

**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

IQAC Minutes Meeting

Date: 12/03/2021

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Discussion:

- The activities for the academic year 2020-21 have been reviewed by the members of the NAAC Committee.
- The following action taken report for the year 2020-21 has been discussed and approved.
 1. Question paper format based on university pattern was prepared.
 2. Head of the department and staff members meeting to be conducted for the upcoming academic year.
 3. Students were instructed to take precaution measures to prevent COVID.
 4. The campus was ragging free.
 5. University rank holders were appreciated with the gold medals.
 6. One day webinar on COVID-19 Vaccines in India is organized by the department of Biotechnology.
 7. The Department of Computer Science and Applications organized a Webinar on conceptual and practical approach on cloud computing.
 8. Encouraging the students to enroll for NPTEL courses under SWAYAM.
 9. University first rank holders were appreciated with the gold medals.
 10. All the events conducting by the departments are documented and uploaded in SRMASC website.
 11. The college got ISO 9001 certified.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

IQAC Minutes Meeting

Date: 18/12/2020

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Discussion:

1. All departments should conduct staff meetings to review the results. Also the parents are to be informed during the parents meeting.
2. Students must be encouraged to take more online certification courses. Preference to be given for SWAYAM courses.
3. Semester wise course plan for each subject will be prepared by the respective department.
4. The faculties were allotted students for mentoring.
5. A three in one program of World Tourism Day, International Chefs Day and World Food day is conducted by Hotel and Catering Management.
6. One day Webinar on Revised NAAC Accreditation Framework to be organized.
7. ISO documents are verified for all the departments and submitted the same to IQAC coordinator.





**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

IQAC Minutes Meeting

Date: 16/09/2020

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Discussion:

1. FDP program through online mode was conducted.
2. Google links were created to share teaching materials, eBooks for the benefit of the students.
3. Students were instructed to take precaution measures to prevent COVID.
4. The three webinars on Industry Next, How to be Industry Ready and Navigate through digital Maze are organized by Placement Cell.
5. The Department of Biotechnology conducted the webinar on "CRISPR-Cas9 for students to use the CRISPR technology to develop rapid diagnostic test for COVID-19.
6. The Department of Biochemistry to be organized the webinar on 'Reduce food Loss and Waste' for the International Day of Food Loss and Waste.
7. To discuss about increasing the extension activities useful to the nearby area /society.
8. IQAC coordinator asked the Heads of the various departments to prepare the relevant documents for the ISO verification.



SRM ARTS AND SCIENCE COLLEGE

KATTANKULATHUR

IQAC Minutes Meeting

Date: 24/06/2020

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

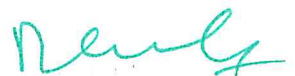
Mr. P. Horsley Solomon

IQAC Members:

- Mr. K. Sivasankar
- Mr. A. Selvaganapathy
- Mrs. Sherin John Joseph
- Mr. V. Balakumar
- Mr. M. Sudharsan
- Mr. N. Thamodaran

Discussion:

1. The HOD's are instructed to prepare timetable for online classes, lesson plan and log for the academic year 2020-2021.
2. Each department is instructed to conduct webinars and conferences.
3. Semester wise course plan for each subject will be prepared by the respective department.
4. The faculties were allotted with students for mentoring.
5. Google class room was created to assign class works to the students.
6. Students were motivated through online counseling to overcome COVID stress.
7. To decide plan of action of NAAC SSR Preparation
8. To discuss about the placement activities by strengthening the corporate relations.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR
Minutes of Meeting**

Date: 03/03/2020

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

IQAC Coordinator:

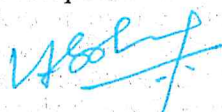
Mr. P. Horsley Solomon

IQAC Members:

- Mr. K. Sivasankar
- Mr. A. Selvaganapathy
- Dr. Sherin John Joseph
- Mr. V. Balakumar
- Mr. M. Sudharsan
- Mr. N. Thamodaran

Discussion:

