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

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| **Minutes of the IQAC Meeting****I. SCHEDULE** |
| **Date : 28/11/2017** | **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 |  |
| 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 |  |
| Physical Education | Mr. A. Bento Devaraj |  |
| Librarian | Mr. M. Selvam |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer - Fr. Principal
2. Presentation of Library Audit Report by Mr. M. Selvam
3. Presentation of Physical Education Audit proposal by Mr. A. George Louis Raja
4. Presentation of NAAC status – Dr.S.Sagayaraj.
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| **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 intentions of Steering committee members and their efforts towards the preparation of SSR.
* Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.

**1. Discussions / Suggestions*** Rev. Dr. Praveen Peter suggested that, the college to adopt the nearby libraries and help them to develop their infrastructure.
* Dr. L. Ravi suggested that, MOU’s can signed between the college and the Public libraries. Fr. Principal acknowledged the same.
* Dr. L. Ravi suggested to the Physical Director that, data collection should be done for the past five years to conduct Physical Education audit. He also proposed that all the unique activities like sports council, student representative meetings and feedbacks from sports persons can be included in the audit process.
* Dr. L. Ravi clarified that external audit members will play a major role in the Physical Education audit panel.
* Fr. Stanislaus suggested that financial policy statement, Budget and stock maintenance reports must be included in the Physical education audit report. Also he suggested that a Physical directress can be appointed for leading the women students’ participation in sports.
* Fr. Principal asked to prepare a roadmap for uploading of SSR document and Dr. S. Sagayaraj assured for the same.
* Rev. Dr. K.A. Maria Arokiaraj suggested that an e-mail acknowledgement shall be triggered immediately from IQAC for all the received mails.
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| **IV**. **DECISIONS OF THE MEETING**  |
| * Fr. Principal suggested that the criterion members should collect all the required documents from respective departments at the earliest.
* Dr. S. Sagayaraj accepted to send a reply mail to the all received mails.
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