Don Bosco College, Yelagiri Hills
Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 01 [2018-2019]

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- Action Items
- Policy Decision
- Next Meeting

Meeting No:	2018/01
Date:	21 Jun 2018
Time From:	2:00 PM
Venue:	Faculty Lobby
Members Present:	IQAC Members
Members Apologies:	Kalpana, Karthick
Guests:	Fr. KasiSagayaraj&Mr Ganesh

Prepared by	VS	Reviewed by	JC	Approved by	

Information Shared   Click to Top

No.	Item
1	Prof. Krishanth to take over Criteria 3 from Prof. Isaac, as the latter has resigned from his services with the College.
2	Prof. Immanuel to take charge of Criteria 4 from Prof. Tirupathi.
3	Prof. Immanuel to be assisted by Mr. Vijaykumar (IT Services), Mr. Paul Raj (Librarian), Prof. John Benedict and Prof. Vasantha Rani in preparation of content for Criteria 4.
4	Prof. Raja would be drafting the policy documents for Criteria 7 in Tamil that would be translated with the help of Mr. Kuppan/ Prof. Suresh/ Prof. Karthik/ Prof. Amudhan/ Mr.Yessaiyan.
5	Mr. Ganesh shall provide inputs for Criteria 4 and work closely with Prof. Raja in completing Criteria VII
6	A full time nurse is available in the campus dispensary (Next to Fr VP's office) for students of bothgenders & faculties

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Research, Innovation and Extension services - policy manual with the first draft of the related processes would be prepared	KS	27.06.2018	Completed
2.	Infrastructure and Learning resources - policy manual with the first draft of the related processes would be prepared	IM	27.06.2018	Complates

Policy Decision

No.	Item
1	All criteria to be completed in terms of policies, procedures, templates and guidelines by 27-JUNE-2018

Next Meeting

Date	Time	Venue	Agenda
27/06/2018	3.00pm	Board Room	Review of the work done

Principal
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hills,
Tirupathur Dist. 635 853.

Don Bosco College, Yelagiri Hills
Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 02 [2018-2019]

TABLE OF CONTENT (ToC)

Meeting No:	2018/02
Date:	27 Jun 2018
Time From:	3:00 PM
Venue:	Faculty Lobby
Members Present:	IQAC Members
Members Apologies:	Kalpana,Sam, Fr GT, Mr Ganesh
Guests:	Mr Suresh, Mr Vijaya kumar

Time To:	4:00 PM				

Prepared by	VS	**Reviewed by**	JC	**Approved by**	

Information Shared

No.	Item
1	Prof. Krishanth promised to complete the policy document in the format given by 30th June.
2	Prof. Immanuel expressed difficulties in getting work done by members. So he requested for additional faculty for help. Requested the services of John Benetic(CA), Vasantha Rani(CS) and Amal Raj (English)
3	Mr Vijaya kumar, Lab Administrator, promised to help Mr IM in writing / updating the process manual for GCC Lab
4	Prof. Raja expressed his difficulties in getting his team members to do the work. He said he would draft the policy manual in Tamil and it was decided that Mr Suresh will translate it to English. The first draft of the policy would be ready by 30th of June. This would be corrected by Mrs JC and the final draft would be ready by July 2nd.

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Research, Innovation and Extension services - policy manual with list of related processes would be prepared	KS	2.07.2018	Prepared and got approval.
2.	Infrastructure and Learning resources - policy manual with the list of related processes would be prepared	IM	4.07.2018	Completed
3	Institutional values and best practices - policy manual with the list of related processes would be prepared	RJ	2.07.2018	Completed

Policy Decision

No.	Item
1	Policy manuals of all criteria will be completed by 2-7-2018
2	A regular follow-up sheet is circulated to all criteria heads(Every day @3.30 pm by Mr Justin) to speed up the NAAC work

Next Meeting

Date	Time	Venue	Agenda
4/07/2018	3.00pm	Board Room	Review of the work done

Principal
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hills,
Tirupathur Dist. 635 853.

