|                     | Don Bosco                 | College (Co-Ed), C                       | uezou Naga | ır, Yelagiri Hills               |   |
|---------------------|---------------------------|--|------------|----------------------------------|---|
|                     | Minu                      | IQAC- COMMITT                            |            |                                  | 1 |
| Date:               | 9 <sup>th</sup> July 2019 |  |            |                                  |   |
| Time From:          | 3.00PM                    |  | Time To:   | 4.00 PM                          |   |
| Venue:              | Board Room                |  |            |                                  |   |
| Members<br>Present: |                           | raj, , Mr.Sam Sury<br>hnan(CS), Mrs. Jay |            | anuel, Mr. Vetrivelan,<br>Victor |   |
| Members Absent:     | , Dr. Kriushan            | th M , Mr. Justin                        |            |                                  |   |
| Guests:             |                           |  |            |                                  |   |
| Prepared by         | vv                        | Reviewed                                 |            | Approved by                      |   |

#### **Proceedings**

- 1. Criteria team members were discussed and finalized by each criteria heads and in that we have seen that maximum weightage has been given to C1 and C2, further equal staff members were allocated to each criteria and English Department staff members are placed indifferent team to support in writing (Qualitative data) (waiting for Principal Approval)
- 2. The Criteria heads and department heads are asked to submit all the documents mentioning to AY2018-2019 for audit with proof and signed by the concerned person.
- 3. Alfresco documents should be uploaded only after getting proper sign and seal.
- 4. A sample document was showed by Dr.Vetri how should be maintained and asked to follow that method.(EAC Report)
- 5. Criteria heads are asked to meet their team and start their work, and weekly meeting is necessary to boost up the work.

#### **Events**

July 30 will be Academic Audit at Department level. Aug 2 will be Criteria Audit. And configuration Audit.

#### **Decisions**

- 1. By next academic year we have to upload the SSR.
- 2. We should also apply for NIRF.

#### **Action Items**

| O, | Tasks  | Responsible | Date     | Sign |
|----|--|-------------|----------|------|
| 1  | Criteria team has to finalized by Fr Principal | VV          | 10/07/19 | lete |
| 2  | 40 Files has to be given to the department     | Justin      | 12/07/19 | L    |

#### Acknowledged by

| N<br>o. | Name              | Signature | No. | Name             | Signature |
|---------|-------------------|-----------|-----|------------------|-----------|
| 1       | Dr S. Thaddeus    | m         | 8   | Dr. Vetrivelan D | lles      |
| 2       | Fr. Sagayaraj K.L | des       | -9  | Dr.Radhakrishnan | hoer      |
| 3       | Mrs. Jayamary A   | This      | 10  | Mr. Immanuel     | Harry .   |
| 4       | Mr. Sam           | dayducy.  |     |                  |           |
| 5       | Mr. Victor        | Mita      |     |                  |           |
| 6       | Dr Kriushanth M   | 0         |     |                  |           |

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

Guezou Nagar, Athanavur, Yelagiri Hills – 635853

## Internal Quality Assurance Cell Meet Minutes of the Meeting # 01 [2019-2020]

#### TABLE OF CONTENT (ToC)

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| RESCRIPTION OF THE PROPERTY OF THE PARTY OF | File year below ledies |                        | -      |  |
|---|------------------------|------------------------|--------|--|
| Meeting No:   | 2019/01                | A hattage and the      | bear 1 | softe tel  |
| Date:   | July 15, 2019          |                        |        | utra 5,111 2000 000  |
| Time From:  | 03.00 PM               | Time                   | To:    | 04:15 PM   |
| Venue:  | Principal's Offic      | ce                     | 724    | Signal and the signal |
| Members Present:  | GT                     | n chaired by Pc        | Him    | VV   |
|   | JC                     | at verte line est      |        | RS   |
|   | PM                     | and the second and the |        | NV Owell   |
|   | SU                     |                        |        | - N  |
| Members   | VP                     | reset the name         | arine. | MaM 8  |
| Apologies:  | RK                     | greets 4 femalisma     | Tio s  | Autorio .  |
| Management<br>Nominee   | FrKasiSagayara         | jsdb                   | insq   | 66 RA 01   |
| Prepared by   | Mrs Jayamary           | Reviewed by            | 101 1  | Approved by  |

