



Annai College of Arts & Science
Quality Education for Today & Tomorrow
Kovilacheri, Kumbakonam. 612 503. Ph: 0435 2453007
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Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS /IQAC/2018-2019/01

15.06.2018

This is to inform the members of IQAC and the External member that the first meeting of IQAC is going to be held on 26.06. 2018. All are requested to attend the meeting to discuss the following points at 2.30 P.M.

Venue: Principal Chamber

Agenda

- 1.1 Welcome Address by Chairperson- IQAC
- 1.2 Review of Placement of previous Academic year
- 1.3 Alumnae Feedback Analysis of Academic year 2017-2018 Passed out students.
- 1.4 Review of feedback by Students about teaching Methodologies and facilities supported by the Institution in the Academic Year 2018-2019.
- 1.5 Review of Students Result Analysis for the year 2017-2018
- 1.6 Review of Faculty Research Activities.
- 1.7 IQAC Action plan for the Year 2018-2019


*Academic Audit

*Strengthening of Research Cell.

*Industry-Institute Linkage

*Any other

Vote of Thanks by IQAC Coordinator


Coordinator-IQAC
IQAC CO-ORDINATOR
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam - 612 503.


Dr. S P Manicka Vasugi.,
IQAC Chairman, IQAC
PRINCIPAL
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERI, KUMBakonam-612503.

Copy to:

1. The Expert External Academic Member, 2. The Alumnae Member,
3. The Industrial Expert, 4. The Placement Coordinator,
5. The Research coordinators, 6. The Academic Coordinator, 7. All Department Heads.



INTERNAL QUALITY ASSURANCE CELL.

First Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Venue: Principal Chamber.

Date: 26.06.2018

Members Present:

Time: 2.30 P.M.

1. Chairperson : Dr. S. P. Manicka Vasugi, Principal-ACAS
2. External Academic Expert : Dr. R. Ramu-Ex.Pricipal-Bharathidasan University
Constitute Arts & Science College –Nagapattinam.
3. External Industry Expert : Dr. R. Santhosh Varman, General Manager - SAN
Events management, Kumbakonam.
4. Alumnae : Dr. K. M. Saravanan
5. Internal Expert : Prof. B. Elanchezhyan, HOD-Dept. of. BHM.
6. Internal Expert : Prof. K. Raja, HOD-Dept. of BCA.
7. Internal Expert : Dr. J. Loyola Peeries, HOD - Dept. of Tamil
8. Internal Expert : Dr. R. Selvam, HOD-Dept. of BBA.
9. Internal Expert : Prof. J. Subhashini, HOD-Dept. of Commerce
10. Internal Expert : Dr. N. VanjulaValli, HOD-Dept. of CSC.
11. Internal Expert : Dr. K. Sathishkumar, HOD-Dept. of Physics.
12. Internal Expert : Prof. T. A. Suresh, HOD-Dept. of English
13. Internal Expert : Prof. S. Sumathi, HOD-Dept. of IT.
14. Internal Expert : Dr. D. Elamparuthi, HOD-Dept. of Bio-Tech.
15. Internal Expert : Prof. S. Anbarasi, HOD-Dept. of Maths.
16. Internal Expert : Prof. M. Veeramani, HOD-Dept. of Viscom.
17. Internal Expert : Dr. Moorthy, HOD-Dept. of Microbiology
18. Internal Expert : Dr. Suriya DPhil, HOD-Dept. of Biochemistry
19. Internal expert-Coordinator - R&D : Dr. A. Napolraj, HOD-Dept. of Chemistry.
18. Coordinator-IQAC : Dr. V. Manjula, Asst. Prof-Dept of BBA.



Item 1.1: Chairperson Dr. S. P. Manicka Vasugi welcomed the members of IQAC for the first meeting to review the academic activities and to discuss about the academic plans of next academic year.

