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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **MEETING MINUTES**

Academic Year: 2018-2019

AGENDA

- > NAAC Criteria An Introduction by Speaker Dr. JAMES
- > Appointment of Office Bearers
- > Resolutions to be taken forward.

# IQAC PREPARATORY MEETING MINUTES of the MEETING

The IQAC preparatory meeting was held on 14<sup>th</sup> June 2018 at the Multimedia Room by 2.00p.m. The meeting was presided by Special Invitee Dr. James, Additional Controller of Scott Christian College (Autonomous), Nagercoil. The meeting was formally started with a prayer song and the special guest was welcomed by the Principal Dr. M. Edwin Gnanadhas. In his welcome note the principal also initiated the objective of the meeting. He insisted that quality is the essential of any institution which can be best achieved through IQAC practices at the college campus. He also added that this initiative will make the institution leap over heights and reach the horizon of achievement both in academic and in public commitment.

The speaker of the day Dr. James shared his professional experience on NAAC certification procedure. All the criteria related to NAAC certification was elaborately explained by the special invitee. He focused on the need of installing best practices at the St. John's campus which will make itself distinctive in all its endeavors. In his speech he pinpoint on the importance of Experiential Learning that has to be provided to the student fraternity which will make the student understand the concepts which may not be better explained through words. The significance of Library Management system through which digitalization of resources available in the library can be enhanced was illuminated. Student Progression is yet another area which has to be paid attention to keep intact with the interest of the students in their career development. Similarly, establishing Incubation unit and uploading e – Content is also essential to achieve hallmark in the activities of the college.

In this preparatory meeting the IQAC office bearers held their office. Both the IQAC core team members and liaison officers interacted with the Special Invitee and clarified their doubts related with the criteria of NAAC and functioning of IQAC.

The following quality initiatives were proposed by the IQAC Team members in this meeting;

- > To initiate Library Resource Sharing.
- To sign an MOU with SEED foundation for launching a YouTube space for St. John's community

- To start certificate and skill oriented courses from July 2, 2018(Monday).
- > To keep in track with outgone student progression.
- > To encourage the faculty members to increase their number of publications in the UGC listed journals.
- > To upload e- Content by the faculty members in the YouTube Channel which the students may directly access.

It was decided that the IQAC core team will meet once in two weeks on all Tuesdays. Finally the meeting came to its close after the vote of thanks proposed by the Vice Principal Dr. R. Jeba Malar.

S. Como Signature of IQAC Coordinator

Signature Principal

Signature by the Principal

# Internal Quality Assurance Cell (IQAC) Committee

The Principal will meet the Internal Quality Assurance (IQAC) committee members at 12.30 p.m. today (14.06.2018) in his Chamber. Please be present without fail.

#### Members:

Mrs. S. Asha Parvin
 Mrs. S. Renuka
 Dr. S. David
 Mrs. R.A. Arul Raja Prabha
 Mrs. R. A. Arul Raja Prabha
 Mr. S. Subash
 Ms. C. Nesavathy
 Ms. J. Suganya
 Mrs. D. Jesu Sharmila
 Mrs. R. Sumithra
 Adv. Mr. Jeya Kumar
 Mr. Nishanth
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- Business Administration Department & Computer Science Department & Computer Science Department & Computer Science Department English Department & English Department & Computer Application Department & Administrative Officer & St Board Member Alumni Secretary & W.
- Student Secretary

July 03, 2018 St. John's College of Arts Science.

# IQAC MEETING MINUTES of the MEETING

The IQAC meeting was held on 3<sup>rd</sup> July 2018 (Tuesday). The meeting was held at the Principal's Office. The meeting started with the welcome note by the Principal Dr. M. Edwin Gnanadhas. The IQAC coordinator read the minutes of the previous meeting and initiated the team to discuss on the steps taken further for the initiatives framed in the preparatory meeting. The team comes up with the following as the actions taken;

- The College signed MOU with the SEED foundation on June 26<sup>th</sup>, 2018(Tuesday) and launched the You Tube channel. It also telecasted an Inspirational Short – Film "VidupattaEnkal" in which the College Secretary Rev. Fr. Sam F.Mathew played the lead role.
- 2) The certificate courses started from July 2, 2018(Monday) and it is scheduled between 2.30 pm to 3.30 pm for 9 different courses (Competitive Examinations, Professional Beauty Care Course, Professional Computer Courses, Keyboard, Drawing, Communicative English, Dance, Tailoring, Extempore).

