**SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE.**

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| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 15/03/2018** | **Time : 2.45 pm to 5.00 pm** | **Place : APRC Board Room** |
| **II. MEMBERS** | **Signature** |
| Principal | Rev. Dr. D. Maria Antony Raj |  |
| Additional Principal  | Rev. Dr. K.A. Maria Arokiaraj |  |
| Vice Principal and COE | Rev. Dr. Praveen Peter |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 1 | Dr. G. Britto Antony Xavier |  |
| IQAC Assistant Coordinator – 2 | Dr. S. A. Martin Britto Dhas |  |
| Member (Steering Committee Coordinator) | Dr. L. Ravi |  |
| IQAC Secretary  | Mr. Vinoth Kanna |  |
| Members | Dr. S.R. Xavier Rajarathinam |  |
| Dr. S. Paul Raj |  |
| Dr. D. Leslin |  |
| Dr. K. Parthiparaja |  |
| Mrs.A.Josephine Sahaya Mala |  |
| Mr. A. George Louis Raja |  |
| Mr. V. Thomas Immanuel |  |
| Miss. S. Kalaiarasi |  |
| Student Representative | Rev. Fr. Stanislaus |  |
| **II. AGENDA OF THE MEETING** |
| * Prayer- Fr. Principal
* Physical Education Audit Report
* New Guidelines for Students Satisfactory Survey
* Non-Teaching Staff Assessment – Dr. L. Ravi
* Teaching Staff Assessment.
* Plagiarism Certificate – Dr. S.R. Xavier
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| **III. DISCUSSIONS OF THE MEETING** |
| * Rev. Dr. D. Maria Antony Raj, Principal, started the meeting with a prayer. He prayed to the Almighty towards the growth of the Institution.
* Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.

**1. Discussions / Suggestions*** Dr. S. Sagayaraj presented the Physical Education Audit Report. Findings and recommendations, suggestions for the improvement of quality in Physical Education were discussed. He also presented the new guidelines for Students Satisfactory Survey (SSS) revised version introduced by NAAC.
* Dr. L. Ravi presented several dimensions for the assessment of Non-Teaching staff and detailed about the hierarchy of evaluation. Suggestions like simplifying the language used in the assessment form and organising an Orientation Programme for the Non–Teaching staff were specified by the members of IQAC.
* Dr. S. R. Xavier Rajarathinam showed Plagiarism certificate samples of various Universities and suggested to implement the same in our college for acknowledging the distinctiveness of Research / Project documents.
* Dr. S. Sagayaraj explained about the assessment of Teaching Staff. He also clarified the process with a sample data, and demonstrated how the annual plan of the staff-profile reflects towards the end of an academic year.
* Dr. D. Leslin discussed regarding the implementation of Question Paper audit and suggested to conduct training programme for the faculty members on framing effective Question Papers.
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| **IV**. **DECISIONS OF THE MEETING**  |
| * Based on the samples, a new template for the Plagiarism Certificate shall be framed and uploaded in the college website.
* IQAC Annual plan for the upcoming year shall be discussed prior with the members for better clarity.
* Principal appreciated Dr. S. Sagayaraj for the wonderful proposal of teaching staff assessment and decided to implement the same.
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