

**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 # 01 [2020-2021]**

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- Acknowledgers

<b>Meeting No:</b>	2020/ 01				
<b>Date:</b>	June 25, 2020				
<b>Time From:</b>	2.30 pm	<b>Time To:</b>	3:45 pm		
<b>Venue:</b>	Google Meet (Online)				
<b>Members Present:</b>	Principal	Fr. Xavier Raj			
	Vice Principal	RS			
	VV	NV			
	JC	GS			
	JJ	PM			
<b>Prepared by</b>	Mrs.Preethi Priya Malar	<b>Reviewed by</b>	Dr. Vetrivelan	<b>Approved by</b>	Principal

**Agenda**

1. Previous meeting minutes dated on May12, 2020 reviewed by Dr. Vetrivelan
2. Tasks done by IQAC-QDC
3. Pending Tasks
4. Directions by the Principal
5. Challenges to do tasks
6. Vice Principal address

## **Proceedings**

### **1. Previous meeting minutes dated on May12, 2020 reviewed by Dr. Vetrivelan**

Revisit and redefine processes (policy, procedure, guidelines, and templates) as FUNCTIONS mapping with NAAC/ISO9001 requirements (SSR, SOP, AQAR, and Metrics) – Few faculty members are working on it under the guidance of Prof.Jayamary.

Dr.Vetrivelan has shared the status of Employers and Alumni data which was collected through department alumni coordinators and consolidated by Mr .Pathrose has done but few department data was not yet given to Mr. Pathrose. Curriculum feedback for faculty and students are completed and shared with the report to the Principal by Prof.Jayamary.

### **2. Tasks done by IQAC-QDC were reviewed under various sections and the pending activities were highlighted.**

## **DEPARTMENT REPORTS**

1. NAAC - Insights of all departments (Location?, Summary)
2. Online Teaching Report (Location?, Summary)
3. Department Activities during Covid-19 (Location?, Summary)
4. Online Programs conducted by departments (Location?, Summary)
5. Event Sheet prepared & reports collected (Incomplete)

## **DOCUMENTATION**

1. Alfresco Documentation Structure.(Get the structure finalized ...)
2. Office Files List (PDESK, QDC, SUPTD, ACCOUNTANT, Principal Office)
3. Department Files List (Hard Copy ...) – For digital repository, applyNAAC
4. Alfresco Configuration audit - 2020

## **FEEDBACK**

1. Covid19 Staff Feedback
2. Covid19 Student Feedback
3. Alumni & Employer feedback on curriculum

## **REGISTRATION**

1. NPTEL - SWAYAM - DBC - Registered
2. NTA - National Testing Agency - DBC - Registered

## **WORKSHOP**

1. IQAC - Workshop - SSP

2. IQAC - NAAC National level quiz - Not approved by Principal  
Newsletter - February & March (not yet verified and published)  
Higrade - New activities uploading

### 3. Pending Tasks

1. Alumni Feedback on Curriculum
2. Employer Feedback on Curriculum
3. Alfresco Configuration audit-2020.

### 4. Direction by the Principal

- Divide the work among all IQAC members representing each Dept to get the NAAC process done.
- Continuous follow-up has to be done by IQAC to get the pending works done.
- IQAC must find the gap between where we are and where we want to go?
- Department files location? Summary can be maintained properly. Department files list (Hard copy) – for digital repository need to be organized.
- *Let every Department keep all their FILES in their respective FOLDER of the Dept. Provide VIEW Right to QDC and Principal to verify as and when needed. IQAC should verify and ensure that the dept has the documents as agreed.*
- Alfresco documentation structure – Get it finalized by the principal. Office files list are organized as PDESK, QDC, SUPTD, and ACCOUNTANT to maintain the records.

### 5. Challenges to do tasks

- To work on Revisit and redefine processes (policy, procedure, guidelines, and templates) as FUNCTIONS mapping with NAAC/ISO9001 requirements (SSR, SOP, AQAR, and Metrics) **non IQAC members have not taken up ownership** so that IQAC members volunteered to rewrite policies and procedures in consultation with the principal.
- To do **Employer and alumni feedback there is a difficulty to conduct feedback through their E-Mail because it takes too long to respond to the feedback.** IQAC members requested the principal to conduct feedback by using Google forms to get responses at the earliest.


