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Minutes of **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETINGS**

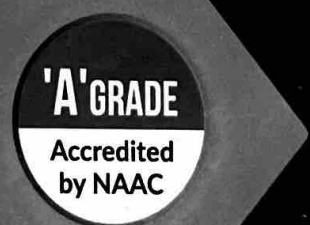
2018 - 2019

Quality is the
Key to the Future



**SREE SARASWATHI
THYAGARAJA COLLEGE**

An Autonomous, ISO 9001:2008 Certified Institution, Affiliated to Bharathiar University, Coimbatore,
Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status



IQAC - MEETING MINUTES

1ST MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 11th June 2018



SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI

Minutes of the first Meeting of IQAC

Date: 11th June 2018

Time: 10.00 AM

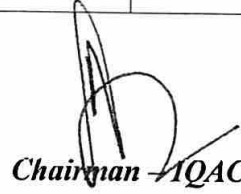
Venue: Sports Block Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.01.01	Starting of Basic Science Programmes & Additional Intake of B.Sc. (Mathematics)	2
IQ.01.02	Guidelines for Curriculum Design with OBE	2
IQ.01.03	Introduction of MOOCs – SWAYAM during 2018 – 19	3
IQ.01.04	Guidelines from MHRD & NME – ICT for Curriculum Design	3
IQ.01.05	Guidelines from Bharathiar University - Digital Action Plan	3
IQ.01.06	NEED Analysis report on Introduction of B.Sc. (DCFS)	4
IQ.01.07	Introducing Value Added Courses (VACs)	4
IQ.01.08	Any other matter	4



Coordinator – IQAC



Chairman – IQAC

IQAC CO-ORDINATOR
Sree Saraswathi Thevaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.

PRINCIPAL
Sree Saraswathi Thevaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.



Members Present

1.	Ln. T. Sethupati	Secretary
2.	Dr. A. Somu	Principal (Chairperson)
3.	Dr. V. Venkateswaran	Dean Physical Sciences
4.	Dr. V. Anuratha	Coordinator – IQAC
5.	Dr. A. Venkatachalam	Dean Commerce
6.	Prof R. Padmanabhan	Dean Academic Affairs
7.	Prof. K. Sivasamy	Dean - Mathematics
8.	Dr. M. Elamparithi	Member
9.	Dr. S. Shobana	Member
10.	Dr. A. Kannan	Member
11.	Mr. V. Suresh Kumar	Member
12.	Mr, S. Dhanaraj	Member
13.	Mr .C. Sivaraj	Member
14.	Mr. B. Shankar Anand	Member
15.	Ms. K. Shobana	Member
16.	Mr. S. Velayudhasamy	Member

Item No. IQ.01.01: Starting of basic science programmes and additional intake for B.Sc. (Mathematics): Based on the DST – guidelines, the Coordinator - IQAC briefed the members, the importance of starting basic science Programmes towards quality enhancement.

---Decision--- The IQAC resolved to accept the proposal to start basic science programmes such as B.Sc. (Physics), B.Sc. (Chemistry) and also additional section for B.Sc. (Mathematics) during the academic year 2018 – 19.

Item No. IQ.01.02: Guidelines for Curriculum Design with OBE:

The Coordinator – IQAC presented the “Guidelines for Curriculum Design with OBE” during the academic year 2018 - 19.

---Decision--- The IQAC resolved to accept to Guidelines for Curriculum Design with OBE and also recommended to the Centre for Faculty Development programme to organize more Curriculum Design workshop for effective implementation of OBE.



Item No. IQ.01.03: Introduction of MOOCs - SWAYAM: The Coordinator – IQAC presented the new guidelines for Massive Open Online Courses (MOOCs) through SWAYAM platform during the academic year 2018 – 19.

—Decision—: For considering the above item, the IQAC resolved to accept the following guidelines and recommended to Board of Studies for the implementation.

- As per UGC – credit framework for online courses, the curriculum is adopted with Massive Open Online Courses (MOOCs) through SWAYAM platform.
- All the students should earn 4 credits through any two MOOC courses provided by various portals such as SWAYAM, NPTEL, Spoken Tutorial, etc.

Item No. IQ.01.04: Guidelines from MHRD & NME - ICT: The Coordinator – IQAC presented the various guidelines from MHRD & NME – ICT on ‘MHRD – Digital Initiatives’ for quality improvements of HEIs.

