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

Minutes & Action taken

2018-2019



**Ist QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-2019**

The Meeting for the academic year 2018-2019 was held on 04.06.2018 at 10.00 a.m. in the Principal room.

Agenda:

1. Review of previous meeting
2. Review of IQAC Composition
3. Introduction of NSDC Certificate courses
4. Augmentation of Infrastructure facilities
5. New plan for NAAC-2nd cycle A & A.
6. Plan for SIP & Bridge course
7. Academic Review report
8. Plan for TIID
9. Other issues

The following Members were present.

1. Dr.Sr.Victoriya, Principal, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Prof.T.Joseph Pandian IQAC Co-ordinator, Dean of Humanities.
4. Dr. M.Daniel, Educational Expert
5. Ms.A.N.Christy, Vice Principal [General]
6. Ms.S.Gayathri, Vice Principal [Academics]
7. Sr. Chandra, FBS, Office Superintendent
8. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
9. Ms.U.Priya, Dept. of Commerce
10. Ms.T.K.Anusuya, Head, Dept. of Computer Science
11. Dr.N.Anuradha, Head, Dept. of Physics
12. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani, Dept. of Biotechnology
14. Dr. T.Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur

17. Dr.A.Amargeetha, Dean of Science and Technology
18. Mr. T. Venkatesh, Chairman, Thamarai International Schools
19. Ms.K.Sonaa, B.C.A. – Student Representative

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

Members, after exchange of ideas and thoughts made the following Discussions:

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

The Co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. Faculty Orientation Programme on Research & Development and Quality Enhancement was conducted on 16.04.2018 and 18.04.2018
2. FDP on New Dimensions of Revised Framework:NAAC Assessment and Accreditation was conducted on 20.04.2018
3. CDC meeting for 35 certificate courses and approved by BoM.
4. Calendar committee meeting and BoM approved the College year plan
5. Recruitment was done for the academic year 2018-2019
6. Vincent de Paul society donated Rs.23,60,008 for the students from Gaja cyclone hit area towards semester fee.
7. 39 certificate courses will be offered as per CDC guidance & stakeholders feedback.

Proposed by: Ms.M.Florence Dayana, Head, Dept. of Computer Applications

Seconded by: Ms.T.K.Anusuya, Head, Dept. of Computer Science

Agenda Item 2: Review on Composition of IQAC

Discussion: IQAC Chairperson discussed about the structure of the IQAC composition as per the NAAC guidelines. Ms.Savithri gopal Ex-mayor was appointed as local society representatives & appointed students representatives towards quality inputs.

Agenda Item 3: Introduction of NSDC Courses

Discussion: It was informed that NSDC Courses will be introduced for the academic year 2018-

19. Collaboration will be made with HOPE trust NGO, Tiruchirappalli for the same. The following courses will be introduced,

1. Accounts Executive

2. Retail Sales Associates
3. Optical Fibre Technician
4. Junior Software Developer
5. Assistant Beauty Therapist

Agenda Item 4: Augmentation of Infrastructure facilities

Discussion: IQAC recommended that the infrastructure has to be improved to meet the student strength. Number of books is also to be increased.

Agenda Item 5: NAAC 2nd cycle A & A.

Discussion: IQAC Chairperson motivated that more dedication, efforts and hard work are vital to prepare for the NAAC 2nd cycle as per NAAC revised framework of A&A and it was suggested to appoint a separate team to work on it. It was planned to sensitize the faculty members on NAAC revised framework.

Agenda Item 6: SIP & Bridge course

Discussion: The schedule for SIP was informed as 19.06.18 & 20.06.2018. It was suggested to plan the modules with Know about the college, departments and code of conduct. The bridge course for new entrants was scheduled from 21.06.2018 to 29.06.2018 and informed to get approval for bridge course syllabus. It was planned to introduce Calligraphy classes in the bridge course.

Agenda Item 7: Academic Review report

Discussion: The IQAC recommended the following,

1. Faculty members must attend FDP in other institutions in order to prepare themselves in line with the present scenario, development and challenges pertaining to higher education.
2. Research activities should be strengthened. PG and Research departments were informed to submit project proposal for funding agencies. R&D cell was suggested to organise workshop to promote research activities.
3. HoDs were informed to maintain the documents neatly and update timely.
4. Adherence with year plan should be followed.
5. Plan for SALP effectively with creative pedagogy.
6. Plan for remedial classes after college hours.

7. Ensure the validity of MoU and continue the related activities.
8. Plan for internship after college hours based on the resources availability.
9. Computer studies departments were suggested to do applied projects.
10. Departments were suggested to follow their unique best practices well.
11. Plan for endowment lecture & chairs and have a follow up.

