IQAC Minutes of meeting 2015-2016

	IQAC Meeting	
Date: 05/07/2016	Time: 3.30 pm to 4.30 pm	Place : AKRC
Mem	bers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	· And
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	1
Vice Principal and COE	Rev. Fr. Praveen Peter	PA
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	No.
IQAC Coordinator	Dr. L. Ravi	No.
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	212
Members '	Dr. J. Henry Rosario	ANA.
	Dr. S.R. Xavier Rajarathinam	alm
	Dr. S. Paul Raj	A .
	Dr. D. Leslin	10
	Dr. G. Britto Antony Xavier	lad
	Dr. K. Parthiparaja	Bur
	Mr. A. George Louis Raja	AR
	Mr. V. Thomas Immanuel	1
	Mr. S.U. Vasantha Kumar	Cur
	Miss. S. Kalaiarasi	A
Office Representative	Mr. S. Jayaraju	(M)
Project Officer .	Mr. T. Selvam	Qh.

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: 05/07/2016

Vice Principal

Graveen Peter

- 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
Mem	bers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	Same of the same o
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	200
Vice Principal and COE	Rev. Fr. Praveen Peter	PP
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	1
IQAC Coordinator	Dr. L. Ravi	W
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	2
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	RAR
Members	Dr. J. Henry Rosario	A
	Dr. S.R. Xavier Rajarathinam	am.
	Dr. S. Paul Raj	A -
	Dr. D. Leslin	The state of the s
	Dr. G. Britto Antony Xavier	al
	Dr. K. Parthiparaja	EM
	Mr. A. George Louis Raja	De
	Mr. V. Thomas Immanuel	1
	Mr. S.U. Vasantha Kumar	6.00
	Miss. S. Kalaiarasi	The second second
Office Representative	Mr. S. Jayaraju	00)1
Project Officer	Mr. T. Selvam	OD.
Alumni Representative	Dr. F. Sagayaraj Francis	
Nominee from Local Society	Mrs. Agila Ezhilarasan	
Nominee from Industrialist	Mr. Joseph Peeris	
Student Representative	Rev. Fr. Stanislaus	Q

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

Mi	nutes 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	Just.
Vice Principal and COE	Rev. Fr. Praveen Peter	10 21716.
IQAC Coordinator	Dr. L. Ravi	ble-
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	1
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	RHE
Members	Dr. J. Henry Rosario	"AR
	Dr. S.R. Xavier Rajarathinam	done
	Dr. S. Paul Raj	A in
	Dr. D. Leslin	Jan 1
	Dr. G. Britto Antony Xavier	ent,
	Mr. A. George Louis Raja	Allas
	Mr. V. Thomas Immanuel	And.
	Mr. S.U. Vasantha Kumar	S. V. Vansan
	Miss. S. Kalaiarasi	5600
Project Officer	Mr. T. Selvam	De la companya del companya del companya de la companya del companya de la companya de la companya del companya de la companya
Student Representative	Rev. Fr. Stanislaus	1 1

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.

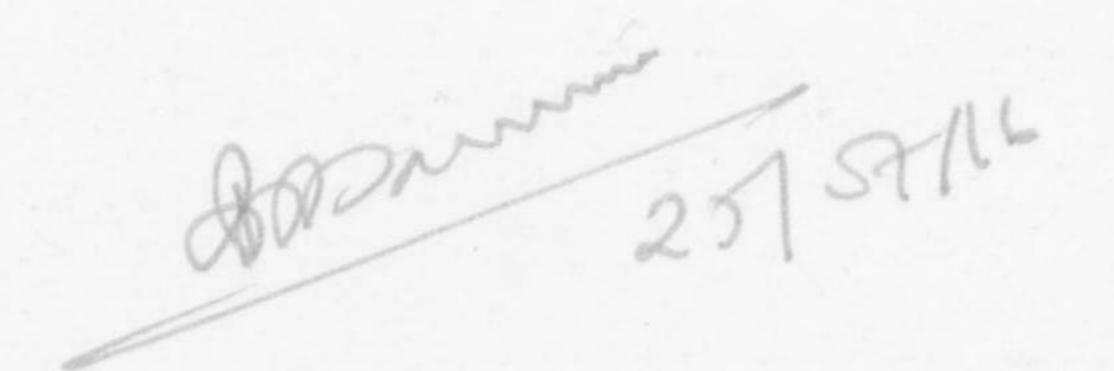
CQC

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.



