

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[2021-2022]				
Meeting No:	2021/ 01			
Date:	14 July 2021			
Time From:	3.00 pm	Time To:	3:30 pm	
Venue:	DBCY-Board Room			
Members Present:	Dr. Radhakrishnan P		Dr. Vetrivelan D	
	Mrs Arockia Johnsi Rani		Mr Sam Surya S	
	Dr. Selvaperumal		Mr. Immanuel	
	Mrs. Rekha. R		Mr.Govindaraj	
	Ms. Preethi Priya Malar A			
Prepared by		Reviewed by	Dr. Radhakrishann	Approved by Principal

I. Agenda:

- IQAC Calendar for Academic Year 2021-2022
- IQAC Calendar Year Plan (Monthly)
- Criteria Heads' Plans

II. Proceedings:

Dr. Radhakrishnan shared an overview of the IQAC Calendar for the Academic Year 2021-2022. It was discussed that the IQAC calendar year plan should be prepared on a monthly basis, and criteria heads should develop detailed plans.

II.1. Recommendation by IQAC Coordinator Dr. Radhakrishnan:


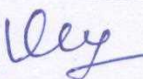



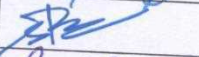
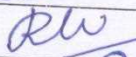
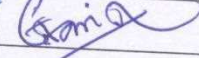

- All criteria heads are required to confirm their tentative plans to the IQAC Coordinator.
- The tentative plan calendar for criteria will be reviewed by the IQAC Coordinator.

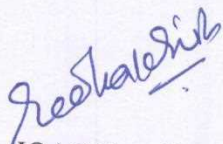
● Once the IQAC calendar aligns with all criteria plans, it will be followed throughout the academic year.

III. Action Items:

- The IQAC Calendar should be prepared by the IQAC Coordinator.
- It should be shared with the criteria heads.
- Criteria heads should finalize the IQAC Calendar plan before the end of this month.

IV. Acknowledgment

Faculty Code	Signature	Faculty code	Signature
RP		VV	
AJ		SY	
SP		IM	
RR		GR	
PM			


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.J.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hill,
Tirupattur Dist 635 852

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 # 02[2021-2022]					
Meeting No:	2021/ 02				
Date:	28 July 2021				
Time From:	3.00 pm	Time To:	4:30 pm		
Venue:	JubileeHall				
Members Present:	Dr. S. Thaddeus, Principal	Dr. Vetrivelan D			
	Dr. Radhakrishnan P	Mr Sam Surya S			
	Mrs Arockia Johnsi Rani	Mr. Dhamothiran			
	Dr. Selvaperumal	Dr. Naveen			
	Mrs. Rekha. R	Mr. Sathish			
	Ms. Preethi Priya Malar A	Mr. Govindaraj			
	Mr. Immanuvel				
	Dr. Mary Priyadharshini				
Prepared by		Reviewed by	Dr. Radhakrishann	Approved by	Principal

I. Agenda:

- IQAC Calendar
- NAAC DATABASE Template
- Status of NAAC Process

II. Proceedings:

Dr. Radhakrishnan shared an overview of the IQAC Calendar for the Academic Year 2021-2022, emphasizing the need for it to be prepared on a month-wise basis. Dr. Radhakrishnan, along with the Principal, reviewed the NAAC DATABASE Templates department-wise and checked the status of the NAAC Process, including the deadline date for each data template.


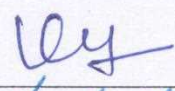

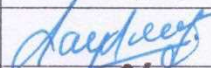
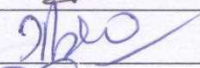
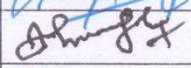
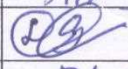

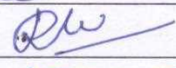
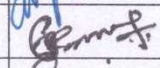
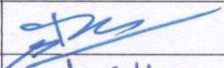
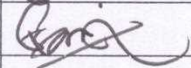
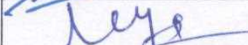
II.1. Recommendation by IQAC Coordinator Dr. Radhakrishnan:

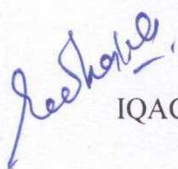
- Once the IQAC calendar is consolidated by the IQAC CDR, it will be shared with the heads.
- NAAC data templates were reviewed by IQAC CDR and the Principal. It was noted that in most departments, the data was not filled out correctly. The Principal provided suggestions, and a demo will be given by the NAAC Data Templates team. Additionally, they will seek help from Dr. Veteri to complete the Student Benefit Scheme and HR Finance NAAC Data templates. The ultimate in-charges for these templates are RK Office Admin and John Accountant.
- Once the demo and other support are provided, the concerned teams must ensure that all criteria heads and members complete the work according to the schedule. A review meeting will be scheduled to check the status.

