IQAC Minutes of meeting 2013-2014

Date: 22.07.2014 (Tuesday) Time: 4.00 p.m.

Venue: APRC (AKRC)

Principal		Rev. Dr. C.M.	Varghese 🎾
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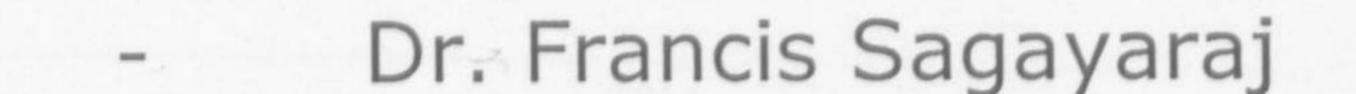
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IQAC Coordinator		Dr. L. Ravi	de
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Staff Representative - Dr. J. Henr	Rozario	120
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-	Dr.	K.	Parthibaraja	Chi

Rev. Fr. Maria Arokiarai



- Mr. M. Thangamani

- Mr. Ravikumar

- Dr. S. Ilamparthi

Agenda

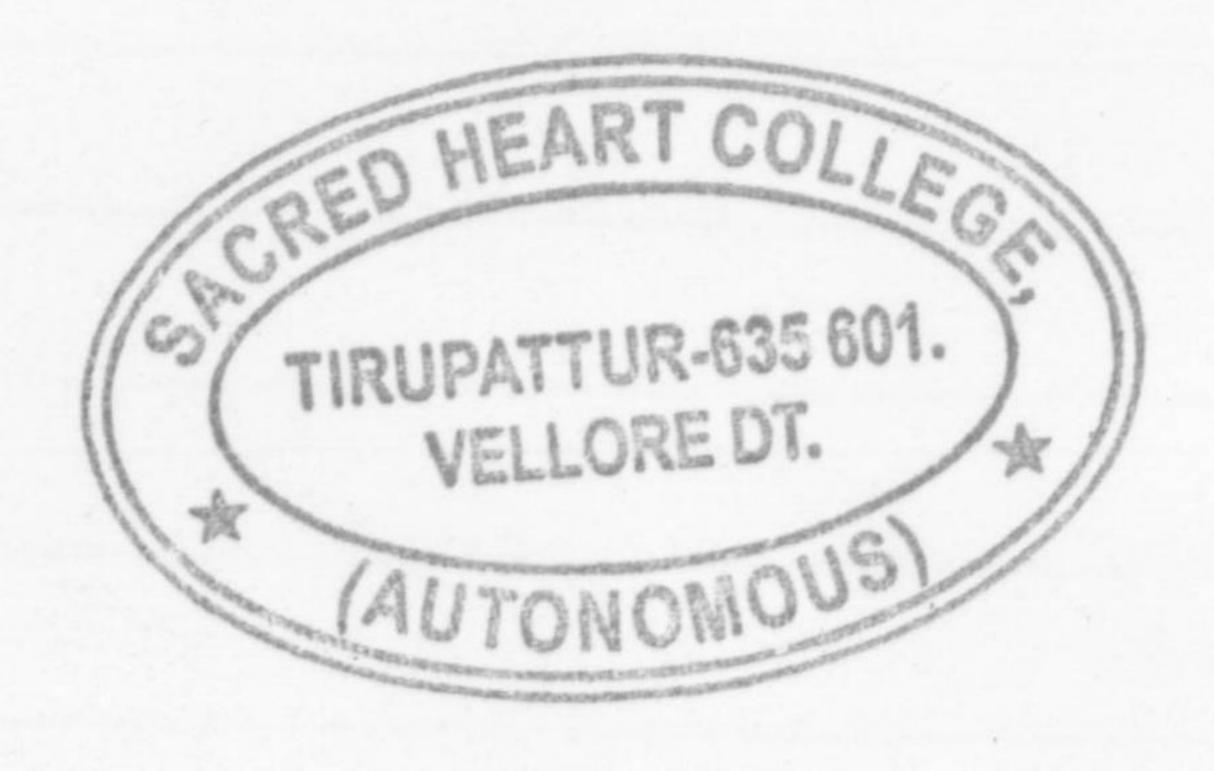
Public

Annual Plan

Alumni Representative

Additional Principal

- * AQAR Reports
- * Varia



Principal

Minutes of the IQAC Meeting

Date: 22.07.2014 at 4.00 p.m. Venue: IQAC Office (APRC)

