

Minutes of INTERNAL QUALITY ASSURANCE

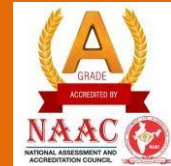
2019-2020

Quality is the
Key to the Future



**SREE SARASWATHI
THYAGARAJA COLLEGE**

An Autonomous ISO 9001:2008 Certified Institution, Affiliated to Bharathiyar 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 03rd July 2019



**SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI**

Minutes of the first Meeting of IQAC

Date: 03rd July 2019

Time: 10.00 AM Venue: MBA Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.01.01	Approval of the Minutes of the 4 th IQAC meeting held on 10.06.2019	2
IQ.01.02	Action taken report on 4 th IQAC meeting held on 10.06.2019	2
IQ.01.03	Starting of B. Sc., (Digital and Cyber Forensic Science) Programme	2
IQ.01.04	Review of MOOC – SWAYAM during 2019-20	3
IQ.01.05	Suggestions for new certificate Courses	3
IQ.01.06	Need Analysis Report on the Introduction of B.Sc. Data Science and Analytics , B.Sc. Artificial Intelligence and Machine Learning and M.Sc. Applied Psychology	3
IQ.01.07	Suggestions for submission of Star College Scheme- 2019	3
IQ.01.08	Any other Matter	4
Annexure		
1	Action Taken Report on 4 th IQAC meeting held on 10 th June 2019	5

Coordinator –IQAC

Chairman – IQAC

Members Present

1	Dr. A. Somu Principal – STC	Chairperson
2	Dr. R. Gayathri	Coordinator of IQAC
3	Dr. V. Venkateswaran	Advisor
4	Dr. V. Sivakami	Member 1
5	Dr. G. Anbuselvi	Member 2
6	Dr. K. Parthasarathi	Member 3
7	Dr. O.V. Shanmuga Sundaram	Member 4
8	Mrs D. Geetha	Member 5
9	Dr. V. Ramachandran	Member 6
10	M. Premkumar	Member 7
11	Dr. V. Sureshkumar	Member 8
12	Mr. S. Velayuthasamy	Administrative Officer – STC
13	Mr. S. Venkkatesh	Secretary - STC
14	R.K.R Karthi	Local society
15	Jayalakshmi I MSW	Student
16	HarirajManoj	Alumni
17	Mr. T.S.Thilak,	Employee
18	Kavipriya J	Industrialist
19	S. Karthikeyan	Stakeholders-Parent

Item No. IQ.01.01: Approval of the minutes of 4th IQAC meeting held on 10th June 2019: The minutes of the meeting were circulated by IQAC and the members confirmed the same.

Item No. IQ.01.02: Submission of Action Taken Report on 4th IQAC meeting held on 10th June 2019: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) on the suggestions given by the members during 4th IQAC meeting.

Item No. IQ.01.03: Starting of B.Sc. (Digital and Cyber Forensic Science) Programme: Based on the need analysis report, a new programe, B.Sc. (Digital and Cyber Forensic Science) was introduced during the Academic year 2019- 20.

Item No. IQ.01.04: Review of MOOC – SWAYAM during 2019-2020: Revision on Transfer of credits for online MOOC (or) NPTEL courses. The existing regulation namely ‘completing two MOOC courses by UG and PG students admitted during the academic year 2018- 2019 is mandatory’ has been revised as ‘completing four MOOC courses for UG students and three courses for PG students admitted during the academic year 2019-2020 is mandatory’.

Item No. IQ.01.05: Instructions for new certificate Course: IQAC recommended offering new certificate courses on recent emerging areas like Artificial intelligence, Robotics, Internet of Things, Business Analytics and Data Science in consultation with Industrial and Academic experts.

Item No. IQ.01.06: Need Analysis Report on Introduction of B.Sc. Data Science and Analytics, B.Sc. Artificial Intelligence and Machine Learning and M.Sc. Applied Psychology: IQAC suggested the Department of Computer Science and Psychology to prepare a need analysis report for starting the programmes such as B.Sc. Data Science and Analytics, B.Sc. Artificial Intelligence and Machine Learning and M.Sc. Applied Psychology during 2020-2021.

