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

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| **Minutes of the IQAC Meeting****I. SCHEDULE** |
| **Date : 20/12/2017** | **Time : 2.45 pm to 4.30 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 |  |
| Vice Principal (Shift II) | Rev. Dr. G. Theophil Anand |  |
| 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 |  |
| Mr. S.U. Vasantha Kumar |  |
| Miss. S. Kalaiarasi |  |
| Office Representative | Mr. S. Jayaraju |  |
| Project Officer | Mr. T. Selvam |  |
| Student Representative | Rev. Fr. Stanislaus |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer - Fr. Principal
2. Presentation - Library Student Survey Report
3. [Presentation of Physical Education Audit](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CSELF%20EVALUATION%20DOCUMENT%20FOR%20THE%20PHYSICAL%20EDUCATION%20DEPARTMENT..docx)
4. [Evaluation of non-academic association](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CIQAC%20Non-Academic%20Association%2C%20Lab%20Details%20%20Evaluation%20%281%29.docx) - [Template](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CSHELTER%20evaluation%20Template%20%281%29%20%281%29.docx) - Rev. Dr. Praveen Peter
5. [ODD Semester evaluation of CQC](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CCQC%20Evaluation%20Dec%2C%202017%20%282%29.doc).
6. [Template for Alumni feedback survey](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CAlumni%20Feedback.doc)
7. [NAAC Status.](file:///F%3A%5CMeeting17_18%5CMeeting%2013%5CNAAC%20status.pptx)
8. College Anthem – Rev. Dr. G. Theophil Anand
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| **III. DISCUSSIONS OF THE MEETING** |
| * Rev. Dr. D. Maria Antony Raj, Principal initiated the meeting with a prayer. He prayed that Almighty God to bless all the preparations done for the completion of SSR and to bless the efforts taken to face the challenges of NAAC.
* 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 & Library Student Survey Report.
* Rev. Fr. Stanislaus suggested to include the new Volley Ball gallery to the sports facilities in the Physical Education Audit report.
* Dr. L. Ravi proposed that the sports council meeting should be held at least once in a year. The list of trainers/coaches helping in training the students in different games can be included in the document.
* Rev. Fr. Stanislaus emphasized to highlight unique features of our college physical education department in the Physical Education Audit report. In neighbouring services, the Physical education department can show the following activities:
	+ Walkers using the playground
	+ Outsourcing the playgrounds to public groups on request
	+ Yoga training
* Rev. Dr. Praveen Peter presented the [Evaluation of non-academic association](file:///C%3A%5CUsers%5CMSC_HOD%5CDownloads%5CIQAC%20Non-Academic%20Association%2C%20Lab%20Details%20%20Evaluation%20%281%29.docx)s. He also informed that the template is being circulated to all the departments and reports will be collected from them.
* Rev. Dr. K.A. Maria Arokiaraj suggested that the next version of CQC survey tool can be enhanced with the uniqueness of both Shifts (I & II) and Dr. S. Sagayaraj acknowledged the same.
* Mrs. A. Josephine Sahaya Mala suggested to upload CQC report of Shift -I & Shift –II in the IQAC website for current and previous academic years.
* Fr. Principal recommended that the preparation of alumni feedback template shall contain minimum and essential data. He also stated that data to be collected through Exit survey, Convocation day Feedback and Alumni feedback should be unique.
* Rev. Dr. G. Theophil Anand played the modified College Anthem in the meeting and probed for suggestions.
* Suggestions are given by Rev. Dr. K.A. Maria Arokiaraj and Rev. Dr. Praveen Peter to increase the Tempo of the song, modulation & background music.
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