

---

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

**Minutes & Action taken**

2017-2018

---







**I<sup>st</sup> QUARTERLY MEETING MINUTES**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2017-2018**

The Meeting for the academic year 2017-2018 was held on **02.06.2017** at 10.00a.m. in the Principal room, Bon Secours College for Women, Vilar, Thanjavur.

**.Agenda:**

1. Review on Previous meeting
2. Action taken report for the minutes of previous meeting
3. Academic Review (2016-2017)
4. Faculty Performance Appraisal
5. Faculty Recruitment
6. Academic Plan approval
7. New Programme introduction
8. Plan of Certificate Course
9. Plan of Committee Activities
10. Plan of FOP & FDP
11. Augmentation of Infrastructure facilities
12. Plan of SIP & Bridge Course
13. Course plan approval
14. Outcome Based Education.
15. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent

8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of the last meeting

**Resolution:** The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

**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
2. Orientation Program on Drafting Effective Teaching Plan was conducted on 27.03.2017
3. Approval of BoM for introduction of 20 new certificate courses recommended by CDC.
4. Approval of BoM for year plan 2017-18 recommended by Calendar committee
5. Recruitment was done for the academic year 2017-18
6. Course plans were reviewed and verified by the HoDs



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

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

**Agenda Item 3:** Academic Review (2016-2017)

**Discussion:** The matters pertaining to the academic plan, adherence, introduction of new teaching pedagogy, research and development progression, curriculum supplementary programs and activities, department wise best practices and distinctiveness, students participation and achievements, were discussed at department level.

**Resolution:**

**Chairperson instructed the following,**

1. Appreciated the departments that attained 100% adherence with the year plan.
2. Faculty performance has to be improved. All should attend FDP/ training courses offered by reputed institutions/Universities in line with their discipline, teaching learning practices, ICT tools and research methodology etc.,
3. Further it was stressed that more progress must be shown in the area of Research and Development in the way of research projects, publications, development of Softwares, APPs/ any products/process. Appreciated the departments submitted project proposal to various funding agencies.
4. With respect to curriculum aspects, teaching and evaluation must be upgraded to promote progress in the acquisition of academic knowledge. Course plan should be reviewed by the HoDs on time and have follow-up.
5. Regarding teaching learning process, it was expected to implement creativity to make the students as critical thinkers and apply their knowledge and skills in the real life.
6. Departments were suggested to focus on the seminar practices and all the students get practiced on self-learning and learning by teaching.
7. It was informed that new varieties of programs/association activities are suggested to conduct with productive outcomes.

8. It was instructed to strengthen the best practices and distinctiveness of the departments extensively.
9. Students should be encouraged to participate in national and international level competitions. Faculty should guide the students for the same.
10. Appreciated the departments had a follow up for mentees by addressing their academic and personal issues.
11. Chairperson motivated the departments to make differences in all aspects with quality outcomes, transparency and accountability & insisted on outcome based education.

**Agenda Item 4: Faculty Performance Appraisal**

**Discussion:** It was discussed that the following actions are suggested for the faculty based on the performance appraisal.

**Resolution:**

1. Conduction of Model classes
2. Department level FDP and training programs
3. Details of incentives based of PBFA
4. Chances will be given to perform well during probation period ; if not improve the performance, action will be taken

**Agenda Item 5: Faculty Recruitment**

**Resolution:** It was informed that the departments not yet fill the vacancies were instructed to make it earlier before the commencement of classes and report the status to the Principal.

**Agenda Item 6: Academic Plan 2017-2018 approval**

**Resolution:** With reference to Calendar committee meeting held on 23.05.2018, it was informed to finalise the plan with all suggestions and recommendation and submit to get BoM approval.



