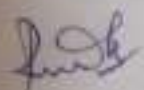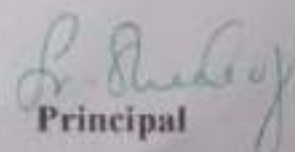**IQAC Meeting with the departments and the clubs along with Sr. Principal and Sr. Secretary for the year 2021-2022**

S.No.	Date	Department	Time
1	22.02.2022	Language department	11.30 – 12.30 pm
2	23.02.2022	Administration	10.30 – 12.30 pm
3	23.02.2022	Examination committee (CoE) and CIA	01.30 – 02.30 pm
4	24.02.2022	HoDs, Academic Council, BoS members and certificate course committee / diploma / PG diploma	01.30 – 02.30 pm
5	02.03.2022	**Extension Committee** (Institutions' Education/ Research/Extension are based upon the basic human values to help community as a whole to lead a successful life in changing our neighbourhood society which is also the surviving strength of our institute.) 1. NSS 2. NCC 3. Village adoption and extension committee 4. Unnath Bharath Abiyan (UBA) 5. YRC, RRC, Rotaract and Blood donation 6. Outreach programme 7. Swath Bharath / Swatchata campus 8. AICUF	01.30 – 02.30 pm
6	03.03.2022	Research Committee/IIC/Fund raising committee / Swayam and MOOCs / ICT academy	10.30 - 11.30 am
7	03.03.2022	Library and laboratory in charges	01.30 – 02.30 pm
8	09.03.2022	Student support 1. Scholarship committee 2. Placement cell and Intern Shala 3. Sports committee 4. Anti-ragging committee 5. Committee for prevention of sexual harassment 6. Discipline committee and grievance redressal committee 7. Student council election 8. Cultural committee 9. Eco club 10. Peace club	01.30 to 02.30 pm

IQAC Coordinator

Principal

Minutes of the IQAC meeting with the language department held on 22.02.22

The meeting was organized with Sister Secretary, Sister Principal, the IQAC members, and the Language Department faculty.

Dr. Savidha the IQAC coordinator explained all the criteria to the staff members. Except criterion IV the rest of the criteria files should be maintained in the departments. The data concerned with these criteria should be upheld from June 2021. It should be maintained as common for all the languages.

Every Thursday, data should be updated in the same template. All the reports should be countersigned by Sister Principal. Photos should be attached with all the reports. Large size photographs should be compressed to save storage space.

A proper format should be followed for the students' name list, (ex: Savidha R.) and sort them into alphabetical order.

Media proof can be taken along with the date, or it can be highlighted and scanned in the image format. The photos and if there are any videos recorded by the news channels, should be kept in the departments and will be collected whenever required.

Entry-exit calculation is not needed for the language department but the result analysis work should be done by collecting the galley sheet from the departments.

While updating the template if no events were conducted during the week, a mail mentioning 'nil report' should be sent to the DQAC. In the absence of the DQAC member in the department, the HoD of the respective department will send the updated mail to the DQAC. If Thursday is a holiday, then the mail should be sent by Wednesday evening.

Mentor-mentee name lists should be maintained by the language department. The NCC staff will be relieved from mentor-mentee system.
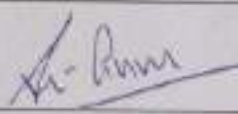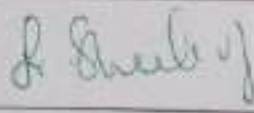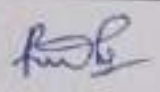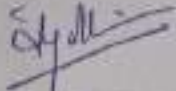
Consultancy split-up:
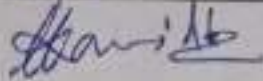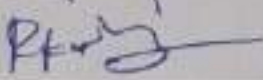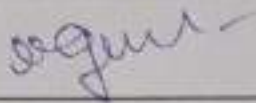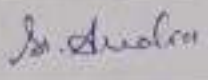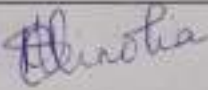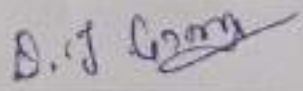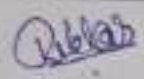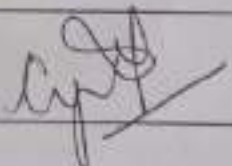
ATTRIBUTES	FACULTY	DEPARTMENT	MANAGEMENT
If college resources are not used	60	20	20

If college resources are used	50	25	25

- The above tabulation, the split-up for the consultancy was discussed. The amount is to be paid to the college through cheques or online transactions in favor of the college name. The college will pay the respective staff. Liquid cash can be transacted to the department.
- Only the functioning MoUs will be valid. At least one event should be conducted through the respective MOUs. Only then it will be considered as a functioning MOU.
- Once a year, a faculty member from each department will be sponsored by the institution to attend a seminar/symposium/ workshop etc. out of station.
- During the current semester no assembly will be conducted and there will be no guidance class. The students' aid can be taken and used for the maintenance work in the college campus.
- Clubs and committees will forward their reports to Mr. Sivalingam.
- Whenever events are to be conducted, flyers should be circulated among the staff. It is also to be posted on social media and updated as a status on WhatsApp.
- Sister Principal suggested that the scholarship details should be created in a proper format and should be circulated to all the departments.
- All the staff members should publish in at least one research journal every year.

