

IQAC - meeting on 27.07.2023 at 2.30 pm at the Principals office

Members Present:-

1. Dr.Nirmala Jeyaraj - Secretary
2. Dr.J.Sundar Singh - Principal
3. Dr.S.Karuppusamy – IQAC Co-ordinator
4. Dr.T.Sekar IQAC - Joint Co-ordinator
5. Dr.D.Vijayraja-member
6. Mrs.Jeyabharathi – Administrative officer
7. Dr.V.P.Ramesh Babu – HOD/Library
8. Dr.M.,alar Vizhi – HOD,Tamil
9. Mr.Vigneshwaran – Department of English
10. Mrs.V.Sutha – Department of Computer Science
11. Mr. Guna Sundari – Department of English

Agenda:

To discuss and present the AQAR 2023-2024

1. Dr. T. Sekar, Joint Coordinator IQAC has prescribed the AQAR 2023-2024 to the members. Quantitative data are completed
2. Extended profile of the AQAR 2023-2024 yet to complete and all the quantitative data has to be uploaded in the NAAC portal with supporting documents. IQAC members are working on verifying the data
3. Secretary and Principal instructed the coordinates, IQAC to submit the quantitative data to the principal they will make corrections. The correction work will be done after the annual general committee meetin
4. On or before 30.08.2023 all the quantitative one qualitative should be ready for uploading in NAAC portal. Result analysis and student support and progression yet to be completed, because of delay in results from Madurai Kamaraj University.
5. Secretary wished all the criteria managers to complete the AQAR in stipulated time and no data should be left. All the information and data has to be included in the AQAR.

IQAC - meeting on 12.12.2023 at 2 pm at the Principals office

Members Present:-

1. Dr.Nirmala Jeyaraj - Secretary
2. Dr.S.Karuppusamy - Principal
3. Dr.T.Sekar IQAC - Joint Co-ordinator
4. Dr.D.Vijayaraja-Member
5. Mrs.Jeyabharathi – Administrative officer

Agenda:

To discuss the semester plan for the current semester.

1. The composition of IQAC members list changed and new members are included. Dr. D. Vijayaraja will work as joint coordination for IQAC.
2. IQAC new members list prepared by secretary and list with office.
3. Semester plan for December to May should be prepared and that should be submitted to the IQAC.
4. Secretary instructed the IQAC coordinator to collect the plans from the department and organise the dates and for the quality improvement .

IQAC meeting on 08.02.24 at 11am at the Principals office

Members Present:-

1. 1.Dr.Nirmala Jeyaraj - Secretary
2. 2.Dr.S.Karuppusamy - Principal
3. 3.Dr.T.Sekar - IQAC - Joint Co-ordinator
4. 4.Dr.D.Vijayaraja-member
5. 5.Mrs.Jeyabharathi – Administrative officer

Agenda:-

To discuss AQAR 2023-2024

1. Secretary urged all the criteria managers to collect the AQAR data from each department as early as possible
2. All the compiling work should be done by IQAC. The data template will be circulated to all the departments and criteria manager
3. As per secretary suggestion the new criteria managers are included in the committee list.

The new managers for;

Criteria I Mrs. V. Sudha, Department of Computer science

Criteria II-Dr.D.Vijayaraja and Mr. M. N. Karuppasamy

Criteria III-Mr. R. K. Malathi,

Criteria IV- Dr. V. P. Ramesh babu, Mrs. Jeyabharathi and Dr. Ganesh babu

Criteria V-Dr. T Sekar

Criteria VI-Dr. S. Karuppasamy

Criteria VII - Principle and Secretary

The members will work to prepare AQAR 2023 - 2024

4. Except student progression and placement other dates can be prepared and uploaded in the NAAC portal
5. Tentatively the date is fixed to complete AQAR 12.05.2023
6. The principal has suggested to me and IQAC to follow the 6th hour schedule as under for second and third year students.

Monday - Language Skills

Tuesday - Technical Skills

Wednesday - Club Activities

Thursday - Remedial Coaching

Friday - Mentor, Mentee

7. Principal and secretary wished IQAC Coordinator to complete the AQAR 2023 - 2024

IQAC meeting on 03.03.2024 at 11 am at the Principals office

Members Present:-

1. Dr.Nirmala Jeyaraj - Secretary
2. Dr.S.Karuuppusamy - Principal
3. Dr.T.SekarIQAC - Joint Co-ordinator
4. Dr.D.Vijayaraja-member
5. Mrs.Jeyabharathi

Agenda:

To discuss website updation and faculty appraisal

1. Regular website updation should be monitored by IQAC
2. Secretary has given her suggestion on website regulation on regular basis. Therefore Mr. M. N. Karuppusamy is in charge of the technical part of the website and Dr. D. Vijayaraja will be in charge to the content of the website
3. Whatever programme and activities take place in the college should be displayed in the website with the approval of principal
4. In the meeting everyone has agreed that except SSR other AQAR of previous year can be remain from the website.
5. New faculty information should be updated on the website. Dr. D. Vijayaraja will update the regular information of the college and new faculty details.



# Rev. JACOB MEMORIAL CHRISTIAN COLLEGE

Affiliated to Madurai Kamaraj University, approved by UGC 2(f) & 12 (B) – New Delhi,

Re-Accredited By NAAC with 'B' Grade(2<sup>nd</sup> Cycle)

Santhipuram, Ambilikkai – 624 612. Dindigul Dist. TN

## Action Taken Report 2023-2024

1. With the change of principal, the new principal Dr. J.Sundarsingh took over as Chairman and further expansion of IQAC to include few more members helped IQAC to work more actively.
2. Based on the suggestions given by NAAC Peer Team English language lab software **Express Pro Digital** has been purchased in order to enhance the students' communication skills.
3. 3. Faculty self appraisal format was revised based on the recent UGC guidelines and Teachers are encouraged to Present and Publish the research papers on UGC or Peer reviewed journal.
4. Based on discussions with Management, IQAC recommended installing new RO plant for student benefit.
5. COs and POs have been added to the instruction plan.
6. A Bloom's taxonomy-based internal question pattern has been implemented.
7. The centralized departmental information has been collected through slide share.



  
PRINCIPAL  
REV. JACOB MEMORIAL  
CHRISTIAN COLLEGE  
AMBILIKKAI - 624 612  
Dindigul Dt, Tamil Nadu