IQAC
Minutes of meeting
2015-2016

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

IQAC Meeting		
Date : 05/07/2016	**Time : 3.30 pm to 4.30 pm**	**Place : AKRC**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	

Agenda:

1. Prayer- Fr. Additional Principal / Fr.Vice Principal
2. Introductory Words – Fr. Additional Principal / Fr.Vice Principal
3. Review of IQAC Activities - Dr. L. Ravi
4. Presentation of Annual Plan - Dr. L. Ravi
5. Approval of Conference Call Letter – Dr. S.A. Martin Britto Dhas
6. Roles and Responsibilities - Fr. Additional Principal / Fr.Vice Principal

Praveen Peter

Station : Tirupattur
Date : 05/07/2016

Vice Principal

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

Today on 04-07-2016 the college management has preponed the Academic and Non academic Associations Inauguration Programme on 05-07-2016. Hence the IQAC meeting called on 05-07-2016 stands cancelled. I regret for the inconvenience caused

Thanking you

with regards
Ravi L

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

IQAC Meeting		
Date : 18/07/2016	**Time : 3.30 pm to 5.30 pm**	**Place : AKRC**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	–
Nominee from Local Society	Mrs. Agila Ezhilarasan	–
Nominee from Industrialist	Mr. Joseph Peeris	–
Student Representative	Rev. Fr. Stanislaus	

Agenda:

1. Prayer- Fr. Additional Principal / Fr.Vice Principal
2. Introductory Words – Fr. Additional Principal / Fr.Vice Principal
3. Review of IQAC Activities - Dr. L. Ravi
4. Presentation of Annual Plan - Dr. L. Ravi
5. Approval of Conference Call Letter – Dr. S.A. Martin Britto Dhas
6. Roles and Responsibilities - Fr. Additional Principal / Fr.Vice Principal

Station : Tirupattur
Date : 15/07/2016

Vice Principal

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

Minutes of the IQAC Meeting		
1.Schedule		
Date : 18/07/2016	**Time : 3.30 pm to 4.30 pm**	**Place : AKRC**
2. Members Present		**Signature**
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	21/7/16.
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	S.U. Vasan
	Miss. S. Kalaiarasi	
Project Officer	Mr. T. Selvam	
Student Representative	Rev. Fr. Stanislaus	

3. Decisions of the Meeting

1. **IQAC annual Plan**

   Proposed Annual Plan and activities of IQAC for the current year are presented to the members. The members made the following suggestions.

   - ✓ HOD's meeting to be organized to analyze the NAAC recommendations.
   - ✓ Few reservations expressed on the online method used for the present evaluation of teachers by the students. Since there is a possibility of misusing the method by the students, the body suggested for having class wise evaluations in the browsing center.
   - ✓ There was a discussion to include descriptive type of questions in the evaluation of teachers by the students.
   - ✓ An activity can be introduced for improving teaching quality of the teachers.
   - ✓ Activities like COE's Office Auditing (Question Papers, Evaluation), Green Auditing (Power Audit, Renewable Energy, Environmental Auditing, e-waste management) and Annual Newsletter can be included in the annual plan.
   - ✓ Members discussed the methods used for conducting CQC and Research forum. It was suggested by the body to relook into the ways and methods used for conducting these forums.

     Research forum

     It was suggested that activities of the research forum should not become part of association activities. If this forum is created to cater to the needs of advanced learner it has to be highlighted.

     CQC

     CQC activities have to be conducted for the whole class including the first year students.

2. **National Conference**

   The Brochure prepared towards the national conference sponsored by NAAC was presented to the members and approved

   Stay for the outstation participants, dates of the conference, Hall, and internal participation may be finalized in consultation with Fr. Principal.