Don Bosco College, Yelagiri Hills

Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 03 [2018-2019]

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- Information Shared
- Proceedings
- Action Schedule
- Acknowledgers

Meeting No:	2018/ 03		
Date:	July 04, 2018		
Time From:	03.00PM	**Time To:**	04.30 PM
Venue:	Board Room		
Members Present:	GT		RJ
	JC		SY
	AD		KA
	VC		IM
	KS		KSR
	VS		JJ
Members Apologies:			
Guests:	Mr. Ganesan		
Prepared by	Mrs Kalpana	**Reviewed by** JC	**Approved by**

Information Shared	

No.	Item
1	`Status of policy and procedure and related process
2	Team difficulties in completing the process manuals
3	Members assigned for the criteria
4	Changes in the timing of IQAC & Criteria committee meeting
5	Status of Configuration audit
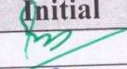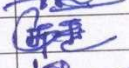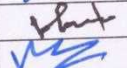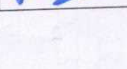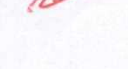
Proceedings	

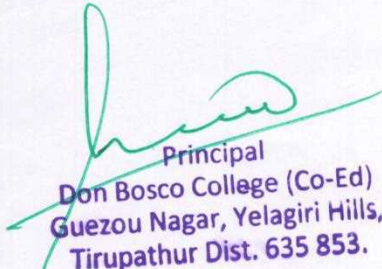| Issue Addressed	No.	Description
Team difficulties of the criteria and status	1.	• Criteria 1: Team members need to be finalized, 1 faculty from each department will be helpful in documentation. • Criteria 2: No sufficient time to meet the committee members, one

Proceedings			
Issue Addressed	**No.**	**Description**	
		hour per week can be assigned formeeting in completing the process of the criteria.	
		• Criteria 3: Criteria heads changed consequently, with available documents RIE, policy is prepared. Related process for collaboration and extension activities is in progress. Need to prepare for the other key indicators.	
		• Criteria 4: The staff assigned for the criteria are not cooperating in preparing the policy and procedure.	
		• Criteria 5: Out of 18 process, 9 have completed. Few processes such as vocational education, youth clubs, academic mentoring come under multiple criteria. Instead of writing the process in every criteria, any ONE dominant criteria can write the process and the other criteria can give a reference to it.	
		• Criteria 6:	
		• Criteria 7: Policy had been completed in Tamil. Assigned faculty for the criteria are not cooperating in preparing policy and procedure.	
Staff assigned for the criteria	2	• Criteria 1: Preethi (MS), Avinash (MA), Rekha (EN), Priyadharshni (CA)	
		• Criteria 2: Suresh Rajan (EN)	
		• Criteria 3: Dr. Clement King (CS), Naveen (CS-PG), Dr. Tirupathi (CO)	
		• Criteria 4: Amal Raj (EN), John Benedict (CA), Fr. Alex Thomas	
		• Criteria 5: John Vincent (EN)	
		• Criteria 6: Fr. KasiSagayaraj	
		• Criteria 7: Dr. Vetrivel (MS), Alish George (EN)	
Changes in the timing of IQAC & Criteria committee meeting	3	• Every Thursday from 3.00 pm to 4.00 pm IQAC steering committee meeting will be held in the Board room	
		• Every Tuesday the criteria heads will conduct meeting for the committee members form 4.00 pm to 4.30 pm.	
		• In the following allotted places. Criteria 1 (EN Faculty room), Criteria 2 (CA Faculty room), Criteria 3 (I Msc Class room), Criteria 4 (CS Faculty room), 5 (II EN Class room), Criteria 6 (Based on the convenience) and Criteria 7 (Board room)	
Status of	4	• The status of the configuration audit of all the	

Proceedings			
Issue Addressed	**No.**	**Description**	
Configuration audit		departments will be reviewed and signed by the Principal.	