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
Men	nbers	Signature
Vice Principal	Rev. Fr. Praveen Peter	20
IQAC Member	Dr. G. Britto Antony Xavier	7
IQAC Assistant	Mr. R. Sathishkumar	Kuly 1
AICUF	Mr. F. Julin Xercies Rigley	The second
National Cadet Corps (NCC)	Mr. K. Sivakumar	160
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	PRODE
	Dr. G. Mohan Gandhi	J. 0
	Mr. M. Antony Arockiasamy	Co. Male
Media & Consumer Forum	Dr. A. Royal Edward Williams	they the
Fine Arts	Dr. V. Collins Arun Prakash	(O)
	Dr. A. Ajay	<u></u>
Youth Red Cross (YRC)	Mr. J. Anandaraj	The same
RORA (Rovers & Rangers)	Miss. M. Rose	(1) W
	Dr. G. Prakash Raj	The same
Rotaract Club	Mr. G. Jayakumar	##++.
MNI	Dr. K. Parthibaraja	(MY)
Red Ribbon Club	Mr. V. Madhan Kumar	8-122
DEEDS	Mr. T. Selvam	V. TCC

Agenda:

Prayer – Fr. Vice Principal
 Orientation for Non Academic Associations

Station: Tirupattur Date: 08/08/2016 Braver leter. 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	van
IQAC Member	Dr. G. Britto Antony Xavier	5
IQAC Assistant	Mr. R. Sathishkumar	a hall
AICUF	Mr. F. Julin Xercies Rigley	3000
National Cadet Corps (NCC)	Mr. K. Sivakumar	1 1
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	P. Amakin
	Dr. G. Mohan Gandhi	0. h
	Mr. M. Antony Arockiasamy	Calle Ce
Media & Consumer Forum	Dr. A. Royal Edward Williams	1000
Fine Arts	Dr. V. Collins Arun Prakash	O HA
	Dr. A. Ajay	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Youth Red Cross (YRC)	Mr. J. Anandaraj	A CONT
RORA (Rovers & Rangers)	Miss. M. Rose	Cong Cong
	Dr. G. Prakash Raj	AHRA I
Rotaract Club	Mr. G. Jayakumar	1 1.
MNI	Dr. K. Parthibaraja	Gwy (
Red Ribbon Club	Mr. V. Madhan Kumar	V.77C
DEEDS	Mr. T. Selvam	CA /

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)

Date: 08/08/2016	Time: 03.30 pm to 04.30 pm	Place: Di Fiore Hall
Mem	bers	Signature
Vice Principal	Rev. Fr. G. Theophil Anand	\$6
IQAC Member	Dr. G. Britto Antony Xavier	2 Lub.
IQAC Assistant	Mr. R. Sathishkumar	1/2/
AICUF	Dr. M. Willson Bosco Paul	M.
National Cadet Corps (NCC)	Mr. K. Sivakumar	K. Cinha
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	1 - Jack
Fine Arts	Mr. D. Rajkumar	1 0 1 .
Youth Red Cross (YRC)	Mr. S. Karthik	Karkage 11
Rotaract Club	Mr. D. Adiyaman	D. K. Ahny
MNI	Mr. P. Balasubramanian	Que
Red Ribbon Club	Mr. B. Chandra Sekar	Prox
DEEDS	Mr. T. Selvam	0

Prayer – Fr. Vice Principal
 Orientation for Non Academic Associations

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	Chap.	
IQAC Assistant	Mr. R. Sathishkumar		
AIÇUF	Dr. M. Willson Bosco Paul	1	
National Cadet Corps (NCC)	Mr. K. Sivakumar	The Smith	
National Service Scheme (NSS)	Mr. V.S. Jayakumar Paul Bosco	A July	
Fine Arts	Mr. D. Rajkumar	AD 1	
Youth Red Cross (YRC)	Mr. S. Karthik	Karling	
Rotaract Club	Mr. D. Adiyaman	D.K. Amb	
MNI	Mr. P. Balasubramanian	B	
Red Ribbon Club	Mr. B. Chandra Sekar	Room	
DEEDS ROLLING	Mr. T. Selvam	Qde de	
3. Decisions of the Meeting	Mr. S. Jeevamanthan	850	