25/7/16

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - I)

IQAC Meeting		
Date : 08/08/2016	**Time : 10.30 am to 11.30 am**	**Place : Oasis**
Members		**Signature**
Vice Principal	Rev. Fr. Praveen Peter	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Mr. F. Julin Xercies Rigley	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	
	Dr. G. Mohan Gandhi	
	Mr. M. Antony Arockiasamy	
Media & Consumer Forum	Dr. A. Royal Edward Williams	
Fine Arts	Dr. V. Collins Arun Prakash	
	Dr. A. Ajay	
Youth Red Cross (YRC)	Mr. J. Anandaraj	
RORA (Rovers & Rangers)	Miss. M. Rose	
	Dr. G. Prakash Raj	
Rotaract Club	Mr. G. Jayakumar	
MNI	Dr. K. Parthibaraja	
Red Ribbon Club	Mr. V. Madhan Kumar	
DEEDS	Mr. T. Selvam	

Agenda:

1. Prayer – Fr. Vice Principal
2. Orientation for Non Academic Associations

Station : Tirupattur

Date : 08/08/2016

Praveen Peter

Vice Principal

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - I)

Minutes of the Meeting **1.Schedule**		
Date : 08/08/2016	**Time : 10.30 am to 11.30 am**	**Place : Oasis**
2. Members Present		**Signature**
Vice Principal	Rev. Fr. Praveen Peter	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Mr. F. Julin Xercies Rigley	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	
	Dr. G. Mohan Gandhi	
	Mr. M. Antony Arockiasamy	
Media & Consumer Forum	Dr. A. Royal Edward Williams	
Fine Arts	Dr. V. Collins Arun Prakash	
	Dr. A. Ajay	
Youth Red Cross (YRC)	Mr. J. Anandaraj	
RORA (Rovers & Rangers)	Miss. M. Rose	
	Dr. G. Prakash Raj	
Rotaract Club	Mr. G. Jayakumar	
MNI	Dr. K. Parthibaraja	
Red Ribbon Club	Mr. V. Madhan Kumar	
DEEDS	Mr. T. Selvam	

3. Decisions of the Meeting

1. Expectations of NAAC from the Non Academic Associations, Aims, Contributions, most Significant events and best practices of the association activities are to be highlighted to the presidents of Non Academic Associations by the IQAC Member Dr. G. Britto Antony Xavier.

2. Template Prepared based on NAAC Expectations was distributed to the members by IQAC Assistant Mr. R. Sathishkumar.

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - II)

IQAC Meeting		
Date : 08/08/2016	**Time : 03.30 pm to 04.30 pm**	**Place : Di Fiore Hall**
Members		**Signature**
Vice Principal	Rev. Fr. G. Theophil Anand	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Dr. M. Willson Bosco Paul	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	
Fine Arts	Mr. D. Rajkumar	
Youth Red Cross (YRC)	Mr. S. Karthik	
Rotaract Club	Mr. D. Adiyaman	
MNI	Mr. P. Balasubramanian	
Red Ribbon Club	Mr. B. Chandra Sekar	
DEEDS	Mr. T. Selvam	

Media forum (Shift-II) Mr. S. Jeevanantham

Agenda:

1. Prayer – Fr. Vice Principal
2. Orientation for Non Academic Associations

8/8/16

Vice Principal

Station : Tirupattur

Date : 08/08/2016

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - II)

Minutes of the Meeting		
1.Schedule		
Date : 08/08/2016	**Time : 03.30 pm to 04.30 pm**	**Place : Di Fiore Hall**
2. Members Present		**Signature**
Vice Principal	Rev. Fr. G. Theophil Anand	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Dr. M. Willson Bosco Paul	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	
Fine Arts	Mr. D. Rajkumar	
Youth Red Cross (YRC)	Mr. S. Karthik	
Rotaract Club	Mr. D. Adiyaman	
MNI	Mr. P. Balasubramanian	
Red Ribbon Club	Mr. B. Chandra Sekar	
DEEDS	Mr. T. Selvam	
Media forum	Mr. S. Jeevanantham	
3. Decisions of the Meeting		

1. Expectations of NAAC from the Non Academic Associations, Aims, Contributions, most Significant events and best practices of the association activities are to be highlighted to the presidents of Non Academic Associations by the IQAC Member Dr. G. Britto Antony Xavier.

