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

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| **Minutes of the IQAC Meeting**  **I. SCHEDULE** | | | | |
| **Date : 24/10/2017** | **Time : 4.15 pm to 5.30 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 – Review of SSR preparation – Dr. S. Sagayaraj | | | | |
| **III. DISCUSSIONS OF THE MEETING** | | | | |
| * Rev. Dr. D. Maria Antony Raj, Principal initiated the meeting with a prayer. He prayed to the Almighty God, to bless the efforts taken by IQAC members to bring quality in SSR preparation. * Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting. He presented the Review of SSR preparation in a detailed manner.   **1. Discussions / Suggestions**   * Rev. Fr. Principal, clarified that a minority institution need not follow the Government norms in the student admission process regarding the query - ***Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five Years.*** But the college admits students based on the government norms. * Dr. S. Paul Raj enquired about the difference between course and subject when defining a curriculum. Dr.L.Ravi clarified about the current naming conventions used in Universities. * Rev. Fr. Stanislaus suggested to include Skill-based / Inter-Disciplinary courses in the curriculum. * Dr. S. Paul Raj suggested that clarity should be maintained, where the documents are to be submitted from various departments to the IQAC for SSR preparation. * Dr.L.Ravi clarified about the protocol being followed, that any document being send from a department initially should reach IQAC, then it it will be redirected to the respective Criterion - Conveners. * Mr. A. George Louis Raja suggested to collect criterion-wise data from each department and compile the entire criterion , as a one-step process. * Dr. S. Paul Raj discussed about the processing method of obtaining feedback from stakeholders. * Dr.L.Ravi highlighted that, IQAC link in the college website has various templates, which can be used for document preparation. | | | | |
| **IV**. **DECISIONS OF THE MEETING** | | | | |
| * Dr. L. Ravi proposed that, the IQAC will visit the departments during the first week of November to verify documents pertaining to the of Department Annual Evaluation Report and Rev. Fr. Principal agreed to inform all Heads of the Department. | | | | |