

MINUTES OF THE IQAC MEETINGS HELD DURING THE ACADEMIC YEAR 2023-24

Minutes of the Meeting- I
Venue: Boardroom

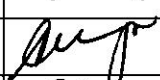
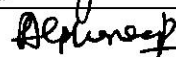
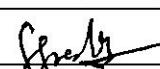
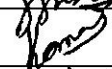

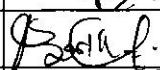
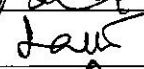
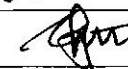
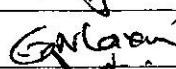

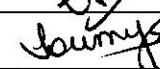
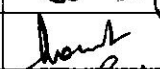
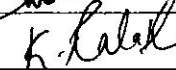
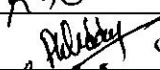
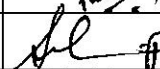
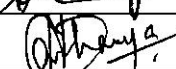
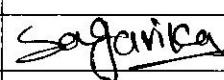
Date: 24-06-2023

Time: 1:30 pm

Agenda :

- Point 1: To review the activities conducted during 22-23
- Point 2: To plan for the activities for the academic year 23-24
- Point 3: To schedule BoS, Academic Council and Governing Body meetings
- Point 4: To plan for the Faculty Development Programme

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.S.Sreedevi, Coordinator, IQAC	Co-ordinator	
4	Dr.R.Komala , Dean, Academics, Department of Physics	Co-ordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Member, IQAC	Member	
7	Mrs.Latha- Head, Department of Business Management	Member	
8	Mrs.Pritha Ghosh - Head, Department of Microbiology	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Ms. C.Vanisree – HOD, Biochemistry	Member	
11	Mrs.P.SowmyaSreeLaxmi – Dept. of Comp.Science	Member	
12	Mrs.MonoshriMitra – Dept. of English	Member	
13	Mrs.K.Malathi – HOD , Social Sciences	Member	
14	Mrs. Geetha Reddy – HOD, Commerce	Member	
15	Dr.P.Suhasini- Department of Business Administration	Member	
16	Mrs.Harshanya- Department of Business Management	Member	
17	Ms.Sujatha Cecellia – Director, ATM	Member	
18	Mrs.Sagarika – Senior Office Assistant	Member	
19	Prof.M.Lakshmi pathi Rao – Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

Dr.Sr. Velangini chaired the meeting and welcomed all the members of IQAC to the meeting. She gave her appreciation to the IQAC Coordinator and all the members for their team spirit, meticulous planning and on successful completion of all the programmes organized by IQAC during the academic year 22-23.

Point 1: To review the activities conducted during 22-23

Dr.Sreedevi, the IQAC Coordinator presented a brief report on the activities conducted during the academic year before the panel. She expressed her gratitude to the management for being generous in allocating the funds and cooperating with IQAC for the successful implementation of the programmes planned during the academic year 22-23. She thanked all the members of IQAC for fulfilling the responsibilities bestowed during every event and discharging their duties with utmost sincerity and dedication

Point 2: To plan for the activities for the academic year 23-24

The IQAC Coordinator asked all the members to give their valuable suggestions to draw the academic plan for the IQAC activities fulfilling the requirements of all the criteria with a special emphasis on filling the loopholes in each criterion. Dr.Komala and Dr.Annie Sunil suggested that since the college is geared up for autonomy its better to complete the Academic and Administrative audits in the month of June only. All the members gave their consent and the dates were declared for Academic audit as 5th and 6th June 2023. It was also decided that the Auditors would be Sr.Alphonsa, Dr.Annie Sunil and Prof.Pardhasaradhi appreciated IQAC for planning the activities that cater to the academic excellence.

Point 3: To schedule BoS, Academic Council and Governing Body meetings

Dr.R.Komala, Dean, Academics asked all the members to propose convenient dates for conducting Governing body, Academic Council and Board of Studies meetings of all the departments.

