MINUTES OF THE IQAC MEETINGS HELD DURING THE ACADEMIC YEAR 2020-21

Minutes of the 45th Meeting held on 23rdth May 2020 at 3 pm on Googlemeet

Agenda

Point 1: To review and take a note on the Action taken on the minutes of 44th IQAC Meeting
Point 2: To plan for the Faculty Development Programme on ICT Tools
Point 3: To discuss about National level Webinar
Point 4: To plan for the orientation programme for IQAC Members of LFDC

Members Present:

S.No	Name	Designation
1	Sr.Velangini, Principal	Chairperson
2	Sr. Japamala, Correspondent	Member
3	Dr.S.Sreedevi, Coordinator, IQAC	Coordinator
4	Dr.R.Komala –HOD, Physics	Co-Coordinator
5	Prof. Pardhasaradhi – Dept. of Business Administration	Member
6	Mrs.Annie Sunil- Campus Coordinator	Member
7	Mrs.K.Malathi – HOD , Social Sciences	Member
8	Mrs.Latha- Head, Department of Business Management	Member
9	Mrs.GraceBeena Paul– HOD, Zoology	Member
10	Mrs.Naga Laxmi – HOD, Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Computer Science	Member
12	Ms. C.Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Computer.Science	Member
14	Mrs.Monoshri Mitra – HOD, Dept. of English	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs.Pritha Ghosh – Dept. of Microbiology	Member
18	Ms.SujathaCecellia – Director, ATM	Member
19	Mrs.Siddiqa Begum – Senior Office Assistant	Member
20	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	Member

Sr.Velangini , Principal, Chairperson, IQAC, welcomed the members with the best wishes for the academic year 20-21 and gave her appreciation to everyone for being very supportive and enthusiastic in conducting the activities in spite of the prevailing situation. She said that with the same team spirit we can beat the blues of the pandemic and keep working towards the excellence

The meeting was conducted online through Google meet and coordinated by the IQAC Coordinator, Dr.Sreedevi

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Proceedings of the Meeting

Point 1: To review and take a note on the Action taken on the minutes of 44th IQAC Meeting

Dr.Sreedevi thanked the members for all the encouragement and support in organizing the activities successfully during the academic year 19-20 in spite of all the hassles created due to the pandemic.

She presented the minutes of the previous meeting before the committee.

Point 2: To plan for the Faculty Development Programme on ICT Tools

Sr.Velangini advised the members to organize a faculty Development programme on ICT tools which is the need of the hour. She expressed her concern for the faculty members for the updation of their knowledge on online tools.

Mrs.Sandhyasree proposed that the department of computer science will organize a workshop on Digitalization of Education-ICT Tools for the faculty members on two days, 15th and 16th June 2020. Without a second thought all the members gave their consent for the Workshop. Mrs.Sandhyasree was asked to prepare the agenda for the workshop. Mrs. Nagalaxmi volunteered to present a lecture on Mindset of the Teachers during the pandemic-challenges and solutions. Dr.Sreedevi allotted the duties to the members for the FDP as follows

The sessions would be handled by Mrs.Sandhya sree, Mrs.Sowmya sree, Mrs. Nagalaxmi, Mrs.Harshanya, Mrs.Titas and Mrs.Vijayarani.

Dr.Komala and Ms.C.Vanisree were asked to make an assessment test and also the certificates for FDP.

Point 3: To discuss about National level Webinar

Prof.Parthasaradhi Sir congratulated all the members of the IQAC Team for their relentless services in spite of all the unconventional situation around us. He thanked the management for the support rendered and for meticulously planning various faculty development programs that cater to the needs of the teachers. In this regard he also expressed his gratitude to the sisters for accepting the proposal for the **National Webinar** on "**Crafting and Execution of Strategic Plans in HEI's**" on 17th & 18th June 2020. In this regard Dr.Sreedevi said that the task ahead could be accomplished successfully with the team work and hence allotted the duties to all the members as follows

1. Brochure designing- Dr.Sreedevi & Mrs.Nagalaxmi
2. Webinar platform and technical works- Mrs.Sandhya sree & Mrs.Soumya Sree
3. Registration form and mails to participants- Ms.Vanisree & Mrs. Geeta
4. Feedback form and automatic certificate - Mrs.Latha & Mrs.Pritha
5. Hosting and introducing speakers- Mrs.Monoshri & Mrs.Geeta

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Point 4: To plan for the orientation programme for IQAC Members of LFDC

Under the aegis of Paramarsh scheme, the college is recognized as the mentor for 5 colleges. As a part of Paramarsh Mentoring programmes, Dr. Komala proposed that an Orientation programme is arranged for the IQAC and the faculty of the Little Flower Degree College on preparing the online SSR . All the Criterion coordinators gave their consent and it was approved by the chairpersons. It was decided that every criterion coordinator would focus on filling the New online SSR metrics in the new format. The convenient dates proposed were between 12th June to 20th June 2020. The Research Committee Coordinator reminded IQAC regarding the National Level FDP on 'Research methodology and Software tools in research'. Mrs.Sandhya sree said that even for this FDP Youtube Live streaming would be more beneficial.