Item No. IQ.01.07: Suggestions for the submission of Star College Scheme- 2019: IQAC recommended the Departments of Mathematics and Computer Science shall submit proposals under the “Star College Scheme – 2019” of Department of Bio Technology.

Item No. IQ.01.08: Any other Matter: IQAC suggested that the placement coordinators should strive for 100% placement for our students in various reputed companies with a high salary package.

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

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Chair person

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Annexure – I
Action Taken Report on decision/resolution/suggestion of the
4th IQAC meeting held on 10th June 2019

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.04.03	With reference to the presentation by the IQAC coordinator, Dr. A. Saravanan, Director, School of Computing Science will take necessary initiatives for the implementation of OBE through ERP software.	The implementation of OBE through ERP software was accomplished during the academic year 2019-20.
IQ.04.04	After reviewing the recommendations of the selection committee on Career Advancement Scheme (CAS): Promotion of Assistant professors to Associate professors, IQAC forwarded the list of faculty eligible for promotion for the consideration of the college committee and onward transmission to Bharathiyar University for approval.	Based on the recommendations of College committee, Bharathiyar University approved the list of 25 qualified faculty promoted as Associate Professors.
IQ.04.05	In the IQAC meeting it was resolved to accept the procedure for improvement of quality culture submitted by Coordinator - IQAC and also recommended to implement the same through Academic Audits.	As per the instructions of IQAC the procedure for the improvement of Quality culture through ISO Certification procedures in line with ERP software has been implemented.

IQ.04.06	Active MOUs to be initiated and executed and it should be included in the Academic Plan with the Budget of various departments.	As per the suggestions from IQAC the MOU activities have been included in the Academic Plan with Budget.
IQ.04.07	The application submitted for starting a NCC wing in the Institution during 2019 – 20 has to be followed up.	The process has been initiated and the inspection committee is expected to visit our college shortly.

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC – MEETING MINUTES

2nd MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

held on 03rd October 2019



**SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI**

Minutes of the Second Meeting of IQAC

Date: 03rd OCT 2019

Time: 10.00 AM

Venue: MBA Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.02.01	Approval of the Minutes of the 1 st IQAC meeting held on 03.07.2019	2
IQ.02.02	Action taken report on 1 st IQAC meeting held on 03.07.2019	2
IQ.02.03	Instructions for students transferred from other institutions	2
IQ.02.04	Suggestions for research, consultancy and Publications	3
IQ.02.05	Strategy for Conducting Mock Interview	3
IQ.02.06	Suggestions for conducting AICTE Sponsor OBE FDP	3
IQ.02.07	Procedure for OBE – Rubrics (Components)	3
IQ.02.08	Initiatives towards Total Quality Management	3
IQ.02.09	Any other Matter	3
Annexure		
1	Action Taken Report on 1 st IQAC meeting held on 3rd July 2019.	4

Coordinator –IQAC

Chairman – IQAC

Members Present:

1	Dr. A. Somu Principal – STC	Chairperson
2	Dr. R. Gayathri	Coordinator of IQAC
3	Dr. V. Venkateswaran	Advisor
4	Dr. V. Sivakami	Member 1
5	Dr. G. Anbuselvi	Member 2
6	Dr. K. Parthasarathi	Member 3
7	Dr. O.V. Shanmuga Sundaram	Member 4
8	Mrs D. Geetha	Member 5
9	Dr. V. Ramachandran	Member 6
10	M. Premkumar	Member 7
11	Dr. V. Sureshkumar	Member 8
12	Mr. S. Velayuthasamy	Administrative Officer – STC
13	Mr. S. Venkkatesh	Secretary - STC
14	R.K.R Karthi	Local society
15	Jayalakshmi I MSW	Student
16	Hariraj Manoj	Alumni
17	S. Karthikeyan	Stakeholders-Parent

Members Absent:

1	Mr. T.S.Thilak,	Employee
2	Kavipriya J	Industrialist

Item No. IQ.02.01: Approval of the minutes of 1st IQAC meeting held on 03.07.2019: The minutes of the meeting circulated by IQAC were approved.

