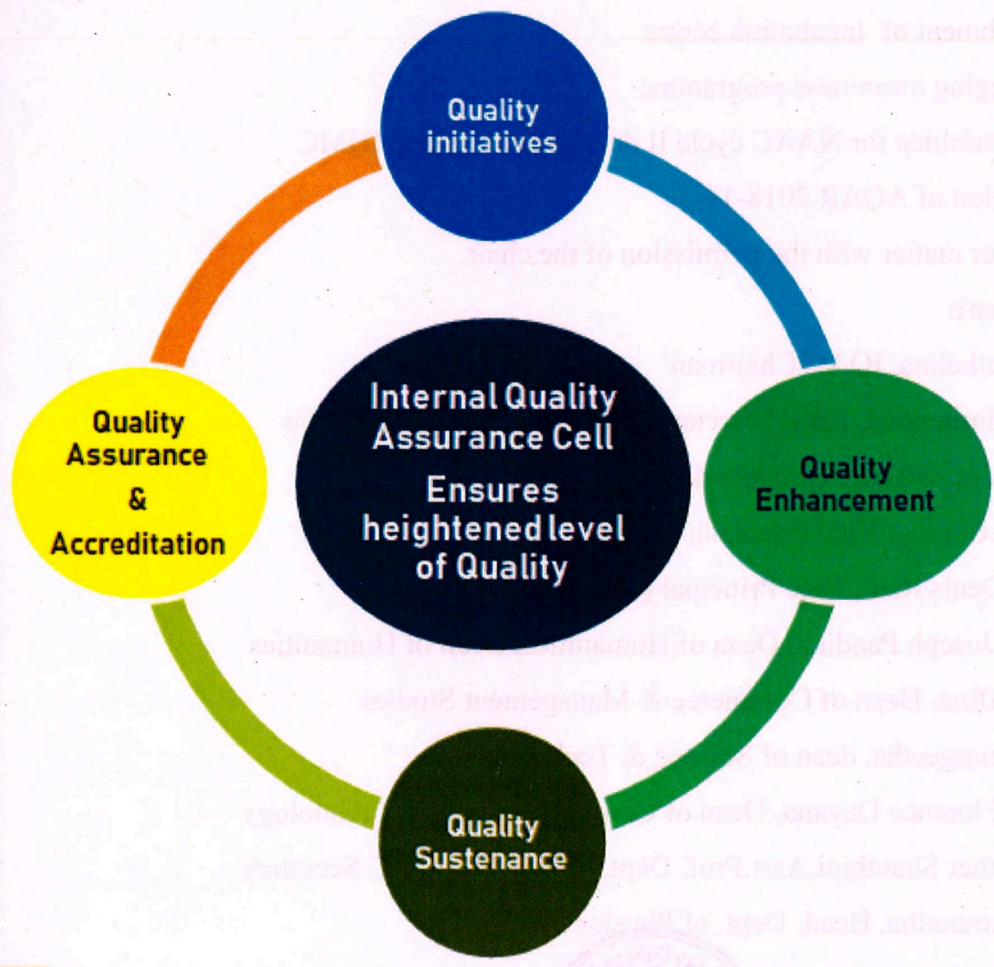

Internal Quality Assurance Cell
Bon Secours College for Women
Thanjavur-613 006

Minutes & Action taken

2019-2020



**Ist QUARTERLY MEETING
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2019-2020**

The IQAC Meeting was conducted on **03.06.2019** at 10.00 a.m. in the IQAC room.

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. Year Plan 2019-2020 Review
4. FDP, TIID, HRDC and R&D Programme
5. Bridge course and SIP
6. NPTEL local chapter Registration
7. Student Council Election
8. Inception of Certificate course and advisory committee meeting
9. Augmentation of infrastructure
10. Software development for PBAS
11. Establishment of Incubation centre
12. Plan for Anti-ragging awareness & gender sensitization programme
13. New committee for NAAC cycle II data collection and IDMC
14. Preparation of AQAR 2018-19
15. Any other matter with the permission of the chair.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr. Mariammal, FBS, Secretary, Management representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer Science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics

13. Ms.Usha Nandhini, BONAA President

14. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist

15. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative

16. Dr.R.Kalaivani, IQAC Co-ordinator

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation, Local Social representative

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

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

The Coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

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

IQAC Coordinator noted the following,

1. Workshop for the students on Skill Development Programme on Knowledge Transfer and Entrepreneurship from 06.03.2019 to 16.03.2019 and Mentorship- building a professional network & gaining expertise was conducted for the faculty from 26.03.2019 to 30.03.2019
2. Training programme on Microsoft Excel for the administrative staff was conducted on 21.03.2019.
3. 44 new certificate courses were introduced as per the CDC recommendations for the academic year 2019-2020 towards curriculum enrichment, skill development and entrepreneurship.
4. Calendar committee confirmed the year plan 2019-2020

Proposed by: Ms.A.N.Christy, Vice Pricnipal (General)

Seconded by: Dr. G. Aghalaya,Head, Dept. of History

Agenda 3: Year Plan 2019-2020 review

Discussion: The Coordinator discussed about the year plan 2019-2020 and suggested the departments to carry out their extension activities at UBA adopted villages also based on the applicability and demands.

Resolved: Every departments has to extend atleast 2 activites per semester in the neighbourhood community.

Agenda 3: Plan of FDP, TIID, HRDC, R&D and IPR Programme

Discussion: HDRC was suggested to organise training programme for teaching, nonteaching and administrative staffs.

