

MINUTES OF 1st IQAC MEETING

Date: 1st June 2020

Time: 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks – Mrs. Srivaishnavi KR, IQAC Addnl. Coordinator
3. Introduction of Extended Committee Members
4. Role of Extended Committee Members - Mr. Daniel Chalke, IQAC Coordinator
5. Discussions
6. Any other Matter
7. Vote of Thanks - Mr. Sabapathi. S, IQAC Addnl. Coordinator

Members Present:

1. Mr. Daniel Chalke, IQAC Coordinator
2. Mr. Srivaishnavi KR, IQAC Addnl. Coordinator
3. Mr. Sabapathi. S, IQAC Addnl. Coordinator
4. Extended Committee Members

Minutes:

1. The first meeting of the IQAC for the academic year 2020-21 was held online via Google meet and started with a silent prayer
2. The forum was called to order and introductory remarks were given by the Additional Coordinator of IQAC, Mrs. Srivaishnavi K. R.
3. The IQAC coordinator, Mr. Daniel Chalke, elucidated on the various roles of the IQAC Extended committee. The different portfolios were made clear to the members from academic departments, members from sports and fine arts cells as well as members from extension bodies and club and cell representatives.
4. The floor was thrown open for discussion. Mrs. Josephine Shanthi and Mrs. Frizilin, Extended Committee Members asked doubts pertaining to the extent of the academic members reporting structure and responsibility in the department and the IQAC coordinator explained that they would be in charge of documentation and would have to confirm every submission of data with the approval of HOD.
5. The different members expressed their interest to work with the Extended committee and be an integral part of the running of the institution.
6. The meeting ended with the vote of thanks by Mr. Sabapathi. S, Additional Coordinator, IQAC.

MINUTES OF 2nd IQAC MEETING

Date: 24th July 2020

Time: 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks
3. Five year strategy planning
4. Feedback on online classes
5. Discussions
6. Any other Matter
7. Vote of Thanks

Members Present:

1. Mr. Daniel Chalke, IQAC Coordinator
2. Mr.Srivaishnavi KR, IQAC Addnl. Coordinator
3. Mr. Sabapathi. S, IQAC Addnl. Coordinator
4. Extended Committee Members

Action Taken Report

From the previous meeting the various areas of concern were divided among the extended committee members as follows.

- Maintenance of Faculty and Student Details
- Research Encouragement and Recruitment and Documentation
- Library related
- Viscom Lab update
- Computer lab update
- Online Education
- Psychology lab updates
- Sports related issues
- Culturals related issues
- Research Publication and Citations
- IPR and Innovation
- Improving Academic Results
- Improving public exam results
- Outreach
- Residential accommodations, educational loans processing and grievance committee
- Increasing percentage of women students and faculty enrolment, Language lab
- Facilities for differently abled students
- Peer Rating and Placement

- Application to Seat Ratio
- Add on Courses
- Feedback system
- Funded Research
- Bill maintenance , accounts audit, details of management contribution
- Scholarships
- Skills Development and Competitive exam
- Alumni
- Energy conservation waste management and Green initiatives

Minutes

1. The second meeting of the IQAC committee started with a silent prayer.
2. The introductory remarks were made by Mr. SabapathiS , Additional Coordinator, IQAC thanking the Extended Committee members for their inputs on roles to be played during the year.
3. The IQAC Coordinator highlighted the need for strategy planning as the college was moving into a new mode of education having the online mode as the prevalent one in use due to the pandemic. The Coordinator explained that portfolios which were previously distributed should be adhered to and strategic plans should be made accordingly in the best interest of the institution.
4. In view of the online mode of education, it was noted that there were a lot of challenges both on the part of faculty as well as student. Therefore it was decided to have a feedback on effectiveness of online classes and that the extended committee should conduct this feedback session under the coordination of the IQAC core committee
5. The members enquired as to the nature of collection of data. The Coordinator informed them that the data would be collected via Google forms and through a Google meet platform so as to orient the students on methodology of the feedback.
6. The meeting ended with Mrs. Srivaishnavi KR proposing the vote of thanks and thanking all the members for their meticulous interaction.