III. Action Items:

- The IQAC Calendar should be prepared by the IQAC CDR.
- The NAAC data template should be shared with the criteria Heads.
- Criteria heads and members should complete the NAAC data filling as per the schedule.

IV. Acknowledgment

Faculty Code	Signature	Faculty code	Signature
GT		VV	
RP		SY	
AJ		GD	
SP		NV	
RR		GS	
IM		GR	
MP			


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hills,
Tirupattur Dist 635 85.

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 # 03[2021-2022]					
Meeting No:	2021/ 03				
Date:	17 August 2021				
Time From:	3.00 pm	Time To:	4:00 pm		
Venue:	Principal Office				
Members Present:	Dr. S. Thaddeus, Principal	Mr. Immanuel			
	Dr. Radhakrishnan P	Mr. Govindaraj			
	Dr. Divya Kumari				
	Dr. Selvaperumal*				
	Mrs. Rekha. R				
	Ms. Preethi Priya Malar A				
Prepared by	Dr. Divyakumari	Reviewed by	Dr. Radhakrishann	Approved by	Principal

I. Agenda

1. NAAC DATABASE Templates review meeting status
2. IQAC Calendar

II. Proceedings

1. Mrs.Rekha discussed that the templates for the Add- on courses will be given by Mr.Manivanan and based on that template we prepared the certificates.
2. Mrs.Rekha told that before uploading the Course documents in the NAAC website we have to make sure that we got the signature from the course teacher.

II.1. Recommendation by IQAC Coordinator Dr.R.Radhakrishnan

1. It is informed that we already clarified the documents for each criteria. Curricular aspects and Teaching Learning Evaluation is finished .Academic year 2016-2017 details only pending in both the criteria.
2. We are working on the documents of Research Innovations and Extension and there are some issues in the Extension activities. For a few events we don't have photos and attendance.
4. In the Infrastructure and Learning Resources, the part of the work which includes the Library is pending. Lab and Physical facilities are finished.
5. Students Support and Progression evidence collection process is going on. For common Certificates we are working with Mr.Raman.
6. For Curricular Aspects we can arrange one day workshop by Mr.SagayaRaj, Sacred Heart college to get the extra knowledge on Criteria 1.


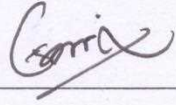


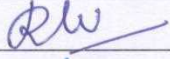

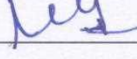
II.2. Recommendation by the Fr. Principal

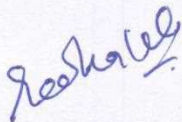
1. It is informed that the Fr. Principal verified the Curricular Aspects data template and he Suggested the following things:
 - In the template starting date and end date should be included .It has to be modified.
 - For the Academic year 2016-2017 the needed details are available but we have to update the department faculty details..
 - We have to generate the pdf with all the finished documents at the same time we have to finish the Grade.
 - Before uploading the documents we have to get the signature from the students and also Course name should be in full form.
 - For reference We can see Sacred Heart college's finished documents and also we can contact Paramarsh for guidance.
 - Once the data is completed we can upload it in the system before that we have to Verify the data to avoid the repetition.
 - For Add-on courses we have to create the certificates and can provide them to the students through mail. For that first we have to get the mail ID of the students. We have to ensure that the certificates are Correct, Consistency and Complete. We can verify these things with Mr.Sagayaraj or Paramarsh.
- (2) The Principal insisted that we have to inaugurate the Virtual Museum with the Media Lab at the end of this month. Mr.Selvaperumal and Mrs.Preethi Priya Malar can monitor the events by using the Virtual Museum.
- (3) We can arrange a Webinar as Mr.Ponmudi as a Resource person to get clarity.

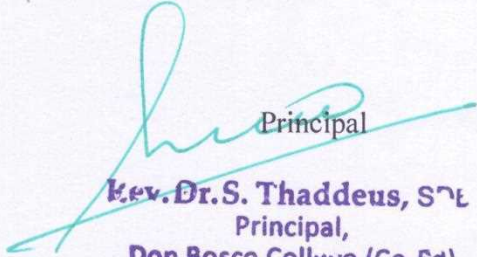
III. Action Schedule

1. It is informed that Fr. Principal has insisted on registering the Alumni Association for which we can contact Fr.Xavier .
2. It is resolved that Fr.Principal insisted to Mr.Immanuel to contact Mr.Paul Raj through mail for any details regarding the Library.