The meeting was concluded by Sr.Velangini with the best wishes for the success of the programmes planned.

Dr.S.Sreedevi
IQAC Coordinator

Sr.B.Velangini
Principal and Chairperson

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MINUTES OF THE IQAC MEETINGS HELD DURING THE ACADEMIC YEAR 2020-21

Minutes of the 46th Meeting held on 23rdth September 2020 at 3 pm on Google Meet

Agenda

Point 1: To review and take a note on the Action taken on the minutes of 45th IQAC Meeting
Point 2: To plan for the National Nutrition Month Celebrations
Point 3: To plan for webinar series on Entrepreneurship

Members Present:

SNo	Name	Designation
1	Sr.Velangini, Principal	Chairperson
2	Sr. Japamala, Correspondent	Member
3	Dr.S.Sreedevi, Coordinator, IQAC	Coordinator
4	Dr.R.Komala –HOD, Physics	Co-Coordinator
5	Prof. Pardhasaradhi – Dept. of Business Administration	Member
6	Mrs.Annie Sunil- Campus Coordinator	Member
7	Mrs.K.Malathi – HOD , Social Sciences	Member
8	Mrs.Latha- Head, Department of Business Management	Member
9	Mrs.GraceBeena Paul– HOD, Zoology	Member
10	Mrs.Naga Laxmi – HOD, Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Computer Science	Member
12	Ms. C.Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Computer.Science	Member
14	Mrs.Monoshri Mitra – HOD, Dept. of English	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs.Pritha Ghosh – Dept. of Microbiology	Member
18	Mrs.Siddiqa Begum – Senior Office Assistant	Member

Sr.Velangini Chaired the meeting and welcomed all the members to the virtual meeting.

Point 1: To review and take a note on the Action taken on the minutes of 45th IQAC Meeting

Sr.Velangini congratulated the IQAC for successfully organizing the programmes planned .

She appreciated the efforts of the IQAC in the successful publication of the book titled "**Impact of Lockdown on education, economy & Environment in India".**

She reemphasized that all the Criteria ccordinators shall look into the loopholes and gaps in the Previous AQAR and make a plan of action.

Sr.Velangini requested all the criteria coordinators to conduct an online meeting with the members of the committee to plan the activities for the academic year 20-21.

Point 2: To plan for the National Nutrition Month Celebrations

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Dr.Sreedevi putforth the proposal for a Webinar for the Non teaching staff as a part of the Nutrition month Celebrations. The objective of the Webinar was to enlighten the participants on the importance of nutrition for a better health. It was also aimed at focusing on suggesting the support staff on the inclusion of cost effective nutrients to make a balanced diet as their work needs more stamina. The coordinator suggested Ms.Vanisree to take the responsibility of the webinar.

Point 3: To plan for webinar series on Entrepreneurship

Dr.Komala putforth the proposal for the Webinar series on Entrepreneurship in collaboration with ED Cell and requested all the members to give their valuable suggestions for the title and theme of the webinar. After a profound discussion the committee came to a conclusion that the students should be motivated on entrepreneurship by presenting them the success stories of some great entrepreneurs and hence the webinar series was titled ' ***Entrepreneurial Expedition Success stories of entrepreneurs"***. Dr.Sreedevi, IQAC Coordinator requested Dr.Komala to lead the programme.

The meeting thus came to an end with the beat wishes by the Chairperson to all the members for the planned endeavors.

Dr.S.Sreedevi
IQAC Coordinator

Sr.B.Velangini
Principal and Chairperson

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MINUTES OF THE IQAC MEETINGS HELD DURING THE ACADEMIC YEAR 2020-21

Minutes of the 47th Meeting held on 10th January 2021 at 2 PM in Boardroom

Agenda

Point 1: To review and take a note on the Action taken on the minutes of 45th IQAC Meeting

Point 2: To plan for the Orientation Programmes for Indira Priyadarshini college and Villa Marie college

Point 3: To discuss on AQAR preparation and Submission

Members Present:

S.No	Name	Designation
1	Sr.Velangini, Principal	Chairperson
2	Sr. Japamala, Correspondent	Member
3	Dr.S.Sreedevi, Coordinator, IQAC	Coordinator
4	Dr.R.Komala –HOD, Physics	Co-Coordinator
5	Prof. Pardhasaradhi – Dept. of Business Administration	Member
6	Mrs.Annie Sunil- Campus Coordinator	Member
7	Mrs.K.Malathi – HOD , Social Sciences	Member
8	Mrs.Latha- Head, Department of Business Management	Member
9	Mrs.GraceBeena Paul– HOD, Zoology	Member
10	Mrs.Naga Laxmi – HOD, Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Computer Science	Member
12	Ms. C.Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Computer.Science	Member
14	Mrs.Monoshri Mitra – HOD, Dept. of English	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs.Pritha Ghosh – Dept. of Microbiology	Member
18	Ms.SujathaCecellia – Director, ATM	Member
19	Mrs.Siddiqa Begum – Senior Office Assistant	Member

The meeting began with the greetings by Sr.Velangini

Point 1: To review and take a note on the Action taken on the minutes of 45th IQAC Meeting

Sr.Velangini congratulated IQAC for successfully conducting the programmes planned. She also appreciated all the faculty for being prompt in online classes and for making all the possible efforts in making online teaching conducive for students. She exclaimed it was really satisfying to see the faculty back in the campus.