Agenda Item 8: Plan for TIID

Discussion: TIID - Teachers Individual Institutional Development Programme for newly appointed faculty was planned to enrich pedagogy, effective curriculum delivery and know-how to be teaching professionals.

Agenda Item 9: other discussions

Discussion: Discussed about upcoming programs.

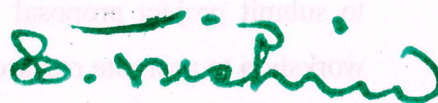
1. FDP was scheduled from 06.06.2018 to 08.06.2018. It was suggested to conduct FDP and Administrative training program.
1. IQAC inform that The Best Mentor Award will be issue based on Teaching and progression of faculty.
2. IQAC inform that Best Librarian S.R Ranganathan Award for both students and faculty based on the effective utilization library learning resources.

Proposed by: Dr.A.Amargeetha, Dean of Science and Technology

Seconded by: Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing

IQAC Co-ordinator highlighted that it is the prerequisite to work with unity, dedication and cooperation towards quality enhancement

IQAC Co-ordinator thanked the members and the Meeting ended with a prayer.



**IQAC Chairperson
Principal,**

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

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 09.07.2018 & 02.45 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Academic Audit Panel
3. AQAR preparation
4. GBS
5. NAAC 2nd Cycle core team
6. Other discussions

The following Members were present.

1. Dr.Sr.Victoriya, Principal, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Prof.T.Joseph Pandian IQAC Co-ordinator, Dean of Humanities.
4. Dr. M.Daniel, Educational Expert
5. Ms.A.N.Christy, Vice Principal [General]
6. Ms.S.Gayathri, Vice Principal [Academics]
7. Sr. Chandra, FBS, Office Superintendent
8. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
9. Ms.U.Priya, Dept. of Commerce
10. Ms.T.K.Anusuya, Head, Dept. of Computer Science
11. Dr.N.Anuradha, Head, Dept. of Physics
12. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani, Dept. of Biotechnology
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following Discussions:

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

The Co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. FDP on Quality Enhancement was conducted on 06.06.2018-08.06.2018 -
2. FOP on Research & Development was organised on 09.06.2018
3. Training program on Integrated Library management system was conducted for library staffs on 11.06.2018.
4. Ethic and compliance program was conducted on 13.06.2018 & 14.06.2018 for teaching
5. Training program on Quality record management was conducted on 18.06.2018 for lab assistants and officiate staffs.
6. Faculty Orientation Programme on Calligraphy Class was conducted on 30.06.2018.
7. Workshop on NET Exam Coaching Grash was conducted on 02.07.2018 -06.07.2018 for teachers.
8. Training Programme on “Use of Microsoft tools in day to day work” for Administrative staff on 05.07.2018

Proposed by: Ms.T.K.Anusuya, Head, Dept. of Computer Science

Seconded by: Dr. T. Anuja, Dept. of Management Studies

Agenda Item 2: Plan for A & A – Internal and External.

Discussion: The Academic & Administrative Audit was planned in the month of August, concurrently with the preparation for NAAC Re-Accreditation. The schedule for internal audit for the academic year 2017-18 was planned to be held on 03.08.2018 & 04.08.2018 and external audit on 16.08.2018.

The IQAC Chairperson and Co-ordinator will lead the same team to conduct the internal academic audit as per schedule.

Qn Committee:

Criterion I - Dr.N.Anuradha & Ms.K.Kalpana

- | | | |
|---------------|---|--|
| Criterion II | - | Mrs.T.K.Anusya & Mrs.M.Juno Isabel Susinthra |
| Criterion III | - | A.Indumathi & Dr.G.Anandhi & Mrs.K.Nithya devi |
| Criterion IV | - | Mrs.A. Amargeetha, Mrs. Dennis Rani & Ms.S.Meenakshi |
| Criterion V | - | Mrs.R.Manochithra & Mrs.R.Gomathi Jeyam |
| Criterion VI | - | Mrs.K.Kathirolu, & Mrs.A.Farhath Banu. |
| Criterion VII | - | Dr.T.Anuja & Dr.C.Safeena. |

The external team members from Gandhigram Rural Institute [Deemed to be University] were mentioned in the meeting.

The details are:

- Dr. M.G. Sethuraman, Professor , Dept. of Chemistry
- Dr.S.Rajendran, Professor and Head, Dept. of Economics
- Dr.P.Shanmugavadivu, Professor, Dept. of CS & CA

Agenda Item 3: AQAR preparation (17-18)

Discussion: All the Criteria Chairmen (Qn) were informed to prepare AQAR and submit on or before 14.09.2018.