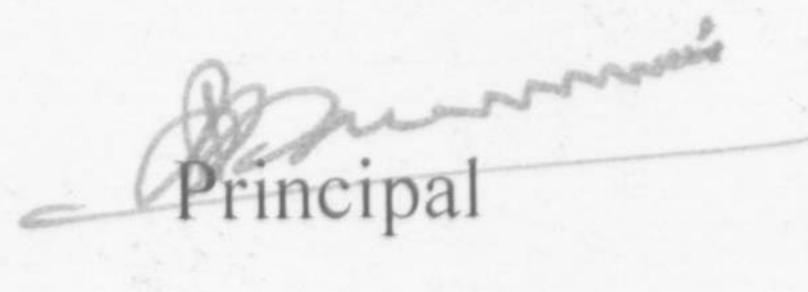
- 1. Expectations of NAAC from the Non Academic Associations, Aims, Contributions, most Significant events and best practices of the association activities are to be highlighted to the presidents of Non Academic Associations by the IQAC Member Dr. G. Britto Antony Xavier.
- Template Prepared based on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

IQAC Meeting			
Date: 07/09/2016	Time: 2.30 pm to 4.30 pm	Place: Board Room	
Mem	bers	Signature	
Principal	Rev. Dr. D. Maria Antony Raj	Bornes	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	\s\/.	
Vice Principal and COE	Rev. Fr. Praveen Peter	12/2/allb.	
Vice Principal (Shift II)	Rev. Fr. G, Theophil Anand	No.	
IQAC Coordinator	Dr. L. Ravi	17	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj		
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	RHZ	
Members	Dr. J. Henry Rosario	RA	
	Dr. S.R. Xavier Rajarathinam	Josei	
	Dr. S. Paul Raj	1 1 .	
	Dr. D. Leslin	300	
	Dr. G. Britto Antony Xavier	el	
	Dr. K. Parthiparaja	DNP	
	Mr. A. George Louis Raja	Age -	
	Mr. V. Thomas Immanuel	dhall a	
	Mr. S.U. Vasantha Kumar	S.V. Vasas	
	Miss. S. Kalaiarasi	A)	
Office Representative	Mr. S. Jayaraju	00	
Project Officer	Mr. T. Selvam	QQQ-	
Alumni Representative	Dr. F. Sagayaraj Francis		
Nominee from Local Society	Mrs. Agila Ezhilarasan		
Nominee from Industrialist	Mr. Joseph Peeris		
Student Representative	Rev. Fr. Stanislaus	2	

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



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

Mi	nutes 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	800
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Fr. Praveen Peter	100
Vice Principal (Shift II)	Rev. Fr. G. Theophil Anand	- A
IQAC Coordinator	Dr. L. Ravi	1 M
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin BrittoDhas	RAR
Members	Dr. S.R. Xavier Rajarathinam	Lewi
	Dr. S. Paul Raj	Ass.
	Dr. D. Leslin	Jhg.
	Dr. G. Britto Antony Xavier	aul
	Dr. K. Parthibaraja	Q. 408; 800 2d
	Mr. A. George Louis Raja	Die
	Mr. V. Thomas Immanuel	Die
	Mr. S.U. Vasantha Kumar	Sulvason
	Miss. S. Kalaiarasi	10X
Student Representative	Rev. Fr. Stanislaus	Handma

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)

i. 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
,	Media & Conference Report	Dr. K. Parthibaraja
,		Mr. A. George Louis Raja
)	Stage Decoration, Hall	Mr. V. Thomas Immanuel
	Arrangement & Technical	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 &	Dr. K. Arockiaraj (Shift I - Incharge)
	CQC Evaluation	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,	Rev. Fr. Praveen Peter
	Evaluation of Academic	Dr. G. Britto Antony Xavier
	& Non Academic Association	Mr. S. U. Vasantha Kumar
3	AISHE	Mr. V. Thomas Immanuel
		Mr. R. Veeraraghavan