Members Present

Rev. Dr. C.M. Varghese, Principal

Rev. Fr. Maria Arokiaraj, Addl. Principal

Dr. L. Ravi, IQAC Coordinator

Staff Representative

Dr. J. Henry Rozario

Dr. K. Parthibaraja

Dr. G. Britto Antony Xavier

Dr. S.A. Martin Britto Dhas

Mr. R. Veeraragavan

Mr. V. Thomas Immanuel

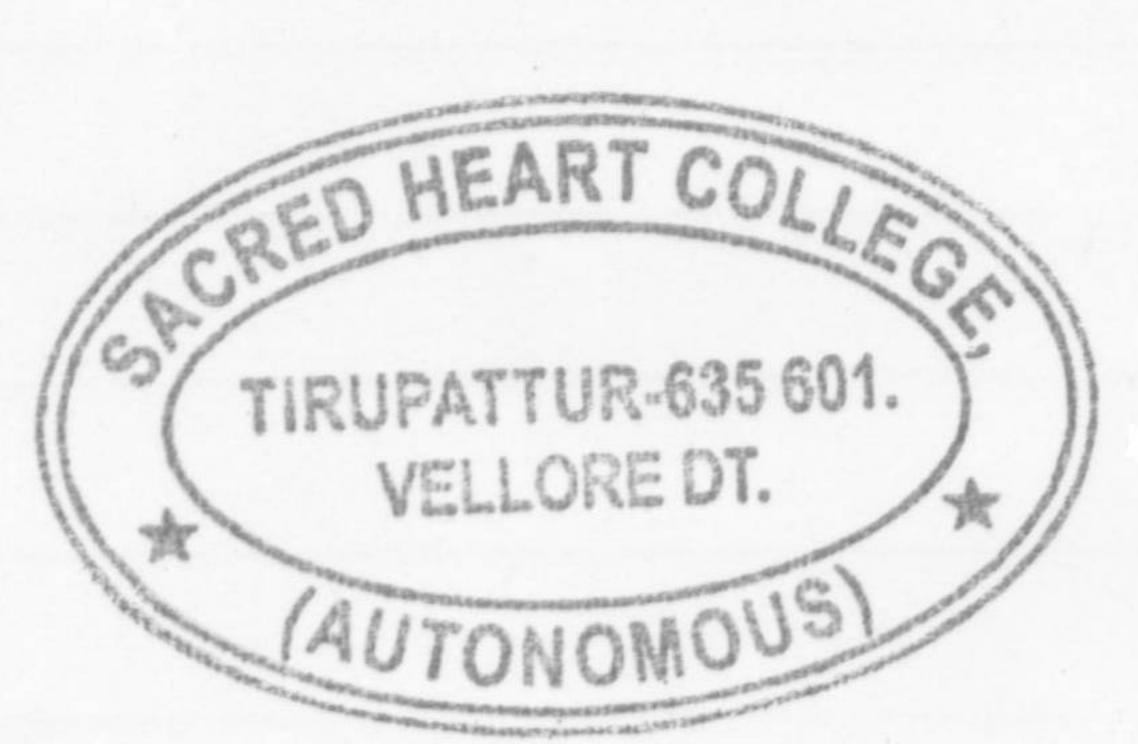
Mrs. A. Arockia Mary

Decisions of the Meeting

- Review of the previous year's plan and activities conducted have to be presented in the next meeting.
- Annual Plan can be reorganized based on the NAAC criteria.
- AQAR report of the previous year was discussed and finalized.
- ❖ IQAC meeting should take place on a regular basis based on the business listed. It was suggested to have 3 meetings in a semester (last Wednesday of the month)
- From the facts and data required for AQAR a template is to be prepared for college office, COE and individual staff.
- There was a suggestion to have the College Annual report modeled on AQAR report.
- * CQC evaluation meeting template to be designed
- SGP to be evaluated
- Annual Plan for students is introduced in this academic year 2014 -2015

- Research Forum of the Department presented their annual plan in the Research Forum meeting on 17.07.2014
- Number of arrear students in a Department could be an important metric to evaluate a Department
- Alumni linkages have to be established by the Department for helping the students for higher studies and to get placed in jobs.
- Specialized training programmes can be organized for the Non-Teaching staff.