MINUTES OF 3rd IQAC MEETING

Date: Friday, 14th August 2020

Time: 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks - Dr. Fatima Vasanth, Academic Director
3. Orientation for UG Students - Dr.Usha George, Principal
4. Bridge Course - Dr.Usha George, Principal
5. Followup of feedback activity - Mr. Daniel Chalke, IQAC Coordinator
6. Any other Matter
7. Vote of Thanks - Ms.Srivaishnavi K R and Mr.Sabapathi , IQAC Addl. Coordinators

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.Usha George, Principal
- 3.Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken Report

1. Strategic plans were made by each of the extended committee members as per the area allotted to them and submitted to IQAC on or before 30th July 2020
2. Feedback on effectiveness of online classes was conducted on 10th August 2020 and all 2nd UG and 3rd UG as well as final PG class was part of this online exercise.
3. Analysis of feedback was placed up for discussion at HoD meeting on 13th August 2020

Minutes

1. The meeting started with silent prayer
2. The meeting was started with introductory remarks made by the Academic Director, Dr. Fatima Vasant. Madam congratulated the team on the successful conduct of the feedback exercise even though it was on a virtual platform.
3. It was decided that the orientation programme for first year students in undergraduate programmes would be held on the 19th of August. Due to pandemic the orientation would take place online. Each of the college officials would have their separate portfolios to talk about.

4. The orientation programme being the immediate face of the college to first year UG students, it would be apt to follow the programme up with a bridge course. Since the need was for students to adapt to collegiate environment without actually being on campus, the bridge courses would have to focus on the online classroom and netiquette would have to be incorporated into the bridge courses.
5. The coordinator of IQAC took this time to thank the extended committee for their unwavering support during the feedback exercise. He revealed that the findings had been compiled and presented at the HOD meeting on 13th August 2020. The major findings of the feedback study revealed that the online classes were more effective than thought . The students responded positively but also were keen to state the connectivity issues and other distraction factors that they had during connecting to classes.
6. The meeting ended with a vote of thanks by both additional coordinators, Mrs Srivaishnavi and Mr. Sabapathi wherein all the members were thanked for extending their fullest cooperation to the IQAC

MINUTES OF 4th IQAC MEETING

Date: Friday, 11th September 2020

Time: 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks - Dr. Fatima Vasanth, Academic Director
3. Student leadership (proposed but executed at dept level) – Dr. Usha George, Principal
4. Mock Visit for NAAC PTV – Dr.S.Nagajothi, IQAC Advisor
5. Association of departments with IQAC in organizing seminars and workshops - Mr. Daniel Chalke, IQAC Coordinator
6. Discussions
7. Any other Matter
8. Vote of Thanks - Mr. Daniel Chalke, IQAC Coordinator

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.Usha George, Principal
- 3.Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken report :

1. Orientation Programme for all first year UG students was conducted online both at collegiate and departmental levels on 19th August 2020
2. Bridge course was organized for all first year UG students was conducted online for a period of three days spanning from 20th August 2020 to 22nd August 2020 covering areas of subject basics to online class etiquette and general life skills of coping with life during lockdown.
3. As a followup to feedback on online classes, after the presentation of the analysis at various fora, the faculty body decided to reduce the number of online hours and add offline hours during which academic activity would be submitted by students to their respective class teachers.

Minutes

1. The meeting started with a silent prayer
2. Introductory remarks were made by the Academic Director, Dr. Fatima Vasant. She expressed her delight in the successful and innovative conduct of the orientation and bridge courses.
3. The student council in place after the investiture on 30/07/2020, it was proposed to have a student leadership development program so that student leaders would develop their skills to communicate and coordinate even through online platforms and coordinate online programmes. It was understood that this would be a paradigm shift for them and therefore the leaders should be adept to many skills.
4. The run up to the NAAC peer team visit is filled with much anticipation and therefore the institution would benefit from a mock visit to increase its preparedness for the same. Therefore a mock visit was proposed with the collegiate authorities being the assessors of the different departments and cells and clubs.
5. The mock visit with collegiate officials would help the institution review its processes and procedures from a self-perspective but a broader view would be needed if the college was to prepare excellently. Therefore, it was decided that , based on the inputs of the internal Mock visit committee, an external Mock visit would be conducted after the internal visit. The assessors should be selected from the top performing and associated institutions.
6. It was decided that prudence be the order of the day for the betterment of the institution and therefore the academic events and activities of the college should be brought under the banner of IQAC. This would be a bold move towards ensuring quality in all the processes of the institutional functioning. Given the advantage of the online platform, one of the few boons of the pandemic period, many departments were conducting seminars and workshops. These seminars and workshops would impart knowledge to the different participants.
7. The meeting ended with a vote of thanks by Mr. Sabapathi. S, additional coordinator , IQAC.

MINUTES OF 5th IQAC MEETING

Date: Wednesday, 21st October 2020

Time: 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks - Dr. Fatima Vasanth, Academic Director
3. Orientation for Faculty inducted during the year - Dr.S.Nagajothi, IQAC Advisor
4. Orientation for PG students –Dr. Usha George, Principal
5. Discussion on Mock Visit – Mr. Daniel Chalke, IQAC Coordinator
6. Any other Matter
7. Vote of Thanks – Mrs. .Srivaishnavi K R, IQAC Addl. Coordinator.