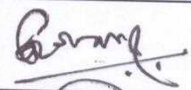
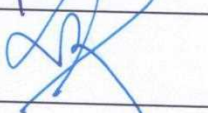
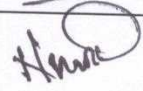





### 6. Vice Principal address


- The Vice Principal suggested that find out the gap between department reports and NAAC requirements by QDC.

- Continuous reminders can make the work done so that contact responsible faculty and ask them to get it done.
- To fill communication gap conduct meetings among members of IQAC then shall meet the principal. Create a checklist for every action item regularly.

● <u>Action Schedule</u>				
No	Tasks	Responsible	Target Date	Status
1	Alumni feedback on curriculum.	IQAC	02/07/2020	Partially
2	Employer feedback on curriculum.	IQAC	02/07/2020	Partially
3	Alfresco Configuration audit-2020.	IQAC	03/07/2020	Completed

### Acknowledgement

Faculty Code	Signature	Faculty Code	Signature
1. KL		6.GS	
2. Fr. Xavier Raj		7.NV	
3. VV		8.RS	
4. JC		9.JJ	
5. PM			

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

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**Internal Quality Assurance Cell Meet**  
**Minutes of the Meeting # 02 [2020-2021]**

**TABLE OF CONTENT (ToC)**

1. Agenda
2. Proceedings
3. Action Schedule
4. Acknowledgement

<b>Meeting No:</b>	2020/ 02				
<b>Date:</b>	27 August 2020				
<b>Time From:</b>	2.00 pm	<b>Time To:</b>	3:00 pm		
<b>Venue:</b>	Google Meet (Online)				
<b>Members Present:</b>	Principal	Dr.A.Clementking			
	VV	VK			
	SK	IM			
	AJ	RR			
	PM	DK			
<b>Prepared by</b>	Mrs.P.Divyakumari	<b>Reviewed by</b>	Dr. V.Vetrivelan	<b>Approved by</b>	Principal

**Agenda**

- I. Previous meeting minutes dated on June 25, 2020 reviewed by Dr. V.Vetrivelan.
- II. Directions by the Principal.
- III. Recommendation by IQAC Coordinator Dr.A.Clementking.

## **Proceedings**

### **I. Previous meeting minutes dated on June 25, 2020 reviewed by Dr. V.Vetrivelan**

1. Dr. V. Vetrivelan has shared the overview of what they have done regarding IQAC.
2. It is informed that the entire file structures are reworked and are maintained as a hard copy in the Departments.
3. It is informed that the files have been segregated based on SOP and the seven criterias of NAAC like program file, department file, faculty file and student file.
4. It is resolved that the individual faculty have been allotted for each criterion and they are asked to submit the files with the involvement of department faculty members.
5. It is informed that the IQAC members have to inform the minutes of the IQAC meeting to the entire department faculty through respective HOD's.
6. It is informed that the IQAC members have to complete their work with the involvement of the entire department faculty through respective HOD's.

### **II. Directions by the Principal.**

1. IQAC have been working on processes (policy, procedure, guidelines and templates) as functions mapping with NAAC/ISO9001 requirements (SSR, SOP, AQAR, and Metrics).
2. It is informed that all the faculty members should be aware of SOP Metrics and key indicators.
3. It is informed that the entire work has to be completed by assigning each faculty with one criterion.
4. It is informed that a criterion In-charge may represent some representatives from the departments by consulting with their respective HOD's to help his work if required.
5. It is resolved that the Orientation Program has to be conducted for creating awareness on SOP, AQR, SSR and other needs.

### **III. Recommendation by IQAC Coordinator Dr.A.Clementking**

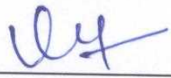



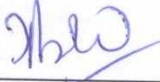
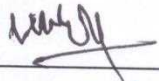


1. The IQAC Coordinator insisted that the whole college staff have to contribute in every metric and every activity related to IQAC till the Accreditation.
2. It is informed that all the departments have to complete their department reports regarding NAAC criteria and also come out with the plan for 2020-2021.

3. It is informed that, we have to verify and confirm the submitted Metrics and the Data's are Correct, Complete and Consistent for SOP as per the revised manual February 2020 for the affiliated colleges.

