

Internal Quality Assurance Cell(IQAC)
Minutes of the meeting held on 18th August 2016

Time: 10.30 p.m.

Place : Principal's Office

Following are the members who attended the meeting:

1. Rev. Dr. F. Andrew SJ, Principal
2. Rev. Dr A Antony Pappuraj SJ, Secretary
3. Dr.S.Alfred Cecil Raj, IQAC - Dean
4. Prof. K A Jayakumar
5. Rev. Fr T Francis SJ
6. Rev. Dr C Joe Arun SJ
7. Dr S Albert Rabara
8. Dr M Amaladasan
9. Dr.G. Melchias
10. Dr.D. Ravindran
11. Dr F.R. Alexander Pravin Durai
12. Rev. Fr S Paul Pragash SJ
13. Dr N Maheswari
14. Dr.N.Lawrence
15. Mr.V.Jude Nirmal
16. Mr George Gabriel Richards Roy
17. Mr. F.R.P. Arockiasamy
18. Mr. M. James Amirtha Raju

The meeting began with a silent prayer.Fr. Principal welcomed the gathering. Dean IQAC explained the purpose of the meeting and discussions were initiated as per the agenda.

Following were the agenda and resolutions passed in the meeting:

1. To approve the AQAR of 2015-2016

The dean presented the AQAR for the academic year after modifying it according to the suggestions given by the principal and other administrators. The members approved the AQAR of 2015-2016.

2. To administer various feedback and Evaluation about the functioning of the institution

The members decided to continue the process of evaluation through staff evaluation, open forum, parent's meet, mentor's meet, Annual Academic Audit and Administrative Audit and the dates for these feedback sessions were finalised.

3. Preparation of Self Study Report for Cycle III

The members noted that it is necessary to self-evaluate the functioning of the college in order to identify the areas where the college management with its faculty should give attention to. Also, a self-study report should be placed as one of the evidences to be provided for cycle III. Therefore, a crew was assigned to prepare a self-study report as early as possible before April 2017.

The members of IQAC determined to take necessary actions immediately. The meeting ended at 12.15pm.



Dr. S. Alfred Cecil Raj
Dean-IQAC



Rev. Dr. F. Andrew, SJ
Principal

Internal Quality Assurance Cell(IQAC)

Minutes of the meeting held on 29th November, 2016

Time: 11.30 a.m.

Place : Principal's Office

Following are the members who attended the meeting

1. Principal : Rev. Dr. F. Andrew, SJ
2. Secretary : Rev. Dr. A Antony Pappuraj,S.J.
3. Vice-Principal (Shift I) : Rev. Fr T Francis,S.J.
4. Vice-Principal (Shift I) : Dr. S Albert Rabara
5. Vice-Principal (Shift I) : Dr. A.Peter Pascal Regis
6. Deputy Principal (Shift II) : Prof. K A Jayakumar
7. Vice-Principal (Shift II) : Dr. J Vincent Xavier
8. Vice-Principal (Shift II) : Dr N Maheswari
9. Vice-Principal (Finance) : Rev. Dr. S.Mariadoss,S.J.
10. Dean, IQAC : Dr. S. Alfred Cecil Raj
11. Dean, School of Bio-Sci. : Dr. G. Melchias Dean
12. School of Comp. : Dr. D. Ravindran
13. Dean, School of Lang. : Rev. Dr S Paul Pragash,S.J.
14. Dean, School of Mgt.Stu. : Dr. F.R. Alexander PravinDurai
15. Dean, School of Phyl. Sci. : Dr. M. Amaladasan
16. Controller of Examinations: Dr A Paulraj
17. Office Superintendent : Mr. F R P Arockiasamy
18. SHEPHERD Director : Rev. Dr S Aruldoss SJ
19. Spl. Invitees:
20. Dr I Arul Rayappan
21. Dr A Joseph Sahayaraj

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 discussion.

1. e-attendance review

The members discussed on the pros and cons of e-attendance system. Few articulated the difficulties in handling technology and the technical errors that take place often. It was suggested that the errors should be solved time to time.

2. INDEP 2016-17

The members agreed to the plans for INDEP 2016-2017 – an interdepartmental cultural fest. They decided on the date and time of the agenda and assured successful conduct of the event.

3. Parent-Teacher Meeting

The members planned to organise parent-teacher meet for the first and second year of undergraduate students and first year postgraduate students in the first week of January.

The meeting came to an end at 12.30pm



Dr. S. Alfred Cecil Raj
Dean-IQAC



Rev. Dr. F. Andrew, SJ
Principal

Internal Quality Assurance Cell(IQAC)

Minutes of the meeting held on 22ndDecember, 2016

Time: 2.30 p.m.

Place : Principal's Office

Following are the members who attended the meeting.

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| 1. Rev. Dr. F. Andrew, SJ, Principal | 7. Dr.D. Ravindran |
| 2. Rev.Dr. A Antony Pappuraj SJ,
Secretary | 8. Dr F.R. Alexander Pravin Durai |
| 3. Dr.S.Alfred Cecil Raj, IQAC
Coordinator | 9. Dr.M. Amaladasan |
| 4. Rev. Dr C Joe Arun SJ | 10. Dr. A. John Peter |
| 5. Rev. Fr S Paul Pragash SJ | 11. Dr. F. Selvakumaran |
| 6. Dr.G. Melchias | 12. Mr. A. Irudayaraj |
| | 13. Dr C Muthu |
| | 14. Dr J. John Love Joy |

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

Following are the agenda and resolutions passed in the meeting.

1. To revise the Curriculum for UG and MCA Programmes

The members gave suggestions to update the syllabus for fifteen programmes. Digital infusion was considered in each programme as the need of the hour is the appropriate use of technology. The syllabus of MCA was reviewed and altered according to the requirements for approval.

2. Top-up initiatives for faculty with less than 5 years of teaching experience

It was decided that faculty with less than 5 years of teaching experience are offered top-up sessions on various topics like emotional intelligence, tools to enhance classroom delivery, Wu-Wei methodology and objective evaluation. The members also recommended to have micro-teaching sessions where the staff members can review their performances for betterment.

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 that there is a need for e-content materials to enhance academic input. 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 session in collaboration with IT department for teaching faculty and non-teaching fraternity with regard to e-content preparation and usage of ICT tools.

Understanding the potential of the college, IQAC decided to participate in NIRF – 2017. The members of IQAC resolved to take necessary actions immediately. The meeting ended at 4.00 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 9th and 10th March, 2017

The Annual Academic Audit (AAA) for the academic year 2016-2017 was held on 9th and 10th of March from 8.35am to 4.45pm. The HODs of every department presented a PowerPoint presentation highlighting the unique features 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.



Dr. S. Alfred Cecil Raj
Dean-IQAC



Rev. Dr. F. Andrew, SJ
Principal