Resolution:

1. FDP schedule was informed. It was recommended to conduct orientation classes on Digital Literacy for the senior faculty to train them in using ICT tools.
2. The deaneries were informed to conduct TIID, the faculty induction programme regularly and submit the report.
3. R&D and IPR cell were informed to organize programs twice a semester for Students and faculty to motivate them to take up outcome based research.
5. Faculty were informed to submit major and minor research project proposal to funding agencies.
6. Deans were informed to conduct faculty Induction Programme.

Agenda 4: Plan of Bridge course and SIP

Discussion: Student induction programme schedule and modules were discussed

Resolution: 1. The schedule of Bridge course and guidelines for syllabus was informed.

It was instructed to create awareness on Antiragging policy in SIP.

It was resolved that SIP module should have a session for Know thy institution, department and Code of Conduct of Bon Secours and Policy of anti-ragging and Prevention of sexual harassment.

The date of Foundation Assessment Test would be on 26.06.2019.

Agenda 5: Take note of NPTEL local chapter Registration

Resolution: IQAC Coordinator informed that College will be registered as NPTEL Local Chapter and insisted all the faculty and PG students to enrol in the online courses.

It was resolved that enrolment in MOOC is mandatory for faculty and suggested to advanced learners.

Agenda 6: Take note on Student Council Election

Discussion: It was suggested to conduct interview for the Student Council nominees and members of the committees.

It was resolved that Department of Tamil takes over the procedures.

Agenda 7: Inception of Certificate courses and advisory committee meeting

Resolution: IQAC informed the inception of College Certificate courses of the year and conduction of advisory committee meeting for the same at department level.

It was resolved that departments sign MoUs with the institutions/organizations for the certificate courses towards effective curriculum delivery and industrial experiences.

Agenda 8: Augmentation of ICT facilities

Discussion: It was suggested to submit the requirement of books, smart boards, soft wares to facilitate effective teaching and learning practices.

Agenda 9: Software development for PBAS

Resolution: IQAC informed about the software developed for Faculty Performance Based Appraisal System and data submission in the software.

Agenda 10: Establishment of Incubation centre

Discussion: Iraivi Solutions, the Incubation Centre would be installed for herbal finished sanitary napkin preparation and deserving students will be given employability under Earn while learn scheme.

Agenda 11: Plan for Anti-ragging awareness & gender sensitization programme

Discussion: IQAC coordinator suggested to plan for awareness programme on anti-ragging, gender sensitization and prevention of sexual harassment.

It was resolved that 2 programs has to be conducted under each policies.

Agenda 12: New committee for NAAC cycle II data collection and IDMC

Discussion: IQAC composition was widened and facilitators were appointed to instigate the NAAC II cycle work and suggested to implement Integrated Data Management Centre to assist the data and document collection process.

It was resolved that departments has to submit the data and documents of their departments programme, activities and performances/acheivements of faculty and students to IDMC within maximumm of 7 days.

Agenda 13: Preparation of AQAR 2018-19

Discussion: Criteria chairmen were informed to prepare AQAR for the academic year 2018-19 as per NAAC prescribed new guidelines.

It was resolved to submit the data on or before 30.07.2019.

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

Discussion: 1. IQAC Chairperson motivated the faculty members to Make a Difference as Bon Secourians in quality aspects and concentrate intensively on data collection for NAAC Cycle II preparation.

2. It was suggested to introduce additional skill oriented, mentoring practices, value added programs for students and to conduct faculty development programs at department level.

3. It was suggested to raise Endowment fund for History and Hospital Administration to organise lectures series.

4. It was suggested to introduce online grievance mechanism and IDMC was instructed to work on it.

5. The departments not done recruitments were informed to do the same before the commencement of classes.

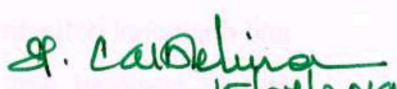
It was resolved that departments organise FDP twice a semester and introduction of online Grievance provision in the website.

Proposed by: Dr.G.Anandhi, Dept of Tamil, , Anti-Ragging Committee Co-ordinator

Seconded by: Dr. K. Punitha Devi, Head, Dept. of Commerce (CA)

The meeting ended at 1.00 pm and vote of thanks was proposed by the Coordinator.


IQAC Coordinator 15/7/19


15/07/2019
IQAC Chairperson
Principal,
Bon Secours College for Women,
(NAAC Accredited with 'A' Grade),
Vilar Bypass, Thanjavur - 613 008.

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Date & Time: **15. 07. 2019** & 02.30 p.m. – 04.00 p.m.

Venue: IQAC room

Agenda of the meeting:

1. Review and confirmation of previous meeting discussions
2. Action taken report for the minutes of previous quarterly meeting
3. Academic Audit Schedule
4. Recommendation for Cultural fest at National level
5. Discussion on Start-up programme
6. Upgradation of LMS & MIS
7. Views on Union budget
8. Orientation programme
9. Review on mentoring system
10. Any other matter with the permission of the chairs.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer Science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics
13. Ms:A.Shirley, III.B.Sc.,Biotechnology, Student Representative
14. Dr.R.Kalaivani, IQAC Coordinator
15. Ms.Usha Nandhini, BONAA President
16. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation, Local society representative

Leave of Absence was granted to the following members:

1. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist

IQAC Coordinator welcomed and briefed the committee members about the agenda.