The IQAC suggested the criteria in-charges of the department to conduct meeting to prepare the documents in line with AQAR format.

Agenda Item 4: GBS

Discussion: IQAC insisted on strengthening extension activities for the rural development and the activities would be accomplished under one Umbrella as Give Back to Society [GBS] Programme-Give Back to Society. All departments were suggested to extend activities related to GBS as a part of their year plan.

Agenda Item 5: NAAC 2nd Cycle core team

Discussion: .Criterion wise Chairperson were appointed for NAAC 2nd cycle preparation by the IQAC Co-ordinator.

- | | | |
|---------------|---|------------------|
| Criterion I | - | Dr.N.Anuradha. |
| Criterion II | - | Ms.T.K.Anusuya. |
| Criterion III | - | Dr. R.Kalaivani. |
| Criterion IV | - | Dr.U.Priya. |
| Criterion V | - | Ms.B.Hemavathy. |

- Criterion VI - Ms.K.Kathirolu.
Criterion VII - Dr.T.Anuja.

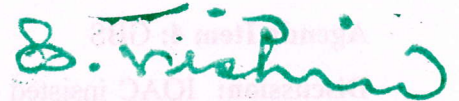
The criterion chairmen were informed to update their task completion to the IQAC Co-ordinator at regular intervals.

Agenda Item 6: Other discussions

Discussion:

1. It was announced the list of mentor mentee and schedule. HoDs were informed to follow the schedule strictly and maintain the mentee chart neatly.
1. It was suggested to raise Endowment fund to conduct Part I Tamil lecture series.
2. IQAC Co-ordinator informed about the FDP and workshop to be conducted for faculty.
3. Discussed about upcoming programs.

IQAC Secretary proposed vote of thanks. After a prayer, the meeting came to an end.



IQAC Chairperson

**Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade)
Vilar Bypass, Thanjavur - 613 008**

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 08.08.2018 at 02.30 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting and discussion
2. Review on internal audit
3. Preparation for External audit
4. Other discussions

The following Members were present.

1. Dr.Sr.Victoriya, Principal, Chairperson
2. Dr.Sr.Mariamammal, Secretary – Management Representative
3. Prof.T.Joseph Pandian IQAC Co-ordinator, Dean of Humanities.
4. Dr. M.Daniel, Educational Expert
5. Ms.A.N.Christy, Vice Principal [General]
6. Ms.S.Gayathri, Vice Principal [Academics]
7. Sr. Chandra, FBS, Office Superintendent
8. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
9. Ms.U.Priya, Dept. of Commerce
10. Ms.T.K.Anusuya, Head, Dept. of Computer Science
11. Dr.N.Anuradha, Head, Dept. of Physics
12. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani, Dept. of Biotechnology
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

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

The Co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. FDP on Digital Transformation in classroom and Quality Enhancement in Higher Education was conducted on 13.07.2018 and 26.07.2018
2. Workshop on Research Publishing in Journals: Web of Science, Scopus, UGC-CARE), Open Access was conducted on 30.07.2018

Proposed by: Ms.M.Florence Dayana IQAC Secretary

Seconded by: Ms.S.Gayathri, Vice Principal [Academics]

Agenda Item 2: Review on internal audit

Discussion: Based on Internal audit observations, department wise detailed discussions were made on the following,

- Extend more internship programmes and exposure to real work environment
- Adopt innovative pedagogy with respect to Bloom's taxonomy
- Enhance student learning process by case studies
- Encourage and guide the faculty and students to register online courses
- Concentrate on Real time student projects
- Faculty research progress to be strengthened
- Make arrangements to visit archaeological excavated sites
- Develop network through Linkages with reputed hospitals and organizations
- Patent rights for students innovative designs is expected
- Equal importance should be given to activity hours
- It was instructed to maintain all the records properly.

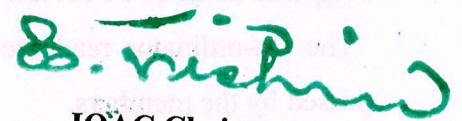
Agenda Item 3: Preparation for External audit

Discussion: HoDs are instructed to carry out the suggestions given by internal audit committee and prepare presentation and documentation effectively for external audit.

Agenda Item 4: Other discussions

Discussion: Discussed about upcoming programs, discipline etc.

Towards the end of the meeting, a prayer was recited by the Secretary



IQAC Chairperson

Principal,

**Bon Secours College for Women,
(NAAC Accredited with 'A¹ Grade')
Vilar Bypass, Thanjavur - 613 006**

IQAC Chairperson

BSC/IQAC/MM18-19/004

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 22.08.2018 at 03.15 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. New IQAC Co-ordinator appointment.
3. UGC PARAMARSH
4. Academic Audit [AA] Exit Report
5. Website updation.
6. Research Progress

The following Members were present.