2. Template Prepared based on NAAC Expectations was distributed to the members by IQAC Assistant Mr. R. Sathishkumar.

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

IQAC Meeting		
Date : 07/09/2016	**Time : 2.30 pm to 4.30 pm**	**Place : Board Room**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	–
Nominee from Local Society	Mrs. Agila Ezhilarasan	–
Nominee from Industrialist	Mr. Joseph Peeris	–
Student Representative	Rev. Fr. Stanislaus	

Agenda:

1. Prayer- Fr. Principal
2. Roadmap for NAAC – Dr. L. Ravi
3. NAAC Conference - Dr. S.A. Martin Britto Dhas

Station : Tirupattur
Date : 31/08/2016

Principal

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

Minutes of the IQAC Meeting **1.Schedule**		
Date : 07/09/2016	**Time : 2.30 pm to 4.30 pm**	**Place : Board Room**
2.Members Present		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	
Vice Principal (Shift II)	Rev. Fr. G. Theophil Anand	
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IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin BrittoDhas	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthibaraja	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Student Representative	Rev. Fr. Stanislaus	

3. ATR of the Previous Meeting

1. IQAC annual plan is finalized after adding the suggestions accepted by the forum. The annual plan is published in the IQAC link of the college website.
2. The Brochure prepared towards the national conference sponsored by NAAC was finalized.

4. Decisions of the Meeting

1. **NAAC ANALYSIS**

   An analysis of the NAAC scores on the previous three accreditations was presented to the members.

   The overall analysis and the recommendations by the NAAC committee members were also highlighted to the members.

2. **National Conference**

   The organizing committee members and their roles and responsibilities were also presented for the approval.

3. **Annual Roles and Responsibilities**

   The responsibilities of the IQAC members were finalized and approved.

Sacred Heart College (Autonomous), Tirupattur, Vellore Dt.

National Level Conference on the Role of IQAC towards Quality Assurance in Autonomous College

November 4th and 5th, 2016

1. Programme Committee

- Programme Schedule, Time management of sessions and coordinating with food committee, finalizing paper presenters

Ceremonial and Valedictory

i.	Introducing the resource person	-	Moderator (by Faculty members)
ii.	Finalizing Master of Ceremony	-	Inauguration, Valediction
iii.	Video Presentation	-	For prayer song
iv.	Vote of thanks	-	Memento and shawls for resource persons.

- Papers if not sent earlier to be collected for publishing in Conference Proceedings
- Finalizing number of copies of Conference Proceedings Book – pages, size
- Publishing with ISBN, planning the budget for printing the proceedings.
- Collecting and editing articles, case studies

2. Finance Committee

- TA/DA for Resource Persons
- Bills name with date or without date
- Finalizing budget for Food, Travel, Stage Decoration

3. Reception and Registration Committee

- Registration form (mobile, email id)
- Files / Bags / Kit to be provided with program schedule
- Badges or ID in the name of National Conference for all the participants.
- Participation certificate will be given at the end of the conference according to institutions.
- Certificate designing & printing to be done
- Special Badges
- Attendance Certificate in official format

4. Hospitality Committee

- Menu, budget
- Serving or Buffet System
- Refreshment & Snacks during break time
- Food & water – Timely deliver, quality and cleanliness
- Food to be served with hand gloves
- Permitting only participants
- Buying card board boxes for putting wastages

- Places where food to be served

5. Media & Conference Report

- Address and Email-ID and contact Address and Phone Number
- Collect all the Newspapers contacts.
- Send invitations through mails and post and to meet local journalists
- Translation of news both in Tamil and English to the reporters

6. Stage Decoration, Hall Arrangement & Technical Committee

- Deciding on banners, places and backdrops – halls for two parallel sessions
- Placards and some decorations must be made from the entrance to the hall and also in community hall.
- Logistics (Laptop, norms for use of pen drive, DVD player, LCD projector, Video camera, camera, stand mike, collar mike, cordless mike for participants, speakers)

7. Travel and Accommodation

- College vehicles to be fixed for resource persons
- Proper direction to outside participants
- Accommodation for men and women to be arranged with Administrator (Amalagam, Guezou hostels and rooms above Gym)
- Separate arrangement for resource persons in guest rooms.
- Pillow, bed sheet and mat to be organized – mosquito coil

Sacred Heart College (Autonomous), Tirupattur, Vellore Dt.