Item No. IQ.02.02: Submission of Action Taken Report on 1st IQAC meeting held on 03.07.2019: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) on the suggestions made in the 1st IQAC meeting held during the year 2019-20.

Item No. IQ.02.03: Instructions for students transferred from other institutions: IQAC suggested that for the students transferred from other institutions (Autonomous/Non-Autonomous) the credit earned by the candidates for the courses completed in other institutions can be transferred if the syllabi and credit awarded for those courses are equivalent to the syllabi and credits awarded for those courses in our institution. For non equivalent courses, the candidate has to study these courses in the syllabi prescribed at STC, complete and earn the necessary credits.

Item No. IQ.02.04: Suggestions for research, consultancy and Publications: IQAC requested the research guides of various departments/ streams to advice the research scholars registered under their guide ship to publish their papers only in Quality Journals (New UGC care refereed) and also instructed them on the issues of Plagiarism.

Item No. IQ.02.05: Strategy for Conducting Mock Interview: IQAC suggested that the Placement coordinator should conduct mock interviews for all UG and PG final year students by utilizing the services of our successful prestigious Alumni.

Item No. IQ.02.06: Suggestions for conducting AICTE Sponsor OBE FDP: IQAC suggested that Dr. R. Uma Maheshwari, Associate Professor, MBA should conduct the AICTE sponsored FDP on OBE as per the letter received dated 09.01.2019 from AICTE during winter vacation.

Item No. IQ.02.07: Procedure for OBE – Rubrics (Components): IQAC suggested the Heads of the Department and Programme coordinators to adopt the following guidelines regarding the Rubrics of OBE.

1. For UG Courses – any three components
For PG Courses – any four components – can be finalized and administered to students.
The marks have to be converted to Five marks and upload in ERP Software.
2. Proper records for conducting the test components should be maintained in the department duly signed by the students.

Item No. IQ.02.08 : Initiatives towards Total Quality Management:

IQAC as a quality initiatives put forth the procedure for the improvement of quality in educational system through ISO certification 21001/2018 (New system) by Educational Organizations Management System [EOMS] – To enhance the satisfaction of the Learners by improving educational process and ensuring conformity to learner’s requirements.

Item No. IQ.02.09: Any other Matter: IQAC suggested that with reference to the letter dated 29.09.2019 received from NCC, NCC unit can be inaugurated at STC during November 2019.

// Approved the Minutes of the 2nd meeting of IQAC //

Coordinator

Internal Quality Assurance Cell
SreeSaraswathiThyagaraja College

Chair person

Internal Quality Assurance Cell
SreeSaraswathiThyagaraja College

Annexure – I
Action Taken Report on decision/resolution/suggestion of the
1st IQAC meeting held on 3rd July 2019.

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.01.03	IQAC suggested to start new programme B.Sc. (Digital and cyber Forensic Science) during the academic year 2019- 20	The inspection committee from Bharathiyar university visited our institution and inspected the required facilities for starting the new Innovative programme B.Sc. (Digital and cyber Forensic Science). Based on the recommendations of the inspection committee, Bharathiyar University has granted approval to start this novel programme during the academic year 2019-20
IQ.01.04	<p>The IQAC resolved to accept the following suggestions and recommendation made by the board of studies for the implementation.</p> <ul style="list-style-type: none"> • As per the UGC – Credit frame work for online courses, the curriculum is modified to adopt with more number of Massive open online courses (MOOCs) through SWAYAM platform. 	<p>BOS of all departments discussed the recommendations of IQAC relating to MOOCs and the following resolutions were made for the implementation of the curriculum during 2019-20</p> <p>The Curriculum has been modified to adopt more number of MOOC courses through SWAYAM Platform during 2019-20 onwards.</p>