Members Present

S. No.	Name	Signature
1	Rev. Sr. Anne Pamplany Secretary	
2	Rev. Sr. Dr. Sheela V.J. Principal	
3	Dr. Savidha R. IQAC Coordinator	

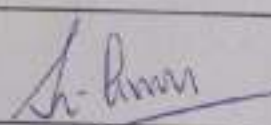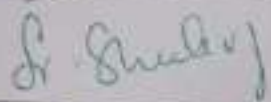|		
4	**Dr. Jyothi M.** DQAC Coordinator	
5	**Dr. Kavitha Kumaran** IQAC Member	
6	**Mrs. Preethi T.** IQAC Member	
7	**Mr. Karthikeyan R.** IQAC Member	
8	**Dr. Gomathi M.** IQAC Member	
9	**Sr. Arockiamary J.** IQAC Member	
10	**Mrs. Mary Vinolia C.** IQAC Member	
11	**Dr. Malarvizhi F.** Head & Associate Professor, Department of Languages	
12	**Dr. Amudha** DQAC Member, Department of Languages	
13	**Dr. Gunaseeli** Department of Tamil	
14	**Dr. Rekha** Department of Hindi	
15	**Ms. Cynthia George** Department of French	

Minutes of the IQAC meeting with the administrative staff held on 23.03.22

The IQAC team had a meeting with the administrative staff along with the Sr. Principal and Sr. Secretary on 23.03.2022 (FN).

The following points were discussed.

- The administrative office should have one DQAC member to act as a bridge between the office and the IQAC.
- Government and Non-Government Scholarships and freeship details should be maintained and submitted to IQAC properly.
- For non-governmental scholarships, the bonafide certificate issued from the office should be handed over to the class in charge for further follow-up.
- Income certificate must be collected during the time of admission.
- No tuition fee for the aided courses and it is collected only for the self-financing courses.
- The teaching and non-teaching post sanctioned letters, appointment letters, and relieving letters should be filed and maintained by the office.
- Ph.D. completion, orientation, refresher course, FDP and OD leaves should be recorded.
- The workload details from the JD office should be maintained in the office.
- The budget, income, and expenditure statement should be maintained. The statement of expense for the infrastructure, library, network facility, and ERP should be maintained with proof.
- The staff appraisal form should be revamped for both teaching and non-teaching staff.

Members Present for the Meeting

S. No.	Name	Signature
1	**Rev. Sr. Anne Pamplany** Secretary	
2	**Rev. Sr. Dr. Sheela V.J.** Principal	
3	**Dr. Savidha R.** IQAC Coordinator	

4	**Dr. Jyothi M.** DQAC Coordinator	
5	**Dr. Kavitha Kumaran** IQAC Member	
6	**Mrs. Preethi T.** IQAC Member	
7	**Mr. Karthikeyan R.** IQAC Member	
8	**Dr. Gomathi M.** IQAC Member	
9	**Sr. Arockiamary J.** IQAC Member	
10	**Mrs. Mary Vinolia C.** IQAC Member	
Administrative staff		
11	Ms. Isabella Mary	
12	Mr. Henry	
13	Mr. Vimal Kumar	
14	Ms. Mary	
15	Mr. Sakthivel	
16	Ms. Shalini	
17	Mr. Madan Ramkumar	
18	Ms. Jayanthi	
19	Mr. Rajesh	
20	Ms.Rebecca	
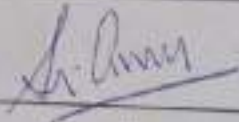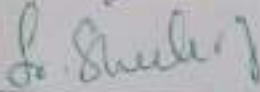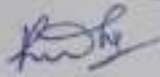
Minutes of the IQAC meeting with the CoE section and the CIA committee held on 23.02.22
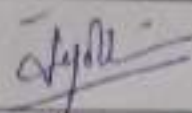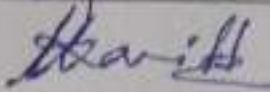
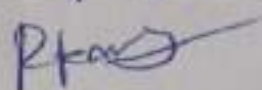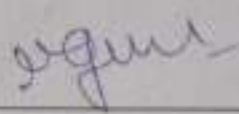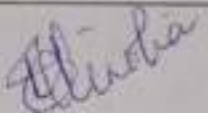The IQAC team organized a meeting with the Examination committee and the Continuous Internal Assessment committee with Sr. Principal and Sr. Secretary on 23.02.2022 (AN).
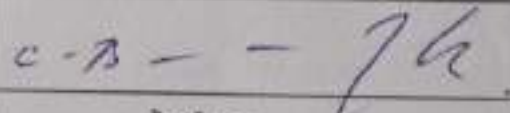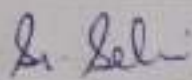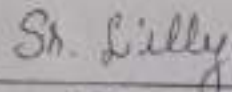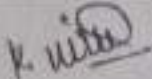
The following points were discussed:

- The templates from criterion II which has to be filled in by the CoE team.
- Mr. Karthick registered the rule from NAAC that the results should be declared within 14- 15 days after the last examination of the end-semester examination.
- The tentative examination calendar should be prepared by the COE.
- Based on the institution policies, details about complaints, grievances, and malpractices should be defined and communicated to the stack holders.
- Time table should be posted on the notice board and the geo - tagged photos of the same should be maintained.
- Time table proof, invigilators details, and the examination photos should be maintained.
- In case the exam is postponed, a circular in this regard should be prepared and issued.
- By the 15th March, the code of conduct should be given from the COE to the IQAC.
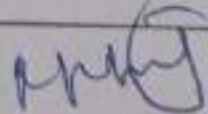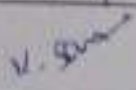
Members Present