**Agenda Item 7:** New Programme introduction

**Resolution:** It was informed that the following new programmes were introduced for the academic year 2017-18,

1. M.Phil., Physics
2. Ph.D. Biotechnology
3. Ph.D. Management Studies

**Agenda Item 8:** Plan of Certificate Course

**Resolution:** It was suggested to conduct advisory committee meeting for certificate courses at department level within the month of July and submit the report to CDC on or before 30.07.2017.

**Agenda Item 9:** Plan of Committee Activities

**Discussion:** The IQAC suggested the committees to organise at least two activities/programs per semester. It was resolved that the committees has to prepare year plan and function according.

**Agenda Item 10:** Plan of FDP & FIP.

**Resolution:** FDP for the faculty members will be held on 08.06.2017. And the resource person would be Mr.Nayeen Khan, HR Consultant, TCS, Chennai. The Faculty members must be encouraged to attend FDP in other institutions to upgrade their knowledge and skills. FIP for fresher's will be organised by the senior faculty members. They will be given training on teaching & learning process, classroom management monitoring system, sensitize on code of conduct & professional ethics etc.,

**Agenda Item 11:** Augmentation of Infrastructure facilities

**Resolution:** IQAC recommended that the infrastructure must be improved to meet the student strength and informed to submit the requirements to fulfil the scholastic needs of the students and faculty.

**Agenda Item 12:** Plan of SIP & Bridge Course

**Resolution:** The schedule for SIP and Bridge course was discussed. It was informed to submit the Bridge course syllabus for approval. Also insisted to plan the SIP with the modules such as Know about the institution, code of conduct and awareness on anti-ragging and sexual harassment policy as mandatory.

**Agenda Item 13:** Course plan approval

**Resolution:** It was informed that Course plan for the academic year 2017-18 should be reviewed by the HoDs and get approval before the commencement of classes. HoDs were informed to monitor the regular classes with plan.

**Agenda Item 14:** outcome Based Education

**Discussion:** IQAC Chair person discussed in detail about the implementation of outcome based education.

**Resolution:** It was resolved that the educational expert of the college, Dr.M.Daniel will be the chairperson of the committee and a workshop will be conducted for the same to sensitise and teach the faculty members on OBE.

**Agenda Item 15:** Any other matter with the permission of the chair.

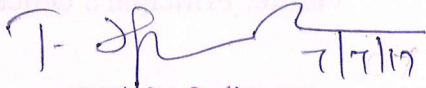
**Resolution:** 1. It was informed to extend the number of collaboration with industries and other institutions/organizations and continue the related activities. 2. Plan for extension activities with productive outcomes. It was suggested to focus on the target groups with specific objectives and plan to fulfil the same. 3. Informed to raise the fund for endowments & chairs and plan related programs effectively.

**Proposed by:** Dr.N.Anuradha, Asst. Prof. of Physics

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



**IQAC Co-ordinator proposed vote of thanks 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.**



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

**INTERNAL QUALITY ASSURANCE CELL**

**ACADEMIC YEAR 2017-2018**

Date & Time: **07.07.2017 & 03.00 p.m.**

Venue: Principal's Office

**Agenda:**

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Plan of A&A Academic Audit(2016-2017)
4. AQAR 2016-2017
- 5. Review on Research and Progress**
6. Result Analysis-Review
7. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.



IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of the last meeting

**Resolution:** The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

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

1. Faculty Orientation Programme on "Teaching: the Noble Profession" was conducted on 05.06.2017
2. FDP on Teachers for Generation Z was conducted on 06.06.2017
3. Administrative Training Programme on "Linux System: Administration and Management" was conducted on 07.06.2017
4. Faculty Development Programme on "Analytical Thinking" was conducted on 08.06.2017 to 10.06.2017
5. FDP on Transformation in Contemporary pedagogy was conducted on 12.06.2017
6. Training on Code of Conduct and Integrity was conducted on 19.06.2017 and 20.06.2017
7. Faculty Development Programme on Hope & Scope of Research in India was conducted on 20.06.17 to 22.06.17
8. Student Induction Programme was conducted on 22.06.2017 and 23.06.2017

**Proposed by:** Dr.N.Anuradha, Asst. Prof. of Physics

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

**Agenda Item 3:** Plan of External A&A Audit 2016-2017

**Resolution:** It was informed that A&A audit will be done through video conferencing & headed by Dr.M.Daniel, Educational Expert.