—Decision—: With reference to the MHRD & NME – ICT guidelines, the IQAC resolved to accept the following guidelines and recommended to BOS for the implementation

The curriculum shall incorporate the following e- contents

- (a) Text books shall be e- books
- (b) E – resources with corresponding URLs
- (c) E – materials such as e-PGPathshala/NPTEL/Vidyamitra portal etc.,

Item No. IQ.01.05: Guidelines from Bharathiar University – Digital Action Plan:

Based on the Bharathiar University Digital Action Plan, the Coordinator - IQAC has prepared IQAC Digital Initiatives for the quality improvements in the field of Teaching Learning and e – Governance of the Institution.

---Decision--- The members in the IQAC meeting resolved to accept the ‘IQAC – Digital Initiatives’ submitted by Coordinator - IQAC and also the following resolutions were made for implementation.

- (a) To identify and implement ‘Learning Management System’ software for Teaching & Learning process
- (b) To register all the students at National Digital Library
- (c) Suggested to Governing Body to install ERP for e-Governance



Item No. IQ.01.06: NEED Analysis Report on starting new programme B.Sc. (Digital & Cyber Forensic Science): To give weightage and importance to emerging information technology towards national development, the IQAC conducted need analysis for starting a new programme 'B.Sc. (Digital and Cyber Forensic Science)' during the academic year 2019 – 20 and the same is submitted to the members in the IQAC meeting for perusal.

---Decision---: The IQAC meeting has resolved to accept the need analysis report submitted by the Coordinator – IQAC and also recommended to the Governing Body for the consideration and implementation.

Item No. IQ.01.07: Introducing Value Added Courses (VACs): Professor R. Padmanabhan, Dean – Academic Affairs submitted the list of Value-Added Courses (VACs) for members perusal.

---Decision---: The members of IQAC discussed the method of instruction and evaluation schemes for all the value-added courses, and finally it was resolved to accept 13 value added courses for the consideration. The IQAC recommended the resolution to BOS for further approval.

// Approved the Minutes of the 1st Meeting of IQAC //



Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College



Chairperson
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC CO - ORDINATOR
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2ND MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 15th September 2018



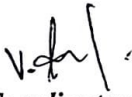
SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI

Minutes of the second Meeting of IQAC

Date: 15th Sep 2018 Time: 10.00 AM Venue: Sports Block Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.02.01	Approval of the minutes of 1 st IQAC meeting held on 11 th June 2019	2
IQ.02.02	Action Taken Report on 1 st IQAC meeting held on 11 th June 2019	2
IQ.02.03	Review of NAAC presentations	2
IQ.02.04	Conduct of OBE- PO, PEO, Co, GA workshops	3
IQ.02.05	Guidelines of UGC on establishment of Curriculum Development Cell (CDC)	3
IQ.02.06	Implementation of ERP software	3
IQ.02.07	UGC guidelines – BOS revised composition.	3
Annexures		
I	Action Taken Report on 1 st IQAC meeting held on 11 th June 2018.	4


Coordinator – IQAC

IQAC CO-ORDINATOR
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Thippampatti, POLLACHI - 642 107.


Chairman – IQAC

PRINCIPAL
Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.



Members Present

1.	Ln. T. Sethupati	Secretary
2.	Dr. A. Somu	Principal (Chairperson)
3.	Dr. V. Venkateswaran	Dean Physical Sciences
4.	Dr. A. Saravanan	Director – CS
5.	Dr. V. Anuratha	Coordinator – IQAC
6.	Dr. A. Rajkumar	Director - MBA
7.	Dr. A. Venkatachalam	Dean Commerce
8.	Prof R. Padmanabhan	Dean Academic Affairs
9.	Prof. K. Sivasamy	Dean - Mathematics
10.	Dr. M. Elamparithi	Member
11.	Dr. S. Shobana	Member
12.	Dr. A. Kannan	Member
13.	Mr. V. Suresh Kumar	Member
14.	Mr, S. Dhanaraj	Member
15.	Mr .C. Sivaraj	Member
16.	Mr. B. Shankar Anand	Member
17.	Ms. K. Shobana	Member
18.	Mr. S. Velayudhasamy	Member

Item No. IQ.02.01: Approval of the minutes of 1st IQAC meeting held on 11th June 2019: The minutes of the meeting was circulated via e-mail through IQAC – desk and the members have confirmed the same.

Item No. IQ.02.02: Action Taken Report on 1st IQAC meeting held on 11th June 2019:

The Coordinator – IQAC presented the Action Taken Report on the resolutions of the (enclosed as Annexure – I) based on the decisions and resolutions passed in the first meeting.

