
**Internal Quality Assurance Cell
Bon Secours College for Women
Thanjavur-613 006**

Minutes & Action taken

2015-2016



BON SECOURS COLLEGE FOR WOMEN
Ist QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)
ACADEMIC YEAR 2015-2016

The IQAC meeting was held on 03.06.2015 at 10.00 a.m. in the IQAC room.

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Restructure of IQAC Composition
4. Academic Review 2014-15 & Plan 2015-16
5. Faculty Performance Appraisal
6. New Programme introduction
7. New Certificate Courses
8. Plan of Research Workshop & FDP
9. Plan of SIP & Bridge course
10. R&D Cell implementation & Ph.D registration
11. MoUs & Endowment fund
12. Infrastructure augmentation
13. Changes in College Timings.
14. Academic Audit
15. Implementation of Gender Champion club
16. Any other matter with the permission of the chair.

The following IQAC Members were present.

1. Dr. Sr. D. Victoriya, IQAC Chairperson
2. Rev. Sr. Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
5. Dr. S. Sangeetha, Asst. Prof. of Social Work
6. Dr. Jayakumar, Asst. Prof. of Mathematics
7. Ms. N. Anuradha, Asst. Prof. of Physics
8. Ms. T. K. Anusuya, Asst. Prof. of Computer Science

9. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
10. Ms.B.Hemavathy, Asst. Prof. of English
11. Ms.U.Priya, Asst. Prof. of Commerce
12. Ms.Usha Nandhini Viswanathan, President, BONAA, Thanjavur
13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur
– Local Society Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda.

Agenda 1: Review of previous meeting:

Resolution: IQAC Co-ordinator discussed about the previous meeting Resolutions and action taken. The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. Recruitment was done for the academic year 2015 - 2016.
2. CDC and Calendar committee meeting was conducted.
3. Feedback committee meeting and action taken report.
4. It was discussed about review of Internal Accreditation & Assessment Audit.
5. The introduction of 56 certificate courses were informed.
6. Calendar for the academic year 2015 – 16 was prepared in advance.

Proposed by: Ms.N.Anuradha, Asst. Prof. of Physics

Seconded by: Ms.U.Priya, Asst. Prof. of Commerce

Agenda Item 3: Appointment of Deans

Resolution: IQAC Chairperson informed that Deans were appointed for decentralisation of governance.

Arts and Science

1. Dr.Leelavathy – Dean of Arts
2. Ms R.Kalaivani – Dean of Science

Agenda Item 4: Academic Review 2014-15 and Plan 2015-16

Discussion: The accomplishments of academic year 2014-15 were discussed

1. The IQAC Co-ordinator discussed the matter regarding the Academic performance, activities, Research and Progress, Infrastructure, Examination and Result analysis for the year 2014-15 and review was made on the same.
2. Chairperson suggested to plan for new activities/ programs in addition to regular association programs.
3. It was resolved that internship, field work/ training and extension programs are also to be planned & mention in year plan.
4. It was insisted to concentrate more on extension activities in line with skill development, promote income generation, educational activities, computer literacy programs, health and hygiene to the neighbourhood community.
5. It was reinforced to adhere with the year plan and accomplishments.
6. It was resolved that 2 organise Faculty Development Programme at department level is mandatory to widen their knowledge & skills in their discipline and profession.

Agenda Item 5: Faculty Performance Appraisal

Discussion: It was suggested that the Faculty Appraisal should be in the Criteria based on teaching, research, publications, social responsibility, proficiency level, Class room engagement, communication skills and contribution to the Department and College.

Resolution:

1. Chairperson informed that incentives and increments will be provided based on the performance of the faculty and motivated the faculty members to work accordingly.
2. IQAC Co-ordinator informed that participation of teachers in FDP, publications, paper presentation, project proposal submission were to be concentrated more.

