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

Minutes & Action taken

2016-2017



BON SECOURS COLLEGE FOR WOMEN
Ist QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2016-2017

The Meeting for the academic year 2016-2017 was held on **02.06.2016** at **10.00 a.m.** in the Principal office.

Agenda:

1. Review on Academic year 2015-16
2. Action taken report for the minutes of previous meeting
3. Faculty Performance Appraisal Review
4. Faculty Recruitment Review
5. New Programme introduced Review
6. Plan for advisory meeting for Certificate Course
7. Course Plan
8. SIP & Bridge course
9. Review on Research Progress
10. Academic Audit Review
11. Plan for AQAR submission
12. Plan for FDP & Research Chair of Chemistry

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
3. Dr. M.Daniel, Educational Expert
4. Prof.T.Joseph Pandian IQAC Co-ordinator
5. Ms.U.Priya, Asst. Prof. of Commerce
6. Sr.C.Amali Pushpam, Asst. Prof. of Information Technology
7. Ms.S.Gayathri, Asst. Prof. of Management Studies
8. Ms.B. Hemavathy Asst. Prof. of English
9. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology

13.Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur

14.Mr. Mohammed Rafiq, Industrialist, Thanjavur

15.Mr.A.R.Savarimuthu, Chairperson,Mother Terasa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed the members and readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

Agenda item 1: Review on Academic year 2015-16

Discussion: IQAC Chairperson discussed the matter pertaining to academic performance, activities, research and progress, infrastructure, examination and result analysis for the year 2015-16 and review was made at department level.

1. The departments followed 100% adherence with year plan were appreciated.
2. The research Chairs activities has to be strengthened.
3. Research proposal submission was done by all the departments. It was reinforced that the faculty with Ph.D. should work for the same.
4. Publications and participation in FDP were to be increased.
5. Creative teaching practices were found less in addition to ICT practices
6. Science departments were suggested to focus on applied inter-disciplinary research
7. Plan for internship after college hours based on the resources availability.
8. Plan for field work at local areas in addition to outstation. It was suggested to get guidance from department of Botany and Biotechnology to teach on campus study to fulfil Environment studies field work.
9. Evaluation of internship and fieldwork report should be transparent.
10. Documents should be maintained neatly with date, time and signature.

Agenda item 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.N.Anuradha, Asst. Prof. of Physics

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

Agenda item 3: Faculty Performance Appraisal - Review

Discussion: Chairperson discussed about the performance appraisal of the faculty at department level. It was reinforced participation in FDP, PDP and a publication has to be concentrated more. FIP for fresher's will be conducted and VP, senior faculty will be handled the sessions

Agenda item 4: Faculty Recruitment

Resolution: The departments those not filled the vacancies were informed to do it earlier before the commencement of classes.

Agenda item 5: New Programme introduced

Resolution: The New Programmes introduced in the academic year were informed.

New Programmes
M.Com (CA)
M.Sc., Chemistry

Agenda item 6: Plan for advisory meeting for Certificate Course

Resolution: It was resolved that 20 new certificate courses will be offered for the academic year 16-17. IQAC informed the departments to plan for advisory committee meeting for certificate courses as per the guidance of CDC. It was informed to get approval for syllabus.

Agenda item 7: Course plan

Resolution: IQAC insisted on uniqueness and innovation with regard to the course plan and based on the review of the previous course plan and teaching methodology, each department should prepare the course plan according to the nature of their courses. HoDs were instructed to monitor the regular teaching practices and adherence with plan and teaching tools.

Agenda item 8: Plan for SIP & Bridge course

Resolution: IQAC resolved that the departments to plan for SIP and bridge course schedule. First year students should be sensitized on rules and regulations of the College, know about the college, departments and policy of anti-ragging and prevention of sexual harassment. It was suggested to call for alumnae and senior students to interact with them to create healthy rapport.