IQAC Coordinator



Principal

IQAC Meeting

Date: 24.09.2014 (Wednesday)	Time: 2.45 p.m.
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Venue: APRC (AKRC)

Venu	e: APRC	(AKRC)
Principal		Rev. Dr. C.M. Varghese
Additional Principal		Rev. Fr. Maria Arokiaraj
Vice Principal & COE		Rev. Dr. D. Maria Antony Raj
Vice Principal (Shift - II)	-	Rev. Fr. Praveen Peter P
IQAC Coordinator		Dr. L. Ravi Ol
Staff Representatives	-	Dr. J. Henry Rozario
	-	Dr. K. Parthibaraja
		Dr. G. Britto Antony Xavier W
		Dr. S. A. Martin Britto Dhas
	-	Mr. R. Veeraragavan
		Mr. V. Thomas Immanuel &
	-	Mrs. A. Arockia Mary
Dean of Student Affairs		Mr. N. Arul Doss
	-	Dr. S. Lawrence
	_	Mr. A. George Louis Raja
Alumni Representative		Dr. Francis Sagayaraj
		Mr. M. Thangamani
Public	-	Mr. Ravikumar

Dr. S. Ilamparthi

Mr. S. Jeyaraju Mr. T. Selvam

Principal

Agenda

Office Representative

Project Officer

Preparation of Document towards CPE

Minutes of the IQAC Meeting

Date: 24.09.2014 at 2.45 p.m.

Venue: AKRC

Members Present

Rev. Dr. C.M. Varghese, Principal

Rev. Fr. Maria Arokiaraj, Addl. Principal

Rev. Dr. D. Maria Antony Raj, COE & Vice Principal (Shift - I)

Rev. Fr. Praveen Peter, Vice Principal (Shift - II)

Dr. L. Ravi, IQAC Coordinator

Staff Representatives

Dr. K. Parthibaraja

Dr. G. Britto Antony Xavier

Dr. S.A. Martin Britto Dhas

Mr. R. Veeraragavan

Mr. V. Thomas Immanuel

Mrs. A. Arockia Mary

Dean of Student Affairs

Mr. N. Arul Doss

Dr. S. Lawrence

Mr. A. George Louis Raja

Project Officer

Mr. T. Selvam

Decisions of the Meeting

CPE Document preparation

❖ Template - Data has to be collected from different sectors like, College Office, COE's Office, Library, Sports and Project Office. The team consisting of Dr. G. Britto Antony Xavier, Mr. R. Veeraragavan & Mr. T. Selvam will collect the data and fill in the template.

Action Taken Report (ATR) on NAAC recommendation

The team consisting of Rev. Fr. D. Maria Antony Raj, Mr. A. George Lousis Raja, Dr. K. Parthibaraja and Dr. L. Ravi will prepare the report.

College Profile

The Team consisting of Rev. Fr. Praveen Peter, Mr. N. Arul Doss, Mr. V. Thomas Immanuel, and Dr. S. Lawrence will prepare the college profile

Evaluation of SGP Programme

- It was suggested to extend the SGP programme for II and III Year students also.
- A team consisting of all the Deans will propose a methodology to extend the counseling process to II and III Year students.

CQC Evaluation

- The team consisting of Dr. K. Parthibaraja and Dr. S.A. Martin Britto Dhas will conduct the meeting to evaluate the CQC note books.
- Templates for the students report and evaluation report are also to be finalized by them.

IQAC Notice Board

It was proposed to have a separate notice board for IQAC.

Varia

- All the templates prepared by the IQAC to be sent to all the HODs by email.
- It was suggested to have a separate link in the college website so that all the templates can be uploaded to the website.
- Department profile for the last 3 years. It was suggested to collect data for the last 3 years. So that it can be used for both CPE report and AQAR report of 2013-14.

IQAC Coordinator

CONCRED HEART COLLEGES
TIRUPATTUR-635 601.
VELLORE DT.

Principal

IQAC Meeting

Date: 27.10.2014 (Monday)

Time: 3.00 p.m.

Venue: APRC (AKRC)

Principal		-	Rev. Dr. C.M.	Varghese 4

Additional Principal - Rev. Fr. Maria Arokiaraj 4.

