

Minutes of the meeting of the IQAC held on 28.08.2016

A meeting of the IQAC committee was convened by the chairperson *Dr.Premavathy Vijayan* Vice Chancellor of Avinashilingam Institute for Home Science and Higher Education for Women at 10.30 am on 28.08.2016 in the Academic Council Hall of the Institute.

Members Present

1. Dr.K.Sivakamasundari
IQAC Director
2. Dr.Sarada Ramadass, Professor/ FSMD
3. Dr.K.T.Geetha, Professor /Economics
4. Dr.T.K.S.Lakshmi Priya Prof & Head / PT
5. Dr.P.Shanthi, Assoc. Professor / Commerce
6. Dr.J.Arthi, Asst. Profesor / Management
7. Ms.S.S.Manimozhi, Asst. Professor / Education
8. Dr.P.Lalitha, Asst. Professor / Chemistry

Senior Administrative official from the University

9. Dr. A.Venmathi
Registrar (i/c)

Deans of various faculties

12. Dr. N.Vasuki
Dean of Home Science
13. Dr. A.Parvathi
Dean Faculty of Science
14. Dr.P. Ambigadevi
Dean of Humanities
15. Dr. U. Jerinabi
Dean of Business Administration
16. Dr.T.Geetha
Dean of Education
17. Dr.(Mrs.) S.Maragatham
Dean of Engineering

18. Dr.N.S. Rohini
Dean, Student Affairs

External experts on Quality Management/ Industry / Local Community members

19. Dr.Somasundaram
Nominee (Industrialist)
20. Dr.M.Sivaraman
Gandhigram Rural Institute
External Expert
21. Dr.Kalyani Shankar
Nominee (Alumni)

The major activities include

1. Online feedback system and analysis report
2. Preparation of AQAR
3. External Academic and Administrative Audit to be conducted
4. Programmes on digitalization of documentation
5. Induction programme for freshly recruited staff members

1. As per the suggestions given by the members in the last IQAC meeting, it is resolved that the students feedback is going to be digitalized and the analysis of feedback on courses, teachers and an overall rating of the programme is to be retrieved digitally with graph.
2. IQAC is consolidating the data collected last year and is preparing the AQAR to be submitted to the Vice Chancellor next month.
3. It is suggested to have External Academic and Administrative Audit (AAA). In this regard, under the direction of our Vice Chancellor a quality circle is formed headed by Dr.G.P.Jeyanthi, Professor Dept. of Biochemistry to prepare the departments for the conduct of audit.
4. It is resolved that programme on digitalization of document is to be conducted to orient the faculty in feeding data to e-campus regularly.
5. It is resolved that induction programme for freshly recruited staff members is to be conducted
6. Preparation of CAS/Direct recruitment application and Instruction Manual according to UGC IV Amendment (dt13.07.2016)

It is resolved that the quality circle for PBAS recruiting committee will modify the application form with respect to the IV Amendment of UGC for applying for CAS promotion for various stages and for direct recruitment of Assistant Professor, Associate Professor and Professor along with the instruction manual and submit for the approval from the Vice Chancellor

7. Alumni Association participation:

In connection with 60th year of the institute it is suggested to construct an Arch with the support of the Alumni, Our Vice Chancellor encouraged the Alumni association to mobilize the funds needed for the activity

8. Improve Library, ICT and Physical infrastructure: It is resolved to improve Library, ICT and Physical infrastructure in many ways. Our Vice Chancellor assured the committee to help in all possible ways for the improvement

Prof.Sivaskamasundari proposed the vote of thanks.

K. Sivakamasundari
Director IQAC

Premathyrjayan
Chairperson IQAC