Point 4: To plan for the Faculty Development Programme

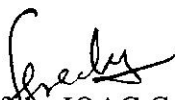
Dr.S.Sreedevi requested all the members to give their suggestions for the Faculty Development Programme to be conducted in the month of July. All the members unanimously suggested an FDP on functioning of Autonomous college, Constitution of Board of Studies, framing the syllabi , new policies and the role of faculty members in the autonomous Institutions which is the need of the hour. Mrs.Soumya suggested that one session of Learning Management system would be of benefit to the faculty. Mrs.Malathi proposed Dr.Smitha Asthanas name for the resource person. Hence it was finalized by the board that an FDP on Autonomy and E-Learning Management system would be organized on 19th and 20th June 2023.

The coordinator allotted the responsibilities to all the members as per their discretion as follows

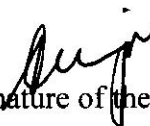
1. Speaker and profile collection : Dr.Komala
2. Hosting: Mrs.Harshanya
3. Prayer :Dr.Suhasini
4. Attendance Sheets : Mrs. Pritha
5. Memento and Honorarium : Dr.Sreedevi
6. Green greetings: Ms.Vanisri
7. Poster: Mrs. Nagalaxmi
8. Tea for staff : Mrs. Geeta

Dr.Sr.Velangini gave her best wishes to the team of IQAC for the forthcoming FDP on Autonomy and LMS

Thus the meeting came to an end at 4 PM.



Signature of the IQAC Coordinator



Signature of the Chairperson

Minutes of the Meeting- II

Date:15-07-2023

Venue: Boardroom

Time: 1:30 pm

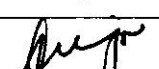
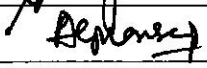
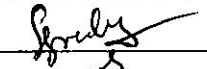
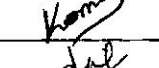
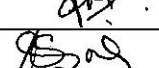
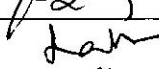

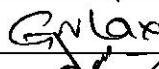
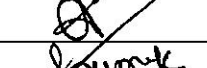
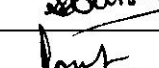
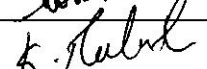
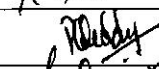

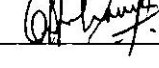
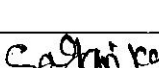


Agenda

Point 1: To plan for Faculty Induction Programme

Point 2: To plan for Handloom Expo

Point 3: To plan for the Student centric Activities

Members Present:

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1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.S.Sreedevi, Coordinator, IQAC	Co-ordinator	
4	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
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17	Ms.Sujatha Cecellia – Director, ATM	Member	
18	Mrs.Sagarika – Senior Office Assistant	Member	
19	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	Member	

Deliberations of the Meeting

Dr.Sr.Velangini welcomed the members to the second meeting for the Academic year and congratulated the IQAC committee on the success of the FDP. She suggested the Coordinator to also assess the outcome of the FDP and present a report .

Point 1: To plan for Faculty Induction Programme

Dr.Sr.Velangini reiterated the fact that the discipline and dedication of the faculty is the key factor to the success of any Institution and it's the responsibility of the IQAC to work towards sustenance of the quality. In this regard she urged the IQAC to plan for the Faculty Induction Programmes to the newly appointed faculty in the month of August. Dr.Sreedevi requested Dr.Annie Sunil and Dr.Komala to plan for the Induction programme for two sessions . It was suggested by the members that even the faculty with only one year experience shall be included in the programme.

Point 2: To plan for Handloom Expo

As every year this year also it was decided by the committee to organize Handloom expo in welfare of the weavers society on the National Handloom Day on 7th August 2023. Mrs.Malathi Devi was made the coordinator for the expo. All the members suggested that the handloom expo should be open to the community so that the expo would be highly profitable to the weavers and other dealers. Dr.Sr.Velangini requested the committee to maintain the discipline during the expo and to allot fixed schedule for the students to visit the stalls. The coordinator gave the consent.

Point 3: To plan for the Student Centric Activities

Dr.Sreedevi requested the members to renew the MoUs and also plan more student centric activities as per the changing trends in the field of education and employment.