Vice Principal & COE - Rev. Dr. D. Maria Antony Řaj

Vice Principal (Shift - II) - Rev. Fr. Praveen Peter

IQAC Coordinator - Dr. L. Ravi de

Staff Representatives - Dr. J. Henry Rozario

Dr. K. Parthibaraja

- Dr. G. Britto Antony Xavier W

Dr. S. A. Martin Britto Dhas

Mr. R. Veeraragavan W

Mr. V. Thomas Immanuel &

Mrs. A. Arockia Mary A And Mr. N. Arul Doss

Dean of Student Affairs - Mr. N. Arul Doss

- Dr. S. Lawrence

Mr. A. George Louis Raja 196

Alumni Representatives - Dr. Francis Sagayaraj

- Mr. M. Thangamani

Public - Mr. Ravikumar

- Dr. S. Ilamparthi

Office Representative - Mr. S. Jeyaraju

Project Officer - Mr. T. Selvam

Principal

IQAC Coordinator

Agenda

Review of Preparation of Document towards CPE



Sacred Heart College (Autonomous), Tirupattur, Vellore Dist. Minutes of the IQAC Meeting

Sacred Heart Callery - Lukasana and Tirupattur, Vellore Da.

Date: 27.10.2014 at 3.00 p.m.

Venue: AKRC

Members Present

Rev. Dr. C.M. Varghese, Principal

Rev. Fr. Maria Arokiaraj, Addl. Principal

Dr. L. Ravi, IQAC Coordinator

Staff Representatives

Dr. J. Henry Rosario

Dr. K. Parthibaraja

Dr. G. Britto Antony Xavier

Dr. S.A. Martin Britto Dhas

Mr. V. Thomas Immanuel

Mrs. A. Arockia Mary

Dean of Student Affairs

Mr. N. Arul Doss

Dr. S. Lawrence

Mr. A. George Louis Raja

a Das

Office representative

Mr.S.Jeyaraju, Manager

Project Officer

Mr. T. Selvam

Decisions of the Meeting

AQAR Report

- AQAR report of 2012-13 to be sent. Dr.J.Henry Rosario and Dr.G.Britto antony Xavier will complete the task.
- · AQAR report of 2013-14 to be prepared.

Secred Heart College (Autonomous), Tirupattur, Vellore Dist.	Sacred Heart	College (Autonomous), Tirupattur, Vellore D	Т.	
	IQAC Meeting			
	Date: 12/01/2015 (Monday)) Ti	Time: 3.00 p.m.)	
		Venue: APRC (AKRC)	4-00 P.M.	
	Principal	- Rev.Dr.C.M. Varghese 🖤		
	Additional Principal	– Rev.Fr. Maria Arockiaraj 🗽.		
CQC Evaluation	Vice Principal and COE	– Rev.Dr.D. Maria Antony Raj 🚧		
The team consisting of Dr. K. Parthibaraja and Dr. S.A. Martin Britto	Vice Principal (Shift II)	- Rev.Fr.Praveen Peter		
Dhas will conduct the meeting to evaluate the CQC along with the planning for the next semester.	IQAC Coordinator	- Dr.L.Ravi		
Templates for the students report and evaluation report are also to	Staff Representatives	- Dr.J.Henry Rozario		
be finalized by them.		- Dr. K. Parthibaraja		
CPE Document preparation		- Dr.G. Britto Antony Xavier		
Documents such as application form, College profile and action		- Dr.S.A. Martin Britto Dhas		
taken report prepared by the various teams were reviewed.*		- Mr. R. Veeraragavan		
Budget preparation		- Mr. V. Thomas Immanuel to		
Budget preparation for the CPE will be finalized by a team consisting		- Mrs. A. Arockia Mary A. Au		
of Dr.J.Henry Rosario, Fr.Principal, Fr.Additional Principal,	Dean of Student Affairs	- N. Arul Doss		
Dr.K. Parthipabaraj and Dr.L.Ravi		- Dr.S. Lawrence (2)		
		- Mr. A. George Louis Raja		
IQAC Coordinator Principal	Alumni Representatives	– Dr. Francis Sagayaraj		
TQAC Coordinator		- Mr. M.Thangamani		
	Public	- Mr.Ravikumar		
		- Dr.S. Ilamparthi		
	Office Representative	- Mr.S. Jeyaraju (M)		
	Project Officer	- Mr.T.Selvam		
			18-7	
	IQAC Coordinator	P	rincipal	
	Agenda			
		on of Document towards CPE. on-Academic Associations		
	Research Award - C	ollege Day		
	Evaluation of CQC Monthly Common A	Assembly – Sports/Academic/ Faculty achieveme	ents	
	AQAR MPhil and Ph.D., Re			
		Sulutionis		

