Staff members should get used to set internal question papers based on OBE first. Questions should be set from first two units for First test. Internal questions can be recalling from memory but

External questions should be task based, and we must give them activities. Dr. K. Gnanasekar suggested since first test is very near, it could be implemented from II test onwards.

The Chairperson suggested Course-wise question bank should be prepared at least for MCQ. Dr. K. Gnanasekar suggested a minimum of 25-30 questions for each unit. Dr. J. John Sekar said that MCQ questions can be selected from the bank by the controller for the semester exam. Dr. John, St. Joseph's College, suggested that staff members should be trained to frame quality MCQs, and essay type questions, and he suggested a workshop for that. Faculty members should frame 150 questions and should be paid a particular amount of money for each question, and a senior faculty who scrutinizes these questions also should be paid equal amount. This would take care of question setting for a particular course for three years, since syllabus revision is done once in three years. Moreover, this would also ascertain the quality of question paper.

Faculty Induction Programme for staff who joined from 2015 onwards. Dr. John Sekar suggested two external resource persons also could be invited. Principal asked whether Dr. John and Dr. Jenefa would be able to share their expertise, and they expressed their willingness. Dr. G.C. Abraham, Vice Principal, suggested that the afternoon session should be converted to a workshop. But Principal said, Faculty Induction Programme should focus on the work ethics of our college. He regretted that many newly appointed staff members are not punctual in their duties. It was decided to have the programme on 21 September 2019.

Principal said that UGC wants us to conduct Student Induction Programme for a week before class commences. But Dr. Anurama suggested that it could be conducted simultaneously, when class starts for the seniors. To which Dr. J. John Sekar replied that UGC wants us to conduct induction programme for first years in the absence of seniors. Principal said, we could ask Prof. Justin to enlighten the members, since he had attended a SIP workshop conducted by UGC at Hyderabad. Prof. Justin said that UGC wants every college to conduct SIP programme for 15 days, prior to the commencing of classes for the students. He said that the activities expected by UGC for the students have been conducted in our college for the students stretched over a period of one year. Members agreed that these activities can be collectively conducted in Student Induction Programme.

Principal asked whether students should reveal their identity while giving online feedback. Dr. J. John Sekar pointed out that they should reveal their identity, and we should allow them to register even negative feedback. Dr. John, external member, suggested only students who have attended sufficient number of classes should be selected to give feedback. Dr. K. Gnanasekar pointed out even for college general feedback, students without sufficient attendance are not selected. Dr. Jenefa said that generally we cannot come to a conclusion based on students' feedback. Principal finally said students' online feedback would begin soon.

The Chairman said that for 2016-17, academic and administrative audit have been completed. Dr. J. John Sekar said at least once in five years we should go for external auditing. Dr. K. Gnanasekar said that external auditing would be ideal every year. For 2018-19, Principal said a date would be finalized for collecting data.

Regarding IQAC Bulleting, the Chairman said that Dr. Paul Jayakar is working on that and it would get ready soon.

Chairman asked Dr. T.K. Ganesan to brief about CIF. Dr. T.K. Ganesan said that Central Instrumentation Facility was established in this academic year, incorporating all the science departments (Phy, Che, Botany & Zoology). Two technical staff members are also appointed and it would be fully functional in a week's time. He also said that many new instruments have been bought. Principal added that based on UGC recommendations, it has been established, and students pursuing their research degree can make use of the facility. He then thanked Bursar, and the UG & PG heads of the science departments for making that into a reality. Dr. J. John Sekar said that the work undertaken at CIF should be documented.

Principal said that soon we would be having coaching classes for students who are interested in TNPSC & UPSC, and also certificate and diploma courses. Dr. J. John Sekar said that classes should be conducted where it would be visible to the general public. Principal accepted his request and said that we could have classes in our shopping complex. Dr. Joy Sharmila suggested classes on General Knowledge also could be included.

Dr. John, St. Joseph's College, suggested student-centred activities should be given more impetus. Dr. Martin suggested we could have a board displaying certificate and diploma courses being conducted in the college for the public. Dr. J. John Sekar said that Principal could ask each department to come out with plans for the next five to ten years. Dr. John said peer team would be exploring what colleges have done for high achievers. The chairman listened to all the suggestions, and the following resolutions were made in the meeting.

It was resolved to

- request all the NAAC members to work regularly for preparing documents for NAAC 2021.
- have more IQAC Programmes.
- make all the staff members to create research ids in Indian Research Network System
- train staff members to set question papers based on OBE.
- prepare question bank for external exams.
- conduct Faculty Induction Programme for faculty joined from 2015 onwards, and Student Induction Programme.
- to conduct TNPSC, UPSC Coaching classes, and to offer certificate and diploma courses for the public.

The Chairman then requested IQAC Coordinator, Dr. K. Gnanasekar, to propose vote of thanks. Then, the meeting was adjourned.

IQAC 2019-20

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Dr. M. Davamani Christober

M. Sc., M. Phil., Ph. D.(Interdisciplinary), Ph. D. (Math)

Principal & Secretary



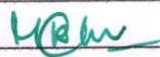
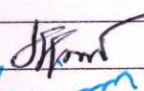
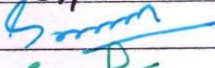

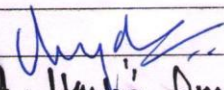
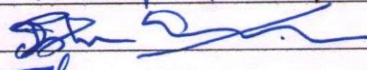
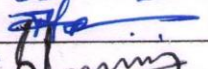
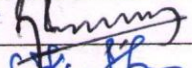
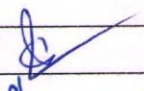
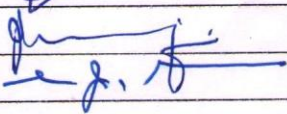
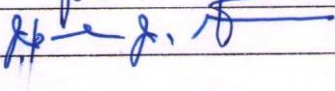
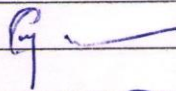
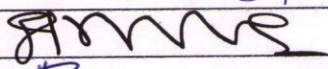
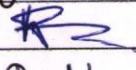
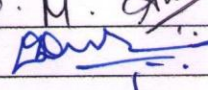
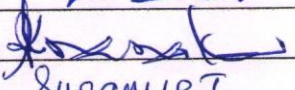

The American College

Madurai – 625 002, India

Agenda

- Prepared and uploaded AQAR – 2018-19 - Criterion Wise – on-line mode
- Prepared and Uploaded NIRF-2020 (TLR(40), RPP(15), GO(25), OI(10), PP(10))
- IQAC National Conference on Quality Enhancement and Sustenance in Higher Education on March 6, 2020. – Invited Speakers – Proceedings
- College Web page –periodic update
- Mentoring NAAC Accreditation Aspirant Institutions – Due weightage in the NIRF Ranking and NAAC Accreditation as mentors – Mentor Institutions
- Guidelines: Bibliometric data validation methodology of NAAC – IRINS- PMS-Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- OBE implementation and follow up
- Examination & Evaluation Reforms – UGC initiatives – Grading System – Moderation
- Question Bank – MCQ and other sections
- Student, Faculty Induction Programme 2020-21
- Students' Grievances Cell – Function - ATR
- Task Force for Feedback 2019-20– Collection – Analysis – ATR
 - Students, Teachers,
 - Alumni, Parents,
 - Employers
- Academic and Administrative Audit (AAA) – 2018-19
 - Using AQAR 2018-19 – Analysis - ATR
- IQAC Bulletin – 2019-20 (First half)
- Central Instrumentation Facility
- Action-Plan - Faculty-Student Training Centers to build Competencies, such as
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students' Talents Facilitating Centers,
 - c. Soft Skill Development Center,
 - d. Entrepreneurship Training Center
 - e. Software Development and Testing Center,
- Question Paper Evaluation 2018-19 – O/o COE / Dept. level-ATR
- Future Plans of Action for the Academic Year – 2020-21
- Action Plan for the next NAAC cycle

Members present in the IQAC meeting held on 11th February, 2020, 3pm

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. C. Dorothy Sheela (Cr. IV)	C.D. Sheela.
4.	Dr. M. LellisThivagar, GC Member	
5.	Mr. R. Ilangovan, Chairman VISHAL	
6.	Dr. G. John, St. Joseph College	
7.	Dr. S. Jenefa, MKU	
8.	Mr. B. Immanuel Devaram, Fantasy Foods	
9.	Ms. I. Lydia Indra Priyadharshini	
10.	Dr. A. Martin David	A. Martin David
11.	Dr. J. John Sekar	
12.	Dr. T. K. Ganesan	
13.	Dr. S. Rajkumar Immanuel (Cr. I)	
14.	Dr. K. John Adaikalasamy (Cr. VI)	K. John + r.
15.	Dr. M. Balakrishnan	
16.	Dr. C. Muthuraja (Cr. III)	
17.	Dr. J. Sarojini	
18.	Dr. J. Paul Jayakar (Cr. V)	
19.	Mr. J. Justin Manohar (Cr. VII)	
20.	Dr. E. Joy Sharmila (Cr. II)	
21.	Dr. R. Anandaraj	
22.	Mr. K. Ravi	K. Ravi
23.	Dr. Vasantha Kumar, Librarian	
24.	Mr. M. Rajesh, Alumni Cell	
25.	Dr. P. M. Anurama	P. M. Anurama
26.	Dr. D. David Jebaraj	
27.	Dr. K. Gnanasekar	
28.	T. SUGANYA	Suganya.T
29.	R. Albert Christyphalsha	
30.	P. ARUCAPPAN	P. Arulm

Minutes of the IQAC Meeting held on 11 Feb 2020

A meeting of the IQAC chaired by the Principal & Secretary was held at Chemistry Smart Room on 11 Feb 2020. It began with a prayer by Bursar, Dr.C. Dorothy Sheela.

Principal said that it is the second IQAC meeting for the academic year. He introduced the faculty members to the external members, and welcomed them. The Chairman said that he was happy AQAR being uploaded for 2018-'19. He said that he was expecting better ranking in NIRF.