S. No.	Name	Signature
1	Rev. Sr. Anne Pamplany Secretary	
2	Rev. Sr. Dr. Sheela V.J. Principal	
3	Dr. Savidha R. IQAC Coordinator	

4	Dr. Jyothi M. DQAC Coordinator	
5	Dr. Kavitha Kumaran IQAC Member	
6	Mrs. Preethi T. IQAC Member	
7	Mr. Karthikeyan R. IQAC Member	
8	Dr. Gomathi M. IQAC Member	
9	Sr. Arockiamary J. IQAC Member	
10	Mrs. Mary Vinolia C. IQAC Member	

Controller of Examination Section

11	Dr. Beulah Vijayarani	
12	Dr Anandakrishnan	
13	Dr. Sr. Selvi	
14	Sr. Lilly	
15	Mr.Vishnu	

Continuous Internal Assessment Committee

16	Ms. Deepa	
17	Dr. Bhuvaneshwari	
18	Mr. Santhosh Kumar	

Minutes of the IQAC meeting with Academic council and HoDs held on 24.02.2022

The IQAC team had a meeting regarding curriculum design and development and the NAAC data template for criterion I with the HoD of all the Departments and the Academic Council members along with Sr. Principal and Sr. Secretary.

The following points were discussed:

- The syllabi should be framed according to the local needs.
- Minutes of Board of Studies should be recorded and should be submitted to the IQAC at the end of the academic year.
- The timetable and workload should be filed in 1.1.2.
- The syllabus should be filed in 1.1.1.
- While revising the syllabus or changing the course of a programme, employability should be given importance.
- Core papers cannot be changed but the skill-based and the elective papers can be changed.
- **Academic flexibility:** Students can go to another department (Horizontal movement) to learn a new course according to their interest under a choice-based credit system (Example: Elective Course).
- Apart from 140 credits, Swayam and MOOCs courses can be given a certain credit point.
- Mini projects and MOOCs courses can be introduced in the departments.
- **Curriculum Enrichment:** Certificate course and value - added courses can be introduced. Certificate courses can be offered for a minimum of 30 days.
- **Value education:** Human Rights, Women Studies, Yoga for Human Excellence, etc. syllabi should be maintained in the departments.
- While maintaining the details about internship, industrial training, and implant training, the following details should be recorded for evidence.
    - Student Name
    - Title of the Project
    - Front page of the certificate
- Curriculum feedback template will be given to the IQAC by the Academic Council and will be collected from the stakeholders by the IQAC.

- The general feedback and Student satisfactory Survey will be collected by the IQAC.
- Test on psychometric analysis will be conducted to separate advanced learners and slow learners. Advanced learners can be segregated after the first internals. Extra responsibilities can be given to them. (**Example**: event in-charge, club heads, etc.). They can also perform peer teaching for slow learners. Geo-tagged photos can be taken as proof of their activities.
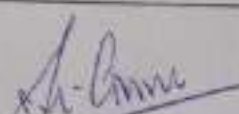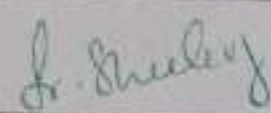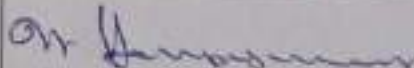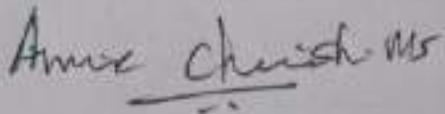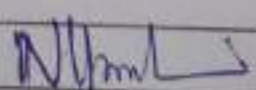
    In addition to the above - mentioned points the following points were discussed in general for the preparation of NAAC templates
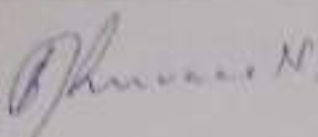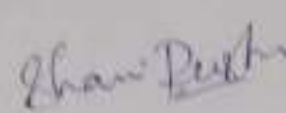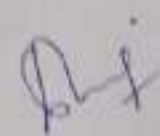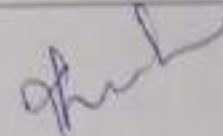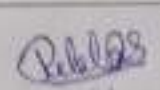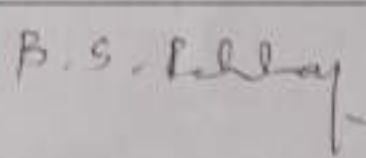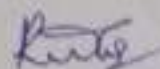
- Files for five criteria should be maintained in the department. For criterion six only one file should be maintained. Criterion IV files will not be maintained in the department.
- Data should be maintained from the 1ˢᵗ of June 2021 in the template given by the IQAC.
- Every Thursday the template must be sent to the DQAC mail.
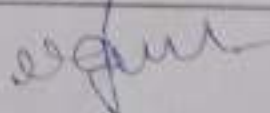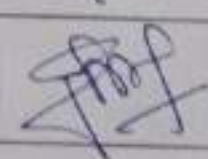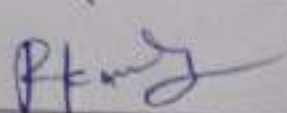- In case if the department has no activity for the week a mail mentioning "nil report" should be sent to the DQAC mail.
- In the absence of a DQAC member in the department, the HoD of the respective department will send the updated template and the reports to the DQAC mail.
- If Thursday is a holiday, the mail should be sent by Wednesday evening.
- The reports should be countersigned by Sister Principal.
- If Sister Principal is on leave the reports should be countersigned by the officiating principal.
- Photos should be attached with all the reports.
- A proper format should be followed for the students' name list, (ex: Savidha R.) and sort them into alphabetical order.
- If the event is published in the newspaper, the proof can be taken with the date highlighted.
- In case of news coverage in the TV channels, it should be maintained in the department and can be added while preparing the presentation.
- Mentor-Mentee name list should be maintained in the department.
- The functioning MoU's only will be recorded in the NAAC files. At least one event should be conducted through the respective MoU every year.