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.Usha George, Principal
- 3.Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken Report

1. Student leaders were identified at department level after the investiture ceremony and student leadership programmes were conducted in the first week of August 2020 at the department level.
2. Internal Mock Visit was conducted on 8th and 9th October 2020. The Mock team consisted of Bro. Dr. S. Arockiaraj, Director, Dr. Fatima Vasanth, Academic Director, Dr. Usha George, Principal, Dr. Geetha Rufus, Vice Principal - Shift II, Dr. B. Meena, Vice Principal - Shift I.
3. Mock Visit was conducted on 14th October 2020. The external team consisted of Dr. E. Murugan, HOD and Professor, Dept of Physical Chemistry, UNOM Guindy Campus Dr. S Alfred Cecil Raj, Associate Professor, Dept of Physics, St. Joseph College, Thiruchirapalli and Dr. Xavier Mahimairaj, IQAC Coordinator, Loyola College, Chennai. They gave valuable inputs for the college to better its presentation of itself.

Minutes

1. The meeting commenced with a silent prayer
2. The introductory remarks were made by the Academic Director, who thanked the committee for anchoring the mock visit, both external and internal.
3. It was noted that during the pandemic period there was a bit of attrition and therefore there was intake for few departments. Some departments had upgraded to PG and therefore there was requirement for new faculty in those departments. As is customary in college, and a good practice, the new recruits should be oriented to the college rules, regulations and culture. Considering that the classes were mostly online, the required netiquette should be imparted to the new recruits so that online classes would move forward freely and smoothly. The orientation for new faculty would take place on 24th October 2020 in college so that the new recruits could acquaint themselves with the campus.
4. The PG batch of 2020-22 was set to begin its academic year and therefore orientation programme for the PG students was slated for 31stOctober 2020. This particular orientation programme would be of much importance considering that 3 new PG programmes were being introduced this year – MA HRM, MSc Mathematics, and MSc Applied Psychology.
5. The forum was left open for discussions on the mock visits. The IQAC coordinator Mr. Daniel conveyed his thanks to all the members for the successful conduct of the visit. He also highlighted the various highpoints of the visit. On a more critical approach, the academic director, Dr. Fatima Vasant and the principal, Dr. Usha George gave suggestions on the improvements that could be made in the college presentation and departmental presentations so that the college could be viewed more proficiently. The IQAC director, Dr. Nagajothi brought to table, the different suggestions given by the External Mock Visit team members.
6. The concluding remarks by the Academic Director was an appreciation for the hardwork done but at same time there was scope for improvement in order for the institution to portray itself in the best light possible.
7. The meeting ended with the vote of thanks by Mrs. Srivaishnavi KR, additional coordinator, IQAC.

MINUTES OF 6th IQAC MEETING

Date: Friday, 08th January 2021

Time: 2:30 pm

Venue: Academic Director Office

Agenda

1. Prayer - Mr. Daniel Chalke, IQAC Coordinator
2. Introductory Remarks - Dr. Fatima Vasanth, Academic Director
3. Dates for NAAC Peer Team visit - Dr. Fatima Vasanth, Academic Director
4. Working Committees and associated timelines - Dr. Fatima Vasanth, Academic Director
5. Review of presentations for NAAC Peer Team visit -Dr. Usha George, Principal
6. Any other Matter
7. Vote of Thanks Dr.S.Nagajothi, IQAC Advisor

Members Present

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.Usha George, Principal
- 3.Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken Report:

1. Orientation for new faculty was conducted on 24th October 2020 and 11 faculty were inducted into various programmes. The new recruits expressed their happiness in joining the institution and were very happy to undergo their orientation.
2. PG orientation was conducted on 31st October 2020 via online platform of Google meet and students from 6 programmes including the 3 new programmes, MA HRM, MSc Mathematics and MSc Applied Psychology , were inducted into the college.
3. As a result of the internal and external mock visits, each departmental presentation / club presentation and the college presentation underwent a number of changes to make it look crisper while still sticking to facts.