The Chairman asked members to suggest Resource Persons for IQAC Conference planned to be held on 6 March 2020. Dr. K. Gnanasekar replied that he tried two resource persons but had not received any reply from them. Dr. J. John Sekar suggested Dr.K. Ponmudi as Chief Guest for IQAC Conference, and Principal readily accepted his suggestion. Mr. Elangovan, MD, Vishaalde Mall, suggested Mr. Ramesh, Judge, as Chief Guest for College Day Function, and Principal accepted that as well.

College Web page needs to be updated periodically, the Principal said. He said that many staff members have not updated their profiles. He then asked IQAC Coordinator whether the names of new IQAC members were updated, and Dr.K. Gnanasekar replied that it had been done.

Principal stated that UGC has selected some colleges to serve as Mentor Institutions for NAAC aspirant colleges. Our college is one among the Mentor Institutions, and Principal emphatically said that being Mentor Institution is an added advantage for scoring good credits.

Principal then asked Librarian to brief about IRNS(Indian Research Information Network System). Librarian said that our college is the first arts college to register in that system. Data has been uploaded for 214 faculty members, and has to be uploaded for 100 more faculty members. Once data has been uploaded, the website link can be added to NAAC research publication page. When Principal asked whether the college would get any credit for institutional citation, Dr. K. Gnanasekar said that it would be counted for NIRF ranking.

Regarding MOOC the Chairman said we have to choose a platform to launch MOOC courses. Students can opt and staff can offer courses. Prof. Suganya suggested that courses for MOOC can be decided in Board of Studies, to be launched in MOOC. But Dr. J. John Sekar said, it would be easy to pass it on in BOS but to include courses in MOOC repertoire requires overcoming several hurdles from the government side.

Principal then asked Dr. J. John Sekar to explain about OBE. He said that OBE was adopted in the last academic council. As we have introduced OBE for the existing courses, they have to be revised. He requested the Principal to have a workshop, in order to help all the faculty members to understand how to align OBE with the question paper.

While Principal asked Dr.A. Martin David to brief about Examination and Evaluation Reforms, he said that reforms have been made for external question paper setting, grading, and moderation. Question paper review would be done in the forthcoming month, both by externals and experts. Principal asked the Controller of Examination to get comments from external examiners about question papers. Then, since Mr. Justin was not present, discussion

on Induction Programme for Students and staff was set aside for discussion in another meeting.

Principal asked the faculty-in-charge to maintain records in Students Grievances Cell about the actions undertaken for the grievances lodged by the students. Students Services Centre should be rechristened as Students Talent Facilitating Centre, well ahead of September before the report would be uploaded. NAAC was initiated after several years in 2013, and Dr. J. John Sekar, Dr. K. Gnanasekar, Dr. C. Muthuraja, Dr. A. Martin David worked hard for preparing the report. Finally, we got accreditation in 2016. Now we have to submit NAAC report before September. 70% of the marks will be awarded based on the data we submit. Remaining 30% of marks will be awarded during inspection. And Principal hoped that we would get better result.

The responsibility of collecting data for feedback 2019-'20 will be taken care of by the following: Data from Alumni – Alumni Cell, from Teachers & employers – Librarian, from students – Students Services Committee, and from parents – Dean, Policy.

Dr. K. Gnanasekar suggested that external audit can be utilized using AQAR 2018 - '19. Dr. J. John Sekar suggested to identify seven IQAC coordinators from other colleges, and they could be requested to go through one criterion each and give a report.

Dr. J. Paul Jayakar replied that IQAC Bulletin 2019-'20 for the first half of the year was almost done, but pending due to insufficient photographs.

Dr. T.K. Ganesan briefed about Central Instrumentation Centre. He said that it is fully functional, and that a workshop would be arranged for students soon. Dr. K. Gnanasekar suggested that information about the workshop could be informed to the students through college website.

While briefing about Action Plan, Principal was highly appreciative of our MCA students for developing a software for CBCS registration. Regarding training and jobs for students, it was decided to have elaborate discussion later.

In order to promote research activities on campus, Principal said remuneration would be given to staff whose article is accepted in any UGC listed journal. So also, students who represent the college in national level would be acknowledged, the Principal said. Moreover, he said that the four certificate courses - Spoken English, Spoken Hindi, Spoken French, and Photography – initiated last year should continue every year.

The following resolutions were taken after healthy discussions in the meeting:

It was resolved to

- invite Dr. K. Ponmudi as Chief Guest for IQAC Conference.
- update faculty profiles in the college website.
- rechristen Students Services Centre as Students Talent Facilitating Centre.
- promote research activities of faculty.
- reward students representing college at national level.

When Principal asked whether anybody has anything to share, Dr. John, St. Joseph's College, shared some of his views. He asked the college to encourage students not only to do

online courses on Swayam, but also on Edx and Coursera. Suggested that the college can have its own online courses, and students who complete those courses could be given credits. Next, he said that staff members can do online Refresher Courses. He asked the college to give extra attention on high achievers to help them grow further in their studies. Dr. J. Paul Jayakar replied that the English Department has such plans, and would execute after getting directives from the Principal.

The Chairman then adjourned the meeting as the discussion came to an end.



SINCE 1881

THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Re-accredited (2nd Cycle) by NAAC with Grade “A” CGPA – 3.46 on a 4 - point scale

SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.5. Internal Quality Assurance System

6.5.3 Quality assurance initiatives of the institution

2018-2019


Details of IQAC meetings and minutes

Minutes & ATR 2018-19

Meeting (1): 16.07.2018

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC

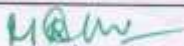
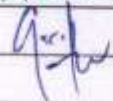

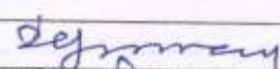
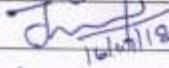
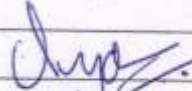
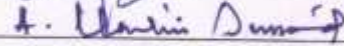

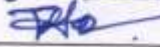
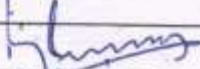
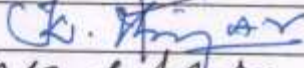
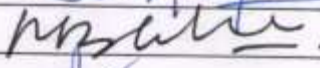

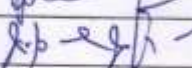
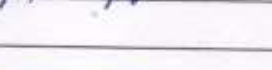

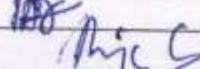
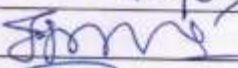

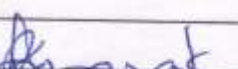
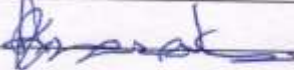
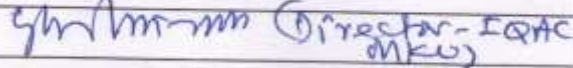


The American College
Madurai 625 002

Agenda

- AQAR – 2017-18 - Criterion Wise report
- Preparing for NIRF – 2018-19
- Institutional email ID for faculty members
- MOOC (Massive Open Online Courses) – SWAYAM Courses
- Awarding grades with respect to class mean and standard deviation - floating passing minimum (class mean – standard deviation) - as suggested by UGC
- Faculty Induction Programme for newly recruited Faculty Members
- Proposal to organize a criterion specific IQAC event on third WEDNES DAY of every month – Seminar / Workshop – for our faculty / staff / students (JULY, AUG, SEP, OCT, JAN, FEB, MAR)
- National Conference – 2018
- Feedback (Students, Teachers, Alumni, Parents, Employers) – Collection – Analysis - ATR
- Academic and Administrative Audit (AAA) – 2017-18
- IQAC Bulletin – 2017-18
- Central Instrumentation Facility
- Academic, Professional Development, and Student Welfare Centers such as,
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students' Academic Welfare Centers,
 - c. Students' Talents Facilitating Centers,
 - d. Learning Resource Production Center,
 - e. Soft Skill Development Center,
 - f. Entrepreneurship Training Center
 - g. Software Development and Testing Center,
 - h. Students' Sports Skill Development Center
- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark
- Question Paper Evaluation 2017-18 – O/o COE / Dept. level
- Departments to organize International / National / State-Level Academic Programs

Members Present:

Members present in the 1 st IQAC meeting held on 16 th July, 2018		
S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica (Cr. IV)	
4.	Ms. Udayakumari Ratnavalli,	
5.	Mr. Md. Ismail Omar	
6.	Dr. M. Nallakaman	
7.	Dr. S. Jenefa	
8.	Mr. B. Immanuel Devaram	
9.	Ms. I. Lydia Indra Priyadharshini	
10.	Dr. A. Martin David	
11.	Dr. J. John Sekar	
12.	Dr. T. K. Ganesan	
13.	Dr. S. Rajkumar Immanuel (Cr. I)	
14.	Dr. K. John Adaikalasamy (Cr. VI)	
15.	Dr. M. Balakrishnan	
16.	Dr. C. Muthuraja (Cr. III)	
17.	Dr. J. Sarojini	
18.	Dr. J. Paul Jayakar (Cr. V)	
19.	Mr. J. Justin Manohar (Cr. VII)	
20.	Dr. E. Joy Sharmila (Cr. II)	
21.	Dr. R. Anandaraj	
22.	Dr. J. Rajakumar	
23.	Dr. Vasantha Kumar	
24.	Mr. M. Rajesh	
25.	Dr. P. M. Anurama	
26.	Dr. K. Gnanasekar	
27.	Special Inviter:	
28.	Prof. K. BALAKRISHNAN	

Minutes:

The Minutes of the IQAC Meeting held on 16/7/2018
(The Agenda and the list of the members attended the meeting affixed)

The Principal and Secretary Dr. Daramani Christoper chaired the meeting.

The meeting began with a prayer by Dr. G.C. Abraham, Vice Principal.

Having welcomed the members, at the outset the Principal introduced the UGC Quality Mandate to the members for discussion. The objectives set by the Commission for improving the quality in Higher Education Institutions were discussed one by one.