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

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 Ist quaterely meeting

1. Faculty Development Programme on Fundamental Elements of Teaching & Effective Teaching Techniques was organised on 10th and 11th June 2019.
2. College was registered as NPTEL Local chapter on 14.06.2019.
3. Conducted interview for the Student Council Nominees on 28.06.2019.
4. IQAC prepared modules and schedule for Induction program for the College entrants to acclimatize with college environment on 18.06.2019 & 19.06.2019
5. Incubation Centre was installed on 19.06.2019
6. Training program on Catalogue navigator for library professionals and Operations of online and off-line banking system were conducted on 11.06.2019 and 24.06.2019.
7. 1st PG Induction Programme was conducted on 11.07.2019.

Proposed by: Ms. M. Florence Dayana, Dean of Technology

Seconded by: Dr. A. Amargeetha, Head, Dept. of Chemistry

Agenda Item 3: Academic Audit Schedule

Discussion: The IQAC Coordinator discussed about the schedule of internal audit and check list for audit. The external audit date will be informed after consultation with the external expert.

Resolved: The IQAC coordinator confirmed the schedule for the Internal Audit. The details are as follows:

- | | | |
|------------|---|--|
| 21.08.2019 | - | Faculty of Humanities |
| 22.08.2019 | - | Faculty of Science |
| 23.08.2019 | - | Faculty of Computer studies & Technology |
| 24.08.2019 | - | Faculty of Arts. |

Agenda Item 4: Recommendation for Cultural fest at National level

Discussion: It was discussed that National level cultural Fest could be organised in addition to the Bon Fest, the Intra College Competitions.

Agenda Item 5: Discussion on Start-up programme

Discussion: It was suggested to promote Mitra project and Bon Eco-Rights.

Resolution: 1. The IQAC instructed that Start-up should be concentrated more to promote skill development and entrepreneurship. It was informed to the technology departments to conduct hackathon and Idea generation programmes to enhance start-up activities and promote consultancy services.

It was resolved that deanary of computer studies and technology should promote technology oriented start-up activities.

Agenda Item 6: Upgradation of LMS & MIS

Discussion: It was suggested to upgrade LMS with modules to reduce theft-RFID gate, Koha and MIS with gurukul soft to facilitate fully automation.

It was resolved to send the request to BOM approval for the same.

Agenda Item 7: Views on Union budget

Discussion: It was suggested to organise Colloquium on Views on Union budget 2019 for advanced learners by the Department of Management Studies and Commerce.

Agenda Item 8: Plan of Orientation programme

Discussion: IQAC Coordinator informed about the schedule for orientation programme on MOOC, National Education Policy 2019 and IPR programme.

Agenda Item 9: Review on mentoring system

Discussion: IQAC informed to follow the mentoring system as per schedule and prepare the mentor chart properly with follow-up. It was resolved to review the mentoring system report by the Heads of the department and mentoring system Co-ordinator and submit to IQAC.

Agenda Item 10: Any other matter with the permission of the chairs

Resolution:

1. It was informed to conduct FDP on NEP 2019 and Administrative training program.
2. IPR Cell was informed to organise program twice a semester.
3. IQAC remained about continuation of MoU related activities.

It was informed that IQAC signed MOU with ARIN Professional Pvt.Ltd. to facilitate Capacity Building Programme, Soft Skill Training and Placement.

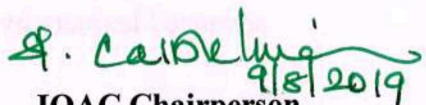
It was resolved to plan for MoU related activities with ARIN Professional Pvt.Ltd in line with certificate courses, softskill training, internships for Computer Studies, Mathematics, Commerce and Management Studies.

Proposed by: Ms.A.N.Christy, Vice Principal(General)

Seconded by: Dr. A. Karpagalakshmi, Head, Dept. of Botany

IQAC Coordinator proposed vote of thanks.


IQAC Coordinator 9/8/19


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

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

Date & Time: 09.08.2019 & 2.30 p.m.- 4.30 p.m.

Venue: IQAC room

Agenda:

1. Review of previous meeting
2. Action taken report for the minutes of previous meeting
3. Mentor institution of UGC Paramarsh Scheme
4. Submission of Seminar Proposal to NAAC
5. Strengthening R& D
6. A&A External Audit schedule
7. Review on Number of MoUs and activities
8. Workshop on Model College
9. Entrepreneurship Programme
10. Any other matter with the permission of the chairs.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Sr.Chandra, Office Superintendent, Administrative staff
3. Dr.M.Daniel, Academic Advisor
4. Ms.A.N.Christy, Vice Prinicpal(General)
5. Ms. A. Denis Rani, Vice Principal (Academics)
6. Prof. T. Joseph Pandian, Dean of Humanities
7. Dr.C.Saffina, Dean of Commerce & Management Studies
8. Dr.A.Amargeetha, Dean of Science & Technology
9. Ms. M. Florence Dayana, Dean of Computer science &Technology
10. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English,
11. Dr. N. Anuradha, Head, Dept. of Physics
12. Dr.Sr.C.Mariammal, Secretary, Management Representative
13. Ms.Usha Nandhini, BONAA President
14. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation.
15. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
16. Dr.R.Kalaivani, IQAC Coordinator

Leave of Absence was granted to the following members:

1. Mr. Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist

IQAC Coordinator welcomed and briefed the committee members about the agenda

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

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. The scheduled Internal audit was conducted as per plan as follows:

21.08.2019-Faculty of Arts & Humanities

22.08.2019-Faculty of Commerce & Management Studies

23.08.2019-Faculty of Science & Technology

24.08.2019-Faculty of Computer Studies & Technology

Detailed discussion was made on audit report at department level. IQAC Co-ordinator informed the departments to carry out the suggestions and recommendations given by the audit committee before external audit.