Item	Suggestion and Advice of Members	Outcomes of Discussion	Action to be taken
1.1 Welcome Address	Presented by Dr.S.P. Manicka Vasugi Principal	The Principal Welcome the gathering	
1.2 Details of Students Placement	Presented by Prof. A. Adarsh Mittal Placement officer	The no. of Students placed through on campus and off campus drive in the academic year 2017-2018 was presented by the placement officer. The career guidance programs and soft skill development programs organized by the Training and Placement cell in the academic year 2017-2018 was presented by the Placement Officer.	The Placement Officer and coordinator to do the necessary follow-up in consultation with the Principal.
	Suggestions given by the External Expert	1.The Placement data of students was not impressive with respect to the nature of companies as well as the no. of students placed. Placement need to be improved in the future. 2. Companies can be invited for campus recruitment based on a particular discipline. 3. Only 50 % of the final year students got selected in the campus drive and hence the percentage can be increased by strengthening	



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		<p>the following placement procedures.</p> <p>A structured feedback about the students' performance during the Placement to be prepared and obtained from all the recruiters.</p> <p>The Placement cell can conduct a screening process and then send the best students to campus interviews to ensure a better placement.</p> <p>More no. of soft skill training session to prepare the students for employment can be arranged by the Placement cell.</p> <p>The staff from HR department of the various potential companies can be invited to address the students about the skill sets required by the company. It can be planned as an interactive session with students.</p> <p>The following suggestions were given on students' training and internship programs.</p> <p>Students who undergo internship have a better opportunity to get placed a correlation could be made between the internship and placement.</p> <p>Internship could be made mandatory and integrated with the curriculum. During the II year of the UG program, the students can undergo internship. The internship should be offered based on the interest of the students.</p>	
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		<p>Placement cell can interact with students to share their knowledge about the various internship and training programs.</p> <p>Career planning and guidance can be offered to the outgoing students based on their need. A diagnostic tool can be designed to map the skill sets of the students or the students can be encouraged to take online personality test.</p> <p>More no. of Common programs on career counselling can be organized for students with renowned resource person in the field.</p>	
1.3 Alumnae feedback Analysis	Presented by Prof. M. Niranjana Alumni Coordinator	The Alumni feedback analysis result presented to the members in the meeting.	All HODs, to take necessary action on the alumni feedback
1.4 Students feedback on teaching	Presented by Dr. V. Manjula Coordinator-IQAC	The student's feedback on teaching has been analysed and the results are presented to the members in the meeting.	All HODs.
1.5 Students result analysis for the Academic year 2017- 2018	Presented by Dr. V. Manjula Coordinator-IQAC	<p>The student's result of previous academic year 2017-2018 was presented amongst the members of IQAC.</p> <p>Alumni appreciated the past results and requested the HODs to improve the performance of students in the University Examinations in the coming examinations.</p>	All HODs.
1.6 Faculties research activities in the	Presented by Dr. A. Napolraj., Coordinator-R & D.	The efforts taken by the faculties in participating International/National Conferences, Publication of their works in internationally renowned Journals and	All HODs, Coordinator-R&D.



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<p>Academic year-2017-2018</p>		<p>Project proposals send to various funding agencies have been presented by the director-R&D.</p> <p>He also suggested organizing at least one International / National conference for Science Department.</p> <p>Faculty members must be given cash award for their initiatives related to R & D.</p>	
<p>1.7 Action Plans for the Academic year 2017-2018</p>	<p>Presented by Dr. V. Manjula, Coordinator-IQAC.</p>	<p>The action plans for the year 2018-2019 was presented by the coordinator-IQAC. All Internal experts gave their suggestions about the future plans of 2018-2019 in order to implement it successfully in the coming academic year.</p> <p>All Department Heads suggested introducing reforms in internal examinations conduction and in evaluation will improve performance of Students in university examinations.</p> <p>Industry Expert suggested bringing more Industry Institute partnership in providing additional courses to get better employment.</p> <p>Alumni member suggested to conduct more placement /entrepreneurship-oriented programs in order to get better employment/to develop managerial skills.</p> <p>Academic coordinator suggested that HODs can think about events which refresh the students' mind/rehabilitation programs for students to improve their concentration in studies.</p>	<p>All HODs, Coordinator-R & D, Placement officer, Coordinator –Internal Examinations</p>



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		Academic coordinator suggested conducting academic audit every year to provide effective teaching and learning methods to the students.	
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The first meeting of IQAC ended at 04.30 P.M after the IQAC coordinator delivered vote of thanks to the members. The minutes of first meeting was minute by Dr. V. Manjula, Coordinator-IQAC.