The Core Team was delegated with the following responsibilities;

- , 1) Individual Departmental Result Analysis Documentation- Ms. Nesavathy
  - 2) Individual Departmental Mentor Mentee Documentation -Ms. Suganya
  - Departmental Functions, College Functions, Staff Participation Documentation

     Mrs. Renuka
  - 4) Student Progression Documentation Dr. David
  - 5) Village Adoption Program Mr. Subash
  - 6) Question Bank Documentation Ms. JesuSharmila
  - 7) Certificate Courses Documentation Mrs. Arul Raja Praba
  - 8) Academic Plan Documentation Ms. Amala Arul Reji
  - 9) Feedback Documentation Mrs. S.AshaParvin,

AGENDA

- > ,MOU with SEED foundation
- Initiation of Certificate courses
- Delegation of Responsibilities

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#### NOTICE

## Internal Quality Assurance Cell (IQAC) Committee

The Principal will meet the Internal Quality Assurance (IQAC) committee members at 1.45 p.m. today (03.07,2018) in his Chamber. Please be present without fail.

Members:			
i.	Dr. R.Jeba Malar		Vice-Principal
2.	Mrs. S. Asha Parvin		Business Administration Department
. 3.	Mrs. S. Renuka		Computer Science Department
4.	Dr. S. David	-	Commerce Department
5.	Mrs. R.A.Arul Raja Prabha	-	Computer Science Department
6.	Mr. S. Subash	1	Computer Science Department
7.	Ms. C. Nesavathy		English Department Newsty
• 8.	Ms. J. Suganya		English Department
9.,	Mrs. D. Jesu Sharmila		Computer Application Department

August 03, 2018 St. John's College of Arts Science.

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#### NOTICE

## Internal Quality Assurance Cell (IQAC) Committee

The Principal will meet the Internal Quality Assurance (IQAC) committee members at 1.45 p.m. today (03.07.2018) in his Chamber. Please be present without fail.

Members: '	
1. Dr. R.Jeba Malar	Vice- Principal
2. Mrs. S. Asha Parvin	- Business Administration Department
, 3, Mrs. S. Renuka	- Computer Science Department
4. Dr. S. Dàvid	Commerce Department
5. Mrs. R.A.Arul Raja Prabha	- Computer Science Department
6. Mr. S. Subash	· - Computer Science Department
7. Ms. C. Nesavathy	- English Department Notavely
8. Ms. J. Suganya	English Department
9. Mrs. D. Jesu Sharmila	Computer Application Department
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August 03, 2018 St. John's College of Arts Science.

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Internal Quality Assurance Cell (IQAC)

Date: July 30, 2018

IQAC Coordinator

The following IQAC members are asked to report by 10.30a.m in the Multimedia Hall, St. John's College of Arts and Science, Ammandivilai on August 7, 2018. Kindly attend the meeting without fail.

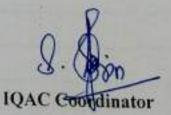
Dr. M. Edwin Gnanadhas	-	Chairperson 4212
Rev. Fr. Sam F. Mathew	149	Secretary Jalam Mallies
Mr. Anto		Industrialist
Dr. R. JebaMalar	-	Vice Principal
Mrs. S.AshaParvin		IQAC Coordinator
Mrs. R.A.Arul Raja Praba		Computer Science Department
Mrs .S.Renuka		Computer Science Department
Mrs.R.ArulMathi		Librarian PAruhatha
Mr. T. K.GodlinLal	-	System Admin. (ICT)
Miss. Mary Kesima		Student Joint Secretary

## Internal Quality Assurance Cell (IQAC)

Date: August 7,2018 Time: 10.30 a. m Venue: Multimedia Hall

## Agenda

- Prayer
- Meeting Called Open
- · Distribution of Agenda
- · Previous meeting Minutes.
- · Discussion topics
- Orientation Program for Non Teaching Staff.
- Participation of Student Council
- Incubation Centre and Entrepreneurial Development Cell
- Passing Resolution
- Vote of Thanks



## St. John's College of Arts and Science, Ammandivilai Internal Quality Assurance Cell (IQAC) Meeting Minutes

Date:	7 <sup>th</sup> Aug ,2018	
Time:	10.30 a.m	
Venue:	Multimedia Hall	

#### Opening of the meeting:

The meeting was called open by the Principal of the Institution after a short prayer.