Item No. IQ.02.03: Review of NAAC presentations

The chairman IQAC presented a report which is to subsequently presented during the NAAC peer team visit, and obtained the suggestions from members to make corrections.

---Decision--- With reference to the recommendations of the members, the Coordinator of IQAC accepted the suggestions to carry out the corrections in the presentations.



Item No. IQ.02.04: Conduct of OBE- PO, PEO, Co, GA workshops

The IQAC has recommended that the Centre for Faculty Development should organize series of workshops to benefit the members of faculty to have the better knowledge in the OBE implementation.

---Decision---: The IQAC meeting resolved to accept for conducting series of workshop for shaping the OBE process in the institution.

Item No. IQ.02.05: Guidelines of UGC on the establishment of Curriculum Development Cell (CDC): In order to improve the quality augmentation in curriculum design and development, Coordinator - IQAC has presented the guidelines for the establishment of Curriculum Development Cell (CDC) at STC.

---Decision---: The IQAC meeting resolved to accept the guidelines submitted by the Coordinator - IQAC and also recommended that the coordinator IQAC should prepare the CDC composition.

Item No. IQ.02.06: Implementation of ERP software

The members of IQAC reviewed the needs for the implementation of ERP software to develop the e-Governance culture in the institution

---Decision---: The IQAC meeting resolved to accept the implementation of ERP and recommended to IQAC Chairman to Purchase the ERP software through proper vendor.

Item No. IQ.02.07: UGC guidelines – BOS revised composition.

The co-coordinator IQAC presented the guidelines for the BOS Composition as per the UGC norms.

---Decision---: The IQAC meeting resolved to accept the guidelines and recommended IQAC Coordinator to prepare the BOS composition for the academic year 2018-19 and 2019-20.

Approved the Minutes of the 2nrd Meeting of IQAC



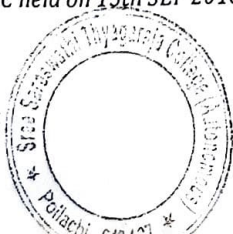
Coordinator

Internal Quality Assurance Cell

Sree Saraswathi Thyagaraja College

Minutes of 2nd Meeting of IQAC held on 15th SEP 2018

IQAC CO - ORDINATOR
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Chairperson

Internal Quality Assurance Cell

Sree Saraswathi Thyagaraja College

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Page 3

PRINCIPAL

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Annexure – I

Action Taken Report on decision/resolution/suggestion of the
1st IQAC meeting held on 11th June 2018.

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.01.01	The IQAC resolved to accept starting basic science programmes such as B.Sc. (Physics), B.Sc. (Chemistry) and also additional section of B.Sc. (Mathematics) during the academic year 2018 – 2019	The inspection committee from Bharathiar University visited our Institution and inspected required facilities for starting the basic science programmes. Based on the inspection committee's report, the Bharathiar university given the approval to start basic science programmes such as B.Sc. (Physics), B.Sc. (Chemistry) and additional intake of B.Sc. (Mathematics) during 2018-19.
IQ.01.02	The IQAC resolved to accept the guidelines for curriculum design with OBE and also recommended to the Centre for Faculty Development to organize more curriculum design workshop for effective implementation of OBE.	The OBE based curriculum design was implemented during the academic year 2018-19 onwards. The Centre for Faculty Development organized the workshops on OBE.
IQ.01.03	The IQAC resolved to accept the following guidelines and recommended to the Board of Studies for the implementation. <ul style="list-style-type: none"> As per the UGC – credit framework for online courses, the curriculum is designed to adopt with Massive Open Online Courses (MOOCs) through SWAYAM platform. All the students should earn 4 credits through two MOOC courses provided by various portals such as SWAYAM, NPTEL, Spoken Tutorial, etc. 	BOS of all the departments discussed the recommendations of IQAC relate to MOOCs, and the following resolution were made for the implementation of the curriculum during 2018 – 19. <ul style="list-style-type: none"> The curriculum should adopt MOOCs courses through SWAYAM platform during 2018 – 19 onwards. The institute is transferring the equivalent credit earned through SWAYAM on the receipt of MOOCs completion certificate and they shall incorporated these marks/credits in the overall mark sheet of the student.
IQ.01.04	With reference to the MHRD & NME – ICT guidelines, the IQAC resolved to accept the following guidelines and recommended to BOS for the implementation. The curriculum shall incorporate the following e- contents	BOS of all the departments discussed the recommendations of IQAC related to MHRD & NME – ICT guidelines, the following resolutions were made and the same were implemented in the curriculum during 2018 – 19.



