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

|  |
| --- |
| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 27/06/2019** | **Time : 3.00 p.m. to 4.00 p.m.** | **Place : APRC 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. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 2 | Dr. M. Maria Dominic |  |
| IQAC Assistant Coordinator – 3 | Dr. A. George Louis Raja |  |
| IQAC Assistant Coordinator – 4 | Dr. S. A. Martin Britto Dhas |  |
| Members  | Dr. S.R. Xavier Rajarathinam |  |
| Dr. L. Ravi |  |
| Dr. P. Selvakumar |  |
| Dr. V. Collins Arun Prakash |  |
| Dr. K. Arockiaraj |  |
| Dr. S. Hariharan |  |
| Dr. S.U. Vasantha Kumar |  |
| Dr. Clayton Michael Fonceca |  |
| Dr. P. Saranraj  |  |
| Mrs. J. Mary Jenif |  |
| Office Representative | Mr.S.Gnanapragasam |  |
| Project Officer | Mr. B. Antony Doss |  |
| Student Representative | Rev.Fr. Sathinathan Thomas |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer
2. Year Plan 2019-2020
3. NAAC Conference
 |

|  |
| --- |
| **III. DISCUSSIONS OF THE MEETING** |
| **Prayer*** Rev. Dr. D. Maria Antony Raj, Principal, started the meeting with a prayer by invoking the presence of Almighty to bless the quality and growth of the Institution for the academic year(2019-2020)

**Principal Addressing:*** Rev. Dr. D. Maria Antony Raj, expressed heartfelt thanks to all the former IQAC members who has contributed highly valuable effort in preparing all the Criterions towards successful completion of NAAC Preparation and welcomed the new active members of IQAC also asked for their new ideas and suggestions to improve the quality of the college in all the aspects.

**IQAC Year Plan for 2019-2020*** Dr. S.Sagayaraj explained all the activities to the IQAC members which is going to be done during the academic year 2019-2020 and assigned various responsibilities to the members of the IQAC. Plan of this year is shown on below.

|  |  |  |
| --- | --- | --- |
| **S.No** |  **Major Tasks& Related activities** |  **Staff In-Charge** |
| 1 | Orientation Program for Heads of the Departments | We have done it |
| 2 | Orientation Programme for all the faculty members | We have done it |
| 3 | Annual Plan of the Faculty | We have done it |
| 4 | MOODLE based P.G. Entrance Test | We have done it |
| 5 | Orientation for Non-Academic Associations | **Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand Dr.G.Britto Antony Xavier** |
| 6 | Orientation for CQC Leaders | **Dr. K. Arockiaraj Mrs. J. Mary Jenif** |
| 7 | Uploading and sending AQAR of 2018-19 | IQAC |
| 8 | Conducting NAAC sponsored conference | **Dr.G.Britto Antony Xavier Dr. M. Maria Dominic Dr. A. George Louis Raja****Dr.S.A.Martin Britto Dhas** |
| 9 | Faculty evaluation of students - Odd semester | IQAC |
| 10 | Evaluation of the Departments - Odd semester | **Rev. Dr. D. Maria Antony Raj Rev. Dr. K.A. Maria Arokiaraj** |
| 11 | Evaluation of CQC activities - Odd semester | **Dr. K. Arockiaraj Mrs. J. Mary Jenif** |
| 12 | Evaluation of Groups and Movements - Odd semester | **Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand** |
| 13 | Applying for NIRF 2019 | **Dr.G.Britto Antony Xavier Dr. S.U. Vasantha Kumar Dr. P. Saranraj** |
| 14 | Applying for India Today 2019 | **Dr.S.A.Martin Britto Dhas Dr. V. Collins Arun Prakash Dr. S. Hariharan** |
| 15 | Applying for ASIHE 2019 | College Office |
| 16 | Communication of Newsletter to Students and Alumni | IQAC |
| 17 | Faculty evaluation of students - Even semester | IQAC |
| 18 | Evaluation of the Departments - Even semester | **Rev. Dr. D. Maria Antony Raj Rev. Dr. K.A. Maria Arokiaraj** |
| 19 | Evaluation of CQC activities - Even semester | **Dr. K. Arockiaraj Mrs. J. Mary Jenif** |
| 20 | Evaluation of Groups and Movements - Even semester | **Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand** |
| 21 | Publications by the faculty members Department wise | IQAC |
| 22 | Activities of MOU’s are to be documented - Department wise | IQAC |
| 23 | Details of faculty members attending ON DUTY | IQAC |
| 24 | Document Management System for the Departments documents | **Dr. A. George Louis Raja** |
| 25 | College Calendar in Mobile APP | We have done it |
| 26 | Academic Performance Indicator for Faculty | **Dr. L. Ravi** |
| 27 | Software for calculating points for Research Day | **Dr. D. Maria Dominic** |
| 28 | Curriculum Feedback online | **Dr. L. Ravi & IQAC** |
| 29 | Self-Study Report on Curricular Aspects | **Dr. D. Maria Dominic** |
| 30 | Counselling Report Automation  | **Dr. Clayton Michael Fonceca** |