- The HOD will rectify the NCRs by a date specified by them.
- Printed status document need to be maintained for clarification.
- Every department will maintain reports based on **Five key result areas- Resource, Events, Activities, Audit and Meetings**
- The criteria heads need to complete the policy manual before 6th july. Procedure need to be completed before 12th july.
- IQAC WhatsApp group will be created to get to know the daily and weekly status of the criteria.

Action Schedule

No.	Tasks	Responsible	Target Date	Status
1.	Procedure for the criteria need to be prepared	JC	12th July	Complete

Next Meeting

Date	Time	Venue	Agenda
12/07/2018	3.00 PM	Board Room	Review of procedures for all the criteria, Report of Academic audit

Acknowledged by

No.	Name	Initial	No.	Name	Initial
1.	GT		2.	KA	
3.	JC		4.	AD	
5.	KS		6.	RJ	
7.	VC		8.	KSR	
9.	VS		10	IM	

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Don Bosco College (Co-Ed) Guezou Nagar, Athanavur, Yelagiri Hills – 635853					
Internal Quality Assurance Cell::Steering Committee Meet[SCM] **Minutes of the Meeting # 04 [2018-2019]**					
Meeting No:	2018/04				
Date:	28th August 2018				
Time From:	9:15 am		**Time To:**	10:10 am	
Venue:	Principal's office				
Members Present:	GT, KS,VI,IM,JS, JC, JA				
Members Apologies:	SY,RJ				
Guests:					
Prepared by	JC	**Reviewed by**	GT	**Approved by**	GT

Proceedings

1.   Progress of work done under every criteria
2.   Suggestions to do it better

Review Points

Criteria 1: The procedure **Feedback system** has to be a single procedure, followed by the entire college. There is no clarity in the reports of the feedback system. Reports can be made even more specific

> **Information Literacy** is a common process to be followed by all departmental academic associations. The term Information Literacy is to be used rather than peer learning. A link can be given to some guidelines which will be useful to implement Information Literacy as a Course in various departments.

Criteria 5: The procedure Fr Francis Guezou Foundation was reviewed. A change in the role of the owner(From Principal to Rector) of the procedure was suggested

Criteria 7 : Mr Raja and Mr Karthik will work with the policy manual for criteria 7 and send at least the first draft by tomorrow morning 10.00am
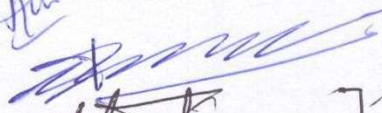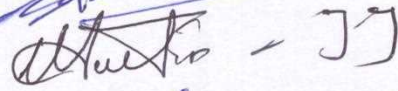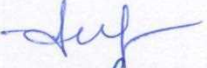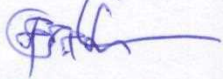
Decisions

1.   All procedure manuals are to be reviewed. Principal will be available in the office from 9.30 am to 10.00 am everyday. The criteria heads can meet the principal during this time and have the procedures corrected. Mr Justin Amalraj shall coordinate this activity.
2.   Organize folders under every criteria under the heads - Policy, Procedures, Audit checklist, Guidelines, Training. Ensure that all documents have common headers and footers

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Complete Policy manual for criteria 7	Dr Raja and Mr Karthik	29/08/2018	
2	Organize the folders and subfolders under every criteria	Criteria heads with JA	31/08/2018	
3	Update Procedure list available under the criteria folder	Criteria heads with JA	31/08/2018	
4	Prepare a schedule for criteria heads to meet the principal to get the procedures reviewed	IQAC Coordinator	30/08/2018	

Next Meeting on 03/09/2018 at 9.00 am. Venue=Board Room

Acknowledged by: (write your name and affix your signature)

1.
2.
3.
4. S. Sam Surya
5. VICTOR. A.
6. SAGAYARAJ
7.
8. Thaddeus

Principal
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Don Bosco College (Co-Ed)		
Guezou Nagar, Athanavur, Yelagiri Hills – 635853		
Internal Quality Assurance Cell::Steering Committee Meet[SCM] **Minutes of the Meeting # 05 [2018-2019]**		
Meeting No:	2018/05	
Date:	01St September 2018	
Time From:	9:15 am	**Time To:** 09:15 am
Venue:	Principal's office	
Members Present:	GT,VI,IM, JC, JJ, RJ, SY, Mr. Devendhiran	
Members Apologies:	KS, VS, KA	
Guests:		
Prepared by JC	**Reviewed by** GT	**Approved by** GT

Proceedings

1. Progress of work done under every criteria

Review Points

Criteria 1: The procedure **Feedback system** was reviewed. Few corrections are to be made and the criteria head SY will meet the principal and get it done.