	(a) e- books, e – resources with corresponding URLs, e – materials and etc.,	The 2018 – 19 curriculum should adopt the following: e-books, e-resources with corresponding URLs and also e-materials such as e-PGPathshala/ NPTEL/ Vidyamitra portal etc.,
IQ.01.05	<p>The IQAC meeting resolved to accept the ‘IQAC – Digital Initiatives’ submitted by Coordinator - IQAC and the following resolutions were made for implementation.</p> <p>(a) To identify and implement ‘Learning Management System’ software for Teaching & Learning process</p> <p>(b) To register all the students at National Digital Library (NDL) and also suggested to Governing Body to install ERP for e-Governance</p>	<p>a) The Academic Management System (AMS) software has been developed by the college for academic activities.</p> <p>b) For LMS, the Moodle software is used for Teaching – Learning, online examinations, e-assignments etc.,</p> <p>All the students have registered in the NDL and it was vouched during the Academic Administrative Audit conducted by IQAC.</p> <p>ERP Software: Governing Body is recommended to purchase ERP software for implementing e-Governance.</p>
IQ.01.06	The IQAC meeting has resolved to accept the Need Analysis Report (NAR) for starting a B.Sc. (Digital and Cyber Forensic Science) submitted by Coordinator – IQAC and also recommended to Governing Body for the consideration.	NAR report was considered and the resolution was made to start B.Sc. (Digital and Cyber Forensic Science) programme during 2019 – 20 in the meeting of 17 th Governing Body.
IQ.01.07	The members of IQAC discussed the method of instruction and evaluation schemes for all the value-added courses, Finally the IQAC meeting resolved to accept 13 value added courses for consideration. The IQAC recommended to BOS for further approval.	List of 13 VACs was circulated to the chairman of all the BOS members and instructed to frame the syllabus, scheme of examination, rules and regulations of VACs and the same to be approved in BOS meeting to be held on April 2019.

Eamgatho.M
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Eamgatho.M
 Coordinator
 Internal Quality Assurance Cell
 Sree Saraswathi Thyagaraja College



IQAC - MEETING MINUTES

3RD MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 3rd January 2019



SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI

Minutes of the Third Meeting of IQAC

Date: 3rd January 2019 Time: 10.00 AM Venue: Sports Block Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.03.01	Approval of the minutes of 2 nd IQAC meeting held on 15 th September 2018	2
IQ.03.02	Action Taken Report on 2 nd IQAC meeting held on 15 th September 2018	2
IQ.03.03	Constitution of IQAC as per NAAC revised guidelines	2
IQ.03.04	UGC revised guidelines for autonomous colleges (Dt.19.01.2018)	3
IQ.03.05	Decentralization and participative management	3
IQ.03.06	Career Advancement Scheme: promotion of assistant professor to associate professor	3
IQ.03.07	Guidelines for research, consultancy and publications	4
IQ.03.08	Guidelines for Faculty Development Programme (FDP)	4
IQ.03.09	Autonomous Result Analysis – November 2018	4
IQ.03.10	IQAC Initiatives / Activities	
	(a) Establishment of Curriculum Development Cell (CDC)	4
	(b) Establishment of IQAC Student Wing	5
	(c) Participation in NIRF – 2018	5
	(d) AQAR 2017 – 18	5
	(e) Faculty Performance Scoring Sheet – 2018	5
	(f) Revised Organogram of the Institution	3
	(g) Drivers for MoU activities	6
Annexures		
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II	Notification of reconstitution of IQAC	-
III	Name list of the faculty for the promotion of assistant professor to associate professor	-
IV	Guidelines for research, consultancy and publications	-
V	Guidelines for Faculty Development Programme (FDP)	-
VI	Members of Curriculum Development Cell (CDC)	-
VII	Members of IQAC Student Wing	-
VIII	Faculty Performance Scoring Sheet 2018 – 19	-
IX	Driver details of functional MoUs	-

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IQAC CO - ORDINATOR
Sree Saraswathi Thyagaraja College
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Thippampatti, POLLACHI - 642 107.



PRINCIPAL

Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.