2. Mr. S. Solomon of Gurukul SOFT Solution gave a demo Class for IDMC Committee for MIS on 19.07.2019.
3. Gurukul Software implementation was approved by the management on 23.07.2019 and instructed to proceed with MoU.
4. IQAC team observed the PFMS Registration procedure Live program telecasted by Podhigai channel on 18.09.2019.
5. IDMC conducted the orientation classes on Digital Literacy - The Professional Fitness for 31 senior faculty members, who need assistance in using ICT tools on 15.07.2019 to 03.08.2019
6. TIID was conducted for the academic year (2019-2020) at deanery level from 10.07.2019 to 17.07.2019.
7. Administration training program on Modern office management was conducted on 01.08.2019 for officiate staffs.
8. IPR Cell organised training program on Tools for Patent searching on Life Science invention on 22.07.2019.
9. FDP on National Educational Policy 2019 was Conducted on 19.07.2019.

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

Seconded by: Dr. M. Sheela, Head, Dept. of Mathematics

Agenda Item 3: Mentor institution of UGC Paramarsh Scheme

Discussion: IQAC informed about UGC Scheme of Paramarsh proposal as mentor institution for the NAAC aspirant institutions and the list of selected Mentee Colleges for the same.

It was resolved that Dr.F.R.Alexander Pravin Durai, Head and Associate Professor of Commerce, St.Joseph's College (Autonomous), Tiruchirappalli was appointed as academic ambassador.

List of Mentee College were resolved as follows,

1. Arputha college Arts and Science College
2. Sri Bharathi Arts and Science college for women
3. Idhaya College for Women
4. Dr. Nallikuppusamy Arts College
5. Naina Mohamed College Arts and Science
6. Mother Gnanamma Women's College of Arts and Science
7. Meenakshi Ramasamy Arts and Science College

Agenda Item 4: Submission of Seminar Proposal to NAAC

Discussion: IQAC Coordinator informed that a seminar proposal on Transformation in Higher Education - National Education Policy-2019 relevance with Accreditation & Autonomy was submitted to NAAC under collaboration on 06.08.2019.

Agenda Item 5: Strengthening R& D

Discussion: Last 5 years R&D progress was reviewed and discussed.

Resolved: 1. It was reinforced that Research & Development Cell must be more vibrant and schedule the meeting with research departments regarding the submission of the major and minor proposals and sensitize the areas of research and societal demands.

1. IPR cell was informed to organise Seminar/workshop.
2. The Heads of the department were informed to submit proposals to STRIDE.

Agenda Item 6: External A&A Audit schedule

Discussion: The schedule of external A&A Audit was discussed.

It was resolved that it would be on 13.09.2019 and 14.09.2019. Dr. Joseph P.P, Principal, Bhopal School of Social Science, Bhopal and will be the expert. Departments were instructed to prepare well and present their best practices and distinctiveness.

Agenda Item 7: Review on Number of MoUs and activities

Resolution: The IQAC insisted on signing MoU with industries and it is important to keep the MoUs active.

Agenda Item 8: Workshop on Model College and key indicators of NAAC Revised framework

Resolution: It was informed that Workshop on Centuries Ahead in Quality Education: Know – How? would be organised by IQAC on 28.08.2019 to get an insight on St. Joseph's College as the model in HE and Dr F.R. Alexander Pravin Durai would be the resource person for the same. He also would sensitise the faculty members on key indicators of NAAC Revised framework as Session II.

Agenda Item 9: Program for Entrepreneurship development

Resolution: 1. IQAC Coordinator informed that Program for Entrepreneurship development would be conducted on My MSME to sensitise the students on entrepreneurial opportunities and government schemes.

2. Mrs. Savithri Gopal, Former Mayor, Thanjavur Corporation, the local society representative informed that special workshop on functions of DIC will be conducted to sensitise the students on government initiatives and schemes.

Agenda Item 10: Any other matter with the permission of the chair.

Discussion: The Chairperson motivated the core team that hard work, concentration, unity and co-operation should be the underlying principles behind the preparation for NAAC – II Cycle re-accreditation. It was informed that Administrative training program on MIS Gurukul soft will be conducted for faculty members.

Proposed by: Dr. T. Sivakami, Head, Dept. of Management Studies & EDC Co-ordinator

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

IQAC Coordinator proposed vote of thanks.


IQAC Coordinator 16/9/19


IQAC Chairperson 16/9/2019
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: 16.09.2019 & 02.30 p.m. - 4.30 p.m.

Venue: IQAC room

Agenda:

1. Review of last meeting and discussion
2. Action taken report for the minutes of previous meeting
3. UGC Paramarsh Scheme
4. Plan of the Academic Collaborative Seminar
5. Plann for AQAR & SSR
6. Submission of proposal to ONGC
7. Any other matter with the permission of the chair.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariamammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics
13. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur.
14. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
15. Dr.R.Kalaivani, IQAC Coordinator

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation- Local society representative
2. Ms.Usha Nandhini, BONAA President

IQAC Coordinator welcomed and briefed the committee members about the agenda

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

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. The UGC scheme of Paramarsh for mentoring NAAC Accreditation aspirant institutions to promote quality assurance in higher education was uploaded on 26.08.2019.
2. A Seminar Proposal on "Transformation in Higher Education - National Education Policy-2019" relevance with Accreditation & Autonomy was submitted to NAAC under the scheme proforma of application for seminar without financial support on 06.08.2019.
3. A Workshop on "Centuries Ahead in Quality Education: Know - How" was organised on 28.08.2019 as Session I and key indicators of NAAC Revised framework as Session II.
4. IQAC Coordinator discussed about the external audit report at department level and suggested to carryout the suggestions/recommendations given by the committee.
5. Tamil Cultural Fest, "AduvomePallu Paduvome was conducted at the National Level by the Tamil department on 24.08.2019 .
6. Workshop on My MSME was conducted on 14.08.2019.
7. Workshop on Centuries Ahead in Quality Education: Know – How? was organised on 28.08.2019.
8. Administrative training program on MIS gurukul software was conducted on 12.09.2019.