Any document which supports us in creating the procedure manual can be used as guidelines. This could be made available in the guidelines folder of every criteria

Criteria 7 : Mr Raja uploaded wrong policy manual. The correct manual needs to be uploaded.

Criteria 4 : It was observed that all policies pertaining to the key indicators were available separately. The criteria head has to take responsibility and ensure it is consolidated as a single manual.

Decisions

1. All procedure manuals are to be reviewed. Principal will be available in the office from 9.30 am to 10.00 am everyday. The criteria heads can meet the principal during this time and have the procedures corrected. Mr Justin Amalraj shall coordinate this activity with the knowledge of IQAC Coordinator. The plan schedule has to be created and needs to be followed.

2. Organize folders under every criteria under the heads - Policy, Procedures, Audit checklist, Guidelines, Training. Ensure that all documents have common headers and footers. This activity has to be done by Mr. Justin.

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Corrected policy manual for criteria 7	Dr Raja and Mr Karthik	05/09/2018	IP
2	Organize the folders and subfolders under every criteria	Criteria heads with JA	04/09/2018	C
3	Update Procedure list available under the criteria folder	Criteria heads with JA	02/09/2018	C except for 4,7 (IP)
4	Prepare a schedule for criteria heads to meet the principal to get the procedures reviewed	IQAC Coordinator	02/09/2018	IP
5	Redraft procedure for FEEDBACK SYSTEM	SY / PY	05/09/2018	IP

Next Meeting on 05/09/2018 at 9.00 am. Venue= Principal Office.

Acknowledged by: (write your name and affix your signature)

1. GT -
2. JC -
3. KS
4. SY -
5. JJ -
6. LM -
7.
8.
9.
10.

Principal
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Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell::Steering Committee Meet[SCM]
Minutes of the Meeting # 06 [2018-2019]

Meeting No:	2018/06		
Date:	05th September 2018		
Time From:	9:15 am	**Time To:**	10.00 am
Venue:	Principal's office		
Members Present:	GT,VI,IM, JC, JJ, RJ, SY		
Members Apologies:	KS, VS, KA,AD		
Guests:			
Prepared by	JC	**Reviewed by** GT	**Approved by** GT

Proceedings

1. Progress of work done under every criteria
2. Framing of PEOs, POs and PSOs

Review Points

1. Track book - The track book listing the details of staff members, working on different key indicators, was incomplete

2. Criteria 1 – Procedure for curriculum delivery is being repeated twice. The head has to check this and have only one copy of the same

3. Academic Audit - Academic Audit is to be conducted. Two departments are constituted for this.

   • Program Assessment Committee – This is an internal committee(Within the department) that acts on the feedback / suggestions given by students and finds methods for improving the program

   • Academic Audit Advisory committee – is an external committee that conducts the academic audit and verifies if the methods suggested by the internal committee is being implemented and offers advice for the same

4. Formulate PEOs, POs and PSOs - For this audit to be conducted, the department has to complete formulating the PEOs and POs. For this, a session is to be organized for the students of all departments with Mr Ganesh as the resource person.

- There needs to be a distinction between PEOs and POs. PEOs will list out what the student will be after 5 years while the POs will list out what the students will achieve on completing the degree program

- Certain graduate attributes have been identified and the file with these details is available on google drive's OBE desk folder.

- Seven graduate attributes are common for all departments while CS and CA departments can use the additional 5 attributes.