#### **Information Shared**

#### No. Item

6

- 1 AQAR is to be prepared for 2018-19. This will help us to identify the gaps
- 2 BOS is to be formed for Science, Commerce and Language departments
- 3 DevOps sample video was shared to give us an idea on simple video preparation for all training programmes
- 4 LSRW test sample followed in Trinity College, UK was shared so that we could follow the same method in DBC
- National Education Policy of 2019 envisions our country to be having only Autonomous colleges after 2030. No Affiliated colleges will exist
  - National Institutional Ranking framework covers five areas namely
    - i) Teaching, learning and resources (TLR)
    - ii) Research, professional practice and collaborative performance (RPC)
    - iii) Graduation outcome (GO)
    - iv) Outreach and inclusivity (OI) and
    - v) Perception (PR)

#### **Proceedings**

| Issue Addressed              | No. Description   |
|------------------------------|---|
| Academic Audit               | 1. Academic Audit follow up is to be done   |
|                              | 2. Reports on external AA must be maintained in a separate file   |
|                              | <ol> <li>An academic audit of the last year's documents will be held on<br/>30<sup>th</sup> July</li> </ol>   |
|                              | 4. The documents will be verified based on the basic files given by Auxillium and the directory structure given by principal  |
|                              | 5. A Configuration audit will also be held as planned. Documents will be printed, signed, scanned and then uploaded on Alfresco   |
| Flat files for locumentation | <ol><li>Every department can give a list of files with its purposes to the<br/>office and get the needed flat files.</li></ol>  |
| Board of Studies             | <ol> <li>Board of studies has to be conducted for Science, Commerce and<br/>Language departments.</li> </ol>  |
| (PEIVE)                      | 8. BOS will be chaired by Fr Principal for Science department, Mr. Vetrivelan will chair for commerce and Mr. Sam will take care of Language department.                                      |
|                              | <ol> <li>Mr.Manivannan will be a member of all 3 BOS as he is in-<br/>charge of Vocational Education</li> </ol>   |
| QAR                          | 10 All departments can prepare the Annual Quality Assurance Report for their respective departments. This will enable us to know what documents are available and what documents are missing. |
|                              | 11 The heads can take the guidelines for AQAR given on NAAC website   |
| IRF                          | 12 The filling up of the NIRF form will also help us to identify the gaps   |
| Criteria members             | 13 All criteria head and members will meet every Tuesday between 4 to 5 pm. On the next day, a report can be given to the IQAC coordinator on the work done                                   |

| No. | Tasks                             | Responsible   | Target Date | Status |  |
|-----|-----------------------------------|---------------|-------------|--------|--|
| 1.  | Department AQAR is to be prepared | HODs          | 27/07/2019  | _      |  |
| 2   | NIRF to be filled in              | IQAC members  | 29/07/2019  | C      |  |
| 3   | Organize Board of studies         | JC, NV and SU | 30/07/2019  |        |  |

Guezou Nagar, Athanavur, Yelagiri Hills – 635853

## Internal Quality Assurance Cell Meet Minutes of the Meeting # 03 [2019-2020]

#### TABLE OF CONTENT (ToC)

- Information Shared
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- Acknowledgers