Minutes

1. The meeting started with a prayer by IQAC Coordinator, Mr. Daniel Chalke.
2. The Academic director opened the meeting with the announcement that NAAC had sent a mail on 6/1/2021 for finalizing the dates for Peer Team Visit. They had asked to provide 3 slots of dates. Madam suggested to submit dates in February or early March so that the institution would have a one month cushion of preparation time.
3. In view of the upcoming NAAC Peer Team visit, it was decided to delegate work through committees as is the culture and good practice of the institution. The list of working committees were drawn up and the members assigned to individual committees. Care was taken to include each and every aspect of the peer team visit so that excellence would be seen in all aspects.
4. In general discussion it was found that the different departments had yet to show their revised presentations from the previous round of inspection. Therefore the vice principal of shift II and Criterion 6 convenor was given the job of reviewing the presentations and three review schedules were drawn up for the month of January so as to refine and make each and every presentation excellent / efficient.
5. In other discussions, the need to learn from different institutions was stressed and the committee members were urged to look into other institutional experiences to understand their way of coping with peer team visit. In doing so, the IQAC team would get a better idea of how to organize / execute the peer team visit.
6. The meeting ended with a vote of thanks by the IQAC advisor, Dr. Nagajothi.

MINUTES OF 7th IQAC MEETING

Date : Monday ,1st February 2021

Time : 10:30am

Venue: Academic Director Office

Agenda

1. Prayer – Mrs. Srivaishnavi KR, Addnl Coordinator, IQAC
2. Introductory Remarks – Dr. Fatima Vasanth, Academic Director
3. Knowledge Sharing session on PTV – Mr. Daniel Chalke, Coordinator, IQAC
4. Final round of mock visits - Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
5. Last phase of preparation for PTV - Dr.Usha George, Principal
6. Submission of NIRF data - Dr.Usha George, Principal
7. Submission of India Today – MDRA data – Dr. .S.Nagajothi, IQAC Advisor
8. Any other Matter
9. Vote of Thanks- Mr.Sabapathi , IQAC Addl. Coordinator.

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.Usha George, Principal
- 3.Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken Report

1. Dates for NAAC peer team visit were finalized as 11th and 12th February 2021 and announced to the college on 10th January 2021.
2. NAAC review presentations were scheduled from 20th January 2021 to 25th January 2021 in the Conference Hall in campus. Each department presented and corrections were made to the presentations by the review officer.
3. 18 working committees were formed spanning the various aspects of the Peer Team Visit and they had started working toward the NAAC PTV.

Minutes

1. The meeting began with a prayer by IQAC additional coordinator, Mrs. Srivaishnavi KR.
2. The academic director, Dr. Fatima Vasant, opened the meeting with the exhortation to work towards the upcoming NAAC Peer Team Visit (February 11 and 12, 2021) and

see the institution through to a good grade. Madam also expressed that the Peer Team committee members would be announced soon.

3. In order for the institution to get a ground view on what the Revised Accreditation Framework allowed the peer team to do, it was understood that it would be best to learn from others experiences. Therefore a knowledge sharing session would be held on the day following the meeting, 02/02/2021, Dr. Xavier Mahimairaj from Loyola would be the resource person as that college had recently underwent the Peer Team Visit.
4. A final round of mock visit, taking into consideration the learning from the knowledge sharing session on 02/02/2021 would be held on 06/02/2021. This time internal visit committees would be formed where departments would inspect each other. This way the best practice of each department could be shared and uniformity to some extent in presentation could be ensured showing consistency across the college.
5. Even though the PTV was looming large, it was still the focus of the IQAC to remember its duties to other mandatory bodies. The committee was informed by the Principal that the last date to submit NIRF data would be extended to mid February 2021 and that the data compilation should go on simultaneously to preparations for NAAC PTV.
6. The IQAC Advisor, Dr. Nagajothi also informed the committee that India Today survey data had been requested and that the committee should work on collecting data for the same before the end of the month.
7. In the ensuing discussions, the stress was placed upon the minimal time left to tie up loose ends and ensure that the college was well readied for the NAAC Peer Team Visit so that it could get a good grade and make itself proud of its achievement.
8. With a feverish pitch of excitement ensuing in the whole meeting, the vote of thanks was proposed by Mr. Sabapathi S, IQAC additional coordinator.

MINUTES OF 8th IQAC MEETING

Date : Thursday,18th February 2021

Time : 2 pm to 4pm

Venue: Academic Director Room

Agenda

1. IQAC Room Requirement and Arrangement– Mr. Daniel Chalke, IQAC Coordinator
2. Review from stakeholders on PTV – Dr. S. Nagajothi, IQAC Advisor
3. FDP - Institutional preparation for NAAC Cycle 3 – Mr. Daniel Chalke, IQAC Coordinator
4. Roadmap for NAAC Cycle 3 – Mr. Daniel Chalke, IQAC Coordinator
5. Core team Additional Members – Dr. Fatima Vasanth, Academic Director
6. PTV Documentation – Dr. S. Nagajothi, IQAC Advisor

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.UshaGeorge,Principal
3. Dr. Arokiamary Geetha Doss, Vice Principal, Shift II
- 4.Dr.S.Nagajothi, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action Taken Report

1. Knowledge sharing session on NAAC PTV was conducted on 02/03/2021 and Dr Xavier Mahimairaj, IQAC Coordinator, Loyola College, Chennai addressed the faculty on how to better the presentation of the College so that it would be well appreciated by the visiting PTV members.
2. In the final week of the run up to PTV, a final round of review was scheduled on 4th and 6th February 2021 on a cross departmental basis and the different departments were able to learn and adopt best practices from each other.
3. NAAC Peer team visited the college on 11th and 12th February 2021 and the visiting team evaluated the college and gave good feedback on the same.
4. NIRF data was compiled and sent for final review. The compiled data would be submitted on 19th February 2021.
5. India Today data data compilation had begun and was in the process of finalization.