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

IQAC Co-Ordinator,  
Internal Quality Assurance Cell,  
Bon Secours College for Women  
Vijay Vihar,  
Thanjavur - 613 006

**Agenda Item 4:** Plan for AQAR 2016-2017 Preparation.

**Resolution:** The Criteria in-charges were appointed for AQAR 2016-2017 preparation.

- |                  |   |                 |
|------------------|---|-----------------|
| a. Criterion I   | - | Dr.N. Anuradha. |
| b. Criterion II  | - | Ms.T.K.Anusiya. |
| c. Criterion III | - | Dr R.Kalaivani. |
| d. Criterion IV  | - | Ms.U.Priya      |
| e. Criterion V   | - | Ms.B.Hemavathy. |
| f. Criterion VI  | - | Ms.K.Kathiroli. |
| g. Criterion VII | - | Dr.T.Anuja.     |

**Agenda Item 5:** Review on Research and Progress

**Resolution:** IQAC Coordinator encourages the faculty members to undertake Major and Minor Research project on interdisciplinary and multidisciplinary aspects.

**Agenda Item 6:** Result analysis Review

**Resolution:** IQAC Coordinator appreciated the department secured centum results. And informed to meticulously prepare the schedule for remedial classes with outcomes.


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

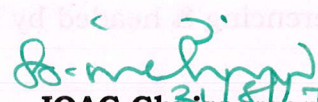
**Resolution:** IQAC Coordinator informed about the FDP and workshop to be conducted for faculty and discussed about the upcoming programme as per year plan

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

**Seconded by:** Ms.A.N.Christy, Asst. Prof. of Commerce

***IQAC Secretary proposed vote of thanks and the meeting came to an end with a prayer.***

  
31/8/17  
**IQAC Co-Ordinator,**  
**Internal Quality Assurance Cell,**  
**Bon Secours College for Women,**  
**Vilar By-Pass,**  
**Thanjavur - 613 006.**

  
31/8/17  
**IQAC Chairperson**  
**Principal,**  
**Bon Secours College for Women,**  
**(NAAC Accredited with 'A' Grade)**  
**Vilar Bypass, Thanjavur - 613 006**



**INTERNAL QUALITY ASSURANCE CELL**

Date & Time: **31.08.2017 at 02.30 p.m.**

Venue: IQAC room

**Agenda:**

1. Review the last meeting
2. Action taken report for the minutes of previous meeting
3. Campus discipline-Review
4. ICT based Teaching and Learning & Wi-Fi
5. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

The meeting started with a prayer. IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of 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. Faculty Physical fitness Programme was conducted on 06.07.17
2. Yoga and Meditation programme for Non-teaching staffs was conducted on 12.08.17
3. Workshop on Creative Pedagogy was conducted on 16.08.17
4. Seminar on Patent System and Invention was conducted on 16.08.2017

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

**Seconded by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

**Agenda Item 3:** Campus Discipline-Review

**Resolution:** The IQAC insisted to monitor the overall discipline in the campus. Resolved to conduct moral classes and call any alumnae or parent to share their personal experiences related to discipline. Discipline committee members were informed to monitor the classrooms, canteen and other crowded places during break time.

**Agenda Item 4:** ICT based Teaching and Learning & Wi-Fi facility

**Resolution:** IQAC informed that all the departments to inculcate 100% ICT enabled teaching and learning practices. It was informed that a Wi-Fi facility was extended to total campus and suggested to conduct training program to ensure the practice.