	<ul style="list-style-type: none"> All UG Students should earn eight credits through four MOOC courses and all PG students should earn six credits through three MOOC courses provided by various portals such as SWAYAM, NPTEL, Spoken Tutorial, etc. 	<p>The institute is transferring the credit earned through SWAYAM on the receipt of MOOCs Completion of Certificate courses and incorporates the same in the overall mark sheet of the students.</p>
<p>IQ.01.05</p>	<p>IQAC recommends that the institution offer certificate courses on Artificial intelligence, Robotics, Internet of Things, Business Analytics and Data Science in consultation of Industrial and Academic Experts.</p>	<p>After consulting the external experts the School of Computing Science will offer certificate courses in future on these emerging areas.</p>
<p>IQ.01.06</p>	<p>The IQAC after reviewing the Need Analysis Report (NAR) recommends to the Governing Body to start B.Sc. Data Science and Analytics, B.Sc. Artificial Intelligence and Machine Learning and M.Sc. Applied Psychology and also recommended</p>	<p>Based on the need analysis report a resolution was passed to start B.Sc. Data Science and Analytics, B.Sc. Artificial Intelligence and Machine Learning and M.Sc. Applied Psychology programme during 2020 – 21 in the college committee meeting held on 15/10/2019. The same was approved in the meeting of the 18th Governing Body held on 21/12/2019.</p>

IQ.01.07	With reference to advertisement on Star College Scheme-2019 published in the DBT website IQAC recommended the Department of Mathematics and Computer science to submit the proposal for the same at the earliest.	Based on the IQAC recommendation, the Department of Mathematics and Computer science have submitted proposals for the "Star College Scheme – 2019" of DBT on 25.07.2019.
IQ.01.08	IQAC insisted that the placement coordinator should aim for 100% Placement for our students in the reputed organizations with a higher salary package.	With an aim to attain 100% placement, The Director, CTPC has arranged placement training for our students utilizing the services of Top Fresher's Technologies Pvt Ltd, Chennai.

Coordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja
College

IQAC – MEETING MINUTES

3rd MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

held on 03rd January 2020



**SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI**

Minutes of the Third Meeting of IQAC

Date: 03rd JAN 2020

Time: 10.00 AM

Venue: MBA Conference Hall

Meeting Agenda

Item No	Item Name	Page No
IQ.03.01	Approval of the Minutes of the 2 nd IQAC meeting held on 03.10.2019	2
IQ.03.02	Action taken report on 2 nd IQAC meeting held on 03.10.2019	2
IQ.03.03	Career Advancement Scheme (CAS) – Promotion of assistant Professors to become associate professor	2
IQ.03.04	Instructions for Faculty Development Programme (FDP)	3
IQ.03.05	Autonomous Result Analysis – November 2019	3
IQ.03.06	IQAC Initiatives / Activities	3
	(a) Participation in NIRF – 2019	3
	(b) AQAR 2018 – 19	3
	(c) Faculty Performance Scoring Sheet – 2019	3
	(d) Drivers for MoU activities	3
Annexure		
1	Action Taken Report on 2 nd IQAC meeting held on 3 rd October 2019.	4

Coordinator –IQAC

Chairman – IQAC

Members Present

1	Dr. A. Somu Principal – STC	Chairperson
2	Dr. R. Gayathri	Coordinator of IQAC
3	Dr. V. Venkateswaran	Advisor
4	Dr. V. Sivakami	Member 1
5	Dr. G. Anbuselvi	Member 2
6	Dr. K. Parthasarathi	Member 3
7	Dr. O.V. Shanmuga Sundaram	Member 4
8	Mrs D. Geetha	Member 5
9	Dr. V. Ramachandran	Member 6
10	M. Premkumar	Member 7
11	Dr. V. Sureshkumar	Member 8
12	Mr. S. Velayuthasamy	Administrative Officer – STC
13	Mr. S. Venkkatesh	Secretary - STC
14	R.K.R Karthi	Local society
15	Jayalakshmi I MSW	Student
16	HarirajManoj	Alumni

Members Absent:

1	Mr. T.S.Thilak,	Employee
2	Kavipriya J	Industrialist
3	S. Karthikeyan	Stakeholders-Parent

Item No. IQ.03.01: Approval of the minutes of 2nd IQAC meeting held on 03.10.2019: The minutes of the meeting circulated was approved by the members.

