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

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| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 22/01/2018** | **Time : 2.45 pm to 3.45 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 |  |
| Mrs.A.Josephine Sahaya Mala |  |
| Mr. S.U. Vasantha Kumar |  |
| Student Representative | Rev. Fr. Stanislaus |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer - Fr. Principal
2. Library Audit Student Survey Report.
3. CQC Evaluation Report, Dec, 2017.
4. Convocation Registration Online.
5. Physical Education Department Student Survey and Status.
6. COE Audit – Question Paper Audit - Dr. L. Ravi.
7. Research Day- Dr. L. Ravi.
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| **III. DISCUSSIONS OF THE MEETING** |
| * Rev. Dr. D. Maria Antony Raj, Principal initiated the meeting with a prayer.
* Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.

**1. Discussions / Suggestions*** Library Audit Student Survey Report was presented by Dr. S. Sagayaraj. The members suggested few corrections in the document.
* Dr. S. Sagayaraj gave a practical explanation for the Online-Convocation Registration process to the IQAC members and Rev. Dr. K.A. Maria Arokiaraj recommended that the development team shall place a **convocation logo** on the registration link.
* Dr. S. Sagayaraj presented the Physical Education Department Student Survey tool and Rev. Dr. K.A. Maria Arokiaraj recommended that the noun “Sports” can be changed to “**Games/ Athletics**”.
* Rev. Dr. Praveen Peter suggested that the feedback form for Sportspersons can be **bilingual** [English & Tamil], so that they can understand the questions easily.
* Dr. L. Ravi proposed a concept note on ‘**Research Day**’. Fr. Principal and Fr. Additional principal welcomed the proposal.
* Dr. L. Ravi proposed **a new template** for auditing Question Papers after conducting the examinations and stated that it was one of the scientific methods for evaluating Question Papers, and to determine its degree of difficulty. It is suggested as a first step towards **COE Audit**.
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| **IV**. **DECISIONS OF THE MEETING**  |
| * Principal shall constitute a committee to study the concept note on Research day for further implementation.
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