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

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| **Minutes of IQAC Meeting**  **I. SCHEDULE** | | | | |
| **Date : 17/04/2018** | **Time : 10 am to 12 pm** | | **Place : DMT Hall** | |
| **II. MEMBERS** | | | | **Signature** |
| Principal | | Rev. Dr. D. Maria Antony Raj | |  |
| Additional Principal | | Rev. Dr. K.A. Maria Arokiaraj | |  |
| IQAC Coordinator | | Dr. S. Sagayaraj | |  |
| IQAC Assistant Coordinator – 1 | | Dr. G. Britto Antony Xavier | |  |
| IQAC Assistant Coordinator – 2 | | Dr. S. A. Martin Britto Dhas | |  |
| IQAC Secretary | | Mr. Vinodkanna | |  |
|  | | Dr. D. Leslin | |  |
| Mr. V. Thomas Immanuel | |  |
| Mr. S.U. Vasantha Kumar | |  |
| Miss. S. Kalaiarasi | |  |
| **II. AGENDA OF THE MEETING** | | | | |
| * + - * Prayer - Fr. Principal * Evaluation of IQAC 2017-18 - Dr. S. Sagayaraj * AQAR 2017-18 - Fr. Principal * IQAC Plan for 2018-19 - Dr. S. Sagayaraj * Status of IIQA & SSR - Dr. S. Sagayaraj | | | | |
| **III. DISCUSSIONS OF THE MEETING** | | | | |
| * Rev. Dr. D. Maria Antony Raj, Principal, started the meeting with a prayer by invoking the presence of God to bless the quality and growth of the Institution. * Dr. S. Sagayaraj welcomed the IQAC members and briefed the agenda of the meeting.  1. **Discussions / Suggestions**  * Dr. S. Sagayaraj presented the evaluation of IQAC year plan 2017-2018 and demonstrated all the activities carried out by IQAC till date. He also displayed the supportive documents collected by IQAC from all the departments. * Fr. Principal suggested that more activities shall be planned to enhance Teaching, Learning & Evaluation inside the campus from the next academic year. * Dr. G. Britto Antony Xavier proposed that all the PG departments should conduct NET/SLET/JRF and VET training from the next academic year. * Dr. D. Leslin stated that a core committee shall be formed by IQAC to take necessary decisions regarding quality aspects inside the campus and should set a benchmark for the enhancement of quality in the Institution. * Fr. Principal recommended that the AQAR 2018-2019 shall be prepared by Dr. Martin Britto Dhas guided by Dr. G. Britto Antony Xavier during the month of May 2018. * Dr. S. Sagayaraj presented a list of IQAC year plan for 2018-2019. Execution of Gender sensitization and Women empowerment /safety programmes were the suggestions given by the IQAC members to be included in the year plan. * Dr. S. Sagayaraj presented the IIQA & SSR status of all criterions and briefed about the usage of Data Element Qualitative Metrics – Excel sheet given by the NAAC. * Dr. S. Sagayaraj thanked all the members of IQAC, steering committee, supporting staff and the management for the wonderful support extended towards the preparation of NAAC SSR during this academic year. * Principal appreciated Dr. S. Sagayaraj for the excellent implementation of roadmap towards the NAAC process and thanked all the members of IQAC for their wonderful support. | | | | |
| **IV**. **DECISIONS OF THE MEETING** | | | | |
| * Dr. S. Sagayaraj proposed that a team should be formed to verify the Department evaluation documents before the end of each academic year. * It was decided that Roles & Responsibilities for various activities of 2018-2019 will be discussed and allotted to the IQAC members in the next meeting. * The window for the online submission for IIQA will open in July – 2018 and the SSR can be review and fine-tuned till the end of July 2018. | | | | |