Agenda item 9: Review on Research Progress

Resolution: Further it was emphasized to concentrate on research progress, one of the grey areas mentioned in the NAAC-Exit report. It is vital that all departments should carry out at least 2 research projects every year and mobilise fund for the same.

Agenda item 10: Academic Audit Review

Resolution:

1. The Review on the suggestions mentioned in the A & A Audit conducted on 16.04.2016 should be seriously considered and worked upon.
2. According to the Report, the departments need to work with diligence and innovation.
3. The areas to be concentrated more are SALP, students' counselling, endowment and placement.
4. As an outcome of the Audit, two departments - Department of Fashion technology & Costume designing and the Department of Botany and Biotechnology were declared as the best departments for adopting effective teaching methodology and for producing many entrepreneurs.

Agenda item 11: Plan for AQAR submission

Resolution: The IQAC Co-ordinator insisted on the preparation of AQAR 2015-16, with appropriate data and documentation. The AQAR report 2015-2016 must be submitted in the month of September.

IQAC Co-ordinator, assigned the duties to the members of IQAC as follows,

- ❖ Criterion I - Dr.N. Anuradha
- ❖ Criterion II - Ms.T.K. Anusuya
- ❖ Criterion III - Ms. B. Hemavathy
- ❖ Criterion IV - Ms.U.Priya
- ❖ Criterion V - Dr.R. Kalaivani
- ❖ Criterion VI - Ms.K.Kathirolu
- ❖ Criterion VII - Prof.T.Joseph Pandian

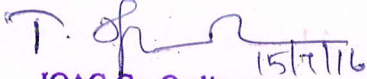
Agenda item 12: Plan for FDP & EDC Program

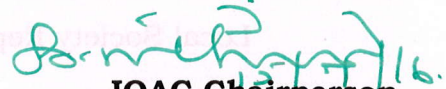
Resolution: The faculty members must be encouraged to attend FDP in other institutions to upgrade their knowledge and skills. All the departments should plan for FDP at department level & EDC Program. It was informed that Dr.M.Ramalingam, Rtd. Prof. of Chemistry will be appointed as Research Chair for Chemistry.

Proposed by: Dr.R.Kalaivani, Asst. Prof. of Biotechnology

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

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


15/7/16
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),
Vilar Bypass, Thanjavur - 613 006

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 15.07.2016 & **10.00 a.m.**

Venue: Principal room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Incentives for Publication and project Submission.
4. IPR-Programs
5. Mentor mentee schedule
6. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
3. Dr. M.Daniel, Educational Expert
4. Prof.T.Joseph Pandian IQAC Co-ordinator
5. Ms.U.Priya, Asst. Prof. of Commerce
6. Sr.C.Amali Pushpam, Asst. Prof. of Information Technology
7. Ms.S.Gayathri, Asst. Prof. of Management Studies
8. Ms.B. Hemavathy Asst. Prof. of English
9. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology
13. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
14. Mr. Mohammed Rafiq, Industrialist, Thanjavur
15. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed the members and readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

Agenda item 1: Review the last meeting and discussion

Resolution: The meeting started with a prayer. 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 in the last meeting.

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

1. Faculty Orientation Programme On "Ethics of Teaching Profession" was conducted on 07.06.16
2. Workshop on "Proposal Writing and Article Writing" was conducted on 08.06.16
3. Administrative Training Programme on "Office Automation" was conducted on 09.06.2016
4. FDP on Teacher and Students producing together-Know-How? was conducted on 10.06.2016
5. Training on Communication and Interpersonal Relationship in Workplace was conducted on 13.06.2016 and 14.06.2016
6. Student Induction Programme was conducted on 21.06.2016 and 22.06.2016

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

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

Agenda item 3: Incentives for Publication and project Submission.

Resolution: It was informed that incentives for the faculties will be given those who are applying for projects and having quality publications in peer reviewed journals.