The Principal insisted that the College should strive to improve the graduate outcome for the students, so that they secured access to employment/self-employment or to higher education.

When discussing the first of the ten initiatives to be undertaken in pursuit of the objectives of Quality Mandate it was decided to conduct more Induction Programme for students.

Regarding the revision of curriculum at regular intervals, the Dean of Academic Affairs, Dr. John Sekar, who is in charge of the revision of curriculum confirmed that it was done every year.

It was decided to encourage the faculty to use ICT based learning tools for effective teaching-learning process.

Dr. K. Gnana Sekar, the Coordinator IQAC observed that e-content preparation should be done.

Regarding Soft Skills development in students it was felt that a centre should be started.

The Bursar, Dr. Helen Ratna Monica ^{said} that language labs should be utilized properly for this purpose. She also suggested that the Dept. of English could carry out programmes related to soft skills on Saturdays.

Dr. John Sekar conveyed that already Communication Skills were part of the Courses offered by the Dept. of English.

Dr. G.C. Abraham suggested that the students must be trained in the soft skills in a proper and systematic manner and the courses should be designed for this purpose.

The External Member Mr. Jeneja from M.K. University expressed that as offered in M.K. University the courses could be offered as "Skill Based / Soft Skill."

Dr. John Sekar along with Dr. Paul Jayakar reiterated soft skills were part of life skill courses offered in our College.

During the discussion on Social and Industry Connect for the institutions, the Principal highlighted that two placement officers and the college NSS officers were already at it.

Dr. J. Paul Jayakar informed that already four villages had been adopted.

Dr. M. Nallakaman, the Dean, M.K. University suggested that outreach programmes should be conducted.

The Principal proclaimed that the sixth initiative, Examination Reforms had been done recently. He also said that a team had visited various colleges and had submitted a report, which was later presented at Senatus and then in the faculty meetings. He conveyed based on the final decisions taken after discussions the

Examination System had been reformed and implemented successfully now.

On the request made by the Principal, the Vice Principal highlighted the reforms carried out in the college.

It was decided to do the Tracking of Students progress after completion of course more effectively based on the data collected from them.

Though Induction Training Programmes are being given for new Teachers, based on the instructions given by the UGC, it was decided to bring in the role of the NRCs in this regard. It was also agreed to give Leadership/management training for all educational administrators.

As per the ninth initiative it was resolved to promote quality research by faculty to create new knowledge.

On the tenth initiative Dr. John Sekar expressed that our College did help other institutions to get accreditation by 2022.

After an elaborate discussion on the ten initiatives to be undertaken for Quality Mandate, the Chairman handed over the session to Dr. K. Gnanasekar, Coordinator IQAC to introduce the main agenda for discussions.

Dr. K.G. Stressed that AQAR-2017-2018 had to be prepared and compiled.

While discussing preparation for NIRF - 2018-2019, Dr. K. Gnanasekar said that a comparative study with other colleges had been carried out and the real status of our college was realised.

The Principal and the members highlighted the steps that were being taken to rectify and improve the areas in which

The College lagged behind in comparison with other colleges.

The Principal announced that thereafter only qualified candidates would be appointed even in self-financing departments in view to improve the quality.

It was felt that the institutional e-mail ID for faculty should be improved.

Regarding the gender variation in the number of faculty and students, the finding says according to the comparative analysis the strength of the women faculty was 50% and the girl students was 20% of the total student strength. As a solution to this Dr. John Sekar reminded of NAAC recommendation to admit girl students in Aided Courses too.

To a query on admitting transgenders the principal explained that still the transgenders hesitated to reveal their identity.

Dr. John Sekar pointed out the lacking in the areas of research and results found in the comparative study and called for a remedy.

The Principal said that the Dean of Academic Affairs would be in charge of the measures to be taken for the improvement of research and the Controller of Examination, Dr. A. Martin David would take care of improving the students results.

Dr. Senefa suggested that the faculty should be apprised of the parameters of NIRE.

Mr. Balakrishnan, IQAC, Coordinator for MKU opined that all the parameters recommended by the UGC should be simplified for layman's understanding.

Regarding MOOC (Massive Open Online Courses) as expected by the UGC should be offered at PG level. This was conveyed by

the Coordinator and the Principal added to that saying that the UGL insisted ^{that} every student had to do at least one MOOC and should get enrolled in SWAYAM. The Dean ^{and} the external members conveyed that it was being done in the MK University.

The Principal announced in the meeting that our college was registering for MOOC on that day itself.

The Controller raised a doubt about whether the marks would be entered in the grade sheets.

It was decided to request the Librarian, ^{who} had attended a course on ^{the} MOOC to help the faculty.

During the discussion on awarding grades with respect to class mean and standard deviation - floating passing, Mr. Balakrishnan said that many institutions followed the system.

The Principal suggested all the pros and cons of the grading system had to be analysed thoroughly before taking a decision on that.

Dr. Rohan Sekar said that the system was being followed partially already. He also opined that the MKU should set and send a model to be followed by the affiliated colleges.

The Principal said that he expected the MK University to give specific guidelines on grading. He also said if this was followed by other colleges, the American College would also introduce the same after discussing in the Senatus & faculty meeting.

The Principal said that the Faculty Induction Programme for newly recruited Faculty had been conducted previously and would be conducted for those who had joined this year.

Dr. K. Gnanasekar announced that the Proposal to organize criterion specific IQAC event on third Wednesday of every month - Seminar / Workshop had to be prepared and the programmes should be conducted accordingly.

Regarding the conduct of National Conference in December and July the Principal said that the proposal should be sent. He also happily said that four or five conferences had been conducted and an International Conference was organized in Singapore. He also conveyed that more International Conferences would be conducted abroad in future.

Dr. Helen Retna Monica, the Bursar boastfully announced that the Dept. of Chemistry was going to conduct an International Conference in which four delegates from the USA would be participating. She also said that the papers presented would be published in the International Journals.

Dr. Rajkumar Immanuel said that the Collection of Feedback from the Students, Teachers, Alumni, Parents and Employers was completed and compiled. He also a copy of the same would be ready very soon.

Dr. K. Gnanasekar informed that Academic and Administrative Audit (AAA) 2017-18 should be accomplished

Dr. J. Paul Jayakar, who is in charge of IBAC Bulletin announced that both parts of IBAC Bulletin 2017-18 would be ready shortly.

Principal announced that the Western Wing on the second floor of Saunders Hall had been allotted for installing the Instruments for and the Central Instrumentation Facility would be available by the end of this month.

Bursar informed that the outsiders could also make use of the instruments on payment.

The Principal nominated Prof. Chinnadurai Panichian to act as the Coordinator of Soft Skill Centre.

Dr. Rajkumar Thirumal suggested that a Consultancy Centre should also be included in the list of centres to be opened.

Dr. K. Gnanaparkar stressed the membership work on Action Plan based on NAAC report. He said a Criterion Wise Action Plan for five years had to be prepared.

Regarding the Question Paper Evaluation, the COE was advised to prepare and give questionnaires to the External Examiners in order to get their views.

It was also decided to apprise the faculty of obtaining patent right for our innovations.

Meeting (2): 04.02.2019

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



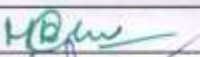
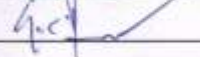
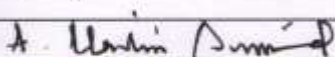





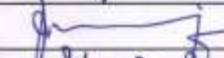





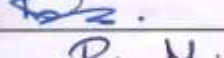


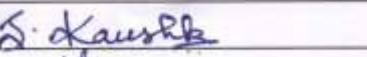

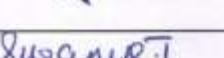
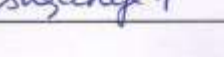
The American College
Madurai 625 002

Agenda

- UGC identified our College as a potential “Mentor Institution” to help the NAAC aspiring institutions
- AISHE 2018-19 – due date 28th Feb., 2019
- Create on HEI Portal by registering in the NAAC web portal for on-line submission of AQAR 2018-19 onwards
- Task force for Preparing and uploading AQAR – 2018-19 - Criterion Wise – on-line mode
- Institutional email ID for faculty members
- Guidelines: Bibliometric data validation methodology of NAAC – Librarian
- Task force for MOOC (Massive Open Online Courses) – SWAYAM Courses
- Task Force for Feedback– Collection – Analysis – ATR
 - Students,
 - Teachers,
 - Alumni,
 - Parents,
 - Employers
- Task force for Academic and Administrative Audit (AAA) – 2018-19
 - Collection – Analysis - ATR
- IQAC Bulletin – 2018-19 (First half)
- Central Instrumentation Facility
- Action-Plan - Faculty-Student Training Centers to build Competencies, such as
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students’ Talents Facilitating Centers,
 - c. Soft Skill Development Center,
 - d. Entrepreneurship Training Center
 - e. Software Development and Testing Center,
- Question Paper Evaluation 2018-19 – O/o COE / Dept. level-ATR
- Future Plans of Action for the next Academic Year – 2019-20
- Action Plan for the next NAAC cycle

Members Present:

Members present in the 2nd IQAC meeting held on 4th February, 2019

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica (Cr. IV)	
4.	Dr. A. Martin David	
5.	Dr. J. John Sekar	
6.	Dr. T. K. Ganesan	
7.	Dr. S. Rajkumar Immanuel (Cr. I)	
8.	Dr. K. John Adaikalasamy (Cr. VI)	
9.	Dr. M. Balakrishnan	
10.	Dr. C. Muthuraja (Cr. III)	
11.	Dr. J. Sarojini	
12.	Dr. J. Paul Jayakar (Cr. V)	
13.	Mr. J. Justin Manohar (Cr. VII)	
14.	Dr. E. Joy Sharmila (Cr. II)	
15.	Dr. R. Anandaraj	
16.	Dr. J. Rajakumar	
17.	Dr. Vasantha Kumar, Librarian	
18.	Mr. M. Rajesh, Alumni Cell	
19.	Dr. P. M. Anurama, Placement Cell	
20.	Dr. K. Gnanasekar	
	Student Members	
21.	S. Kaushik IGCOM30	
22.	Mohammed Asraff IG MATS	
23.	T. SUGANYA, MCA DEPT	

Minutes:

Minutes of the IQAC meeting held on 4/2/2019

Agenda and the list of members attended the meeting have been affixed.