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|--------------------|--|-----------------|--------------------------------------|-------------|---|---------------------|-----|
| Meeting No:        | 2019/03  |                 |                                      |             |   |                     |     |
| Date:              | 21st October,20  | 019             |                                      |             | 10-0-10-10-10-10-10-10-10-10-10-10-10-10              | THE PERSON OF THE P |     |
| Time From:         | 02.00 PM   | Ti              | me To:                               | 04:15 P     | PM  | JAA                 | V   |
| Venue:             | Principal's Office   |                 |                                      |             |   |                     |     |
| Members Present:   | GT   | ne up with onto | t tel og                             | VP          | suggested the   | Peer team           | 9   |
|                    | VV   |                 |                                      | JC          |   |                     |     |
|                    | RS   | RS              |                                      |             | Admission procedure sh     Students admission details |                     |     |
|                    | SU   | ar to evoid bow | elo yroy                             | GS          | a procedure,  | iojszimbA –         |     |
|                    | PM   |                 | nicer of                             | RK          | al moralmi  | s standard2         | 0.0 |
| Guests:            | Peer team (Au<br>vellore)<br>1.Dr.Joe Jesud<br>ambassador, La<br>chennai | urai – Brand    | unses lik<br>s, skills,<br>st be inn | 3.Dr.Ui     | holastica<br>ma Maheshwa                              |                     |     |
| Members Apologies: | NIL  | besili          | hi od na                             | lization    | funding mobil   | Research            |     |
| Prepared by        | Mrs.Preethi<br>Priya Malar   | Reviewed by     | Dr. Vet                              | rivelan     | Approved by   | Principal           | -   |

#### **Information Shared**

#### No. Item

- 1. Introduction talk -Rev. Fr. Principal
- 2. Peer team discussion with IQAC team
- 3.MOU Dr. Vetrivelan
- 4. Recommendations
  - Dr.Joe Jesudurai Brand ambassador, Loyola college, Chennai.
  - Dr. Scholastica-IQAC Coordinator, Auxilium college, Vellore.
  - Dr.Uma Maheshwari -IQAC Additional Coordinator, Auxilium college, Vellore.
- 5. Vote of thanks Rev. Fr. Vice Principal

#### **Proceedings**

#### 1. Introduction talk -Rev. Fr. Principal

Rev. Fr. Principal introduces peer team to the IQAC team members. He explains clearly about where the college stands and where we want to move. **Strengths:** The state of college address were discussed especially recently college has got ISO 9001:2015 certification. Planned to organize NIRF workshop in our campus on 8<sup>th</sup> November, 2019.

**Areas need to be focus:** Research publications need to be increased every academic year. The number of qualified faculty should be improved. The innovative teaching pedagogy must be promoted further. Plan to get A+ grade in NAAC.

#### 2. Peer team discussion with IQAC team

- Peer team suggested that plan to go for tie up with training centre's to promote certificate courses efficiently.
- Admission procedure should be very clear to avoid unwanted issues.
- Students admission details must be maintained in the department files.
- Faculty has to register online courses like ARPIT, NPTEL,
   SWAYAM to update knowledge, skills, etc.
- Faculty research publication must be improved.
- Research funding mobilization can be utilized.
- Create possibility for faculty exchange.
- TLE must be strong and frame course learning outcome, lesson plan department wise.

#### 3.MOU - Dr. Vetrivelan, IQAC Co-ordinator

Common staff meeting was arranged at 3.00.pm to 4.00pm. Dr. Vetrivelai explains about mentor (Auxilium college autonomous) -mentee (Don Bosco Co Co-Ed) agreement to get NAAC in the staff meeting. He also communicate the NIRF workshop dates to the staff members. On 8<sup>th</sup> November,2019 our college going to organize this workshop and 9<sup>th</sup> November, 2019 Auxilium college autonomous will organize.

#### 4. Recommendations

• Dr.Joe Jesudurai - Brand ambassador, Loyola college, Chennai.

MoM: IQAC: 2019-2020[Don Bosco College, Yelagiri Hills]Page:2

He talks much about NAAC requirements and he insist much on taking responsibility for maintaining documents. Presenting the best for last 5 year documents are very important to get A+.

