Academic Year 2022-2023

MINUTES OF IQAC MEETING

IQAC Meeting

Date :20.07.2022   Time: 10.00 a.m

AGENDA

- Overview of IQAC Activities and Future Plans for the year 2022-2023
- Academic Initiative
- NIRF & ARIIA participation
- Equipment Audit
- Collaboration with Foreign Universities
- UGC Skill Hub Initiative

MINUTES OF THE MEETING

SUGGESTIONS

IQAC Coordinator Dr.J.Balavijayalakshmi, Associate Professor of Physics, welcomed the gathering. She presented the overview of the activities of the previous year and stated the plans for the current academic year.

IQAC Action Plan for the year 2022-2023

- Submission of AQAR
- Feedback consolidation and Analysis
- Department and faculty appraisal
- Student Induction Programme
- Faculty Induction Programme
- FDP on Stress Management, Design Thinking, Open Book Exam in Research Methodology
- Awareness Programme on Intellectual Property Rights
- Two-day International Conference

Academic Initiative

Dr.A. Shamitha Begum, Dean Academic Affairs informed about,

- The reconstitution of BOS and Academic Council with one international member in all boards.
- Introduction of 47 new courses
- Acceptance of 50:50 pattern
- MoU signed with Coursera - The license will be given to all UG students in clusters.

NIRF & ARIIA participation

Mrs.S.Vasandha, Dean Student Affairs presented the following details

- Submission of data for NIRF 2022, 7th edition
- ARIIA Ranking
- Submission of data for AISHE ranking
- Future plan to start a Bionest

Equipment Audit

Dr Ramesh Subramani, Senior Scientist and Dean – Research presented the following

- SOP should be written by Faculty using the equipment.
- Purchase of gas should be channelized.
- Most equipment are well maintained, some to be serviced and replaced.
- Some new equipment to be purchased for PG Zoology.
- All Physics faculty have work stations because all have projects.
- Equipment audit will be conducted in all science departments.
- Old equipment will be upgraded or replaced.
- ICT Audit to be conducted periodically

Secretary said that in Botany and Chemistry departments, the old equipment to be upgraded and new equipment to be bought in another 2 or 3 years. Equipment to be procured through project funds.

Collaboration with Foreign Universities

Professor S.Balasubramanian, in charge of International Affairs, presented the following

- New MoU signed with University of Michigan and James Cook University, Singapore.
- Secretary opined that Co-teaching should be done, and collaborative international Publication to be undertaken.

UGC Skill Hub Initiative
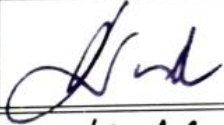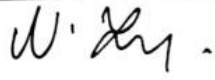
Secretary informed that UGC has offered Skill status to our institution in basic tailoring and beauty therapy, for school drop-outs and the Assessment is by NSDC.

The meeting ended with a note of thanks and appreciation to all by the Chairperson. She said that the coming year will be challenging and asked all staff to work hard and equip themselves in the field of academics in light of the changes that are made by UGC & other bodies. All the departments were instructed to have a plan of action for Community Outreach Program. All faculty members were asked to work towards NEP, Alumni relations and International Collaboration.

ACTION TAKEN REPORT

- AQAR 2020-21 submitted, approved and accepted.
- Stakeholders (Alumni, Employers, Parents, Teachers, Students) feedback completed for 2021-2022 .
- Department appraisal and faculty appraisal completed for 2021-2022.
- NIRF 2022 was submitted on 11 February 2022
- Awareness Programme on Intellectual Property Rights conducted through online mode on 21.07.2022
- Student Induction Programme organized from 08 to11 August 2022.
- Faculty Induction Programme conducted for two days on 25 & 26 August 2022. Outbound activity organized on 27August 2022 at Nilgiris Biosphere Park, Annaikatti
- The 26th Academic Council meeting was held on 23 August 2022

Attendance

Name & Designation	Signature
Dr. S. Nirmala Principal	
Faculty members to represent all level	
Dr.P.Meena Vice Principal, Associate Professor and Head Department of Physics	
Dr.Sushil Mary Mathews Associate Professor and Head Department of English	
Dr.G.Kavitha Assistant Professor and Head Department of Commerce	
Members from the Management	
Dr.R.Nandini Chairperson	
Dr. N. Yesodha Devi Secretary	
Prof. S. Balasubramanian Director, GRGCAS	
Dr.P.Sadhasivam Director Department of Management Studies (GRG SMS)	
Senior Administrative Officers	
Dr. A. Shamitha Begum Dean – Academic Affairs	
Dr. R. Padmavathi Dean – Academic support and Alumni relationships	
Mrs. S. Vasandha Dean – Student Affairs	
Mrs. G. Kalavathi Dean – Vocational Programmes	