Agenda item 4: Plan for IPR-Programs

Resolution: The IQAC insisted on IPR, the importance of patent filling and suggested the departments to organise programmes relevant to IPR continuously for both teachers and students.

Agenda item 5: Mentor Mentee schedule

Resolution: Mentor mentee list & schedule will be circulated. IQAC informed to stick on to the schedule and maintain the chart neatly.

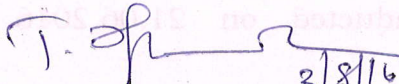
Agenda item 6: Any other matter with the permission of the chair.

Resolution IQAC Co-ordinator informed about the FDP and workshop to be conducted for teachers.

Proposed by: Ms.S.Gayathri, Asst. Prof. of Management Studies

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

IQAC Co-ordinator thanked the members and the meeting came to an end with a prayer.


3/8/16
**IQAC Co-Ordinator,
Internal Quality Assurance Cell,
Bon Secours College for Women,
Vilar By-Pass,
Thanjavur - 613 006.**


3/8/16
IQAC Chairperson

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

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 03.08.2016 & 02.00 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting and discussions
2. Action taken report for the minutes of previous meeting
3. Exam Committee.
4. Extension of Infrastructure facilities
5. AQAR (2015 – 2016)
6. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
3. Dr. M.Daniel, Educational Expert
4. Prof.T.Joseph Pandian IQAC Co-ordinator
5. Ms.U.Priya, Asst. Prof. of Commerce
6. Sr.C.Amali Pushpam, Asst. Prof. of Information Technology
7. Ms.S.Gayathri, Asst. Prof. of Management Studies
8. Ms.B. Hemavathy Asst. Prof. of English
9. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology
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15. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed the members and readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

Agenda item 1: Review of last meeting and discussions

Resolution: The meeting started with a prayer. IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken. The members reviewed the minutes and passed,

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

1. Administrative Training Programme on "Laboratory Quality Management" was conducted on 18.07.2016

Orientation Programme on "Knowledge on Research Impact Factor (Scopus and Google Scholar) was conducted on 21.07.2016

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

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

Agenda item 3: Exam Committee.

Resolution: IQAC reinforced strict adherence to rules and regulation of the CIA examinations. Malpractices should be avoided. Informed to forward the exam related grievances immediately to the Principal.

Agenda item 4: Extension of Infrastructure facilities

Resolution: IQAC insisted on upgrading the infrastructure of the college, especially more spacious Library and Laboratories are vital to facilitate effective teaching-learning Process. It was recommended to the BoM.

Agenda item 5: Preparation of AQAR (2015 – 2016)

Resolution: The departments were informed to collect the data for AQAR as per the given format and insisted to submit on or before 25.08.2016.

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

Discussion: IQAC Co-ordinator discussed the upcoming department programme as per plan.

Proposed by: Dr.R.Kalaivani, Asst. Prof. of Biotechnology

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

IQAC Secretary thanked the members and 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.**



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

**IInd QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL**

Date & Time: 30.09.2016 & 02.15p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Achievements in BDU Fest
4. Review on Research and Progress.
5. Review on Internal assessment.
6. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
3. Dr. M.Daniel, Educational Expert
4. Prof.T.Joseph Pandian IQAC Co-ordinator
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7. Ms.S.Gayathri, Asst. Prof. of Management Studies
8. Ms.B. Hemavathy Asst. Prof. of English
9. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology
13. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
14. Mr. Mohammed Rafiq, Industrialist, Thanjavur
15. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed the members and readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

Agenda Item 1: Review the last meeting.

Resolution: IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken. The members reviewed and passed.

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

1. AQAR 2015-2016 was submitted on 20.09.2017

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

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

Agenda Item 3: Achievements in BDU Fest

Resolution: IQAC congratulated the winners, runners and the participants of the BDU-Fest and the Extra Curricular Committee members for their relentless support, practice and motivation.

Agenda Item 4: Review on Research and Progress.