Coordinator-IQAC
IQAC CO-ORDINATOR
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam - 612 503.



Dr. S P Manicka Vasugi.,

IQAC Chairman, IQAC

PRINCIPAL,

ANNAI COLLEGE OF ARTS & SCIENCE

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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

CIR. No: ACAS/IQAC/2018-2019/22

10.12.2018

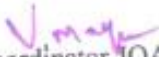
This is to inform the members of IQAC and the External member that the Second meeting of IQAC is going to be held on 17.12.2018. All are requested to attend the meeting to discuss the following points at 10.00 A.M.

Venue: Principal Chamber

Agenda

- 1.1 Welcome Address by Chairperson- IQAC.
- 1.2 Review of last IQAC meeting minutes
- 1.3 Review of Academic Audit Report. (2017-2018)
- 1.4 Review of feedback by Students about teaching Methodologies and facilities supported by the Institution in the Academic Year 2018-2019. (odd Semester)
- 1.5 Review of Faculty Research Activities.
- 1.6 Review of events organized by all departments towards the benefits of the students.

Vote of Thanks by IQAC Coordinator


Coordinator-IQAC
IQAC CO-ORDINATOR
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Dr. S P Manicka Vasugi,
IQAC Chairman, IQAC
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Copy to:

1. The Expert External Academic Member, 2. The Alumnae Member,
3. The Industrial Expert, 4. The Placement Coordinator,
5. The Research coordinators, 6. The Academic Coordinator, 7. All Department Heads.



INTERNAL QUALITY ASSURANCE CELL.

Second Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Venue: Principal Chamber.

Date: 17.12.2018

Members Present:

Time: 10.30 A.M.

1. Chairperson : Dr. S. P. Manicka Vasugi, Principal-ACAS
2. External Academic Expert : Dr. R. Ramu-Ex.Pricipal-Bharathidasan University
Constitute Arts & Science College –Nagapattinam.
3. External Industry Expert : Dr. R. Santhosh Varman, General Manager - SAN
Events management, Kumbakonam.
4. Alumnae : Dr. K. M. Saravanan
5. Internal Expert : Prof. B. Elanchezhian, HOD-Dept. of. BHM.
6. Internal Expert : Prof. K. Raja, HOD-Dept. of BCA.
7. Internal Expert : Dr. J. Loyola Peeries, HOD - Dept. of Tamil
8. Internal Expert : Dr. R. Selvam, HOD-Dept. of BBA.
9. Internal Expert : Prof. J. Subhashini, HOD-Dept. of Commerce
10. Internal Expert : Dr. N. VanjulaValli, HOD-Dept. of CSC.
11. Internal Expert : Dr. K. Sathishkumar, HOD-Dept. of Physics.
12. Internal Expert : Prof. T. A. Suresh, HOD-Dept. of English
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15. Internal Expert : Prof. S. Anbarasi, HOD-Dept. of Maths.
16. Internal Expert : Prof. M. Veeramani, HOD-Dept. of Viscom.
17. Internal Expert : Dr. Moorthy, HOD-Dept. of Microbiology
18. Internal Expert : Dr. Suriya DPhil, HOD-Dept. of Biochemistry
19. Internal expert-Coordinator - R&D : Dr. A. Napolraj, HOD-Dept. of Chemistry.
18. Coordinator-IQAC : Dr. V. Manjula, Asst. Prof-Dept of BBA.



Item 2.1: Chairperson Dr. S. P. Manicka Vasugi welcomed the members of IQAC for the Second meeting to review the academic activities and to discuss about the academic plans of next academic year.