Item No. IQ.03.02: Submission of Action Taken Report on 2nd IQAC meeting held on 03.10.2019: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the suggestions and resolutions passed in the 2nd IQAC meeting.

Item No. IQ.03.03: Career Advancement Scheme (CAS) – promotion of assistant professor to associate professor: The Director, Centre for Faculty Development Programme presented the short listed faculty members for the promotion of Assistant Professors to become Associate Professors under Career Advancement Scheme (CAS) for the approval. The same was approved

Item No. IQ.03.04: Suggested to revise modus operandi of Faculty Development Programme (FDP): For the enhancement of the quality of faculty it has been suggested to update the faculty with the latest topics for FDPs by the Centre for Faculty Development (CFD) and the same were submitted to the IQAC for approval.

Item No. IQ.03.05: Autonomous Result Analysis November – 2019: The members of IQAC reviewed the result analysis of all the programmes offered at STC.

Item No. IQ.03.06: IQAC Initiatives/Activities:

Item No. IQ.03.06 (a): Participation in NIRF – 2019: A NIRF – 2019 report is placed before the members for perusal.

Item No. IQ.03.06 (b): Submission of AQAR 2018 – 19: The draft AQAR for the period 2018 – 19 prepared by the IQAC - Team was presented to the members by the Coordinator. The IQAC meeting had a detailed discussion on all aspects of the seven criteria of NAAC.

Item No. IQ.03.06 (c): Faculty Performance Score Sheet 2019 – 20: The Coordinator – IQAC discussed with the members the different parameters included for the Faculty Performance Score- 2019 – 20 for assessing the faculty.

Item No. IQ.03.06 (d): MoU Activities: The Coordinator – IQAC presented the details of faculty nominated as drivers for various MoUs for consideration and approval

// Approved the Minutes of the 3rd meeting of IQAC //

Co ordinator
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja
College

Chair person
Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja
College

Annexure – I

**Action Taken Report on decision/resolution/suggestion of the
2nd IQAC meeting held on 3rd October 2019.**

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.02.03	IQAC recommended to adopt the guidelines of Bharathiyar University regarding the credit equivalence to the transferred students from other Institutions (Autonomous / Non – Autonomous)	Based on the recommendation of IQAC the guidelines of Bharathiyar University regarding the credit equivalence to the transferred students from other Institutions (Autonomous / Non – Autonomous) were adopted.
IQ.02.04	According to UGC guidelines the IQAC suggests that the Research guides of various departments/ streams should advice their research scholars to publish their papers only in Quality Journals (New UGC - CARE List) and also discuss the issue of Plagiarism.	Based on the UGC guidelines all the departments have been given guidelines to fix research targets for the improvement of research contribution by the faculty. The Heads of the departments concerned were instructed to include research targets in their ‘Academic Plan with Budget’ proposals during the academic year 2019 –20 onwards. It will be reviewed by Deans/Directors in the department meetings.
IQ.02.05	IQAC meeting resolved to conduct the Mock interview for all UG and PG final year students.	The Coordinator- CTPC carried out the Mock interviews for all UG and PG final year students on 28.08.2019 and 29.08.2019 by inviting Alumni experts.

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IQ.02.06	With reference to the letter dated 09.01.2019 received from AICTE, IQAC recommends that Dr. R. Uma Maheshwari, Associate Professor, Department of Management should conduct AICTE Sponsored OBE FDP during winter vacation.	As per the suggestions from IQAC, Dr. R. Uma Maheshwari, Associate Professor, has successfully conducted two week AICTE Sponsored FDP on “Managing the Challenges in implementing the outcome based education” from 18.11.2019 – 01.12.2019.
IQ.02.07	The IQAC meeting has resolved to accept the suggestions for OBE – Rubrics submitted by the coordinator –CDC.	All the departments discussed the recommendation of IQAC relating to OBE –Rubrics suggestions and decided to adopt the same in the Curriculum during 2019-2020.
IQ.02.08	The IQAC meeting resolved to accept the procedures of ISO certification 21001/2018 (New system) by Educational Organizations Management System [EOMS] to enhance the satisfaction of the Learners by improving educational process and ensuring conformity to learner’s requirements.	The coordinator - ISO conducted meeting on 29.11.2019 and a proposal for an action plan was chalked out for Educational Organizations Management System [EOMS].
IQ.02.09	With reference to the letter from NCC office dated 09.09.2019. IQAC suggested to inaugurate NCC at STC during November 2019.	Raising ceremony of the NCC army wing SD and SW at STC was conducted on 15.11.2019.