**NIRF 2019-2020*** Rev. Dr. D. Maria Antony Raj recommended the IQAC members about give more Attention in NIRF (2019-2020).we must go through the previous year NIRF 2018-2019 and Identify where we are lacking in order to achieve the upcoming Ranking.
* Rev. Dr. D. Maria Antony Raj Suggested to refer Mr. B. Antony Doss(Project Officer) from college office.

**Conference committee & Resource person Information** * Dr. S.Sagayaraj communicated about proceedings and resource persons for the IQAC conference which is going to be held on 25th& 26th July 2019. He also explained the schedule and sessions in detail.
* Rev. Dr. K.A. Maria Arokiaraj Additional Principal suggested to add the word ‘Rich Experience’ in the place of opportunities in fourth sessions topic in the IQAC conference.

**Roles and Responsiblities of conference committee** * Dr.S.Sagayaraj told the in charges for the various committees which is formed to carry out the actions. He also explained all the Roles and Responsibilities in detail to the in charges of committee.

**IV**. **DECISIONS OF THE MEETING*** The Annual Plan of IQAC for the academic year 2019-2020 was approved.
* Conference Committee of Staff in charges responsibilities was accepted.
* Resource Person Information was agreed.
 |

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

|  |
| --- |
| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 26/08/2019** | **Time : 3.00 p.m. to 4.00 p.m.** | **Place : APRC 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 |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 2 | Dr. M. Maria Dominic |  |
| IQAC Assistant Coordinator – 3 | Dr. A. George Louis Raja |  |
| IQAC Assistant Coordinator – 4 | Dr. S. A. Martin Britto Dhas |  |
| Members | Dr. S.R. Xavier Rajarathinam |  |
| Dr. L. Ravi |  |
| Dr. P. Selvakumar |  |
| Dr. V. Collins Arun Prakash |  |
| Dr. K. Arockiaraj |  |
| Dr. S. Hariharan |  |
| Dr. S.U. Vasantha Kumar |  |
| Mrs. J. Mary Jenif |  |
| Dr. P. Saranraj |  |
| Office Representative | Mr.S.Gnanapragasam |  |
| Project Officer | Mr. B. Antony Doss |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer
2. NAAC Conference Report
3. Paramarsh Scheme
 |
| **III. DISCUSSIONS OF THE MEETING** |
| **Prayer**Rev.Dr. D.Maria Antony Raj, the Principal, started the meeting with a prayer. He prayed to the Lord for his guidance on various issues to be discussed in the meeting.**NAAC Conference Report (2019-2020)**The National Conference entitled “Opportunities And Challenges in Revised Assessment and Accreditation Framework for Higher Education Institutions’’ was conducted successfully on **25th & 26th of July, 2019 ,** Sponsored by NAAC.* Post conference activities like documentation, Resource person details, Internal and External Participants details, issue of certificates and the accounts were explained to the members. The accounts statement was presented and subsequently approved by the members.
* Dr.L.Ravi suggested that one day IQAC conference shall be conducted for all the faculty members using the management fund.
* Dr.S.Sagayaraj appreciated Dr. P. Saranraj for his support for getting the ISBN Number for the Conference Proceeding.