Minutes of the Meeting

1.AQAR:

It was decided that, for data collection, IQAC Extended committee members and student Volunteer resources must be effectively utilized. The collected data must be first verified by Dr.Nagajothi, IQAC Advisor, then by Vice principals, Principal and Academic Director before uploading. AQAR 2019-20 was assigned to Ms.Srivaishnavi.K R , IQAC Additional Co-ordinator to be completed by 15.04.2021,. AQAR 2020-2021 was assigned to Mr. S. Sabapathi, IQAC Additional Co-ordinator.

2.FDP -

It was proposed to conduct five days FDP by IQAC on the following topics.

- Day 1-Review on Exposure to self-financing and non-autonomous colleges by expert
- Day 2-Collaboration with other institutions and How to do Documentation by external person
- Day 3- Institutional preparation for NAAC Cycle 3 by expert
- Day 4- Quality Initiatives and Blue print of Institutional preparedness
- Day 5 - Accreditation process. Educate faculty on core points

3.ARIAA

The decision was passed to facilitate the application for ARIAA ranking by the Patrician College Innovation Cell via the channel of IQAC.

5. Documentation

In the matter of documentation, all documents would be maintained with Principal, IQAC, Departments and Cells in soft copy. All documents must have Principal sign with seal. All Departments, Committee, Clubs/Cells, IQAC, Placement would be given their seal for authentication of documents. Standard formats would be issued to maintain all College Documents. It was decided that all documents be submitted to IQAC by 5th of every month

6.Feedback Review from the following stakeholders.

In order to assess the performance of the institution and its functioning, feedback would be taken from a holistic perspective encompassing feedback from the Management Council, Hods, Faculty, Alumni/ Parents, and Students Council. The Faculty feedback would be anchored by IQAC, whereas the Alumni / Parents feedback would be anchored by its coordinator and the Students Council feedback would be anchored by Dr.Meena and Ms. Lakshmi.

7.It was emphasized that the College must function six days a week according to government order

8.Core Team Additional member

For the purposes of increased importance to be given to documentation, Mrs. B. Anandapriya would be an additional IQAC advisor to anchor the documentation process with documents being updated semester wise.

9.Naac Cycle 2 PTV Documentation

It was proposed by the Academic Director that the IQAC collect all Departments, Clubs, Placement, Exam, Sports, Presentations, Brochures, Videos, Photos, Department displays photos including the NAAC Peer Team Visit Video, Photos from entry to exit and this video should be updated in Youtube channel of our college.

10. Website

Updation of the college website would happen under the aegis of the IQAC with one technical person (Mr. Martin Basker)

11.Auditing

In order to maintain transparency among the stakeholders of the college, various audits were set up. Academic Audit will be anchored by Ms. Anandapriya, Academic Coordinator.

Administrative and stock auditing by Vice principals by last week of April (During University Theory Examination). Dr.Geetha Rufus, Vice principal, Shift II would anchor the administrative and stock auditing this semester by April 2021

12.Department, Cells/Clubs

All Department must have tie-up with premier institutions, Universities, top companies and global networks and anchor program in tie up with MHRD, NAAC, University, UGC, DST.

13.IQAC

1. In order to improve the IQAC and make it stronger, few points were suggested :
 - Maintain standard formats for college
 - Maintain SSR of NAAC Cycle I and Cycle II, AQAR soft copy for all years.
 - All documents must be collected by 5th of every month directly by IQAC in standard format through extended committee members with help of IQAC student representatives.
 - IQAC must aim on 100 percent qualified staff

- Maintain Stock register
- Prepare blue print on institutional preparation and Road map for next three years

14.Requirements for maintaining documents

- Dedicated computer servers
- External hard disk
- Backup server
- Same domain to be maintained

MINUTES OF 9th IQAC MEETING

Date: 01.03.2021(Monday)