Item	Suggestion and Advice of Members	Outcomes of Discussion	Action to be taken
2.1 Welcome Address	Presented by Dr. S. P. Manicka Vasugi Principal	The Principal Welcome the gathering	
2.2 Review of last IQAC minutes	Presented by Dr. V. Manjula IQAC-Coordinator	The Second IQAC meeting minutes were reviewed	
2.3 Review on Academic audit report for the Year 2017-2018	Presented by Dr. V. Manjula IQAC-Coordinator	The report of academic audit for the year 2017-2018 was reviewed by the members. The following suggestions have been made by the experts. All the HODs must do SWOC analysis based on the academic audit report for their respective departments. Teaching Learning must be oriented to attain the attributes of Mission and Vision of department and Institute. Quality of placements must be improved. Research activities of faculties must be improved.	All HODs, Academic Coordinators, Coordinator - R & D Placement officer



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<p>2.4 Review of Research activities</p>	<p>Presented by Dr. A. Nepalraj, Coordinator-IQAC</p>	<p>The Coordinator - R&D discussed about the research activities of faculties done during the academic year 2018-2019. He also appreciated that few faculties have published their work in reputed International Journal and he appreciated the few faculties those who have submitted proposal to various funding agencies during 2018-2019 (odd semester)</p>	<p>All HODs & Coordinator - R&D</p>
<p>2.7 Review of Events organized for the benefit of students</p>		<p>The event organized by the department during the period of July-2018 to December-2018 were discussed</p> <ol style="list-style-type: none"> 1. Open Source Training 2. Big Data with cloud 3. Open Source Training 4. Big Data with cloud 5. Medical Lab Technician 6. Medical Coding 7. Drug Design 8. Type Writing 9. Logistics 10. GST 11. Digital Marketing 	<p>All HODs & Placement Officer</p>



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		<p>12. PCB Design</p> <p>13. Mat Lab</p> <p>14. Communication Skill</p> <p>Alumni member expressed their happiness about the involvements of students and support offered from the various departments in promoting human values and professional ethics amongst the student's.</p>	
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The Second meeting of IQAC ended at 01.30 P.M after the IQAC coordinator delivered vote of thanks to the members. The minutes of second meeting was minute by Dr. V. Manjula, Coordinator-IQAC.


Coordinator-IQAC
IQAC CO-ORDINATOR
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam - 612 503.


Dr. S P Manicka Vasugi,
IQAC Chairman, IQAC
PRINCIPAL
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CIRCULAR

CIR. No: ACAS/IQAC/2018-2019/37


02.01.2019

This is to inform the members of IQAC and the External member that the third meeting of IQAC is going to be held on 11.01. 2019. All are requested to attend the meeting to discuss the following points at 2.30 P.M.

Venue: Principal Chamber

Agenda

- 3.1 Welcome Address by Chairperson- IQAC.
- 3.2 Preparation of Action plan and Academic Calendar for even semester.
- 3.3 Review of feedback by Students about teaching Methodologies and facilities supported by
the Institution in the Academic Year 2018-2019. (Even seem)
- 3.4 Review of Students Result Analysis for the year 2017-2018
- 3.5 Review of Faculty Research Activities.
- 3.6 Preparation of Proposal for B.A (Défense)
- 3.7 IQAC Action plan for the Year 2018-2019(Even Sem)
 - * Peer Plan for NAAC visit
 - * Criterion wise faculty Allotment.
 - * Arrange NAAC Awareness program for Faculties.


Coordinator-IQAC
IQAC CO-ORDINATOR
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3. The Industrial Expert, 4. The Placement Coordinator,
5. The Research coordinators, 6. The Academic Coordinator, 7. All Department Heads.



Third Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Venue: Principal Chamber.

Date: 11.01.2019.

Time: 2.30 P.M.