**Feedback Analysis**Dr.K.Arockiaraj Presented the Conference Feedback Analysis 2019-2020. * Dr.S.Sagayaraj suggested that Internal staff members are not given back the Feedback form after the conference. They are not attend all the sessions and not attentive during the sessions.
* Rev. Dr.K.A. Maria Arockiaraj suggested that, the Internal staff members should get the certificates after handing over the feedback form.
* Dr. L. Ravi pointed out that faculty Members have not raised question during the invited talks.

**Paramarsh 2019-2020*** Dr.S.Sagayaraj explained about the a new scheme ‘PARAMARSH’ with its main objective is to enhance the overall quality of the Mentee institutions by Mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited.
* Dr.S.Sagayarj given a detail about the overall processing of the Paramash scheme.It includes willingness Certificates, MoU signed between our colleges and other colleges. The list of five mentee colleges are shown on below.
* North East Institute of Social Science & Research (NEISSR), Dimapur, Nagaland.
* Don Bosco College, Itanagar, Arunachal Pradesh.
* Sun Arts and Science College, Tiruvannamalai.
* Shanmuga Industries Arts and Science College, Tiruvannamalai.
* Immaculate College for Women, Cuddalore.
* Finally, he described about the proposed financial Assitance for the scheme is Rs.32,00,000/- and application was submitted online on 22.08.19 and by post on 26.08.2019 .
* Dr.S.Sagayaraj thanked Dr.L.Ravi and Dr.A.George Louis Raja for Planning the Proposal under the Paramarsh scheme, he thanked Dr.Clayton Michale Foncea for Drafted the MoU .
* Rev.Fr.Principal congratulated Dr.S.Sagayaraj and Dr.L.Ravi for their meticulous work for Paramash,He thanked all the IQAC Members for their presence.

**IV**. **DECISIONS OF THE MEETING*** NAAC Conference report was approved.
* Paramarsh Scheme Proposal was accepted.
 |

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

|  |
| --- |
| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 18/10/2019** | **Time : 3.30 p.m. to 4.30 p.m.** | **Place : APRC Board Room** |
| **Members** | **Signature** |
| 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 – 2 | Dr. M. Maria Dominic |  |
| IQAC Assistant Coordinator – 3 | Dr. A. George Louis Raja |  |
|  | Dr. L. Ravi |  |
| Dr. K. Arockiaraj |  |
| Dr. S. Hariharan |  |
| Mrs. J. Mary Jenif |  |
| Dr. P. Saranraj |  |
| Project Officer | Mr. B. Antony Doss |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| Student Representative | Rev.Fr. Sathinathan Thomas |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer
2. Academic Administrative Audit(AAA) - Dr. L. Ravi
3. Best Practices on Students Admission Process - Dr. S.Sagayaraj
 |
| **III. DISCUSSIONS OF THE MEETING** |
| **Academic Administrative Audit(AAA)*** Dr.S.Sagayaraj ,the IQAC Coordinator outlined the purpose of the meeting. Then he asked Dr.L.Ravi the IQAC member, to present the templates to be followed for Academic Audit.
* In the first presentation, instead of evaluation pattern the term “component “was suggested by Rev.Dr.K.A.Maria Arockia Raj, the member of IQAC.
* Rev.Dr.G.Theofil Anand suggested that the output of academic audit could be audited by the members of Xavier Board.
* The Members of IQAC suggested to add placement and teaching method as a components in the academic Audit.
* The members of IQAC expressed the difficulty of collecting the needed documents for Academic Audit Assessment Procedure. It is also suggested that a structure can be created for the automation of data which reduces the manual work.
* Dr.L.Ravi presented the template for the Schedule of Academic Audit. He also gave clarity on the panel members for Academic Audit. He suggested that it is better to call the experts who have not visited the college for academic purposes and even the retired people and their expertise on the field could be also utilized. He explained about the time duration of Academic Audit. Then he presented the template to be used to prepare Academic Audit Report.