Time : 2.30 pm

Venue: Academic Director Room

Agenda

1. Prayer - Ms. Srivaishnavi K R, IQAC Additional Co-ordinator
2. Welcome Address – Dr. Fatima Vasanth, Academic Director
3. Strengthening IQAC
4. Celebration for achievement of the college in being awarded A+ Grade by NAAC
5. Quality Initiatives of IQAC
6. Vote of thanks – Ms. B. Anandapriya, IQAC Advisor and Academic affairs Coordinator

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.UshaGeorge,Principal
- 3.Dr.Geetha Rufus, Vice Principal, Shift II
4. Mrs. B. Anandapriya, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action taken Report of the meeting held on 18.2.2021

1. For the purposes of increased importance to be given to documentation, Mrs. B. Anandapriya, was designated as IQAC Advisor
2. AQAR for the years 2019-20 and 2020-21 were assigned to Mrs. Srivaishnavi KR and Mr. Sabapathi S respectively. As per the time line, the data for 2019-20 was in compilation process. Upon effectively collecting the data, 2020-21 data compilation would begin.
3. Feedback on various stakeholders ie. Parents, Students, Alumni, Teachers, Employers was collected
4. Academic audit, Stock audit and Administrative Audit was scheduled and conducted.

Minutes of the discussion

Strengthening IQAC

- In order to strengthen IQAC Team Ms. Anandapriya, was designated as IQAC Advisor to maintain the College documents
- Formation of Criterion Wise Committees for Cycle3
- Reconstitute Extended Committee
- Departments/Cells/Clubs/Committees/Placements must Submit the Documents to IQAC before 5th of every month
- Data Centre with Dedicated Server and Backup to be proposed
- One IQAC Internal Meeting to be conducted every month
- IQAC Meeting with Extended Members must be conducted every three months

Celebration for achievement of the college in being awarded A+ Grade by NAAC

Program Schedule

Time	Program	Incharge
11.45 am	Prayer Song	Ms. Reena Rachel, Asst Professor Ms. Leanne Maria, Asst Professor
11.48 am	Welcome Address	Dr. Usha George, Principal
11.52 am	A to A+ Video Presentation	Mr. Sabapathi. S, IQAC Additional Coordinator Mr. Nandha Kumar. B, Technical Assistant
11.57 am	Unveiling Patrician Rank Card in Cycle -2	Bro. Dr. S. Arockia Raj, Director & Secretary
Self Assessment Presentations		
12.00 pm	Criterion 1	Ms. Anandapriya B, Convenor
12.05 pm	Criterion 2	Ms. Mahalakshmi. G, Convenor
12.10 pm	Criterion 3	Dr. Sindhu Sivan, Convenor
12.15 pm	Criterion 4	Mr. Daniel Chalke, IQAC Coordinator
12.20 pm	Criterion 5	Dr. Meena B, Convenor
12.25 pm	Criterion 6	Dr. Geetha Rufus, Convenor
12.30 pm	Criterion 7	Ms. Lakshmikumari Crossbell, Criterion Team Member
12.35 pm	Blueprint Towards A++	Dr. Fatima Vasanth, Academic Director
12.40 pm	Concluding Remarks	Bro. Dr. S. Arockia Raj, Director & Secretary
12.45 pm	Vote of Thanks	Ms. Srivaishnavi K R, IQAC Additional Coordinator

Quality Initiatives of IQAC

As a part of quality initiative the followings programs are proposed

- Two five days FDPs must be conducted per semester (4 Per year)
- Two student leadership programs must be conducted per semester (4 Per year)
- Capability building for Admin andAccounts Staff (2 Per year)
- Interface program with PTA and AA (2 per year)
- Open Forum with students and faculty (2 per year)
- Focused Group discussion must be conducted every semester (2 per year)

Monitoring and Supervision

In order to assess the performance of the institution it was decided to conduct Internal Mock visit every year in the month of April and External Mock visit would be conducted once in two years in April

Funded Research/Resource Mobilization

In order to improve the funded Research the following initiatives was proposed

- Major research at College level withIQAC by 30th March (1 per year)
- Minor/Major research atDepartment Level by 30th March (1 per Department)
- Extension / Placement / ED / PCECand clubs by 30th March (1 per unit per year)
- Major research at College level with IQAC by 30th March (1 per year)
- Minor/Major research atDepartment Level by 30th March (1 per deptper year)
- Extension / Placement / ED / PCECand clubs by 30th March (1 per deptper year)

Publication

- Mandatory Publication of 1 per faculty by 30th March every yearin UGC CARE listed journal
- College e-Journal anchored byResearch Committeeby 30th March every year
- Department e-Journal anchored byHODby 30th March every year
- Department / Club e-newsletterby 30th March 2 per year

Collaborations /MOU

It is proposed that the Department must have Collaboration with the following institutions