Dr. L. Lakshmanan Dean – Mathematical Sciences	
Dr. Ramesh Subramani Dean Research	
Dr. V. Hemapriya Controller of Examinations	
Dr. Shanthi Radhakrishnan Dean– Costume& Apparel Designing & Academic Coordinator	
Dr.Latha Parameswaran Director. Computational Sciences	

IQAC Team

Dr. J. Balavijayalakshmi Assistant Professor and IQAC Coordinator Department of Physics	
Dr. S. Lavanya Assistant Professor Department of English	
Dr. P. Amutha Assistant Professor Department of Chemistry	
Mrs. T. Hashni Assistant Professor Department of Information Technology	
Mrs. Nithya Ramadass Assistant Professor Department of B. Com (CA) &M.Com	
Ms. M. I. Ayesha Assistant Professor Department of English	

IQAC Meeting

Date :**06.10.2022**   Time:**11.00 a.m**

AGENDA

- Department Review Meeting
- Board of Studies
- Academic Audit
- Programmes to be organised by IQAC
- Open book exam for PG

SUGGESTIONS

Department review meeting

❖ Review meeting with Secretary will be in the 3rdweek of October and the plan of action with respect to NAAC, NIRF, ARIIA, Research Project, Adjunct faculty, Diamond jubilee to be prepared and presented semester wise.

❖ Department review meeting with Chairperson - Important activities and achievements of the department for the academic year 2022-23 to be highlighted

Academic Audit

❖ The Academic Audit of all programmes was completed with the respective external subject experts this month.

Board of Studies

- Board of studies meeting for the 4th semester can be conducted by getting the approval through mail on or before 03.12.2022 (Scheme of LOCF and the courses with minor changes to be mailed to the BoS members).
- The scheme of LOCF should be approved by Dean Academics on or before 25.11.2022, before sending the email to the BoS members

- Departments with major changes in the syllabi and new departments that have to pass their syllabi can conduct the BoS in hybrid mode on 14.12.2022 and 15.12.2022
- BoS for language departments (Tamil, Hindi and French) - shall be conducted in January 2023
- Design Thinking paper to be introduced for all UG programmes

Design Thinking paper

- Subject code- NM21DTG;
- Category- Finishing School- Part A;
- Hours per week- 2 hours;
- Contact hours- 26; Tutorial- 4 hours; CA- 100; Credits- 2.

- For commerce, BBA and Computer Science courses, language courses will be introduced in the second year (Departments to decide how to compensate the papers/hours)
- Information security paper which is being offered for UG shall be changed as Cyber Security for UG. The instructional hours for Cyber Security for UG and PG shall be 4 hours. This resolution will be passed during BoS in May 2023
- Syllabus should be submitted to CoE on 20 December 2022. Heads of the Departments should check the internal marks split up, credits, practicals credits and hours in the syllabus carefully before submitting to the CoE
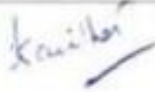
Programmes to be organized
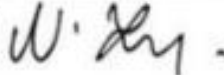
- FDPs on (i)Stress Management and (ii)Design Thinking (Two days)
- Two-day international conference sponsored by NAAC, titled 'Designing New Pedagogies in Higher Education: A Driving Force to Achieve Sustainable Development Goals,' on 27 and 28 January 2023

Open book exam for PG

- Open book exam for PG –A workshop is scheduled on 10 November 2022 for the conduct of open book exam for PG research methodology course. Faculty handling the paper to attend the same
  - On the day of the Model exam and ESE students have to bring books/ Xerox material

ACTION TAKEN REPORT

- ❖ Submitted ARIIA Ranking – 2022 on 1 November 2022
- ❖ Review meeting for each department with Secretary and Chairperson to be conducted in the 3rd week of October
- ❖ The Academic Audit of all programmes was completed with the respective external subject experts from 10 to 18 October 2022
- ❖ FDP organized on Stress Management from 10.10.2022 to 18.10.2022
- ❖ Two Day Faculty Development Programme organized on Design Thinking on 8 and 09 November 2022 with our faculty members as trainers.
- ❖ Faculty Development Programme on Research Methodology as an Open Book Exam was organized on 10.11.2022.
- ❖ Research methodology ESE for II PG is planned on 02.12.2022.

  - It will be an open book exam.
  - Students will be permitted to bring 3-5 books or xerox copies.