Members Present

1.	Dr. A. Somu	Principal (Chairperson)
2.	Mr. S. Velayudhasamy	Senior Administrative Officer
3.	Dr. M. Elamparithi	Coordinator – IQAC
4.	Dr. S. Shobana	Member
5.	Dr. R. Umamaheshwari	Member
6.	Dr. K. Parthasarathy	Member
7.	Ms. D. Senthilvadivu	Member
8.	Dr. N. Ponsabariraj	Member
9.	Mr. T. Rameshkumar	Member
10.	Ms. M. Shobiha	Nominee from Student
11.	Dr. N. Ramkumar	Alumni (2001 – 2003)
12.	Mr. Viswanathan	Stakeholder (Parent)
13.	Dr. V. Anuratha	Coordinator ISO
14.	Dr. V. Ramachandran	Director – CFD

Members Absent

1.	Ln. T. Sethupati	Member from Management, STC
2.	Mr. P. Prabhakar	Nominee from Industrialists

Item No. IQ.03.01: Approval of the minutes of 2nd IQAC meeting held on 15th September 2018: The minutes of the meeting was circulated via e-mail through IQAC – desk and the members have confirmed the same.

Item No. IQ.03.02: Submission of Action Taken Report on 2nd IQAC meeting held on 15th September 2018

The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the decisions and resolutions passed in the 2nd IQAC meeting.

Item No. IQ.03.03: Constitution of IQAC as per the NAAC Revised Guidelines:

--- **Decision---** The Chairman – IQAC, proposed and approved the reconstitution of IQAC as per the NAAC revised guidelines for the creation of the IQAC – version 6, dated 26th September 2019. The notification is enclosed as Annexure – I.



Item No. IQ.03.04: UGC revised guidelines for autonomous colleges Dt. 19.1.2018:
The Coordinator - IQAC presented the highlights of UGC – revised guidelines for autonomous colleges dated: 19th January 2018. Members discussed in depth various methods of implementing the UGC revised guidelines.

Item No. IQ.03.05: Decentralization and participative management:
The Coordinator – IQAC presented the “NAAC perspective: Case Study on Committee and Programme Level Decentralization and Participative Management in an Autonomous Institution”. Members discussed the issues relating to the existing centralized process.

Item No. IQ.03.10 (f): Revised Organogram of the Institution: The Coordinator – IQAC presented the revised Organogram of the institution for approval.

—Decision—: For the **Item No. IQ.03.04, IQ.03.05, and IQ.03.10 (f)**, the cell resolved to constitute a subcommittee to prepare the draft for the following:

- To study the revised guidelines of UGC/NAAC/University.
- To recommend the changes required in respect of statutory committees/non-statutory committees to be constituted and their functions.
- To recommend the structural changes required in respect of organogram and the extent of decentralization required for the effective functioning of the college.
- To suggest the roles and responsibilities of various positions such as Deans/Directors/HoDs/PCs/Faculty Members

The committee is requested to submit its report on or before **20th February 2019** to the chairman of IQAC.

Item No. IQ.03.06: Career Advancement Scheme (CAS) – promotion of assistant professor to associate professor: The Director, Centre for Faculty Development Programme presented the list of selected members for the promotion of Assistant Professors to become Associate Professors under Career Advancement Scheme (CAS) for the approval.

---Decision--- With reference to the recommendations of the selection committee of Career Advancement Scheme (CAS), the IQAC resolved to accept the list for the promotion of associate professor (list of faculty members enclosed as **Annexure – III**).



The IQAC has recommended the selected list of candidates for the consideration of the college committee. The IQAC has also requested to the College Committee to forward the same to Bharathiar University for approval.

Item No. IQ.03.07: Guidelines for research, consultancy and publications: For the promotion of research activities, the Coordinator - IQAC has prepared the guidelines for research, consultancy, and publications (**Annexure - IV**) and has placed them before the members of IQAC for perusal

--Decision--: The IQAC meeting resolved to accept the guidelines submitted by Coordinator - IQAC and the also recommended to Academic Board to implement them from January 2019.

Item No. IQ.03.08: Guidelines for Faculty Development Programme (FDP): For the enhancement of teacher's quality, the guidelines (**Annexure - V**) for FDPs have been streamlined by the Centre for Faculty Development (CFD) and the detailed guidelines submitted to the IQAC for perusal.

--Decision--: The IQAC meeting has resolved to accept the guidelines submitted by Centre for Faculty Development (CFD) and also suggested that all the heads of the department to prepare panel of resource persons and submit the same to CFD.

Item No. IQ.03.09: Autonomous Result Analysis November - 2018: The members of IQAC reviewed the result analysis of all the programmes offered at STC.

--Decision--: The result analysis was put forward for discussion and the Chairman - IQAC requested the heads concerned to submit the detailed report on the low pass percentage of certain UG/PG programmes and the same to be placed in the next meeting of Academic Board.