1. Chairperson : Dr. S. P. Manicka Vasugi, Principal-ACAS
2. External Academic Expert : Dr. R. Ramu-Ex.Pricipal-Bharathidasan University
Constitute Arts & Science College –Nagapattinam.
3. External Industry Expert : Dr. R. Santhosh Varman, General Manager - SAN
Events management, Kumbakonam.
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5. Internal Expert : Prof. B. Elanchezhian, HOD-Dept. of BHM.
6. Internal Expert : Prof. K. Raja, HOD-Dept. of BCA.
7. Internal Expert : Dr. J. Loyola Peeries, HOD - Dept. of Tamil
8. Internal Expert : Dr. R. Selvam, HOD-Dept. of BBA.
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10. Internal Expert : Dr. N. VanjulaValli, HOD-Dept. of CSC.
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12. Internal Expert : Prof. T. A. Suresh, HOD-Dept. of English
13. Internal Expert : Prof. S. Sumathi, HOD-Dept. of IT.
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17. Internal Expert : Dr. Moorthy, HOD-Dept. of Microbiology
18. Internal Expert : Dr. Suriya DPhil, HOD-Dept. of Biochemistry
19. Internal expert-Coordinator - R&D : Dr. A. Nepalraj, HOD-Dept. of Chemistry.
18. Coordinator-IQAC : Dr.V. Manjula, Asst. Prof-Dept of BBA.



Item 3.1: Chairperson Dr. S. P. Manicka Vasugi welcomed the members of IQAC for the third meeting to review the academic activities and to discuss about the academic plans of next academic year.

Item	Suggestion and Advice of Members	Outcomes of Discussion	Action to be taken
3.1 Welcome Address	Presented by Dr.S.P. Manicka Vasugi Principal	The Principal Welcome the gathering	
3.2 Action Plan and Academic Calendar	All HODs	Based on the Action plan and Academic Calendar were prepared with the useful and effective manner. Each and every events and activities should organize as per the Plan in the Action plan.	All HODs with the consultation of Principal.
3.3 Students feedback on teaching	Presented by Dr. V. Manjula Coordinator-IQAC	The student's feedback on teaching has been analysed and the results are presented to the members in the meeting.	All HODs.
3.4 Students result analysis for the Academic year 2018-2019 (Odd Sem)	Presented by Dr.V.Manjula Coordinator-IQAC	The student's result of previous academic year 2018-2019 (Odd Sem) was presented amongst the members of IQAC. Alumni appreciated the past results and requested the HODs to improve the performance of students in the University Examinations in the coming examinations.	All HODs.
3.5 Faculties research activities in the Academic year-2018-2019(Odd Sem)	Presented by Dr.A.Nepolraj. Coordinator-R & D.	The efforts taken by the faculties in participating international/national Conferences, Publication of their works in internationally renowned Journals and Project proposals send to various funding agencies have been presented by the director-R&D. He also suggested organizing at least one International/National conference for Science Department. Faculty members must be given cash award for their initiatives related to R & D.	All HODs, Coordinator-R&D.
3.6	Presented by	Based on idea which was given by the External Academic Expert and Coordinators provide	Principal



Annai College of Arts & Science

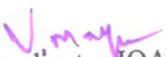
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Proposal for new course B.A (Defense)	Dr. Suja Pandi Asso. Prof-Dept. of Bio Chemistry.	their suggestion for formation of Curriculum and syllabus and other relevant details for the Preparation of the proposal.	
3.7 Plan for NAAC visit.	Presented by Dr. V. Manjula, Coordinator-IQAC	NAAC Awareness Program conducted for our faculty member in criterion wise. Partially Completed AQAR in new format. Assigned Criterion wise coordinator for SSR.	Coordinator-IQAC & Principal

The third meeting of IQAC ended at 04.00 P.M after the IQAC Coordinator delivered Vote of thanks to the members. The minutes of first meeting was minute by Dr. V. Manjula, Coordinator-IQAC.


Coordinator-IQAC
IQAC CO-ORDINATOR
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Dr. S P Manicka Vasugi.,
IQAC Chairman, IQAC
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CIR. No: ACAS/IQAC/2018-2019/49

10.05.2019


This is to inform the members of IQAC and the External member that the fourth meeting of IQAC is going to be held on 20.05.2019. All are requested to attend the meeting to discuss the following point's at 10.30 A.M.

Venue: Principal Chamber

Agenda

- 4.1 Welcome Address by Chairperson- IQAC.
- 4.2 Review of last IQAC meeting minutes
- 4.3 Review of feedback by Students about teaching Methodologies and facilities supported by the Institution in the Academic Year 2018-2019. (Even Semester)
- 4.4 Review of Faculty Research Activities.
- 4.5 Review of events organized by all departments towards the benefits of the students.

