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

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| **Minutes of the IQAC Meeting**  **I. Schedule** | | | | |
| **Date : 06/07/2017** | **Time: 2.45 P.M. – 3.45 PM** | | **Venue : Board Room** | |
| **II. 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. 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 | |  |
| Members | | Dr. S.R. Xavier Rajarathinam | |  |
| Dr. S. Paul Raj | |  |
| Dr. D. Leslin | |  |
| Mrs.A.Josephine Sahaya Mala | |  |
| Mr. A. George Louis Raja | |  |
| Mr. V. Thomas Immanuel | |  |
| Mr. S.U. Vasantha Kumar | |  |
| Ms. S. Kalaiarasi | |  |
| **III. Discussions of the Meeting** | | | | |
| **1. Prayer and Welcoming**  Rev. Dr. D. Maria Antonyraj, the Principal lead the members into prayer. He prayed that the Spirit of the Lord will bless and guide us to plan and execute the activities of the IQAC.  Rev. Fr. Principal cheerfully welcomed Dr.S.Sagayaraj, the newly sworn in Coordinator of IQAC, and thanked him for accepting this important portfolio. He extended his welcome to Dr. L. Ravi, the chairman of the Steering Committee. He also welcomed the newly inducted member of the IQAC, Mrs. A. Josephine Sagayamala, Vice Principal (Academics), Shift – II.  **2. Review of the Activities of the IQAC in the academic year 206-17**  Dr. L. Ravi presented a brief report of the activities executed by IQAC during the previous academic year 2016-17. Dr. G. Britto Antony Xavier suggested to include the revision of the syllabus happened during the last year as per the Academic Audit recommendations, and towards the preparation process of filling applications for NIRF.  **3. Proposed Activities of the IQAC in the academic year 2017-18**  Dr.S.Sagayaraj, presented the activities for the upcoming year. He mentioned that this plan is a compilation of the activities carried over during the last year with few new initiatives. The initiatives are based on the metrics proposed by the Quality Indicator Framework (QIF) laid down by NAAC, and to strengthen the weaker areas where the institution has to work on.  **He highlighted and stressed the following metrics in QIF should be looked into**   * Employability and entrepreneurship skill development Programmes should be promoted. * Alumni Participation should be strengthened. * Parents to be included in the design and review of syllabus. * Feedback Mechanism - Feedback collected, analysed and action taken and feedback available on website. * Different types of learning experiences - experiential learning, participative learning and problem solving methodologies should be followed. * Usage of the E-learning resources should be promoted. * Percentage of student complaints/grievances handled should be recorded. * Percentage of applications for revaluation leading to change in marks as above. * Reforms made in the examination should be accounted. * Programme outcomes and course outcomes should be maintained. * Learning Outcomes should be drafted. * A well-defined policy for promotion of research should be drafted. * Number of workshops/ training programmes/ sensitization programmes should be recorded. * International fellowship for advanced studies/research should be established. * Number of activities conducted in partnership with industry, community and NGOs for extension activities. Fr. Principal mentioned that Rev.Fr. S. Henry Daniel Ambrose, is co-ordinating the extension activities and can plan for the future. * Use of renewable energy sources. * Energy Audit- As per the recommendation of the Audit committee, the action plan should be implemented in different blocks of the college, one after another. * Waste Management – including bio and e-wastes should be properly disposed by a waste disposal mechanism. * Rain water harvesting should be practiced. * Physical facilities for the differently abled should be installed.   **4. Key Points**  Dr.S.Sagayaraj then stressed the following key points towards the accreditation process   * Sports Day & Cultural Day – Since, students spend lot of time during the working days to prepare for the sports and cultural day, it was recommended to consider the option of conducting the selection and finals together in two or more working days. * A Doctor should be made available in the campus and Group Insurance for the Students should be arranged. * To maintain a proper Eco System, All the students can be motivated to plant at least 10 trees a year. * Canteen Stalls in front of Golden, Silver and Bicentenary Buildings can be installed. * The cleanliness of the Toilets should be maintained. * A Gmail Account for students can be created which will be useful even after their course completion. * Traffic should be regulated inside and in front of the gates during college entrance and exit timings. * Service Auditing for Hostel and Canteen has to be done. | | | | |
| **IV. Decisions of the Meeting** | | | | |
| * **IQAC Annual Plan**   + It was suggested to Dr.S.Sagayaraj, to prioritize the proposed new initiatives, and to take them up for discussion in the upcoming meetings of the IQAC and to execute the plan of action. * **NAAC Steering Committee**    + Rev. Fr. Principal mentioned that the composition of the members of the Steering committee has been approved by the standing committee of the Management council, and announced the names of the members of steering committee with their roles and responsibilities.   + Rev. Dr. D. Maria Antony Raj - Principal   + Rev. Dr. K.A. Maria Arokiaraj - Additional Principal   + Dr. L. Ravi - Steering Committee Chairman   + Dr. S. Sagayaraj - IQAC Coordinator   + Dr. A. Albert Irudayaraj - Curricular Aspects   + Mr. A. George Louis Raja - Teaching learning & Evaluation   + Dr. M. Jose & Dr. K. Arockiaraj- Research, Consultancy&Extension   + Dr. G. Britto Antony Xavier - Infrastructure & Learning Resources   + Dr. S.A. Martin Britto Dhas - Student Support and Progression   + Dr. A. G. M. Selvam&Mr.V.T.Immanuel - Governance, Leadership & Mgt.   + Dr. Clayton Michael Fonceca - Innovation & Best Practices   He informed that the steering committee has already drafted the plan of action towards the 4th Cycle of NAAC Accreditation and will take off soon. The meeting came to an end with words of gratitude by Rev. Fr. Principal. | | | | |