1. Dr.Sr.Victoriya, Principal, Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Prof.T.Joseph Pandian IQAC Co-ordinator, Dean of Humanities.
4. Dr. M.Daniel, Educational Expert
5. Ms.A.N.Christy, Vice Principal [General]
6. Ms.S.Gayathri, Vice Principal [Academics]
7. Sr. Chandra, FBS, Office Superintendent
8. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
9. Ms.U.Priya, Dept. of Commerce
10. Ms.T.K.Anusuya, Head, Dept. of Computer Science
11. Dr.N.Anuradha, Head, Dept. of Physics
12. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
13. Dr.R.Kalaivani, Dept. of Biotechnology
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

Criterion chairmen

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

IQAC Co-ordinator welcomed and briefed the committee members about the agenda. Members, after exchange of ideas and thoughts made the following Discussions:

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

IQAC Secretary readout the minutes of the previous meeting and gave explanations on the actions taken. The minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. Administrative Training Programme on “Laboratory instructions in experimental technique and waste management” was conducted on 04.08.2018
2. FDP on Road Map for inclusive teachers mentoring exercises was conducted on 08.08.2018

Proposed by: Dr.R.Kalaivani, Dept. of Biotechnology

Seconded by: Ms.U.Priya, Dept. of Commerce

Agenda Item 2: New IQAC Co-ordinator appointment.

Discussion: Prof.T.Joseph Pandian was promoted as IQAC advisor and Dr. R. Kalaivani, Asst. Prof. of Biotechnology was appointed as IQAC Co-ordinator as per the suggestion given by external A& A audit committee.

Agenda Item 3: UGC PARAMARSH

Discussion: IQAC Chairperson announced that the institution was one of the mentors under UGC- PARAMARSH for guiding the NAAC aspirant institutions. She informed the IQAC members to identify NAAC non- accredited colleges for the same.

Agenda Item 4: Review on Academic Audit [AA] Exit Report

Discussion: The Academic Audit exit report was readout by IQAC Advisor. The IQAC seriously deliberated upon finding solution to the major shortcomings pointed out in the audit report and decided to make the faculty and management to involve themselves in rectifying the same.

AA experts appreciated the following features,

- The departments collectively work towards realizing the vision and mission of the Institution
- The departments have curriculum implementation plan
- The institution follows a transparent system of assessment
- Over all pass percentage is nearly 97%
- It is heartening to see 79 students have secured University ranks
- The feedback obtained from students are carefully analysed and action taken
- The attempts of the students for Limca records is to be appreciated
- Number of programme are organised by NSS, RRC, YRC and Exnora
- The institution has participated and contributed in National Missions such as Unnat Bharat Abiyan & Swatch Bharat
- There is a tremendous increase in infrastructure over the last five years

The areas to be strengthened:

- Every faculty member has to develop ICT based learning resources.
- More student enrolment in online courses like MOOC, SWAYAM etc.,
- The research component needs to be strengthened.
- Scaling up the research publications and projects.
- One extension activity per month has to be planned in every department.
- The number of books in the library has to be increased. The rare books in the library have to be added.
- Participation of students in the National level competitions.
- Efforts for alumni engagement in the Institutional activities.

The major areas of improvement stated by the AA experts were discussed and deliberations were made.

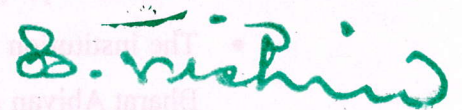
Agenda Item 5: Website updation

Discussion: An elaborate discussion was made on NAAC 2nd cycle with the criteria chairmen. The comprehensive report with valid proof for every departmental activities and programs must be documented neatly and uploaded in the college web site.

Agenda Item 6: Research Progress

Discussion: The Research & Development cell is directed by the IQAC to prove the progress in research culture in all the departments by motivating the faculty to take up research projects. Faculties are encouraged to publish papers in the SCOPUS & SCI journals.

Vote of thanks was proposed the IQAC Co-ordinator. At the end of the meeting, a prayer was recited by the IQAC Secretary.



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: 18.09.2018 & 02.30 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Transfer of Principal
3. Augmentation of Infrastructure facilities
4. Remedial classes
5. Workshop for Ph.D. pursuing faculty
6. Maintenance of overall discipline

The following Members were present.

