

1st QUARTERLY MINUTES OF THE MEETING
INTERNAL QUALITY ASSURANCE CELL

Date & time: 06.06.2020 & 10.00 A.M

Venue: Zoom platform

Agenda:

1. Review of previous minutes of the meeting
2. Action taken report for minutes of the meeting
3. Covid-19 Services
4. Online admission
5. Academic Programmes
6. G-suite
7. Student Satisfactory Survey
8. Internal Academic & Administrative Audit
9. Presemester examination
10. Any other matters with the permission of the chair

Members:

Dr.Sr.Cathelina, IQAC Chairperson

Sr.K.Chandra, Office Superintendent

Ms.A.Juliet Mary, Junior Assistant

Prof.T.Joseph Pandian, Department of English

Dr.A.N.Christy, Department of Commerce

Dr.A.Amargeetha, Department of Chemistry

Dr.N.Anuradha, Department of Physics

Dr.U.Priya, Department of Commerce

Dr.M.Florence Dayana, Department of Computer Applications

Ms.K.Kathiroli, Department of Fashion Technology & Costume Designing

Dr.R.Kalaivani, Department of Biotechnology

Dr.Sr.Mariamammal, Secretary / Dr.M.Daniel, Academic Advisor

Mr.A.Stalin Peter Babu, Proprietor Ayya Foods Pvt.Ltd, Thanjavur.

Mr.S.Mohamed Rafiq, Industrialist, Thanjavur.

Ms.Savitri Gopal, Ex. Major, Thanjavur.

Ms.S.Lokeswari, BSSA Student

Ms.A.Keerthika, II M.Sc., Mathematics

Dr.Usha Nandhini Viswanathan, BONAA President

Dr.R.Kalaivani, IQAC Coordinator, Department of Biotechnology

Agenda 1: Review of previous minutes of the meeting

IQAC Chairperson welcomed the members and motivated with the words of blessings to the new academic year 2020-2021. IQAC Coordinator readout the minutes of last meeting and it was reviewed by the members.

Agenda 2: Action taken report for minutes of the meeting

IQAC Coordinator read out the action taken report of previous meeting,

1. Adherence of Academic calendar was reviewed and also suggested to include extension activities in calendar.
2. Feedback from stakeholders was collected, analyzed and actions were taken
3. Faculty performance based appraisal was evaluated and actions were taken
4. 360 e-contents were uploaded in Bharathidasan University portal.
5. National level Faculty Development Programme on Construction and Cultivation of Teachers' Quality in Higher Education 2020 was organized from 13.05.2020 to 17.05.2020
6. Parent meeting was conducted through online mode from 07.05.2020-24.05.2020.
7. World Environment Day was celebrated by BSSA in association with Biotechnology in virtual mode. Totally 1603 saplings were planted with in 6X6 hours.

It was proposed by Dr.N.Anuradha and passed by Dr.M.Florence Dayana

Agenda 3: COVID-19 Services

It was resolved to strictly adhere with SOP for Covid-19. All the departments were appreciated by the chairperson for their services during lockdown period in the form of distributing mask, ration items, food etc. Department of Social work was informed to extend psycho-socio counselling to the sufferers.

Agenda 4: Online admission

It was resolved to implement online admission procedure and actively follow the admission progress by the admission committee and also update the website.

Agenda 5: Academic Programmes

It was resolved to revise the Course book as a blue print of effective teaching, learning and continuous monitoring system with modules like infobit, warmup, review zone, slow and advanced learners programmes and follow-up etc. The departments were also directed to conduct Student Induction Programme as per UGC scheme, Deeksharambh with all modules. Also informed to organise online programmes for students including certificate courses/add-on/value added courses. It was informed to students were also encouraged to do online courses, training programmes etc. It was resolved that all the departments are to be conducted one programme for each semester related to Research methodology, IPR and Entrepreneurship as mandate. It was informed that the following programmes will be conducted for students in online mode.

1. Bridge Course
2. Student Induction Programme
3. Webinar on Students - The Ambassadors of HEI: Formation of Leadership Qualities and Social Responsibilities

Agenda 6: G-Suite

It was resolved to register in G-suite to facilitate effective online classes without any time and numbers limit.

Agenda 7: Student Satisfactory Survey

It was resolved to verify the mail id of all the students for SSS and also informed to give practice to the students' access mail regularly by giving any assignment/feedback etc.