Action Schedule

No	Criteria	Responsible
1	Curricular Aspects	RR
2	Teaching Learning Evaluation	AJ
3	Research Innovations and Extensions	VV
4	Infrastructure and Learning Resources	IM
5	Student Support and Progression	PM
6	Governance and Leadership and Management	SK
7	Institutional Values and Best Practices	GS

Acknowledgment

Faculty Code	Signature	Faculty Code	Signature
1.VV		5.IM	
2.SK		6.RR	
3.AJ		7.VK	
4.PM		8.DK	

Principal  
Principal  
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**Internal Quality Assurance Cell Meet**  
**Minutes of the Meeting # 03[2020-2021]**

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1. Agenda
2. Proceedings
3. Action Schedule

<b>Meeting No:</b>	2020/ 03				
<b>Date:</b>	3 September 2020				
<b>Time From:</b>	2.00 pm	<b>Time To:</b>	4:00 pm		
<b>Venue:</b>	Google Meet (Online)				
<b>Members Present:</b>	Principal	Dr.A.Clementking			
	All the Faculty members				
	Nelson(AlumniP				
<b>Prepared by</b>	Mrs.P.Divyakumari	<b>Reviewed by</b>	Dr. V.Vetrivelan	<b>Approved by</b>	Principal

**1. Agenda**

- I. Presentation of the criterion-2 on Teaching Learning and Evaluation by the IQAC Coordinator Dr. A. Clementking.
- II. Setting targets of the criterion-2 on Teaching Learning and Evaluation for the current academic year 2020-2021.
- III. Plans on Programme Learning Outcome and Course Learning Outcome.

**2. Proceedings**

- I. Presentation of criterion-2 on Teaching Learning and Evaluation by the IQAC Coordinator Dr.A.ClementKing.



The guidelines provided by the IQAC Coordinator in the following metrics will guide the Faculty members to prepare the documents on criterion-2 on Teaching Learning and Evaluation.

1. Student Enrolment Profile
2. Average Enrolment Percentage of last five years
3. Number of sanctioned seats year wise during last five years
4. Student Diversity
5. Student Full time teacher ratio
6. Student concentric methods
7. Ratio of Mentor and Students
8. Full time Teachers with percentage
9. Teaching experience of Full time Teachers in the same institution
10. Mechanism of Internal assessment
11. Mechanism with Internal examination
12. Pass percentage of students during the last five years
13. Students satisfaction survey

## **II. Action Schedule**

1. It is informed that tentative date was given by the each department heads has to submit their department reports on Criterion-1 in the following dates:

No	Department	Date
1	Management Studies	September 20 2020
2	Commerce	September 10 2020
3	Computer Science	September 20 2020(PG) September 20 2020(UG)
4	Computer Application	September 20 2020
5	English	September 20 2020(UG) September 22 2020(PG)
6	Mathematics	September 20 2020

2. It is informed that tentative date was given by the each department in-charges has to submit their department reports on CLO's and PLO's in the following dates:

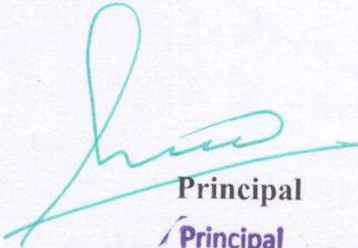
No	In-charge	Department	Date
1	Prof.Murugan	Management Studies	September 12, 2020
2.	Prof.Immanual	Computer Science PG	September 15, 2020
3	Prof.M.Meganathan	Mathematics	September 17, 2020
4	Prof. Arockia Johnsi Rani	Computer Application	September 12, 2020
5	Dr.K.Srinivasan	Commerce	September 20, 2020
6	Prof.Suresh Rajan	English	UG September 15, 2020 PG September 17, 2020
7	Prof.Manivannan	Computer Science (UG)	September 25, 2020

3. It is informed that the date was given by the criterion In-charge of each department has to submit their department reports on Teaching Learning and Evaluations and its metrics 2.1, 2.1.2, 2.4.1, 2.4.2, 2.6.3, 2.7.11, 3.1, 3.2 are in the following dates:

S.No	In charge	Department	Date
1	Prof.Immanual	Computer Science(PG)	September 25, 2020
2	Prof. Arockia Johnsi Rani	Computer Applications	September 27, 2020
3	Prof.Suresh Rajan	English(UG & PG)	September 25, 2020
4	Dr.K.Srinivasan	Commerce	September 30, 2020
5	Prof.M.Meganathan	Mathematics	September 27, 2020
6	Prof.Murugan	Management Studies	September 25, 2020
7	Prof.Manivannan	Computer Science(UG)	September 25, 2020

- Each department should submit their documents on the Criterion-1 & Criterion-2 on or before September 30, 2020 with help of all their department faculty members.