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

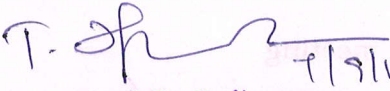
**Resolution:** IQAC Coordinator discussed about the upcoming programs of departments as per year plan.




**Proposed by:** Dr.N.Anuradha, Asst. Prof. of Physics

**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.**

  
7/9/17  
**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**

**BSC/IQAC/MM17-18/004**

**II<sup>nd</sup> QUARTERLY MEETING MINUTES  
INTERNAL QUALITY ASSURANCE CELL**

Date & Time: **07.09.2017 at 03.15 p.m.**

Venue: IQAC room

**Agenda:**

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. Software for Feedback
4. MOU with Microsoft-MAC Academy
5. SALP & Mentoring system
6. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariamammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee  
Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.



IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of 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. Faculty Development programme on “Industry Academy Collaboration In Higher Education” was conducted on 31.08.17

**Proposed by:** Ms.A.N.Christy, Asst. Prof. of Commerce

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

**Agenda Item 3:** Software for Feedback

**Resolution:** The IQAC Chairperson informed that Ms.Manimozhi, Asst.Prof of BCA has developed software for feedback system and instructed the feedback committee to conduct orientation on it and guide the students for the same. It was suggested to sign

**Agenda Item 4:** MOU with Microsoft-MAC Academy

It was resolved to sign MOU with MAC Academy to offer Microsoft certificate courses for all the students. Department of Computer Studies were assigned to work on it.

**Agenda Item 5:** SALP & Mentoring system

**Discussion:**

1. It was suggested to organise special programmes for advanced learners in line with emerging trends, problem solving activities for real time problems, guide the

Students to organise programs with the principal of learning by doing and learning by leading.

2. Mentors were suggested to guide the students in effective ways with productive outcomes and maintain the mentee chart properly. Also suggested to recommend the mentees to Counselling cell based on the needs & keep the records confidently.

**Resolution:** IQAC resolved to conduct remedial classes for slow learners effectively as per the schedule.

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

**Discussion:** 1. FDP is planned on technology assisted teaching learning, modern teaching skills and assessment by the IQAC and suggested open platforms are SWAYAM, NPTEL, MOOC to extend knowledge and skills in their domain and others.


2. HoDs were informed to utilise the library. In addition to take and return the books, spend quality time with books & journals even beyond College hours. And guide the students also for the same.


IQAC Coordinator discussed about the programs conducted by the departments & upcoming planned programs & activities.

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

**Seconded by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

***IQAC Secretary proposed vote of thanks and meeting came to an end with a prayer.***

  
30/10/17  
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: **03.10.2017& 02.30 p.m.**

Venue: IQAC room

**Agenda:**

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. Syllabus Completion
4. Plan of FOP
5. Maintenance of Overall Discipline
6. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee  
Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of 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. It was informed that MOU with MAC Academy for Microsoft certificate was signed on 26.09.2017
2. Software for online feedback system was introduced.

**Proposed by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

**Agenda Item 3:** Syllabus Completion.

**Resolution:** The IQAC Chairperson informed that the date for syllabus completion will be 09.10.2017. It was insisted to give appropriate revision. HoDs were directed to monitor the same.

**Agenda Item 4:** Plan of FOP.

**Resolution:** IQAC planned to organize FOP on SLET/SET, NET, Paper I preparation to facilitate the faculty members to face the competitive exams efficiently Informed the faculty to get benefitted.

**Agenda Item 5:** Maintenance of Overall Discipline

**Resolution:** Discipline committee was directed to monitor the strict adherence to the rules and regulations of the college and the disciplinary action should be taken to maintain the overall discipline related to classroom etiquette, dress code, punctuality and upkeep the clean campus etc.



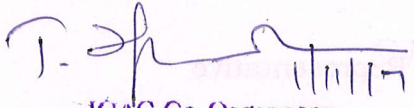
**Agenda Item 6:** Any other matter with the permission of the chair.

