

Madurai Institute of Social Sciences (Autonomous)

Alagarkoil Road, Madurai-2

Minutes of the Internal Quality Assurance Cell held on 23-08-2016 by 4.30 PM at HRD Hall

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| 1. Dr.(Capt). D.V.P.Raja | - Chairman, MISS |
| 2. Dr.D.JanetVasanthaKumari | - Principal |
| 3. Dr.M.Lakshumanan | - Nominee from local community |
| 4. Mr.P.Murugesan | -Nominee from industry |
| 5. Mr.M.Nisanth | - Representing the teachers |
| 6. Mr.D.V.Dharma Singh | - Nominee from Management |
| 7. Mrs.R.Rajalakshmi | - Representing the teachers |
| 8. Mrs.J.Gayathiri | - Representing the teachers |
| 9. Mrs.S.Meenaprabha | - Representing the teachers |
| 10. Dr.P.Ramasamy | - Representing the teachers |
| 11. Mrs.S.Brindha | - Representing the teachers |
| 12. Miss.J.Sujitha | - Representing the teachers |
| 13. Miss.M.RaichelCharumathi | - Representing the Students |
| 14. Dr.S.Murugesan | - Coordinator |

The meeting started with silent prayer

Dr.D.Janet Vasantha Kumari, chairperson, and Principal of the college welcomed the gatherings.

Dr.(Capt).D.V.P.Raja reiterated the role of IQAC in enhancing the quality of education in the campus. He motivated the teachers to do better in discharging their responsibilities.

Dr.S.Murugesan, IQAC Coordinator presented the agenda and discussion was carried and finalised

SI No	Agenda	Discussion and action plan
1.	To finalise the academic plan of action for the year 2016-2017	- The academic plans of various departments and centres were presented and were discussed and approved.
2.	To discuss about strengthening the Quality Circle activities	- It was discussed and finalised to undertake strengthening the quality circle activities periodically by conducting guest lectures. - The IQAC will monitor the progress and functioning of the Quality Circle
3.	To discuss about the strengthening the	- In order to strengthen the various

	functioning of various activities of centres	centres, it was discussed and finalized that every centres must conduct a minimum of 2 programmes in every year. - The report of the centres will be included in the annual report of the college and the placement brochure
4.	Academic& Administrative Audit (AAA)	- Staffs are advised to upkeep necessary records for conducting AAA in the end of academic year
5.	To finalize the Faculty Development Programme	- It was decided to conduct 2 FDP relevant to the field. The IQAC will list out the themes for the FDP
6.	To revive the PGDPMIR course form for the Academic year 2017-18	- The course in-charge for the PGDPMIR was directed to submit the course forms for the Academic year 2017-18
7.	To discuss and finalise special coaching classes to improve the English language	- All the department must undertake innovative programmes for improve the English language. The programmes called one word one day, Free Speak English etc will be introduced in every class under the leadership of the class teachers. - The external experts will be invited for assisting the students to motivate to speak in English
8.	To promote research climate in the campus	- It was decided to invite subjects experts to conduct guest lectures on Research
9.	To discuss and finalise strengthening the remedial classes for weak students	- It was decided to prepare the list of students who need remedial coaching for all classes. The class teachers will implement the programme in the class
10.	To discuss and finalize strengthening the placement cell	- It was finalised to bring the placement broucher for MSW passing out students. - Relevant trainings leading to placement of the students will be introduced in all the courses
11.	Outreach programme	- It was decide to conduct more outreach programmes at villages and slums
12.	Gender sensitisation programme	- It was decided to conduct more gender

		sensitization programme to all the students.
13.	To discuss about the strengthening the research centre	<ul style="list-style-type: none"> - It was discussed and finalised to increase the research based activities of the centres under the leadership of the coordinator of the research centre - The research trainings for the PG and M.Phil, PhD scholars will be introduced
14.	To discuss about the centre for competitive examinations	<ul style="list-style-type: none"> - It was decided to start competitive examination coaching for all the second year and third year students
15.	To finalise intra departmental seminars and conferences	<ul style="list-style-type: none"> - All the department of the college need to conduct inter departmental seminars and conferences on relevant themes.
16.	To strengthen the students feedback on teachers	<ul style="list-style-type: none"> - It was discussed and finalised that immediately after the end of the even semester a students feedback on teachers will be conducted. The report of the feedback will be shared to all the teachers concerned
17.	To strengthen the field based activity for all discipline	<ul style="list-style-type: none"> - As the MSW and BSW departments involve in the field based activities, all the departments in the college can undertake community outreach work that will promote and improve the campus community partnership
18.	To strengthen the various students clubs/cells	<ul style="list-style-type: none"> - The in-charges of various clubs and cells are directed to have more programmes and activities based on their concerned clubs/cells
19.	Orientation on API	<ul style="list-style-type: none"> - It was decided to conduct training programme on new Academic Performance indicators
20.	To discuss and finalise training programmes to non teaching staff	<ul style="list-style-type: none"> - It was discussed and finalised to organise different training programmes to the non teaching staffs in the college

The IQAC Coordinator proposed vote of thanks and the meeting came to an end at 5.30 PM.