National Level Conference on the Role of IQAC towards Quality Assurance in Autonomous College

November 4th and 5th, 2016

S.No	Committee	Members
1	Programme Committee	Dr. J. Henry Rosario Dr. S.R. Xavier Rajarathinam Dr. G. Britto Antony Xavier Dr. S. A. Martin Britto Dhas
2	Finance Committee	Dr. L. Ravi Mr. R. Sathishkumar
3	Reception and Registration	Dr. S. Sagayaraj Miss. S. Kalaiarasi
4	Hospitality	Dr. S. Paul Raj Dr. D. Leslin
5	Media & Conference Report	Dr. K. Parthibaraja Mr. A. George Louis Raja
6	Stage Decoration, Hall Arrangement & Technical	Mr. V. Thomas Immanuel Mr. T. Selvam
7	Travel and Accommodation	Mr. S.U. Vasantha Kumar

Sacred Heart College (Autonomous), Tirupattur, Vellore Dt.

Roles and Responsibilities

2016 -2017

S.No	Event	Incharge
1	CQC & CQC Evaluation	Dr. K. Arockiaraj **(Shift I - Incharge)** Dr. K. Parthibaraja Dr. S.A. Martin Britto Dhas Miss S. Kalaiarasi **(Shift II - Incharge)** Mr. A. George Louis Raja Mr. S.U. Vasantha Kumar
2	AQAR, Evaluation of Academic & Non Academic Association	Rev. Fr. Praveen Peter Dr. G. Britto Antony Xavier Mr. S. U. Vasantha Kumar
3	AISHE	Mr. V. Thomas Immanuel Mr. R. Veeraraghavan

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

IQAC Meeting		
Date : 03/11/2016	**Time : 3.00 pm to 4.00 pm**	**Place : Board Room**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	–
Nominee from Local Society	Mrs. Agila Ezhilarasan	–
Nominee from Industrialist	Mr. Joseph Peeris	–
Student Representative	Rev. Fr.A. Stanislaus	

Agenda:

1. Prayer- Fr. Principal
2. NAAC Conference

Station: Tirupattur
Date : 31/10/2016

Principal

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

Minutes of the IQAC Meeting		
1.Schedule		
Date : 03/11/2016	**Time : 3.00 pm to 4.00 pm**	**Place : Board Room**
2. Members Present		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
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Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
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IQAC Assistant Coordinator	Dr. S. A. Martin Britto Dhas	
Members	Dr. S. Paul Raj	
	Dr. G. Britto Antony Xavier	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Project Officer	Mr. T. Selvam	
Student Representative	Rev. Fr. Stanislaus	

3. ATR of the Previous Meeting

1. A Roadmap for the NAAC accreditation is prepared.

4. Decisions of the Meeting

1. **National Conference**
   a) The invitation prepared towards the national conference sponsored by NAAC was presented to the members.
   b) The tentative schedule of the complete programme was presented to the members. The following suggestions were made by the members:
      i. To take group photo on the second day before the lunch interval.
      ii. To honor the resource persons by a shawl and a gift (Book).
      iii. The certificates can be distributed for the external participants alone on that day.
   c) The list of papers to be presented in the conference was presented to the members.
   d) The list of resource persons invited was also presented to the members.