- It is revealed that to create awareness about the Learning Outcomes to the students by creating the promotion videos from October 1, 2020.
- It is informed that each department can create one to five minutes video on PLO's, CLO's and their Teaching Strategies.



**Principal**

**Principal**

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<b>Internal Quality Assurance Cell Meet</b> <b>Minutes of the Meeting # 04 [2020-2021]</b>					
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1. Agenda					
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3. Action Schedule					
4. Acknowledgement					
<b>Meeting No:</b>	2020/ 04				
<b>Date:</b>	23 September 2020				
<b>Time From:</b>	2.00 pm	<b>Time To:</b>	3:00 pm		
<b>Venue:</b>	Google Meet (Online)				
<b>Members Present:</b>	Principal	Dr.A.Clementking			
	VV	VG			
	SK	RR			
	AJ	JJ			
	PM	DK			
	VK	Nelson(Alumni)			
<b>Prepared by</b>	Mrs.P.Divyakumari	<b>Reviewed by</b>	Dr. V.Vetrivelan	<b>Approved by</b>	

### **1. Agenda**

1. IQAC-Annual Plan -2020
2. Department Annual Plan-2020
3. Program Learning Outcome (PLO) review.

### **2. Proceedings**

1. Dr. V. Vetrivelan has shared the overview of activities that are done by the team IQAC in the last academic year 2019-20.
2. It is informed that the entire file structures are reworked and documents are maintained as hard copy in the Departments.

4. Acknowledgment

Faculty Code	Signature	Faculty code	Signature
VV		VG	
SK		RR	
AJ		JJ	
PM		DK	
<del>VK</del> IM		Nelson(Alumni)	

Principal

24/9/2020

Don Bosco College (Co-Eu,  
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Tirupathur Dist. 635 853.

**Don Bosco College (Co-Ed), Yelagiri Hills**  
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**Internal Quality Assurance Cell Meet**  
**Minutes of the Meeting # 05[2020-2021]**

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- I. Agenda
- II. Proceedings
- III. Action Schedule
- IV. Acknowledgement

Meeting No:	2020/ 05				
Date:	13 October 2020				
Time From:	2.00 pm	Time To:	3:00 pm		
Venue:	Google Meet (Online)				
Members Present:	Principal *	Dr.A.Clementking			
	VV	VG	g. VLP =		
	SK	RR			
	AJ	JJ			
	PM	DK			
	V* IM				
Prepared by	Mrs.P.Divyakumari	Reviewed by	Dr. V.Vetrivelan	Approved by	Principal

**I. Agenda**

*⊗ Iman not present -*

1. Draft for all criteria.
2. Feedback on department programme handbook.
3. ISO-Renewal-Virtual audit.
4. Institution Extended Profile.


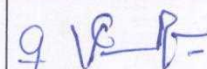
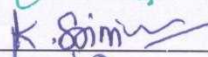
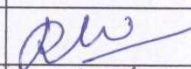
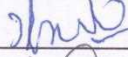
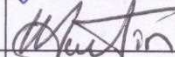
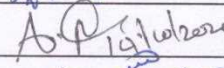

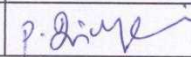
if any department has to modify the programme handbook those who reviewed it can insist on them in a well manner.

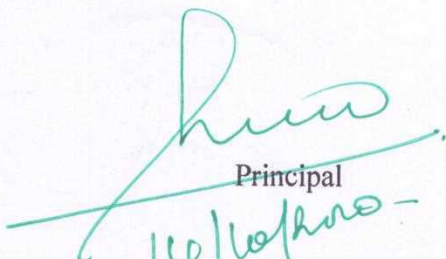
8. Institution extended profile – NAAC will be completed by Mr. Justin in the end of the week. The data collecting is in progress.

### III. Action Schedule

1. It is informed that we have to submit SSR to Fr.Principal before the end of the month December 2020.
2. It is resolved that we have to work on the first 6-8 Quantitative Metrics in the next week. Then followed by the week we are going to work on 8-10 Quantitative Metrics. We have to finish the Quantitative Metrics within the end of the month October 2020.
3. It is informed that we will finish the Survey and Analysis for ISO.
4. Institution extended profile – NAAC will be completed by Mr. Justin in the end of the week

### IV. Acknowledgment

Faculty Code	Signature	Faculty code	Signature
VV		VG	
SK		RR	
AJ		JJ	
PM		<del>DK</del>	
<del>IM</del> IM		DK	

  
Principal

Principal  
Don Bosco College (Co-Ed)  
Guezou Nagar, Yelagiri Hills,  
Tirupathur Dist. 625 853.