Vote of Thanks by IQAC Coordinator


Coordinator-IQAC
IQAC CO-ORDINATOR
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IQAC Chairman, IQAC
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3. The Industrial Expert,
4. The Placement Coordinator,
5. The Research coordinators,
6. The Academic Coordinator,
7. All Department Heads.



Fourth Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Venue: Principal Chamber.

Date: 20.05.2019

Time: 2.30 P.M.

Members Present:

1. Chairperson : Dr. S. P. Manicka Vasugi, Principal-ACAS
2. External Academic Expert : Dr. R. Ramu-Ex.Pricipal-Bharathidasan University
Constitute Arts & Science College –Nagapattinam.
3. External Industry Expert : Dr. R. Santhosh Varman, General Manager - SAN
Events management, Kumbakonam.
4. Alumnae : Dr. K. M. Saravanan
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12. Internal Expert : Prof. T. A. Suresh, HOD-Dept. of English
13. Internal Expert : Prof. S. Sumathi, HOD-Dept. of IT.
14. Internal Expert : Dr. D. Elamparuthi, HOD-Dept. of Bio-Tech.
15. Internal Expert : Prof. Jenith, HOD-Dept. of Maths.
16. Internal Expert : Prof. M. Veeramani, HOD-Dept. of Viscom.
17. Internal Expert : Dr. Moorthy, HOD-Dept. of Microbiology
18. Internal Expert : Dr. Suriya DPhil, HOD-Dept. of Biochemistry
19. Internal expert-Coordinator - R&D : Dr. A. Nepalraj, HOD-Dept. of Chemistry.
18. Coordinator-IQAC : Dr.V. Manjula, Asst. Prof-Dept of BBA.



Item 4.1: Chairperson Dr. S. P. Manicka Vasugi welcomed the members of IQAC for the fourth meeting to review the academic activities and to discuss about the academic plans of next academic year.

Item	Suggestion and Advice of Members	Outcomes of Discussion	Action to be taken
4.1	Presented by Dr.S.P. Manicka Vasugi Principal	The Principal Welcome the gathering	
4.2 Review of last IQAC minutes	Presented by Dr. V. Manjula IQAC-Coordinator	The first IQAC meeting minutes were reviewed	-
4.3 Students feedback on teaching	Presented by Dr. V. Manjula Coordinator-IQAC	The student's feedback on teaching has been analysed and the results are presented to the members in the meeting.	All HODs.
4.4 Review of Research activities	Presented by Dr. A. Napolraj, Coordinator-R&D	The Coordinator-R&D discussed about the research activities of faculties done in the previous semester. He also appreciated that few faculties have published their work in reputed International journal and he appreciated the few faculties those who have submitted proposal to various funding agencies during 2018-2019 (Even semester)	All HODs & Coordinator – R&D
4.5 Review of NAAC Visit	Presented by Dr.V.Manjula Coordinator-IQAC	AQAR are ready to upload in the new formate with the Consultation of our Management Representative. As briefed and guided by Dr. S. P. Manicka Vasugi, the preparation of the various Criterion was initiated by the NAAC. All the Criterion Coordinators were asked to furnish the details under specific headings and later gradually all the data was compiled by the IQAC team lead by Dr. V. Manjula.	Coordinator-IQAC & Principal



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4.6 Review of Events organized for the benefit of students	Presented by All Dept. Heads	The event organized by the department during the period of January -19 to April-19 were discussed. Alumni member expressed his happiness about the involvements of students and support offered from the various departments in promoting human values and professional ethics amongst the student's.	All HODs & Placement Officer
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The 4th meeting of IQAC ended at 02.00 P.M after the IQAC Coordinator delivered Vote of thanks to the members. The minutes of first meeting was minute by Dr. V. Manjula, Coordinator-IQAC.


Coordinator-IQAC
IQAC CO-ORDINATOR
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam - 612 503.


Dr. S P Manicka Vasugi.,
IQAC Chairman, IQAC
PRINCIPAL,
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERI, KUMBakonam-612503.