Item No. IQ.03.10: IQAC Initiatives/Activities:

Item No. IQ.03.10 (a): Establishment of Curriculum Development Cell (CDC):

The IQAC has constituted the Curriculum Development Cell (CDC) for designing, developing and implementing the Outcome Based Curriculum Framework from the academic year 2019 - 20. The Coordinator - IQAC submitted the composition of CDC (**Annexure-VI**) with roles and responsibilities for Board's approval.



---Decision---: The IQAC meeting has resolved to accept the composition of CDC. The Chairman – IQAC directed the Coordinator – IQAC to prepare the Timeline of CDC and the same to be placed in next meeting of Academic Board.

Item No. IQ.03.10 (b): Establishment of IQAC Student Wing: The Coordinator - IQAC has also constituted IQAC Student Wing for supporting and executing student related IQAC activities for the academic year 2019 – 20. The Coordinator – IQAC submitted the student members list of IQAC Student wing (**Annexure-VII**) along with the roles and responsibilities to the Chairman - IQAC for approval.

---Decision---: The Chairman – IQAC considered and IQAC meeting resolved to accept and approve the composition of IQAC Student Wing.

Item No. IQ.03.10 (c): Participation in NIRF – 2018: A NIRF – 2018 report is placed before the Chairman - IQAC for perusal.

---Decision---: The IQAC meeting reviewed all the facts and figures given the NIRF – 2018 report and resolved to accept the same to publish in the Institutional website.

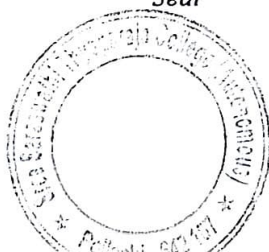
Item No. IQ.03.10 (d): Submission of AQAR 2017 – 18: The draft AQAR for the period 2017 – 18 prepared by the IQAC - Team was presented to the Chairman – IQAC by the Coordinator – IQAC. The IQAC meeting had a detailed discussion on all the seven criteria reported.

---Decision---: The IQAC recommended the following steps to be taken for correcting the lacuna observed in AQAR from the year 2018 – 19.

- Departments may consider the following sincerely:
 - a. Publish more number of quality research articles
 - b. To undertake more of consultancy services
 - c. To get more number of research funding projects from various agencies

Finally, the IQAC meeting resolved to accept AQAR 2017 – 18 and forwarded to Academic Council for the approval.

Item No. IQ.03. 10 (e): Faculty Performance Score Sheet 2018 – 19: The Coordinator – IQAC presented the different parameters included in the Faculty Performance Score Sheet 2018 – 19 (**Annexure – VIII**) for faculty assessment.



Decision--- The members of IQAC reviewed all the parameters of Faculty Performance Score Sheet 2018 - 19 and resolved to accept the score sheet and recommended to approve the same.

Item No. IQ.03.10 (g): MoU Activities: The Coordinator - IQAC presented the drivers details (**Annexure - IX**) of functional MoUs for consideration and approval

Decision--- The Chairman - IQAC has resolved to accept and approve driver's details of functional MoUs.

Approved the Minutes of the 3rd Meeting of IQAC

Elamganotti M

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

[Signature]
Chairperson

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

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Annexure – I

Action Taken Report on decision/resolution/suggestion of the
2nd IQAC meeting held on 15th September 2018.

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.02.03	With reference to the recommendations of the members, the chairman and Coordinator of IQAC accepted to carry out the changes in the presentations to be showcased to the NAAC peer team	The Coordinator - IQAC carried out the several versions of corrections in the NAAC presentations with due concurrence from the Chairman - IQAC.
IQ.02.04	The IQAC meeting resolved to accept conducting series of workshop for shaping the OBE process in the institution.	The Centre for Faculty Development prepared the schedule for conducting series of workshop on OBE.
IQ.02.05	The IQAC meeting resolved to accept the guidelines submitted by Coordinator - IQAC and also requested to the Coordinator IQAC to prepare the composition of Curriculum Development Cell.	The IQAC coordinator prepared the list of members for constituting Curriculum Development Cell with proper Composition and submitted to the Chairman-IQAC for perusal.
IQ.02.06	The IQAC meeting resolved to accept to implementing institutionalized ERP software and recommended to purchase the ERP software from reputed vendor.	List of quotations from reputed ERP software vendors were prepared and submitted to Chairman - IQAC for scrutinizing.
IQ.02.07	The IQAC meeting resolved to accept the revised guidelines and the composition of Board of Studies (BOS) and requested to the Coordinator - IQAC to prepare the composition of BOS for the academic year 2018-19 and onwards.	The coordinator - IQAC prepared composition of BOS based on revised UGC guidelines and the same submitted to Chairman - IQAC for perusal. The Chairman - IQAC considered the revised composition of IQAC and the same will be approved on meeting of Academic Council to be held on May 2019.