**Best Practices on Students Admission Process*** Dr.S.Sagayaraj, the IQAC Coordinator explained the communication from NAAC regarding the Best Practices of our College.
* To get the review from the members of IQAC, He asked Dr. Arockia raj, the IQAC member to present the presentation prepared regarding the Best Practices of our College to be sent to NAAC.
* The IQAC members suggested that with regard to student Admission Process, it could be mentioned that the college is strictly following the Government Reservation Policy.
* The members stated that the way the College follows merit for admission could be welcomed, it also should find a place in the presentation.
* It could be shown how the college is counselling the students regarding the choice of the course during the admission.
* It is suggested that the Admission committee plays a vital role in the Admission process of the college, it is better to get their feedback on this component on student admission process.
* It is also communicated that the house council is preparing a New Policy on Admission which will be released soon.
* It is also stated that what is being followed as best practices to be presented not about the future plans on best practice.
* The members expressed the need to get suggestions to increase the demand rate of the students
* Policy could be drawn to admit the transgender in the college.
* The online process of the college Admission process could be communicated.
* Regarding hostel Admission rules could be clearly spelt out and it should be counter signed by the parents
* Since the attitude of the students towards studies is changing, the CA Pattern of the college could be revamped.

**IV**. **DECISIONS OF THE MEETING*** Academic Administrative Audit Template was approved.
 |

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

|  |
| --- |
| **Minutes of IQAC Meeting****I. SCHEDULE** |
| **Date : 28/11/2019** | **Time : 3.00 p.m. to 4.00 p.m.** | **Place : APRC 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 |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 2 | Dr. M. Maria Dominic |  |
| IQAC Assistant Coordinator – 4 | Dr. S. A. Martin Britto Dhas |  |
|  | Dr. L. Ravi |  |
| Dr. P. Selvakumar |  |
| Dr. V. Collins Arun Prakash |  |
| Dr. K. Arockiaraj |  |
| Dr. S. Hariharan |  |
| Dr. S.U. Vasantha Kumar |  |
| Dr. Clayton Michael Fonceca |  |
| Mrs. J. Mary Jenif |  |
| Dr. P. Saranraj |  |
| Office Representative | Mr.S.Gnanapragasam |  |
| Project Officer | Mr. B. Antony Doss |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| **II. AGENDA OF THE MEETING**1. Prayer
2. Research Day Parameters
3. Best Practices on Staff Development Activities & Professional Development Activities
4. Autonomy Review 2019
5. NIRF – 2020
 |

|  |
| --- |
| **III. DISCUSSIONS OF THE MEETING** |
| **Prayer*** Rev.Dr.D.Maria Antony Raj, SDB, the Principal, started the meeting with a prayer. He prayed to the Lord for his guidance and asked to enlighten the members on various issues to be discussed in the meeting.

**Research Day Parameters*** Dr.S.Sagayaraj, Presented the recommendation of the committee to assess the teaching learning aspect of the staff on Research Day. It contains six criteria such as **Result Analysis, Students Feedback, Peer Feedback, Library usage, Add-on Teaching, Remedial classes.** After the discussion the members of IQAC agreed to take the following decisions. In Result analysis instead of taking the best two subjects, the average of pass percentage of all subjects handled in the previous academic year could be taken. The score for student feedback is reduced to 10 from 20. In the third criteria the HoD’s feedback and Peer Feedback could be considered and self could be eliminated. Moodle usage need not be taken for this assessment (Since there is a problem in present data).the total score is reduced from **100 to 90**.  In **Criteria VI,** the relevant data for Remedial programmes should be forwarded through HoD or the attendance on the portal will be considered for valuation. It is also decided that 20 hrs of remedial outside of the class hours for per semester. The score for **Add-on Teaching is increased from 5 to 10.** The criterion called Department responsibilities is eliminated from the list of criteria to assess the teaching learning aspect of the staff. At the end it is agreed that a qualifying percentage could be fixed to in teaching learning as well as in research to get excellence the excellence award.

