

Minutes of the IQAC Meeting

The 2nd IQAC meeting for the academic year 2021-22 was held on 04th May 2022 at the Video Conference Hall, Madras School of Social Work and the following members were present during the meeting.

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| 1. | Dr. S. Raja Samuel | Principal, MSSW. |
| 2. | Mr. Viju Thomas | Board Member, SSER. |
| 3. | Dr. R.Subhashini | Dean, MSSW. |
| 4. | Mr. Kenneth Jeyseelan R B | AVP – HR, TCS. |
| 5. | Mr. H.Narayanan | Chief Executive, AMM Foundation. |
| 6. | Dr. A Enoch | IQAC Coordinator, MSSW |
| 7. | Dr.J S Gunavathy | Head of the Department, MSW Aided, MSSW. |
| 8. | Dr.V.Sakthirekha | Librarian, MSSW |
| 9. | Dr.P.Amuthalakshmi | M.Phil & PhD Coordinator, MSSW. |
| 10. | Dr.Damen Queen | Programme Head, MSW SF, MSSW. |
| 11. | Dr.P.Mohana | Head of the Department, MA HRM, MSSW. |
| 12. | Mr.V.Moses Selvakumar | Head of the Department, MA DM, MSSW. |
| 13. | Mr. Antony Stephen | Head of the Department, MA SE, MSSW. |
| 14. | Mr.Sangeeth Gopinath | Programme Head, B.Sc., MSSW. |
| 15. | Dr.A Thirumagal Rajam | Programme Head,, BSW, MSSW. |
| 16. | Mr.Xavier Vivek Jerry | Coordinator, JRC, MSSW. |
| 17. | Ms.A.Sathya | Addl. IQAC Coordinator, MSSW. |
| 18. | Mr.Nambi | Student Representative, MSSW. |

Agenda for the Meeting:

- NIRF
- AISHE
- AQAR
- Any other Matters

Discussions:

- The Chairperson of the IQAC welcomed all the members to the 2nd Meeting of the Academic Year 2021-2022. He also congratulated Dr.V.Bharathi Harishankar – External Member and Stake Holder for becoming the Vice Chancellor of Avinashilingam University, Coimbatore.
- Dr.Enoch, IQAC Coordinator briefed about the successful completion of NIRF and AISHE submission and also the current status of AQAR which is to be submitted before 31st July 2022.
- Mr.Viju Thomas, Board Member SSER congratulated the College and IQAC team for getting A+ grade and acknowledged the team for their efforts for the successful completion of NAAC and for the arrangements made by them during the NAAC Peer Team Visit.
- **AQAR for the Academic Year 2020-2021:**
 - Dr.Enoch, IQAC Coordinator told the members that data required for the AQAR has been collected from various sources such as from Departments, SSR and College Website and will be uploaded in the NAAC website soon.
- **Academic & Administrative Audit:**
 - Dr.S.Raja Samuel, Principal, MSSW said that AAA audit for the previous year should be done by August 2022.
- **Initiatives to be taken for NAAC:**
 - Dr.Subashini, Dean, MSSW advised that as the 5th cycle of NAAC will be more challenging, we have to concentrate from now onwards to get A++. She also told that the Publications by the Faculty in Scopus, Web of Science and other UGC

listed Journals need to be improved. She also advised that new members should be included in the Committees formed for NAAC in order to encourage new ideas and Heads of the 7 Criteria's should be appointed for a long term for easy collection of data.

- Mr.Kenneth Jayaseelan suggested that the feed back got from the NAAC peer team should be shared with the IQAC members to get more concrete suggestions.
- Dr.Sakthi rekha, Librarian, MSSW said that initiatives should be taken for NAAC based on what the college has learnt from the past and from other Institutions. She also suggested that the quality parameters should come in the College Annual Report.
- Dr.J S Gunavathy, Head of the Department, MSW Aided, MSSW suggested that Centralised and more concrete feedback can be got from the students while they come for their Graduation. She also said that hiring a photographer for every department event is highly impossible as some of the events will take place in the field or the budget for the particular event will be less.
- Dr.Enoch, IQAC Coordinator informed that initiatives such as google forms and sheets have been created for NIRF, AISHE, AQAR to get the customized data from different perspectives. He also said that IQAC will not ask for the same data repeatedly after the streamlining process based on the RACI format done by the IQAC and an Orientation programme will be arranged for all the faculty members about RACI. He told that we need to work more for the next NAAC cycle as the prospective students and outsiders look for Accreditation of the Institution. He told that Admin. Staffs of the respective departments should be made responsible for reminding the departments and collecting the data from them.
- Mr.Xavier Vivek Jerry, Coordinator, JRC, MSSW suggested that the college has to go for a dedicated software which has been already tested to get data for all the 7 Criterias of NAAC. He also suggested that Training should be given to all faculty regarding PO, PSO and CO. and the departments should be oriented to send good resolution images in proper format only by means of sending the original images or the scanned copies of the original via email.
- Mr.Viju Thomas, Board Member SSER pointed the problem in getting a customized software ready is time consuming and we have to go for a software which is already in use in a similar institution like ours as we are specialized in a particular stream and advised us to use our funds in acquiring a software to get maximum return.

- Dr.S.Raja Samuel, Principal, MSSW said that problem in getting the data can be solved by making the Department IQAC representatives more accountable and if they are overloaded with work, student from the particular department can also be made responsible. He also advised the departments to take geo tagged photos of the events conducted by them.
- Mr.Narayanan, Chief Executive of AMM Foundation suggested that the quality of the Reports generated for Projects and Consultancies should be improved and also said that the college can make use of Alumni as mentors for the students.
- Dr.Damen Queen, Programme Head, MSW SF, MSSW told that the IQAC team has to conduct monthly meetings with the Department IQAC representatives and ask them for the data which is not yet received by the IQAC team.
- Mr.Nambi - Student Representative, MSSW told that Photos can also be sent as document via whatsapp to maintain the resolution.

- **Observing Important National Days :**

- Dr.J S Gunavathy, Head of the Department, MSW Aided, MSSW suggested that Departments should observe the important National days as a part of their extension activity along with the stakeholders.

- **Initiatives for introducing best practices in MSSW:**

- Dr.P.Mohana told that new best practices should be included every year. She also suggested that competition for students and faculty should be arranged to come up with best practices.
- Mr.Kenneth Jayaseelan - AVP – HR, TCS suggested that Brainstorming sessions should be arranged for faculty and students to get more new ideas for best practices.

- **Concept of Earn while you learn:**

- Mr.Sangeeth Gopinath - Programme Head, B.Sc., MSSW suggested that students can be made as resource persons in their respective fields such as Photography, Peer Counselling etc., and pay them for their services.
- Dr.Damen Queen, Programme Head, MSW SF, MSSW told that students should maintain confidentiality in Peer Counselling.

- **Others:**

- Mr.Antony Stephen - Head of the Department, MA SE, MSSW said that foundation courses should be introduced for all the students.



Dr.A.Enoch
IQAC Coordinator



Dr.S.Raja Samuel
Principal