

IQAC Minutes 2015-2016



INTERNAL QUALITY ASSURANCE CELL
ARUL ANANDAR COLLEGE (AUTONOMOUS)
AFFILIATED TO MADURAI KAMARAJ UNIVERSITY
REACCREDITED BY NAAC WITH A GRADE WITH A CGPA OF 3.66
KARUMATHUR – 625 514, MADURAI DT
TAMILNADU, INDIA

Internal Quality Assurance Cell Meeting

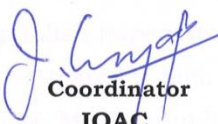
Venue : IQAC Office
Date : 26.06.2015, (Friday)
Time : 12.15.p.m

Agenda : AQAR Report Preparation Follow up Meeting

Sl.No	Members Present	Signature
1	Dr.I.Jeyaraj	<i>J. Jeyaraj</i>
2	Dr.A.Shanmugaraju	<i>A. Shanmugaraju</i>
3	Ms.P.Jerlin Rupa	<i>P. Jerlin Rupa</i>
4	Mr.A.Raja	<i>A. Raja</i>
5	P.Ruby	<i>P. Ruby</i>

Minutes of the Meeting

- Dr. I.Jeyaraj, Coordinator, IQAC welcomed the members and briefly explained about the agenda of the meeting.
- After the welcome address, he requested all the members to update the current situation of the AQAR preparation.
- Dr. A. Shanmugaraju expressed that data collections are going as per the schedule and felt that AQAR can be submitted before the dead line.
- Mr. A. Raja informed that a good ERP system will reduce the burden of collecting data. Dr. A. Shanmugaraju also supported the argument by informing that lot of time is consumed by clerical work. Dr. I. Jeyaraj informed that he will discuss with Fr. Principal and Fr. Secretary regarding the issue.
- Finally Dr. I.Jeyaraj, Coordinator of IQAC thanked the members for their active participation in the meeting.


Coordinator
IQAC

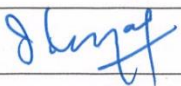
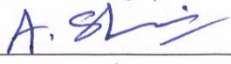

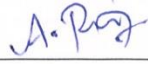



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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 21.07.2015, (Tuesday)
Time : 12.30 p.m

Agenda: AQAR Report Preparation Follow up Meeting

Sl.No	Members Present	Signature
1	Dr.I.Jeyaraj	
2	Dr.A.Shanmugaraju	
3	Ms.P.Jerlin Rupa	
4	Mr.A.Raja	
5	P.Ruby	

Minutes of the Meeting

- Dr. I.Jeyaraj, Coordinator of IQAC welcomed the members and listed out the agenda of the meeting. He requested the members to present the details of the progress in preparing the AQAR report and any suggestions for its improvement.
- Dr.A.Shanmugraraju who is in charge of the criterion I& II, informed that the data collection was over and the detailed report will be ready within ten days. Dr.I.Jeyaraj enquired about the difficulties he faced to collect details from the departments. Dr.A.Shanmugraraju informed that there is inconsistency in the availability of data in both department and IQAC and requested the coordinator of IQAC to evolve a system to address the issue. Dr. I. Jeyaraj responded that he will discuss the issue with Fr. Principal and settle the issue.
- Ms.P.JerlinRupa informed that the details of research has been collected and processed. She informed that it is right time to motivate the staff members to apply for projects and publish papers in reputed journals. Dr. Jeyaraj stressed that as we have scored a high rank in the NAAC assessment, the suggestion given by Ms.P.JerlinRupa was valid for maintaining the rank in the next cycle.
- Mr.A.Raja informed that all the work regarding the remaining criteria were over and he will be submitting the details next day.
- Finally Dr. I.Jeyaraj, Coordinator of IQAC thanked the members for their active participation in the meeting.


Coordinator
IQAC

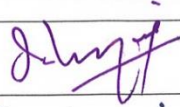
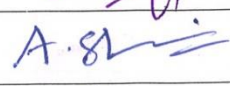

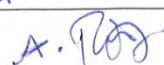
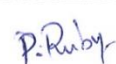


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ANANDA NAGAR, KARUAMATHUR - 625 514, MADURAI DT
TAMILNADU, INDIA.

Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 15.09.2015 (Tuesday)
Time : 12.30 p.m

Agenda : AQAR Report Preparation Follow up Meeting

Sl.No	Members Present	Signature
1	Dr.I.Jeyaraj	
2	Dr.A.Shanmugaraju	
3	Ms.P.Jerlin Rupa	
4	Mr.A.Raja	
5	P.Ruby	

Minutes of the Meeting

- The meeting started with a prayer by Mr. A. Raja. Dr. I. Jeyaraj, Coordinator welcomed the members.
- Dr. I. Jeyaraj presented the consolidated AQAR report to the members and asked them give their suggestion regarding the report.
- Mr. A. Raja pointed out that the percentage of syllabus covered through ICT method is low and hence he requested the coordinator to make necessary arrangement to purchase around 10 LCD.
- Dr. A. Shanmugaraju requested to increase the number of smart class room. Mrs. P. Ruby informed that we shall submit the AQAR report on 30th September 2015 from Fr. Principal's office.
- Dr. I. Jeyaraj thanked all the members for their effort and requested all to be present while sending the AQAR report at 11.00 am. He also invited all the members for a lunch on the day of sending AQAR report.