- ❖ A proposal was submitted to TANSCHE on 1 September 2022 requesting sponsorship for the International conference
- ❖ A proposal was submitted to NAAC on 15 September 2022 requesting sponsorship for the International conference - the proposal was sanctioned by NAAC for conducting the international conference on 4 October 2022

Name & Designation	Signature
Dr.P.Meena Principal	P. Meena
Faculty members to represent all level	
Dr.Sushil Mary Mathews Associate Professor and Head Department of English	Sushil Mary Mathews
Dr.G.Kavitha Assistant Professor and Head Department of Commerce	Kavitha
Members from the Management	
Dr.R.Nandini Chairperson	Nand
Dr. N. Yesodha Devi Secretary	N. Dy.
Prof. S. Balasubramanian Director, GRGCAS	
Dr.P.Sadhasivam Director Department of Management Studies (GRG SMS)	P. Sadhasivam
Senior Administrative Officers	
Dr. A. Shamitha Begum Dean – Academic Affairs	Shamitha
Dr. R. Padmavathi Dean – Academic support and Alumni relationships	R. Padmavathi
Mrs. S. Vasandha Dean – Student Affairs	S. Vasa
Mrs. G. Kalavathi Dean – Vocational Programmes	G. Kala

Dr. L. Lakshmanan Dean – Mathematical Sciences	
Dr. Ramesh Subramani Dean Research	
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Mrs. T. Hashni Assistant Professor Department of Information Technology	
Mrs. Nithya Ramadass Assistant Professor Department of B. Com (CA) &M.Com	
Ms. M. I. Ayesha Assistant Professor Department of English	

IQAC Meeting

Date :**26.12.2022**   Time: 10.00 a.m

AGENDA

- ISO Audit
- Academic Council Meeting
- AQAR to be submitted
- NIRF Submission
- Academic and Administrative Audit
- Programmes to be organised

SUGGESTIONS

Iso Audit

- ISO Surveillance Audit will be held in April.

- ISO Internal Audit for the odd semester 2022-2023 is planned on 9 & 10 January 2023.

  Departments are instructed to be ready with the ISO files.

AQAR Submission

- AQAR for the academic year 2021- 22 is planned to be submitted in the NAAC portal in

  December.

- The criteria heads are requested to upload the details in the portal in the first week of

  December. IQAC team has to check the details and proceed with the submission this

  month.

NIRF Submission

- NIRF for the academic year to be submitted in January 2023.

BoS Meeting

- BoS meetings for even semester of the academic year 2022-23 are planned to be conducted in the hybrid mode in the 2nd week of December 2022. The programmes with minor changes can get the approval from the board members through mail.

Academic Council Meeting

- 27th Academic Council Meeting is planned to be held in February.

Department Appraisal

- All are requested to submit the hard copy of the department appraisal with Principal's signature to Dean Academic on or before 10 February 2023

Academic and Administrative Audit (AAA)

- Academic and Administrative Audit shall be held on 5 and 6 December 2022 and departments to get ready with the evaluation report. Academic and Administrative Audit will be conducted for a period of three years from 2019-20 to 2021-22 on the basis of the ten parameters, Curriculum, Teaching, Learning, Evaluation, Research, Consultancy, Extension, Student Support Systems, Infrastructure and Governance

- Academic Audits of all the programmes were completed with the respective external subject experts from 10 to 18 October 2022 and the consolidated cluster reports were submitted to the Academic and Administrative Audit (AAA) team. The committee members were Dr. V. Manickavasagam, Dean-Faculty of Management (Former Registrar & CoE) & Senior Professor & Head (Retd.), School of Management, Alagappa University,
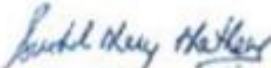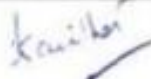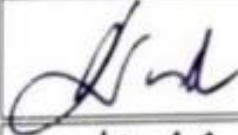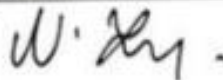
as Chairman and Fr. Dr. Augustine George, Principal, Kristu Jayanti College, Bengaluru & Dr. Prashant R. Nair, Associate Professor, Amrita School of Computing, Amrita Vishwa Vidyapeetham, Coimbatore, as Members.

International Conference

- NAAC sponsored two-day international conference, titled 'Designing New Pedagogies in Higher Education: A Driving Force to Achieve Sustainable Development Goals,' to be organized on 27 and 28 January 2023.

- The proceedings of the international conference to be released as a book with ISBN number. IQAC team to consolidate the accepted papers and proof read the same for publishing.