Resolution: IQAC insisted on Progressing in research culture by submitting at least two research projects every year and motivated the faculty to publish one research article/paper per semester.

Agenda Item 5: Review on Internal assessment.

Resolution: The faculty should be impartial in awarding the Internal Assessment Marks, taking into consideration the academic performance of the students. It was informed to have a transparency in evaluation. HoDs were insisted to observe and check the evaluation carefully.

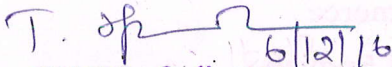
Agenda item 6: Any other matter with the permission of the chair.


Resolution IQAC Co-ordinator discussed about the upcoming department program as per plan.

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

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

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


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IIIrd QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL

Date & Time: 16.12.2016 & 03.10p.m.

Venue: IQAC room

Agenda:

1. Review on previous meeting
2. Action taken report for the minutes of previous meeting
3. Appreciation of NSS camp.
4. Magazine & Journal committee.
5. Commemorating the National and International days.
6. Placement Training
7. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
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14. Mr. Mohammed Rafiq, Industrialist, Thanjavur
15. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC Co-ordinator welcomed the members and readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

Agenda Item 1: Review the last meeting.

Resolution: IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

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

1. Book Fair was conducted on 1.12.2016- 2.12.2016 as per plan

Proposed by: Dr Dr.R.Kalaivani, Asst. Prof. of Biotechnology

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

Agenda Item 3: Appreciation of NSS camp.

Resolution: The IQAC appreciated the Co-ordinators and Volunteers of NSS for rendering services through special camp at the villages around college premises.

Agenda Item 4: Magazine & Journal committee.

Resolution: 1. IQAC insisted on scrutinizing and editing the papers received for the Indian journal of current Research (IJCR) to maintain its quality.

2. Relevant and valid papers alone must be selected for publication.
3. The College Magazine also should be designed in such a way to bring out the quality of the Institution. Department English was suggested to assign the advanced learners in Editorial board and offer training for them.
4. It was suggested to conduct wrapper design competition to bring out the creativity of students and also knowledge in operations of online designing tools.

Agenda Item 5: Commemorating the National and International days.

Resolution: it was insisted that commemoration of National and International days according to UNO must be a regular practice of the Institution with productive outcomes.

Agenda Item 6: Placement Training

Resolution: IQAC Co-ordinator suggested to placement committee to plan for Soft Skill with pre placement Training and competitive exam coaching programme with TCS for the final year students. The schedule was asked to submit.

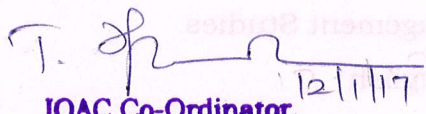
Agenda item 7: Any other matter with the permission of the chair.

Resolution IQAC Co-ordinator discussed about upcoming programmes at College and department level.

Proposed by: Sr.C.Amali Pushpam, Asst. Prof. of Information Technology

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

IQAC Secretary thanked the members and 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.



IQAC Chairperson
Principal,
Bon Secours College for Women.
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Vilar Bypass, Thanjavur - 613 006

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 12.01.2017 & 02.30p.m.

Venue: IQAC room

Agenda:

1. Review on previous meeting and discussions
2. Action taken report for the minutes of previous meeting
3. Review on NAAC Exit Report and accomplishments.
4. Legion Block inauguration
5. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
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15. Mr.A.R.Savarimuthu, Chairperson, Mother Terasa Foundation, Thanjavur –
Local Society Representative

The meeting started with a prayer. IQAC co-ordinator welcomed the members and explained about the agenda.

The IQAC Chairperson and Co-ordinator wished the members a Prosperous New Year-2017 and declared this year as a year of Achievement.

Agenda Item 1: Review the last meeting

Resolution: The meeting started with a prayer. IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken.