1. Dr.Sr. Cathelina, Principal Chairperson
2. Dr.Sr. Mariammal, Secretary – Management Representative
3. Prof.T. Joseph Pandian IQAC Advisor, Dean of Humanities.
4. Dr.R. Kalaivani, IQAC Co-ordinator
5. Dr. M. Daniel, Educational Expert
6. Ms.A.N. Christy, Vice Principal [General]
7. Ms.S. Gayathri, Vice Principal [Academics]
8. Sr. Chandra, FBS, Office Superintendent
9. Ms.M. Florence Dayana, Head, Dept. of Computer Applications
10. Ms.U. Priya, Dept. of Commerce
11. Ms.T.K. Anusuya, Head, Dept. of Computer Science
12. Dr.N. Anuradha, Head, Dept. of Physics
13. Ms.K. Kathiroli, Head, Dept. of Fashion Technology & Costume Designing
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K. Sonaa, B.C.A. – Student Representative

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

Members, after exchange of ideas and thoughts made the following Discussions:

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

The Co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. Orientation Programme on “Knowledge on Research Impact Factor (Scopus and Google Scholar) was conducted on 04.09.2018

Proposed by: Ms.M.Florence Dayana, Head, Dept. of Computer Applications

Seconded by: Dr. T. Anuja, Dept. of Management Studies

Agenda Item 2: Transfer of Principal

Discussion: 1. Principal Dr.Sr.Victoria was transferred to Bon Secours College for Women, Mannargudi and the new Principal Dr. Sr. Cathelina has taken charge on 15.09.2018.

2.IQAC Co-ordinator recalled with gratitude, the tremendous support, dedication and efforts of the Principal in the progress of the College. The team has to work in Unity with the New Principal Dr.Sr.Cathelina to achieve bounteous leap in the arena of Higher Education.

Agenda Item 3: Augmentation of Infrastructure facilities

Discussion: The Principal made introductory remarks about the college and discussed the key areas to be concentrated more for the 2nd cycle of accreditation in 2019.

2. The New canteen construction and drivers workshop room were initiated to enhance the infrastructure needs of the College.

Agenda Item 4: Remedial classes

Discussion: IQAC appreciated the departments for producing centum results in the university examinations and instructed to conduct remedial classes for slow learners effectively as per the schedule with various teaching pedagogy and special lecture programs.

Agenda Item 5: Workshop for Ph.D. pursuing faculty

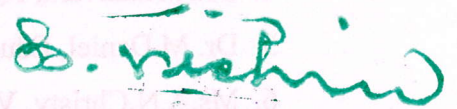
Discussion: Since Ph.D. is mandatory for all the faculty of HEIs, IQAC instructed R&D cell to organise the workshop for the Ph.D. pursuing faculties for the successful completion with quality outcomes.

Agenda Item 6: Maintenance of overall discipline

Discussion: 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. It was informed to conduct awareness program on code of conduct of Bon Secourians.

IQAC remarked that 'My Bon Secours: My honour' is the driving force towards excellence

After a prayer, the meeting came to an end.



IQAC Chairperson

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

INTERNAL QUALITY ASSURANCE CELL

Date & Time: 02.11.2018 at 02.15 p.m.

Venue: Principal's room

Agenda:

1. Review of previous meeting
2. AQAR Report Presentation
3. e-content development.
4. NIRF data collection
5. Course Diary
6. Other discussion

The following Members were present.

1. Dr.Sr. Cathelina, Principal Chairperson
2. Dr.Sr.Mariammal, Secretary – Management Representative
3. Prof.T.Joseph Pandian IQAC Advisor, Dean of Humanities.
4. Dr.R.Kalaivani, IQAC Co-ordinator
5. Dr. M.Daniel, Educational Expert
6. Ms.A.N.Christy, Vice Principal [General]
7. Ms.S.Gayathri, Vice Principal [Academics]
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12. Dr.N.Anuradha, Head, Dept. of Physics
13. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
14. Dr. T. Anuja, Dept. of Management Studies
15. Dr.T.R.BarathKumar, R&D Coordinator
16. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
17. Mr. Mohammed Rafiq, Industrialist, Thanjavur
18. Mr. T. Venkatesh, Chairman, Thamarai International Schools
19. Ms.K.Sonaa, B.C.A. – Student Representative

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

Members, after exchange of ideas and thoughts made the following Discussions:

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

Discussion: The Co-ordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

IQAC Co-ordinator noted the following,

1. Workshop on “Research Progress and Development” was conducted on 24.10.2018 to 31.10.2018 and Seminar on IPR Procedure and policies was conducted on 31.10.2018

Proposed by: Dr.N.Anuradha, Head, Dept. of Physics

Seconded by: Dr.T.R.BarathKumar, R&D Co-ordinator

Agenda Item 2: AQAR Report Presentation

Discussion: The IQAC Co-ordinator and advisor discussed with the criteria chairmen the matters pertaining to the submission of the AQAR report. Criterion wise presentation was made by respective Chairperson and valid discussions on Qn & Ql were deliberated. Dr.Sr.Mariammal, Secretary appreciated the efforts of IQAC quality inputs on the development of the institution and gave suggestions that have to be carried out in AQAR.