**Resolution:** IQAC Coordinator informed about the FDP and workshop to be conducted for faculty & discussed about the upcoming department programme and activities.

**Proposed by:** Ms.A.N.Christy, Asst. Prof. of Commerce

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

***IQAC Co-ordinator 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

**INTERNAL QUALITY ASSURANCE CELL**

Date & Time: 01.11.2017 at 02.15 p.m.

Venue: Principal's room

**Agenda:**

1. Review of last meeting and discussions
2. Action taken report for the minutes of previous meeting
3. Prepare Work load & recruitment
4. Preparation of Course Diary
5. Discuss about Exams conduction
6. Plan for Soft Skill Training Programme
7. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.



IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of 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. Appreciated the department of Biotechnology for their efforts towards Research and Development

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

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

**Agenda Item 3:** Prepare Work load & recruitment

**Resolution:** The IQAC informed the department to submit the work load and sanctioned post for the even semester.

**Agenda Item 4:** Preparation of Course plan.

**Resolution:** The IQAC informed the members to submit the review of the odd-semester course plan and suggested to prepare even semester course plan. It was suggested to prepare the course plan in different style with uniqueness.

**Agenda Item 5:** Discussion about Exams conduction

**Resolution:** Based on the close observation by the IQAC, it was reinforced that extra care and concentration needed for the exam committee in conducting the Internal Exams and informed to forward the exam related grievance to the Principal on time. Informed to plan for the conduction of the University exams precisely.

**Agenda Item 6:** Plan for Soft Skill Training Programme

**Discussion:** IQAC coordinator suggested the Training and placement committee to plan for soft skill training and Pre-placement training for the final year students. It was resolved to focus on campus recruitment with respect to core and allied sector of the programmes in addition to TCS.

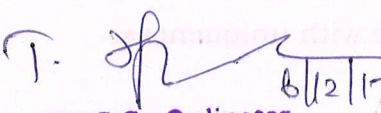
**Agenda Item 7:** Any other matter with the permission of the chair.


**Resolution:** It was informed for Data collection to submit the data for NIRF registration. IQAC Coordinator discussed about the upcoming programmes in detail. It was resolved to register for NIRF with accurate date.

**Proposed by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

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

  
6/12/17  
IQAC Co-Ordinator,  
Internal Quality Assurance Cell,  
Bon Secours College for Women,  
Vilar By-Pass,  
Thanjavur - 613 006.

  
6/12/17  
IQAC Chairperson  
Principal,  
Bon Secours College for Women,  
(NAAC Accredited with 'A' Grade),  
Vilar Bypass, Thanjavur - 613 006



**III<sup>rd</sup> QUARTERLY MEETING MINUTES  
INTERNAL QUALITY ASSURANCE CELL**

Date: Time: **06.12.2017 at 02.30 p.m.**

Venue: IQAC Room

**Agenda:**

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. AQAR -Submission
4. Plan for Smart Health Management Practices
5. College library
6. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariamammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathirolu, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of 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. Faculty Development programme on "Preparation for NET &SLET" was conducted on 02.11.17
2. FDP on Unlocking Happiness at Workplace was conducted on 07.11.2017
3. Seminar on Ethical and Copyright Issues (Plagiarism) in Research was conducted on 29.11.2017
4. NIRF registration was done on 05.12.2017

**Proposed by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

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

**Agenda Item 3:** AQAR -Submission

**Resolution:** The IQAC Co-ordinator introduced the criterion in-charges to the Secretary. Criterion in-charges presented the AQAR. Secretary appreciated the team worked on it and valid suggestions were deliberated. It was informed to submit the AQAR immediately after carry out the suggestions.

**Agenda Item 4:** Plan for Smart Health Management Practices

**Resolution:** The IQAC informed to conduct an awareness programme on Smart Health Management Practices for the faculty members in order to promote healthy and stress-free living.