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

Date: 12/01/2015	Time:4.00 pm -5.00 pm	Place : AKRC
Members	Names	Signature
Principal	Rev.Dr.C.M. Varghese	1,20
Additional Principal	Rev.Fr. Maria Arockiaraj	Lux.
Vice Principal and COE	Rev.Dr.D. Maria Antony Raj	A Marco
Vice Principal (Shift II)	Rev.Fr.Praveen Peter	PP
IQAC Coordinator	Dr.L.Ravi	bla /
	Dr.J.Henry Rozario	9
	Dr. K. Parthibaraja	SOM)
Staff Representatives	Dr.G. Britto Antony Xavier	la la
	Dr.S.A. Martin Britto Dhas	000
	Mr. R. Veeraragavan	W.
	Mr. V. Thomas Immanuel	Ande
	Mrs. A. Arockia Mary	I DE JOHN
	N. Arul Doss	1
Dean of Student Affairs	Dr.S. Lawrence	6
	Mr. A. George Louis Raja	Die 1
	Dr. Francis Sagayaraj	
Alumni Representatives	Mr. M.Thangamani	
Public	Mr.Ravikumar	
	Dr.S. Ilamparthi	
Office Representative	Mr.S. Jeyaraju	
Project Officer	Mr.T.Selvam	MA

Agenda

- Review of Preparation of Document towards CPE.
- Evaluation of the Non-Academic Associations
- Research Award College Day
- * Evaluation of CQC
- Monthly Common Assembly Sports/Academic/ Faculty achievements
- * AQAR
- MPhil and Ph.D., Regulations

Minutes

The meeting started with a prayer.

- 1. Journal Publication Award can be extended to students in the College Day Celebration.
- 2. All the papers published by the faculty members have to be collected announced during the college day.
- 3. Students Achievements can be presented in the Association Valedictory programme.
- 4. During common assembly, our college Students Achievements in other colleges' competition can be read out every month.
- 5. A News Letter can be published once in two months. The following faculty members will prepare the News letter.
 - o Prof. Aruldoss (English)
 - o Prof. Britto Antony Xavier (Maths)
 - o Prof. George Louis Raja (MCA)
- 6. A meeting of CQC Leaders of Shift I and Shift II can be conducted after 1st CIA. The evaluation template prepared can be used and the report to be submitted to IQAC. The following faculty members will conduct the CQC Leaders meeting.
 - o Prof. Parthibaraja (Tamil) Shift I
 - o Prof. Britto (Physics) Shift I
 - o Prof. Lawrence (Chemistry) Shift II
 - o Prof. Arokiya Mary (Commerce) Shift II
- 7. Non Academic Association (SHELTERS) Evaluation can be held in the month of February 2015.
- 8. ID Card / Admission card can be issued for Ph.D Scholars. Ph.D students can also be part of weekly meeting conducted for MPhil students.
- 9. Project Submission regulations can be checked up for Ph.D and M.Phil Scholars.
- 10. CPE Status documents can be reviewed during the CIA Days from 19th to 22nd January 2015.
- 11. All the documents pertaining to each department can be verified by IQAC in order to prepare AQAR report of next academic year.

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

	Agenda of the IQAC Meeting	
Date :23/01/2015	Time :3.30 pm -4.30 pm	Place : AKRC
Members	Names	Signature
Principal	Rev.Dr.C.M. Varghese	
Additional Principal	Rev.Fr. Maria Arockiaraj	
Vice Principal and COE	Rev.Dr.D. Maria Antony Raj	Mass .
Vice Principal (Shift II)	Rev.Fr.Praveen Peter	PP
IQAC Coordinator	Dr.L.Ravi	Man /
	Dr.J.Henry Rozario	AR:
	Dr. K. Parthibaraja	2cm
Staff Representatives	Dr.G. Britto Antony Xavier	al
	Dr.S.A. Martin Britto Dhas	DAR.
	Mr. R. Veeraragavan	W.
	Mr. V. Thomas Immanuel	1
	Mrs. A. Arockia Mary	A. All
	N. Arul Doss	18
Dean of Student Affairs	Dr.S. Lawrence	
	Mr. A. George Louis Raja	Aux
	Dr. Francis Sagayaraj	
Alumni Representatives	Mr. M.Thangamani	
Public	Mr.Ravikumar	
	Dr.S. Ilamparthi	
Office Representative	Mr.S. Jeyaraju	
Project Officer	Mr.T.Selvam	000
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Agenda

- Review of Preparation of Document towards CPE.
- * AQAR
- MPhil and Ph.D., Regulations.