## Approval of the Agenda:

The agenda for the meeting was unanimously accepted by the participants of the meeting.

## Approval of the previous Meeting Minutes:

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

#### Discussion:

The IQAC bring out to discussion the need for providing FDP for the Non – Teaching Staff. It is been decided that from the present academic year orientation program will be organized for the Non – Teaching Staff. The need for Incubation Centre and Entrepreneurial Development Cell (EDC) is also stressed and it is been decided to present proposal for the same to the secretary through the principal. It was also taken into consideration that the Student Council will be involved in specific academic planning instances. The Principal decided to consult the Student council regarding the time schedule for the Internal Examinations and in the arrangement of the various functions to be held in the college. It is also suggested by the IQAC that template has to be generated to issue Transfer Certificate, Conduct and Bonafide Certificate.

The meeting came to an end by words of gratitude by the IQAC Coordinator.

#### Resolutions Passed:

- 1) Orientation Program for Non Teaching Staff.
- 2) Instillation of Incubation Centre and Entrepreneurial Development Cell.
- 3) Participation of Student Council
- 4) Template for issuing student related Certificate while leaving the instigation.

IOAC Co Hator

Internal Quality Assurance Cell (IQAC)

Date:	August 7,2018
Time:	10.30 a. m
Venue:	Multimedia Hall

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The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas		Chairperson gg
Rev. Fr. Sam F. Mathew		Secretary Ar. Sam Maltino
Dr. R. JebaMalar	-	Vice Principal
Mrs. S. AshaParvin	-	IQAC Coordinator
Mrs. R. A. Arul Raja Praba		Computer Science Department
Mrs . S. Renuka	•	Computer Science Department
Mrs. R. Arul Mathi		Librarian R. Arulmathi
Mr. T. K. GodlinLal	•	System Admin. (ICT)
Miss. Mary Kesima	-0	Student Joint Secretary

Internal Quality Assurance Cell (IQAC)

Date: December 5, 2018

The following IQAC members are asked to report by 1.30p.m in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 7<sup>th</sup> December 2018. Kindly attend the meeting without fail.

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Dr. M. Edwin Gnanadhas	•	Chairperson yard
Rev. Fr. Sam F.Mathew	./	Secretary
Mr. Anto		Industrialist
Dr. R. JebaMalar	•	Vice Principal
Mrs. S.AshaParvin	-	IQAC Coordinator
Mrs. R.A.Arul Raja Praba	•	Computer Science Department
Mrs .S.Renuka	•	Computer Science Department
Mrs.R.ArulMathi	•	Librarian R. Arubath
Mr. T. K.GodlinLal	•	System Admin. (ICT)
Mr. RanAbishek		Alumni Part
Miss. Mary Kesima	•	Student Joint Secretary
		IQAC Coordinator

## Internal Quality Assurance Cell (IQAC)

December 7.2018 Date: 1.30 p. m Time: Principal's Chamber Venue:

## Agenda

- Prayer
- Meeting Called Open ٠
- Distribution of Agenda ٠
- · Discussion topics

Financial Support for Professional development of the Faculty

Schedule for registering Student's Feedback

- Passing Resolution .
- Vote of Thanks

IQAC Coordinator

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#### St. John's College of Arts and Science, Ammandivilai Internal Quality Assurance Cell (IQAC) Meeting Minutes

Date:	December 7 ,2018
Time:	1.30p.m
Venue:	Principal's Chamber

### Opening of the meeting:

The meeting was called open by the Principal of the Institution after a short prayer.

#### Approval of the Agenda:

The agenda for the meeting was unanimously accepted by the participants of the meeting.

#### • Discussion:

The IQAC team suggested that financial support has to be provided to the faculty members who participate in FDP's, technical workshops and publish papers in conferences. It is been decided by the team that the same will be submitted as a proposal to the Secretary through the Principal of the college. Student's feedback will be collected from all the departments through the IQAC members such that faculty of the same department will not be involved in collecting feedback from the students of the same department. The need for an Academic Audit was raised by the Principal. It is been decided that the IQAC will come out with the schedule for the Academic Audit by the next meeting.

It is been decided by the IQAC team to meet again in the month of February2019. The time and venue will be informed later through circular by the IQAC coordinator. The meeting came to an end by words of gratitude by the IQAC Coordinator.

#### Resolutions Passed:

- 1) Financial support to faculty members for Professional development.
- 2) Preparation of Schedule for Academic Audit.
- 3) Registering Student's Feedback.