IV. Acknowledgment

Faculty Code	Signature	Faculty code	Signature
GT		GR	
RP			
SP			
RR			
IM			
MP			


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
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Tirupattur Dist 635 852.

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 # 04[2021-2022]					
Meeting No:	2021/ 04				
Date:	26 August 2021				
Time From:	11.00 am	Time To:	12.00 pm		
Venue:	Principal Office				
Members Present:	Principal		Dr.Radhakrishnan		
	Dr. Vetri Velan D		Mrs. Arockia Jonsi Rani		
	Mrs. Rekha		Dr. Selvaperumal		
	Mr. Sam Surya		Dr. Divyakumari P		
	Mrs. Preethi Priya Malar		Mr. Govindaraj		
Prepared by	Dr.P.Divyakumari	Reviewed by	Dr.Radhakrishnan	Approved by	Principal

Agenda:

- Review on Department Plan.

II. Proceedings:

1. Dr. R. Radhakrishnan conveyed that in the Department plan, faculty members have considered only the program, but they have not included the NAAC work in the Department plan.
2. Dr. Vetrivelan conveyed that for the Academic Audit team, they can provide their template, and Criteria HODs can fill out their own templates. If the SSR (Self-Study Report) is ready, the peer team will provide their suggestions.

II.1. Recommendation by the Fr. Principal:

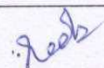
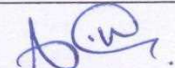
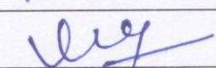
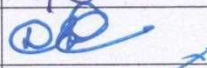
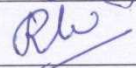

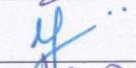
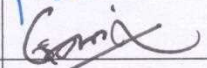
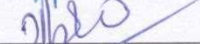
- Fr. Principal insisted that the departments are operating in two separate tracks. Department discussions should not be limited to online classes and fee collection. Faculty members should consider NAAC work as routine and incorporate it into their plans. As a higher education institution, they should follow basic guidelines, such as the 32 indicators that everyone should be aware of.

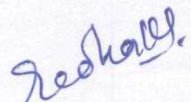
- Fr. Principal suggested that the Department plan should include curriculum planning, annual plans, course books, and academic calendars. They can conduct audits on criteria 1, 2, 3, and 5, and all data should be consistent. Academic audits should be genuinely meaningful and not just for the sake of it.
- Fr. Principal insisted that the Program Handbook should contain vision, mission, department annual plans, department calendars, academic council reports, academic body participation, academic flexibility (including add-on courses, course books, and calendars), curriculum enrichment (internships, value-added courses, and projects), and feedback systems (collecting feedback from faculty, alumni, students, and employers). These aspects should be discussed in department meetings, and departments need to take ownership. Having all the required documents in the department will facilitate audits and SSR preparation.
- Fr. Principal suggested adding a sheet in KI products containing course details like course code, profile, enrolment, attendance, assessment, course kits, and course outcomes. The type of course, whether regular, value-added, or add-on, should also be noted. These details should be discussed in department meetings.

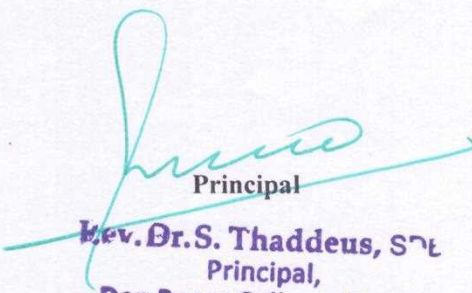
III. Action Item:

1. Dr. R. Radhakrishnan insisted that criteria heads should prepare quantitative metrics, and the SSR should be ready before the students arrive. A draft must be prepared by 15th September 2021.