- A faculty member from each department will be sponsored by the institution to attend a seminar/symposium/ workshop etc. only once in a year (Registration charge will be paid by the institution).
- The coordinators of the clubs and committees should send the extension activity report to club coordinator Mr. Sivalingan.
- Flyers should be prepared for the department activities, and should be given to the website and circulated among the staff.
- Staff are encouraged to publish a minimum of one research article in UGC care list journals.
- Consultancy policy was discussed as follows.

ATTRIBUTES	FACULTY	DEPARTMENT	MANAGEMENT
If college resources are not used	60	20	20
If college resources are used	50	25	25

Members Present for the Meeting

S.NO.	NAME	SIGNATURE
1.	Rev. Sr. Annie Pamplany Secretary	
2.	Rev. Sr. Dr. Sheela V.J. Principal	
3.	Dr. Hemasrikumar Academic Dean	
4.	Dr. Anni Christi Head & Associate Professor Department of Mathematics	
5.	Dr. Visalakshi	

	Head & Associate Professor	
	Department of Botany	
6.	**Dr. Bhuvana** Head & Assistant Professor Department of English	*Bhuvana N.*
7.	**Dr. Shani Ruskin** Assistant Professor Department of History	*Shani Ruskin*
8.	**Dr. Malarvizhi** Head & Associate Professor Department of Tamil	*(signature)*
9.	**Ms. Sharmila Banu** Assistant Professor Department of Computer Science	*(signature)*
10.	**Ms. Rekha** Assistant Professor Department of Hindi	*(signature)*
11.	**Ms. Sashirekha** Assistant Professor Department of Commerce	*B. S. Rekha*
12.	**Dr. Savidha R.** IQAC	*(signature)*
13.	**Dr. Jyothi M.** IQAC	*(signature)*
14.	**Dr. Gomathi M.** IQAC	*(signature)*
15.	**Ms. Preethi T.** IQAC	*(signature)*
16.	**Mr. Karthickeyan** IQAC	*(signature)*
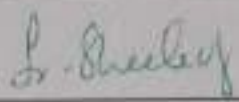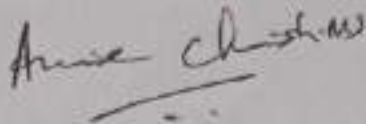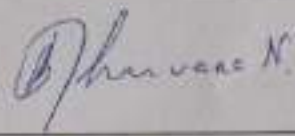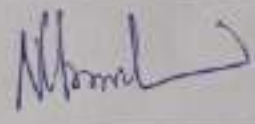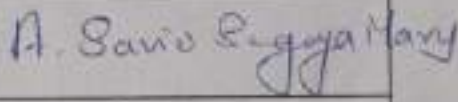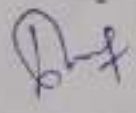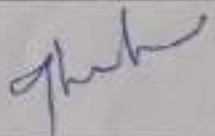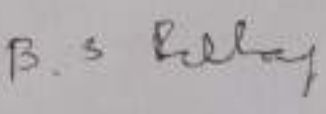
Minutes of the IQAC Meeting held on 23.11.2021

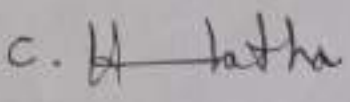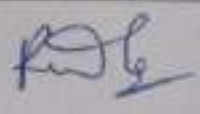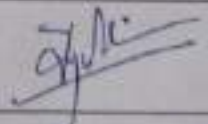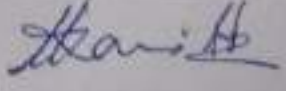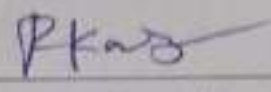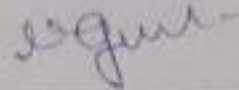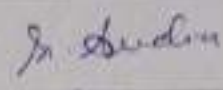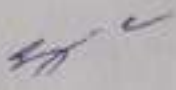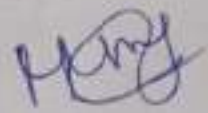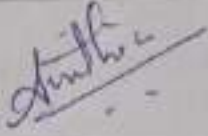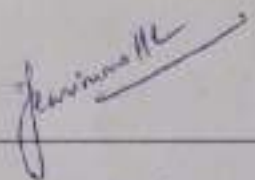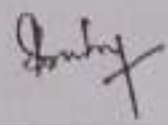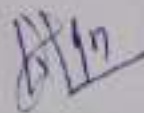The meeting was organized by the IQAC with Sr. Principal, HoDs and the DQAC members to discuss the AQAR and NIRF since the required details are not given in the proper format and the supporting documents.