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

1. FDP on Industry academia collaboration in Higher Education was conducted on 14.11.2016
2. FDP on Taxonomy for Teaching, Learning and Assessment was conducted on 15.11.2016
3. Administrative Training Programme on "Tally ERP.9" was conducted on 21.11.2016
4. Administrative Training Programme on "Microsoft Excel(Basic & Advanced)" was conducted on 05.12.2016

Proposed by: Ms.S.Gayathri, Asst. Prof. of Management Studies

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

Agenda Item 3: Review on NAAC Exit Report and accomplishments

Resolution: 1. IQAC appreciated the members of the departments for exhibiting progress in research culture. Nevertheless, as mentioned in the NAAC-Exit Report, the area of Research must be strengthened more by aiming to get projects from reputable funding agencies.

1. Certificate courses were introduced in line with skill development and emerging needs and demands of their core and allied discipline.

Agenda Item 4: Legion Block inauguration

Resolution: It was informed that the central library and laboratories of the computer departments, Physics, Botany and Biotechnolgy would be relocated to the legion block.

Agenda Item 5: Any other matter with the permission of the chair.

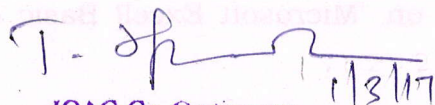
Resolution: The Major events, college day, and convocation are fixed in the month of March. IQAC Chairperson motivated that the effective planning, execution and co-

ordination should be the key features, and with unity all the members of the department have to work together to make the events a grand success. In this way, the quality of the Institution will be realised and a great deal of positive impact will be imprinted in the minds of the parents and public

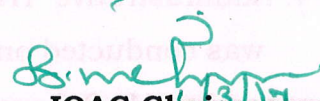
Proposed by: Ms.T.K.Anusuya, Asst. Prof. of Computer Science

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

IQAC Co-ordinator thanked the members and the meeting end with a prayer.



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



**IQAC Chairperson
Principal,
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Vilar Bypass, Thanjavur - 613 006**

IVth QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL

Date & Time: 01.03.2017 & 02.30p.m..

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. ICT enabled education
4. Student Support Services.
5. Exam Committee
6. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
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10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology
13. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
14. Mr. Mohammed Rafiq, Industrialist, Thanjavur
15. Mr.A.R.Savarimuthu, Chairperson, Mother Teresa Foundation, Thanjavur –
Local Society Representative

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

Agenda Item 1: Review the last meeting.

Resolution: IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken and the members passed,

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

1. Administrative Training Programme on "Effective Office Administrative and Financial Management" was conducted on 19.01.2017

Proposed by: Dr.R.Kalaivani, Asst. Prof. of Biotechnology

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

Agenda Item 3: ICT enabled education & Requirements Submission

Resolution: IQAC reiterated that it is vital to make the college more ICT oriented with adequate numbers of computers, laptops, LCD projectors, DVD writers, digital camera and Wi-Fi facilities in a phased manner year by year. Departments were informed to submit their requirements for the same.

Agenda Item 4: Student Support Services.

Resolution: IQAC appreciated the students for their efforts taken in I CAN Phase I and II, and develop the culture of sharing and caring among the students. It was the platform to promote start up ideas especially departments of fashion technology and biotechnology.

Agenda Item 5: Exam Committee

Resolution: The Exam Committee was informed to function effectively in accordance with the University examination norms. And submit the schedule and procedures well in advance, circulate to the students as well.

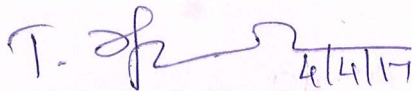
Agenda item 6: Any other matter with the permission of the chair.

Resolution IQAC Co-ordinator discussed about upcoming planned programs and events.

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

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

IQAC Co-ordinator thanked the members and the meeting end with a prayer.