Agenda Item 6: New Programme introduction

Resolution: Chairperson informed that the following programmes were introduced in the academic year 2015-16,

1. M.Sc., Fashion Technology & Costume Designing
2. Ph.D., Commerce
3. Ph.D., Social Work

Agenda Item 7: New Certificate courses introduction

Discussion:

1. HoDs were suggested to appoint External experts of the subjects and conduct advisory committee meeting to frame the syllabi & other matters pertaining to effective curriculum delivery.

Resolution:

1. Chairperson informed about the introduction of new certificate courses as per suggestions mentioned in NAAC exit report and feedback of the stakeholders. The Management has given the approval to start 56 certificate courses in the academic year 2015-16 to promote Skill Development and Entrepreneurship.
2. It was informed that the certificate courses on Psychology, Visual effects, Data Analytics, Mobile applications, Cloud computing will be introduced as per the NAAC exit report.

Agenda Item 8: Plan of Research Workshop & FDP

Resolution: The IQAC informed about the plan to organise a Faculty workshop on Research and Development on 10.06.15 to improve the grey areas of research mentioned in the NAAC exit report.

1. It was informed that the workshop will be of great benefit to the faculty members. The resource persons will be Dr.N. Adhinarayana, Professor and Head, Department of Sociology and Population studies, Director, Faculty of social sciences, Bharathiyar University, Coimbatore and Dr.M.Daniel, Professor and Head, School of Physics, Bharathidasan University Trichy.
2. FDP on Developing the next generation teachers will be organised on 12.06.2015 and FOP on Effective teaching practices on 15.06.2015 & 16.06.2015. The Resource person will be Dr.Sultan Ahmed Ismail, Managing Director, Eco-Science Research Foundation, Chennai.
3. Training on Duties and Responsibilities of Bon Securians will be conducted for teachers to sensitise them on code of conduct and professional ethics. Vice Principle was given in-charge for the same.

Agenda 9: Plan of SIP & Bridge course

Resolution: The schedule for induction program for first year students was informed on 24.06.2015 & 25.06.2015. It was suggested to prepare the mandatory modules with about Bon Secours, Code of conduct and Anti-ragging policy. Bridge course was planned from 29.06.2015- 07.07.2015 to enhance the communicative skills of students and to impart the skills on basic computer literacy, mathematics and accounts among the students. It was informed to prepare the Syllabus for the same and get approval.

Agenda Item 10: R&D Cell implementation & Ph.D registration

Resolution: Chairperson informed that Research & Development cell will be implemented in order to strengthen research progression as per the suggestions given by NAAC peer team.

4. Two experts were appointed for getting guidance for research, projects and publications, Dr. Gayathri, for Arts and Dr.D.Irudhaya Arokia Samy for Science. The Deans will be co-ordinating the departments for the same.
5. It was reinforced that Ph.D is mandatory for the faculty and those who have not registered were informed to work on the same.
6. It was suggested to submit proposal to the collaborated institution or stakeholder to noble fund to do research.

Agenda Item 11: MoUs & Endowment fund

Resolution: HoDs were informed to plan for MoU with industries and other institutions for collaborative activities. Also suggested to raise Endowment fund for lecture series.

Agenda Item 12: Augmentation of Infrastructure & facilities

Resolution: It was informed that the construction of the New block for Central Library and Laboratories is going on with full swing to fulfil the scholastic needs of the students.

1. HoDs were instructed to submit the requirements for the academic year 15-16.
2. Departments not having LCD Projector were informed to get quotations.

Agenda Item 13: Changes in College Timings.

Resolution: The revision of the college timings based on student's feedback to NAAC-Peer Team was discussed and finalised. The New College timings will be as follows:

1 st Hour	-	08.30 am – 09.25 am
2 nd Hour	-	09.25 am – 10.10 am
3 rd Hour	-	10.10 am – 10.55 am
Break	-	10.55 am – 11.20 am
4 th Hour	-	11.20 am – 12.05 pm
5 th Hour	-	12.05 pm – 12.50 pm
6 th Hour	-	12.50 pm – 01.35 pm

3. Remedial policy
4. Teaching learning & Evaluation policy
5. Infrastructure & maintenance policy
6. Revised organogram

Discussion were made & informed to forward for Board of Management approved.

