Dr.SNS Rajalakshmi College of Arts and Science (Autonomous)

Coimbatore-641 049

Fourth Quarterly Meeting of

Internal Quality Assurance Cell

03-07-2020.

Minutes of the Meeting

The Fourth Quarterly Meeting of the Internal Quality Assurance Cell for the academic year 2019-20 was held on 03rd July 2020 at 3 PM.

Members:

1. Dr.S.N.Subbramanian, Chairman.
2. Dr.M.Daniel, Chief Executive Officer.
3. Dr. K. Prem Nazeer, Chairperson and Principal
4. Dr.S.Palanisamy, Dean of Extension.
5. Dr.M.Umamaheswari, Coordinator, Research Centre.
6. Dr.N.Kamalraj, Head, Dept. of Computer Applications (UG).
7. Dr.V.Kathiresan, Controller of Examinations.
8. Dr.R.Anitha, Head, Dept. of Business Administration(UG)
9. Dr.J.Jayashree, Assistant Professor, Dept. of Commerce.
10. Dr.J.Sumitha, Member and Coordinator In-charge
    Mr.P.A.Vimal, III B.Com (CA).

At the outset,Dr. K. Prem Nazeer, the Chairman of the Cell and the Principal of the College welcomed the members of the IQAC and then requested the Coordinator of IQAC, to present each agenda for discussion.

1. **To approve the Minutes of the previous (3rd Quarterly for 2019-2020) IQAC Meeting held on 22.05.2020.**

   Resolved to approve the minutes of the previous IQAC- Third Quarterly Meeting held on 22-05-2020, as no further comments or suggestions were received on the minutes from the IQAC Members after the meeting.

2. **Action Taken Report on the minutes of the Third Quarterly IQAC Meeting held on 22.05.2020.**

(I) Conduct of Academic and Administrative Audit for the Departments and other units of the College.

The members were informed that the Academic and Administrative Audit for the Departments and other units of the Collegewill be conducted in accordance withthe covid-19 situations using the approved Audit Teams.

(II) Performance of Faculty Members in the activities of the 5 Pillars of the Institution namely, Learning and Teaching, Skill and Career Development, Creativity, Industry-Institute Partnership and Social Responsibility.

The members were informedthat the performance and achievements of the Faculty members based on the goals/target set were assessed through specified parameters under the Five pillar activities for each faculty member and the Department during the period April-June 2020 were assessed and analysed.

3. **To discuss about the conduct of a Webinar on Industry 4.0 Technologies by Dr. T. Devi to enhance quality of education by connecting to Education 4.0.**

The Coordinator in-charge of IQAC Dr.J.Sumitha explained the details of the topics discussed in the Webinar on Industry 4.0 Technologies and Education 4.0 and points of discussion by the participants and the Feed back received. Dr. S. N. Subramaniam suggested that it will be good if the curriculum of courses offered in our institution is mapped properly to Industry 4.0.The members appreciated the large number of participation from highly reputed Universities and Colleges in India and abroad.

4. **To discuss about the Webinars organised by the Departments and other units on education, research, skill development, social responsibility, Covid-19 etc for the benefit of students and faculty of the institution and others.**

The Coordinator in-charge of the Cell Dr. J. Sumitha briefed about the outcome of the series of webinars organized by the Departments and other units on education, research, skill development, social responsibility, Covid-19 etc for the benefit of students

and faculty of the institution and others. The Chairman, Dr. S N Subramanian suggested that the knowledge gained through the webinars should be practiced in the institution. The Principal, Dr. K. Prem Nazeer, informed the cell that necessary actions will be planned to implement this.

Then, it was resolved to approve the plan and proposal.

5. **To discuss about the Online Feedback collected from students for the even semester 2020-21.**

An Online feedback for the even-semester 2020-2021 from the students were obtained for courses and course teachers on the following domains: (i) Teaching Pattern (ii) Subject Knowledge (iii) Regularity of class (iv) Infrastructure. The feedback received from the students was analysed by IQAC and the following inferences were made. The outcome of the analysis was sent to the respective departments and instructed to take necessary action for improvement and better production.

After a detailed discussion, Dr. S. N. Subramaniam discussed about the parameters in which students fixed the quality of teachers in the feedback form. Dr. M. Daniel verified the questionnaires which pertained to the quality of teaching and also verified the feedbacks from the students. The Online Feedback collected from students for the even semester 2020-21 were then discussed. Dr. K. Prem Nazeer asked the members about the questionnaires related to the quality of teaching.