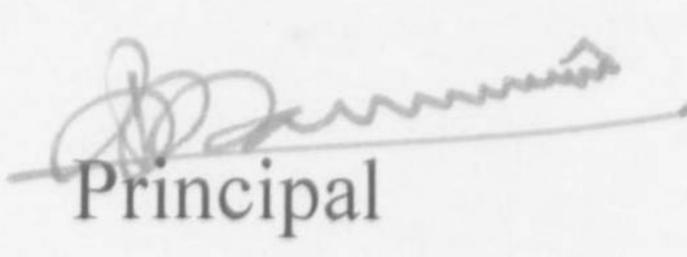
SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

	IQAC Meeting	
Date: 03/11/2016	Time: 3.00 pm to 4.00 pm	Place: Board Room
Mem	bers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	Dono
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	1000 -
Vice Principal and COE	Rev. Dr. Praveen Peter	1
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	M.
IQAC Coordinator	Dr. L. Ravi	H
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	2
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	240
Members	Dr. J. Henry Rosario	1 de la companya del companya del companya de la companya del la companya de la companya del la companya de la
	Dr. S.R. Xavier Rajarathinam	Roser.
	Dr. S. Paul Raj	1
	Dr. D. Leslin	My
	Dr. G. Britto Antony Xavier	21/2
	Dr. K. Parthiparaja	Ems.
	Mr. A. George Louis Raja	Dollar Brown
	Mr. V. Thomas Immanuel	A TOO
	Mr. S.U. Vasantha Kumar	S. V. Vasand
	Miss. S. Kalaiarasi	MA
Office Representative	Mr. S. Jayaraju	5. Jun 1/2
Project Officer	Mr. T. Selvam	an de la constant de
Alumni Representative	Dr. F. Sagayaraj Francis	0000
Nominee from Local Society	Mrs. Agila Ezhilarasan	
Nominee from Industrialist	Mr. Joseph Peeris	
Student Representative	Rev. Fr.A. Stanislaus	Hundlen

Agenda:

- 1. Prayer- Fr. Principal
- 2. NAAC Conference

Station: Tirupattur
Date: 31/10/2016



1	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	Simple of the second se
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	1
Vice Principal and COE	Rev. Dr. Praveen Peter	NOD/
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	We /
IQAC Coordinator	Dr. L. Ravi	No.
IQAC Assistant Coordinator	Dr. S. A. Martin Britto Dhas	010
Members	Dr. S. Paul Raj	AND .
	Dr. G. Britto Antony Xavier	2 Cylin
	Mr. S.U. Vasantha Kumar	S.U. Versongt
	Miss. S. Kalaiarasi	A Designation of the second se
Project Officer	Mr. T. Selvam	
Student Representative	Rev. Fr. Stanislaus	3
		()9

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.

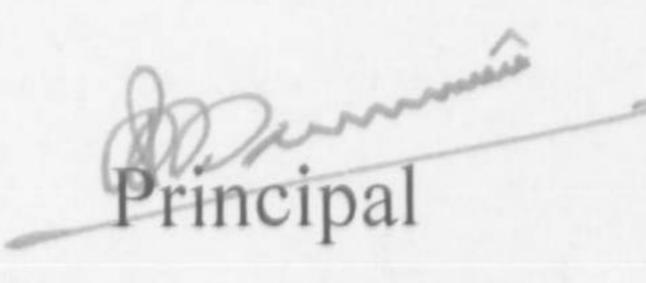
SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

D 4 20/11/2017	T: 220	DI D ID
Date: 30/11/2016	Time: 3.30 pm to 4.30 pm	Place: Board Room
Mem	bers	Signature
Principal	Rev. Dr. D. Maria Antony Raj	800
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	190
Vice Principal and COE	Rev. Dr. Praveen Peter	Why! Co
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	The North
IQAC Coordinator	Dr. L. Ravi	W
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	18/
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	2 NB
Members	Dr. J. Henry Rosario	AH.
	Dr. S.R. Xavier Rajarathinam	Ray
	Dr. S. Paul Raj	1
	Dr. D. Leslin	Jan Jan
	Dr. G. Britto Antony Xavier	ah
	Dr. K. Parthiparaja	& WA
	Mr. A. George Louis Raja	Alge 1
	Mr. V. Thomas Immanuel	And e
	Mr. S.U. Vasantha Kumar	Su-Vasans
	Miss. S. Kalaiarasi	100
Office Representative	Mr. S. Jayaraju	1000 - 2
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	2