IV. Acknowledgment

Faculty Code	Signature	Faculty Code	Signature
RK		PM	
VV		SP	
RR		DK	
SY		GR	
AJ			


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hill,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Yelagiri Hills
Guezou Nagar, Athanavur, Yelagiri Hills – 635853
An ISO 9001:2015 Certified Institution

Management Review Meeting
Minutes of the Meeting # 03 [2021-2022]

Meeting No:	2021/ 05				
Date:	2021/10/21				
Time From:	11.30 AM	Time To:	1.00 PM		
Venue:	Conference Hall				
Members Present:	Fr. John Santhosam SDB	Rector & Secretary			
	Dr. Thaddeus S SDB	Principal			
	Fr Lawrence SDB	Administrator			
	Dr. Vetrivelan	Vice Principal/HoD:Mgmt Studies			
	Fr Xavier Raj SDB	Dean/Campus Ministry			
	Mr. Radhakrishnan V	College Office			
	Mr. Dhamodaran	HoD : Computer Science (UG)			
	Dr. Naveen	HoD : Computer Science (PG)			
	Mr. Sathish	HoD : Computer Application			
	Dr. Antonyraj	HoD : Mathematics			
	Dr. Mary Priyadarshini	HoD : Commerce			
	Dr. Kumar	HoD : Tamil			
	Mr. Sam Surya S	HoD : English (UG & PG)			
	Mr. Paul Rajayia C P	Librarian			
	Mr. Vijaykumar	System Administrator			
	Mr Jayabalan	DB-CCH Coordinator			
	Mr Justin Amalraj	CMC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mr Ramkumar	Sports and Extension Activities			
	Mrs Rekha	NAAC Criteria Head (CAS)			
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)			
	Dr Selvaperumal	NAAC Criteria Head (RIE)			
	Mr Immanuel	NAAC Criteria Head (ILR)			
	Mrs Preethi Priyamalar	NAAC Criteria Head (SSP)			
	Dr Radhakrishnan	IQAC Coordinator			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

Agenda:

1. Opening Prayer (Rector)
2. Introduction and Presentation of BQS (Principal)
3. Quality Objectives Status (Vice Principal)
4. Non-Compliances (IQAC Coordinator)
5. Way Forward

Proceedings:

II. Proceedings:

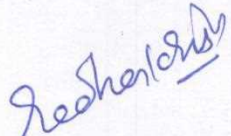
1. Fr. Principal explained the BQM – Bosco Quality Manual of Don Bosco College.
2. Dr. Vertivalen, Vice Principal, conveyed the quality metrics data for 2020-2021 and discussed the progress of all departments.
3. Dr. Radhakrishnan conveyed the Academic and non-academic Audit report with NCR.

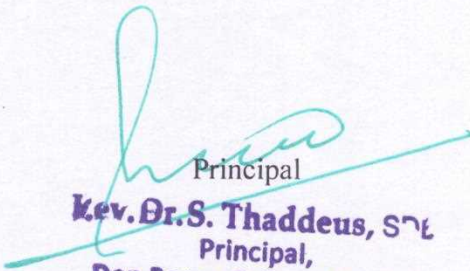
II.1. Recommendation by the Fr. Principal:

- It is informed that the Fr. Principal insisted that Departments complete the NCR in the given schedule.
- Fr. Principal insisted that the Bosco Quality Manual be followed in the College.
- Fr. Principal suggested that an internal audit must be conducted every 3 months to understand the status of the quality process.

III. Action Item:

- NCR should be completed by all departments before 30th October 2021.
- Internal Audit should be conducted every 3 months.


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hill.,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Yelagiri Hills Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution					
IQAC Minutes of the Meeting # 06 [2021-2022]					
Meeting No:	2021/ 06				
Date:	2021/11/25				
Time From:	12.40 PM	Time To:	1.15 PM		
Venue:	Board Room				
Present Members	Dr. Vetrivelan		Vice Principal/HoD:Mgmt Studies		
	Dr Radhakrishnan		IQAC Coordinator		
	Mr. Dhamodaran		HoD : Computer Science (UG)		
	Mr. Sathish		HoD : Computer Application		
	Dr. Antonyraj		HoD : Mathematics		
	Mr Govindaraj		Quality Office in-charge		
	Mrs Rekha		NAAC Criteria Head (CAS)		
	Mrs Arockia Johnsi Rani		NAAC Criteria Head (TLE)		
	Dr Selvaperumal		NAAC Criteria Head (RIE)		
	Mr Immanuel		NAAC Criteria Head (ILR)		
	Mrs Preethi Priyamalar		NAAC Criteria Head (SSP)		
Absent Members	Dr. Naveen		HoD : Computer Science (PG)		
	Dr. Mary Priyadharshini		HoD : Commerce		
	Mr. Sam Surya S		HoD : English (UG & PG)		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. Department Files - Status
2. NAAC SSR Preparation - Status

II. Proceedings:

Dr. Radhakrishnan inquired about the status of Department files from HODs and the status of NAAC SSR preparation from the Criteria Heads.