Internal Quality Assurance Cell (IQAC)

Date:	December 7,2018
Time:	1.30 p. m
Venue:	Principal's Chamber

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas

Rev. Fr. Sam F. Mathew

Chairperson

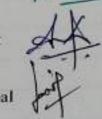
Secretary

J. Sam Mallin

Mr. Anto

Industrialist

Vice Principal



Dr. R. JebaMalar

Mrs. S. AshaParvin

Mrs. R. A. Arul Raja Praba

Mrs. S. Renuka

Mrs. R. Arul Mathi

Mr. T. K. GodlinLal

Mr. Ran Abishek

Computer Science Department

IQAC Coordinator

Computer Science Department

Librarian R-Anulmathi

System Admin. (ICT)

Alumni Representative

Miss. Mary Kesima

Student Joint Secretary

Internal Quality Assurance Cell (IQAC)

Date: February 4, 2019

The following IQAC members are asked to report by 1.30p.m in the Principal's Chamber, St. John's College of Arts and Science, Ammandivilai on 13<sup>th</sup> February 2019. Kindly attend the meeting without fail.

8. **IQAC** Coordinator

#### St. John's College of Arts and Science, Ammandivilai Internal Quality Assurance Cell (IQAC) Meeting Minutes

Date:	February 13,2019
Time:	1.30 p.m
Venue:	Principal's Chamber

#### Opening of the meeting:

The meeting was called open by the Principal of the Institution after a short prayer.

#### · Approval of the Agenda:

The agenda for the meeting was unanimously accepted by the participants of the meeting.

#### Approval of the previous Meeting Minutes:

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

#### Actions Implemented:

Based on the discussion and the resolutions passed in the previous meeting, the following actions were implemented.

 a) Financial support was granted to the IQAC coordinator to attend 2 days' workshop titled NAAC reforms at V.O.C. College, Tuticorin on Dec 13<sup>th</sup> and Dec 14<sup>th</sup> 2018.

#### Discussion:

The IQAC coordinator expressed her thanks to the Management for sponsoring the registration fees of the workshop attended by her on Dec 13th and Dec 14th, 2018. The Management's consent of providing financial support for the professional development of the faculty members was appreciated by all. It was brought to discussion about organizing the 3 days (Feb 28<sup>th</sup> 2019 to March 2<sup>nd</sup> 2019) Gender Budgeting program sponsored by MHRD at the premises of St. John's by the PoondiPushpam College. The convener of the program will be the Principal of St. John's College. The decision was unanimously accepted by all and the IQAC team members will be held responsible for organizing the program. It is been instructed to prepare a committee list for the same by the Principal. The team also scheduled the Academic External Audit to be held in the month of March. The Principal accepted to arrange for the

External auditors and the IQAC took the responsibility to make the henceforth arrangements for the same. It is also decided that through the External Audit a department will be honored as the Best Department 2018 -2019.

It is been decided by the IQAC team to meet again in the month of March 2019. The time and venue will be informed later through circular by the IQAC coordinator. The meeting came to an end by words of gratitude by the IQAC Coordinator.

- Resolutions Passed:
  - 1) Organizing Gender Budgeting Program.
  - 2) Arranging Academic External Audit.

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Date:	February 13, 2019
Time:	1.30 p. m
Venue:	Principal's Chamber

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas

Chairperson

Rev. Fr. Sam F. Mathew

Secretary

Vice Principal

Dr. R. JebaMalar

Mrs. S. AshaParvin

Mrs. R. A. Arul Raja Praba

Mrs. S. Renuka

IQAC Coordinator

**Computer Science Department** 

Sam Matter

**Computer Science Department** 

Librarian KArsulmoth

Mrs. R. Arul Mathi

Mr. T. K. GodlinLal

Miss. Mary Kesima

System Admin. (ICT)

Student Joint Secretary

Internal Quality Assurance Cell (IQAC)

Date: March 5, 2019

The following IQAC members are asked to report by 1.30p.m in the Multimedia Hall, St. John's College of Arts and Science, Ammandivilai on 13th March 2019. Kindly attend the meeting without fail.