Agenda 8: Internal Academic & Administrative Audit

The Academic & Administrative Audit was planned in the month of June, concurrently with the preparation for NAAC Re-Accreditation. The schedule for internal audit for the academic year 2019-2020 was planned on 26.06.2020.

Agenda 9: Presemester Examination

It was resolved to conduct Presemester examination through online mode.

Agenda 10: Any other matter with the permission of the Chair

1. The academic calendar 2020-2021 was discussed. It was resolved to academically engage the students through online mode, offer psycho socio therapy as well.
2. Pros and Cons of online classes were discussed.
3. TIID will be conducted at deanery level for newly recruited faculty members in presence of Vice Principal (academic), Dean, Head of the Department & Senior Faculty Members with the prescribed criteria. It was informed to submit the assessment report & follow up plan.

IQAC Coordinator delivered vote of thanks.


IQAC Chairperson 21/6/2020

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

IInd QUARTERLY MINUTES OF THE MEETING INTERNAL QUALITY ASSURANCE CELL

Date & time: 02.09.2020 & 10 A.M

Venue: IQAC

Agenda:

1. Review of previous minutes of the meeting
2. Action taken report for minutes of the meeting
3. Capacity building Programme
4. IQAC Programmes
5. Review NAAC Cycle II
6. NIRF
7. Any other matters with the permission of the chair

Members:

Dr.Sr.Cathelina, IQAC Chairperson

Sr.K.Chandra, Office Superintendent

Ms.A.Juliet Mary, Junior Assistant

Prof.T.Joseph Pandian, Department of English

Dr.A.N.Christy, Department of Commerce

Dr.A.Amargeetha, Department of Chemistry

Dr.N.Anuradha, Department of Physics

Dr.U.Priya, Department of Commerce

Dr.M.Florence Dayana, Department of Computer Applications

Ms.K.Kathirolu, Department of Fashion Technology & Costume Designing

Dr.R.Kalaivani, Department of Biotechnology

Dr.Sr.Mariamammal, Secretary / Dr.M.Daniel, Academic Advisor

Mr.A.Stalin Peter Babu, Proprietor Ayya Foods Pvt.Ltd, Thanjavur.

Mr.S.Mohamed Rafiq, Industrialist, Thanjavur.

Ms.Savitri Gopal, Ex. Major, Thanjavur.

Ms.S.Lokeswari, BSSA Student

Ms.A.Keerthika, II M.Sc., Mathematics

Dr.Usha Nandhini Viswanathan, BONAA President

Dr.R.Kalaivani, IQAC Coordinator, Department of Biotechnology

Agenda 1: Review of previous minutes of the meeting

IQAC Chairperson welcomed the members and briefed about the agenda. IQAC Coordinator readout the minutes of last meeting and it was reviewed by the members.

Agenda 2: Action taken report for minutes of the meeting

IQAC Coordinator read out the action taken report of previous meeting,

1. World Environment Day was celebrated virtually by BSSA in association with Department of Biotechnology under the direction of IQAC. Totally 1354 saplings were planted at various places in 6*6 hours.
2. Student Induction Programme (Deeksharamph) was commenced from 02.09.2020-09.09.2020.
3. Presemester examination was conducted from 15.06.2020-22.06.2020
4. FDP on Open Educational Resources and Blended Learning for Higher Education was organized from 06.07.2020 to 12.07.2020
5. Student Ambassador Programme was organized on 02.07.2020
6. Webinar on NAAC Framework was conducted on 05.08.2020 & 06.08.2020.
7. Orientation Programme on Online Staff Performance Appraisal was conducted on 22.06.2020.
8. Orientation Programme on Revised Course Book was conducted on 29.07.2020.
9. Orientation Programme on Laboratory Safety and Maintenance was conducted on 10.08.2020.

It was proposed by Dr.A.N.Christy and passed by Dr.A.Amargeetha.

Agenda 3: Capacity Building Programme

It was resolved to conduct skill oriented capacity building Programme to senior under graduate and post graduate students.

Agenda 4: IQAC Programmes

It was resolved to organize / conduct the following programmes

- Seminar on Entrepreneurship on Institution Innovation Cell
- Seminar on Intellectual Property Rights on Design Patent

- Seminar on Research Methodology on Interdisciplinary Approach in Research
- Seminar on Virtual Library
- Ideapreneur, New Career of 21st Century
- Student Capacity Building Programme
- Workshop on ICT enabled Tools for Effective Teaching & Learning Process
- New Dimension of NAAC Assessment and Accreditation Process

Agenda 5: Review on NAAC cycle II progression

It was resolved to present the progression of NAAC Cycle II to the Board of Management on 14.09.2020-18.09.2020. And Criterion wise online presentation would be made to Dr.M.Daniel, Academic Advisor from 24.09.2020-29.09.2020 at department level.

