**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
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| **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.
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| **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.
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