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

Coimbatore-641 049

Internal Quality Assurance Cell

First Quarterly Meeting- 2020-21

Minutes of the Meeting

Date:15.10.2020

Time 2:30 PM

The First Quarterly Meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 15th October 2020 at 2.30 PM.

Members:

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

At the outset Dr.K. Prem Nazeer , the Chariman 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.

Agenda 1:Approval of the Previous IQAC Quarterly Meeting

The minutes of the previous IQAC Quarterly meeting held on 03.07.2020 was circulated among the members on 06.07.2020. But, no further comments were received from the members. Hence, it was resolved to approve the minutes of the IQAC- Fourth Quarterly Meeting of 2019-20 held on 03.07.2020.

Agenda 2: Action Taken Reporton the minutes of the previousIQAC Quarterly meeting held on 03.07.2020.

i) Knowledge gained through the webinar should be practiced in the Institution

The members were informed by the IQAC Coordinator, Dr.J.Sumithathat during odd semester period of the academic year 2020-21,178 Faculty members participated totally in 320 Webinars in their respective disciplines. The knowledge gained through the Webinars were used by the faculty members in their teaching of relevant courses.The members appreciated the faculty members.

ii) Design Thinking based Curriculum developed in our Institution may be mapped to Industry 4.0

The members were informed by the IQAC Coordinator Dr.J.Sumitha that while designing the Curriculum based on Design Thinking approach, specifically in the stage of Empathizing, the Industry 4.0 was taken as the basis for defining the Breadths and Tracks of the Curriculum for all the study Programmes. The members appreciated the efforts taken.

Agenda 3: Progress of UGC-ParamashProgramme

The Coordinator of IQAC, Dr J.Sumitha informed that the UGC-PARAMARSHProgramme associated with the following five colleges viz: i) Karuppannan Mariappan College, ii) Dr.RANM Arts & Science College, iii) Bharathmadha College of Arts & Science iv) SMS College of Arts and Science, 5) Nehru Institute of Management Studies is progressing well. She also informed that the Half yearly progress Report of the Programme was sent to UGC in October 2020. She further informed that a request for extension of the Programmefor one more year was sent to UGC and awaiting the reply. The members appreciated the progress.

Agenda 4: Preparation of Curriculum content for all the courses under the newly proposed Design Thinking based Curriculum and its Validation.

The Coordinator of IQAC ,Dr.J.Sumitha informed that, the preparation of the content for each course under the newly proposed Curriculum based on Design Thinking Approach for all the study Programmes have been completed now. She

further informed that the contents prepared were sent to experts in India and Abroad for validating the quality ofthe content of the Curriculum and relevance to the emerging trends in the respective domain. The members of the cell appreciated all the faculty members who were involved in the preparation of the Design thinking based Curriculum.

Agenda 5: Introduction of 3-Tier approach for the online Teaching-Learning Process.

During the prevailing pandemic situation due to Covid-19, during the past one year, the college was adopting online teaching mode. In order to make the online teaching-learning process effective, the members of the council suggested to have a 3-tier approach in delivering the Curriculum. For this purpose, the Curriculum content of eachcourse may be divided into three categories viz:i) Difficult topics, ii) Moderately difficult topics, and iii) Easy topics. While the difficult topics will be taught by the course teachers through online mode, e-content will be developed for the moderately difficult topics of each course by the respective course teacher and circulated among the students. However, the easy topics will be assigned to students for giving seminar.Hence it was "Resolved to have the 3-tier approach for effective online Teaching & Learning for all the study Programmes".

Agenda 6: New Quality initiatives by the IQAC.

i) Monitoring mechanism for the online teaching through regular feedback from students

In order to have effective learning by students through online mode, it is important to get feedback from students regularly so that corrective measures can be taken wherever needed. For this, the members suggested that, a Questionnaire may be prepared by IQAC and circulated among the students at the end of each class and the feedback may be obtained. Also, quiz/test may be conducted at the end of every class and marks may be sent to the Principal after evaluation, the members suggested.Hence, it was "Resolved to ask the Departments and course teachers to collect feedback and conduct quiz and test at the end of every class regularly".

ii) Monitoring mechanism for the attainment of goals on the targets set under 5 pillars of the Institution

In order to sustain quality in the teaching, learning, research, student academic support and extension, the members are of the opinion that, the Departments may be assigned target for performance in each domain under the 5 Pillars of the Institution: i) Learning and Teaching ii) Skill Development iii) Creativity and Innovation, iv) Partnership with Industries and v) Extension Services.Appropriate mechanism may be developed by IQAC to monitor the attainment of the target and goal fixed. Hence, it was "Resolved to monitor and measure the performance and achievement of goals and targets

by the Departments on the 5 Pillars of theInstitution through appropriate monitoring mechanism by the IQAC".

iii) Reforms in the Evaluation pattern for continuous Internal Assessment

The members are of the opinion that, since, 75% of attendance is mandatory for writing the summative(End Semester) Examinations. The component of marks for attendance(5 marks) in the continuous Internal Assessment may be re-assigned to some other important component such as Case Study /Problem Solving/Critical Survey. Hence it was "Resolved that the 5 marks awarded to attendance in the Continuous Internal Assessment may be reassigned to some other important component such as Case Study /Problem Solving/Critical Survey".

Agenda 7: Any other matter with the permission of the Chair

As there was no other matter to be discussed, the meeting ended with a formal Vote of Thanks by the Coordinator Dr.J.Sumitha.

Members Present:

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

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

J. Sumitha
Co-ordinator, IQAC

Chairperson, IQAC

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