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

Seconded by: Dr. A. Amargeetha, Head, Dept. of Chemistry

Agenda Item 3: UGC Paramarsh grant

Discussion: IQAC Chairperson informed that Rs.27, 36, 000.00 was sanctioned for mentoring NAAC aspirant institutions under the UGC scheme of PARAMARSH on 11.09.2019. the IQAC team was directed to work on it.

Agenda Item 4: Planning of the Academic Collaborative Seminar

Discussion: It was informed that approval for academic collaborative seminar with NAAC was received on 12.09.2019; the seminar would disseminate knowledge on NAAC quality framework with respect to NEP2k19. Work allotment was discussed.

Agenda Item 5: Planning for AQAR & SSR

Discussion: The preparation of AQAR for 2018-19 and SSR for the NAAC cycle II re-accreditation was insisted. The heads of the departments were informed to work on the suggestions stated in the external A&A Audit held on 13.09.2019 and 14.09.2019.

IQAC Chairperson motivated the faculty to speed up their SSR preparation with more quality and clarity and Team work brings success.

Agenda Item 6: Submission of proposal to ONGC

Discussion: It was informed that the proposal on Establishment of Techno - Incubation Centre on Herbal finished sanitary napkin Preparation through Iraivi Solutions for Socio - Economic upliftment of deprived rural women community” was submitted to ONGC to strengthen the incubation centre.

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

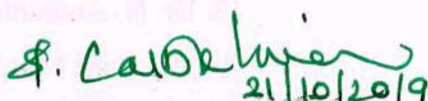
Discussion: It was suggested to follow Creative teaching learning practices with ICT tools. The departments were informed to develop teaching learning practices, based on the programme and courses.

Proposed by: Ms. C. Radha, Head, Dept. of Social Work

Seconded by: Dr. M. Rajeswari, Head, Dept. of Biotechnology

IQAC Coordinator proposed vote of thanks.


IQAC Coordinator


21/10/2019
IQAC Chairperson
PRINCIPAL
NON SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
CHANJAVUR - 613 065

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

Date & Time: 21.10.2019 & 03.30pm-4.30 p.m.

Venue: IQAC room

Agenda:

1. Review of IInd Quaterly meeting discussion
2. Action taken report for the minutes of previous quarterly meeting
3. Paramarsh Induction Programme
4. Document Verification Audit
5. PTA- Meeting
6. Any other matter with the permission of the chair

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.CMariammal, FBS, Secretary. Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Pricnipal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Dr.R.Kalaivani, IQAC Coordinator
8. Prof. T. Joseph Pandian, Dean of Humanities
9. Dr.C.Saffina, Dean of Commerce & Management Studies
10. Dr.A.Amargeetha, Dean of Science & Technology
11. Ms. M. Florence Dayana, Dean of Computer science &Technology
12. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
13. Dr. N. Anuradha, Head, Dept. of Physics
14. Ms.Usha Nandhini, BONAA President
15. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist
16. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation- Local Social Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

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

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 quarterly meeting

1. The UGC – Scheme of Paramarsh was approved as the mentor institution on 11.09.2019.
2. The Academic Collaborative Seminar with NAAC entitled, The Transformation in Higher Education - National Education Policy, 2019 relevance with Accreditation & Autonomy approval was received on 12.10.2019.
3. The Proposal was submitted to ONGC on 14.10.2019
4. MoU was signed with GURUKUL SOFT, Chennai on 04.09.2019
5. External audit was conducted on 13.09.2019 & 14.09.2019. Co-ordinator informed to work on the suggestions/recommendations given by the Expert during external A&A audit.

Proposed by: Ms.A.N.Christy, Vice Principal(General)

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

Agenda Item 3: Plan for Paramarsh Induction Programme

Resolution: IQAC Chairperson informed that the UGC Scheme of Paramarsh Induction Programme Module I would be held on 01.11.2019 for the mentee institutions. Work allotment was discussed.

Agenda Item 4: Discussion on document verification audit

Resolution: IQAC Coordinator informed that document verification at department level would be conducted. The team was informed with Vice Principal and Criteria chairmen.

Agenda Item 5: Plan for PTA- Meeting

Resolution: PTA meeting is expected to be on 04.11.2019 and insisted to get feedback from the parents on the same day both online and off line mode. Feedback committee coordinator was informed to arrange properly. Physical directresses were given incharge for distribution of Saplings to parents.

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

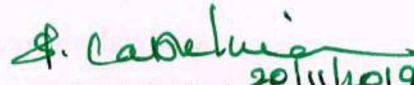
Discussion: It was suggested to observe national and international days related to their department in addition to common days.

Proposed by: Dr. A. Karpagalakshmi, Head, Dept. of Botany

Seconded by: Dr. U. Priya, Head, Dept. of Commerce

IQAC Co-ordinator proposed vote of thanks.