Agenda 14: Academic and Administrative Audit

Resolution: IQAC emphasized that the departments prepare well for External Accreditation and Assessment Audit for the academic year 2014-15. Dates will be informed.

Discussion on Policies: Co-ordinator prescribed the following policies,

1. Revised code of conduct and ethics
2. Mentoring system policy

Agenda 15: Implementation of Gender Champion Club

Resolution: It was informed that Gender Champion Club is implemented for the academic year 2015-16 to create awareness and sensitization on gender related issues among students and staffs.

Ms. Helen Shobana, Assistant Professor of Mathematics will be Co-ordinator of GCC.

Agenda 16: Any other matter with the permission of the chair.

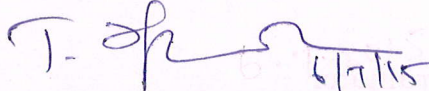
Resolution: 1. It was resolved to conduct Training for administrative staffs for effective office management practices.


2. The faculty members must be encouraged to attend FDP in other institutions to update their knowledge and skills.
3. Faculty members with Ph.D. were informed to apply for research guideship.
4. Faculty members were instructed to follow the Mentor mentee schedule and maintain the mentee chart.

Proposed by: Dr.S.Sangeetha, Asst. Prof. of Social Work

Seconded by: Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing

IQAC Co-ordinator motivated the team to fix on the Resolutions made and work towards its accomplishment. IQAC Secretary proposed vote of thanks.


IQAC Co-Ordinator,
Internal Quality Assurance Cell.
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.


IQAC Chairperson
Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade).
Vilar Bypass, Thanjavur - 613 006

INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)

ACADEMIC YEAR 2015-2016

Date & Time: 06.07.2015 & 02.00 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. AQAR (2014-2015)
4. Result Analysis
5. Sports Day
6. Discipline Maintenance

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
5. Dr.S.Sangeetha, Asst. Prof. of Social Work
6. Dr.Jayakumar, Asst. Prof. of Mathematics
7. Ms.N.Anuradha, Asst. Prof. of Physics
8. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
9. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
10. Ms.B.Hemavathy, Asst. Prof. of English
11. Ms.U.Priya, Asst. Prof. of Commerce
12. Ms.Usha Nandhini Viswanathan, President, BONAA, Thanjavur
13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur
– Local Society Representative

Agenda 1: Review of previous meeting

Resolution: IQAC Co-ordinator welcomed and briefed the committee members about the agenda and discussed about the discussions of last meeting, the members reviewed and passed.

Agenda 2: Action taken report for the minutes of previous meeting

1. Training on Duties and Responsibilities of Bon Securians was conducted on 09.06.2015 and 10.06.2015
2. Workshop on Research and Development was conducted on 10.06.2015
3. Administrative Training Programme on Essentials for Office Management was conducted on 11.06.2015
4. FDP on Developing the Next Generation Teachers was conducted on 12.06.2015
5. Faculty Orientation Programme Effective Teaching Practices was conducted on 16.06.2015
6. Student Induction Programme was conducted on 24.06.2015 and 25.06.2015
7. List of certificate courses and the calendar were approved by Board of Management.

Proposed by: Ms.T.K.Anusuya, Asst. Prof. of Computer Science

Seconded by: Ms.B.Hemavathy, Asst. Prof. of English

Agenda Item 3: AQAR (2014-2015)

Resolution: The Criteria in-charges were informed to collect Qn data and prepare AQAR for the academic year 2014-15. They were instructed to prepare the planner for each department and collect the data with accuracy and accountability. They were instructed to report on or before 10.08.2015.

Agenda Item 4: Result analysis

Resolution: HoDs were informed to submit the result analysis report and resolutions to be taken to the Principal.

Agenda Item 5: Plan for Sports Day.