The following particulars were put-down for efficacy of documentation.

- Geo-tagged photo soft copies can be collected as proof for all the events.
- The result analysis should be done and the pass percentage should be recorded. Discrepancy if any can be considered as result withheld. Language results should be collected from the departments.
- Evidence is required for slow learners and advanced learners.
- Departments should conduct workshops, seminars on the titles IPR, Research Methodology, Entrepreneurship and Skill Development because NAAC accepts only these topics.
- UGC care list journals should be cross verified by logging into the UGC portal and the ISBN and ISSN numbers should be maintained properly. Cloned journals can be verified through Youtube videos. Dr. Gomathi will do this with the help of research scholars.
- Scholarship and freeship details should be maintained by the concerned department.
- The departments should submit the following details with proper evidence.
    - students appeared and cleared for competitive exams
    - placement
    - higher education
- Last date for collecting Ph.D. applications is the 25th of November and the interview for the same will commence from 29th of November.
- The last working day is the 7th of December.
- Winter vacation is from 19th December to 5th January. After the Pongal holidays, II internal exams will be conducted for I PG. Excluding II PG others will have their model examination. I PG will have their model exam at the end of January.

Members present in the meeting:

S. No.	Name	Signature
1	Rev. Sr. Dr. Sheela V.J. Principal	
2	Dr. Annie Christi M.S. Head & Associate Professor, Department of Mathematics	
3	Dr. Buvana Head & Assistant Professor, Department of English	
4	Dr. Visalaskshi N. Head & Associate Professor, Department of Botany	
5	Dr. Savio Sagayamary A. Librarian	
6	Dr. Malarvizhi F. Head & Associate Professor, Department of Languages	
7	Ms. Sharmila Banu N Assistant Professor, Department of Computer Science	
8	Ms. Sashirekha B. Assistant Professor, Department of Commerce	
9	Dr. Hemalatha C. Assistant Professor, Department of Economics	
10	Dr. Savidha R. IQAC Coordinator	
11	Dr. Jyothi M. DQAC Coordinator	
12	Dr. Kavitha Kumaran IQAC Member	

13	Mrs. Preethi T. IQAC Member	
14	Mr. Karthikeyan R. IQAC Member	
15	Dr. Gomathi M. IQAC Member	
16	Sr. Arockiamary J. IQAC Member	
17	Mrs. Mary Vinolia C. IQAC Member	
18	Dr. Jeeva C. DQAC Member, Department of Economics	
19	Ms. Deepa K. DQAC Member, Department of Computer Science	
20	Dr. Anitha R. DQAC Member, Department of English.	
21	Dr. Jemima H.L. DQAC Member, Department of Botany	
22	Ms. Shalini DQAC Member, Department of Mathematics	
23	Ms. Baby Karthikeyan DQAC Member, Department of Commerce.	
24	Dr. Amudha DQAC Member, Department of Languages	
25	Dr. Sowmya DQAC Member, Department of History.	

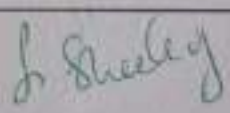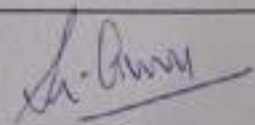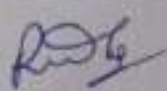# Minutes of the IQAC meeting with the library and laboratory staff on 03.03.2022

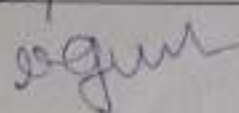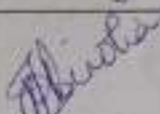The IQAC team organized a meeting for the library staff and the laboratory in-charges to discuss criterion IV.
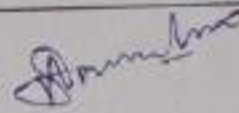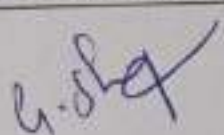
The following points were discussed

- A complete write-up including proper statistics about the library ILMS (Integrated Library Management System) and the laboratory should be submitted to the IQAC. The staff, research scholars and the students will be encouraged to login the INFLIBNET portal for E-resource. The E-journals and the physical journal list should be submitted to the IQAC with the help of the research committee.

- The books and the research journal details given to the magazine committee from the library should match with the IQAC report.

- The library staff should insist that the departments to prepare the required list of books.

- The research committee should submit department-wise details regarding the research journals available in the library and further requirements to the library and to the IQAC.

- Strategies or some innovative ideas should be implemented to encourage the staff and students to utilize the library to the maximum. Staff and students entry records are mandatory in the library.

- If students have to utilize the lab facilities after 3.30 pm a requisition letter should be given to the lab-in-charge.