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

IQAC Meeting		
Date : 30/11/2016	**Time : 3.30 pm to 4.30 pm**	**Place : Board Room**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
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Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	–
Nominee from Local Society	Mrs. Agila Ezhilarasan	–
Nominee from Industrialist	Mr. Joseph Peeris	–
Student Representative	Rev. Fr. A. Stanislaus	

Agenda:

1. Prayer- Fr. Principal / Fr. Additional Prinicipal
2. NAAC Conference – Post Conference Activities – Dr. L. Ravi
3. AQAR 2015-16 – Submitted for Approval - Dr. G. Britto Antony Xavier
4. Road map for the next NAAC visit activities for the coming semester – Dr. L. Ravi
5. Restructuring Committee Recommendations – Fr. Principal

Station: Tirupattur
Date : 24/11/2016

Principal

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

Minutes of the IQAC Meeting		
1.Schedule		
Date : 30/11/2016	**Time : 3.30 pm to 8.30 pm**	**Place : Board Room**
2. Members Present		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
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Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
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	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Project Officer	Mr. T. Selvam	
Student Representative	Rev. Fr. A. Stanislaus	

3. ATR of the Previous Meeting

1. The National Level Conference on "The Role of IQAC towards Quality Assurance in Autonomous Colleges" was conducted successfully on 4th & 5th of November, 2016.

4. Decisions of the Meeting

1. National conference

(a) Post conference activities like documentation, issue of certificates and the accounts were explained to the members. The accounts statement was presented and subsequently approved by the members.

(b) It was suggested to conduct such IQAC conferences to all the faculty members.

(c) It was also suggested to conduct one day IQAC conference/Workshop to all the faculty members using the management fund.

2. AQAR

a) AQAR report for the academic year 2015-16 was presented to the members for approval.

b) Dr. J. Henry Rozario suggested that Dr. C.R. Christi Anandan can work along with the Dr. G. Britto Antony Xavier to fine tune the report.

c) It was suggested to prepare a template to support the preparation of the syllabus by the departments, before the board of studies meeting begins.

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

IQAC Meeting		
Date : 12/12/2016	**Time : 2.30 pm to 3.30 pm**	**Place : Board Room**
Members		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	–
Nominee from Local Society	Mrs. Agila Ezhilarasan	–
Nominee from Industrialist	Mr. Joseph Peeris	–
Student Representative	Rev. Fr. A. Stanislaus	

Agenda:

1. Prayer- Fr. Principal / Fr. Additional Prinicipal
2. Restructuring Committee Recommendations – Fr. Principal
3. Road map for the next NAAC visit activities for the coming semester – Dr. L. Ravi
4. AQAR 2015-16 – Submitted for Approval - Dr. G. Britto Antony Xavier

Station: Tirupattur
Date : 10/12/2016

Principal

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

Minutes of the IQAC Meeting		
1.Schedule		
Date : 12/12/2016	**Time : 2.30 pm to 3.30 pm**	**Place : Board Room**
2. Members Present		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	

3. ATR of the Previous Meeting

Conference Financial Accounts is presented to Mr. Ravikumar, the auditor, and along with the audit report the accounts are sent to NAAC by post on 03.12.2016

A template consisting of check-lists of implementation of revision of syllabus is prepared and a copy of it is circulated to all the Heads of the Departments.

4. Decisions of the Meeting

a) **Restructuring Committee**

Restructuring Committee Recommendation on "Evaluation System" was discussed in detail.

It was decided to finalize the distribution of CA and SE marks based on a study to be conducted among the students, faculty and alumni.

A team consisting of the following members will conduct the study and present the findings on or before 25th January 2017:

1. Dr. J. Henry Rosario
2. Dr. S. Sagayaraj
3. Dr. D. Leslin
4. Dr. G. Britto Antony Xavier
5. Rev. Dr. Praveen Peter SDB

Sacred Heart College (Autonomous), Tirupattur, Vellore Dist.

