

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS OF THE SECOND IQAC MEETING HELD ON 17.12.2014

The second IQAC meeting was held on 17th December 2014 at 11.00 a.m at IQAC office. The chair, Dr. C. Sundarraj, Principal_{i/c} extended his welcome to all the members and requested the valuable suggestion of the members over the agenda items for initiating further best practices to offer high quality education by the Institution.

Members presented:

1. Er. J. Manikandan, Chairman & Secretary_{i/c} - Board of Management
2. Prof. Dr. L. Kannan, Advisor - IQAC
3. Dr. C. Sundarraj, Principal _{i/c}
4. Mr. S.Sridhar, Head-Operations, Ericsson India Ltd
5. Dr. A.M. Sameeullah Professor (Retd.), Annamalai University
6. Dr. S. Nagarajan, Associate Professor / Zoology, A.V.C College (Autonomous)
7. Dr. S. Selvamuthukumar, Vice-Principal & Director / CA
8. Mr. S. Kannan, Associate Professor / Mech
9. Mr. N. Dhanasekar, Associate Professor / EEE
10. Mr.S.Siva Sundara Vinayaga Moorthy - T&P Coordinator
11. Ms.V. Priyadharshini, III- IT, A.V.C College of Engineering
12. Dr. T.Ramkumar, Professor, Computer Applications - Coordinator IQAC

1. *To identify and explore further the innovate practices for ensuring periodical progressive performance of academic, administrative, research and extension activities of the Institution.*

The members of the committee suggested various innovative practices under the above mentioned topics and the following needed practices have been summarily proposed by the cell.

(i) Academic

- a) Criterion-wise manager can be designated for the seven criterias of NAAC towards effective implementation of quality benchmarks. Also the proposed managers are requested to conduct periodical review meeting and to prepare action plan for the effective progression. On the basis of the outcome of the criterion managers meeting, heads are requested to arrange periodical academic audit to monitor the process.
- b) ICT enabled class rooms in all the departments and the inception of new learning centre namely "Centre for Technology Enabled Learning " is proposed.

- c) Suggests to frame innovative remedial mechanism for the failure students with more involvement by the faculty members of the concerned and also emphasize the need of "Activity Based Learning System" for the slow learners.
- d) Recommends the establishment of 'Centre for Women Studies' for providing special attention for girl students study. Since the 'Women Empowerment Cell' is already in function, the programmes for women studies could be offered by the cell too.

(ii) Administration

- a) Suggests to incept a "College Development Cell" for the effective implementation of Institutional long-term and short-term plans with delegation of power at all levels for the smooth academic administration.
- b) Review of Departmental budget allocation and utilization of the same should be properly exercised.
- c) "Information System Centre" has to be incepted for providing training programmes for Teaching and Non-Teaching Staff on Computer/Accounts/office automation systems.
- d) "Resource Mobilization Centre" has to be formed for the effective utilization of learning resources such as books, magazines, journals and other e-resources.
- e) The two artifacts namely, "Process Document Specification" and "Job Description and Responsibilities" have been introduced by the Industry nominee. Accordingly, PDS ensures the record and maintenance of the process changes, revisions and who done the process and how it could be monitored. Also, JDR can be promoted for evaluating the Faculty members roles and responsibilities.

(iii) Research

IQAC identifies and recommends the following best practices for the effective functioning of R&D cell of the Institution which includes encouragement towards more external Ph.D registration for the applicable departments, erecting "Central Instrumentation Facility" for the utilization of physical resources for the research scholars' work, seed money generation for every department (initially as management contribution), promotion of UG/PG project outcomes as inter-disciplinary publications, offering consultancy services by the expert faculty members with a special focus of "Environment & Society". The cell also encourages faculty members to write and submit proposal with inter-disciplinary focus.

(iv) Extension

- a) Establishment of "College-Industry" cell for promoting and implementing the caption "Lab To Land".
- b) Inception of Institutional ECO club for the environmental awareness and promotion of Green Energy auditing.