III. Recommendation by IQAC Coordinator:

The IQAC Coordinator instructed the Department Heads to complete/update the list of files within the specified schedule.


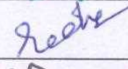
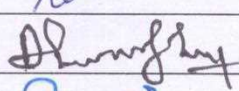
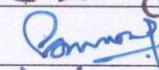
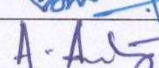
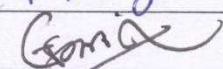
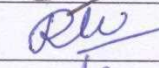
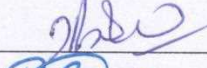
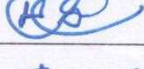

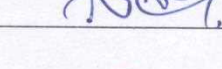
It was emphasized that NAAC SSR should be reviewed by Dr. Clement before finalization. The TLE SSR has already been reviewed by Dr. Clement, and it's essential that other criteria heads also prepare their SSR for review.

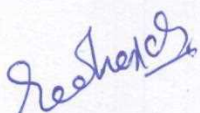
III. Action Items:


- All heads of departments have agreed to complete the files by the first week of December, except for the Commerce Department.
- NAAC criteria heads have accepted the task of preparing the SSR for review with Dr. Clement in December, except for Criteria VI, as per the scheduled date provided

Criteria	SSR -Submission Deadline
I	6th Dec 2021
III	1st Dec 2021
IV	6th Dec 2021
V	6th Dec 2021
VII	6th Dec 2021

IV. Acknowledgment

Dr. Vetrivelan	Vice Principal/HoD:Mgmt Studies	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamodaran	HoD : Computer Science (UG)	
Mr. Sathish	HoD : Computer Application	
Dr. Antonyraj	HoD : Mathematics	
Mr Govindaraj	Quality Office in-charge	
Mrs Rekha	NAAC Criteria Head (CAS)	
Mrs Arockia Johnsni Rani	NAAC Criteria Head (TLE)	
Dr Selvaperumal	NAAC Criteria Head (RIE)	
Mr Immanuvel	NAAC Criteria Head (ILR)	
Mrs Preethi Priyamalar	NAAC Criteria Head (SSP)	


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Yelagiri Hills					
Guezou Nagar, Athanavur, Yelagiri Hills – 635853					
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IQAC Minutes of the Meeting # 07 [2021-2022]					
Meeting No:	2021/ 07				
Date:	2021/12/06				
Time From:	3.15 PM	Time To:	4.30 PM		
Venue:	Board Room				
Present Members	Dr S. Thaddeus SDB		Principal		
	Dr. Ravi		Sacred Heart College (HOD CS)		
	Dr Radhakrishnan		IQAC Coordinator		
	Mr Govindaraj		Quality Office in-charge		
	Mrs Rekha		NAAC Criteria Head (CAS)		
	Mrs Arockia Johnsi Rani		NAAC Criteria Head (TLE)		
	Dr Selvaperumal		NAAC Criteria Head (RIE)		
	Mr Immanuel		NAAC Criteria Head (ILR)		
	Mrs Preethi Priyamalar		NAAC Criteria Head (SSP)		
	Dr. Vetrivelan		NAAC Criteria Head (GLM)		
Mr. Sam Surya S		NAAC Criteria Head (IVB)			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

NAAC SSR Review

II. Proceedings:

The Principal introduced Dr. Ravi, CS-HOD of Sacred Heart College, to the criteria Heads and requested him to review the NAAC SSR. Dr. Ravi provided valuable suggestions to enhance the quality of the SSR. He accepted the Principal's request and agreed to review the NAAC SSR. Following this, he asked the criteria Heads to present the NAAC SSR criteria-wise.

III. Recommendation by Dr. Ravi, Sacred Heart College (CS-HOD):

Dr. Ravi emphasized the importance of having a plan in place before proceeding with the NAAC Process.

III. Action Items:

- All the Criteria Heads should establish a plan first and complete the SSR.
- Heads are requested to prepare the SSR with the assistance of department heads for review as soon as possible, ideally by the end of this month.