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



Min	nutes 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	8007
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
Vice Principal and COE	Rev. Dr. Praveen Peter	1 1
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	Av.
IQAC Coordinator	Dr. L. Ravi	66
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	RAR
Members	Dr. J. Henry Rosario	AS
	Dr. S.R. Xavier Rajarathinam	dyn.
	Dr. S. Paul Raj	A
	Dr. D. Leslin	32
	Dr. G. Britto Antony Xavier	Al
	Dr. K. Parthiparaja	8MV
	Mr. A. George Louis Raja	ADAS
	Mr. V. Thomas Immanuel	And e
	Mr. S.U. Vasantha Kumar	Sur-
	Miss. S. Kalaiarasi	
Project Officer	Mr. T. Selvam	09/
Student Representative	Rev. Fr. A. Stanislaus	1

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.

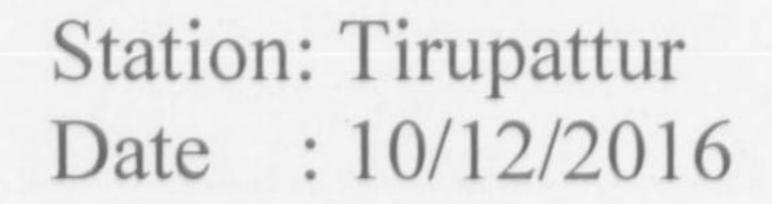
2. AQAR

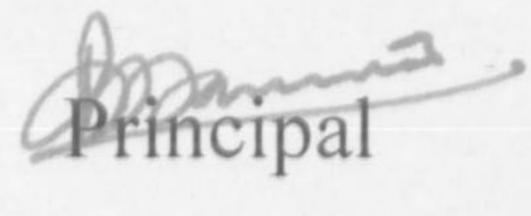
- a) AQAR report for the academic year 2015-16 was presented to the members for approval.
- b) Dr. J. Henry Rozario suggested that Dr. C.R. Christi Anandan can work along with the Dr. G. Britto Antony Xavier to fine tune the report.
- c) It was suggested to prepare a template to support the preparation of the syllabus by the departments, before the board of studies meeting begins.

IQAC Meeting			
Date: 12/12/2016	Time: 2.30 pm to 3.30 pm	Place: Board Room	
Mem	Signature		
Principal	Rev. Dr. D. Maria Antony Raj	8007	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	M	
Vice Principal and COE	Rev. Dr. Praveen Peter	1 2	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	Mu	
IQAC Coordinator	Dr. L. Ravi	No	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj		
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	10kg	
Members	Dr. J. Henry Rosario	AAN.	
	Dr. S.R. Xavier Rajarathinam	Quer	
	Dr. S. Paul Raj	1	
	Dr. D. Leslin	- My	
	Dr. G. Britto Antony Xavier	2/ ul	
	Dr. K. Parthiparaja	Em.	
	Mr. A. George Louis Raja	Dy.	
	Mr. V. Thomas Immanuel	Show	
	Mr. S.U. Vasantha Kumar	SCUA	
	Miss. S. Kalaiarasi		
Office Representative	Mr. S. Jayaraju		
Project Officer	Mr. T. Selvam	6	
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	9	

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





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

Mi	nutes 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	Don	
Additional Principal	Rev. Fr. K.A. Maria Arokiaraj	9.	
Vice Principal and COE	Rev. Dr. Praveen Peter	100	
IQAC Coordinator	Dr. L. Ravi	16 Lan	
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	de .	
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	2 PHD	
Members	Dr. J. Henry Rosario	ALC	
	Dr. D. Leslin	Joseph .	
	Dr. G. Britto Antony Xavier	Rhul	
	Mr. A. George Louis Raja	Dage	
	Mr. V. Thomas Immanuel	de la	
	Mr. S.U. Vasantha Kumar	S. V. Vadage	
	Miss. S. Kalaiarasi	W)	

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					
- P				7	

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	
	Discipline Specific Elective (DSE) Course :	
4	Dissertation/Project :	
	Generic Elective (GE) Course :	
	Number of elective courses offered in the new programme	
	Ability Enhancement Compulsory Courses:	
5	Skill Enhancement Courses :	
	Number of elective Ability Enhancement Courses (AEC)	
6	Number of Practical courses	
7	Number of Project work courses	
Q	What % UGC model curriculum adopted in the new curriculum	
0	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	
11	another department	
12	Is your general elective course allows other department students	
12	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	
13	new curriculum	

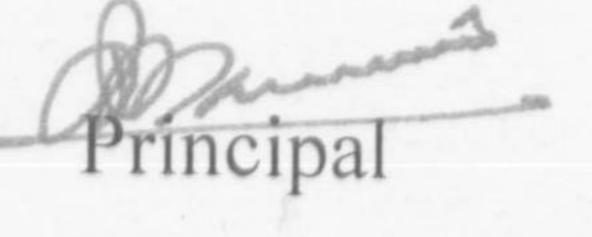
SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DIST.