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**Internal Quality Assurance Cell Meet  
Minutes of the Meeting # 06[2020-2021]**

**TABLE OF CONTENT (ToC)**

- I. Agenda**
- II. Proceedings**
- III. Action Schedule**
- IV. Acknowledgement**

<b>Meeting No:</b>	2020/ 06				
<b>Date:</b>	10 November 2020				
<b>Time From:</b>	2.30 pm	<b>Time To:</b>	3:30 pm		
<b>Venue:</b>	Google Meet (Online)				
<b>Members Present:</b>	<b>Principal</b>	Dr.A.Clementking			
	VV	RR			
	PM	JJ			
	IM	DK			
	VG				
<b>Prepared by</b>	Mrs.P.Divyakumari	<b>Reviewed by</b>	Dr. V.Vetrivelan	<b>Approved by</b>	Principal

**I. Agenda**

1. Tentative date for Accreditation.
2. In charge for criteria III.

**II. Proceedings**

1. Dr. V. Vetrivelan has shared Prof .Dr .Srinivasan shared that regarding the commerce department Prof. Mrs. Nalini has kept the criteria files in her locker. So they don't know about the data that is available in the department and what we have to prepare. So this should be an issue in the commerce department we have to work on it.
2. It is informed that Prof .Dr. Krishanth was in charge of criteria-III. But he is not working in our college so we have to allot in charge for criteria-III.



## II.1. Recommendation by IQAC Coordinator Dr.A.Clementking

1. It is informed that we want to give a tentative date to Auxilium College about the submission of the documents to IIQA.
2. It is resolved that in which level out of 100 we are ready for accreditation out of 100 to submit your IIQA as well the IQAC coordinator asked Mr. Justin as a document controller at what level out of 100 we are ready with the documents for accreditation. The replies from the criteria in charges as follows:

No	Faculty Name	Criteria	Percentage
1	Mr.Justin	Office	52
2	Mrs.Preethi Priya Malar	Student Support and Progression	50
3.	Miss.Vasantha Rani	Infrastructure and Learning Resource	40
4.	Mrs.Rekaha	Curricular Aspects	60

3. It is informed that the IQAC coordinator asked Mr. Justin the report on what are all the reviewed files are available based on the last year documentation.
4. It is resolved that the IQAC coordinator suggested to the Fr. Principal those who all attended the paramarsh training differ from the core members so my suggestion is we can allot the paramash training attended faculty members to work with the core members .

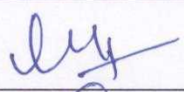

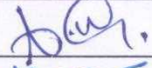
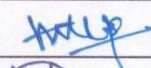
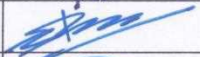


## II.2. Recommendation by the Fr. Principal

1. It is informed that the Fr. Principal said that we need someone to be in charge for criteria-III. We will discuss it.
2. It is resolved that the Fr. principal suggested that the gap be addressed. The process to be enforced with the metrics for instance the student's satisfaction survey is a processes which needs to be enforced, documented, measured and analysed. We need to look at the gap, look at the process, look at the indicators and implement them. Implement some processes to address the gap.
3. It is informed that the Fr. Principal suggested that our aim is to get Grade A then only our college is eligible for autonomous. So our target is to reach at least 3.1 for that we have to work hard.
4. It is resolved that the Fr.Principal wants to know what the facilities faculty members want. Because he said we are providing the highest priority to provide the best infrastructure.

### III. Action Schedule

1. It is informed that Fr. Principal wants to know what is the percentage of files available in the every department, if any problem regarding files summarised and given it to me then I will discuss that in the HOD meeting.
2. It is resolved that the IQAC coordinator has one by one review with the core members for their criteria as per the schedule.

### IV. Acknowledgment

Faculty Code	Signature	Faculty Code	Signature
VV		RR	
PM		JJ	
IM		DK	
VG			

  
Principal

Principal  
Don Bosco College (Co-Ed)  
Guezou Nagar, Yelagiri Hills,  
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