- c) Strengthening NSS activities with special practices such as village adaptation for specific welfare activities. (Eg. literacy campaign with the help of school students, services for senior citizens, Self-Help-Group literacy and others).
2. *To discuss the existing practices of the Institutional examination system and to reform further for improving the success rate of the students.*
 - a) The principal explains the existing University examination system adopted by the Institution and also added the new practices introduced in the present academic year. The expert members suggest to prepare the impact analysis to measure the success rate. The Input for the analysis would be CIA marks, marks scored in the first-hour test, University examination results.
 - b) The cell suggests to offer Question bank System for the students under two categories namely (i) Question bank of previous years (ii) Question bank with solved answers.
 - c) Suggests to provide more E-Learning resources towards increasing the success rate in the examination system.
3. *To enhance student support services by providing more training inputs to the students for their success in entrance and competitive examinations such as GATE, CAT, JEE, UPSC and others.*

The cell suggests the following:

- a) Formation of "Toppers Academy" for identifying the creamy layer students who are eligible for training.
 - b) Adaptation of tracking mechanism for identifying the students success stories through the training offered.
 - c) Effective feedback mechanism for further refinement.
 - d) Promotion of "Monthly Student Award Scheme" for the achievers and reward recognition for students who excelled in National level sports events.
 - e) Implementation of Students Support Services for Physically challenged/economically weaker section students.
4. *Augmentation and modernization of laboratories in order to meet out the newly framed Programme Educational Objectives (PEO) by the affiliated University.*
 - a) The committee suggests to utilize the "Central Instrumentation Facility" concept in augmenting the labs. Also urged to introduce laboratory exercise beyond the syllabus for attaining the better Course Outcomes.
 - b) The IQAC coordinator cited the initiation taken by the respected chairman recently, for forming three new laboratories on advanced computing areas such as "Virtualization Lab", "Android Application Development Lab" and "Open Source Lab", and the expert nominees highly appreciated the effort of the chairman.

5. *To further explore the possibilities of research sharing and networking with various reputed Institutions.*

- a) The cell suggests to inculcate "Collaborative Research Initiations" initially at individual faculty members level through joint research publications with reputed State and Central Universities and Institution of National importance. Such practices could be further extended as MoU's with the respective organizations.
- b) Further IQAC suggest to form a cell namely "Inter-Institute Research Linkage Cell" for creating research avenues with inter-disciplinary focus, thereby relative departments can able to do joint research on the thrust areas.
- c) The expert members also emphasize that the outcome of the research and knowledge sharing should be as "need of the hour" nature for the socio-economic progress of the society.

6. *To derive working strategies for establishing Academic Industrial linkages in a long term fashion.*

The expert members strongly emphasize that the nature of the MoU should be an outcome oriented towards the betterment of both Institution and Industry where continuous knowledge sharing should be taken place through various activities such as employer training programme, project assignments to students, lab utilizations, pursuing research and others. To establish such MoU in a long term fashion, the cell recommends to utilize the potential of "Influential Alumni" for the same.

7. *To work out the strategies further for sensitizing and promoting research climate of the Institution.*

The cell suggests the following measures for promoting research climate of the Institution.

- a) Mandatory enrollment of faculty members in academic and professional societies.
- b) Setting up a research committee for sensitizing research in the thrust areas.
- c) Encouraging research publications in inter-disciplinary domain.
- d) Filing patents as the outcome of the research in the thrust areas.
- e) Conducting research symposiums and workshops for encouraging faculty members and students.
- f) Conducting research seminar twice in a year.
- g) Though the "Best Research paper award" scheme is already functioning for faculty members, the scheme could be extended further for the student community also.

8. *Strengthening alumni association and organizing alumni meets to harness the resources of distinguished alumni.*

The expert members recommend the following best practices for harvesting the expertise of potential alumnis.