**Extension of Autonomy*** Dr.S.Sagayaraj briefly explained the plan for the upcoming visit of the autonomy review committee, which is scheduled on 5th and 6th of December, 2019. He informed that the IQAC decided the team for the Mock presentation which is scheduled on 2nd December, 2019. Prior to the that IQAC team will visit and verify the documents of various departments and laboratories on 27th and 28th of November, 2019, to ensure the preparedness of each department.
* During the visit of the IQAC to different departments, the members reemphasized process of the preparations. Dr.S.Sagayaraj informed all the HoDs to be prepared with their department presentations and hand-outs along with the documentary evidences. He informed that the modality of the peer team is unknown and it is good to be prepared for both departmental presentation and visitation.

**Best Practices –NAAC*** Dr.S.Sagayaraj, the IQAC Coordinator explained the communication from NAAC regarding the Best Practices of our College on Faculty Development Programme.To get the review from the members of IQAC, He asked Dr .Clayton Michael Foncea, the IQAC member to prepare the Best Practices of our College on Faculty Development Programme and the document is finalised by Dr.L.Ravi. It is submitted to NAAC on 23th November 2019.

**NIRF-2020*** Dr.S.Sagayaraj, the IQAC Coordinator explained about the Overview of NIRF Team and their responsibilities.All data were Sourced by Mr. B. Antony Doss and Uploaded in the NIRF Portal and supporting Documents has to be prepared on or before 2nd December 2019 by Mr.A.Kesavan. The Mathematical Calculation was done by Dr.S.U.Vasantha Kumar with the help of Dr.P.Saranraj and Dr. Bright and Dr.T.Selvam was very helpful to verifying all the Data in NIRF.TheData Scruting is done by Dr.L.Ravi and uploading the NIRF -20 on 29th November 2019 by NIRF Team.

**IV**. **DECISIONS OF THE MEETING*** Research Parameters was approved.
* Extension of Autonomy Schedule was accepted
* NIRF -2020 source data was agreed.
 |

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

|  |
| --- |
| **Minutes of IQAC****I. SCHEDULE** |
| **Date : 12/12/2019** | **Time : 3.00 p.m. to 4.00 p.m.** | **Place : APRC 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 |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 3 | Dr. A. George Louis Raja |  |
| IQAC Assistant Coordinator – 4 | Dr. S. A. Martin Britto Dhas |  |
|  | Dr. L. Ravi |  |
| Dr. P. Selvakumar |  |
| Dr. V. Collins Arun Prakash |  |
| Dr. K. Arockiaraj |  |
| Dr. S. Hariharan |  |
| Dr. S.U. Vasantha Kumar |  |
| Dr. Clayton Michael Fonceca |  |
| Mrs. J. Mary Jenif |  |
| Dr. P. Saranraj |  |
| Project Officer | Mr. B. Antony Doss |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| Student Representative | Rev.Fr. Sathinathan Thomas |  |
| **II. AGENDA OF THE MEETING*** Prayer
* Research Day- Fr. Principal
* Research Day Parameters
* Teaching Learning and Evaluation Criterion Weightage

**III. DISCUSSION OF THE MEETING****Prayer*** Rev. Dr. D. Maria Antony Raj, the principal started the meeting with a prayer. He prayed to the Lord for his guidance and asked to enlighten the members on various issues to be discussed in the meeting.