- Dr.Scholastica IQAC Coordinator, Auxilium college, Vellore.
   She explains clearly about team effort and that will help us to achieve success. NAAC scores will bring us to get lot of UGC funds. With IQAC strong support all the documents will be collected. She insist the faculty to do online courses to update knowledge.
- Dr.Uma Maheshwari IQAC Additional Coordinator, Auxilium college, Vellore.

She motivate faculties to have a passion for the work. Faculty should upgrade themselves through effective TLE. Faculty involvement must be always positive to get success. Stakeholder satisfaction will help us to grow best.

#### 5. Vote of thanks - Rev. Fr. Vice Principal

Rev.Fr. Vice Principal gave vote of thanks. At 4.15 pm meeting was closed.

Acknowledgers

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S.NV- MP

9.GS- Grand

10.RK V.

IQAC Co-coordinator

PRINCIPAL

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

MoM: IQAC: 2019-2020[Don Bosco College, Yelagiri Hills]Page:3

|   | <ol> <li>For computer science</li> <li>For Commerce</li> <li>For Languages</li> </ol> | VV and TP          |                    | C           |
|---|---|--------------------|--------------------|-------------|
| 4 | Report on the criteria members meet and the work done                                 | All criteria heads | Every<br>Wednesday | In Progress |

Acknowledgers

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

Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell Meet
Minutes of the Meeting # 04 [2019-2020]

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- Information Shared
- Proceedings
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- Acknowledgers

| Meeting No:             | 2019/04                    |                    |         |          |          |           |  |
|-------------------------|----------------------------|--------------------|---------|----------|----------|-----------|--|
| Date:                   | 4 <sup>th</sup> November,2 | th November,2019   |         |          |          |           |  |
| Time From:              | 02.30 PM Time To:          |                    |         | 03:30 PM |          |           |  |
| Venue:                  | Principal's Offi           | Principal's Office |         |          |          |           |  |
| <b>Members Present:</b> | VP                         |                    |         | JC       |          |           |  |
|                         | VV                         |                    |         | NV       |          |           |  |
|                         | RS                         |                    |         | GS       |          |           |  |
|                         | SU                         |                    |         |          |          |           |  |
|                         | PM                         |                    |         |          |          |           |  |
| Members Apologies:      | NIL                        |                    |         |          |          |           |  |
| Propored by             | Mrs.Preethi                | Reviewed           | D. Vat  |          | Approved | D         |  |
| Prepared by             | Priya Malar                | by                 | Dr. Vet | riveian  | by       | Principal |  |

#### **Information Shared**

No. Item

- 1.NIRF- workshop
- 2. Fixation of responsibilities

#### **Proceedings**

#### 1. NIRF- workshop

Dr. Vetrivelan initiated to organize NIRF workshop on 8<sup>th</sup> November, 2019. He prepared invitation and banner for workshop. The delegates target will be upto 50 members. He shared about 25 delegates who are registered through google forms and their expectations for transport and accommodation.

#### 2. Fixation of responsibilities

IQAC team has taken the following responsibilities for the workshop.

| S.No | Committees | Faculty code |
|------|------------|--------------|
|      |            |              |

| 1  | Registration         | PM                   |  |  |
|----|----------------------|----------------------|--|--|
| 2  | Inauguration         | RS                   |  |  |
| 3  | Emcee                | RS                   |  |  |
| 4  | Certificates         | PM                   |  |  |
| 5  | Hall arrangement     | NV                   |  |  |
| 6  | Food and refreshment | GS                   |  |  |
| 7  | Accommodation        | RS                   |  |  |
| 8  | Reception            | SU                   |  |  |
| 9  | Documentation        | JC                   |  |  |
| 10 | feedback             | GS                   |  |  |
| 11 | Transport            | Physical Director/GM |  |  |

#### Programme committee:

- 1. Welcome address JC
- 2.Felicitation GS
- 3.Stage GS
- 4. News report JC
- 5. Vote of thanks Vice Principal

Acknowledgers

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2. VV- 104

3. JC- Ju

4.VP

5.RS- 628

6.SU-

7.PM-

Q NV\_

9.GS- Carry

10.RK V. 12

IQAC Co-coordinator

Principal
Don Bosco College (Co-Ed)

Guezou Nagar, Yelagiri Hills, Tirupathur Dist. 635 853.