IV. Acknowledgment

IQAC Members	Incharges	Signature
Dr S. Thaddeus SDB	Principal	
Dr Radhakrishnan	IQAC Coordinator	<i>Reekha</i>
Mr. Govindaraj	Quality Office in-charge	<i>Govindaraj</i>
Mrs Rekha	NAAC Criteria Head (CAS)	<i>Rekha</i>
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	<i>Arockia</i>
Dr Selvaperumal	NAAC Criteria Head (RIE)	<i>Dr. Selvaperumal</i>
Mr. Immanuvel	NAAC Criteria Head (ILR)	<i>Immanuvel</i>
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	<i>Preethi</i>
Dr. Vetri Velan	NAAC Criteria Head (GLM)	<i>Vetri Velan</i>
Mr. SamSurya	NAAC Criteria Head (IVB)	<i>SamSurya</i>

Reekha
IQAC Coordinator

Dr. S. Thaddeus
Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Yelagiri Hills Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001;2015 Certified Institution					
IQAC Minutes of the Meeting # 08 [2021-2022]					
Meeting No:	2021/ 08				
Date:	2022/01/11				
Time From:	2.00 PM	Time To:	2.45 PM		
Venue:	Board Room				
Present Members	Dr Radhakrishnan		IQAC Coordinator		
	Mr Govindaraj		Quality Office in-charge		
	Mrs Rekha		NAAC Criteria Head (CAS)		
	Mrs Arockia Johnsi Rani		NAAC Criteria Head (TLE)		
	Dr Selvaperumal		NAAC Criteria Head (RIE)		
	Mr Immanuvel		NAAC Criteria Head (ILR)		
	Mrs Preethi Priyamalar		NAAC Criteria Head (SSP)		
Absent Members	Dr. Vetrivelan		NAAC Criteria Head (GLM)		
	Mr. Sam Surya S		NAAC Criteria Head (IBV)		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. Status on SSR Preparation
2. List of Evidence
3. Issues on Preparation

II. Proceedings:

Dr. Radhakrishnan requested the criteria heads to provide an update on the status of NAAC SSR (Self-Study Report) preparation. He also asked the criteria heads to include a list of evidence for each criterion. If there are any issues in the preparation of evidence or proof, a prior intimation should be made to the IQAC coordinator and the Principal.

III. Recommendation by IQAC Coordinator:

The respective criteria heads are instructed to complete/update the NAAC SSR files as per the given schedule.

The NAAC SSR should be reviewed by Dr. Clement King as directed by the Principal. The TLE SSR is already reviewed by Dr. Clement King. Other criteria heads should get acknowledgement from the

IQAC Coordinator and ensure proper communication with the Principal regarding the SSR to move forward.

All participants are advised to have weekly meetings to review the status.

IV. Action Items:

- All the criteria heads have agreed to complete the files on or before the fourth week of January.
- NAAC criteria heads should prepare their respective SSR for review along with Dr. Clement as per the scheduled date, excluding Criteria VI.
- Proper follow-up and communication are essential before the scheduled event.
- Any regular actions taken by faculty or heads should be included in the monthly calendar for easy monitoring.

Criteria	Status	Deadline to Complete	Remarks
I	Submitted for Review		
II	Reviewed and update in progress		
III	In Progress	21 st January 2022	
IV	In Progress	21 st January 2022	
V	In Progress	21 st January 2022	
VI			
VII	Submitted for Review		

Acknowledged By

Dr Radhakrishnan	IQAC Coordinator	<i>Reetha</i>
Mr Govindaraj	Quality Office in-charge	<i>Govindaraj</i>
Mrs Rekha	NAAC Criteria Head (CAS)	<i>Rk</i>
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	<i>Arockia</i>
Dr Selvaperumal	NAAC Criteria Head (RIE)	<i>Selvaperumal</i>
Mr Immanuel	NAAC Criteria Head (ILR)	<i>Immanuel</i>
Mrs Preethi Priyamalar	NAAC Criteria Head (SSP)	<i>Preethi</i>
Dr. Vetrivelan	NAAC Criteria Head (GLM)	<i>Vetrivelan</i>
Mr. Sam Surya S	NAAC Criteria Head (IBV)	<i>Sam Surya S</i>

Reetha
IQAC Coordinator

Thaddeus
Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

<p style="text-align: center;">Don Bosco College (Co-Ed), Yelagiri Hills Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution</p>					
IQAC Minutes of the Meeting # 09 [2021-2022]					
Meeting No:	2021/ 09				
Date:	2022/01/21				
Time From:	10.30 AM	Time To:	11.05 AM		
Venue:	Principal Office				
Present Members	Dr. Thaddeus		Principal		
	Mr Govindaraj		Quality Office in-charge		
	Mrs Rekha		NAAC Criteria Head (CAS)		
	Mrs Arockia Johnsi Rani		NAAC Criteria Head (TLE)		
	Dr Selvaperumal		NAAC Criteria Head (RIE)		
	Mr Immanuel		NAAC Criteria Head (ILR)		
	Mrs Preethi Priyamalar		NAAC Criteria Head (SSP)		
	Dr. Vetrivelan		NAAC Criteria Head (GLM)		
Absent Members	Mr. Sam Surya S		NAAC Criteria Head (IBV)		
	Dr Radhakrishnan		IQAC Coordinator		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. Status on NAAC SSR Preparation
2. Review with Dr. Clement King Status
3. Criteria 3 & 6 - Additional Members