Resolution: IQAC Co-ordinator reinforced the importance of inculcating the spirit of sports, yoga and meditation among the students to keep themselves

physically and mentally fit. The sports day celebration is planned in the month of August. It was discussed about Houses, sports and games events to be conducted for staffs and students.

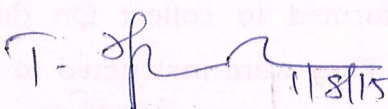
Agenda Item 6: Discipline Maintenance

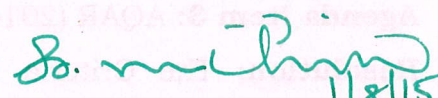
Resolution: It was strongly emphasized that strict discipline must be maintained inside the campus and dress code has to be followed by the students. Faculty members have to wear coat throughout working hours. Discipline committee should have a round on monitoring classroom discipline and cleanliness. The committee members should be at the entrance to monitor discipline especially the students from own vehicle and other mode of transport during college timings. The discipline committee co-ordinator was informed to submit the report for awarding best department rolling shield.

Proposed by: Ms.N.Anuradha, Asst. Prof. of Physics

Seconded by: Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing

IQAC Co-ordinator proposed vote of thanks. The Meeting came to an end with a prayer.


11/8/15
**IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.**


11/8/15
IQAC Chairperson
**Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade),
Vilar Bypass, Thanjavur - 613 006**

INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)
ACADEMIC YEAR 2015-2016

Date & Time: 01.08.2015 & 02.30p.m.

Venue: IQAC room

Agenda:

1. Review of previous discussions
2. Action taken report for the minutes of previous meeting
3. Implementation of Dr. APJ commandments
4. CIE plan & functioning of Exam Committee.
5. Classroom Allotment.
6. KAUSHAL Project
7. Start-up Programs
8. Any other matter with the permission of the chair.

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
5. Dr.S.Sangeetha, Asst. Prof. of Social Work
6. Dr.Jayakumar, Asst. Prof. of Mathematics
7. Ms.N.Anuradha, Asst. Prof. of Physics
8. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
9. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
10. Ms.B.Hemavathy, Asst. Prof. of English
11. Ms.U.Priya, Asst. Prof. of Commerce
12. Ms.Usha Nandhini Viswanathan, President, BONAA, Thanjavur
13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur
– Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed and briefed the committee members about the agenda.

Agenda Item 1: Review of previous discussions

Resolution: The IQAC Co-ordinator read out the minutes of the last meeting and gave explanation to the actions taken with regard to the decisions taken at the last meeting.

The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. Raising Programme on Essential for Office Management was conducted on 03.07.2015.
2. FOP on Research and Development Projects in College & Proposal was conducted on 16.07.2015.
3. Administrative Training Programme on “Laboratory Administrative and Management” practices was conducted on 24.07.2015
4. Sports day was celebrated on 11.08.2015

Proposed by: Dr.S.Sangeetha, Asst. Prof. of Social Work

Seconded by: Ms.U.Priya, Asst. Prof. of Commerce

Agenda Item 3: Implementation of Dr. APJ commandments

Resolution: IQAC members observed one minute silence to pay respect to Dr.A.P.J.Abdulkalam. Further the IQAC Co-ordinator insisted to following the ten commandments of Dr.A.P.J and Departments were informed to choose the commandments and plan for implementing the same. They were instructed to have follow-up on it. The students will take an oath in the upcoming general assembly. In this way, the dream of A.P.J will be fulfilled and the students will be transformed into better citizens and leaders.

Agenda Item 4: CIE plan & functioning of Exam Committee

Resolution: The exam committee was instructed to monitor the adherence to the rules and regulations complying with the Continuous Internal Assessment Examinations. A transparent and impartial evaluation system must be followed. Exam committee was suggested to inform the last date for paper evaluation and

submission of mark statement. It was informed to conduct the Class representatives meeting to get their grievance and feedback on CIE.

Agenda Item 5: Classroom Allotment

Resolution: It was informed that due to inadequate classrooms, the department of Mathematics was shifted to the B.Ed. Block until the construction work get over.