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

Minutes of the IQAC Meeting			
Date: 23/01/2015	Time :3.30 pm -4.30 pm	Place : AKRC	
Members	Names	Signature	
Principal	Rev.Dr.C.M. Varghese	1.52-7	
Additional Principal	Rev.Fr. Maria Arockiaraj	W.	
Vice Principal and COE	Rev.Dr.D. Maria Antony Raj	1 2000	
Vice Principal (Shift II)	Rev.Fr.Praveen Peter	PP	
IQAC Coordinator	Dr.L.Ravi	bd- 1	
	Dr.J.HenryRozario	AL.	
	Dr. K. Parthibanraja	RM-	
Staff Representatives	Dr.G. Britto Antony Xavier	62	
	Dr.S.A. Martin BrittoDhas	Q#Z	
	Mr. R. Veeraragavan	W.	
	Mr. V. Thomas Immanuel	2 de	
	Mrs. A. Arockia Mary	DA dul	
	N. Arul Doss	Mas	
Dean of Student Affairs	Dr.S. Lawrence	3	
	Mr. A. George Louis Raja	Book	
	Dr. Francis Sagayaraj		
Alumni Representatives	Mr. M.Thangamani		
Public	Mr.Ravikumar		
	Dr.S. Ilamparthi		
Office Representative	Mr.S. Jeyaraju		
Project Officer	Mr.T.Selvam	200	

Minute

* AQAR Report

AQAR Report of 2013-2014 & 2014-2015 should be sent to NAAC by March 2015. Letter should be sent to all HOD's with the template requesting details of the last two years.

* CQC Template Dr. s. A. Martin Britto Dhos

CQC template prepared by hand and it was decided to have the meeting on 28th Feb 2015.

* CPE Document preparation

Performa data has to be collected from different sectors (college office, COEs office, Library, Sports and Project office). The team of consisting of Mr.V.Thomas Immauel, Mr.R. Veeraraghavan and Mr.T.Selvam will collect the data and prepare the Performa along with the enclosures.

* Action Taken Report on NAAC Recommendation

The team consisting of Mr.A.George Louis Raja, Dr. Lawrence and Dr.L.Ravi will prepare the Action Taken Report on NAAC Recommendation.

* College Profile

Prof. Aruldoss will finalize the already prepared profile of the college.

* Budget for CPE

The Team consisting of Dr. Henry Rosario, Dr. Britto Antony Xavier and Dr.L.Ravi will finalize the budget for CPE.

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

IQAC Meeting		
Date: 05/03/2015	Time :3.00 pm -4.00 pm	Place : AKRC
Members	Names	Signature
Principal	Rev.Dr.C.M. Varghese	122-
Additional Principal	Rev.Fr. Maria Arockiaraj	La.
Vice Principal and COE	Rev.Dr.D. Maria Antony Raj	2000
Vice Principal (Shift II)	Rev.Fr.Praveen Peter	D,
IQAC Coordinator	Dr.L.Ravi	6
Staff Representatives	Dr.J.HenryRozario	Apple
	Dr. K. Parthibaraja	8 MM
	Dr.G. Britto Antony Xavier	lest in
	Dr.S.A. Martin BrittoDhas	Q#
	Mr. R. Veeraragavan	1/.
	Mr. V. Thomas Immanuel	1
	Mrs. A. Arockia Mary	A. Aug
Dean of Student Affairs	N. Arul Doss	
	Dr.S. Lawrence	(2)
	Mr. A. George Louis Raja	Bus
	Dr. Francis Sagayaraj	
Alumni Representatives	Mr. M.Thangamani	
Public	Mr.Ravikumar	
	Dr.S. Ilamparthi	
Office Representative	Mr.S. Jeyaraju	(M)
Project Officer	Mr.T.Selvam	ON,
Aganda		920

Agenda:

- 1. Review of CPE document preparation
- 2. AQAR Report Preparation
- 3. Any other