IQAC Coordinator 20/11/19


IQAC Chairperson 20/11/19
PRINCIPAL
BON SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
SHANJAVUR - 613 005

**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

Date & Time: 20-11-2019 & 10.30 am-11.30 a.m.

Venue: IQAC room

Agenda:

1. Review on previous discussions
2. Action taken report for the minutes of previous meeting
3. Presentation of AQAR [2018-2019]
4. SSR preparation
5. Review on PTA meeting
6. Any other matter with the permission of the chair

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariammal, FBS, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administration staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English,
12. Dr. N. Anuradha, Head, Dept. of Physics
- 12.Ms.Usha Nandhini, BONAA President
13. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist
14. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
15. Dr.R.Kalaivani, IQAC Coordinator

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation- Lcal society Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda

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

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

IQAC Coordinator noted the following,

1. The Induction Programme under Paramarsh was conducted on 01.11.2019
2. Documents verification was conducted from 07.11.2019 to 13.11.2019 at Deanery level. Co-ordinator informed the departments to carryout all the suggestions given by the audit committee.

Proposed by : Prof. T. Joseph Pandian, Dean of Humanities, IQAC Advisor

Seconded by: Dr. U. Priya, Head, Dept. of Commerce

Agenda Item 3: Presentation of AQAR [2018-2019]

Discussion: IQAC Coordinator introduced the criterion chairmen to the Secretary and presented the AQAR for the academic year 2018-2019. Suggestions were welcomed from the IQAC members. The Secretary gave suggestions and approved the AQAR.

It was resolved to upload in the NAAC-HEI portal immediately.

Agenda Item 4 : Plan for preparation of SSR for cycle II.

Discussion: Secretary appreciated the team working for cycle II accreditation and informed to forward the requirements for the same.

Agenda Item 5: Review on PTA meeting

Discussion: Discussions were made on feedback registered by the Parents

Resolution: It was decided to conduct campus interviews

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

Discussion: It was informed that yoga and meditation training will be conducted for administrative staffs on 29.11.19.

Proposed by: Ms.A.N.Christy, Vice Pricnipal(General)

Seconded by: Dr. G. Anandhi, Head, Dept. of Tamil, PTA Coordinator.

IQAC Co-ordinator proposed vote of thanks.


IQAC Coordinator 06/12/19


IQAC Chairperson 06/12/2019

PRINCIPAL
NON SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
THANJAVUR - 613 005

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

Date & Time: 06-12-2019 & 03.00 p.m.-5.00 p.m.

Venue: IQAC room

Agenda:

1. Review on previous discussions
2. Action taken report for the minutes of previous meeting
3. Website updation with e-content, Course material
4. Even semester Orientation programme TIID
5. SSS
6. Softskill training
7. Data submission for NIRF
8. Any other matter with the permission of the chair.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff.
5. Ms.A.N.Christy, Vice Pricnipal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics
13. Ms.Usha Nandhini, BONAA President
14. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur.
15. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
16. Dr.R.Kalaivani, IQAC Coordinator

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation.

2. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda

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

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

IQAC Coordinator noted the following,

1. The odd semester parents' meeting was held on 4th November, 2019 and discussed about the feedbacks registered by Parents.
2. Yoga and Meditation Programme for Administrative staff was conducted on 29.11.2019

Proposed by: Ms. M. Florence Dayana, Dean of Technology, IQAC Secretary(Administration)

Seconded by: Ms. A. Denis Rani, Head, Dept. of Hospital Administration

Agenda Item 3: Website updation with e-content, Course material

Resolution: IQAC Coordinator informed the departments to submit the e-content, course material and question bank to website committee to facilitate the students with learning resources.

Agenda Item 4: TIID for Even semester

Resolution:It was resolved to conduct TIID - model classes for newly appointed faculty and insisted to have follow-up sessions at regular intervals.

Agenda Item 5: Plan for SSS preparation

Discussion:IQAC Co-ordinator explained the NAAC prescribed questioners for Student Satisfactory Survey.

It was resolved to check the e-mail address of all the students and ensure the practice to access mail.

Agenda Item 6: To plan for Softskill training

Resolution:It was informed to arrange for TCS softskill and preplacement training programs for final year UG and PG students and insisted to recommend the sectors of their core and allied domain and forward for campus recruitment.

Agenda Item 7: Data submission for NIRF

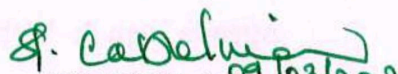
It was resolved to collect accurate data for NIRF registration on time with accountability and transparency.

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

Discussion: IQAC Coordinator informed about the FDP and workshop to be conducted for faculty and upcoming programs.

IQAC Secretary thanked the members.


IQAC Coordinator 09/02/2020


IQAC Chairperson 09/02/2020
PRINCIPAL
NON SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
PHANJAVUR - 613 006

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

Date & Time: 09.03.2020 & 02.30 p.m. - 03.45 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 quartely meeting
3. To inform about the revision of NAAC manual
4. Design of Question pattern of Certificate courses
5. Review on University result
6. To discuss about green and environment audit
7. Open meeting
8. Any other matter with the permission of the chair.