**PRINCIPAL** 

Guezou Nagar, Athanavur, Yelagiri Hills – 635853

Internal Quality Assurance Cell Meet
Minutes of the Meeting # 05 [2019-2020]

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| Meeting No:           | 2019/05       |           |         |           |             |  |  |
|-----------------------|---------------|-----------|---------|-----------|-------------|--|--|
| Date:                 | Jan 06, 2020  |           |         |           |             |  |  |
| Time From:            | 03.00 PM      | T         | ime To: | 04:00 PN  | M           |  |  |
| Venue:                | Board Room    |           |         |           |             |  |  |
| Members Present:      | VV            | VV<br>JC  |         |           | VV<br>RS    |  |  |
|                       | JC            |           |         |           |             |  |  |
|                       | GS            |           |         | NV        |             |  |  |
|                       | PM            |           |         | NL        |             |  |  |
| Members               | VP            |           |         |           |             |  |  |
| Apologies:            | SU            |           |         |           |             |  |  |
| Management<br>Nominee | Fr Kasi Sagay | yaraj sdb |         |           |             |  |  |
| Prepared by           | Mr.Justin     | Reviewed  | Dr.D.ve | etrivelan | Approved by |  |  |

#### **Information Shared**

- Revived and discussed about the various activities taken and done by IQAC during this odd semester 2019-2020.
- Discussed on NAAC revised framework.
- Discussed about IQAC activities for this even semester 2019-2020

#### **Proceedings:**

# <u>Discussion on Major Findings (IQAC - Internal Audit done on 19/12/2019</u> &20/12/2019):

- Most of the documents in all the departments are kept without principal signature and proper authority has not signed.
- There is lack of clarity among staff members. They are not clear on what documents to be kept in their respective file.
- From the audit It was found that many documents are still kept has a hard copy, when the Auditor questioned about the hard copy the reason told by the staff members is that we don't have printer and paper to take printout and even if we have printer we find difficult to refill the tonner.
- During the Audit it was found that two departments namely English and Computer science, documentation are not aligned and placed in order. Since it is PG Department their contribution should be more and they should set an example for the college.
- Some of the faculties doesn't have ownership in their work and they doesn't take the work serious, the auditor can easily find the work done by the faculty in improving the documents. So IQAC has asked Noncompliance Report (NCR) from each faculty.
- During the Audit the IQAC found that there is big gap in the following areas: Research Publication, Alumni Engagement. MoU, faculty participation in workshop and conference, faculty exchange, Internships in simple faculty recharging strategies are missing.
- Support to slow learners and fast learner's documents are not sufficient and student support and progression documents are not properly kept in all the department.

#### **Action Items:**

- Need clarification among individual staff members about what is to be maintained and how it to be maintain.
- SOP template has to be prepared and shared to all department Heads
- By finding the gap, IQAC want to have another department internal audit as soon as possible by the month of February for NAAC preparation.
- NCR from individual staff members have to submit to IQAC by this end of week.

| Action Schedule |  |                         |                |        |  |  |
|-----------------|--|-------------------------|----------------|--------|--|--|
| No.             | Tasks  | Responsible             | Target<br>Date | Status |  |  |
| 1.              | SOP Template has to be shared and discussed with Heads | VV.JC &GS               | 11/1/2020      | C      |  |  |
| 2               | NCR from individual staff members to be submitted      | SU, PM NL, NV<br>GS ,RS | 10/1/2020      | C      |  |  |
| 3               | Re Audit will be done on the same files                | VV/JC                   | 30/1/2020      | C      |  |  |