The Principal and Secretary chaired the meeting. The meeting began with a prayer by Dr. Jay Sharmila of the Dept. of Zoology.

The Chairman, Dr. Daramani Christopher welcomed the members and introduced the agenda.

Having highlighted the importance and significance of the role of IQAC in the college the Chairman started the discussion on the items in the agenda.

He informed that The American College, as it had scored above 3.26 in the accreditation by NAAC, it had been identified as a potential "Mentor Institution" and ~~it would~~ help the following five institutions:

- 1) M.K. University College, Madurai
- 2) St. Antony's College, Dindigul
- 3) ~~Marten Breen~~ ^{Syed Ammal} ~~College for Women, Keelakarai~~
- 4) CSJ Arts & Science College for Women, Madurai
- 5) Anugraha College Social Work College, Dindigul

He also informed that AISHE 2018-19 - Data should be uploaded by 28th Feb 2019.

Regarding the on-line submission of AQAR he said that an H&I Portal had to be created by registering in the NAAC Web Portal, which was mandatory.

The Principal himself would be involved in this task and he would be ably assisted by all the Heads of the Departments and the Coordinators of NAAC and IQAC.

It was decided to assign the task of preparing the Institutional email ID for faculty to Prof. J. Frank Ruban Debbaraj, the Faculty Secretary.

The Principal said that the Librarian, Dr. K. Varanthalakumar would work on Bibliometric Data Validation Methodology of NAAC, based on the guidelines given by NAAC.

Dr. K. Gnanasekar, the Coordinator IQAC suggested that a software had to be created for this purpose.

He also said that all the faculty should be given awareness in this regard.

The Principal advised that the Librarian should work on this in consultation with Dr. KG.

During the deliberations on MOOC - Massive Open On-line Courses, the Chairman reminded about the Workshop conducted by Dr. Manoj Kumar of UGC on MOOC and explained how the Government was keen on opening such Courses. He also informed that two of the faculty were already working on it.

The Principal appointed Mrs. Suganya, to be in-charge of the SWAYAM Courses. She would be assisted by the following faculty:

- 1) Dr. S. Jernima Balasubbi (Chemistry Dept.)
- 2) Dr. Kirithika Rani (Chemistry Dept.)
- 3) Dr. A. Hilary Joseph (Commerce Dept.)
- 4) Mr. D. Gideon Prem Singh (Vis.Com. Dept.)
- 5) Mr. Sathya Dev. (HOD, MBA)

The Controller of Examinations Dr. Martin David would co-ordinate in consultation with Dr. K. Gnanasekar.

During the discussion on Feedback-Collection-Analysis the Principal informed that the feedback by the students and the teachers had been done properly.

Mr. Rajesh of the Dept. of Zoology was told to create a format of questionnaire for the alumni, parents and employers feedback. He was instructed to collect 100 feedback from alumni and 800 from the parents.

Dr. K. Gnanasekar suggested that a provision had to be created in the College Web Site for the feedback to be uploaded.

The Principal observed that the parents and the students should be encouraged to give or upload the facts and they need not be forced to give their manipulated views.

The Vice Principal, Dr. G. C. Abraham would guide Mr. Rajesh in this regard.

Dr. Anurama (Dept. of RPS) and Mr. Sathya Dev would be incharge of collecting the Employers' feedback.

The analysis of the collected feedback would be done by the Vice Principal, Dr. Immanuel Rajkumar and Dr. Anandaraj.

The Coordinator informed that except a few departments all other Depts. had submitted the Academic and Administrative (AAA) 2018-19 reports.

Dr. John Sekar suggested that the Audit could be done by the external members who would come for the Boards of Studies.

The Principal suggested that a Task Force of External Members would visit all departments to carry out the Audit. The following members were nominated:

- 1) Dr. Neyrasagamu (Madura College), Dr. Ramasubbu (Mannar Thiruvonai Nicker College) Dr. Jenifa (MK University).

Action Taken Report:

2018-2019

- ❖ Organised a Special Meeting with the Dean of St. Clairs College, Windsor, Canada on Study Abroad programme for Colleges.
- ❖ Conducted a Workshop on Adoption, Promotion and Production of MOOCs on SWAYAM platform.
- ❖ Conducted Faculty Development Programme on 'Restructured NAAC Accreditation Norms Procedures and Outcome Based Education'
- ❖ Introduction of UGC approved B.Voc Degree under Community College programmes
- ❖ Organised a Special Address of Dr. ManojKumar, Deputy Director of UGC SERO on 'Issues related to Higher Education and New Education Policy'
- ❖ Faculty Orientation Programme for newly recruited faculty members
- ❖ Submission of AQAR- 2017-18
- ❖ Restructuring of curriculum towards outcome based education Revised curriculum based on outcome based education, placed and approved in the Academic council
- ❖ Participated in the National Institutional Ranking process of MHRD under Autonomous College Ranked between 100 & 150 in college category under NIRF India Ranking 2019
- ❖ Promoting research activities and research publication of departments and faculty members Many faculty members activity involved in research and are publishing in Scopus, Web of science & UGC listed journals
- ❖ Introduction of New courses- B.Com Professional Accounting, Ph.D in Mathematics, Ph.D in Botany, Additional section in B.A English and M.Sc Mathematics Program structure and curriculum are placed & approved by the Academic council
- ❖ Introduction of Certificate and diploma courses at the weekends for public Diploma course offered by visual communication and certificate course offered by English, Hindi & French.
- ❖ Academic Networking with International Institutions MAHSA University, Malaysia, Eastern Institute of Technology , Auckland, Singapore Tamil Teachers Union, National Institute of Education , Nanyang Technological University
- ❖ Hands on training on usage of e-library facility through INFLIBNET- NLIST for students and faculty members successfully conducted and the facility is made accessible to students and faculty at free of cost

- ❖ Construction of second floor of Saunders Hall, central Instrumentation Facility, Edward L Nolting Gymnasium, William Tracy Indoor stadium, Restrooms, Men's hostel in satellite campus and Paver Block pavement is laid in Main campus Constructed & Dedicated
- ❖ International Conference on Frontier Areas in Chemistry from 17 July to 19 July,2018 Conducted
- ❖ Conducted a Three days' workshop on Applications of SPSS in Social Science Research. Students and Faculty members are oriented
- ❖ Organised an International Conference on Innovations in Business and Management. Research Scholars from India and abroad, participated
- ❖ LED lighting in the campus Installed

Future Plan

- Differently Abled Friendly Campus
- Developing eLearning Environment
- Finding avenues to reach the unreached society



SINCE 1881

THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Re-accredited (2nd Cycle) by NAAC with Grade "A" CGPA – 3.46 on a 4 - point scale

SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.5. Internal Quality Assurance System

6.5.3 Quality assurance initiatives of the institution

2017-2018

Details of IQAC meetings and minutes

Minutes & ATR 2017-18

Meeting (1): 06.07.2017

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



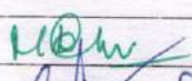
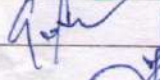

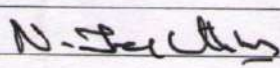

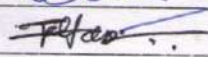
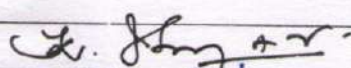
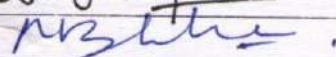
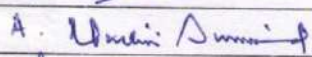

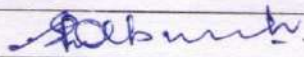
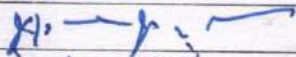
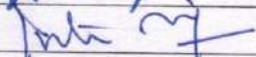

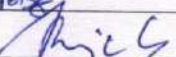
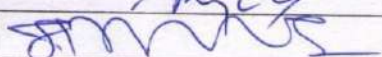
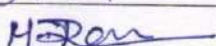
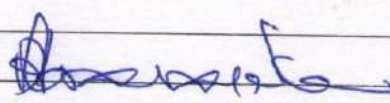
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Agenda

- AQAR – 2016-17 - Criterion Wise report
- Faculty Induction Programme for newly recruited Faculty Members
- Proposal to organize a criterion specific IQAC event on third WEDNES DAY of every month – Seminar / Workshop – for our faculty / staff / students (JULY, AUG, SEP, OCT, JAN, FEB, MAR)
- National Conference – November, 2017
- Student Feedback – Collection – Analysis - ATR
- Academic and Administrative Audit (AAA) – 2016-17
- Ranking of Depts. as per parameters / methodology of NIRF (National Institutional Ranking Framework) – Developing Quality Indicator Framework
- IQAC Bulletin – 2016-17
- Preparing for CPE status
- Central Instrumentation Facility
- Proposal to create Academic, Professional Development, and Student Welfare Centers such as,
 - a. Multi-disciplinary / Inter-disciplinary Centers,
 - b. Students' Academic Welfare Centers,
 - c. Students' Talents Facilitating Centers,
 - d. Learning Resource Production Center,
 - e. Soft Skill Development Center,
 - f. Entrepreneurship Training Center
 - g. Software Development and Testing Center,
 - h. Students' Sports Skill Development Center
- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark
- Question Paper Evaluation 2016-17 – Dept. level
- Documentation of the activities of the departments/ centers / college
- Formation of Quality Circles & Monitoring its functions
- Departments to organize International / National / State-Level Academic Programs

Members Present:

Members present in the IQAC meeting held on 6th July, 2017

S. No.	Name	Signature
1.	Dr. M. Davamani Christofer	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Ms. Udayakumari Ratnavalli	
5.	Dr. K. Muthuchelian	
6.	Mr. N. Jegatheesan	
7.	Mr. B. Immanuel Devavaram	
8.	Ms. I. Lydia Indra Priyadharsini	
9.	Dr. J. Jasupaul Thangaraj	
10.	Dr. J. John Sekar	
11.	Dr. T. K. Ganesan	
12.	Dr. S. Rajkumar Immanuel	
13.	Dr. K. John Adaikalasamy	
14.	Dr. M. Balakrishnan	
15.	Dr. A. Martin David	
16.	Dr. C. Muthuraja	
17.	Dr. S. Paul Mary Deborrah	
18.	Dr. J. Paul Jayakar	
19.	Mr. J. Justin Manohar	
20.	Dr. R. Anandaraj	
21.	Dr. J. Rajakumar	
22.	Dr. Vasantha Kumar	
23.	Ms. RAMA M	
24.	Mr.	
25.	Dr. K. Gnanasekar	

Minutes:

The Minutes of the meeting of the members of the Internal Quality Assurance Cell held on 6 July 2017.