Elamganthi M.

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja CollegeIQAC CO - ORDINATOR
Sree Saraswathi Thyagaraja College
(Autonomous)

Thippampatti, POLLACHI - 642 107.

Seal

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IQAC - MEETING MINUTES

4TH MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Held on 10th June 2019



SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI

Minutes of the Fourth Meeting of IQAC

Date: 10th June 2019

Time: 10.00 AM

Venue: Sports Block Conference Hall

Meeting Agenda

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Elamganitho. M
Coordinator – IQAC

[Signature]
Chairman – IQAC

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PRINCIPAL
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Members Present

- | | | |
|-----|----------------------|-------------------------------|
| 1. | Mr. S. Venkkatesh | Member from Management, STC |
| 2. | Dr. A. Somu | Principal (Chairperson) |
| 3. | Mr. S. Velayudhasamy | Senior Administrative Officer |
| 4. | Dr. M. Elamparithi | Coordinator – IQAC |
| 5. | Dr. S. Shobana | Member |
| 6. | Dr. R. Umamaheshwari | Member |
| 7. | Dr. K. Parthasarathy | Member |
| 8. | Ms. D. Senthilvadivu | Member |
| 9. | Dr. N. Ponsabariraj | Member |
| 10. | Mr. T. Rameshkumar | Member |
| 11. | Ms. M. Shobiha | Nominee from Student |
| 12. | Dr. N. Ramkumar | Alumni (2001 – 2003) |
| 13. | Mr. Viswanathan | Stakeholder (Parent) |
| 14. | Dr. V. Anuratha | Coordinator – ISO |
| 15. | Dr. V. Ramachandran | Director – CFD |

Members Absent

- | | | |
|----|------------------|-----------------------------|
| 1. | Mr. P. Prabhakar | Nominee from Industrialists |
|----|------------------|-----------------------------|

Item No. IQ.04.01: Approval of the minutes of 3rd IQAC meeting held on 03rd January 2019: The minutes of the meeting was circulated via e-mail through IQAC – desk and the members have confirmed the same.

—Decision—: The minutes were accepted by the members.

Item No. IQ.04.02: Action Taken Report on 3rd IQAC meeting held on 3rd January 2019: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the decisions and resolutions passed in the third meeting.

Item No. IQ.04.03: Attainment of OBE through ERP.

The Coordinator – IQAC presented the methodology of attainment of OBE attainment through ERP software.

—Decision—: With reference to the presentation by the IQAC coordinator, Dr. A, Saravanan, the OBE and the Director Computer Science will take the initiatives towards the implementation procedures of OBE through ERP software



Item No. IQ.04.04: Career Advancement Scheme (CAS) – promotion of assistant professor to associate professor: The Director, Centre for Faculty Development Programme presented the list of selected members for the promotion of assistant professor to become associate professor under Career Advancement Scheme (CAS) for the approval.

---Decision--- With reference to the recommendations of the selection committee of Career Advancement Scheme (CAS), the IQAC resolved to accept the list for the promotion of associate professor. The IQAC has **recommended the selected list of candidates for the consideration of the college committee.** The IQAC has also requested the College Committee to forward the same to Bharathiar University for approval.

Item No. IQ.04.05: Initiatives towards TQM: The Coordinator - IQAC put forth the procedure for improvement of quality culture, through ISO certification procedures in line with ERP software.

---Decision--- The IQAC meeting resolved to accept the procedures submitted by Coordinator - IQAC and the also recommended to implement the same through Academic Audits.

Item No. IQ.04.06: Identification of MoU: The IQAC chairman insisted the need for active MoU'S to execute series of activities to be carried out

---Decision--- The Coordinator - IQAC has resolved to accept to check the Academic Plan with Budget, and to initiate MoU activities.

Item No. IQ.04.07: NCC: The need for starting NCC wing at the college is reviewed and it is also recommended to identify the care-taker for initiating the NCC activities.

---Decision--- The Chairman - IQAC approved to identify and initiate the procedures for starting the NCC wing at the Institution during 2019 - 20.