Dr. M. Edwin Gnanadhas

Chairperson

2 Sam Maltur

Rev. Fr. Sam F. Mathew

Secretary

Industrialist

Vice Principal

**IQAC** Coordinator

Mr. Anto

Dr. R. JebaMalar

Mrs. S.AshaParvin

Mrs. R.A.Arul Raja Praba

Mrs .S.Renuka

Mrs.R.ArulMathi

Mr. T. K.GodlinLal

Miss. Mary Kesima

Computer Science Department

Computer Science Department

Librarian RAnuthathi

System Admin. (ICT)

Student Joint Secretary

**IQAC** Coordinator

#### Internal Quality Assurance Cell (IQAC)

Date:	March 13,2019		
Time:	1.30 p. m		
Venue:	Multimedia Hall		

### Agenda

- Prayer
- Meeting Called Open
- · Distribution of Agenda
- · Previous meeting Minutes.
- Action Implemented
- Discussion topics
  - ➤ External Academic Audit
  - Execution of Gender Budgeting program
  - > Student's Feedback
- Passing Resolution
- Vote of Thanks

IQAC Coordinator

### St. John's College of Arts and Science, Ammandivilai Internal Quality Assurance Cell (IQAC) Meeting Minutes

Date:	March 13 ,2019	
Time:	1.30 p.m	
Venue:	Multimedia Hall	

#### · Opening of the meeting:

The meeting was called open by the Principal of the Institution after a short prayer.

#### · Approval of the Agenda:

The agenda for the meeting was unanimously accepted by the participants of the meeting,

## Approval of the previous Meeting Minutes:

After the previous meeting minutes was read by the IQAC coordinator the participants of the meeting approved the same.

#### Actions Implemented:

Based on the discussion and the resolutions passed in the previous meeting, the following actions were implemented.

a) Gender Budgeting Program was organized from 28th Feb 2019 to March 2nd 2019.

#### Discussion:

The Principal congratulated the IQAC Team for organizing the Gender Budgeting Program at the premises of St. John's college of Arts and Science, Ammandivilai. It is also informed to the team that the External Academic Audit will be organized on 21<sup>st</sup> March 2019. The IQAC coordinator was asked to prepare the Visit Schedule. It is said by the Chairperson that the name and college of the External auditor's will be informed later. The Principal informed about the 2 days National workshop being organized at NMCC, Marthandam on 18<sup>th</sup> and 19<sup>th</sup> of March 2019 based on the theme "Recent Technological Innovations in Teaching, Learning and Evaluation for Quality Higher Education". The IQAC coordinator along with the Librarian expresses their consent to participate in the workshop. Requisition letter for the financial grant by the Management was asked to be prepared. Student's feedback was scheduled to be collected by April 15, 2019.

The meeting came to an end by words of gratitude by the IQAC Coordinator.

- Resolutions Passed:
  - 1) Visit Schedule of Academic Audit on 21/03/2019.
  - 2) Registering Student's Feedback on 15/04/2019.
  - 3) Financial grant Requisition to attend Workshop

IQAC Co linator

#### Internal Quality Assurance Cell (IQAC)

Date:	March 13, 2019		
Time:	1.30 p. m		
Venue:	Multimedia Hall		

The following members were present during the conduction of the meeting:

Dr. M. Edwin Gnanadhas

Rev. Fr. Sam F. Mathew

Chairperson

4 Sam Malthen

Dr. R. JebaMalar

Vice Principal

Secretary

Mrs. S. AshaParvin

Mrs. R. A. Arul Raja Praba

Mrs. S. Renuka

Mrs. R. Arul Mathi

Mr. T. K. GodlinLal

Computer Science Department

IQAC Coordinator

**Computer Science Department** 

Librarian & Avalmathi

System Admin. (ICT)

Miss. Mary Kesima

Student Joint Secretary

Internal Quality Assurance Cell (IQAC)

Date: 12th June 2019

The following IQAC members are asked to report by 2.30p.m in the Multimedia Hall .St. John's College of Arts and Science, Ammandivilaion 21<sup>st</sup> June 2019. Kindly attend the meeting without fail.

		1.01
Dr. M. Edwin Gnanadhas	-	Chairperson
Mr. Anto	*	Industrialist
Dr. R. JebaMalar		Vice Principal
Mrs. S.AshaParvin		IQAC Coordinator
Mrs. R.A.Arul Raja Praba		Computer Science Department
Mrs .S.Renuka	-	Computer Science Department
Mrs.R.ArulMathi	-	Librarian R. Aralmoth
Mr. T. K.GodlinLal	1	System Admin. (ICT)
Mr. RanAbishek		Alumni Rey
M. AspathinNabima		Student Secretary
		IQACCoordinator