**Agenda Item 5:** College library

**Resolution:** The IQAC informed to upgrade the books to meet the students strength. Library committee was informed to conduct book fair with more publishers. HoDs were informed to motivate the students and staffs get benefitted.


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


**Resolution:** IQAC Coordinator discussed about the upcoming programmes in detail.

**Proposed by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

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

***IQAC Secretary thanked the members and the meeting came to an end with a prayer.***

  
3/10/18  
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

**BSC/IQAC/MM17-18/008**

**INTERNAL QUALITY ASSURANCE CELL**

Date: Time: **03.01.2018 at 02.00 p.m.**

Venue: IQAC Room

**Agenda:**

1. Review of preview meeting
2. Action taken report for the minutes of previous meeting
3. Gender champion club programs
4. Value Based Programmes on National and International days

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC wished that the New year 2018-2019 would be the year of research & progress. IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:



**Agenda Item 1:** To review and confirm the minutes of 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. Book fair was conducted from 08.12.2017-11.12.2017
2. AQAR 2016-2017 was submitted on 19.12.2018

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

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

**Agenda Item 3:** Gender champion club programs

**Resolution:** IQAC reinforced the club to conduct moral value-oriented awareness classes regularly to the students to cope with the emerging social issues specially knowledge about social media, law and order and help lines.

**Agenda Item 4:** Value Based Programme on National & International days .

**Resolution:**

1. IQAC informed to organise effective value-based programmes on National & International days in the College premises and off campus to inculcate the importance of observing the social values and practices.
2. Science departments were informed to observe the National Science day in meaningful sense.
3. IQAC reinforced the importance of knowledge transfer for societal development especially the rural community.

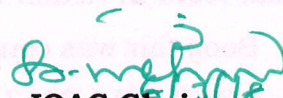
**Proposed by:** Ms.M.Florence Dayana, Asst. Prof. of Computer Applications

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

**IQAC Secretary thanked the members and the meeting came to an end with a prayer.**

 6/3/18

**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**



**BSC/IQAC/MM17-18/009**

**IV<sup>th</sup> QUARTERLY MEETING MINUTES  
INTERNAL QUALITY ASSURANCE CELL**

Date: Time: 06.03.2018 at 02.00 p.m.

Venue: IQAC Room

**Agenda:**

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. Upgrading Infrastructure facilities
4. Student Support Services.
5. Plan for Alumnae chapter meeting
6. NSS Programs
7. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathiroli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology
14. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
15. Mr. Mohammed Rafiq, Industrialist, Thanjavur
16. Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of the last meeting

**Resolution:** The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

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

1. Awareness Programme on "Smart Health Management Practices" was conducted on 05.01.18 & 06.01.18

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

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

**Agenda Item 3:** Upgrading Infrastructure facilities

**Discussion:** IQAC suggested to construct a guestroom and establish cafeteria.

**Agenda Item 4:** Student Support Services.

**Discussion:** IQAC discussed the outcome of ICAN-phase II, and planned to extend it as a Start-up 'Fassionarea' and 'Yumpreneurs' in order to inculcate 'peer-concern' among the students.

**Agenda Item 5:** Plan for Alumnae chapter meeting

**Resolution:** It was appreciated the departments to invite the alumnae as a resource persons for SIP and other training programs. IQAC insisted to conduct alumnae chapter- wise meetings by the alumni committee in order to strengthen the network.

**Agenda Item 6:** NSS Programs

**Discussion:** IQAC appreciated the NSS volunteers and the members of the departments for organizing the National voter's day and World cancer day in an effective manner.




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


**Discussion:** IQAC Co-ordinator discussed about the upcoming programme suggested to offer revision for every courses well.