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariamammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Prof. T. Joseph Pandian, Dean of Humanities
7. Dr.C.Saffina, Dean of Commerce & Management Studies
8. Dr.A.Amargeetha, Dean of Science & Technology
9. Ms. M. Florence Dayana, Dean of Computer science &Technology
10. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
11. Dr. N. Anuradha, Head, Dept. of Physics
12. Ms.Usha Nandhini, BONAA President
13. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist
14. .Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
15. Dr.R.Kalaivani, IQAC Coordinator

Leave of Absence was granted to the following members:

1. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation-Laocal Society Representative
2. Ms. A. Denis Rani, Vice Principal (Academics)

IQAC Coordinator welcomed and briefed the committee members about the agenda

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

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

IQAC Coordinator noted the following,

1. AQAR [2018-2019] was submitted on 30.12.2020
2. Appreciated the department of management studies for conducted GEMs program on Union budget 2019-2020
3. Workshop on ICT enabled tools for effective teaching and learning process on 11.12.2019 and 12.12.2019
4. FDP on Preparing Professionals of 2020 and beyond was organised on 07.01.2020.
5. It was informed that data were submitted for NIRF on 13.12.2019 & 14.12.2019 for College and overall.

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

Seconded by: Ms. A. Denis Rani, Head, Dept. of Hospital Administration

Agenda Item 3: Revision of NAAC manual

Discussion:IQAC co-ordinator informed that NAAC manual has been revised and updated on 04.02.2020 and explained the changes.

It was resolved that HoDs should present the meeting on carrying the manual for discussion and explain the same to the faculty members of the department.

Agenda Item 4: Question pattern of Certificate Courses

Discussion:IQAC discussed about the Question patterns for certificate courses in line with the levels of bloom taxonomy.

It was resolved to set question paper in different sections as MCQs and or paragraph questions.

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

Seconded by: Dr. A. Amargeetha, Head, Dept. of Chemistry

Agenda Item 5: Review on University result

Discussion: Review was made on University result of the departments. IQAC Chairperson appreciated the departments secured centum result. The discrepancies related to evaluation and result were discussed and suggestions were made accordingly.

Resolution: It was insisted to conduct the remedial classes with smart teaching practices and mentoring should be focused both on academic and personal guidance.

Agenda Item 6: To discuss about green and environment audit

Discussion: IQAC Coordinator discussed about green and environment audit and schedule for the same would be 05.03.2020.

Resolution: 1. It was informed the team from Bishop Heber College [Autonomous], Trichirappalli will come to conduct the audit and Department of biotechnology was given incharge to submit the proforma for the same.

2. Department of Botany was informed to list out the campus plant varieties and prepare the book.

Agenda Item 7: Plan for Open meeting

Discussion: It was discussed to conduct open meeting to Students to express their views on academic functioning of the institution. Grievance committee coordinator was informed to arrange for the same.

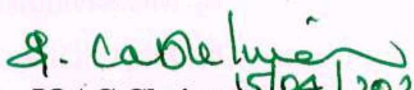
Agenda Item 8: Any other matter with the permission of the chair

Discussion: IQAC Coordinator discussed about Paramarsh program for Mentee institutions, FDP and training programs to be organised.

Resolution: It was resolved to install Biogas plant for hostel utility.

IQAC Co-ordinator proposed vote of thanks.


IQAC Coordinator 15/04/2020


IQAC Chairperson 15/04/2020
PRINCIPAL
MION SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
THANJAVUR - 613 006

IVth QUARTERLY MEETING MINUTES
INTERNAL QUALITY ASSURANCE CELL

Date & Time: 15.04.2020 & 10.30 a.m. - 12.00 p.m.

Venue: Zoom Platform

Agenda

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous meeting
3. To create awareness on COVID 19
4. International IPR day
5. Website updation with e-content
6. Online revision
7. Any other matter with the permission of the chair

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariamammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent, Administrative staff
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics
13. Ms.Usha Nandhini, BONAA President
14. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist
15. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation- Local Society Representative
16. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
17. Dr.R.Kalaivani, IQAC Coordinator

The IQAC hosted the first online meeting through the zoom platform on 15.04.2020

IQAC advisor welcomed and briefed the committee members about the agenda

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

IQAC Coordinator noted the following,

1. FDP on Promoting Social Responsibilities for Educators was organised on 24.02.2020.
2. It was informed that the students and staff members involved in COVID19 services in their neighbourhood community. All the departments has been extending their services as creating awareness through social media, distributing masks, ration items, food items, kabasura kudineer etc., IQAC Chairperson appreciated all the departments for their relentless services and encouraged to continue the same with safety and precaution.
3. The meeting regarding BSSA open meeting was held on 12.03.2020 IQAC Co-ordinator discussed in detail about the open meeting and the feedbacks registered by the BSSA.
4. Training program on Effective team building was conducted on 14.02.2020 for nonteaching staffs.
5. Open meeting was conducted on 12.03.2020.

Agenda Item 3: To create awareness on COVID 19

Resolution: IQAC Chairperson motivated the faculty members to keep up the optimistic spirit at the crucial covid-19 breakthrough. And each and every member must co-operate and work together in unison to progress in academics even during the pandemic. It was informed to motivate the students to continue the services on COVID 19, help the needy in the neighbourhood with more precautions.

Agenda Item 4 : Plan to observe International IPR day

Discussion: The IQAC Coordinator suggested to observe the international IPR day.

It was resolved that Department of Fashion technology and Costume designing was informed to observe the day in association with IQAC. It was informed to conduct idea generation to find a sustainable solutions on futuristic buildings techniques and fashion armor.

Agenda Item 5 : Upload the e-content in the website

Discussion: It was discussed and Library was suggested to extend availability of database/ e-books/ online resources for students academic engagement.

Resolution: 1. The IQAC Coordinator made a special mention that it is the need of the hour to upload the e-contents in the college website so that it could be used effectively during the pandemic lock down period.

2. Technology assisted, innovative teaching pedagogy must be followed by the faculty to ensure and sustain the level of interest in the teaching-learning practices especially lockdown period.