Approved the Minutes of the 3rd Meeting of IQAC

Elamgantho. M

Coordinator

Internal Quality Assurance Cell

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Chairperson

Internal Quality Assurance Cell

Sree Saraswathi Thyagaraja College

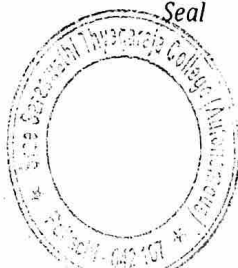
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Annexure – I

Action Taken Report on decision/resolution/suggestion of the
3rd IQAC meeting held on 3rd January 2019.

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.03.04/ 04/10(f)	<p>For the Item No. IQ.03.04, IQB.03.05, and IQ.03.10 (f), the cell resolved to constitute a subcommittee to prepare the draft for the following:</p> <ul style="list-style-type: none"> To study the revised guidelines of UGC/NAAC/University. To recommend the changes required in respect of statutory committees/non-statutory committees to be constituted and their functions. To recommend the structural changes required in respect of organogram and the extent of decentralization required for the effective functioning of the college. To suggest the roles and responsibilities of various positions such as Deans/ Directors /HoDs/PCs/Faculty Members 	<p>The subcommittee has been formulated. Dr. V. Venkateswaran, Dean Physical Sciences was the chairperson, Prof. R. Padmanabhan, Dean – Academic Affairs, Prof. K. Sivasamy, Dean – Mathematics were the members. The committee analyzed the following:</p> <ul style="list-style-type: none"> UGC revised guidelines, Decentralization and participative management Procedures, Revised organogram for the institution's administration. <p>During December 2018, the stream system across the institution was introduced. The line of hierarchy for departmental administration started from the Dean, Director, Head, Program Coordinator, and faculty based on the revised organogram.</p>
IQ.03.06	With reference to the recommendations of the selection committee of Career Advancement Scheme (CAS), the IQAC resolved to accept the list for the promotion of associate professor	Based on the recommendations from college committee, Bharathiar University approved list of qualified faculties promoted as Associate Professors
IQ.02.07	The IQAC meeting resolved to accept the guidelines related to promotion of research submitted by Coordinator - IQAC and the also recommended to the Academic Board to implement them from January 2019.	The Academic Board approved the revised guidelines related to promotion of research. The IQAC has sent a circular to all the faculty members to strictly adheres to the guidelines related to promotion of rcsrch.



IQ.02.09	The Chairman – IQAC requested the heads concerned to present the detailed report on the low pass percentage of certain UG/PG programmes in Management Review Meeting (MRM).	Based on the head's presentations in the 41st MRM held on 12.11.2019 & 16.11.2019, the schedule was to be prepared for remedial classes for failure students.
IQ.02.10 (a)	The IQAC meeting has resolved to accept the composition of CDC. The Chairman – IQAC directed the Coordinator – IQAC to prepare the timeline of CDC and the same to be placed in the next meeting of Academic Board.	The Coordinator – IQAC prepared the members list of CDC. Dr. V. Venkateswaran, Dean, Physical Sciences was the Chairperson for the Cell, Dr, V, Sivakamy, Head, UG Department of Management Studies was the member secretary. All the Heads of the Departments were included as the members of the Cell, Timeline of CDC activities was prepared by IQAC and submitted to Academic Board. Based on the time line CDC has started its functions.
IQ.02.10 (c)	The IQAC meeting reviewed all the facts and figures given to the NIRF – 2018 report and resolved to accept the same to publish in the Institutional website.	The NIRF – 2018 details have been uploaded in the NIRF web Portal by the Coordinator - IQAC after the approval.
IQ.02.10 (d)	The IQAC recommended the following steps to be taken for correcting the lacuna observed in AQAR 2017 – 18. a) To publish more number of quality research articles b) To undertake more of consultancy services c) To get more number of research funding projects from various agencies	The departments have been given guidelines to fix research targets for achieving research quality. The heads of the departments concerned were instructed to include research targets in their 'Academic Plan with Budget' proposals during the academic year 2018 – 19 onwards. It will be reviewed by Deans/Directors in the department meetings.



IQ.02.10 (e)	The members of IQAC reviewed all the parameters of Faculty Performance Score Sheet 2018 – 19 and resolved to accept the score sheet and recommended to approve the same.	The IQAC has sent a circular of revised 'Faculty Performance Score Sheet (FPSS)' to all the faculty members for their observation. The Management has considered the FPSS for incentives/ increment and etc.,
IQ.02.10 (f)	The Chairman – IQAC has resolved to accept and approve driver's details of functional MoUs.	The IQAC has sent a circular of MoUs and the Driver's details for starting MoU and Collaboration activities during the academic year 2018 – 19.

Elumgaratho.M
Coordinator

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