



Jaya College of Arts and Science, Thiruninravur – 602024

(Affiliated to University of Madras & Accredited by NAAC)

Internal Quality Assurance Cell (IQAC)

1st MEETING OF 2023-2024

Date: 20.06.2023, Time: 11.30 A.M. Venue: IQAC Room

Agenda

1. Revision of Syllabus Feedback on Curriculum
2. Students' Induction Programme for 1st year students
3. Preparation for AQAR 2022-2023
4. Conducting of Department Activities
5. Feedback Collection

IQAC Coordinator



Principal

PRINCIPAL

JAYA COLLEGE OF ARTS & SCIENCE

THIRUNINRAVUR-602 024



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

Meeting 1– 20.06.2023

The 1st meeting of IQAC 2023-2024 was held at 11.30 a.m. on 20.06.2023 in IQAC Room.

The meeting started on a welcome note by IQAC Coordinator. The Chairperson Dr. P. Guhan requested all the members for open house discussion.

Attendees: Prof. Dr. A. Kanagaraj
Dr. P. Guhan
Dr. V. Vijayakumar
Mr.S. Santhanam
Mrs. S.G. Anuja Devi Prasad
Dr.S. Sudha
Mr. John Baskar
Mr. Raja Guru
Mr. Prabhu Dass
Dr. Prailene Palsia
Heads of the Department

Agenda Discussion and Resolutions

1. Revision of Syllabus & Feedback on Curriculum

- Discussion was held on the need for the syllabus revision by TANSICHE
- Faculty members provided feedback on the current curriculum, identifying areas for improvement.
- It was decided to collect structured feedback from students, alumni, and industry experts for curriculum enhancement.

2. Students' Induction Programme for 1st Year Students

- Plans were discussed for the smooth execution of the induction program for first-year students.
- The program will include orientation sessions, academic guidance, and extracurricular activities.
- A committee was formed to coordinate the schedule and activities.

3. Preparation for AQAR 2022-2023

- The requirements for the Annual Quality Assurance Report (AQAR) were reviewed.



- Faculty members were assigned specific responsibilities for data collection and documentation.
- A timeline was established for submission and verification of reports.

4. Conducting of Department Activities

- Various departmental activities, including workshops, seminars, and student engagement programs, were discussed.
- It was decided to create an annual event calendar to streamline planning.
- Faculty members were encouraged to collaborate for interdepartmental activities.

5. Feedback Collection

- A structured feedback mechanism was discussed to collect responses from students, faculty, and stakeholders.
- Online and offline modes of feedback collection were suggested.
- The feedback will be analyzed, and necessary improvements will be implemented based on the responses.

Action Items

- HODs to initiate data collection through faculty members and to finalize the collected feedback Committee Coordinators to organize the induction program and ensure smooth execution.
- AQAR preparation team to meet bi-monthly for progress review.
- Departments to submit proposals for planned activities by 30.06.2023.

Conclusion

IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of December 2023. The meeting ended with a formal vote of thanks.

IQAC Coordinator



Principal

PRINCIPAL
JAYA COLLEGE OF ARTS & SCIENCE
THIRUNINRAVUR-602 024



Jaya College of Arts and Science, Thiruninravur – 602024

(Affiliated to University of Madras & Accredited by NAAC)

Internal Quality Assurance Cell (IQAC)

2nd MEETING OF 2023-2024

Date: 06.12.2023, Time: 11.30 A.M. Venue: IQAC Room

Agenda

1. Submission for AQAR 2022-2023.
2. Criteria completion status
3. Preparation for upcoming semester
4. Conducting of placement and training for students
5. Conducting Alumni Meeting

IQAC Coordinator



Principal

**PRINCIPAL
JAYA COLLEGE OF ARTS & SCIENCE
THIRUNINRAVUR-602 024.**



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

Meeting 2 – 06.12.2023

The 2nd meeting of IQAC 2023-2024 was held at 11.30 a.m. on **06.12.2023** in IQAC Room.

The meeting started on a welcome note by IQAC Coordinator. The Chairperson Dr. P. Guhan requested all the members for open house discussion.

Attendees: Prof. Dr. A. Kanagaraj
Dr. P. Guhan
Dr. V. Vijayakumar
Mr.S. Santhanam
Mrs. S.G. Anuja Devi Prasad
Dr.S. Sudha
Mr. John Baskar
Mr. Raja Guru
Mr. Prabhu Dass
Dr. Prailene Palsia
Heads of the Department

Agenda Discussion and Resolutions

1. Submission for AQAR 2022-2023

- The progress on the AQAR 2022-2023 report was reviewed.
- All departments were requested to submit the required data by 16.12.2023
- A final review committee was formed to ensure accuracy and completeness before submission.

2. Criteria Completion Status

- Each criterion coordinator presented the status of their respective sections.
- Pending data and documentation were identified, with specific deadlines set for completion.
- It was decided to hold a follow-up review meeting to ensure timely completion.