Agenda Item 6: KAUSHAL Project

Discussion: It was suggested to the departments of Fashion Technology, Computer Science, Computer Applications, Information Technology and Commerce to write a proposal for Deen Dayal Upadhyay centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood (KAUSHAL) in Colleges (XII Plan2012-2017).

Agenda Item 7: Start-up programs & Consultancy

Resolution: It was resolved that the Department of Fashion Technology and Costume Designing to concentrate on Start-up Programme to promote environmental consciousness. The department was suggested to prepare jute files/kit for the seminars/workshops and conferences and extend consultancy service as well.

Department of Botany and Biotechnology was also informed to focus more on start-up.

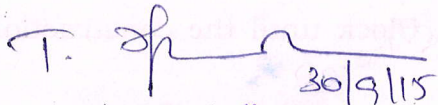
Agenda Item 8: Any other matter with the permission of the chair.

Resolution: It was resolved that Entrepreneurship to be conducted twice a semester by Entrepreneurship Development Cell. Discussions were made on upcoming programs and events.

Proposed by: Ms.T.K.Anusuya, Asst. Prof. of Computer Science

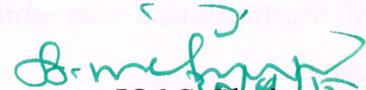
Seconded by: Ms.B.Hemavathy, Asst. Prof. of English

IQAC Co-ordinator proposed vote of thanks. The Meeting came to an end with a prayer.



IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.

30/9/15



IQAC Chairperson
Principal,
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(NAAC Accredited with 'A' Grade)
Vilar Bypass, Thanjavur - 613 006

**INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)
ACADEMIC YEAR 2015-2016**

Date & Time: 30.09.2015 & 02.30 p.m.

Venue: IQAC room

Agenda:

1. Review of previous discussions
2. Action taken report for the minutes of previous meeting
3. AQAR Presentation
4. To plan for PTA meeting

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
5. Dr.S.Sangeetha, Asst. Prof. of Social Work
6. Dr.Jayakumar, Asst. Prof. of Mathematics
7. Ms.N.Anuradha, Asst. Prof. of Physics
8. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
9. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
10. Ms.B.Hemavathy, Asst. Prof. of English
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12. Ms.Usha Nandhini Viswanathan, President, BONAA, Thanjavur
13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur
– Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed and briefed the committee members about the agenda.

Agenda Item 1: Review of previous discussions

Resolution: The IQAC Co-ordinator read out the minutes of the last meeting and gave explanation to the actions taken with regard to the decisions taken at the last meeting.

The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. Workshop on Design and Structure of Paper, Report and Book was conducted on 06.08.2015 - 07.08.2015
2. AQAR 2014-2015 was submitted on 03.10.2016
3. International Guest Lecture on "Malaysian Banking System" was conducted on 27.08.2015
4. Training Programme on "Stress & Time Management" was conducted on 23.09.2015

Proposed by: Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing

Seconded by: Ms.N.Anuradha, Asst. Prof. of Physics

Agenda Item 3: AQAR Submission

Resolution: Criterion wise presentation was made by respective criterion in-charges. Valid discussions were deliberated. Secretary appreciated the team for their effective preparation and approved for submission.


Agenda Item 4: Plan for PTA Meeting

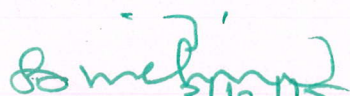
Resolution: It was informed that PTA meeting will be on 31.10.2015. HoDs were informed to make arrangements and collect the feedbacks from parents and submit the report.

Proposed by: Ms.U.Priya, Asst. Prof. of Commerce

Seconded by: Dr.S.Sangeetha, Asst. Prof. of Social Work

IQAC Co-ordinator proposed vote of thanks. The Meeting came to an end with a prayer.


3/12/15
IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.


3/12/15
IQAC Chairperson
Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade),
Vilar Bypass, Thanjavur - 613 006.