II. Proceedings:

Status on NAAC SSR Preparation: Each criteria head expressed the need for regular follow-up on NAAC SSR preparation work. There is a significant gap between NAAC SSR preparation work and the evidence required. This gap needs to be bridged by providing proper orientation to all staff members. Dr. Selva Perumal, criteria 3 head, presented a data sheet that includes department-wise metrics counts as a good practice for others to follow. The Principal emphasized the crucial role of criteria heads in ensuring that departments complete their work.

Review with Dr. Clement King Status:

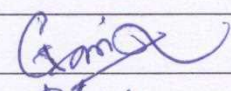
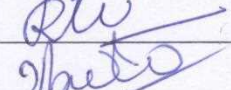
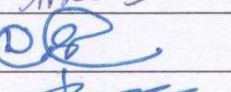

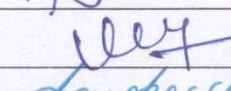
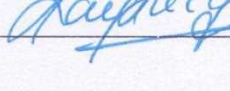


- Criteria 2 has undergone the first review with Dr. Clement King.
- Criteria 1 is ready to go for a review with Dr. Clement King.

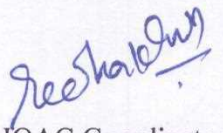
Criteria 3 & 6 - Additional Members: The Principal recommended assigning Mr. Baskar, Faculty of Computer Application, for criteria 3, and Mr. Lenin, Faculty of Commerce, for criteria 6.

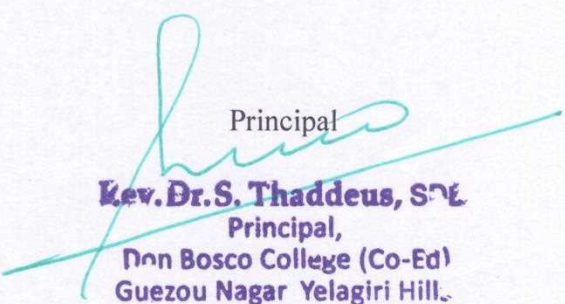
III. Action Items:

- Criteria heads are requested to contact Dr. Radhakrishnan, IQAC Coordinator, to proceed with the review with Dr. Clement King.
- Pending work should be completed by the end of this semester.

IV. Acknowledged By

Dr. Thaddeus	Principal	
Mr Govindaraj	Quality Office in-charge	
Mrs Rekha	NAAC Criteria Head (CAS)	
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	
Dr Selvaperumal	NAAC Criteria Head (RIE)	
Mr Immanuvel	NAAC Criteria Head (ILR)	
Mrs Preethi Priyamalar	NAAC Criteria Head (SSP)	
Dr. Vetrivelan	NAAC Criteria Head (GLM)	
Mr. Sam Surya S	NAAC Criteria Head (IBV)	


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.J.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution					
Internal Quality Assurance Cell Meet Minutes of the Meeting #10[2021-2022]					
Meeting No:	2022/10				
Date:	02 February 2022				
Time From:	2.30 pm	Time To:	3:00 pm		
Venue:	Board Room				
Members Present:	Dr Radhakrishnan	IQAC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mrs Rekha	NAAC Criteria Head (CAS)			
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)			
	Dr Selvaperumal	NAAC Criteria Head (RIE)			
	Mr Immanuel	NAAC Criteria Head (ILR)			
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)			
	Mrs.P.Divyakumari	IQAC Member			
Members Absent:	Dr. Vetri Velan	NAAC Criteria Head (GLM)\			
	Mr. SamSurya	NAAC Criteria Head (IVB)\			
Prepared by	Mrs.P.Divyakumari	Reviewed by	Dr. S.Radhakrishnan	Approved by	Principal

I. Agenda:

1. Files
2. Risk Management
3. SWOC (Strengths, Weaknesses, Opportunities, and Challenges)

II. Proceedings:

I. IQAC Coordinator Dr. Radhakrishnan explained the presence of files in each department, including Faculty, Department, Courses, and add-on courses Files. He instructed everyone to work on these files regularly and requested that department Faculty members be informed about these files.