Agenda 6: NIRF

It was resolved to collect the data for NIRF with more accuracy and reinforced the need of effectual work for the same.

Agenda 7: Any other matter with the permission of the Chair

1. IQAC Chairperson appreciated the criterion coordinators for their untiring work and support.
2. It was informed to strictly adhere with the SOP of Covid 19.
3. It was discussed about the participate of Institution Innovation Cell, Ministry of Human Resource Development (MHRD), Govt. of India.

IQAC Coordinator delivered vote of thanks.


IQAC Chairperson 19/9/2020

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

IIIrd QUARTERLY MINUTES OF THE MEETING INTERNAL QUALITY ASSURANCE CELL

Date & time: 05.12.2020 & 02.00 P.M

Venue: IQAC

Agenda:

1. Review of previous minutes of the meeting
2. Action taken report for minutes of the meeting
3. Covid 19 SOP
4. AQAR
5. NAAC Cycle II review
6. External A&A Audit
7. National Science Day
8. Administrative Training Programme
9. Any other matters with the permission of the chair

Members:

Dr.Sr.Cathelina, IQAC Chairperson

Sr.K.Chandra, Office Superintendent

Ms.A.Juliet Mary, Junior Assistant

Prof.T.Joseph Pandian, Department of English

Dr.A.N.Christy, Department of Commerce

Dr.A.Amargeetha, Department of Chemistry

Dr.N.Anuradha, Department of Physics

Dr.U.Priya, Department of Commerce

Dr.M.Florence Dayana, Department of Computer Applications

Ms.K.Kathioli, Department of Fashion Technology & Costume Designing

Dr.R.Kalaivani, Department of Biotechnology

Dr.Sr.Mariamammal, Secretary / Dr.M.Daniel, Academic Advisor

Mr.A.Stalin Peter Babu, Proprietor Ayya Foods Pvt.Ltd, Thanjavur.

Mr.S.Mohamed Rafiq, Industrialist, Thanjavur.

Ms.Savitri Gopal, Ex.Major, Thanjavur.

Ms.S.Lokeswari, BSSA Student

Ms.A.Keerthika, II M.Sc., Mathematics

Dr.Usha Nandhini Viswanathan, BONAA President

Dr.R.Kalaivani, IQAC Coordinator, Department of Biotechnology

Agenda 1: Review of previous minutes of the meeting

IQAC Chairperson welcomed the members and the Coordinator readout the minutes of last meeting and it was reviewed by the members.

Agenda 2: Action taken report for minutes of the meeting

IQAC Coordinator read out the action taken report of previous meeting,

1. Capacity building programmes were conducted by all the Departments from 27.10.2020 – 30.10.2020.
2. Data for NIRF was registered on 23.12.2020.
3. Ideaprenuer, a new career of 21st century was conducted on 24.09.2020
4. Seminar on Research Methodology on Interdisciplinary Approach in Research was conducted on 16.09.2020.
5. Seminar on Virtual Library was conducted on 29.09.2020
6. Seminar on Intellectual Property Rights: Design Patent was conducted on 07.10.2020.
7. Seminar on Entrepreneurship on Institution Innovation Cell was conducted on 27.10.2020
8. Webinar on New Dimensions of NAAC Assessment and Accreditation process under UGC Paramarsh was conducted by the Mentee Institutions on 07.11.2020
9. Workshop on ICT Enabled tools for Effective Teaching & Learning Process was conducted on 09.11.2020 & 10.11.2020.
10. The institution was registered under Institution's Innovation Cell (IIC) under Ministry of Education(MOE) on 25.11.2020

It was proposed by Prof.T. Joseph Pandian and passed by Ms.K.Kathiroli

Agenda 3: COVID-19 SOP

It was resolved to strictly adhere with SOP for Covid-19. All staff members have to follow and monitor the precautionary measure with mask, sanitizer and social distancing. Department of Social work was informed to extend psycho-socio counselling to the sufferers.

Agenda 4: AQAR

AQAR for the academic year 2019-2020 was presented to the Secretary. The secretary appreciated the criterion coordinators for their comprehensive preparation of AQAR.