Coordinator
IQAC

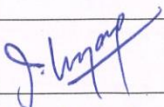
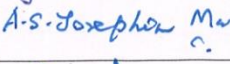


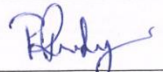


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Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 08.10.2015 (Thursday)
Time : 12.30 p.m

Agenda : News Letter Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.I.Jeyaraj	
2	Ms.A.Sahaya Josephine Mary	
3	Ms.I.Juliet Shanthi	
4	Mr.P.Ramachandran	
5	P.Ruby	

Minutes of the Meeting

- The meeting started with a silent prayer. Dr. I. Jeyaraj welcomed the members and appreciated their sincere effort in preparing the newsletter.
- He expressed that Fr. Principal was happy about the quality of the newsletter which the IQAC is publishing. He requested the members to present the details of their preparation.
- Dr. Sahaya Josephine Mary informed that the quality of the photos in the previous newsletter was not up to the expected mark. So it can be rectified in the future.
- Ms. I. Juliet Shanthi informed that only 33 percent of the work has been completed.
- Dr. I. Jeyaraj asked her to speed up the work as the semester examination is fast approaching and holiday follows.
- Dr. I. Jeyaraj asked her to speed up the work as the semester examination is fast approaching and holiday follows.
- Mrs. P. Ruby informed that the news letter is uploaded in the website and all can have access to it.


Coordinator
IQAC



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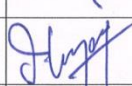
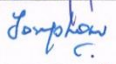
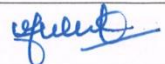

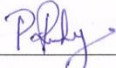
ANANDA NAGAR, KARUAMATHUR - 625 514, MADURAI DT

TAMILNADU, INDIA.

Internal Quality Assurance Cell Meeting

Venue : IQAC Office
Date : 27.01.2016 (Wednesday)
Time : 12.30 p.m

Agenda : News Letter Preparation Meeting

Sl.No	Members Present	Signature
1	Dr.I.Jeyaraj	
2	Ms.A.Sahaya Josephine Mary	
3	Ms.I.Juliet Shanthi	
4	Mr.P.Ramachandran	
5	P.Ruby	

Minutes of the Meeting

- The meeting started with a silent prayer. Dr. I. Jeyaraj welcomed the members and appreciated their sincere effort in preparing the newsletter.
- He requested the member to verify and validate the data before sending for printing. In this regard, Mrs.I.Juliet Shanthi requested the coordinator to appoint one person for validating the data.
- Ms.S.Sahaya Josephine Mary supported this argument in the view that during English correction only grammar and sentence construction are taken in to account.
- Dr.I.Jeyaraj informed that he shall request Dr.A.Duraisingam to be the validating member.
- Mr.P.Ramachandran requested the coordinator to send the newsletter all over india as a lot of effort has been put forth in brining the newsletter.
- Dr.I.Jeyaraj informed that he will consider the request.
- Dr.I.Jeyaraj vote of thanks.


Coordinator
IQAC



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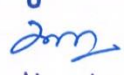
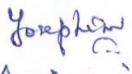



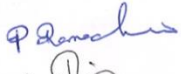
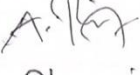
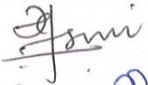

Ananda Nagar, Karumathur, Madurai Dt, Tamil Nadu

IQAC MEETING

Venue : Principal's Office
Date : 09.03.2016(Wednesday)
Time : 11.30 am

Agenda: National Conference on "Academic Audit and Quality Enhancement in HEIs"
on 22nd & 23rd March 2016.

Members Present


- | | | |
|---------------------------------|---------------------|---|
| 1. Rev.Dr.S.Basil Xavier, S.J., | - Chairman |  |
| 2. Dr. I. Jeyaraj | - Coordinator |  |
| 3. Rev.Fr.Godwin Rufus, S.J., | - Member |  |
| 4. Dr.J.A.Charles | - Member |  |
| 5. Dr.A.Sundararaj | - Member |  |
| 6. Ms.A.Sahaya Josephine Mary | - Member |  |
| 7. Dr.A.Shanmugaraju | - Member |  |
| 8. Ms.P.Jerlinrupa | - Member |  |
| 9. Ms.I.Juliet Shanthi | - Member |  |
| 10. Mr.P.Ramachandran | - Member |  |
| 11. Mr.A.Raja | - Member |  |
| 12. Mr.S.Aloysius Albert | - Member |  |
| 13. P.Ruby | - Computer Operator |  |

Minutes of the Meeting

Rev.Fr.S.Basil Xavier, Principal welcomed the members. In his welcome address he stressed the importance of arranging academic discussion for the overall growth of the institution. He requested Dr.I.Jeyaraj to explain the about Academic Audit. Dr.I.Jeyaraj informed that an audit which points out whether all the academic activities of our college like teaching, learning, evaluation. Research etc go in hand with the objectives of the programme.

Dr.A.Shanmugaraju presented the program schedule of the conference. Few modifications suggested by the members were taken into consideration and Dr.A.Shanmugaraju informed that the corrected copy will be presented in the forth coming meeting.

Dr.J.A.Charles read out the responsibility of the members. Fr.Principal intervened and told that certain job allocation are overlapping and can be changed. Dr.I.Jeyaraj expressed vote of thanks.


Coordinator
IQAC