	IQAC Meeting	
Date: 04/02/2017	Time: 6.15 pm to 7.15 pm	Place: Board Room
Men	Signature	
Principal	Rev. Dr. D. Maria Antony Raj	Om2
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	100 - OD
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	1/2:
IQAC Coordinator	Dr. L. Ravi	1 bl-
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	1
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	200
Members	Dr. J. Henry Rosario	AR
	Dr. S.R. Xavier Rajarathinam	1 N
	Dr. S. Paul Raj	M
	Dr. D. Leslin	M
	Dr. G. Britto Antony Xavier	2 Lel
	Dr. K. Parthiparaja	Christ Christ
	Mr. A. George Louis Raja	10 h
	Mr. V. Thomas Immanuel	Al Pero
	Mr. S.U. Vasantha Kumar	Cu.Vasan
	Miss. S. Kalaiarasi	M. S
Office Representative	Mr. S. Jayaraju	(A)
Project Officer	Mr. T. Selvam	
Alumni Representative	Dr. F. Sagayaraj Francis	59
Nominee from Local Society	Mrs. Agila Ezhilarasan	
Nominee from Industrialist	Mr. Joseph Peeris	
Student Representative	Rev. Fr. A. Stanislaus	Allandon,

Agenda:

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

Station: Tirupattur
Date: 03/02/2017



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	Don't		
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	Laga.		
Vice Principal and COE	Rev. Dr. Praveen Peter	20		
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand			
IQAC Coordinator	Dr. L. Ravi	6		
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	A.		
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	2 ptt		
Members	Dr. J. Henry Rosario	PAR.		
	Dr. S. R. Xavier Rajarathinam	Decen.		
	Dr. S. Paul Raj	*		
	Dr. D. Leslin	12		
	Dr. G. Britto Antony Xavier	e Land		
	Dr. K. Parthiparaja	Q.vnrij8d		
	Mr. S.U. Vasantha Kumar	Sulaban		
	Miss. S. Kalaiarasi	1		
Student Representative	Rev. Fr. A. Stanislaus	Altanolmo		

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
N	Iembers	Signature
Vice Principal	Rev. Pr. Praveen Peter	YOU
IQAC Member	Dr. G. Britto Antony Xavier	24
IQAC Assistant	Mr. R. Sathishkumar	Ja 23
AICUF	Mr. F. Julin Xercies Rigley	3
National Cadet Corps (NCC)	Mr. K. Sivakumar	to Shar
National Service Scheme	Dr. J. Jacob Stanley Inbaraj	
(NSS)	Dr. G. Mohan Gandhi	86 Roya
	Mr. M. Antony Arockiasamy	M
Media & Consumer Forum	Dr. A. Royal Edward Williams	4
Fine Arts	Dr. V. Collins Arun Prakash	Ch
	Dr. A. Ajay	All of
Youth Red Cross (YRC)	Mr. J. Anandaraj	The state of the s
RORA (Rovers & Rangers)	Mrs. M. Rose	200
	Dr. G. Prakash Raj	
Rotaract Club	Mr. G. Jayakumar	Ans
MNI	Dr. K. Parthibaraja	Ehry-
Red Ribbon Club	Mr. V. Madhan Kumar	
DEEDS	Mr. T. Selvam	

Agenda:

Prayer – Fr. Vice Principal
 Orientation for Non Academic Associations

Station: Tirupattur Date: 20/02/2017

Sacred Heart College (Autonomous), Tirupattur IQAC Meeting with Non-Academic Associations (Shift - I)