AGENDA:- Affixed.

Members who attended the meeting:- list affixed.

The Principal and Secretary Dr. Daramani Christoper chaired the meeting.

The meeting began with a prayer by Dr. J. Rajakumar, Associate Prof. of English.

The chairman welcomed the members and introduced the agenda.

At the outset the chairman appreciated Dr. K. Gnanasekar, the Coordinator of IQAC for his commitment and sincerity. He also congratulated Dr. K. Gnanasekar and Dr. Paul Seyaker on their successful publication of the first IQAC Bulletin/Journal.

Before taking the sixteen items of the agenda for discussion Dr. K. G. presented a report on the work carried out by the Cell and also urged the members to accomplish the incomplete tasks. He requested the Conveners of the Committees to submit the AQR 2016-2017 - criterion wise reports at the earliest. He presented the year plan (2017-18) of IQAC and announced that a Faculty Induction Programme would be conducted on 22/7/2017 for the newly appointed faculty (appointed since 2015).

Dr. Kannan, former Principal, MSW College, would organize the programme.

The Coordinator, Dr. K.G. announced that it had been proposed to conduct - Criterion-specific IQAC events would be conducted on third wednesday of every month. He added

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that Dr. Rajkumar Immanuel would organize a programme in July.

Regarding the conduct of a National Conference the Principal announced that it would be held in January 2018. He requested the members to discuss and decide on the theme and the chief guest of the conference. He also suggested that the topic should be related to the UGC Thirteenth Plan. An organizing Committee with members from each discipline was formed. Dr. John Sekar, Dean, Academic Policies and Administration would be the convener of the committee. Dr. Paul Jayakar (Arts), (Science), Dr. Justin Manohar (Humanities) and Dr. Vasantha Kumar (Librarian) would be the members.

During the discussion on Student Feedback the Principal informed that Dr. Rajkumar Immanuel had submitted the Action Taken Report (ATR).

In the matter of Ranking of Departments the Principal instructed Dr. Justin Manohar to work on that as per parameters/methodology of NIRF.

Dr. J. Paul Jayakar was again assigned the task of preparing IQAC Bulletin 2016-17.

The Principal said that Dr. John Sekar would be in charge of the preparation for CPE Status. He also suggested that each criterion head could include two members from their respective departments to help them in this regard.

Names of some of the following faculty were suggested: Prof. Johnson, Prof. Malaravan, Mr. Rabin, Prof. Rajesh and Dr. Martin.

The Principal quoting the NAAC report stressed the need for having Central Instrumental Facility and said that that should be the most important agenda to be considered.

The Bursar Dr. J.H.R. Monica regarding fund-raising for Central Instrumental Facility

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informed that the Central Food Technology and Research Institute (CFTRI) was willing to donate some instruments.

It was also proposed to create Academic, Professional Development and Student Welfare Centres such as;

- a) Multi-disciplinary / Inter disciplinary Centres,
- b) Students' Academic Welfare Centres,
- c) Students' Talents Facilitating Centres,
- d) Learning Resource Production Centre,
- e) Soft Skill Development Centre,
- f) Entrepreneurship Training Centre,
- g) Software Development and Testing Centre,
- h) Students' Sports Skill Development Centre.

The Bursar informed about the availability of two Interactive Boards and stressed that they had to be utilized fruitfully. She also said that the faculty should be trained to operate them properly for the welfare of students.

The Criterion Heads were asked to work on an Action Plan based on NAAC report. It would be a Criterion wise Action Plan for five years based on Assessment indicators as benchmark.

It was decided to carry out Question Paper Evaluation more effectively from this year.

Documentation of the activities of the departments / Centres / College would be done and the copies of the activities should be sent to IBAC and NAAC Coordinators for this purpose.

During the discussion on department level programmes the Bursar informed that economical support would be given encouraging the departments to conduct various Academic programs.

Meeting (2): 01.02.2018

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



The American College
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IQAC Meeting – 2017-18 – 1st February, 2018




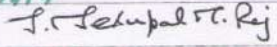

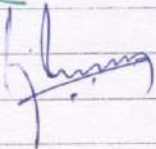
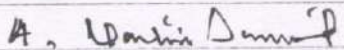


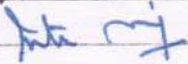
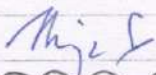
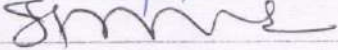
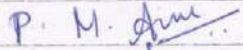
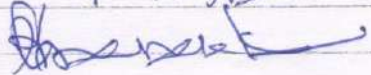
Agenda

- AQAR – 2016-17 – Final draft -KG
- Faculty Induction Programme for newly recruited Faculty Members - JJS
- Student / Alumni Feedback – Collection – Analysis – ATR – RI & JPJ
- Academic and Administrative Audit (AAA) – 2016-17- Report -JJS
- Ranking of Depts. as per parameters / methodology of NIRF (National Institutional Ranking Framework) – Developing Quality Indicator Framework – Report – JJM & KG
- IQAC Bulletin – 2016-17 (Second Half) & 2017-18 (First Half) -JPJ
- Central Instrumentation Facility - report
- ATR - Proposal to create Academic, Professional Development, and Student Welfare Centers such as,
 - a. Multi-disciplinary / Inter-disciplinary Centers. *(Inter-disciplinary & Innovation Center)*
 - b. Students' Academic Welfare Centers.
 - c. Students' Talents Facilitating Centers. *= SSC, Anandhan*
 - d. Learning Resource Production Center. *-*
 - e. Soft Skill Development Center. *= Daniel Rubens*
 - f. Entrepreneurship Training Center *= Martin Justin*
 - g. Software Development and Testing Center. *Shahid Sanyal, Joli, Dept. Applied Science*
 - h. Students' Sports Skill Development Center *= Chapter - Physical Director*
→ Centre for
- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark – report – RI, PMD, CM, Bursar, JPJ, KJA, JJM
- Question Paper Evaluation 2016-17 – Dept. level - Report –KJA, COE, DCOE
- Formation of Quality Circles & Monitoring its functions – report - RA

* Placement Cell activities
* Alumni Cell activities

Members Present:

Members present in the 2nd IQAC meeting held on 1st Feb., 2018

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Dr. J. Jasupaul Thangaraj	
5.	Dr. J. John Sekar	
6.	Dr. T. K. Ganesan	
7.	Dr. S. Rajkumar Immanuel	
8.	Dr. K. John Adaikalasamy	
9.	Dr. M. Balakrishnan	
10.	Dr. A. Martin David	
11.	Dr. C. Muthuraja	
12.	Dr. J. Sarojini	
13.	Dr. J. Paul Jayakar	
14.	Mr. J. Justin Manohar	
15.	Dr. R. Anandaraj	
16.	Dr. J. Rajakumar	
17.	Dr. Vasantha Kumar	
18.	Mr. M. Rajesh	
19.	Dr. P. M. Anurama	
20.	Dr. K. Gnanasekar	

Minutes:

The Minutes of the meeting of the members of the IQAC held on 1 February 2018.

(Agenda and the list of the names of the members attended the meeting enclosed)

The Principal and Secretary, Dr. Daramani Christober chaired the meeting.

The meeting began with a prayer by Dr. J. Rajakumar, Associate Prof. of English.

The Chairman welcomed the members and introduced the agenda. The matters on the agenda were discussed and decisions were taken in the meeting.

Regarding the first item on the agenda Dr. K. Gnanasekar, the Coordinator, IQAC informed that a draft of AQAR - 2016-17 had been sent to the Deans for verification and suggestions. Dr. John Sekar, the Dean for Policies and Administration suggested the same to be finalised at the earliest. The Principal told Dr. K.G. to take care of the final report.

The Principal entrusted the responsibility of arranging Faculty Induction Programme for newly recruited faculty members with Dr. John Sekar, Secretary NAAC.

The Principal instructed the concerned faculty to document the Student/Alumni Feedback.

Dr. John Sekar informed that the Academic and Administrative Audit had to be prepared. (AAA - 2016-17).

The Principal urged Dr. Justin Manohar and K. Gnanasekar to Rank the Departments as per the parameters/methodology of NRF.

(National Institutional Ranking Framework) by developing Quality Indication Framework and submit the report.

Dr. J. Paul Tezakar, Addl. Dean for Policies and Administration informed that the JQAC Bulletin for 2016-17 (Second Half) was almost ready and the Bulletin for 2017-18 (First-Half) was at an initial stage of preparation.

The Principal opined that separate space should be allotted to house Central Instrument Facility. He also suggested that the C I F could be installed either at Stopper's Hall or at the Saunders (both upstairs).

The Principal also mooted the idea of having a museum and a planetarium in the College. He explained the necessity of having them and suggested that the planetarium could be established at the Satellite Campus in Chattrapatti.

Regarding the ^{ATR-}proposal to create various Centres Dr. K. Gnanasekar said that the titles/names given to centres in the list could be changed more significantly.