Dr. K. Kamalraj, member and Head of the Department, Computer Applications (UG), said that the questions provided for the student feedback is sufficient. Then, finally the council resolved to approve the Agenda.

6. **Developing curriculum content for the newly identified courses in all the programmes based on Design Thinking approach.**

While the preparation of curriculum content for all the courses under Computer Studies have been completed, the preparation is yet to be completed in the case of courses in Commerce cluster and other programmes. It is informed that the delay is due to the existing pandemic situation. Hence, it is resolved to implement the revised curriculum based on Design Thinking approach as soon as it is finalised.

7. **To discuss about the UGC-PARAMARSH programme sanctioned by UGC to the institution.**

The Internal Quality Assurance Cell is the Nodal Agency for implementing the UGC_PARAMARSH scheme. The Coordinator-in-charge of IQAC, Dr. J. Sumitha briefed about the steps taken for implementation of the Scheme. She mentioned about the preparation of the Manual for the implementation of the scheme and the appointment of Coordinators in the Mentee Institutions. She also pointed out that the basic information about the Mentee institutions were received from respective colleges to set the baseline for implementation of the scheme. Dr. S N Subramanian, the Chairman appreciated the efforts and suggested to complete the scheme in time. Then, it was resolved to approve the item of the Agenda.

8. **To discuss about the ranking of the institution including NIRF.**

It was informed that the College had participated in the following Ranking Processes.

1. NIRF, 2. India Today, 3. Business Today and 4. Week.

NIRF Ranking:

The result of NIRF Ranking 2020 was announced on 11th, June 2020 and our college secured a rank in the band of 100-150 among the 1667 colleges participated.

- **Ranking by India Today:**

The College participated in the India-Today – MDRA Ranking-2020 and submitted data for the same on 21st January 2020. The results of India Today Ranking were published on 27th, June 2020. In this ranking, the college secured good Ranking in all the disciplines and the details are presented in the following Table.

RANKING YEAR	2020
NO OF COLLEGESPARTICIPTED	1302
SNS RANKING IN THE OVERALL BEST COLLEGES IN INDIA	
Arts	85
Science	90
Commerce	68
BCA	46
BBA	52
Fashion Design	31
POSITION AMONG TOP 3 CITY COLLEGES IN COIMBATORE	
Arts	3rd place
Commerce	2nd Place
BBA	3rd Place
AMONG COLLEGES WITH THE LOWEST FEE	
Hotel Management	3rd Place
AMONG EMERGING COLLEGES IN THIS CENTURY	
Arts	6th Place
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- **Ranking by Week :**

  Our College also submitted data for the Week- Hansa Ranking-2020 on 21st August 2019 and waiting for results.

- **Business Today:**

  Our College also submitted data for Business Today Ranking for Management Programmes on 5th June 2020 and waiting for the results.

- **Week- Hansa Research:**

  Our College has further participated in the Week-Hansa Research Ranking for Management Programmes on 22nd August 2020 and waiting for the results.

The Chairman, Dr. S N Subramanian and the Chief Executive Officer appreciated the accomplishments. The Principal of the College Dr.K.Prem Nazeer appreciated the contribution by the staff and students. Then, it was resolved to approve the item of the agenda.

9. **To discuss about the Future Plan of IQAC for the Academic Year 2020-21: Effective delivery of curriculum through online mode (e-teaching and learning, empowering course teachers to meet the quality standard of online teaching and efficient monitoring mechanism).**

In order to achieve better efficiency in delivering the curriculum through online mode (e-teaching and learning, empowering course teachers to meet the quality standard of online teaching and efficient monitoring mechanism), the following three classifications of topics in each course have been proposed.

1. Easy Topics: Participatory learning through Seminars and Assignments by students and Peer Learning in groups.

2. Moderate Topics: Guided learning through e-content, videos and quiz.
3. Difficult Topics: Online teaching through appropriate Learning Management System (Microsoft Teams, Google Class Room etc).

Resolved to approve this agenda.

Members Present:

1. Dr.M.Daniel, Chief Executive Officer.
2. Dr.S.Palanisamy, Dean of Extension.
3. Dr.M.Umamaheswari, Coordinator, Research Centre.
4. Dr.N.Kamalraj, Head, Dept. of Computer Applications (UG).
5. Dr.V.Kathiresan, Controller of Examinations.
6. Dr.R.Anitha, Head, Dept. of Business Administration(UG)
7. Dr.J.Jayashree, Assistant Professor, Dept. of Commerce.

Mr.P.A.Vimal, III B.Com (CA).

Co-ordinator, IQAC

Chairperson, IQAC

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