Members Present for the Meeting

S.NO	NAME	SIGNATURE
1	Dr. Sr. Sheela V.J. Principal	
2	Sr. Annie Pamplany Secretary	
3	Dr. Savidha R. IQAC	

4	Dr. Jyothi M.	
	IQAC	
5	Dr. Gomathi M.	
	IQAC	
6	Ms. Mary Vinolia C.	
	IQAC	
7	Dr. Savio Sagayamary. A	
	Librarian	
8	Mr. Viswanathan	
	Assistant Librarian	
9	Ms. Stella	
	Assistant Librarian	
10	Ms. Shajitha	
	Assistant Professor	
	Department of Botany	
11	Dr. Mahalakshmi	
	Assistant Professor	
	Department of Physics	
12	Dr. Bhuvaneshwari M.	
	Assistant Professor	
	Department of Chemistry	
13	Mrs. Rebecca	
	Lab Assistant	

IQAC Team Meeting: 1

Circular

The IQAC Meeting will be held on 08/09/2021, at the IQAC room.

Agenda

1. Criterion allotment for IQAC members.
2. Functions of DQAC and template preparation.
3. Mentor-Mentee list preparation and circular for the departments.
4. Introducing OD form for faculty.

Minutes of the IQAC meeting held on 08.09.2021

The seven criteria were discussed and each member of the committee was given the responsibility of one criterion to collect and compile the details.

S.NO	NAME	CRITERIA
1	Dr. R. Savidha	Coordinator
2	Mrs. Preethi T.	I
3	Mr. Karthikeyan R.	II
4	Dr. Gomathi M.	III
5	Sr. Arokya Mary J.	IV
6	Dr. Kavitha Kumaran	V
7	Mrs. Mary Vinolia C.	VI
8	Dr. Jyothi M.	VII
9	Dr. Beulah Gideon	Proof-reading and editing

- Criterion I - The curriculum aspects will be handled by Ms. Preethi in coordination with the Dean, Academic Council and the Coordinator of Certificate Course.
- Criteria II- Consists of teaching, learning & evaluation which will be handled by Mr. Karthick. He will be coordinating with the administrative departments and with the Examination section.

The following points were discussed

NAAC website should be visited regularly for circulars, funding details and to download the appropriate templates

The events and the reports are collected systematically and suitable folders will be created and set apart in the computers. All collected data should be cross-verified with the checklist while receiving them.

Minutes of the IQAC meetings will be recorded by Ms. Preethi.

Mentor-Mentee allocation circular will be sent to the departments.

On-Duty: Staff should be instructed to handover the OD form with the programme invitation and the certificate for participation. Without prior intimation, OD will not be granted. The On - Duty (OD) form will be designed by the team and printed with a note that OD for sports and NCC is unlimited but for the rest of the faculty it is limited to 15 days.
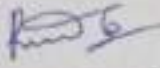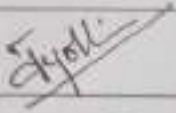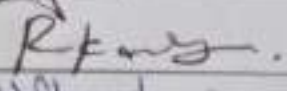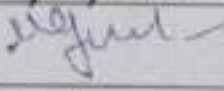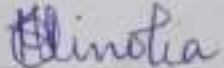
The team decided to organize an orientation programme on research publication and UGC care list journals.

Placement: Company details with date and time should be entered in the log register before the company visits the College. The appointment-order, package details, number of students placed, etc. should be collected from the company.

Library: Staff are expected to use the library facilities regularly. If the staff is on leave and the class is not engaged, then students are permitted to go to the library. Library hours are to be added to the regular timetable for the final year students.

Guidance Class: An alternative arrangement can be made for guidance class and mentor class to implement career guidance, aptitude, group discussion, personality development, etc.

IQAC Members

S.NO	NAME	SIGNATURE
1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	
3.	Dr. Kavitha Kumaran	ABSENT
4.	Mrs. Preethi T.	
5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	
7.	Sr. Arockiamary J.	
8.	Mrs. Mary Vinolia C.	

IQAC Team meeting: 2

Circular

IQAC Meeting will be held on 18/09/2021 through Google meet.

Agenda

1. File Index preparation
2. Staff and students vehicle in-charge for the year 2021-22.
3. Staff in charge of Geo-tagged photos for the organized events.
4. Modification in the Feedback forms collection for the year 2021-22.
5. Magazine details from IQAC.

Minutes of the IQAC meeting held on 18.09.2021

(Venue- Google Meet)

The meeting was organized to discuss criterion three, which is research publications, extension, consultancy and MoU and the respective data collection from the departments.

Magazine

The committee also discussed the details which are to be given to the magazine committee.

1. The journal publication details will be filed in the IQAC and the same will be published in the magazine.

2. Details regarding the proceedings of the presented and published papers should be entered only once without repetition in the magazine.

The IQAC team has planned to meet the magazine committee on the 19th of September 2021.

Preparation of file index

Prior to the preparation of file index, the committee members were asked to go through the recent NAAC manual published in March 2021, the key indicators mentioned in the manual should be analyzed and the required number of files should be finalized for each criterion. Each criterion file will be maintained with its unique color to enable easy differentiation.
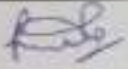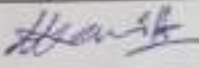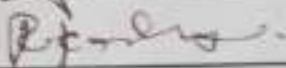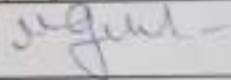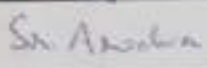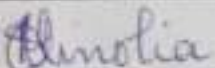
DQAC

DQAC Coordinator Dr. Jyothi will be the bridge between the IQAC and the departments. It was decided that the information given to the DQAC should be filed in the departments to avoid repetitions. The data collected by the DQAC from the concerned department should match with the data recorded in the IQAC, the magazine, and the principal's report.