IIIrd QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)
ACADEMIC YEAR 2015-2016

Date & Time: 03.12.2015 & 02.00 p.m.

Venue: IQAC room

Agenda:

1. Review on preview meeting and discussion
2. Action taken report for the minutes of previous meeting
3. SAFE introduction
4. Ph.D., Awarded Faculties
5. Plan for Book Fair
6. Installation of Rotary Club
7. Commemorating the National and International days
8. Any other matter with the permission of the chair.

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
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13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur
– Local Society Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda. Agenda

Agenda 1: Review of previous discussions

Resolution: The IQAC Co-ordinator read out the minutes of the last meeting and gave explanation to the actions taken with regard to the decisions taken at the last meeting.

The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. FDP on Stress Management through Yoga and Meditation was conducted on 12.11.2015

Proposed by: Ms.T.K.Anusuya, Asst. Prof. of Computer Science

Seconded by: Ms.U.Priya, Asst. Prof. of Commerce

Agenda 3: SAFE introduction

Resolution: Chairperson announced that the scheme SAFE- Students Assisted Fund for Education will be introduced on the day of Christmas celebration. It will be students supporting service to help the deserving students with good academic performance. HoDs were suggested to motivate the students to contribute for the same.

Agenda 4: Ph.D., Awarded Faculties.

Discussion: IQAC appreciated the following faculties for the successful completion of Ph.D viva voce. Assistant Professor Dr. N. Anuradha, Department of Physics. Dr.R.Kalaivani, Department of Botany & Biotechnology and Dr.P.Priya, Department of Tamil.

Chairperson motivated all the faculty members to register for Ph.D. as it's a mandatory eligibility for teaching.

Agenda Item 5: Plan for Book Fair

Resolution: It was informed that the Book Fair will be conducted in the month of December. The library working timing was extended up to 5.00pm.Hence the faculty and students were suggested to make use of the library.

Agenda Item 6: Installation of Rotary Club

Resolution: The Rotary Club will be installed in the current academic year to extend services to the society. Ms.Meenakshi, Asst. Prof of Commerce was appointed as the co-ordinator.

Agenda Item 7: Commemorating the National and International days

Resolution: The Commemoration of National and International days according to UNO must be the regular practice of the Institution. All the departments were informed to plan for the same with productive outcomes. They can plan to observe the days with collaborations and as extension also.

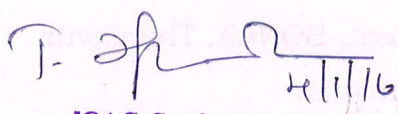
Agenda Item 8: Any other matter with the permission of the chair.

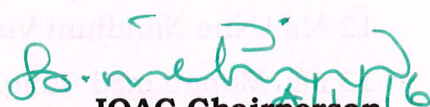
Resolution: IQAC Co-ordinator informed about the FDP and workshop to be conducted for faculty & confirmed the upcoming department programs.

Proposed by Ms.N.Anuradha, Asst. Prof. of Physics

Seconded by: Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing

IQAC Secretary proposed vote of thanks. The Meeting came to an end with a prayer.


4/11/16
IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.


4/11/16
IQAC Chairperson
Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade),
Vilar Bypass, Thanjavur - 613 006

INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)

ACADEMIC YEAR 2015-2016

Date & Time: 04.01.2016 & 02.30 p.m.

Venue: IQAC

room

Agenda:

1. Review of last meeting and discussion
2. Action taken report for the minutes of previous meeting
3. Clean Green Project
4. MANNA introduction
5. Placement Training
6. Any other matter with the permission of the chair.