- The heads of departments, with the help of Mr Ganesh, can use this file to formulate the PEOs and POs

- The CA department head and staff members will meet Mr Ganesh on 6th Sept, CS on 7th Sept, English on 8th Sept, Mathematics on 10th Sept, 11th Commerce and 12th will be the BBA department.

5. Support for slow learners-

- Students are to be divided into 3 categories –

  o Advanced

  o Intermediate and

  o Elementary levels

- Tests are to be conducted in core subjects such as Programming and Mathematics. Based on the marks, the students are to be divided into above 3 categories.

Decisions

1. Heads will prepare a plan for organizing sessions on PEOs by Mr Ganesh. The IQAC coordinator with coordinate this and ensure it is executed.
2. Procedures are to be reviewed by the principal. The criteria heads will meet the principal between 9.30 to 10 every day depending on their free slot
3. Track book is to be completed filling in the details of staff and key indicators they are working on
4. The procedure manual relating to CQC is to include the bifurcation of students under the above categories and the measures to meet the learning requirements of these students

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Track book is to be completed	JJ	07/09/2018	C
2	Sessions on PEOs	IQAC with heads of departments	11/09/2018	IP
3	PEOs, POs and PSOs to be completed	Department heads	12/09/2018	IP
4	Review of policies and procedures with the principal	Criteria heads	12/09/2018	IP

Next Meeting on 12/09/2018 at 9.00 am. Venue= Principal's Office.

Acknowledged by: (write your name and affix your signature)

1.
2.
3. *[signature]* - VI
4. Sy - *[signature]*
5. *[signature]*
6.
7. RJ - *[signature]*
8.
9. RR - *[signature]*
10. *[signature]* - Justin Amalraj . J.

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Internal Quality Assurance Cell::Steering Committee Meet[SCM]
Minutes of the Meeting # 07 [2018-2019]

Meeting No:	2018/07		
Date:	19th September 2018		
Time From:	9:15 am	**Time To:**	10:15 am
Venue:	Principal's office		
Members Present:	GT,VI,IM, JC, JJ, RJ, SY, Mr. Devendhiran		
Members Apologies:	KS, VS, KA		
Guests:			
Prepared by JC	**Reviewed by** GT	**Approved by** GT	

Proceedings

1.   Progress of work done under every criteria

Review Points

Criteria 1: The procedure **Feedback system** was reviewed. Few corrections are to be made and the criteria head SY will meet the principal and get it done.

Any document which supports us in creating the procedure manual can be used as guidelines. This could be made available in the guidelines folder of every criteria

Criteria 7 : Mr Raja uploaded wrong policy manual. The correct manual needs to be uploaded.

Criteria 4 : It was observed that all policies pertaining to the key indictors were available separately. The criteria head has to take responsibility and ensure it is consolidated as a single manual.

Decisions

1. All procedure manuals are to be reviewed. Principal will be available in the office from 9.30 am to 10.00 am everyday. The criteria heads can meet the principal during this time and have the procedures corrected. Mr Justin Amalraj shall coordinate this activity with the knowledge of IQAC Coordinator. The plan schedule has to be created and needs to be followed.

2. Organize folders under every criteria under the heads - Policy, Procedures, Audit checklist, Guidelines, Training. Ensure that all documents have common headers and footers. This activity has to be done by Mr. Justin.

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Corrected policy manual for criteria 7	Dr Raja and Mr Karthik	24/09/2018	IP
2	Organize the folders and subfolders under every criteria	Criteria heads with JA	26/09/2018	C
3	Update Procedure list available under the criteria folder	Criteria heads with JA	26/09/2018	C except for 4,7 (IP)
4	Prepare a schedule for criteria heads to meet the principal to get the procedures reviewed	IQAC Coordinator	28/09/2018	IP
5	Redraft procedure for FEEDBACK SYSTEM	SY / PY	01/10/2018	IP

Acknowledged by: (write your name and affix your signature)

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Principal
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Guezou Nagar, Yelagiri Hills,
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Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 8 [2018-2019]

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- Proceedings
- Review points
- Decisions
- Action Items
- Next Meeting
- Acknowledgements