The Principal expressed that various activities related to the centres proposed were already being carried out in the College though not in a full-fledged manner with such nomenclatures mentioned. He further said that the Counselling Centre had been already functioning very fruitfully. He also appreciated the service rendered by the trained Counsellors Dr. Chester Manuel and Ms. Rohini of the Counselling Centre.

During the discussion on Multi-Disciplinary / Inter Disciplinary Centres the Principal suggested that there should be separate centres for Science / Social Science and Languages.

The Principal nominated the following faculty to be in charge of the centres:
Dr. Asulappan — Student Talents Facilitating Centre
Prof. Daniel Reubarij — Soft Skill Development Centre.
Dr. A. Martin David and Prof. J. Justin Manohar volunteered to be in charge of Entrepreneurship Training Centre. The Principal suggested that the related work had to be done at the Satellite Campus too.

Stressing the need for the basic infrastructure to the Centres the Principal suggested that Software Development and Testing Centre could be housed at Teevan Sothi Lab and the Students' Sport Skill Development Centre at the P.E.D Block (Ground floor).

Ms. Anurama, Director of Placement Cell was ~~informed~~ told to organise training programmes for students. It was decided to organise a programme for B.A. Arts students in February and for the Science Students before the Second Test Period.

The Principal instructed that the members should start working on Action Plan based on NAAC Report and said that Criterion wise Action Plan for next five years to be formulated and to work on it from now onwards.

Action Taken Report:

2017-2018

- ❖ Recommendations of the Sub-committee on Examination Reforms are approved in the Academic Council and implemented
- ❖ Participated in the National Institutional Ranking Process of MHRD under College category and ranked 90 under NIRF ranking 2018
- ❖ Programme Structure and Curriculum for all PG courses are revised and approved by the Academic Council
- ❖ Programme Structure and Curriculum for Diploma and Advanced Diploma courses under Community College Programmes are introduced and approved by Academic Council
- ❖ Facilitated research activities of faculty members. Faculty members take active part in research and published articles in peer reviewed journals
- ❖ Conducted an International Conference on Emerging Trends in Multidisciplinary research at Singapore in Association with Singapore Tamil Teachers Association from 27 to 29 December 2017
- ❖ Organised One day International Conference on English Language, Literature and Linguistics on 26 July 2017. 611 research papers were published in 20 volume in Bodhi, an International Journal approved by UGC
- ❖ Conducted a National Conference on Modern Mathematics and its applications on 22nd and 23rd January 2018
- ❖ Organised National Conference on Impact of Pollution on Health and Restoration of Quality Environment through Biotechnology Applications on 2nd and 3rd February 2018
- ❖ Conducted a National Conference on prospects of Micro, Small and Medium Enterprises in Indian scenario
- ❖ Organised a National workshop on Mental Health of Young Adults
- ❖ Organised a special interaction session with around hundred faculty members from City colleges on Quality Higher Education in Changing times
- ❖ Conducted Students feedback on academic measures and infrastructure facilities and recommended measures based on the analysis
- ❖ Strategic planning carried out for enhancing infrastructure facilities and to start new academic programs based on feedback received
- ❖ Organised National level Human Rights Defenders Training Program on 19th and 20th September 2017
- ❖ National Conference on Modern Mathematics and its Applications
- ❖ Published IQAC Bulletin bi annual
- ❖ Organised competition for students on My Vision - Corruption Free India
- ❖ Arranged for a Special talk to highlight the achievements of Nobel Laureates 2017 on the Nobel day 2017
- ❖ Construction of Amphitheater extension
- ❖ Construction of ground and first floor of Saunders Hall for new classrooms
- ❖ Construction of classrooms on the first floor of Jeevana Jyothi extension building

- ❖ Construction of Tissue Culture Lab
- ❖ Construction of Science lab
- ❖ Construction of audio video recording studio
- ❖ Installation of solar lamp in the campus
- ❖ Constructed an aesthetically designed entrance at satellite campus
- ❖ Organised Subject related seminar Union Budget Panel Discussions
- ❖ National Science day is celebrated with Intradepartmental Science competitions for our students
- ❖ Ozone Day, Dengue awareness program conducted
- ❖ Faculty Induction Program for newly recruited faculty members
- ❖ Promoting the Online access of student attendance & Continuous assessment marks
- ❖ Ensuring ICT enabled services and infrastructure at department level
- ❖ Institutional collaboration with International Institutions
- ❖ Sustaining and managing effective use of INFLIBNET NLIST resources
- ❖ Sports students participated and won medals and awards at the inter-university tournaments
- ❖ Rallies, Seminar, Workshops, Blood donation camps were conducted to instil Institutional Social responsibilities among students

Future plan:

- College with excellent NIRF ranking
- Advanced Diploma and Certificate courses
- B. Voc Program
- In-house Publications
- Multi-disciplinary Research Journals
- National and International Conferences
- Training Programmes and Workshops
- Student's Academic support programmes
- Workshop on E-content
- Multi-disciplinary and Innovation centres
- Entrepreneur Skill Development Programmes
- Software Development and Testing centre
- Placement Training & Interactions
- Fundamental Science awareness programs
- Periodic Alumni Meet
- Centralised Instrumentation Facility



SINCE 1881

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SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.5. Internal Quality Assurance System

6.5.3 Quality assurance initiatives of the institution

2016-2017

Details of IQAC meetings and minutes

Minutes & ATR 2016-17

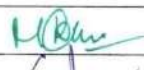
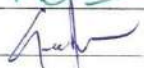

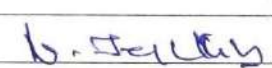
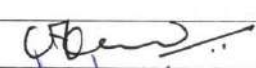
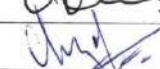
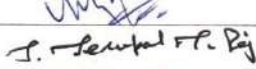
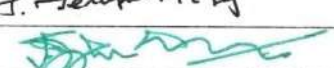



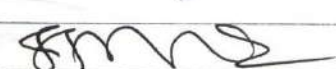

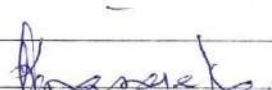
Meeting (1): 15.07.2016

Members Present:

*Members present at the IQAC Meeting - 2016
held on 15th July 2016*

15/7/16

Members of the IQAC - 2016-17

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Ms. Udayakumari Ratnavalli	
5.	Mr. N. Jegatheesan	
6.	Mr. D. Immanuel Devavaram	
7.	Dr. K. Muthuchelian	
8.	Ms. I. Lydia Indra Priyadharsini	
9.	Dr. J. Jasupaul Thangaraj	
10.	Dr. J. John Sekar	
11.	Dr. T. K. Ganesan	
12.	Dr. C. Muthuraja	
13.	Dr. K. John Adaikalasamy	
14.	Dr. M. Balakrishnan	
15.	Dr. A. Martin David	
16.	Dr. R. Anandaraj	
17.	Dr. J. Rajakumar	
18.	Dr. Vasantha Kumar. N	
19.	Student Nominee -I A.Aarthy Caroline Lydia (15MBA 01)	
20.	Student Nominee-II M.Josiah Immanuel (15PGE 21)	
21.	Student Nominee-III M.Nandana (15 PGM 20)	
22.	Dr. K. Gnanasekar	

Minutes:

IQAC Meeting @11 am at the NAAC Secretariat on Friday 15 July 2016

Principal

- Welcomed the gathering
- External members: Muthuchezian, Jegatheesan, Lydia
- Briefed the role of IQAC

IQAC Coordinator Dr KG

- Freshmen orientation
- Good response from parents for admission
- Parents-Teachers Meeting
- Socio-economic profile collected and being processed

Plans

- UGC visit
- CPE status
- ATR on NAAC Peer Team suggestions
- Criterion-wise action plan
- NAAC rating has branched off into A, A+ and A++
- More Centres on interdisciplinary research
- Special Centres for preparing students for placement and exams like UGC Net
- Five year plan for the next accreditation
- Orientation for the newly recruited faculty members
- Science Exhibition
- Question paper evaluation: dept level
- Documentation in the college
- IQAC bulletin twice a year
- Interaction with faculty from other colleges
- NAAC sponsored seminar
- Student discipline through programmes & engagements

Dr Muthuchezian, former VC

- Autonomous colleges almost on par with university
- IQAC has its own objectives, vision and mission
- Rating: A to A++ / B B+
- Ratings in the first two are preliminary to 3rd cycle
- In the third cycle, the impact of the programmes introduced during the early phases on the beneficiaries
- Valuation and evaluation is more rigorous
- Strengthen IQAC in terms of students, teachers, non-teaching staff, parents
- Start sensitisation programmes in terms of 7 criteria
- Conduct many programmes before admissions like achievements and programmes available: something like exhibition: press be invited
- Conduct a series of programmes at least for three days highlighting features of programmes discipline-wise
- First confidence won from students
- Sensitisation programmes for teachers on research like how to write projects and writing a paper and presentation
- Funding scope and agencies & 12 Fellowships for students
- Alumni be invited to train students

- Contribution of alumni dept level and college level
- Four times a year; achievement of five years through charts
- Infrastructure development in terms of quality
- Parents' questionnaire
- Results of students to parents through sms (viability of programme)
- Separate coordinator for parents meeting
- Academic Administrative Audit from externals through structured questionnaire and upload the report on the College website
- Every dept should have five year agenda for benchmarking and ATR
- A complete profile of each student
- Feedback from students: collect, analyse, project it with earlier ones
- Criterion-wise feedback
- Teacher with engagement
- Action on complaints against teachers must: one-to-one between head and teacher
- Teaching, materials, technology, testing,
- Examination process: autonomous status being suspected
- Two out of three tests must
- Remedial action for exams of defaulters
- Within a week, results be published
- Timely Evaluation and publication for perfection
- Start Centres involving other departments: immediate
- Research should be interdisciplinary and multidisciplinary
- Centre for Tamil computing: Tamil and Computers
- Economics dept be common for all
- Minimum ten Centres for the next five departments
- MOUs with Industrial Partners
- Invite all the members of the Chamber of Commerce
- Every dept should have at least 10 modus involving students
- Fine tune elective courses in accordance with industrial needs
- Let students become employable or entrepreneurs
- Industrial collaboration for mutual benefits
- Research Consultancy dept-wise and policy on it
- Placement: training & number of placement counselling
- At least 25% on campus placement; college is not an incubator for producing degrees
- Expose students to the world of opportunities
- Strengthen placement with data
- Amenities on campus
- Common restroom for girls, boys, and men and women faculty separately other than the ones available in departments with recreational facilities
- Cubicle with a computer for every teacher
- Internet café centre where a student can type and bind their thesis: outsource it to NGO or self-help groups
- Every wing ought to have toilets
- Canteen with price list
- Green audit with further improvement
- Example, any income from Vermicomposting