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

IQAC – MEETING MINUTES

4th MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)

held on 03rd April 2020



**SREE SARASWATHI THYAGARAJA COLLEGE
(AUTONOMOUS INSTITUTION), POLLACHI**

Minutes of the Fourth Meeting of IQAC

Date: 03rd APR 2020

Time: 10.00 AM

Venue: Virtual Meeting through Google Meet

Meeting Agenda

Item No	Item Name	Page No
IQ.04.01	Approval of the Minutes of the 3 rd IQAC meeting held on 03.01.2020	2
IQ.04.02	Action taken report on 3 rd IQAC meeting held on 03.01.2020	2
IQ.04.03	Procedure for conducting online class	2
IQ.04.04	Suggestions for enhancing the faculty skills during Lock down	3
IQ.04.05	Instructions for Organizing Alumni Guest Lectures	3
IQ.04.06	Instructions for Organizing Virtual FDP Stream wise	3
IQ.04.07	Procedure for conducting CIA – II Examination	3
IQ.04.08	Procedure for conducting Model Examination	3
IQ.04.09	Instructions for Internal Mark Calculations	3
IQ.04.10	Any other Matter	3
Annexure		
1.	Action Taken Report on 3 rd IQAC meeting held on 3 rd January 2020.	5

Coordinator –IQAC

Chairman – IQAC

Members Present

1	Dr. A. Somu Principal – STC	Chairperson
2	Dr. R. Gayathri	Coordinator of IQAC
3	Dr. V. Venkateswaran	Advisor
4	Dr. V. Sivakami	Member 1
5	Dr. G. Anbuselvi	Member 2
6	Dr. K. Parthasarathi	Member 3
7	Dr. O.V. Shanmuga Sundaram	Member 4
8	Mrs D. Geetha	Member 5
9	Dr. V. Ramachandran	Member 6
10	M. Premkumar	Member 7
11	Dr. V. Sureshkumar	Member 8
12	Mr. S. Velayuthasamy	Administrative Officer – STC
13	Mr. S. Venkkatesh	Secretary - STC
14	Jayalakshmi I MSW	Student
15	HarirajManoj	Alumni
16	Mr. T.S.Thilak,	Employee

Member Absent

1	Kavipriya J	Industrialist
2	S. Karthikeyan	Stakeholders-Parent
3	R.K.R Karthi	Local society

Item No. IQ.04.01: Approval of the minutes of 3rd IQAC meeting held on 03.01.2020: The minutes of the meeting circulated was approved by the members.

Item No. IQ.04.02: Submission of Action Taken Report on 3rd IQAC meeting held on 03.01.2020: The Coordinator – IQAC presented the Action Taken Report (enclosed as Annexure – I) based on the suggestions and resolutions passed in the 3rd IQAC meeting.

Item No. IQ.04.03: Procedure for conducting online class: IQAC advised the Head of the Departments and PCs to conduct online classes for students and complete V unit of the syllabus for courses through google meet, zoom app or any online mode.

Item No. IQ.04.04 : Suggestions for enhancing the faculty skills during the Lock down:

IQAC suggested that faculty members can attend webinars, FDPs, workshops organized by reputed institutions through online and also publish articles in UGC – CARE list to utilize the pandemic period for enhancing their skills.

Item No. IQ.04.05 : Instructions for Organizing Alumni Guest Lectures: IQAC advised the HODs and PCs to organize alumni guest lecture to their students to make them aware of the skills that are required to make them employable.