Meeting No:	2018/08		
Date:	29th October 2018		
Time From:	2:00 PM	**Time To:**	3:25 PM
Venue:	Conference Hall		
Members Present:	Faculty Members		
Members Apologies:			
Guests:			

Prepared by	KA	Reviewed by	JC	Approved by	

Proceedings

1. Lessons learnt from the OBE workshop and plans for implementation
2. NAAC Quantity and Quality metrics
3. Audit

Review Points

1. Lessons from OBE - Faculties shared in writing how they were going to implement the lessons learnt from OBE workshop. To mention a few - a few faculty had said they would use flipped classroom for teaching their courses, while a few others shared how they would be using micro level planning in teaching.

2. NAAC Quality and Quantitative metrics- The criteria heads were asked to write the summary (Response) for the quality metrics and also gather evidences for the quantity metrics.

Fr Principal insisted on the core committee becoming fully functional. The criteria heads were asked to gather all evidences for NAAC. Once the evidences are collected, gaps could be found and corrective actions could be taken, This has to be done quickly so that the SSR is ready for uploading in July 2019.

3. Audit-

Department heads are to keep the self-study report of the department ready so as to be audited shortly by the IQAC team. IQAC will conduct the academic and system audit for all departments by 15th of December.
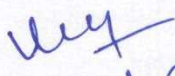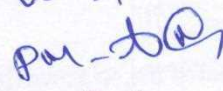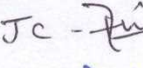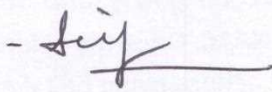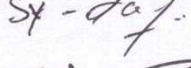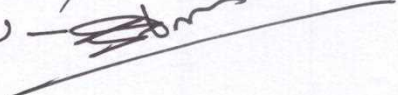
Decisions

1. Criteria committee members - Heeding to the requests of a few criteria heads, a few additional members were allotted to certain groups.

2. Core committee members of every criteria is as follows-
   1. CAS - Sam, Rekha, Priyadharshini and Manivannan
   2. TLE - Jayamary, Johnsi, Clament, Suresh
   3. RIE - Kriushanth, Damodiran, Naveen, Tirupati
   4. ILR - Immanuvel, John Benedict, John Vincent, Baskar
   5. SSP - Victor, Shinoj, Mubeen, Sriram
   6. GLM - Fr Thaddeus, Fr Kasi, Sylvia, Vasantha Rani
   7. IVBP - Vetrivelan, Karthik, Vinitha and Nalini
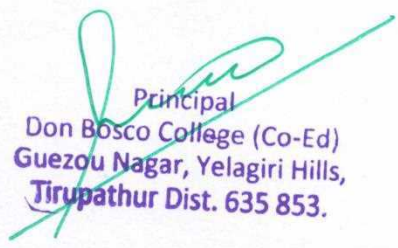
Action Items

No.	Tasks	Responsible	Target Date	Status
1.	The faculty members will plan and implement lessons learnt from OBE workshop(Course Plan)	All staff	5th Dec	
2	Academic audit	IQAC coordinator & department heads	30th Nov	
3	System audit	IQAC coordinator & department heads	20th Dec	
4	Check the compensation of the research publication from SHC by RIE and apply the same for our college	KS	30th Nov	
6	Document / evidences are to be prepared for every criteria	Criteria heads	15th Dec	
7	Core committee to be formed	Criteria heads	10th Nov	C

Acknowledged by: (write your name and affix your signature)

1. _[signature]_

2. _[signature]_

3. JC - _[signature]_

4. _[signature]_

5. VICTOR. A - _[signature]_

6. Sy - _[signature]_

7. CSU - _[signature]_

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10.