Proposed by: Dr.Sr.Mariammal, Secretary

Seconded by: Ms.M.Florence Dayana IQAC Secretary

Agenda Item 3: e-content development.

Discussion: The faculty members were informed to strengthen the teaching methodologies with the use of technology to progress academically. They should develop their individual e-content in their respective courses to facilitate effective teaching learning process. It was informed to upload the e-contents in college website.

Agenda Item 4: NIRF data collection

Discussion: It was informed to collect the data for NIRF with more accuracy.

Agenda Item 5: Course Diary

Discussion: A serious discussion was made to introduce the common faculty course diary aligning with NAAC quality inputs from the even semester. Towards the end of the meeting, the prayer was said by the Vice Principal and vote of thanks by IQAC Co-ordinator.

Agenda Item 5: other discussions

Discussion: It was informed to conduct FDP, Workshop, Seminar for the faculty & discussed about upcoming programs.


18/9/2018
IQAC Chairperson

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

IIIrd QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL

Date: Time: 20.12.2018 at 02.30 p.m.

Venue: IQAC Room

Agenda :

1. Review of previous meeting
2. Sanctioned TNSCST- Project
3. NAAC Related Workshop
4. Plan for Criterion 2
5. Yoga and meditation class
6. BONAA registration
7. Other discussions

The following Members were present.

1. Dr.Sr. Cathelina, Principal Chairperson
2. Dr.Sr. Mariammal, Secretary – Management Representative
3. Prof.T. Joseph Pandian IQAC Advisor, Dean of Humanities.
4. Dr.R.Kalaivani, IQAC Co-ordinator
5. Dr. M. Daniel, Educational Expert
6. Ms.A.N.Christy, Vice Principal [General]
7. Ms.S.Gayathri, Vice Principal [Academics]
8. Sr. Chandra, FBS, Office Superintendent
9. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
10. Ms.U.Priya, Dept. of Commerce
11. Ms.T.K.Anusuya, Head, Dept. of Computer Science
12. Dr.N.Anuradha, Head, Dept. of Physics
13. Ms.K.Kathiroli, Head, Dept. of Fashion Technology & Costume Designing
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

The meeting started with a prayer by Dr. Sr. Principal, wished the team a prosperous and promising New year and remarked that the New year 2019 as a year of Hope and Success in the academic journey of Bon Secours.

Agenda Item 1: Review of previous meeting

Discussion: IQAC Co-ordinator welcomed and briefed the committee members about the agenda and readout the minutes of the previous meeting and gave explanation to the action taken with regard to the decisions taken at previous meeting.

Members, after exchange of ideas and thoughts made the following Discussions:

IQAC Co-ordinator noted the following,

1. NIRF submission on 07.12.2018 for college and 14.12.2018 for overall was done.
2. Workshop on “Bio Statistics and Research” was conducted on 12.11.2018
3. Seminar on Research Schemes and Grants for Research was conducted on 13.11.2018
4. FDP on Moodle Learning Management System was conducted on 16.11.2018.

Proposed by: Dr.N.Anuradha, Head, Dept. of Physics

Seconded by: Ms.U.Priya, Dept. of Commerce

Agenda Item 2: Sanctioned TNSCST- Project

Discussion: The IQAC appreciated the initiatives taken by the faculty members and also for the sanctioned projects by TNSCST under various schemes.

Agenda Item 3: NAAC Related Workshop

Discussion: The IQAC planned to sensitize all the faculty members to participate in workshops, seminars on topics related to NAAC revised accreditation and assessment framework

Agenda Item 4: Plan for Criterion 2

Discussion: With regard to criterion 2, IQAC instructed the HODs to collect the photo copy of relevant certificates from differently abled students, students from other states and degree certificate.

Agenda Item 5: Yoga and meditation class

Discussion: Yoga and Meditation programme has to be conducted for the drivers and conductors for Physical and mental fitness. It was planned to conduct workshop for non-teaching staffs for language and administrative smart practices.

Agenda Item 6: BONAA registration

Discussion: The Alumni Co-ordinator was instructed to start the process of "BONAA" registration

Agenda Item 7: Other discussions

Discussion: IQAC Co-ordinator informed about the FDP and workshop to be conducted for faculty and proposed vote of thanks.

