

SRI KRISHNA ARTS AND SCIENCE COLLEGE

(An Autonomous Institution)

Coimbatore – 641008

10.06.2020

Notice

Notice is hereby given for the IQAC Meeting to be held at Meeting Hall on 13.06.2020 (Saturday) at 10:00 am.

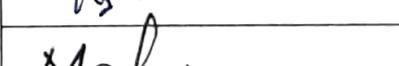
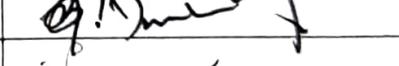
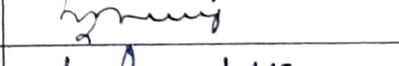
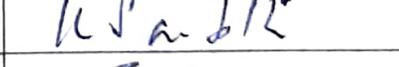

Dr. P. Baby Shakila
PRINCIPAL

SRI KRISHNA ARTS AND SCIENCE COLLEGE

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IQAC Members

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. Baby Shakila	Chairman/ Principal	
2.	Dr. K. Sundararaman	Member from Management	
3.	Mr. G. Vijaya Raghavan	Nominees from Local Society, Students and Alumni	
4.	Mr. C. Buvanesh		
5.	Mr. T. Ambalavanan		
6.	Mr. K. Hariharan	Nominees from Employers/ Industrialists/ Stakeholders	
7.	Mr. S. Ajith Kumar		
8.	Ms. M. Mehar Thaj		
9.	Mr. S. Manikandan	Administrative Officers	
10.	Prof. C. Julian Gnana Dhas	Coordinator IQAC	
11.	Dr. K. Sambath	Teacher Representative	
12.	Dr. C. Sunitha	Teacher Representative	
13.	Dr. M. Manikandan	Teacher Representative	
14.	Prof. B. Meena Preethi	Teacher Representative	
15.	Dr. N. A. Sheela Selvakumari	Teacher Representative	

MINUTES OF THE MEETING

Chairman – Dr P Baby Shakila (BS) – Principal

Members attended:

- a. Dr K Sundararaman (KS) – Member from Management**
- b. Mr Vijayaragavan (VR) – Nominee from Local Society**
- c. Mr Hariharan (HH) –Nominees from Employer**
- d. Mr C Buvensh (CB) – Student**
- e. Ambalavanan (AV) – Alumni**
- f. Mr Ajith Kumar (AK) – Industrialist**
- g. Ms Mehar Thaj (MT) – Stake holder**
- h. Mr Manikandan (MK) – Administrative Officer**
- i. Prof C Julian Gnana Dhas (JGD) – Coordinator IQAC**
- j. Dr K Sambath (SB) – Teacher Representative**
- k. Dr C Sunitha (CS) – Teacher Representative**
- l. Dr M Manikandan (MM) – Teacher Representative**
- m. Prof B. Meena Preethi (MP) – Teacher Representative**
- n. Dr N A Sheela Selvakumari (SS) – Teacher Representative**

Agenda

- 1. Planning of Online Classes during Pandemic Situation.**
- 2. Restructuring of OBE.**
- 3. Usage of Myclassroom Learning Platform for Online Evaluation.**
- 4. Planning of Board of Studies, Academic Council Meeting and Governing Body Meeting.**
- 5. NAAC third Cycle Accreditation Preparation.**
- 6. Research Publications.**
- 7. NPTEL Courses.**
- 8. Placement Drives for the year 2020 - 21.**
- 9. Any other matters with the permission of the Chair.**