Department of _____

Programme : UG / PG [Tick the relevant programme]

S.No	Items	Response
1	Maximum number of credits allotted for the new programme	
2	Extra credits provided in the new programme (Additional Credits option for Advanced Learners)	
3	Number of core courses offered in the new programme	
4	Discipline Specific Elective (DSE) Course : Dissertation/Project : Generic Elective (GE) Course : Number of elective courses offered in the new programme	
5	Ability Enhancement Compulsory Courses : Skill Enhancement Courses : Number of elective Ability Enhancement Courses (AEC)	
6	Number of Practical courses	
7	Number of Project work courses	
8	What % UGC model curriculum adopted in the new curriculum designed?	
9	Name the self-study courses introduced in the new curriculum	
10	Name the certificate courses introduced in the new curriculum	
11	Name the allied optional courses introduced with the support of another department	
12	Is your general elective course allows other department students to take part?	
13	Have you introduced 100% internal courses in the curriculum?	
14	Name few innovations introduced in the new curriculum	
15	Name the academic audit recommendations implemented in the new curriculum	

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

IQAC Meeting		
Date : 04/02/2017	**Time : 6.15 pm to 7.15 pm**	**Place : Board Room**
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. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	-
Nominee from Local Society	Mrs. Agila Ezhilarasan	-
Nominee from Industrialist	Mr. Joseph Peeris	-
Student Representative	Rev. Fr. A. Stanislaus	

Agenda:

1. Prayer- Fr. Principal / Fr. Additional Prinicipal
2. Evaluation on CA Components

Station: Tirupattur
Date : 03/02/2017

Principal

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

Minutes of the IQAC Meeting

1.Schedule

Date : 04/02/2017	**Time : 6.15 pm to 9.15 pm**	**Place : Board Room**
2. Members Present		**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. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S. R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Student Representative	Rev. Fr. A. Stanislaus	

3. ATR of the Previous Meeting

- AQAR for the academic year 2015-2016 is sent to the NAAC on 19th January 2017 and an acknowledgement was received on the same day.
- NAAC has released Rs. 95,000/- as grant towards the conduct of NAAC Sponsored National Level Conference on "The Role of IQAC Towards Quality Assurance in Autonomous Colleges", based on our audited financial statements and conference reports sent earlier.

4. Decisions of the Meeting

a) Evaluation on CA Components

The IQAC meeting regarding the examination system of our college was held at 6.15 pm in the Board Room.

Dr. J. Henry Rozario, Department of Social Work, presented the statistics of the survey of the students and staff regarding the Internal and External components of Semester Examination. After an elaborate and exhaustive discussion the following points emerged on consensus:

- The internal and external ratio of marks for UG and PG was fixed as 30:70 and 40:60 respectively.
- It was proposed to have 28 marks for CA-test component and 12 marks for other components for PG internal marks. Further, it was suggested that each department can discuss & come up with its components as per its need.
- It was proposed to have 20 marks as CA component 5 marks for attendance and 5 marks for other components for UG internal marks. Further, it was suggested that each department can discuss & come up with its components as per its need.
- The discussion on having minimum passing marks in CA was initiated. There were views expressed for and against the view. It was suggested to get the facts about minimum CA mark from other leading autonomous institutions. The COE also was asked to get some statistics. The final decision can be taken at CDC.
- It was decided to have one CA exam for sports persons. The list has to be finalized at the beginning of the academic year.
- NCC cadets attending a camp are exempted from appearing for CA held during the period of the camp.
- It was decided to convert the external component for 100% [CA not included] after three attempts of Semester Examinations.
- A pass board comprising of all the CDC members could be constituted.
- It was decided to attach an authorized plagiarism report of theses/project reports of students for the submission of all M.Phil. & PG courses. The minimum allowed plagiarism percentage shall be decided by each department.