- Global – College level 3 per year
- Global Department Level 1 per year
- National – College level 5 per year
- National Department Level 2 per year
- Extension/ Placement / ED / PCEC/clubs1 per year

MINUTES OF 10th IQAC MEETING

Date:.05.03.2021(Friday)

Time :12. 00 pm to 1.30 pm

Venue: Academic Director Room

Agenda

1. Prayer - Mr. Daniel Chalke, IQAC Coordinator
2. Introductory Remarks – Dr. Fatima Vasanth, Academic Director
3. Follow up on Road Map for NAAC Cycle 3 – Dr. Fatima Vasanth
4. Celebration for achievement of the college in being awarded A+ Grade by NAAC
5. Quality Initiatives of IQAC
6. Vote of thanks – Mr. Sabapathi S, IQAC Additional Co-ordinator

Members Present:

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.UshaGeorge,Principal
- 3.Dr.Geetha Rufus, Vice Principal, Shift II
- 4.. Mrs. B Anandapriya, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator.

Action taken Report of the meeting held on Monday 1st March 2021

1. Review meeting was conducted for NAAC Cycle 2 and Road map was given for NAAC Cycle 3 by Academic Director in the Celebration for achievement of the college in being awarded A+ Grade by NAAC
2. The various criterion convenors gave presentations on Self Assessment of the College and lacunae were identified in which the college could score more. The Roadmap given by Academic Director reflected solutions to the same.
3. The criterion wise committees for Cycle 3 were formulated and sent to all the members.
4. All quality policies were announced to be put into action from the coming academic year.

MINUTES OF THE MEETING

1. In order to strengthen the IQAC it was decided to constitute the IQAC with two IQAC Advisors and one IQAC Coordinator and two IQAC Additional Coordinator.
2. To initiate the work of NAAC Cycle 3 the Criterion wise meeting would be conducted with the NAAC Core Committee
3. The Criterion Conveners would prepare the requirements and submit the blue print for the NAAC Cycle 3 to IQAC. Therefore, a Collective proposal will be made.
4. The Meeting dates were scheduled for each Criterion with IQAC team in Academic Director Room. The Conveners would prepare Metric wise blue print, proposal with time line.
 1. Criterion 1 - 15th March 2021
 2. Criterion 2 -17th March 2021
 3. Criterion 3- 19th March 2021
 4. Criterion 4-23rd March 2021
 5. Criterion 5- 25th March 2021
 6. Criterion 6-27th March 2021
 7. Criterion 7-29th March 2021
5. The IQAC would formulate roadmap and specific instructions would be given to the concerned.
6. The IQAC Advisor must follow up on documentation with IQAC Coordinator. The Hard copy and Softcopy maintenance of documents must be followed up.
7. Mr. Sabapathi S, IQAC Additional Coordinator must follow up the UGC and University schemes on the respective website and update regularly
8. UGC Paramarsh/ UGC NET SET Coaching
9. It was proposed to conduct FPD on Institutional Readiness for Cycle 3 in the first week of April. The topics and staff in charge were scheduled as follows
 - Day 1 – Training on Documentation – Dr. Nagajothi. S, IQAC Advisor, Mrs. B Anandapriya, IQAC Advisor.
 - Day 2 – Learning from other institutions - Mrs. Srivaishnavi K R with IQAC Extended Committee Members. Two best practices of A++ graded Colleges must be presented
 - Day 3-to Day 5- Criterion targets by respective Criterion convener

10. Website committee Meeting and digital board meeting would be held on 11th March 2021.
11. The digital board would be updated regularly with Thought for the day, Courses offered, College information, College programme of the day and previous programme occurrences by Ms. Sindhuja, Assistant Professor, School of Media Studies and Mr. Nanda Kumar, Technical Assistant
12. The respective Program Coordinator must send the details to Mr. Nandakumar, Technical Assistant for Digital board and Mr. Martin, Assistant Professor, School of Media Studies for Website.
13. It was insisted that all the official information must be sent through mail, WhatsApp can be used only to send Quick messages
14. As a part of the promotion College Courses, each Department would present the promotion video content in the College Youtube Channel. It can be anchored by the HoD or any senior faculty of the Department with good Communication skills.
15. As a quality initiative the Librarian would give educational news update on HEI to all faculty members from the newspaper in daily basis.