#### Acknowledgers

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

## Don Bosco College (Co-Ed)

Guezou Nagar, Athanavur, Yelagiri Hills

### Minutes of meeting - IQAC

Date

06/01/2020

Venue

Board Room

Time

3.00 pm to 4.10 pm

Members

Dr. Vetrivelan, Dr. Naveen, Mr. Sathish, Mr. Suresh Rajan

Mr. Justin Amalraj, Mrs. Jayamary, Mrs. Preethi Malar,

Mrs. Nalini

#### General Discussion:

- IQAC Coordinator briefly elaborated about the various activities taken and done by IQAC during this odd semester.
- Discussed on NAAC revised framework.
- Discussed about IQAC activities for this even semester.

## Discussion on Major Findings (IQAC - Internal Audit):

- All the reports, documents, records and evilones which were kept as hard copy by the department have to get proper signature from the Principal. Without Principal signature the document cannot be consider as original data.
- There is lack of clarity among staff members. They are not clear on what documents to be kept in their respective filesses.
- For this issue, IQAC planned to conduct a one day workshop for all staff members by this month of January (Date has to fix)

 SOP (Standard Operating Procedure) has to be present to all Hod's by IQAC coordinator and core members by this week end.

Need more focus on qualitative matrix wellware

- The major difficulty find out from all departments was, "NO PRINTER, NO TONNER, NO PAPER, WHERE TO TAKE PRINT OUT, and SO ONLY SOFT COPY AVAILABLE". This issue has to rectify by the management as soon as possible for better result.
- IQAC need to focus more attention on English & Computer Science department, due to UG & PG.
- IQAC planned to provide template mapping with SOP to all faculty. This
  will help them to prepare correct data.
- For academic year 2018-19, all the documents, reports, records and evidences should submit a copy to IQAC by hard copy within a week.

#### **Action Items:**

- Need clarification among individual staff members about what is to be maintained and how it to be maintain.
- SOP template to be prepare and explain to all department M Heads
- By finding the gap, IQAC want to have another department internal audit as soon as possible by the month of February for NAAC preparation.
- NCR from individual staff members have to submit to IQAC by this end of week.

A. Coordinator

Vice Principat

Principal

Principal,

Guezou Nagar, Athanavur, Yelagiri Hills - 635853

Internal Quality Assurance Cell Meet
Minutes of the Meeting # 06 [2019-2020]

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| Meeting No:           | 450000 - F/H/1        |                   |        | halishing. |             |
|-----------------------|-----------------------|-------------------|--------|------------|-------------|
| Date:                 | Jan 06, 2020          | es gandeleu salat |        |            |             |
| Time From:            | 03.00 PM              | Ti                | me To: | 04:00 PN   | Λ           |
| Venue:                | Board Room            |                   |        |            |             |
| Members Present:      | VV                    |                   |        | VV         |             |
|                       | JC                    |                   | RS     |            |             |
|                       | GS                    |                   | NV     |            |             |
|                       | PM                    |                   |        | NL         |             |
| Members               | VP                    |                   |        |            |             |
| Apologies:            | SU                    |                   |        |            |             |
| Management<br>Nominee | Fr Kasi Sagayaraj sdb |                   |        |            |             |
| Prepared by           | Mr.Justin             | Reviewed by       | Dr.D.v | etrivelan  | Approved by |

#### Information Shared

#### No. Item

- Revived and discussed about the various activities taken and done by IQAC during this odd semester 2019-2020.
- Discussed on NAAC revised framework.
- Discussed about IQAC activities for this even semester 2019-2020