- Solar power in terms of percentage
- Criterion-wise department report
- New departments and centres
- Extension: real contribution to society in terms of village knowledge centre for their livelihood, literacy percentage
- SAP, FIST, Centre of Excellence
- Revenue generated through consultancy
- Seminars, conferences, at least 1 in each department annually
- Linkages created
- Upgrading the existing infrastructure
- Library be automised
- How many are visiting and using different facilities
- Net, Slet, IAS, Gate
- Student activities: nss, bcc,
- Major grievances redressed
- Curriculum development: initiatives
- Smart classrooms
- Welfare schemes for teachers/non-teaching
- Corpus fund generated in the last five years

Principal

- CC
- 100 KVA first in Arts and Science college in TN reducing 25 tonnes CO2
- Green Audit with the help of Dr Muthuchezian
- Introduced criterion-wise results
- Welcomed Mr Immanuel
- Got concurrence for the appointment of new criterion heads
- The lowest grade for research: no research culture; consultancy zero
- Impact of extensions programmes on society to be quantified
- Small library or computing, supplying magazines or American College knowledge village centre in villages

Jegadeesan, President

- Soft skills training for at least final year students
- Guest lectures
- Result oriented courses
- Involve entrepreneurs
- Thrust to be given to discipline so that they may not involve in crimes
- R&D strengthened
- MOUs with trade-wise organisations

Principal

- Teach students properly lest they may not involve in crimes
- Selling kidneys to buy iPhone
- Ready for MOU with the Chamber of Commerce

President

- Sicke

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



The American College
Madurai 625 002

Agenda

- National Conference – 21st and 22nd Feb., 2017.
- Student Feedback
- Academic Audit – 2016-17
- Ranking of Depts. as per parameters / methodology of NIRF (National Institutional Ranking Framework)
- IQAC Bulletin
- AQAR – 2015-16

Proposed Activities:

- Action Plan based on NAAC report - Five year Plan – Criterion Wise Action Plan – Assessment indicators as benchmark
- Preparing AQAR – 2016-17 – Criterion Wise report
- Question Paper Evaluation 2015-16 – Dept. level
- Documentation of the activities of the departments/ centers / college
- Publish IQAC Bulletin
- Formation & Monitoring of the functions of Quality Circles
- Facilitate Departments to organize International / National / State-Level Academic Programs
- Create Platforms to interact with Faculty members and students in other Institutions
- Organize Extra-Curricular activities for the students

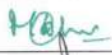




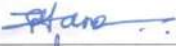








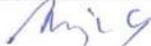



Reports

Recording Secretary	: Dr. J. Rajakumar
Editor – IQAC Bulletin	: Dr. J. Paul Jayakar
Coordinator – Documentation	: Dr. Vasantha Kumar
Coordinator – Quality Circles	: Dr. R. Anandaraj
Coordinator – Events	: Dr. K. John Adaikalasamy
Coordinator – Extra-Curricular activities	: Dr. C. Muthuraja
Academic Audit – Departments	: Dean, Academic Policies & administration
Academic Audit - Students	: Dean, Academic Advising
Academic Audit – Evaluation	: Controller of Examinations

Members Present:

Members present at the IQAC meeting
held on 30 January 2017. 33

Members present in the IQAC meeting held on 30th January, 2017

S. No.	Name	Signature
1.	Dr. M. Davamani Christoher	
2.	Dr. G. C. Abraham	
3.	Dr. J. Helen Ratna Monica	
4.	Dr. J. Jasupaul Thangaraj	
5.	Dr. J. John Sekar	
6.	Dr. T. K. Ganesan	
7.	Dr. C. Muthuraja	
8.	Dr. K. John Adaikalasamy	
9.	Dr. M. Balakrishnan	
10.	Dr. A. Martin David	A. Martin David
11.	Dr. R. Anandaraj	
12.	Dr. S. Rajkumar Immanuel	
13.	Dr. S. Paul Mary Deorrah	
14.	Dr. J. Paul Jayakar	
15.	Mr. J. Justin Manohar	
16.	Dr. J. Rajakumar	
17.	Dr. Vasantha Kumar	
18.	Dr. K. Gnanasekar	
19.	J. SAROJIN	

Minutes:

The Minutes of the meeting of the (Internal) Members
of the Internal Quality Assurance Cell
held on 30 January 2017.

AGENDA:

- * National Conference - 21 & 22 February 2017.
- * Students Feedback
- * Academic Audit (2016-17)
- * Ranking of Depts. as per parameters/methodology of NIRE (National Institutional Ranking Framework)
- * IQAC Bulletin
- * AQAR - (2015-16).

The members signed ~~and~~ attended the meeting (list enclosed/appixed)

The Principal and Secretary Dr. Davamani Christober, M chaired the meeting.

The meeting began with a word of prayer by Dr. G.C. Abraham, Vice Principal of the college.

Dr. Davamani Christober welcomed the members to the second meeting of the IQAC in the academic year 2016-17 and requested Dr. K Gnana Sekar, the Coordinator of IQAC to introduce the agenda.

Regarding the first item on the agenda Dr. Gnana Sekar announced that it was proposed to conduct a National Conference on 21 & 22 of February 2017 and the estimated budget would be (Rupees) One and a half lakhs. He also mentioned that an IQAC Bulletin would be released on that occasion.

The Principal, Dr. Davamani Christober conveyed that the participants - both faculty and research scholars from other institutions would be invited for the Conference and a registration fee would be collected.

It was decided to offer a working lunch to the participants and the lodging had to be arranged by the participants themselves.

The Principal suggested that different committees should be formed and all the members should be involved in making the conference a success.

It was also decided to invite eminent persons like Dr. Muthucheslian, Mr. Ponnudhi, Dr. Suresh from Kerala and Dr. Pankey for the conference.

When discussing the second item on the agenda, Students' Feed-Back (Course), the Principal lauded the way Dr. John Sekar (Dean of Policies & Administration) had got the feed back from the students regarding Part I Courses.

The Principal told the Convener, Dr. Rajkumar Immanuel to prepare a questionnaire for students' feedback and place in the Senatus.

It was decided that the feedback should be completed by the first week of March 2017.

During the discussion on The Academic Audit The Principal enquired about the progress of work done and urged the Convener Dr. John Adithakasingam to accomplish the task by the end of April 2017 after preparing the criteria for the same.

Dr. John Sekar suggested that the External Members of the Boards of Study could also act as the External Auditors.

The Principal instructed Dr. John Sekar and

Dr. K. Gnanasekar to prepare a format for auditing purpose.

Referring to the Report of the Autonomy Review Committee Dr. K. Gnanasekar mooted the idea of Ranking of Departments as per the parameters/methodology of NIRF (National Institutional Ranking Framework). Prof. J. Justin Manohar was given in charge of this work.

The Principal asked the Coordinator to monitor all the work done.

It was proposed to come out with a Bulletin of IQAC - (two) half yearly Bulletins a year - during June - December and January - May.

In preparing the Bulletin for the current period The Principal suggested to include photos and brief write-ups of the following events that took place in the College:-

Women's Conference, SCILET Programmes, Seminars/Conferences Conducted by the Dept of Zoology, Volley Ball Tournaments, Flag Hoisting Ceremony and AACHE Orientation Programme.

Dr. J. Paul Jayakar (Addl. Dean for Policies & Administration) would be the Editor of the Bulletin.

The Principal urged the conveners to submit the AQAR (2015-16) by 6 Feb. 2017 through Dr. John Sekar and Dr. K. Gnanasekar.

Presenting the Proposed Activities (copy enclosed) the Coordinator Dr. K. Gnanasekar said that a Five-Year Action Plan had to be worked out to conduct programmes.

