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

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| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 23/02/2018** | **Time : 2.45 pm to 4.15 pm** | **Place : APRC Board Room** |
| **II. MEMBERS** | **Signature** |
| Principal | Rev. Dr. D. Maria Antony Raj |  |
| Vice Principal and COE | Rev. Dr. Praveen Peter |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| 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. K. Parthiparaja |  |
| Mrs.A.Josephine Sahaya Mala |  |
| Mr. A. George Louis Raja |  |
| Student Representative | Rev. Fr. Stanislaus |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer- Fr. Principal
2. Question Paper Audit – Dr. L. Ravi
3. Ph.D. Viva Voce.
4. Exit Survey for Final Year Students.
5. Progress of SSR.
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| **III. DISCUSSIONS OF THE MEETING** |
| * The Meeting was started with the words of welcome by Rev. Dr. D. Maria Antony Raj, the Principal. He gracefully prayed for the various efforts taken by the college towards the preparation of NAAC.
* Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.

**1. Discussions / Suggestions*** Dr. L. Ravi presented a practical implementation to determine the difficulty level and cognitive dimension process level of question papers. He narrated the calculation techniques withsample CIA marks. He also added that quality of a question paper can be identified by the moderation to maintain its difficulty level.
* The members of IQAC appreciated Dr. L. Ravi for the outstanding proposal and Principal agreed to apply this procedure towards the COE audit.
* Dr. S. Paul Raj, passionately asked Dr. L. Ravi to begin this question paper audit from the Department of MSW.
* Dr. S. Sagayaraj presented UGC-Minimum standards for Ph.D. Viva Voce. Strategies like avoidance of public announcements using banners, transparency in the conduct of DC meetings were discussed. He also suggested that the ambience and quality of the Viva Voce should be maintained in the campus.
* Dr. L. Ravi stated that a centralized repository system is mandatory for monitoring the activities of Ph.D. programme.
* Dr. S. Sagayaraj presented the exit survey questionnaire for outgoing students and some corrections were suggested by the members.
* Dr. S. Sagayaraj presented the status of SSR and discussed issues faced by each criterion such as collecting feedback from various stakeholders, uploading of research documents in the faculty profile and collecting data on student’s progression.
* Dr. L. Ravi proposed that a dedicated system should be framed to observe the extension activities done in the college.

 **2. ATR of the Previous Meeting*** Dr. L. Ravi suggested a concept note on ‘**Research Day**’ and Fr. Principal decided to implement the same on the forthcoming academic year 2018 -2019.
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| **IV**. **DECISIONS OF THE MEETING**  |
| * Principal decided to implement the procedure of Question Paper Audit from the next academic year.
* Issues related to the Ph.D. Viva Voce will be discussed in the next HODs meeting with all the research guides.
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