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

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

IQAC Co-ordinator proposed vote of thanks 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

**BSC/IQAC/MM17-18/010**

**INTERNAL QUALITY ASSURANCE CELL**

Date: Time: **03.04.2018 at 02.00 p.m.**

Venue: IQAC Room

**Agenda:**

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. Installation of HRDC & Faculty Recruitment
4. Faculty Performance Appraisal
5. UBA 2.0 participation
6. Calendar committee meeting
7. Discussion on stakeholders' Feedback
8. Books/ Lab requirements list
9. Environment Audit report
10. Year plan Adherence Report
11. Any other matter with the permission of the chair.

**The following Members were present.**

1. Dr.Sr. Victoriya, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Dr. M. Daniel, Educational Expert
4. Prof.T.Joseph Pandian, IQAC Coordinator
5. Ms.A.N.Christy, Asst. Prof. of Commerce
6. Ms.S.Gayathri, Asst. Prof. of Management Studies
7. Sr. Chandra, Office Superintendent
8. Ms.U.Priya, Asst. Prof. of Commerce
9. Ms.M.Florence Dayana, Asst. Prof. of Computer Applications
10. Ms.T.K.Anusuya, Asst. Prof. of Computer Science-Discipline Committee Coordinator
11. Dr.N.Anuradha, Asst. Prof. of Physics
12. Ms.K.Kathioli, Asst. Prof. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani Asst. Prof. of Biotechnology



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

15.Mr. Mohammed Rafiq, Industrialist, Thanjavur

16.Mr. T.Venkatesan, Chairman, Thamarai International Schools.

IQAC Coordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To review and confirm the minutes of the last meeting

**Resolution:** The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

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

1. Training Programme on "Interpersonal and Effective Communication" was conducted on 12.03.2018.
2. Women's day celebration in collaboration with Lions club, Rotract, Nam Pengal Club of Thanjavur.

**Proposed by:** Ms.A.N.Christy, Asst. Prof. of Commerce

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

**Agenda Item 3:** Installation of HRDC & Faculty Recruitment

**Resolution:** 1. IQAC resolved to install HRD Cell for human resource development and recruit qualified teaching and non-teaching staff for the upcoming academic year 2018-2019. 2. It was informed to forward the vacancy positions for the upcoming academic year to the Principal.

**Agenda Item 4:** Faculty Performance Appraisal

**Resolution:** It was informed to submit the faculty performance appraisal with HoDs reviews.

**Agenda Item 5:** UBA 2.0 participation

**Resolution:** It was informed that the college became a participating institution in UBA2.0, a MHRD flagship programme. Dr.R.Kalaivani, Asst. Prof. of Biotechnology was appointed as Co-ordinator. It was informed that the following villages were adopted under the scheme,

1. Vilar
2. Kandithampattu
3. Uchimancholai
4. Pottuvachavadi
5. Puthupattinam

**Agenda Item 6:** Calendar committee meeting

**Resolution:** Calendar committee was informed to prepare the calendar for the academic year 2018-2019.

**Agenda Item 7:** Discussion on stakeholders' Feedback

**Discussion:** Discussions were made on analysis report of stakeholders' Feedback.

**Resolution:** Suggestions registered on skill development courses, teaching learning practices, Faculty, research, soft skill training placements were resolved through skill related certificate courses introduction, FDP, Training programmes for students, research related programs and pre-placement training and the infrastructure related feedbacks were analysed and forwarded to BoM for action.

**Agenda Item 8:** Books/ Lab requirements list

It was resolved that all the departments are requested to submit the Books/ Lab requirements list for the academic year 2018-2019.

**Agenda Item 9:** Environment Audit

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



**Agenda Item 10:** Year plan Adherence Report

**Resolution:** HoDs were informed to submit the Year plan adherence report with remarks. Committee Co-ordinators were also informed to submit the same.

**Agenda Item 11:** Any other matter with the permission of the chair.

**Resolution:** IQAC Coordinator informed about the FDP and workshop to be conducted for faculty and appreciated the departments for their academic performances & achievements

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

**Seconded by:** Dr.N.Anuradha, Asst. Prof. of Physics

***IQAC Co-ordinator thanked the members and 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.**



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