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Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 9 [2018-2019]

TABLE OF CONTENT (ToC)

- Proceedings
- Review points
- Decisions
- Action Items
- Next Meeting
- Acknowledgements

Meeting No:	2018/09
Date:	7th November 2018
Time From:	2:30 PM
Venue:	Conference Hall
Members Present:	Criteria core committee members
Members Apologies:	
Guests:	

Time To:	4.00 PM

Prepared by	JC	Reviewed by		Approved by	

Proceedings

1. Essential metrics for affiliated colleges
2. Criteria 1 - curricular aspects

Review Points

1. Feedback on curriculum is to be collected from staff, students, alumni, parents and employers once a year and the procedure can list the details of the same

2. The feedback analysis is done at the department level and this in turn is taken to the college council and then to the management council.

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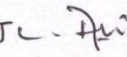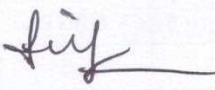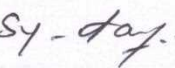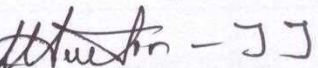
Decisions

1. Ms Priyadharshini will formulate the procedure for collecting feedback from all stakeholders. The feedback template will be a part of the procedure
2. Google forms could be used for collecting feedback from Alumni
3. Departments will plan and collect feedback from stakeholders. IQAC has to get the feedback plan from every department

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Feedback procedure to be written and reviewed	SY, PD	10th Nov	
2	Plan for collecting feedback from stakeholders	Department heads	20th Nov	
3				

Acknowledged by: (write your name and affix your signature)

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3. JL.

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5. VICTOR . A -

6. Sy -

7. CSU -

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10.

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Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 10 [2018-2019]

TABLE OF CONTENT (ToC)

- Proceedings
- Review points
- Decisions
- Action Items
- Next Meeting
- Acknowledgements

Meeting No:	2018/10		
Date:	8th November 2018		
Time From:	2:30 PM	**Time To:**	4.00 PM
Venue:	Conference Hall		
Members Present:	Criteria core committee members		
Members Apologies:			
Guests:			
Prepared by	JC	**Reviewed by**	**Approved by**

Proceedings
1. *Criteria and the key indicators*
2. *Quality and quantity metrics*

Review Points

1. There are 7 criteria, 31 key indicators, 41 Quality metrics and 80 Quantitative metrics.
2. For every criteria, there is a policy manual which describes the NAAC policy along with the policy implemented for the same at the college level. These policies have procedures, which have related templates for collecting data.
3. College Office is working on getting the AISHE code as soon as possible
4. All staff are encouraged to visit naac.gov.in site as often as possible. Different colleges' SSRs are available. Going through those documents will help us to write our SSR better.
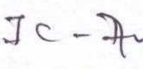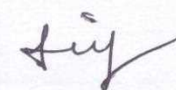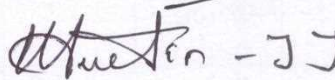
Decisions

1. We need to follow the D-A-I-R in the work we do-
D (Define system)   A (Analyze)   I (Implement) and R (Report)
This will help us to find the gaps and work towards bridging it
2. T4E is responsible for all data to be entered on to the Higrade Tool

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	HoDs are to meet Principal with their plan for Academic audit, Administrative and system audit	HoDs	10th Nov	
2	Course outcome to be defined as part of the course plan	All staff	30th Nov	
3	Print and display posters of NAAC	IQAC	30th Nov	

Acknowledged by: (write your name and affix your signature)

1. *(signature)*
2. PM - *(signature)*
3. JC - *(signature)*
4. *(signature)*
5. VICTOR - A. *(signature)*
6. Sy - *(signature)*
7. eSU — *(signature)*
8. *(signature)* - JJ
9.
10.

(signature)

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Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 11 [2018-2019]

TABLE OF CONTENT (ToC)

- Proceedings
- Review points
- Decisions
- Action Items
- Next Meeting
- Acknowledgements

Meeting No:	2018/11		
Date:	13th November 2018		
Time From:	11:30 AM	Time To:	1.00 PM
Venue:	Principal's Office		
Members Present:	Criteria core committee members		
Members Apologies:			
Guests:			
Prepared by	JC	Reviewed by	Approved by