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



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

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 04.04.17 & 02.30pm

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Academic Audit.
4. Web site updation
5. Student Support Services
6. Discipline Committee
7. Review Report.
8. Faculty Recruitment
9. Calendar committee meeting
10. Students Feedback discussion
11. Books/ Lab requirements list
12. Environment Audit report
13. Year plan Adherence Report
14. Any other matter with the permission of the chair.

The following Members were present.

1. Dr.Sr.D.Victoriya, IQAC Chairperson
2. Rev.Sr.Annal Rita Rani, Secretary – Management Representative
3. Dr. M.Daniel, Educational Expert
4. Prof.T.Joseph Pandian IQAC Co-ordinator
5. Ms.U.Priya, Asst. Prof. of Commerce
6. Sr.C.Amali Pushpam, Asst. Prof. of Information Technology
7. Ms.S.Gayathri, Asst. Prof. of Management Studies
8. Ms.B. Hemavathy Asst. Prof. of English
9. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
10. Ms.N.Anuradha, Asst. Prof. of Physics
11. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
12. Dr.R.Kalaivani, Asst. Prof. of Biotechnology
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14. Mr. Mohammed Rafiq, Industrialist, Thanjavur

15.Mr.A.R.Savarimuthu, Chairperson,Mother Terasa Foundation, Thanjavur –
Local Society Representative

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

Agenda Item 1: Review the last meeting.

Resolution: IQAC Co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken and the members passed,

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

1. Orientation Program on Drafting Effective Teaching Plan was conducted on 27.03.2017

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

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

Agenda Item 3: Academic Audit [28.04.2017 & 29.04.2017]

Resolution: The IQAC co-ordinator insisted on reviewing the Academic Audit Report for further rectification and development.

Agenda Item 4: Web site updation

Resolution: Departments were informed to update their activities, programs and course materials regularly and submit the data and document to website team.

Agenda Item 5: Student Support Services

Resolution: IQAC took stock of the major Student Support Services, 'SAFE', 'MANNA' and appraised the proper distribution of the same.

Agenda Item 6: Discipline Committee

Resolution: The efforts of the discipline committee were appreciated in ensuring a peaceful atmosphere in the college without any issues during the academic year.

Agenda Item 7: Review Report.

Resolution: All the departments are requested to submit review report on academic performance, accomplishments and adherence of Year plan for the academic year 2016-17.

Agenda Item 8: Faculty Recruitment

Resolution: All the departments are requested to submit the vacancy position for the academic year 2017-18.

Agenda Item 9: Calendar committee meeting

Resolution: Calendar committee was informed to prepare the calendar for the academic year 2017-2018.

Agenda Item 10: 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 11: Books/ Lab requirements list

Resolution: All the departments are requested to submit the Books/ Lab requirements list for the academic year 2017-18.

Agenda Item 12: Environment Audit report

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

Agenda Item 13: Year plan Adherence Report

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

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

Resolution: Sr. Principal assigned the duties to the members of IQAC for data collection, documentation with accuracy, accountability and quality.

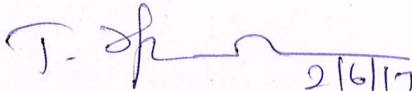
- Criterion I - Dr.N. Anuradha
- Criterion II - Ms.T.K. Anusuya
- Criterion III - Dr.R. Kalaivani
- Criterion IV - Ms.S. Gayathri
- Criterion V - Ms. B. Hemavathy & Ms.U.Priya
- Criterion VI - Ms. A.N. Christy
- Criterion VII - Prof.T.Joseph Pandian


IQAC co-ordinator thanked the members of IQAC for their dedication and hard work during the academic year with the same spirit of unity and co-ordination, IQAC has to move forward and reach the pinnacle of success.

Proposed by: Sr.C.Amali Pushpam, Asst. Prof. of Information Technology

Seconded by: Dr.R.Kalaivani, Asst. Prof. of Biotechnology

IQAC Co-ordinator thanked the members and the meeting end with a prayer.


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