- Certificates for paper presenters are to be designed

- IQAC team to get ready with the invitation card and programme card

- Travel plan and stay for the resource persons to be arranged

ACTION TAKEN REPORT

- The AQAR Report for 2021-22 which was submitted to NAAC on 22 Dec 2022 was placed before the Governing Body for approval.

- BoS meetings for the even semester of the academic year 2022-23 were conducted in the hybrid mode in the 2nd week of December 2022.

- 27th Academic Council Meeting was held on 13 February 2023

- The Academic and Administrative Audit (AAA) was conducted on 5 & 6 December 2022.

- NIRF 2023 was submitted on 18 January 2023

- IQAC organized a two-day international conference sponsored by NAAC, titled 'Designing New Pedagogies in Higher Education: A Driving Force to Achieve Sustainable Development Goals,' on 27 and 28 January 2023.

Name & Designation	Signature
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Ms. M. I. Ayesha Assistant Professor Department of English	

IQAC Meeting

Date : 17-03-2022   Time : 10.00 a.m

AGENDA

- ISO Audit

- Staff and Department appraisal

- Feedback Consolidation

- Coursera courses

SUGGESTIONS

ISO Audit

- ISO Internal Audit for the even semester was conducted on 14 & 15 March 2023

- ISO Surveillance Audit will be held on 03 April 2023

Department and Staff Appraisal

- Heads of the Department to collect the appraisal reports from the Principal's office and submit the same on or before 10 March 2023

- Staff appraisal to be completed before the College Day scheduled on 5 April 2023

- Best faculty award and best department awards are to be decided for the academic year and to be announced on the College Day

Feedback

- Students' feedback on Teaching and Learning for the academic year 2022-23 is to be collected from all the students

- Students' feedback on Teaching Learning is scheduled on 27& 28 March 2023. In this regard all the Heads of departments are requested to instruct full attendance of their students on the scheduled date of the feedback

- 6 labs (Lab 1, 2, 3, 4, BI Lab, DA Lab) are to be used for collecting student's feedback

- The schedule for the classes and the lab timing will be planned for completing the feedback process and it will be intimated to the respective departments

- Stakeholders feedback is to be completed for 2022-2023 from all stakeholders - Alumni, Employers, Parents, Teachers, Students

Academics

Academic Council Meeting

- 27th Meeting of the Academic Council is planned to be conducted through Hybrid Mode on 13 February 2023

Coursera courses

- The Departments should choose and finalize the Coursera courses for II PG. UG departments can change the Coursera courses for the students if they face any difficulty. Prior permission to be sought from the Overall Coursera in-charge faculty
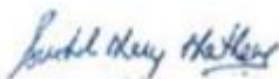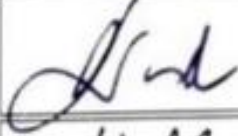
Blended mode of teaching
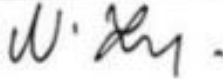
- Blended mode of teaching learning shall be implemented from the academic year 2023-2024. In a week (6 day orders) one day will be allotted for blended mode of teaching learning through online mode. Foundation courses will be 100% online. On the day allotted for online class, two hours are to be allotted for Foundation courses/ information security/ cyber security. The remaining three hours will be allotted for Language, core and allied courses.

- For foundation courses, after every hour, students should be given online assessment

● The blended learning contents for foundation courses are to be prepared as assigned below.

   o Women studies-Dr.Sheela J, Dr.Jayamala. M

   o Entrepreneurship - Commerce

   o Value Education - Dr. Hilda Sahayarani, Mrs. Sofia Helen Ponmalar

   o Cyber Security/Information Security - Computer Science cluster

● Science departments need to discuss among themselves regarding the practicals of core and allied courses before planning the timetable for blended learning

ACTION TAKEN REPORT

- ISO Internal Audit for the even semester was conducted on 14 & 15 March 2023

- ISO Surveillance Audit was held on 03April 2023

- Department appraisal and faculty appraisal completed for 2022-2023

- Stakeholders feedback and students' feedback were obtained for the academic year 2022-23

- 27th Meeting of the Academic Council was held on 13 February 2023 at 10.30 am through the Hybrid Mode

- All the departments need to follow the model timetable template which will be shared

Name & Designation	Signature
Dr.P.Meena Principal	*P. Meena*
Faculty members to represent all level	
Dr.Sushil Mary Mathews Associate Professor and Head Department of English	*Sushil Mary Mathews*
Dr.G.Kavitha Assistant Professor and Head Department of Commerce	*Kavitha*
Members from the Management	
Dr.R.Nandini Chairperson	*Nand*
Dr. N. Yesodha Devi Secretary	*N. Yy.*
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