1.Schedule	Minutes of the Meeting	
Date: 20/02/2017	Time: 11.25 am to 11.45 am	Place: Abdul Kalam - Exam Hall
2. Members Present		Signature
Vice Principal	Rev. Br. Praveen Peter	De la constant de la
IQAC Member	Dr. G. Britto Antony Xavier	and
IQAC Assistant	Mr. R. Sathishkumar	MS 025
AICUF	Mr. F. Julin Xercies Rigley	0
National Cadet Corps (NCC)	Mr. K. Sivakumar	to Salan
National Service Scheme (NSS)	Dr. J. Jacob Stanley Inbaraj	
	Dr. G. Mohan Gandhi	
	Mr. M. Antony Arockiasamy	M
Media & Consumer Forum	Dr. A. Royal Edward Williams	A A
Fine Arts	Dr. V. Collins Arun Prakash	Col
	Dr. A. Ajay	Atin
Youth Red Cross (YRC)	Mr. J. Anandaraj	the
RORA (Rovers & Rangers)	Mrs. M. Rose	4865
	Dr. G. Prakash Raj	
Rotaract Club	Mr. G. Jayakumar	And a
MNI	Dr. K. Parthibaraja	Emy
Red Ribbon Club	Mr. V. Madhan Kumar	
DEEDS	Mr. T. Selvam	20

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
Mem	bers	Signature
Vice Principal	Rev. Dr. G. Theophil Anand	Mi -
	Dr. G. Britto Antony Xavier	elle
	Mr. R. Sathishkumar	18500
AICUF	Dr. M. Wilson Bosco Paul	2. [2
National Cadet Corps (NCC)	Mr. K. Sivakumar	R. Den
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	N-100/2/17
Fine Arts	Mr. D. Rajkumar	1 10
Youth Red Cross (YRC)	Mr. S. Karthik	Kastanda
Rotaract Club	Mr. D. Adiyaman	Alma
MNI	Dr. K. Parthibaraja	Swy-
Media Forum	Mr. S. Jeevanantham	8584.
Red Ribbon Club	Dr. B. Chandrasekar	Fml
DEEDS	Mr. E. Schwamp. Hawston	Dixin

Agenda:

Prayer – Fr. Vice Principal
 Orientation for Non Academic Associations

Station: Tirupattur

Date: 21/02/2017

Februles 25.

Rev. Dr. G. Theophil Anand, SDB., M.Sc., Ph.D.,

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				
2. Members Present		Signature		
Vice Principal	Rev. Dr. G. Theophil Anand	8hor		
IQAC Member	Dr. G. Britto Antony Xavier	ehr		
IQAC Assistant	Mr. R. Sathishkumar	1) Sie		
AICUF	Dr. M. Wilson Bosco Paul	11/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1		
National Cadet Corps (NCC)	Mr. K. Sivakumar	K. Cinaling		
National Service Scheme (NSS)	Mr.V.S.Jayakumar Paul Bosco	N 7 211214		
Fine Arts	Mr. D. Rajkumar	8		
Youth Red Cross (YRC)	Mr. S. Karthik	for Arth		
Rotaract Club	Mr. D. Adiyaman	The state of the s		
MNI	Mr. P. Balasubramanian			
Red Ribbon Club	Dr. B. Chandrasekar	fmm/		
Media Forum	Mr, S. Jeevananthamn	8 F.		
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.

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	Anger :
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	Wy.
Vice Principal and COE	Rev. Dr. Praveen Peter	100
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. L. Ravi	64-
IQAC Assistant Coordinator – 1	Dr. S. Sagayaraj	E
IQAC Assistant Coordinator – 2	Dr. S. A. Martin Britto Dhas	PAR
Members	Dr. J. Henry Rosario	M.
	Dr. S.R. Xavier Rajarathinam	Sceni.
	Dr. S. Paul Raj	1 is
	Dr. D. Leslin	July .*
	Dr. G. Britto Antony Xavier	2 Lack
	Dr. K. Parthiparaja	8/1/m 28/2
	Mr. A. George Louis Raja	6
	Mr. V. Thomas Immanuel	2 C
	Mr. S.U. Vasantha Kumar	SUNODOR
	Miss. S. Kalaiarasi	
Office Representative	Mr. S. Jayaraju	(A)
Project Officer	Mr. T. Selvam	8
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	AStanislans

Special Invitee: Dr. A. Albert Irudayaraj Hullen

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

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

M	inutes 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