MINUTES OF 11th IQAC MEETING

Date:.01.04.2021(Thursday)

Time :12. 00 pm to 1.30 pm

Venue: Academic Director Room

Agenda

1. Prayer – Mrs. Srivaishnavi. KR, IQAC Addnl Coordinator
2. Introductory Remarks – Dr. Fatima Vasanth, Academic Director
3. Followup of strategy planning - Dr. Fatima Vasanth, Academic Director
4. Data submission for Week Survey – Mrs. B. Anandapriya, IQAC Advisor
5. Any other Matter
6. Vote of Thanks – Mr. Sabapathi S, IQAC Addnl Coordinator

Members Present

- 1.Dr. Fatima Vasanth, Academic Director
- 2.Dr.UshaGeorge,Principal
- 3.Dr.Geetha Rufus, Vice Principal, Shift II
- 4.. Mrs. B Anandapriya, IQAC Advisor
- 5.Mr. Daniel Chalke, IQAC Coordinator
- 6.Ms.Srivaishnavi K R, IQAC Addl. Coordinator.
- 7.Mr.Sabapathi , IQAC Addl. Coordinator

Action Taken Report:

1. On 31/03/2021, the Provincial of Patrician brothers visited the institution and the different strategic plans for the institution were placed before him. The Provincial congratulated the college on the awarding of NAAC Grade A+ and assured that he would do all possible to get the strategic plan presented underway so that the college could reach greater heights.
2. FDP on Entrepreneurship and Innovation was conducted in campus in association with PIIC for a period of 5 days spanning from 08/03/2021 to 15/03/2021 via hybrid mode in which all faculty participated and e-certificates were issued.
3. Meetings were conducted with each Criterion and the blueprint for strategic execution was drawn up criterion wise.

Minutes

1. The meeting started with a prayer by MrS. Srivaishnavi KR, IQAC Additional Coordinator
2. The Academic Director, Dr. Fatima Vasant, opened the meeting with the congratulatory message for the FDP conducted in March and admired the way the hybrid mode was seamlessly integrated despite difficulties

3. The Academic Director also placed on record the importance of following up with the strategy plan made and presented on 31/03/2021 at the all faculty forum. Document collection should be done as per the strategy plan so that the actual execution could be measured vis a vis planned proposal.
4. The IQAC Advisor informed the committee that Week magazine was conducting a survey and that data for the same had to be collated and submitted by the month end. The IQAC coordinator Mr. Daniel assured that the team would work on it and submit it in time.
5. The Principal, Dr. Usha George stressed the need to maintain quality in all processes of the institution's running and encouraged the presence of the IQAC on campus to a greater extent.
6. The meeting ended with the Vote of thanks by Mr. Sabapathi. S, IQAC Additional Coordinator

MINUTES OF 12th IQAC MEETING

Date: 17.05.2021 (Monday)

Time : 2:30 pm

Platform: Google Meet

Agenda

1. Prayer
2. Introductory Remarks – Mr. Daniel Chalke, IQAC Coordinator
3. Documentation for the year 2021-22 – Mrs. B. Anandapriya, IQAC Advisor
4. Revisiting Vision and Mission - Dr. Fatima Vasanth, Academic Director
5. Any other Matter
6. Vote of Thanks - Mrs. KR Srivaishnavi, Additional Coordinator, IQAC

Members Present

1. Dr. Fatima Vasanth, Academic Director
2. Dr. Usha George, Principal
3. Dr. Geetha Rufus, Vice Principal, Shift II
4. Dr. S. Nagajothi, IQAC Advisor
5. Mrs. B Anandapriya, IQAC Advisor
6. Mr. Daniel Chalke, IQAC Coordinator
7. Ms. Srivaishnavi K R, IQAC Addl. Coordinator.
8. Mr. Sabapathi, IQAC Addl. Coordinator

Action Taken Report:

1. Policies were set in place to ensure that the strategic plan presented on 31/03/2021 could be carried out in the institution
2. Week Magazine survey data was compiled and submitted on 30/04/2021 .

Minutes

- The meeting commenced with a silent prayer
- The IQAC coordinator in his opening note expressed his thanks to the institution for creating a good platform for the IQAC to work with the stakeholders and ensure quality on campus and online.
- Mrs. Anandapriya. B, IQAC Advisor and Academic Affairs Coordinator stated that documentation schedules needed to be adhered to strictly if the college wanted to see improvement in grading and quality on campus.
- The Academic Director gave the idea of revisiting vision and mission statements of the institution. As she remembered, the vision and mission of the institution was modified after completion of Cycle 1 of NAAC and therefore needed to undergo further revision for the upcoming Cycle 3 of NAAC. She informed that a drafting

committee would be set up for drafting the revised mission and vision statements of the institution.

- The Principal Dr. Usha George and the IQAC Advisor Dr. Nagajothi welcomed the idea of revisiting mission and vision statements as it was an indicator of the commitment of the institution towards progress and advancement of ideologies, processes and the college as a whole.
- The meeting ended with a vote of thanks by Mrs. KR Srivaishnavi, Additional Coordinator, IQAC