Dr.Sreedevi thanked the chair person for all the encouragement provided by the management in successful completion of the programmes.

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Point 2: To plan for the Orientation Programmes for Indira Priyadarshini college and Villa Marie college

The coordinator informed the members that she has received mail from Villa Marie college requesting for the Orientation programmes on preparation of SSR . She said Indira Priyadarshini college management also contacted her through phone for orientation on Preparation for Peer Team visit. After a thorough discussion the committee came to a conclusion that the IQAC team from Villa Marie college can visit our college on 20th March 2021, for the Orientation as it was risky for us to travel due to the Pandemic situation.
Regarding the Indira Priyadarshini college Orientation it was decided that any of the three members and the IQAC coordinator would visit their campus and have a preliminary assessment on their preparedness and accordingly would give the suggestions. Dr.Sreedevi, Dr.komala, Mrs.Nagalaxmi and Mrs. Malathi devi gave their consent for the visit 6th February, 2021

Point 3: To discuss on AQAR preparation and Submission

Sr.Velangini inquired Dr.Sreedevi about the status of the AQAR preparation and the proposed date for the submission. Dr.Sreedevi and all the Criteria coordinators requested principal to give a month's time for the final draft as the collection of data was tedious and challenging due to the pandemic. Since all the members are also coming to the college Sreedevi requested all the coordinators to be ready with the first draft by 24th of January. All the members gave their approval.

The meeting came to the conclusion with the best wishes for the programmes planned by the Chairperson, Sr.Velangini and the IQAC Coordinator, Dr.Sreedevi.

Dr.S.Sreedevi
IQAC Coordinator

Sr.B.Velangini
Principal and Chairperson

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MINUTES OF THE IQAC MEETINGS HELD DURING THE ACADEMIC YEAR 2020-21

Minutes of the 48th Meeting held on 16th March 2021 at 2 PM in Boardroom

Agenda
Point 1: To discuss on the status of the AQAR
Point 2: To plan for the ISO Peer Team visit

Members Present:

SNo	Name	Designation
1	Sr.Velangini, Principal	Chairperson
2	Sr. Japamala, Correspondent	Member
3	Dr.S.Sreedevi, Coordinator, IQAC	Coordinator
4	Dr.R.Komala –HOD, Physics	Co-Coordinator
5	Prof. Pardhasaradhi – Dept. of Business Administration	Member
6	Mrs.Annie Sunil- Campus Coordinator	Member
7	Mrs.K.Malathi – HOD , Social Sciences	Member
8	Mrs.Latha- Head, Department of Business Management	Member
9	Mrs.GraceBeena Paul– HOD, Zoology	Member
10	Mrs.Naga Laxmi – HOD, Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Computer Science	Member
12	Ms. C.Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Computer.Science	Member
14	Mrs.Monoshri Mitra – HOD, Dept. of English	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs.Pritha Ghosh – Dept. of Microbiology	Member
18	Mrs.Siddiqa Begum – Senior Office Assistant	Member

The meeting began with the greetings by the chairperson, Sr.Velangini.

Point 1: To discuss on the status of the AQAR

Sr.Velangini asked Dr.Sreedevi to present the second draft of the AQAR and requested all the coordinators to scrutinize the draft and give their suggestions so that the final draft can be completed in a short time and the AQAR could be submitted as there is a bigger task of ISO ahead. The AQAR was thus presented by the coordinator for the thorough perusal and approval by all the members. The committee gave their valuable suggestions and corrections to be made in each criterion . After a discussion the panel came to the conclusion that on 24th March the AQAR would be submitted.

Point 2: To plan for the ISO Peer Team visit

Sr.Velangini expressed her gratitude to the team of IQAC for the team work and accomplishing the given tasks promptly. She said with the same spirit we shall work for the ISO Peer team

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visit. Dr.Sreedevi gave a copy of the checklist made for the preparation by the departments for the ISO Peer Team visit. Mrs. Nagalaxmi and Mrs. Komala suggested that the routemap to visit the departments could also be made. Mrs. Malathi suggested that all the departments could display the files in the staffrooms. To that all the science departments' Heads expressed that it is more convenient for them to display the files in their respective laboratories. Principal agreed to the suggestions and requested all the HODs to meticulously prepare for the ISO visit.

The meeting thus came to the conclusion with the best wishes for the two important tasks planned by the chairperson and the coordinator.

Dr.S.Sreedevi
IQAC Coordinator

Sr.B.Velangini
Principal and Chairperson

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