IQAC Chairperson encouraged the faculty to enrich their knowledge on life skills, time management and technical skills in particular outcome based education.

After the closing remarks, the meeting ended with a prayer.


IQAC Chairperson

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

BSC/IQAC/MM18-19/008

INTERNAL QUALITY ASSURANCE CELL

Date: Time: 02.02.2019 at 03.00 p.m.

Venue: IQAC Hall

Agenda :

1. Review of previous meeting
2. Plan for FOP & Workshop
3. Sanitary Napkin Vendor Machine.
4. Plan for Job Fair

The following Members were present.

1. Dr.Sr. Cathelina, Principal Chairperson
2. Dr.Sr. Mariammal, Secretary – Management Representative
3. Prof.T. Joseph Pandian IQAC Advisor, Dean of Humanities.
4. Dr.R.Kalaivani, IQAC Co-ordinator
5. Dr. M.Daniel, Educational Expert
6. Ms.A.N.Christy, Vice Principal [General]
7. Ms.S.Gayathri, Vice Principal [Academics]
8. Sr. Chandra, FBS, Office Superintendent
9. Ms.M.Florence Dayana, Head, Dept. of Computer Applications
10. Ms.U.Priya, Dept. of Commerce
11. Ms.T.K.Anusuya, Head, Dept. of Computer Science
12. Dr.N.Anuradha, Head, Dept. of Physics
13. Ms.K.Kathirolu, Head, Dept. of Fashion Technology & Costume Designing
14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda Members, after exchange of ideas and thoughts made the following Discussions:

Agenda Item 1: Review of previous meeting

The IQAC co-ordinator readout the minutes of the previous meeting and gave explanation to the actions taken with regard to the decisions taken at the previous meeting and members passed.

IQAC Co-ordinator noted the following,

1. Yoga and Meditation Programme was conducted on 05.01.2019
2. Appreciated the contributions & support rendered for Gaja cyclone victims.
3. AQAR (17-18) was submitted on 19.12.2018

Proposed by: Ms.S.Gayathri, Vice Principal [Academics]

Seconded by: Dr.N.Anuradha, Head, Dept. of Physics

Agenda Item 2: FOP & workshop

Discussion: It was planned to organise a Faculty Orientation Programme and workshop for mentors *on Mentorship - Building a Professional Network & Gaining Expertise* towards professional ethics & code of conduct and effective relationship between teachers and students.

Agenda Item 3: Sanitary Napkin Vendor Machine.

Discussion: It was suggested to purchase a sanitary napkin vending machine for sanitary block.

Agenda Item 4: Plan for Job Fair

Discussion: It was suggested to organise the Job Fair to provide employment opportunities for the alumni and final year students.

Agenda Item 5: other discussions

Discussion: The website management team was insisted on concentrating the process of uploading department wise data in college website subsequently. Discussed about upcoming programs.

Proposed by: Ms.V.Manochitra, Head, Dept. of Information Technology

Seconded by: Dr.N.Anuradha, Head, Dept. of Physics

IQAC motivated the faculty to accomplish the plans towards NAAC 2nd cycle process diligently

The meeting was wound up after the prayer


IQAC Chairperson 20/12/2018

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

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

Date & Time: 04.03.2019 at 02.15 p.m.

Venue: IQAC Room

Agenda :

1. Review of previous meeting
2. KIT – Workshop
3. SSR Preparation team
4. Enrolment in Online Courses -Mandatory
5. IDMC implementation
6. Plan for Incubation Centre implementation
7. Faculty Self Appraisal
8. Calendar committee meeting
9. Students Feedback & Grievance – Review.
10. Books/ Lab requirements list
11. Environment Audit
12. Year plan Adherence Report
13. Other discussions

The following Members were present.

1. Dr.Sr. Cathelina, Principal Chairperson
2. Dr.Sr. Mariammal, Secretary – Management Representative
3. Prof.T. Joseph Pandian IQAC Advisor, Dean of Humanities.
4. Dr.R. Kalaivani, IQAC Co-ordinator
5. Dr. M. Daniel, Educational Expert
6. Ms.A.N. Christy, Vice Principal [General]
7. Ms.S. Gayathri, Vice Principal [Academics]
8. Sr. Chandra, FBS, Office Superintendent
9. Ms.M. Florence Dayana, Head, Dept. of Computer Applications
10. Ms.U. Priya, Dept. of Commerce
11. Ms.T.K. Anusuya, Head, Dept. of Computer Science
12. Dr.N. Anuradha, Head, Dept. of Physics
13. Ms.K. Kathirolu, Head, Dept. of Fashion Technology & Costume Designing