- The activities for the academic year 2019-20 have been reviewed by the members of the NAAC Committee.
- The following action taken report for the year 2019-20 has been discussed and approved.
 1. Two programs conducted by ED cell were reviewed.
 2. MoU signed with BIZIGMA SOLUTIONS PVT LTD.
 3. MoU signed with PRECISION ENGINEERING for the benefit of students.
 4. Discussed about the placement activities by strengthen the corporate relation.
 5. Discussed about increasing extension activities in nearby areas.
 6. Providing special efforts for improving on-campus placement by conducting programs on 'Personality development and career planning'.
 7. E .Learning sources like NPTEL, SWAYAM and MOOC online courses have to be taken up by the faculties and students to get more knowledge and enhance the quality of education.
 8. National level quiz has to be planned for World Environmental Day.
 9. Google Class Room to be implemented to make teaching and learning easier for students and staff.
 10. As part of awareness program Kavalan SOS app for female staff has been introduced.
 11. The campus was ragging free.
 12. University first rank holders were appreciated with the gold medals.
 13. All the events conducting by the departments are documented and uploaded in SRMASC website.
 14. As per plan the International seminar was conducted on Research Trends which was very useful for the faculty members.
 15. 'Live interaction' programme for the students organized by Entrepreneur Development Cell.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of Meeting

Date: 11/12/2019

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

IQAC Coordinator:

Mr. P. Horsley Solomon

IQAC Members:

- Mr. K. Sivasankar
- Mr. A. Selvaganapathy
- Dr. Sherin John Joseph
- Mr. V. Balakumar
- Mr. M. Sudharsan
- Mr. N. Thamodaran

Discussion:

1. Canny bazaar was successfully organized and students were actively participated and exhibited their selling skills.
1. Instructions for formation of Cos in accordance with Pos were given to all faculties.
2. Faculties are requested to concentrate on slow learners.
3. Students performance is monitored through tests, assignments, power point presentation and seminars.
4. ICT tools like N-List, E. Shodhsindhu were implemented.
5. One day international seminar for teaching staff to be organized for the improvement in research.
6. Seminar on environmental conservation for the students to be organized.
7. Health Awareness Programme to be organized by the life science department.
8. International Women's Day Celebration to be organized by the women Empowerment Cell.
9. The Department of Biotechnology is conducted one day national conference on Impact of Biotechnology in improving Human health.
10. An International seminar was planned to enhance the activities related to Research and development of the staff members.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of the Meeting

Date: 20/09/2019

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

IQAC Coordinator:

Mr. P. Horsley Solomon

IQAC Members:

- Mr. K. Sivasankar
- Mr. A. Selvaganapathy
- Dr. Sherin John Joseph
- Mr. V. Balakumar
- Mr. M. Sudharsan
- Mr. N. Thamodaran

Discussion:

1. The program conducted by women empowerment cell was appreciated by the female staff.
2. Faculties are encouraged to publish more number of research papers and book chapters.
3. HOD's to submit details of text books to be purchased for the respective department.
4. Question paper format based on university pattern to be prepared.
5. Damaged solar panels have to be fixed properly.
6. The Department of Hotel Management is conducted two days Soft Skills Training programme and TOEFL training programme.
7. The Department of Biotechnology organized a one day workshop program in association with Medox Biotech India private ltd. on Electrophoresis techniques for the life science students.
8. The college was getting prepared for the ISO certification with all required documents.
9. FDP was successfully conducted for the benefits of the faculty members to improve the quality of teaching learning process.
10. The department of Management studies organized Helmet Awareness Campaign to create awareness on the importance of wearing helmets.
11. Entrepreneurship Development Cell organized a seminar to encourage the students to be a successful entrepreneur.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of the Meeting

Date: 28/06/2019

Principal

Dr. R. Vasudevaraj

Vice Principal

Prof. K. Mathiyazhagan

IQAC Coordinator:

Mr. P. Horsley Solomon

IQAC Members:

- Mr. K. Sivasankar
- Mr. A. Selvaganapathy
- Mrs. Sherin John Joseph
- Mr. V. Balakumar
- Mr. M. Sudharsan
- Mr. N. Thamodaran

Discussion:

1. The HOD's are instructed to prepare timetable, lesson plan and Lesson log for the academic year 2019-2020.
2. It was discussed to sign more MoU for the benefit of students.
3. It was discussed to organized bazaar through EDC.
4. It was discussed to organize more research activities through R&D cell.
5. New courses B.Sc Mathematics and M.COM were introduced.
6. Instructions for formation of COs in accordance with POs were given to all faculties.
7. Slow and advance learners identified and faculties are requested to concentrate on slow learners.
8. Cleaning the RO plant periodically and staff should be allotted to monitor the same.
9. All the events conducting by the departments are documented and uploaded in SRMASC website.
10. Anti ragging committee members were instructed to keep the campus ragging free environment.
11. Suggested to conduct FDP and workshops so as to improve the quality of teaching learning process.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of Meeting