It was resolved to submit the same with some corrections suggested by the Secretary.

Agenda 5: NAAC Cycle II review

Preparedness of NAAC Cycle II would be reviewed by Dr.M.Daniel, academic advisor on 12.10.2020 & 13.10.2020 through online.

Agenda 6: External A&A Audit

It was resolved to conduct External academic & administrative audit for the academic year 2019-2020 on 22.10.2020 & 23.10.2020.

Dr.F.R.Alexandar Praveen Durai, Head & Associate Professor of Commerce and Dr.Jude Nirmal, Assistant Prof of Computer Science, St. Joseph's College (Autonomous), Tiruchirappalli would be the external experts.

Agenda 7: National Science Day

It was resolved to conduct Idea generation Competition for Science day Celebration in order to promote creativity, Problem identification skill, innovation and develop product / process to solve any problem with sustainability / fulfill societal needs.

Agenda 8: Administrative Training Programme

It was resolved to after Hands on Training to Staff members in Management Information System – Gurukul Software.

Agenda 9: Any other matter with the permission of the Chair

Detailed discussion on documentation for Self Study Report was made and documents and files to be maintained in the departments were listed out and discussed.

IQAC Coordinator delivered vote of thanks.


8/12/2020
IQAC Chairperson

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

IVth QUARTERLY MINUTES OF THE MEETING
INTERNAL QUALITY ASSURANCE CELL

Date & time: 27.04.2021 & 10.00 A.M

Venue: IQAC

Agenda:

1. Review of previous minutes of the meeting
2. Action taken report for minutes of the meeting
3. IQA Submission
4. Feedback
5. Staff Performance Appraisal
6. Any other matters with the permission of the chair

The following members were present:

Dr.Sr.Cathelina, IQAC Chairperson

Sr.K.Chandra, Office Superintendent

Ms.A.Juliet Mary, Junior Assistant

Prof.T.Joseph Pandian, Department of English

Dr.A.N.Christy, Department of Commerce

Dr.A.Amargeetha, Department of Chemistry

Dr.N.Anuradha, Department of Physics

Dr.U.Priya, Department of Commerce

Dr.M.Florence Dayana, Department of Computer Applications

Ms.K.Kathiroli, Department of Fashion Technology & Costume Designing

Dr.R.Kalaivani, Department of Biotechnology

Dr.Sr.Mariamammal, Secretary / Dr.M.Daniel, Academic Advisor

Mr.A.Stalin Peter Babu, Proprietor Ayya Foods Pvt.Ltd, Thanjavur.

Mr.S.Mohamed Rafiq, Industrialist, Thanjavur.

Ms.Savitri Gopal, Ex. Major, Thanjavur.

Ms.S.Lokeswari, BSSA Student

Ms.A.Keerthika, II M.Sc., Mathematics

Dr.Usha Nandhini Viswanathan, BONAA President

Dr.R.Kalaivani, IQAC Coordinator, Department of Biotechnology

Agenda 1: Review of previous minutes of the meeting

IQAC Chairperson welcomed the members and the Coordinator readout the minutes of last meeting and it was reviewed by the members.

Agenda 2: Action taken report for minutes of the meeting

IQAC Coordinator read out the action taken report of previous meeting,

1. AQAR of 2019-2020 was submitted on 26.12.2020.
2. External Academic & Administrative audit was conducted on 22.10.2020 & 23.10.2020.
3. National Science Day was celebrated by all the Science departments.
4. Administrative Training Programme on Management Information System was conducted on 02.02.2021.

It was proposed by Dr.U.Priya and passed by Dr.M.Florence Dayana

Agenda 3: IIQA Submission

It was resolved to submit Institution Information for Quality Assessment in the month of May 2020.

Agenda 4: Feedback

Feedback collected from various Stakeholders were discussed in detail informed the department to submit the recommendation at department level.

Agenda 5: Staff Performance Appraisal

Detailed discussion was made on Staff Performance Appraisal at department level and resolved to take necessary action.

Agenda 6: Any other matters with the permission of the chair

1. Detailed discussion was made on action taken on recommendations of Academic and Administrative Audit and informed to carry out all the suggestions.

2. Department of Physics was directed to observe Zero shadow day.
3. It was resolved to conduct Green audit for the academic year 2020-2021.

IQAC Coordinator delivered vote of thanks.


IQAC Chairperson ^{30/4/2021}

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