**Research Day*** Rev. Dr. D. Maria Antony Raj, the principal informed that Research Day of the College will be held on 13th December 2019 at 2.00 pm. He invited all the IQAC members to grace the occasion with their presence. The Research Award for the scholar, faculty and the department will be assessed by various parameters as decided earlier.
* As suggested by IQAC, the Teaching, Learning & Evaluation parameters will also be taken in to account for this year for the Research Day. The parameters for the Research Award are from Research, Publication, consultancy, extension, teaching, learning and evaluation.

**Research Day Parameters*** Dr.S.Sagayaraj explained about the Research Day parameters for the selection of Awards in the

 following category (i) Best Research Department(ii) Best Research award for Faculty(iii) Best Research award for Ph.D. scholar.**Teaching Learning and Evaluation Criterion Weightage** The Criterion were discussed in detail and suggested weightage are

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Name of the Criteria |  | Marks |  | Weightage |
| 1 | Criteria I: Result Analysis (April 2019 Semester exams) |  | 10 |  | 10 |
| 2 | Criteria II: Add-on Teaching  |  | 10 |  | 10 |
| 3 | Criteria III: Remedial classes  |  | 10 |  | 6 |
| 4 | Criteria IV: Peer Feedback (last two semesters) |  | 10 |  | 5 |
| 5 | Criteria V: Students Feedback (last two semesters |  | 10 |  | 6 |

 **Criteria II : Add-on Teaching-10 marks**(Certificate courses/M.Phil classes/Self Study papers/NET/SET/TNPSC coaching classes)* After a discussion, it was decided to not to include this criteria for Research day 2019 since data not available.

**Best Practice on Student Admission Process*** Dr.S.Sagayaraj informed about the resubmission of Best practice is sent on “Student Admission Process” as per format prescribed by the NAAC

**The following suggestion will be considered for upcoming Research Day.*** Dr.L.Ravi suggested that the Research awards can be given separately for the Associate professors and Assistant professor by forming two separate groups.
* Rev. Dr. D. Maria Antony Raj, the Principal recommended to consider the library usage for faculty based on Physical Presence and Remote Access System.
* Rev. Dr. K.A. Maria Arockia Raj, the Additional principal suggested for renaming the Best Research award as Excellence in Research and individual login can be given for PG Students for uploading their research papers.
* Dr.S.Sagayaraj suggested that uploading of all the necessary documents for calculations could be done on or before November 30th by the faculty members. So that Assessments can be done effectively.
* Rev. Dr. D. Maria Antony Raj, the Principal suggested Faculty name for Excellence in teaching award could be displayed based on the alphabetical order.

**IV**. **DECISIONS OF THE MEETING*** Research Parameters was approved.
* Teaching Learning and Evaluation Criterion Weightage was accepted
 |

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

Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!
The Meeting of IQAC will be held on 16.03.2020 at 3.00 p.m. in Board Room.

Kindly make it convenient to attend.

|  |
| --- |
| **IQAC Meeting** |
| **Date : 16.03.2020** | **Time : 3.00 p.m. to 4.00 p.m.** | **Place : APRC 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 |  |
| IQAC Coordinator  | Dr. S. Sagayaraj  |  |
| IQAC Assistant Coordinator – 2 | Dr. M. Maria Dominic |  |
| IQAC Assistant Coordinator – 3 | Dr. A. George Louis Raja |  |
| IQAC Assistant Coordinator – 4 | Dr. S. A. Martin Britto Dhas |  |
| Members | Dr. S.R. Xavier Rajarathinam |  |
| Dr. L. Ravi |  |
| Dr. P. Selvakumar |  |
| Dr. V. Collins Arun Prakash |  |
| Dr. K. Arockiaraj |  |
| Dr. Clayton Michael Fonceca |  |
| Mrs. J. Mary Jenif |  |
| Dr. P. Saranraj |  |
| Project Officer | Mr. B. Antony Doss |  |
| IQAC Secretary  | Mrs. S. Sasireka |  |
| **II. AGENDA OF THE MEETING** |
| 1. Prayer
2. QP Scrutiny-Difficult level of the Q P based on the Course Teacher’s Perception
3. Examination Manual
4. Framing Policies
5. Best Practices
6. Paramarsh workshop

**III. DISCUSSION OF THE MEETING****Prayer*** Rev. Dr. D. Maria Antony Raj, the principal started the meeting with a prayer. He prayed to the Lord for his guidance and asked to enlighten the members on various issues to be discussed in the meeting.