DETAILS OF MEETING

Points for Discussion	Proposal	Discussion	Action plan	Person In charge	Target Date
President of meeting	The principal presided the meeting by welcoming all the relevant Heads of the Department.	The previous meeting minutes is endorsed and all the chairman confirmed all the activities achieved as scheduled	The chairman gave her appreciations to all the Heads and team for their efficiency in achieving the targets	NA	NA
Planning of Online Classes during Pandemic Period	The chairman addressed the issues on pandemic and the increasing number of cases.	She advised all the members of the institution to take utmost care and wear mask all time and maintain social distancing. Due to Covid-19 lock down chairman requested all the teaching faculty members to carry over the academic activities such as teaching and learning should be online as Work From Home. She strictly advised the members that no any face to face academic and non- activities to be conducted either on campus or of campus	SB highlighted that it is something new to start with for the lecturers they may face some difficulties. MP also highlighted the same. JGD highlighted that issues pertaining to poor network or no network, non-availability of sufficient gadgets for learning aspects. BS accepted all the relevant concerns and she advised the heads to collect such information from the students if they face any such difficulties and we can sort out the issues	All the relevant heads of the department	June 2020
Restructuring and Review process of	The chairman highlighted on the OBE	BS highlighted that during the online mode of teaching and learning all the	Members of the meeting highlighted on the face to face examination	All Heads of the department	June 2020

OBE components	components in terms of assessments	relevant assessments pertaining to the module to be covered. Therefore she requested the Heads to highlight the potential issues they may face.	component and test component is quite difficult to organize in the online mode. BS addressed the issues raised by the members that lecturers may allow the students to do take home assignment or may be time constrained assignment which can also be a replacement for test and examination. However, she requested the Heads to do a survey or try such modes and highlight the difficulties		
Use of Myclassroom	The chairman discussed on myclassroom updates	During this pandemic time Myclassroom (online) portal can be utilized effectively to ensure the teaching and learning not disturbed.	Heads agreed with the suggestion by chairman	All lecturers	NA
Planning for BOS, Academic council meeting and Governing Body	The chairman highlighted on the online mode of operation to be in practice	BS requested the heads of the department to ensure all the operations are conducted via online mode such as BOS, Academic audit and Governing Body.	MP highlighted that poor network connections are becoming more frequent due to high usage of internet. SB also highlighted on the common platform usage such as Google meeting or zoom or Microsoft	CIA- COE BOS- Principal Academic Audit – IQAC Governing body –	NA

meeting			team or Skype or any other media. BS agreed with MP however, she highlighted that try to conduct meeting in non-peak hours which will enable a better network. Pertaining to SB concern she mentioned that Google class room can be a common platform to be used. However, if any difficulties in accessing Google meeting then it's up to the meeting convener and members to arrive a conclusion on the appropriate platform	Principal	
NAAC third cycle Accreditation preparation	The chairman highlighted on the NAAC preparation for the upcoming NAAC visit	BS highlighted on the criteria set by NAAC for the upcoming NAAC visit to be tentatively scheduled in 2021. She advised all the members to collect all the relevant data and details to achieve high ranking in NAAC	Members of the meeting agreed and endorsed	All the relevant heads of the department and IQAC	December 2020
Research and Publication	The chairman discussed on the research and publication	BS proposed on the work from home option to be utilized effectively in involving scholarly activities	The IQAC members agreed with the principle of the BS and accepted the proposal	All the relevant HODs and staff members	December 2020

	activities among staff members and students	which will results in uplift the staff members in their career as well as the institution.			
NPTEL Courses	BS proposed on the enrolling in NPTEL course	The chairman proposed on the staff members and students to participate and enroll in the NPTEL courses to enrich their knowledge and skills. She highlighted that she herself enrolling into many courses and plans to appear in December 2020.	The members overall appreciated the efforts of the chairman and her commitment towards the NPTEL and agreed with BS on the courses enrollment which enables the skills of students and staff members.	All staff members and students	December 2020
Placement Drives for the year 2020-21	The chairman enquired on the placement activities during pandemic period	BS enquired on the company's which are shut down permanently during pandemic period and enquired on the potential organizations are willing to conduct interviews and complete the process.	MM agreed with the chairman and will work on the plan of placement and will report	Placement officer	December 2020

As there is no further agenda to discuss, the chairman adjourned the meeting by giving her ending note of thanks to the members for participating in the meeting


Dr. P. Baby Shakila
CHAIRMAN