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
5. Dr.S.Sangeetha, Asst. Prof. of Social Work
6. Dr.Jayakumar, Asst. Prof. of Mathematics
7. Ms.N.Anuradha, Asst. Prof. of Physics
8. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
9. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
10. Ms.B.Hemavathy, Asst. Prof. of English
11. Ms.U.Priya, Asst. Prof. of Commerce
12. Ms.Usha Nandhini Viswanathan, President, BONAA, Thanjavur
13. Mr. Mohammed Rafiq, Industrialist, Thanjavur
14. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur – Local Society Representative

The IQAC Chairperson welcomed and wished the members, a bright and prosperous New Year, and declared the New Year 2016 as a Year of HOPE & opens New Avenues in Academic progress and accomplishment.

IQAC Co-ordinator briefed the committee members about the agenda.

Agenda Item 1: Review of last meeting and discussion

Resolution: The IQAC Co-ordinator read out the minutes of the last meeting and gave explanation to the actions taken with regard to the decisions taken at the last meeting.

The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. Training Programme on "Soft Skill for Professional Effectiveness" was conducted on 18.12.2015.
2. Impact of SAFE scheme among students
3. Book fair was conducted well

Proposed by: Ms.B.Hemavathy, Asst. Prof. of English

Seconded by: Ms.T.K.Anusuya, Asst. Prof. of Computer Science

Agenda Item 3: BSC - Clean Green Project

Resolution: It was resolved that the campus must be Plastic-free, eco-friendly green campus. More initiatives were suggested as follows,

- o Place Degradable and Non-Degradable waste collection bins in classrooms..
- o Use of ink pen, instead of use and throw ball pens
- o Every department would clean the campus every month alternately and donate plant sapling for any kind of celebrations in line with honouring Dr.A.P.J's foot prints. i.e. We should try growing plants in our home/work/school and ensure that the plants grow healthy into a strong tree.

Agenda Item 4: MANNA introduction

Resolution: IQAC Chairperson announced that MANNA scheme will be introduced on the day of Pongal celebration. It was highlighted that students from long distance could avail brunch through MANNA scheme. Chairperson motivated the faculty to contribute for the same.

Agenda Item 5: Plan of Placement Training

Discussion: It was discussed about parent's feedbacks regarding placement during PTA meeting. Training and Placement co-ordinator was informed to plan well for soft skill and preplacement training with TCS.

It was resolved that the Training & Placement Cell has to prepare a plan well for soft skill pre placement training with TCS for 10 days and also work for on campus placement drive

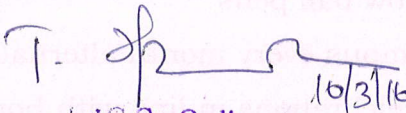
Agenda Item 6: Any other matter with the permission of the chair.

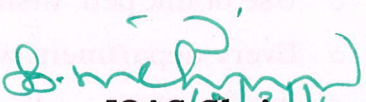
Resolution: IQAC Chairperson appreciated the tremendous relief efforts taken by NSS volunteers to help the Chennai flood victims.

Proposed by: Dr.S.Sangeetha, Asst. Prof. of Social Work

Seconded by: Dr.Jayakumar, Asst. Prof. of Mathematics

IQAC Co-ordinator wished that the year will be a year of credentials and proposed vote of thanks. The Meeting came to an end with a prayer.


10/3/16
IQAC Co-Ordinator,
IQAC Co-Ordinator Cell,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.


IQAC Chairperson
Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade)
Vilar Bypass, Thanjavur - 613 006

IVth QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL MINUTES (IQAC)
ACADEMIC YEAR 2015-2016

Date & Time: 10.03.2016 & 02.00p.m.

Venue: IQAC room

Agenda:

1. Review of last meeting and discussion
2. Action taken report for the minutes of previous meeting
3. Inauguration of the New Legion Block.
4. Recruitment and Course plan
5. Gender sensitization programs.
6. Faculty Performance appraisal
7. Result review & Remedial practices
8. Academic and Administrative Audit
9. Calendar committee meeting
10. Year plan Adherence Report
11. Students Feedback discussion
12. Books/ Lab requirements list
13. Environment Audit
14. Any other matter with the permission of the chair.

