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

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| **Minutes of the IQAC Meeting****I. SCHEDULE** |
| **Date : 26/09/2017** | **Time : 6.15 pm to 8.00 pm** | **Place : 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 |  |
| Librarian | Mr. M. Selvam |  |
| Office Representative | Mr. S. Jayaraju |  |
| Project Officer | Mr. T. Selvam |  |
| Student Representative | Rev. Fr. Stanislaus |  |
| **III. DISCUSSIONS OF THE MEETING:**1. Prayer - Fr.Principal
2. AQAR : 2016-2017 – Dr. G. Britto Antony Xavier
3. Presentation: Library Audit by – Dr. L. Ravi.
4. New Initiatives – Dr.S.Sagayaraj.
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| **1. Discussions** * 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 the Sacred Heart family to bring quality in all aspects.
* Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.
* Dr. L. Ravi explained the process of Library Audit and the system created for the way of conductingthe same.
* Dr. S. Sagayaraj suggested to the Principal to setup a Virtual-Seminar Hall in the Library and to make it available for Video Conferencing with a dedicated and un-interpreted network access.

**2. Suggestions**The AQAR 2016 -2017 has been presented by Dr. G. Britto Antony Xavier and the suggestions given towards the same were as follows:* Dr. S. Sagayaraj informed Mr. S.U. Vasantha Kumar to gather details about the preparation of Question bank towards competitive exams.
* Rev. Dr. K.A. Maria Arokiaraj suggested IQAC to gather details from Mr. Rajkumar and the NCC officer, concerning the prizes won by students in sports, games and other events. Also, he recommended IQAC to include student’s suggestions, given through the Suggestion Boxes in the metric: Grievances of Students Redressed.
* Dr. L. Ravi suggested IQAC to gather student grievance details from Mr. Arul Doss.
* Rev. Dr. K.A. Maria Arokiaraj explained the concept of Flipped-Classrooms to all the members of IQAC regarding the Criteria II: Teaching & Learning.
* Dr. L. Ravi proposed IQAC to gather information from Dept. of Social Work about the Visiting & Guest faculties.
* Rev. Fr. Principal, recommended IQAC to accumulate information from each Department’s Profile and from Mr. Kesavan regarding Visiting & Guest faculties. He also proposed IQAC to gather information regarding MOU’s.
* Dr. S. Sagayaraj requested Dr. S. Paulraj about the research funds sanctioned from various funding agencies. He also proposed to Principal,concerning the formulation of new template for the Department Evaluation Plan according to the current Self Study Report – Manual.
* Dr. G. Britto Antony Xavier suggested IQAC to include, the issue of ISSN number, purchase of Plagiarism software for the researches of P.G, M.Phil. & Ph.D., in the year plan of 2017 – 2018.
* Dr.S.Sagayaraj thanked Dr. G. Britto Antony Xavier for his efficient hard work towards the preparation of AQAR 2016-2017 document and acknowledged Rev. Dr. K.A. Maria Arokiaraj for the enhancing the report.
* Principal, Rev. Dr. D. Maria Antony Raj thanked Dr.S.Sagayaraj and Dr. L. Ravi for their eminent efforts, headed for the tremendous execution of IQAC activities and all the members of IQAC for their wonderful support.
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| **IV**. **DECISIONS OF THE MEETING**  |
| * **AQAR 2016-2017** document was presented to the members of IQAC and corrections, suggestions were registered towards its further refinement.
* **AQAR 2016-2017** was planned, to be updated at the earliest and to be uploaded during the first week of October 2017.
* The Librarian is requested to complete the Library Audit in Oct 2017**.**
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