**Examination Manual**Rev. Dr. Praveen Peter, Controller of Examination presented the Examination Manual. The following members expressed their suggestion on the Examination Manual * Dr. L. Ravi suggested that the members of the General Body could be mentioned in the Examination Manual.
* Dr. S. A. Martin Britto Dhas recommended that revaluation details and procedure could be added in Examination Manual for the clarity of the students.
* Rev. Dr. K.A. Maria Arockiaraj suggested that revaluation functions and procedure has to be created separately and converted as revaluation policy and could be given in Examination Manual.
* Rev. Dr. D. Maria Antony Raj informed that to form a subcommittee to study and make improvisation in Examination manual.

A subcommittee was constituted to go through the Examination Manual with the following members: Dr. S. A. Martin Britto Dhas - Convener Dr. V. Collins Arun Prakash - MemberDr. S. Hariharan - MemberDr. P. Saranraj - Member **Framing Policies*** Dr. K. Arockiaraj presented the list of policies to be framed for the college. The following policies are proposed in the meeting
* Staff Attendance and Punctuality Policy, Student Attendance and Punctuality Policy, Student Disciplinary Policy and Procedure, Staff Code of Conduct Policy, Student Code of Conduct Policy, Academic integrity and Plagiarism Policy, Leave taking policy for staff, Human Resources Policy, Staff welfare policy, Policy on Prohibition of Sexual Violence, Data Access Policy, Work Attire/Dress Code Policy for students, Work Attire/Dress Code Policy for Staff, Payment of Wages Policy, Research Supervisor Policy.
* Dr. M. Maria Dominic suggested to include Public Relation Policy in the Proposed policy Frame Work.
* Rev. Dr. K.A. Maria Arockiaraj recommended to add MoU’s and Linkages policy separately which could give best result in the Next NAAC Cycle.
* The following policies are suggested to be added in the Policy framework
	+ - E-waste management, Extension and Outreach Policy, Professional bodies, Internship and fieldwork, Sports and games policies.

**QP Scrutiny-Difficult level of the QP based on the Course Teacher’s Perception*** Dr. L. Ravi, presented the difficulty level of the QP could be fixed based on the Course Teacher’s Perception in the Question Paper Scrutiny. The members expressed that the course teacher’s perception will be subjectivity
* Dr. L. Ravi also presented a tool to identify the difficulty level of the QP for that file should be in Excel format. He asked the controller to convert the Question Paper from the word format into Excel format.
* Rev. Dr. Praveen Peter wanted to discuss with the Controller of Examination staff in this regard.

**Paramarsh Workshop**Dr. S. Sagayaraj presented the report of the workshop organized for the Principal’s and IQAC Coordinators under **Paramarsh**. The details of the programme are as follows:* The workshop was organized for three days from 28th February 2020 to 1st March 2020.
* Ten sessions were conducted on various concepts based on new RAF. Eighteen members were participated from mentee institutions.

**Best Practice**Dr.S.Sagayaraj presented the list of best practices of various colleges and informed the need of best practices for the submissions the AQAR. It is also discussed whether to go for new best practices or to proceed with the current Best practices. The members suggested the following as best practices which could be considered for the next cycle. * Yoga meditation
* Weekly test
* IVDP and student scholarship
* Video graphics the classes and publishing
* Skill training

 **IV**. **DECISIONS OF THE MEETING*** Rev. Dr. Praveen Peter asked the committee members to come up with creative idea regarding the Examination Manual and present it in the next IQAC Meeting.
* Framing Policies suggested to group the policies based on similarity.
* The decision is to hold the current Best Practices and in the due course new Best Practices are to be identified.
 |