Item No. IQ.04.06 : Instructions for Organizing Virtual FDP Stream wise: IQAC suggested the HODs and PCs to organize virtual FDPs or webinars inviting the domain experts.

Item No. IQ.04.07: Procedure for conducting CIA – II Examination: Due to covid – 19 situation, IQAC advised the HODs and PCs to conduct CIA – II as home test for all students. The students have to send the hard copies to their respective class in-charges by post. In addition they should also upload the soft copies in Google class room or send the same through mail.

Item No. IQ.04.08: Procedure for conducting Model Examination: IQAC proposed that the HODs and PCs to conduct model examinations through Google form with 75 MCQs and offline descriptive examination for 75 marks. The students have to send the hard copies to their respective class in charges by post. In addition they have to upload the soft copies in Google class room or send the same through mail.

Item No. IQ.04.09: Instructions for Internal Mark Calculation: IQAC requests the HODs and PCs to calculate the internal marks as per the established norms in the ERP Software.

Item No. IQ.04.10: Any other Matter:

- a. IQAC requested the HODs and PCs to complete OBE attainment in ERP Software for the students admitted in the PG programs during 2018-19 and 2019-20.
- b. For those who did not attend the online MOOC exams/did not pass, respective departments can conduct the assessment and the same to be notified to COE through Principal.

// Approved the Minutes of the 4th meeting of IQAC //

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Chair person

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College

Annexure – I

**Action Taken Report on decision/resolution/suggestion of the 3rd
IQAC meeting held on 3rd January 2020.**

Item No	Decision/Resolution/Suggestion	Action Taken
IQ.03.03	The list for the promotion of Assistant professors to Associate professors as recommended by the selection committee on Career Advancement Scheme (CAS) were accepted by IQAC	Based on the recommendations of College Committee, Bharathiyar University approved list of 9 qualified faculty promoted as Associate Professors.
IQ.03.04	The IQAC meeting has resolved to accept the instruction submitted by Centre for Faculty Development (CFD) for conducting FDPs and also suggested the Heads of the Departments to prepare a panel of resource persons and submit the same to CFD.	As per the instruction of CFD, the Heads of the Departments have submitted the panel of resource persons to CFD
IQ.03.05	IQAC requested the Heads concerned to take remedial actions for the students of certain UG/PG programmes who have arrears in Nov 2019 semester examinations.	Based on the result analysis report of Nov 2019 examinations, question bank and materials were sent to students having arrear by the Course in charges concerned due to the covid pandemic period.
IQ.03.06 (a):	The IQAC meeting reviewed all the facts and figures given to the NIRF – 2019 report and recommends to upload the same in the Institutional website as well as in NIRF web portal.	The NIRF – 2019 details have been uploaded in the Institutional as well as in NIRF web Portal by the Coordinator – NIRF.
IQ.03.06 (b):	The IQAC recommended the following steps for correcting the shortcomings observed in AQAR 2018 – 19. a) To publish more number of quality research articles in UGC care list/	The coordinator of IQAC insisted that all the faculty members to adhere strictly the guidelines of UGC relating to promotion of research by their active research pursuits and paper

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	<p>Scopus/ Web of Science.</p> <p>b) To publish more number of Books/ Chapters etc.</p> <p>c) To have more number of MOU's with reputed Agencies/ Institutions.</p> <p>d) To get more funding projects from various agencies.</p>	publications
IQ.03.06 (c):	The members of IQAC reviewed all the parameters of Faculty Performance Score Sheet 2019 – 20 and resolved to accept the same.	IQAC circulated the 'Faculty Performance Score Sheet (FPSS) to all the faculty members.
IQ.03.06 (d):	IQAC approved the list of faculty coordinators for various functional MoUs.	IQAC requested the programme coordinators to conduct various programmes like seminars, workshops, conferences, debates etc through MOUs and also to take initiatives to sign new MOUs

Coordinator

Internal Quality Assurance Cell
Sree Saraswathi Thyagaraja College