The following points were discussed

- Data should be collected from the 1st of June 2021 onwards.

- Ms. Vinolia Richard will be in charge of the college vehicle and will be coordinating with the students, the tariff of the commute will be paid to the vehicle owner and the transaction details will be followed and maintained.

- Geo-tagged photos are required for the government and department programmes and will be monitored by Ms. Vinoliya and Mr. Karthikeyan respectively.

- The visitor's logbook should be maintained by the IQAC.

- Ms. Preethi and Mr. Karthick will be working on the student feedback and the same will be displayed in the college website.

IQAC Members

S.NO	NAME	SIGNATURE
1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	
3.	Dr. Kavitha Kumaran	
4.	Mrs. Preethi T.	
5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	
7.	Sr. Arockiamary J.	
8.	Mrs. Mary Vinolia C.	

IQAC Team meeting: 3

Circular

IQAC Meeting will be held on 07/10/2021, at the IQAC room.

Agenda

1. AQAR for the year 2021-22
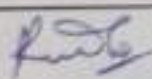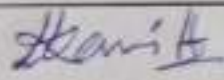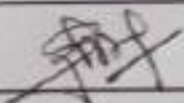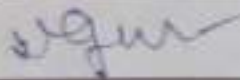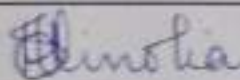2. Organizing a one day seminar regarding research publications.

Minutes of the IQAC meeting held on 07.10.2021

The AQAR template for the year 2020-21 was released in the NAAC website. The templates must be filled in before the 30th of October. The team has decided to collect the QM from the departments before the 13th of October, meanwhile the IQAC team will concentrate on the qualitative metrics.

The QM should be prepared from 1st June 2020 to 31st May 2021 to upload the AQAR. The data will be collected from the DQAC by the DQAC coordinator and will be sent to the respective IQAC members. The templates for AQAR were sent to the DQAC members of the departments. The previous AQAR copies can be referred as a model to collect the data for the upcoming year.

The team has planned to organize a one day seminar on research publications tentatively on the 29th of October and the responsibility is given to Dr. Gomathi to arrange the resource person.

IQAC Members

S.NO	NAME	SIGNATURE
1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	ABSENT
3.	Dr. Kavitha Kumaran	
4.	Mrs. Preethi T.	
5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	
7.	Sr. Arockiamary J.	
8.	Mrs. Mary Vinolia C.	

IQAC Team meeting: 4

Circular

IQAC Meeting will be held on 11/10/2021, at the IQAC room.

Agenda

1. To maintain a register by the DQAC coordinator for the reports
2. Requesting for a computer and a printer for IQAC

Minutes of the IQAC meeting held on 11.10.2021

The meeting was held with Sr. Principal. The IQAC team requested the DQAC Coordinator to maintain a register to record the incoming data from the departments. Sr. Principal said the register will be countersigned by her. If the departments failed to send, then the same will be informed by the DQAC coordinator.

The team requested Sister Principal for one desktop computer and a printer for the IQAC and Sr. Principal assured of the same.

Sr. Principal suggested that the team should refer the AQAR sent on April 2020 before preparing the AQAR for 2021 and she insisted that the qualitative metrics should align with the mission and vision of the college.

In the IQAC meeting held on the 7th of October, the last date for submitting the Q_im was decided as the 13th of October. The team requested the coordinator to extend the date for the Q_iM till the 18th of October and it was done.

IQAC Members

S.NO	NAME	SIGNATURE
1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	
3.	Dr. Kavitha Kumaran	
4.	Mrs. Preethi T.	
5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	ABSENT
7.	Sr. Arockiamary J.	Sr. Arockia
8.	Mrs. Mary Vinolia C.	Vinolia

IQAC Team meeting: 5

Circular

IQAC Meeting will be held on 01/11/2021at the IQAC room.

Agenda

1. Guidance book revamping
2. NIRF data collection since the portal has opened

Minutes of the IQAC meeting held on 01.11.2021
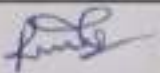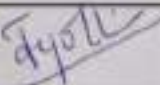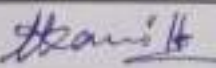
The following points were discussed

- The IQAC team in discussion with Sr. Principal requested the value education committee to revise the Guidance Book. A circular in this regard will be issued to Dr. Savio Sagayamary, the coordinator of the value education committee. The revised contents will be followed from the new academic year 2022 onwards.
- Dr. Gomathi suggested that each faculty should produce one publication every six months. A proposal was also given for plagiarism-checking software.
- Self-financing department's calendar should be ready within a week.
- The AISHE registration will be done by Ms. Vinoliya.
- ARIIA ranking registration will be done by Mr. Sivalingan, Assistant Professor, Department of Computer Science.
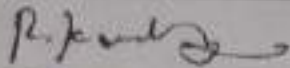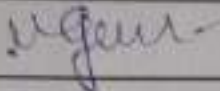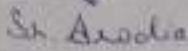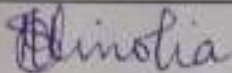
NIRF Ranking

The NIRF Portal is opened and the data collection is allotted for the entire team based on their criterion. NIRF ranking workshop will be conducted by IAE (Institute for Academic Excellence) Hyderabad on the 10th and 11th of December. Dr. Savidha and Ms. Preethi will be attending the workshop on behalf of the IQAC team.