**Proceedings:** 

MoM: IQAC: 2019-2020[Don Bosco College, Yelagiri Hills]Page:1

# <u>Discussion on Major Findings (IQAC - Internal Audit done on 19/12/2019</u> &20/12/2019):

- Most of the documents in all the departments are kept without principal signature and proper authority has not signed.
- There is lack of clarity among staff members. They are not clear on what documents to be kept in their respective file.
- From the audit It was found that many documents are still kept has a
  hard copy, when the Auditor questioned about the hard copy the reason
  told by the staff members is that we don't have printer and paper to
  take printout and even if we have printer we find difficult to refill the
  tonner.
- During the Audit it was found that two departments namely English and Computer science, documentation are not aligned and placed in order.
   Since it is PG Department their contribution should be more and they should set an example for the college.
- Some of the faculties doesn't have ownership in their work and they
  doesn't take the work serious, the auditor can easily find the work done
  by the faculty in improving the documents. So IQAC has asked
  Noncompliance Report (NCR) from each faculty.
- During the Audit the IQAC found that there is big gap in the following areas: Research Publication, Alumni Engagement. MoU, faculty participation in workshop and conference, faculty exchange, Internships in simple faculty recharging strategies are missing.
- Support to slow learners and fast learners documents are not sufficient and student support and progression documents are not properly kept in the entire department.

#### **Action Items:**

- Need clarification among individual staff members about what is to be maintained and how it to be maintain.
- SOP template has to be prepared and shared to all department Heads
- By finding the gap, IQAC want to have another department internal audit as soon as possible by the month of February for NAAC preparation.
- NCR from individual staff members have to submit to IQAC by this end of week.

| Action Schedule |  |                         |                |        |  |
|-----------------|--|-------------------------|----------------|--------|--|
| No.             | Tasks  | Responsible             | Target<br>Date | Status |  |
| 1.              | SOP Template has to be shared and discussed with Heads | VV.JC &GS               | 11/1/2020      |        |  |
| 2               | NCR from individual staff members to be submitted      | SU, PM NL, NV<br>GS ,RS | 10/1/2020      |        |  |
| 3               | Re Audit will be done on the same files                | VV/JC                   | 30/1/2020      |        |  |

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7. NV JAP 8. PM JAP 9. NL A.

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

#### Don Bosco College (Co-Ed), Yelagiri Hills

Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution

Internal Quality Assurance Cell Meet

Minutes of the Meeting # 07 [2019-2020]

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- Acknowledges

| Meeting No:        | 2020/ 07                   |             |          |           |  |
|--------------------|----------------------------|-------------|----------|-----------|--|
| Date:              | May 5, 2020                |             |          |           |  |
| Time From:         | 02.00 pm                   | Time To:    | 02.40 pm |           |  |
| Venue:             | Google Meet (O             | nline)      |          |           |  |
| Members            | Principal                  |             | PM       |           |  |
| Present:           | Vice Principal             |             | RS       |           |  |
|                    | VV                         |             | NV       |           |  |
|                    | JC                         |             | GS       |           |  |
|                    | JJ                         |             |          |           |  |
| Members Apologies: | -                          |             |          |           |  |
| Prepared by        | Mrs.Preethi<br>Priya Malar | Reviewed by | A<br>by  | pproved y |  |

#### **Information Shared**

- 1. COVID19 Feedback
- 2. NAAC insights consolidation
- 3. SOP templates
- 4. Staff feedback
- 5. Major tasks

#### **Proceedings**

#### 1. COVID19 Feedback

Fr. Principal inquire curriculum feedback status from Mr. Justin. He said that out of 1000 students 680 were responded. Department wise classification is required to find out the students and ask them to complete feedback soon.

#### 2. NAAC insights consolidation

Mr. Justin is consolidated all the NAAC insights given by each faculties. He must send a report to Fr. Principal. It must include faculty wise data.

#### 3. SOP templates

SOP templates are prepared for criteria 1, 2 and 3 and it could be circulated to all the heads of the departments. They must finish along with the help of IQAC members.

#### 4. Staff feedback

It is finished by all the faculties and analysis can be done by Prof.Jayamary and sent to Fr.Principal for review.