Action Taken Report:

2016-2017

- ❖ Completion of action work for extension of Autonomous status and UGC granted extension of Autonomous status for a period of 6 years with effect from the Academic year 2016-17 to 2021-22 including ex-post-facto approval for the period from 2013-14 to 2015-16
- ❖ Faculty Induction Program for newly recruited faculty members
- ❖ Online access of student attendance & Continuous assessment marks
- ❖ ICT enabled services and infrastructure at department level
- ❖ Constructed 6 new classrooms, Amphitheatre and Men's Hostel in the Satellite Campus

- ❖ Created New lounge for Women faculty and separate lounge for Women students
- ❖ Institutional collaboration with International Institutions including Concordia College, USA, Ateneo de Manila University and UBCHEA (United Board for Christian Higher Education in Asia)
- ❖ Sustaining and managing effective use of INFLIBNET NLIST resources
- ❖ Revising and updating of CBCS (Choice Based Credit System) for various courses. Updated Courses approved by the Academic Council
- ❖ Faculty members received Major and Minor Projects
- ❖ Organised Subject related seminar and Union Budget Panel Discussions
- ❖ Science day is celebrated with Intradepartmental Science competitions for our students
- ❖ Ozone Day, Dengue awareness program conducted
- ❖ Sports students won medals and awards at the Inter-university tournaments
- ❖ Rallies, Seminar, Workshops, Blood donation camps conducted to instil Institutional Social responsibilities among students

Future Plan

- Examination reforms
- College with excellent ranking
- Diploma and certificate courses
- In house publications
- Multidisciplinary research journals
- National and International conferences
- Training programs and workshops
- Student's Academic support programs
- Workshop on E-content
- Multi-disciplinary and Innovation Centre
- Entrepreneur skill development programmes
- Software development and testing centre
- Placement training and interactions
- Fundamental science awareness programmes
- Periodic Alumni meet



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SSR Cycle – 3

Criterion VI – Governance, Leadership and Management

6.5. Internal Quality Assurance System

6.5.3 Quality assurance initiatives of the institution

2015-2016

Details of IQAC meetings and minutes

Meeting – 28.08.2015

Agenda:

Dr. K. Gnanasekar Ph. D.,
Coordinator, IQAC



The American College
Madurai 625 002

Completed Activities:

1. AQARs for the years 2010-11, 2011-12, 2012-13, 2013-14, and 2014-15 have been submitted to NAAC, Bangalore.
2. Self Study Report for Reaccreditation has been submitted to NAAC, Bangalore.
3. Academic Orientation to newly recruited Faculty Members of our College
 - Conducted in July 2015
 - To introduce College Autonomy and its functions and their role in higher education specifically at our college
4. Panel Discussion on Union Budget 2015
 - Conducted by Dept. of Economics
 - To create awareness about Union Budget-2015 among our students

Proposed Activities:

- SCIENCE EXHIBITION for School students.
- Internal Peer Team visit
- Mock Peer Team Visit
- Academic Audit
- Question Paper Evaluation 2014-15
- Green Audit
- Energy Audit
- Facilitating NAAC Peer Team visit
- Model Parliament – Inter- Collegiate
- Documentation of the activities of the college
- Publish IQAC Bulletin
- Formation & Monitoring of the functions of Quality Circles
- Facilitate Departments to organize International / National / State-Level Academic Programs




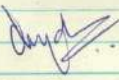



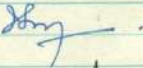
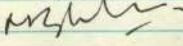




- Create Platforms to interact with Faculty members and students in other Institutions
- Organize Extra-Curricular activities for the students

Proposed Sharing of responsibilities:

Recording Secretary	: Dr. J. Rajakumar
Editor – IQAC Bulletin	: Dr. J. John Sekar
Coordinator – Documentation	: Dr. Vasantha Kumar
Coordinator – Quality Circles	: Dr. R. Anandaraj
Coordinator – Events	: Dr. K. John Adaikalasamy
Coordinator – Extra-Curricular activities	: Dr. C. Muthuraja
Academic Audit – Departments	: Dean, Academic Policies & administration
Academic Audit - Students	: Dean, Academic Advising
Academic Audit – Evaluation	: Controller of Examinations

Members Present:

Members present at the IQAC Meeting - 2015-16 held on 28 August 2015.		
S.No	NAME	Signature
1.	Dr. M. Daramani Christober	
2.	Dr. G. C. Abraham.	
3.	Dr. J. Helen Ratna Monica.	
4.	Mr. D. Dhanapalan	
5.	Mr. N. Jega theesan	
6.	Mr. B. Immanuel Devavaram	
7.	Mr. K. S. Bharaath	
8.	Ms. J. Lydia Indra Priyadharsini	
9.	Dr. J. Jasupaul Thangaraj	J. Jasupaul Thangaraj
10.	Dr. J. John Sekar	
11.	Dr. T. K. Ganesan	
12.	Dr. C. Muthuraja	
13.	Dr. K. John Adaikalasamy	
14.	Dr. M. Balakrishnan	
15.	Dr. A. Martin David	A. Martin David
16.	Dr. R. Anandaraj	
17.	Dr. J. Rajakumar	
18.	Dr. Vasantha Kumar	

S.No.	NAME	Signature
19.	Mr. M. Vigneshwaran	M. Vigneshwaran
20.	Mr. S. SMITH WIGGLESWORTH	S. Smith
21.	Dr. K. Gnana Sekar	
22.	Dr. S. Rajkumar Sumanick	

Minutes:

The minutes of the Internal Quality Assurance Cell held on 28 August 2015, at the NAAC Secretariat, The American College, Madurai:-

The members signed above attended the meeting.

Dr. M. Davamani Christober, the Principal and Secretary of the College chaired the meeting.

The meeting began with a word of prayer by Dr. Adaikalasamy, the Dean for International Exchange and Study Abroad.

Dr. M. Davamani Christober in his welcome address stressed the need for the accreditation of the college. He also congratulated Dr. K. Gnanasekar, the Coordinator of IQAC for all his efforts in completing the following four important activities:-

- 1) The submission of AQRs to NAAC, Bangalore, for the years 2010-11, 2011-12, 2012-13, 2013-14 & 2014-15.
- 2) Submission of Self Study Report (SSR) to NAAC,
- 3) Academic Orientation to newly recruited faculty members of our College conducted in July 2015 to introduce College Autonomy and its functions and their role in higher education specifically at our college;
- 4) Panel Discussion on Union Budget 2015 conducted by Dept. of Economics to create awareness about the Union Budget among our students.

The Principal and Secretary also mentioned that a five-member Committee comprising Dr. G. C. Abraham (the Vice-Principal), Dr. K. Gnanasekar, (the Coordinator of IQAC); Prof. J. Jesupaul Thangaraj (Controller of Examinations); Dr. C. Dorothy Steela of Chemistry Dept. And Er. N. Thirupathi Rajan (Director of the Dept. of Computer Science) would start visiting the departments from 31 Aug. 2015 and collect the reports from the departments in the College.

The Principal also informed that the College Report for NAAC had been completed and there would be a mock visit to the departments by some senior members of the faculty with external members.

Dr. K. Gnanasekar highlighted proposed activities to be carried out (a copy enclosed).

He also presented the proposal regarding sharing of responsibilities by the members of the C.B.I. (a copy enclosed at the end).

Dr. J. John Sekar, Dean, Academic Policies and Administration briefed on the implementation and the necessity of Three Audits - Academic Audit, Green Audit and Energy Audit. While the Bureau deals with the Green Audit and Energy Audit, Dr. John Sekar said that the Academic Audit would be conducted by three external experts, who would audit Arts, Science and Commerce & Business Administration Departments.

The Controller of Examinations, Prof. Jesupaul informed that the question papers set for Nov. 2014, April 2015 & June 2015 Examinations would be evaluated.

He also explained that the evaluation would be carried out by the external experts. He also explained that the evaluation would

find whether the questions were within the syllabus and set in the right format.

The Principal suggested that Dr. John Sekar could be assisted by Dr. J. Paul Jayakar, Prof. J. Jeyaseela, Prof. J. John Rajkumar, and Ms. Lydia Indira Priyadharshini (the external member of IQAC) in editing the IQAC Bulletin.

The principal was very happy to announce the facility given to the library and appreciated the librarian for his tireless efforts in maintaining the library.

The Principal optimistically encouraged the members that by the blessings of God and by our efforts the college would surely get accredited.

Mr. Immanuel Devavaram, one of the external members of IQAC talked on students' involvement and empowerment. He also expressed his willingness to conduct internship programmes for the benefit of the students.

Ms. Lydia observed that the students should be helped to come out of their problems and get involved in innovative activities. She also expressed her eagerness to help the students in their innovative proposals. She agreed to extend her cooperation in the preparation of IQAC Bulletin.

Dr. Ananda Raj, while proposing a vote of thanks said that IQAC functions at three levels - students, faculty and non-teaching staff. He also opined that though the educational perspective had changed everywhere as a market oriented and commercialized commodity, in an institution like

The American College it should be for a noble social cause. He expressed that he would even present a paper on this subject to create an awareness

ACTION TAKEN REPORT

2015-2016

- ❖ NAAC Assessment Process is institutionalized. Departments and faculty members are facilitated to undergo assessment by NAAC Peer team
- ❖ Completed Reaccreditation Second Cycle Process with Grade A and CGPA score of 3.46 on a 4 point scale
- ❖ Conducted Students feedback on academic measures and infrastructure facilities and recommended measures based on the analysis
- ❖ Conducted Science exhibition for school students in which faculty members and students of six science departments involved. 5600 students from 65 schools and public got benefitted
- ❖ Sky watch programme arranged for public using 10 inch telescope
- ❖ Faculty and Students are involved in the process of Curriculum development. The Curriculum is revised and approved by the Academic Council
- ❖ Facilitated and encouraged research activities of faculty members through financial assistance in terms of TA/DA, incentive for research publications and attracting funds from government agencies for research. Many faculty members actively take part in research four major and three minor project received
- ❖ Research work facilitated through enhancing UGC supported NList facilities at Daniel Poor Memorial Library and assisting researcher to use research resources at anytime at free of cost
- ❖ Training on usage of E Library facility through INFLIBNET, NLIST for students and faculty members conducted.
- ❖ Students Magazine, TWEETS ACRC, launched by student members of American College Rotaract Club
- ❖ Organised Book Fair as a part of Centenary Celebrations of Daniel Poor Memorial Library
- ❖ Training on the usage of ICT in teaching and evaluation process
- ❖ Computerisation of online student attendance and online continuous assessment mark processing implemented
- ❖ ICT services enabled hall in each department created

- ❖ Academic Networking with Foreign Universities including Concordia College, USA and Ateneo de Manila University
- ❖ Organised Subject-specific Seminars and awareness programmes including Road Safety Sensitization Program
- ❖ Conducted Environment awareness programmes including International Ozone Day celebrations
- ❖ Promoting Student participation in International and National Sports Events

Future Plan

- College For Excellence Status
- Publication Division
- Research Journals
- National And International Conferences Workshops
- Student Support Centres
- E-Content Preparation Centre
- Professional Development Centre
- Inter/Multi-Disciplinary Research Centre
- Entrepreneur Skill Development Centre
- Software Development And Testing Centre
- Basic Science Awareness Programmes
- Global Alumini Meet
- Examination Reforms
- Certificate Courses