Proceedings
  1. *Criteria 1 - Curricular aspects*

Review Points
  1. *Initiatives taken for curricular delivery*
  2. *Course kit has to be prepared and maintained at the department. This course kit will include Course plan, course log book, minutes of review of course plans.*
  3. *Certificate and diploma courses will come under the category of supplementary courses. The departments have to come with a plan for new supplementary courses to be added*
  4. *Students internship or field projects are to be done during weekends or holidays. These need not be related to curriculum. (Even billing at a shop or catering in a restaurant can be treated as internships)*
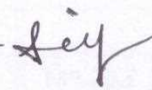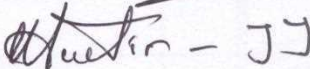
Decisions

  1. Every staff has to prepare and publish the course kit on CEETLE
  2. Department calendar has to list all activities related to courses, co-curricular, extra-curricular, youth club or association.

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Course kit is to be prepared and published for the next semester	All staff	5th Dec	

Acknowledged by: (write your name and affix your signature)

1. *(signature)*
2. PM *(signature)*
3. JC *(signature)*
4. *(signature)*
5. VICTOR. A *(signature)*
6. Sy - day..
7. CSU *(signature)*
8. Austin - JJ *(signature)*
9.
10.

(signature)

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Internal Quality Assurance Cell
Steering Committee Meet[SCM]
Minutes of the Meeting # 12 [2018-2019]

TABLE OF CONTENT (ToC)

- Proceedings
- Review points
- Decisions
- Action Items
- Next Meeting
- Acknowledgements

Meeting No:	2018/12
Date:	14th November 2018
Time From:	11:30 AM

Time From:	11:30 AM	Time To:	1.00 PM

Venue:	Principal's Office
Members Present:	Criteria core committee members
Members Apologies:	
Guests:	

Prepared by	JC	Reviewed by		Approved by	

Proceedings
1. *Criteria 1 - Curricular aspects*
2. *Criteria 2 - Teaching, learning and evaluation*

Review Points
1. *Feedback procedure need to be defined by IQAC. Feedback can be collected from students, staff, alumni, employers and parents*
2. *Course plans need to be prepared for all courses-*

3. *Criteria 2 TLE -*
- *Include sponsorship details on the policy document*
- *Staff need to include innovative creative methods for teaching courses*
- *Cooperative learning is one where teacher to assist a group while collaborative learning is peer learning*
- *Every course must have a unit test. Every class must have a study circle. The faculty has to plan how to engage the students in group*
- *CQC can be done during the association hour*

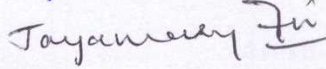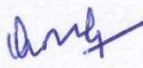- *Every hour is to be treated as a lesson. So have a lesson outcome, unit outcome and course outcome*
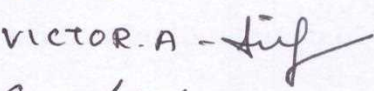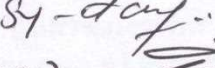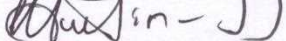
Decisions

1. After one week of initial class (coursewise), a screening test is conducted and students are divided into three groups
2. Students can opt their mentor and only staff interested in mentoring can do it
3. Instead of 3 CIE, 5 unit tests, one end semester examination are conducted. Each test is calculated for 5 marks, so 5*5 = 25 marks, end semester examination will be for 75 marks and course work will carry 25 marks totaling to 125 marks, which divided by 5 will give the score for 25 as internal marks
4. Bridge course will be conducted in three subects
   a. English
   b. Basic Maths
   c. Computer literacy
5. Every department will have one classroom converted as smart class by adding in more devices as needed
6. Every staff should author(Primary) and publish at least TWO papers in a year . One paper by Dec 2018 and the other by April 2019
7. Scheme of valuation must be prepared for End semester examination

Action Items

No.	Tasks	Responsible	Target Date	Status
1.	Plan for digital / smart class	HoD	30th Nov	N.
2				

Acknowledged by: (write your name and affix your signature)

1.
2. PM -
3. Jayamary
4.
5. VICTOR. A -
6. Sy - day..
7. CSV
8. Austin - JJ

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