3. Preparation for Upcoming Semester

- The academic calendar for the upcoming semester was reviewed and finalized.
- Course allocations were discussed, and faculty members were assigned subjects accordingly.



- A review of syllabus completion plans was conducted to ensure timely coverage of topics.
- Laboratory and infrastructure readiness were assessed, with necessary upgrades planned.
- Availability of study materials and resources was confirmed for both faculty and students.
- Strategies for improving student engagement and performance were discussed, including mentorship programs.
- Timetable preparation was assigned to the respective coordinators.
- Any curriculum changes or updates will be communicated to students in advance.

4. Conducting of Placement and Training for Students

- Soft skills, aptitude training, and technical skill development sessions will be integrated into the training plan.
- Mock interviews and resume-building workshops will be conducted before campus recruitment.
- A schedule for company visits and recruitment drives was discussed and will be finalized soon.
- Industry experts and alumni will be invited for career guidance sessions.

5. Conducting Alumni Meeting

- The alumni meeting was scheduled for 23.12.2023
- Responsibilities were assigned for invitations, logistics, and event planning.
- Alumni engagement activities and networking opportunities were discussed to strengthen connections.

Action Items

- AQAR report finalization and submission to be completed by 20.12.2023
- Criterion coordinators to ensure pending documentation is submitted on time.
- Faculty members to finalize lesson plans and study materials. Timetable to be finalized and shared with students and faculty before the commencement of the semester
- Placement cell to finalize the training schedule and inform students.
- Resume-building and interview preparation sessions to be scheduled.
- Alumni meeting coordination team to finalize event details and send invitations.



Conclusion

The meeting concluded with members agreeing on responsibilities and deadlines. IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of April 2023. The meeting ended with a formal vote of thanks.

IQAC Coordinator



Principal

**PRINCIPAL
JAYA COLLEGE OF ARTS & SCIENCE
THIRUNINRAVUR-602 024.**



Internal Quality Assurance Cell (IQAC)

3rd MEETING OF 2023-2024

Date: 02.03.2024, Time: 11.30 A.M. Venue: IQAC Room

Agenda

1. Collection of Feedback from stakeholders
2. Result Analysis for November 2023
3. Problems faced in submitting AQAR 2022-2023
4. Awareness sessions on NAAC Criterion
5. Academic activities and achievements of the departments

IQAC Coordinator



Principal

**PRINCIPAL
JAYA COLLEGE OF ARTS & SCIENCE
THIRUNINRAVUR-602 024**



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

Meeting 3 – 02.03.2024

The 3rd meeting of IQAC 2023-2024 was held at 11.30 a.m. on 02.03.2024 in IQAC Room.

The meeting started on a welcome note by IQAC Coordinator. The Chairperson Dr. P. Guhan requested all the members for open house discussion.

Attendees: Prof. Dr. A. Kanagaraj
Dr. P. Guhan
Dr. V. Vijayakumar
Mr.S. Santhanam
Mrs. S.G. Anuja Devi Prasad
Dr.S. Sudha
Mr. John Baskar
Mr. Raja Guru
Mr. Prabhu Dass
Dr. Prailene Palsia
Heads of the Department

Agenda Discussion and Resolutions

1. Collection of Feedback from Stakeholders

- It was decided to collect structured feedback from students, faculty, alumni, and industry representatives.
- Online and offline feedback mechanisms will be utilized to ensure comprehensive responses.
- A timeline for feedback collection and analysis was established.

2. Result Analysis for November 2023

- The overall performance of students in the November 2023 examinations was reviewed.
- Departments were instructed to analyze subject-wise performance and identify areas for improvement.
- Remedial sessions for students with low performance were planned.

3. Problems Faced in Submitting AQAR 2022-2023

- Challenges in data compilation and submission were discussed.
- Departments facing difficulties were asked to submit a report on specific issues encountered.



- It was decided to streamline data collection processes for future AQAR submissions.

4. Awareness Sessions on NAAC Criterion

- Sessions on NAAC accreditation criteria will be organized to educate faculty and staff.
- A schedule for these sessions will be prepared, covering all seven NAAC criteria.
- Faculty members will be encouraged to actively participate in accreditation-related activities.

5. Academic Activities and Achievements of the Departments

- Departments presented their academic activities, including research publications, seminars, and student achievements.
- Plans for upcoming events, conferences, and workshops were discussed.
- It was suggested that departments maintain a record of achievements for institutional documentation.

Action Items

- Feedback collection to be initiated and completed by 14.03.2024
- Departments to submit result analysis reports with recommendations.
- AQAR submission challenges to be documented and reviewed for future improvements.
- Awareness sessions on NAAC criteria to be scheduled and conducted.
- Departments to update records of academic activities and achievements.

Conclusion

The meeting concluded with members agreeing on responsibilities and deadlines. IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the Second week of June 2024. The meeting ended with a formal vote of thanks.

IQAC Coordinator

Principal

**PRINCIPAL
JAYA COLLEGE OF ARTS & SCIENCE
THIRUNINRAVUR-602 024.**

