

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 25th March, 2014

Time: 3.00 p.m.

Place : Principal's Office

Following are the members who attended the meeting.

1. Rev. Dr. F. Andrew, SJ, Principal
2. Rev.Dr.S. Sebastian SJ, Secretary
3. Dr.S.Alfred Cecil Raj, IQAC Coordinator
4. Dr.S.Raja
5. Dr.I. Francis Gnanasekar
6. Dr.G. Melchias
7. Dr.D. Ravindran
8. Rev.Dr.M. Arockiasamy Xavier SJ
9. Dr F.R. Alexander Pravin Durai
10. Dr.M. Amaladasan
11. Dr. F. Selvakumaran
12. Dr.N.Lawrence
13. Mr.V.Jude Nirmal
14. Mr.R.A.Krishnakumar, Dalmia Cements
15. Mr.B.Rajesh, Averon
16. Mr. F.R.P. Arockiasamy
17. Mr. A. Irudayaraj

The meeting began with a silent prayer and the IQAC Coordinator welcomed everyone.

Following were the agenda and resolutions passed in the meeting after a through discussion.

1. Administering various feedback and Evaluation about the functioning of the institution.

The members suggested that a platform can be made for the students to evaluate the performances of Staff. So, it was agreed that staff evaluation by students should be conducted at the end of each semester. It was also planned to organise an open forum for the students to express their grievances.

2. To bring out better data collection and interpretation (i) through website and (ii) through faculty.

It was decided that Micro Quality Circle should be strengthened in order to disseminate the way to collect data and submit them on time. As a result, Annual Academic Audit process can be completed on time.

3. To provide a quality enhancement uplift to faculty in the preparation of e-content in Teaching and Learning and behavioural topping.

The members identified reasons for the lack of e-content materials. One of the members suggested that guidelines to use ICT tools in classrooms should be given to faculty members through workshops and training programmes. The members agreed to organise workshops for teaching faculty and non-teaching fraternity with regard to e-content preparation and usage of ICT tools.

The members of IQAC resolved to take necessary actions immediately. The meeting ended at 4.30 pm.



Dr. S. Alfred Cecil Raj
Dean-IQAC



Rev. Dr. F. Andrew, SJ
Principal

Internal Quality Assurance Cell (IQAC)

Minutes of the Annual Academic Audit held on 2nd March, 2015

The Annual Academic Audit (AAA) for the academic year 2014-2015 was held in March from 9.30am to 3.40pm. The HODs of every department presented the academic growth of the department in the allotted time at Principal's office. Followed by, the interface- interaction took place where the heads, Micro Quality Circle members of each department were present. Fr. Principal and Fr. Secretary have expressed their understanding about the functioning of various departments and suggestions were provided to improve the areas where in each department to strive to grow.



Dr. S. Alfred Cecil Raj
Dean-IQAC



Rev. Dr. F. Andrew, SJ
Principal