14. Dr. T. Anuja, Dept. of Management Studies
15. Ms. Usha Nandhini Viswanathan, President, BONAA, Thanjavur
16. Mr. Mohammed Rafiq, Industrialist, Thanjavur
17. Mr. T. Venkatesh, Chairman, Thamarai International Schools
18. Ms.K.Sonaa, B.C.A. – Student Representative

IQAC Co-ordinator welcomed and briefed the committee members about the agenda Members, after exchange of ideas and thoughts made the following Discussions:

Agenda Item 1: Review of previous meeting

IQAC Co-ordinator noted the following,

1. Orientation Programme on Communication Skills and Administrative Practices was conducted on 04.02.2019 and 05.02.2019

Proposed by: Prof.T.Joseph Pandian IQAC Advisor

Seconded by: Dr.R.Kalaivani, IQAC Co-ordinator

Agenda Item 2: KIT – Workshop

Discussion: IQAC planned to organise Skill Development Programme on Entrepreneurship, Knowledge and Technology Transfer for the students from 06.03.19 to 16.03.19. Ms. B.Asha, Asst. of Computer science was appointed as the Co-ordinator and it was planned to conduct the programme by grouping the students as *Socio-preneurs*, *Eco-preneurs*, *Techno-preneurs*, *Info-preneurs* and *Bio-entrepreneurs* in line with skill development.

Agenda Item 3: SSR Preparation team

Discussion: IQAC appointed a separate team exclusively for SSR preparation [Qn] as follows,

Criteria I	Dr.N.Anuradha
Criteria II	Ms.T.K.Anusuya
Criteria III	Ms.A.Indhumathi
Criteria IV	Dr.U.Priya
Criteria V	Ms.V.Manochithra
Criteria VI	Ms.K.Kathiroli
Criteria VII	Dr.C.Saffina

Further the team was asked to start the SSR preparation.

Agenda Item 4: Enrolment in Online Courses -Mandatory

Discussion: Enrolment in SWAYAM & NPTEL online courses for faculty is mandatory to broaden and update their knowledge and skills. It was informed that it will facilitate student-centric teaching methods and progress. Online courses were suggested to extend for advanced learners to practice *self learning*.

Agenda Item 5: IDMC implementation

Discussion: IQAC initiated a team as Integrated Data Management Centre [IDMC] for data management. IDMC also has the responsibility to direct the faculty in the area connected to digital literacy and skill development. Ms.B.Asha was appointed as IDMC Co-ordinator.

Agenda Item 6: Recruitment

Discussion: HoDs were informed to submit the vacancy positions to HRDC with the approval of Principal and Human Resource Development Cell [HRDC] was informed to carryout staff recruitment process. Informed to plan conduct the interview at end of April for the academic year 2019-20.

Agenda Item 7: Plan for Incubation Centre implementation

Discussion: It was discussed that TNSCST funded workshop programme on Diversifying Self-employment among rural women of vilar panchayat, Thanjavur, through development of eco-friendly herbal finished smart sanitary napkins, could be evolved as an Incubation Centre as Iraivi Solutions, which will be the platform in the domain of health and hygiene. In line with this, entrepreneurship and opportunities for the scheme 'EARN WHILE LEARN' will be promoted.

Agenda Item 8: Faculty Self Appraisal

Discussion: It was instructed to submit the faculty self-appraisal in the prescribed format for the academic year 2018-19 with HODs review on or before 30.04.2019

Agenda Item 9: Calendar committee meeting

Discussion: Calendar committee was informed to prepare the calendar for the academic year 2019-2020.

Agenda Item 10: Students Feedback & grievance - Review

Discussion: Feedback & Grievance committee co-ordinators presented the feedbacks. Detailed discussions were made and the suggestions /recommendations will be forwarded to BoM.

Agenda Item 11: Books/ Lab requirements list

Discussion: All the departments are requested to submit the Books/ Lab requirements list for the academic year 2019-2020

Agenda Item 12: Environment Audit

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

Agenda Item 13: Year plan Adherence Report

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

Agenda Item 14: other discussion

Discussion: 1. It was informed that feedback software was upgraded and Feedback committee was informed to plan the schedule for feedback collection and submit the report on or before 15.04.2019. 2. It was informed that Administrative training program on "Microsoft Excel will be conducted.

IQAC Co-ordinator motivated the faculty to work in 'extra miles' through the saying,

'Go to the extra mile. It's never crowded there'.

The meeting was adjourned with a closing prayer.


2. 2. 2019

IQAC Chairperson

**Principal,
Bon Secours College for Women,
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Vilar Bypass, Thanjavur - 613 006**