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - I)

IQAC Meeting		
Date : 20/02/2017	**Time : 11.25 am to 11.45 am**	**Place : Abdul Kalam - Exam Hall**
Members		**Signature**
Vice Principal	Rev. Dr. Praveen Peter	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Mr. F. Julin Xercies Rigley	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	—
	Dr. G. Mohan Gandhi	
	Mr. M. Antony Arockiasamy	
Media & Consumer Forum	Dr. A. Royal Edward Williams	
Fine Arts	Dr. V. Collins Arun Prakash	
	Dr. A. Ajay	
Youth Red Cross (YRC)	Mr. J. Anandaraj	
RORA (Rovers & Rangers)	Mrs. M. Rose	
	Dr. G. Prakash Raj	—
Rotaract Club	Mr. G. Jayakumar	
MNI	Dr. K. Parthibaraja	
Red Ribbon Club	Mr. V. Madhan Kumar	—
DEEDS	Mr. T. Selvam	

Agenda:

1. Prayer – Fr. Vice Principal
2. Orientation for Non Academic Associations

Praveen Peter
20/2/17
Vice Principal

Station : Tirupattur
Date : 20/02/2017

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - I)

Minutes of the Meeting		
1.Schedule		
Date : 20/02/2017	**Time : 11.25 am to 11.45 am**	**Place : Abdul Kalam - Exam Hall**
2. Members Present		**Signature**
Vice Principal	Rev. Dr. Praveen Peter	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Mr. F. Julin Xercies Rigley	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	—
	Dr. G. Mohan Gandhi	—
	Mr. M. Antony Arockiasamy	
Media & Consumer Forum	Dr. A. Royal Edward Williams	
Fine Arts	Dr. V. Collins Arun Prakash	
	Dr. A. Ajay	
Youth Red Cross (YRC)	Mr. J. Anandaraj	
RORA (Rovers & Rangers)	Mrs. M. Rose	
	Dr. G. Prakash Raj	—
Rotaract Club	Mr. G. Jayakumar	
MNI	Dr. K. Parthibaraja	
Red Ribbon Club	Mr. V. Madhan Kumar	—
DEEDS	Mr. T. Selvam	

3. Decisions of the Meeting

1. Expectations of NAAC from the Non Academic Associations, Aims, Contributions, most Significant events and best practices of the association activities are to be highlighted to the presidents of Non Academic Associations by the IQAC Member Dr. G. Britto Antony Xavier.
2. Template Prepared based on NAAC Expectations was distributed to the members by IQAC Assistant Mr. R. Sathishkumar.

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - II)

IQAC Meeting		
Date : 21/02/2017	**Time : 01.00 pm to 01.30 pm**	**Place : Oasis Hall**
Members		**Signature**
Vice Principal	Rev. Dr. G. Theophil Anand	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Dr. M. Wilson Bosco Paul	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	20/2/17
Fine Arts	Mr. D. Rajkumar	
Youth Red Cross (YRC)	Mr. S. Karthik	
Rotaract Club	Mr. D. Adiyaman	
MNI	Dr. K. Parthibaraja	
Media Forum	Mr. S. Jeevananthan	
Red Ribbon Club	Dr. B. Chandrasekar	
DEEDS	Mr. ~~T. Selvam~~ D. HENRY	

Agenda:

1. Prayer – Fr. Vice Principal
2. Orientation for Non Academic Associations

Vice Principal

Station : Tirupattur

Date : 21/02/2017

Rev. Dr. G. Theophil Anand, SDB.,M.Sc.,Ph.D.,
Vice Principal,
Sacred Heart College,
Tirupattur, Vellore Dt. Tamil Nadu - 635 601.