Date: 21/02/2019

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

Convenor:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon,

Members:

- Dr. E.J. Lalithkumar
- Mr. S. Selvakumar,
- Mr. N.V. Ramachandran,
- Mr. R. Ram Pradeep,
- Mr. T. Ashok
- Mr. S. Elayamurugan,
- Mrs. S. Sahaya Sugirtha Cindrella,

Discussion :

- The activities for the academic year 2018-19 have been reviewed by the members of the NAAC Committee.
 - The following action taken report for the year 2018-19 has been discussed and approved.
1. Budget preparation and getting approval for the academic year.
 2. Basic Computer literacy programme was conducted for non-teaching Staff members and it was very useful.
 3. MoU signed with AAGNA Corporate Services for the benefit of MBA&MCA students.
 4. . MoU signed with EMERALD building maintenance Services.
 5. . MoU signed with CHENNAI SUNDAY SYSTEM PVT LTD.
 6. ICT in teaching is increased as per the feedback review.
 7. Mr. T.Ashok updated the Alumni feedback in a new format that was authorized by the members.
 8. A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results.
 9. Students have won laurels in various sports events conducted by the University of Madras and other colleges.
 10. Students were placed in various reputed companies through off campus drive.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of Meeting

Date: 27/06/2018

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Members:

- Dr. E.J. Lalithkumar
- Mr. S. Selvakumar,
- Mr. N.V. Ramachandran,
- Mr. R. Ram Pradeep,
- Mr. T. Ashok,
- Mr. S. Elayamurugan,
- Mrs. S. Sahaya Sugirtha Cindrella,

Discussion:

1. A strategic plan has been evolved to improve upon learning, teaching, evaluation and research.
2. Basic Computer literacy programme to be planned for Non-Teaching Staff members for this academic year.
3. It was planned to sign more MOU with Industries.
4. According to NAAC, faculty members must take part in more FDP programmes.
5. Alumni feedback form to be renewed in a new format by Mr. T. Ashok.
6. Department head were asked to send the students with stress/ personal problem to meet the student councilor.
7. More students were encouraged to avail counseling resource of our college.
8. Resources and Infrastructure requirement for addition of new courses.
9. Review of feedback from stakeholders – student, parent alumini and employer.
10. Discussed to increase the placement activities for the benefits of the students.
11. Review of Academic Results
12. NSS has conducted an Extension program from 3.3.18 to 9.3 18. It was very much appreciated by the chettipunyam village people.
13. University first rank holder appreciated by Gold medal.
14. Our college has secured 82 nd position in NIRF.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of Meeting

Date: 23/02/2018

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon,

Members:

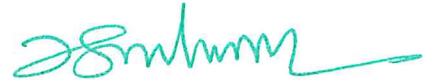
- Dr. E.J. Lalithkumar
- Mr. S. Selvakumar,
- Mr. N.V. Ramachandran,
- Mr. R. Ram Pradeep,
- Mr. T. Ashok,
- Mr. S. Elayamurugan
- Mrs. S. Sahaya Sugirtha Cindrella

Discussion:

The activities for the academic year 2017-18 have been reviewed by the members of the NAAC Committee.

The following action taken report for the year 2017-18 has been discussed and approved.

1. Budget preparation and getting approval for the academic year.
2. Students were exposed to get trained through internship.
3. Industrial visits have been arranged for the PG students .
4. Teaching Learning feedback collected from the students by NAAC members.
5. It is planned to conduct "Alumni meet" yearly
6. As part of outreach program the chettipuniyam village cleaning activities is organized by NSS.
7. 2016-17 Documents were collected from each criteria and asked all criteria conveners to submit the documents for the academic year 2017-18 before the end of march.
8. E-Resources such as DELNET and N-LIST has been introduced.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of Meeting

Date: 21/06/2017

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

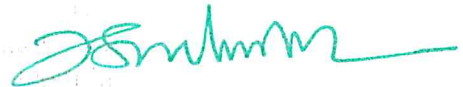
Mr. P. Horsley Solomon

Members:

- Dr. E.J. Lalithkumar,
- Mr. S. Selvakumar
- N.V. Ramachandran,
- Mr. R. Ram Pradeep
- Mr. T. Ashok
- Mr. S. Elayamurugan
- Mrs. S. Sahaya Sugirtha Cindrella

Discussion points:

1. Feedback states that
 - a. ICT tools usage has to be increased.
 - b. Staff should encourage the students to ask questions in the class.
2. The curricular components of the academic programmes were discussed, and suggestions for improvement were made.
3. Faculty members are instructed to register Ph.D programme.
4. To provide special efforts for improving on-campus placement.
5. Faculty members were encouraged to attend conferences & Seminars.
6. More students should be permitted to do Internship in recent fields.
7. Faculties were motivated to publish and present more papers in reputed journals.
8. Planning of more industrial visits to enhance Experimental Learning.
9. Energy conservation measures have been initiated.
10. Initiative has been taken to make the campus Plastic free.
11. Sign boards to be framed and fixed.
12. Industry-Institute interaction through Membership and MOUs.
13. More students are encouraged to attend competitive exam training.
14. Criteria members were asked to complete relevant documents for all the key indicators of academic year 2016-2017.
15. College organized International Yoga day.
16. University first rank holder appreciated by Gold medal.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR
Minutes of Meeting**

Date: 27/02/2017

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Members:

- Mr. E.J. Lalithkumar
- Mr. S. Selvakumar,
- Mr. N.V. Ramachandran,
- Mr. R. Ram Pradeep,
- Mr. T. Ashok
- Mr. S. Elayamurugan,
- Mrs. S. Sahaya Sugirtha Cindrella,

Discussion:

The activities for the academic year 2016-17 have been reviewed by the members of the NAAC Committee.

The following action taken report for the year 2016-17 has been discussed and approved.

1. Budget preparation and getting approval for the forthcoming academic year.
2. Common lesson plan format and lesson log format prepared and collected.
3. Slow learners were identified based on the university results and SSP classes have been conducted.
4. Curriculum and Teaching learning feedback are to be received before the end of March.
5. Awareness to be given to the students for water and electricity conservation in the college.
6. Feedback from the students states that more ICT tools to be included in teaching.
7. 2016-2017 criteria documents have to be collected and submitted to the IQAC coordinator.
8. Copy of all the documents and proof to be maintained in the department as different files.
9. No Ragging issues were reported.
10. Our students have won laurels in various sports events conducted by the University of Madras and other colleges.
11. The placement cell organized various on and off campus drives and more than 100 students were placed in various reputed companies.
12. Purchase of new books for library in the academic year 2016-17.
13. Orientation program for the fresher was conducted as per the plan.



**SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR**

Minutes of the NAAC meeting

Date: 20/06/2016

Time: 2.00 p.m

Principal

Dr. K. Subburam

Vice Principal

Dr. R. Vasudevaraj

NAAC Coordinator:

Mr. P. Natarajan

IQAC Coordinator:

Mr. P. Horsley Solomon

Members:

- Mr. E.J. Lalithkumar
- Mr. S. Selvakumar,
- Mr. N.V. Ramachandran,
- Mr. R. Ram Pradeep,
- Mr. T. Ashok
- Mr. S. Elayamurugan,
- Mrs. S. Sahaya Sugirtha Cindrella

Discussion:

1. Principal presented the overall review of college activities for the academic year 2015-2016.
2. The plan of action for the academic year was framed and it was decided to execute the plan.
3. It was discussed to have an effective functioning of clubs and Various committees.
4. It was discussed to create eco-friendly campus.
5. The NACC conveners for the all the criteria are asked to select members from each department.
6. It was discussed to increase the learning resource in the library.
7. More certificate courses to be implemented for all the departments.
8. It was planned to offer Bridge course for the first year students.
9. It was discussed to regulate internal examination patterns and system.
10. Mentors are instructed to have 2 to 4 counseling sessions per year.
11. Anti ragging committee members were instructed to keep the campus ragging free environment.
12. IQAC coordinator briefed the members about the process of collection of data for NIRF Ranking.
13. Discussions were done on the orientation program for the first years.