- a) To establish "Registered Alumni Association" with the composition of influential alumnis as office bearers and promote the association as NGO with an autonomy nature.
 - b) Obtaining periodical feedbacks from alumni's to measure the Industrial expectations and perform SWOT analysis based on the feedback received and evaluation of the same in terms of Action Taken Report (ATR).
 - c) Hosting Alumni databases in the Institutional web site and periodical updations of the same and attracting alumni through various caption promotion such as "Alumni of the day", "Alumni column", "Alumni Speaks" and others.
 - d) "Alumni donors" are also welcomed for instituting resources such as equipments, journal subscription, Books and other.
9. *To identify novel and potential areas for organizing inter and intra Institutional workshops, seminars on quality related themes with/without the grant-in-aid from NAAC.*
- a) The IQAC coordinator briefs the effort taken by the Institution in hosting various value added programmes such as induction programme for newly joined faculty members, NAAC & NBA awareness programmes, functional communication English programmes and others. He also added that a grant-in-aid seminar proposal entitled "Technical Education Pedagogy – Challenges and Opportunities for higher Education Teachers" has been submitted to the NAAC office recently.
 - b) The cell also suggests to host many such programmes through criterion managers on the needed themes with the aid of field experts or domain experts and such personalities those who are unable to visit the campus are to be encouraged with the aid of ICT facilities such as video-conferencing technology.
10. *Review of technical training programmes conducted for the supporting staff and to explore further for the needed areas.*

The efforts made by the management of the Institution in organizing training programmes, skill up-gradation programme have been briefed by the principal. The nominees of the cell appreciate the efforts and suggest further inputs to the supporting staff on the themes such as office automation, finance automation, hardware training. The experts also suggest to encourage supporting staff members to have such exposure through the outreach programmes too. The cell also suggests to offer reward for supporting staff on the basis of their performance.

11. *To review the placement services provided to the students.*

The offered Institutional assistance for the effective placements are reviewed by the principal. From the perspective of the Industry nominee, students should have the capacity to adopt an environment offered by the employer and they should not always to focus Tier-1 employer alone. The above views have been deliberately accepted by all the members and the cell offers

various measures for the effective placements which include inviting industry-HR for a placement talk, conducting job fair, seeking assistance from well-influential alumnis, recording employers expectations through feedbacks and others.

12. *To review the steps initiated and progress made for obtaining status of autonomy.*

The steps initiated towards the status of autonomy such as recognition of permanent affiliation for five engineering programmes by the affiliated University, reputed publications with h-index focus, research department recognition status form Anna University have been briefed by the chairman and principal. The expert member suggests to opt 12b & 2f status for availing UGC funds.

13. *To consider and approve the Annual Quality Assurance Report (AQAR) prepared for the academic year 2013-14 based on the quality parameters, which is to be submitted to NAAC office.*

Approved by the members with minor suggestions.

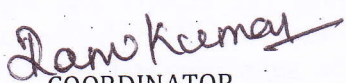
14. *Plan of action by IQAC.*

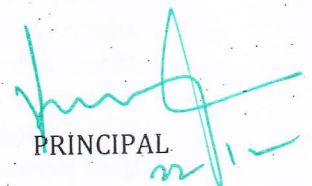
A well prepared action plan in terms of two documents namely, (i) Criterion-wise objectives, (ii) Responsibilities for criterion managers have been circulated by advisor as plan of action for effective implementation.

15. Further items initiated by the members.

The respected chairman of the Institution has moved an agenda of academic focus namely "Case-Study based Teaching". Accordingly, each faculty member has to prepare a Case-Study for their respective/applicable course with the outcome of all the five units. The proposed agenda has been highly agreed by all the members of the cell and also they ensured that the adaptation of such pedagogy will enrich the quality of learning.

The meeting ended with vote of thanks by the Principal followed by the gratitude delivered individually by the chairman.


COORDINATOR
(Dr. P. RANKUMAR)


PRINCIPAL