Agenda Item 6 : Online revision

Discussion: It was asked about the syllabus completion status of the departments and informed to schedule online classes. IQAC suggested to engage the students academically and personally during lockdown.

It was resolved to avail the Zoom platform with payment to promote academics during pandemic, and decided to submit request to BoM for the same.

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

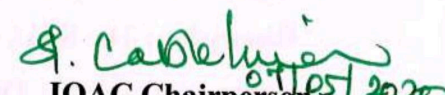
Resolutions: IQAC informed the followings to do,

1. The faculty members were informed to publish quality research papers.
2. Submission of e-content, course material and question bank to the website committee to assist the students to prepare for the semester examinations.
3. Informed to organise and participate webinars and online FDPs and workshops.
4. Directed to conduct online awareness programme for COVID-19
5. Planned for Paramarsh online programs for mentee institutions.

IQAC Co-ordinator emphasized that "No Pandemic can Stop Academics" Stay Home and Stay

Safe. IQAC Co-ordinator proposed vote of thanks.


07/05/2020
IQAC Coordinator


07/05/2020
IQAC Chairperson
PRINCIPAL
BON SECOURS COLLEGE FOR WOMEN
VILAR BY - PASS ROAD
SHANJAVUR - 613 006

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Date & Time: 07.05.2020 & 10.30 a.m. - 12.00 p.m.

Venue: Zoom Platform

Agenda

1. To review and confirm the minutes of the last meeting
2. Action taken report for the minutes of previous IVth quarterly meeting
3. Review of year plan 19-20
4. Plan of Paramarsh programme
5. Plan of Department programmes
6. Online PTA Meeting
7. Any other matter with the permission of the chair

Members present:

1. Dr.Sr.Cathelina, IQAC Chairperson
2. Dr.Sr.C.Mariammal, Secretary, Management Representative
3. Dr.M.Daniel, Academic Advisor
4. Sr.Chandra, Office Superintendent.
5. Ms.A.N.Christy, Vice Prinicpal(General)
6. Ms. A. Denis Rani, Vice Principal (Academics)
7. Prof. T. Joseph Pandian, Dean of Humanities
8. Dr.C.Saffina, Dean of Commerce & Management Studies
9. Dr.A.Amargeetha, Dean of Science & Technology
10. Ms. M. Florence Dayana, Dean of Computer science &Technology
11. Dr.A.Esther Shanthini,Asst.Prof. Dept. of English
12. Dr. N. Anuradha, Head, Dept. of Physics
13. Ms.Usha Nandhini, BONAA President
14. Mr.Stalin Peter Babu, Director of Ayya Foods Pvt.Ltd. vasantham Lion's Club, Thanjavur-Industrialist
15. Mrs.SavithriGopal, Former Mayor, Thanjavur Corporation- Local Society Representative
16. Ms.A.Shirley, III.B.Sc.,Biotechnology, Student Representative
17. Dr.R.Kalaivani, IQAC Coordinator

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

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

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

IQAC Coordinator noted the following,

1. IQAC with Department of Fashion technology and Costume designing observed international IPR day on 26.04.2020.
2. Online Awareness program on health and hygiene practice on COVID 19 was conducted for Supporting staff on 23.04.2020.
3. Webinar on Managing stress during the COVID 19 outbreaks was conducted for non teaching staffs on 25.04.2020.
4. Webinar on NAAC Accreditation: Reviewing the Preparedness was conducted for mentee institutions under Paramarsh scheme on 18.04.2020-Session I, 29.04.2020 Session II.

Proposed by: Ms.A.N.Christy, Vice Prinicpal(General)

Seconded by: Ms. M. Florence Dayana, Dean of Computer science &Technology

Agenda Item 3: Review on year plan 19-20

Discusssion: IQAC Chairperson discussed about the adherence and accomplishments.

Resolution: It was informed to submit the report of evaluation of year plan 19-20.

Agenda Item 4: Plan for Paramarsh programme

Resolutio:IQAC coordinator informed that webinar for mentee institutions under Paramarsh would be conducted. UGC Paramarsh academic ambassador Dr.F.R.Alexander Pravin Durai would have a one-one interaction for Review on NAAC Preparedness with the mentee institutions. Criterion chairmen and HoDs were informed to participate.

Agenda Item 5: Plan of department programmes

Resolution:IQAC informed the departments to organise/conduct online programmes for students and engaging them academically and create awareness on COVID 19.

Agenda Item 5: Online PTA Meeting

It was resolved to conduct online PTA meeting and submit the schedule to IDMC Coordinator.

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

Discussions:

1. Discussion were made on academic year plan 2020-2021 regarding the matters pertaining to uncertainty of college reopening and conduct of University Semester Examinations.
2. Faculty members and students were encouraged to take up online courses.

Resolution: It was informed that National level online FDP would be conducted on Construction and Cultivation of Teachers quality in HE 2020.

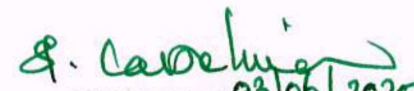
3. Informed about Online webinars for mentee institutions under Paramarsh
4. Faculty members were informed to submit Performance appraisal for the academic year 2019-2020.
5. IQAC Chairperson said prayer for Health and Happiness of the world.

Proposed by: Dr. A. Amargeetha, Head, Dept. of Chemistry

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

IQAC Co-ordinator proposed vote of thanks


IQAC Coordinator 03/06/2020


IQAC Chairperson 03/06/2020
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THANJAVUR - 613 005