The cumulative data from 2018-2021 should be collected from all the departments and updated in the NIRF portal.

IQAC Members

S.NO	NAME	SIGNATURE
1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	
3.	Dr. Kavitha Kumaran	
4.	Mrs. Preethi T.	

5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	
7.	Sr. Arockiamary J.	
8.	Mrs. Mary Vinolia C.	

IQAC Team meeting: 6

Circular

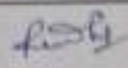IQAC Meeting will be held on 15/11/2021at the IQAC room.
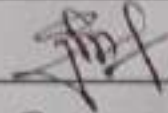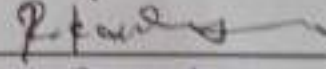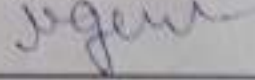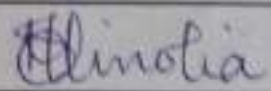
Agenda

1. Collection of NAAC files for the period 2016- 2021 from the departments and clubs.
2. NAAC Seminar on 16/11/2021
3. Google form to collect staff details for the NIRF.

Minutes of the IQAC meeting held on 15.11.2021

The following points were discussed in the meeting

- A time table will be drafted by the old and new IQAC team to collect the Cycle IV - NAAC files from all the departments, clubs and committees. Separate record room will be maintained with a sufficient number of cupboards.
- Qualitative metric (Q.M) drafts should be given to Rev. Sr. Anne Pamplani.
- The team has decided to attend a webinar organized by NAAC on New Education Policy on the 16th of November at 11. 30 am.
- Staff details required for NIRF will be collected using Google Forms.

IQAC Members

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1.	Dr. Savidha R.	
2.	Dr. Jyothi M.	ABSENT
3.	Dr. Kavitha Kumaran	ABSENT
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5.	Mr. Karthikeyan R.	
6.	Dr. Gomathi M.	
7.	Sr. Arockiamary J.	
8.	Mrs. Mary Vinolia C.	

IQAC Team meeting: 7

Circular

IQAC Meeting will be held on 06/12/2021at the IQAC room.

Agenda

Restructuring the website
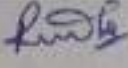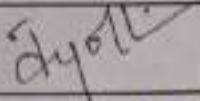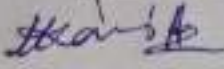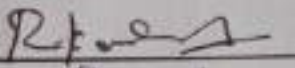
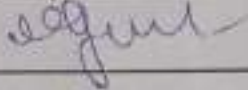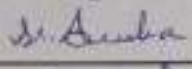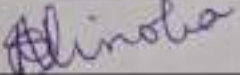# Minutes of the IQAC meeting held on 06.12.2021

The Team had a meeting with Sister Secretary and Sister Principal for restructuring the website.

The following points were discussed

- Admission brochure, highlights, media, NCC, NSS, sports and alumni photos can be uploaded in the home page of the website.
- A common gallery will be created for all the departments and committees.
- The Following things should be uploaded in the website
    - Minutes of Academic Council, Governing Body, BoS and Finance committee.
    - Outreach and extension activity photos can be regularly updated.
    - Minutes, syllabi & code of conduct should be kept ready for departments.
    - Code of Conduct of the clubs and committees.
    - Sr. Principal's annual report.
    - Annual reports of various clubs and committees.
    - Former principal's and former secretary's photos.
    - POs and COs can be summarized.
    - Courses offered can be mentioned under each department.
    - Department events, rank holders, prominent alumni, etc.,
    - Feedback forms for curriculum and general feedback from students.
    - Aided calendar
    - Research scholar details
    - Research Supervisor details with year of registration.
    - The sponsored project.
    - Publications can also be added with its details (Scopus, Web of Science, Springer, etc.,)
    - Photos relevant to campus life with proper resolution should be uploaded.
    - IIC (Institution Innovation Council) & IPR (Intellectual Property Rights) should be given under research.
    - NAAC- AQAR, SSR, NIRF ranking reports should be uploaded.
    - Special certifications like AISHE ranking, NAAC Certification, etc.
    - Student login should be created to upload their database.

o   An expert is needed for grammar editing and website updating.

IQAC members will conduct a meeting with the respective criterion member of each department.

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Circular

IQAC Meeting will be held on 14/02/2022 at the IQAC room.

Agenda
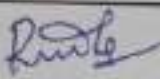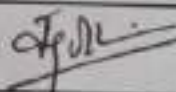
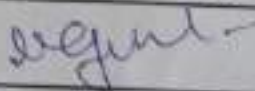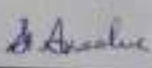IQAC members will conduct a meeting with the respective criterion member of each department.

Minutes of the IQAC meeting held on 14.02.22

The following points were discussed in the meeting

- IQAC members will conduct a meeting with the respective criterion member of each department.
- Excel sheet can be circulated among the departments to collect the details regarding economically backward students with the proof (income certificate).
- The feedback forms should be prepared before the 3rd week of March.
- Staff self-appraisal forms should be checked.
- Dr. Jyothi was requested to conduct a meeting with the college council members regarding the events they conduct in the college.
- Dr. Kavitha Kumaran will meet the clubs and committees related to student support.

IQAC Members

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1.	Dr. Savidha R.	
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