Sacred Heart College (Autonomous), Tirupattur

IQAC Meeting with Non–Academic Associations (Shift - II)

Minutes of the Meeting		
1.Schedule		
Date : 21/02/2017	**Time : 01.00 pm to 01.30 pm**	**Place : Oasis Hall**
2. Members Present		**Signature**
Vice Principal	Rev. Dr. G. Theophil Anand	
IQAC Member	Dr. G. Britto Antony Xavier	
IQAC Assistant	Mr. R. Sathishkumar	
AICUF	Dr. M. Wilson Bosco Paul	
National Cadet Corps (NCC)	Mr. K. Sivakumar	
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	21/2/17
Fine Arts	Mr. D. Rajkumar	
Youth Red Cross (YRC)	Mr. S. Karthik	
Rotaract Club	Mr. D. Adiyaman	
MNI	Mr. P. Balasubramanian	—
Red Ribbon Club	Dr. B. Chandrasekar	
Media Forum	Mr, S. Jeevananthan	
DEEDS	Mr. T. Selvam	—

3. Decisions of the Meeting

1. Expectations of NAAC from the Non Academic Associations, Aims, Contributions, most Significant events and best practices of the association activities are to be highlighted to the presidents of Non Academic Associations by the IQAC Member Dr. G. Britto Antony Xavier.

2. Template Prepared based on NAAC Expectations was distributed to the members by IQAC Assistant Mr. R. Sathishkumar.

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

IQAC Meeting		
Date : 09/03/2017	**Time : 3.30 pm to 4.30 pm**	**Place : Board Room**
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. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Dr. K. Parthiparaja	
	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	
Alumni Representative	Dr. F. Sagayaraj Francis	—
Nominee from Local Society	Mrs. Agila Ezhilarasan	—
Nominee from Industrialist	Mr. Joseph Peeris	—
Student Representative	Rev. Fr. A. Stanislaus	

Special Invitee: Dr. A. Albert Irudayaraj

Agenda:

1. Prayer- Fr. Principal / Fr. Additional Prinicipal
2. Conference Grant – from NAAC – Dr. L. Ravi
3. Power Audit – Presentation of Report - Dr. A. Albert Irudayaraj
4. Road Map to the Next NAAC Accreditation - Dr. L. Ravi

Station: Tirupattur
Date : 07/03/2017

Principal 07-3-17

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

Minutes of the IQAC Meeting		
1.Schedule		
Date : 09/03/2017	**Time : 3.30 pm to 4.45 pm**	**Place : Board Room**
2. Members Present		**Signature**
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
IQAC Coordinator	Dr. L. Ravi	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	
Members	Dr. J. Henry Rosario	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Student Representative	Rev. Fr. A. Stanislaus	
Special Invitee	Dr. A. Albert Irudayaraj	

3. ATR of the Previous Meeting

1. The decisions of the IQAC meeting are forwarded to CDC. The CDC made the final recommendations on the implementation of new CBCS.
2. The CA Components of internal and external marks for UG and PG were fixed as 30:70 and 40:60 respectively.

4. Decisions of the Meeting

1. Energy Audit

Dr. A. Albert Irudayaraj, Head, Department of Physics, presented an Energy Audit report conducted by the Department of Physics. He acknowledged the Department students and Faculty members for their support in conducting the audit. He also acknowledged Prof. G. Jayakumar for his involvement in the whole process. He presented the suggestions as outcome of the Energy Audit.

2. Road Map to the Next NAAC

Present Accreditation by National Assessment and Accreditation Council (NAAC)

Accredited with CGPA 3.43 on a 4-Point Scale at 'A' Grade Valid up to July 07, 2018

As a preparation towards the next NAAC visit, the following two activities are suggested for the period March 2017 to June 2017.

a. Meeting the Heads of the Departments
   i. Analysis of Previous NAAC Evaluation
   ii. NAAC Recommendations and action taken so far
   iii. Preparation Department Evaluation Reports for the academic years 2013-14 to 2016-17 (4 Years)

b. Formation of the Steering Committee
   i. The steering Committee consists of the following members:
      1. Principal & Chairperson
      2. Coordinator
      3. Member & In-charge of Criterion-I
      4. Member & In-charge of Criterion-II
      5. Member & In-charge of Criterion-III
      6. Member & In-charge of Criterion-IV
      7. Member & In-charge of Criterion-V
      8. Member & In-charge of Criterion-VI
      9. Member & In-charge of Criterion-VII
   ii. Formation of New IQAC