The following IQAC Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Jeyarani, FBS, Secretary, Bon Secours College – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof. T. Joseph Pandian, IQAC Co-ordinator
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8. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
9. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
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11. Ms.U.Priya, Asst. Prof. of Commerce
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13. Mr. Mohammed Rafiq, Industrialist, Thanjavur

14. Mr. A.R. Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur
– Local Society Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda.

Agenda Item 1: Review of last meeting and discussion

Resolution: The IQAC Co-ordinator read out the minutes of the last meeting and gave explanation to the actions taken with regard to the decisions taken at the last meeting.

The minutes were reviewed and passed by the members.

Agenda 2: Action taken report for the minutes of previous meeting

1. Faculty Development Programme on “Hope & Scope of Research in India” was conducted on 30.01.2016
2. Administrative Training Programme on "Interpersonal and Effective Communication" was conducted on 09.02.2016
3. FDP on Professional Ethics and Social Responsibilities was conducted on 02.03.2016
4. College was declared as Model College for clean & green Thanjavur movement by Clean Thanjavur movement.

Proposed by: Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing

Seconded by: Ms.N.Anuradha, Asst. Prof. of Physics

Agenda 3: Inauguration of the New Legion Block

Resolution: The IQAC informed that the New Block Construction work has been completed successfully and the inauguration will be on 11th March, 2016. Central library, Laboratories of Computer studies, Physics, Botany and Biotechnology, ICT will be shifted to the Legion Block.

Agenda 4: Plan for Recruitment and Course plan

Resolution: IQAC informed the departments to prepare year plan and work load for the academic year 2016-17 and submit the vacancy post. It was informed to prepare the Course plan effectively.

Agenda Item 5: Review on Gender sensitization programs.

Resolution: The IQAC reviewed the sensitization programs conducted by the gender champion club to fulfil the vision of the College and appreciated the GCC

Agenda Item 6: Faculty Performance appraisal

Resolution: HoDs were informed to review the faculty performance appraisal and submit the report to the Principal. It was resolved that the promotions will be offered based on Faculty performance appraisal

Agenda Item 7: Result review & Remedial practices

Resolution: HoDs were informed to submit the result review and action taken report to the Principal. It was resolved to prepare the effective remedial practices and motivated to secure centum results with high marks and aim for more University ranks.

Agenda Item 8: Academic and Administrative Audit

Resolution: It was informed that internal academic audit will be planned at the end of April.
With regard to this, the document should be kept ready.

Agenda Item 9: Calendar committee meeting

Resolution: Calendar committee was informed to prepare the calendar for the academic year 2016-2017.

Agenda Item 10: Year plan Adherence Report

Resolution: HoDs were informed to submit the Year plan adherence report with remarks.

Agenda Item 11: Students Feedback discussion

Resolution: Feedback committee co-ordinator presented the feedbacks. Detailed discussions were made and the suggestions /recommendations will be forwarded to BoM.

Agenda Item 12: Books/ Lab requirements list

Resolution: All the departments are requested to submit the Books/ Lab requirements list for the academic year 2016-2017.

Agenda Item 13: Environment Audit

Resolution: Department of Botany and Biotechnology was directed to plan for environment and green audit.

Agenda Item 14: Any other matter with the permission of the chair.

Resolution:

1. The schedule for PTA meeting was informed on 12.04.2016. HoDs were informed to plan for the same.
2. IQAC instructed the exam committee to conduct the University exams in a proper manner and the students must adhere the procedures.

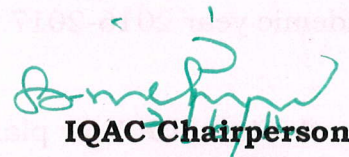
Proposed by: Dr.S.Sangeetha, Asst. Prof. of Social Work

Seconded by: Ms.U.Priya, Asst. Prof. of Commerce

IQAC Co-ordinator proposed vote of thanks and the Meeting came to an end with a prayer.


2/6/16

**IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.**


IQAC Chairperson

**Principal,
Bon Secours College for Women.
(NAAC Accredited with 'A' Grade)
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