#### 5. Three Major Tasks:

NAAC METRICS-SOP-SSR-ISO Process and Procedures (FUNCTIONS)-Functions (both for ISO as well as for NAAC) are done by an individual or group (Office, Department, Committee, Club, Association, and Centre)

Academic Audit (IQAC) and Administrative Audit (ISO team) will ensure the implementation of all functions above.

- Revisit and redefine processes (policy, procedure, guidelines, templates) as FUNCTIONs mapping with NAAC/ISO9001 requirements (SSR, SOP, AQAR, Metrics)
- Conduct regular Curriculum Feedback and Student Satisfaction Survey
- Conduct regular academic and admin audit.

#### Acknowledgers

| Faculty Code | Signature | Faculty Code | Signature |
|--------------|-----------|--------------|-----------|
| 1. KL        | Knet      | 5.GS         | Comet.    |
| 2. VV        | lul.      | 6.NV         | Mand      |
| 3. JC        | Di        | 7.RS         | R.        |
| 4. PM        | Dai       | 8.JJ         | Mary      |

Principal

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

#### Don Bosco College (Co-Ed), Yelagiri Hills

Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution

Internal Quality Assurance Cell Meet

Minutes of the Meeting # 08 [2019-2020]

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- Information Shared
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- Acknowledgers

| Meeting No:  | 2020/ 08       |             |          |          |
|--------------|----------------|-------------|----------|----------|
| Date:        | May 12, 2020   |             |          |          |
| Time From:   | 09.00 am       | Time To:    | 09:30 am |          |
| Venue:       | Google Meet (C | Online)     |          |          |
| Members      | Principal      |             | PM       |          |
| Present:     | Vice Principal |             | RS       |          |
|              | VV             |             | NV       |          |
|              | JC '.          |             | GS Amily |          |
|              | JJ             |             |          |          |
| Members      |                |             |          |          |
| Apologies:   |                |             |          |          |
| Prepared by  | Mrs.Preethi    | Reviewed by |          | Approved |
| r repared by | Priya Malar    |             |          | by       |

#### **Information Shared**

- 1. To do list Prof.Jayamary
- 2. Employers and alumni feedback
- 3. IQAC Webinar organized by Paramash team.

#### **Proceedings**

1. To do list - Prof. Jayamary

- Revisit and redefine processes (policy, procedure, guidelines, templates) as FUNCTIONs mapping with NAAC/ISO9001 requirements (SSR, SOP, AQAR, Metrics)
- Conduct regular Curriculum Feedback and Student Satisfaction Survey
- Conduct regular academic and admin audit.

Prof.Jayamary discussed a list of procedures can be prepared (with any volunteers) with regard to NAAC perspectives along with faculties insights and sent this to Fr.Principal for approval then it can be circulated to all the heads and faculty members for further proceedings towards NAAC.

#### 2. Employers and alumni feedback - Fr. Principal

Fr. Principal insisted that Employers and Alumni Data shall be collected by Placement Officer through Alumni Coordinators and submitted to QDC to conduct the Curriculum Feedback for Alumni and Employers.

#### 3. IQAC Webinar organized by Paramash team. - Dr. Vetrivelan

Dr. Vetrivelan informed about forthcoming webinar conducted by Auxilium College, IQAC team for all the mentee colleges on 14<sup>th</sup> May, 2020. For all other colleges on 15<sup>th</sup>& 16<sup>th</sup> May, 2020. On 14<sup>th</sup> May, 2020 all the IQAC members will attend this webinar rest will attend on the next webinars.

#### Acknowledgers

| <b>Faculty Code</b> | Signature | <b>Faculty Code</b> | Signature |
|---------------------|-----------|---------------------|-----------|
| 1. KL               | Yar       | 5.GS                | Bannaj.   |
| 2. VV               | fluid     | 6.NV                | Kras      |
| 3. JC               | A.        | 7.RS                | Q8        |
| 4. PM               | 1002      | 8.JJ                | fund      |

Principal

Don Bosco College (Co-Ed)
Guezou Magar, Yelagini Hills,

Tirupathur Dist. 685 853.