Mrs.Nagalaxmi suggested that an orientation programme on studying abroad could be arranged in the last week of August in collaboration with AECC Global education consultant for the students aspiring for higher studies abroad. The committee agreed to the proposal and it was decided to organize the orientation programme on 28th August for both the UG and PG students. Sr.Alphonsa urged the committee to plan for more student centric activities and strengthen the MoUs.

The meeting came to end at 4pm.

Signature of the IQAC Coordinator

Signature of the Chairperson

Minutes of the Meeting- III

Date: 03-11-2023

Venue: Boardroom

Time: 1:30 pm

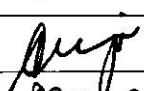
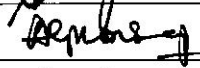
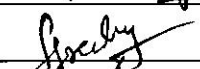
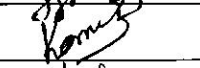
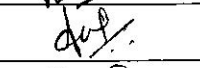
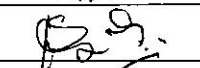
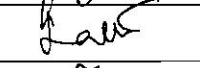
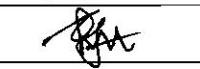
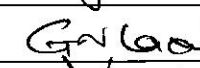

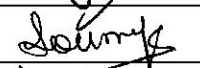
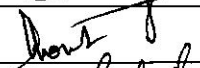
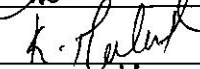
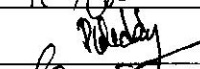
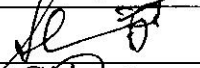
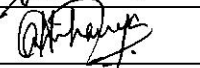
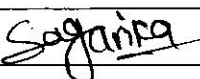
Agenda :

Point 1: To plan for workshop on Research and Methodology

Point 2: To review on the AQAR status and NIRF Data

Point 3: To plan for National Science Day

Members Present:

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18	Mrs.Sagarika – Senior Office Assistant	Member	
19	Prof.M.Lakshmi pathi Rao – Director, Methodist Institute of Technology	Member	

Deliberations of the Meeting

Dr.Sr..Velangini welcomed the members to the third meeting of IQAC in the boardroom at 1:30 PM. She expressed her concern on the new challenges and new strategies to be made to fulfil the responsibilities of the Autonomous Institution and thanked the IQAC for being instrumental in accomplishing the tasks successfully.

Point 1: To plan for workshop on Research and Methodology

The coordinator of the IQAC, Dr.Sreedevi requested the Research committee to plan for programmes that cater to the strengthening of research activities in the college. subsequently Dr.Sudha Swaraga suggested that instead of planning for a workshop on Research methodology it would be better to organize a workshop on Government funding and grants available for Research and other activities such as conferences, seminars etc. All the members gave their consent and planned a workshop in the month of December by inviting higher authorities from UGC. Dr. Annie Sunil suggested Dr.Anant Ram would be the right choice as he was the retired member of UGC.

Point 2: To review on the AQAR status and NIRF Data

As it was planned earlier to submit the AQAR in the month of December, Dr.Sreedevi enquired all the criteria coordinators about the updates on the completion of the final draft of AQAR. All the coordinators said that AQAR report is ready and they are proof reading it for the final submission. It was also brought to the notice of the committee about the NIRF Data to be submitted. Mrs.Soumya and Mrs.Harshanya were given the responsibility to fill in the NIRF Data. It was decided that AQAR would be submitted in the first week of December to on NAAC portal.

Point 3: To plan for National Science Day

The coordinator reminded the IQAC that this year also National Science Day would be organized by IQAC and all the members were requested to propose ideas to celebrate National science day in the college. Since it is open to all the schools all the members suggested that working models on various scientific facts and live experiments would be demonstrated that would create a experiential learning experience to the young minds. So it was decided that Dr.Sudha Swaraga and Ms.C.Vanisree would coordinate the National science Day this year. Sr.Alphonsa said that the management would be providing necessary financial aid to the making of models and successful organization of the National science day. Dr.Sreedevi expressed her gratitude on behalf of IQAC to the Management.

The meeting came to an end with the best wishes from the correspondent and the principal


Signature of the IQAC Coordinator


Signature of the Chairperson