II. Mrs. Jayamary presented the general risk factors related to institutions. She emphasized that each Criteria head can identify risk factors based on their respective criteria. For instance, Mrs. Johnsi mentioned that Student enrollment is a risk factor in Teaching Learning Evaluation, with two departments experiencing a decline in admission stature and faculty recruitment. Criteria heads were asked to discuss risk factors with their criteria members.

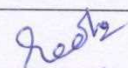


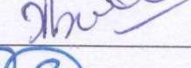
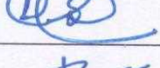

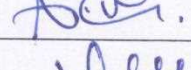
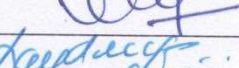
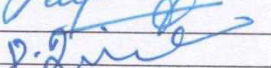

III. Dr. Radhakrishnan stressed the importance of retaining Faculty members, referencing previous discussions in the ISO audit. He urged Criteria Heads to prepare risk factors specific to their criteria. He asked Mrs. Preethi Priya Malar, in charge of Criteria 5, about risk factors, and she mentioned that due to the pandemic, placements and student participation in cultural events were low. He urged all criteria heads to address these matters promptly.

IV. Dr. Radhakrishnan suggested that SWOC analysis should also be identified criteria-wise, as it would facilitate SWOC analysis at the institution level. He emphasized the need to list SWOC factors based on criteria, and if clarification was needed, to seek his input. Mr. Immanuel, Criteria 4 in charge, suggested that faculty members with more than three years of experience could identify strengths and weaknesses.

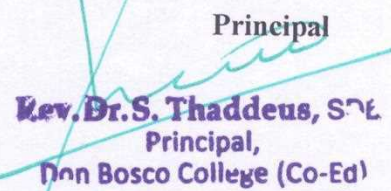
III. Action Item:

- A tentative date was set to complete the Department Files on or before 04.02.2022.
- Mrs. Johnsi, Criteria II in charge, was asked to submit their criteria's risk factors on 04.02.2022.

III. Acknowledgment

IQAC Members	Incharges	Signature
Dr Radhakrishnan	IQAC Coordinator	
Mr. Govindaraj	Quality Office in-charge	
Mrs Rekha	NAAC Criteria Head (CAS)	
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	
Dr Selvaperumal	NAAC Criteria Head (RIE)	
Mr. Immanuel	NAAC Criteria Head (ILR)	
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	
Dr. Vetri Velan	NAAC Criteria Head (GLM)	
Mr. SamSurya	NAAC Criteria Head (IVB)	
Mrs.P.Divyakumari	IQAC Member	


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

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Internal Quality Assurance Cell Meet Minutes of the Meeting # 11[2021-2022]					
Meeting No:	2022/11				
Date:	16 February 2022				
Time From:	2.45 pm	Time To:	3:15 pm		
Venue:	Board Room				
Members Present:	Dr Radhakrishnan	IQAC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)			
	Dr Selvaperumal	NAAC Criteria Head (RIE)			
	Mr Immanuel	NAAC Criteria Head (ILR)			
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)			
	Dr. Vetri Velan	NAAC Criteria Head (GLM)\			
	Mr. SamSurya	NAAC Criteria Head (IVB)\			
Members Absent:	Mrs Rekha	NAAC Criteria Head (CAS)			
	Mrs.P.Divyakumari	IQAC Member			
Prepared by		Reviewed by	Dr. P.Radhakrishnan	Approved by	Principal

I. Agenda:

- List of activities/events for NAAC evidences of this academic year
- List of evidence as a file for each metric
- SSR Preparation

II. Proceedings:

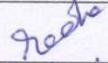
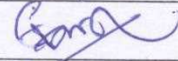
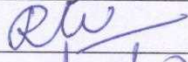
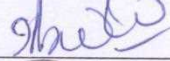


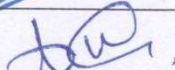
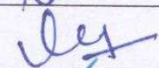
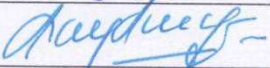
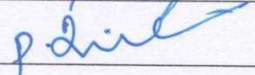
- IQAC Coordinator Dr. Radhakrishnan requested all criteria heads to prepare a list of activities/events for all NAAC Metrics' evidence to be completed in the current academic year. He emphasized the importance of adhering to the timeline for completion.
- The status of SSR preparation was discussed, and the participants were informed to complete it as soon as possible.

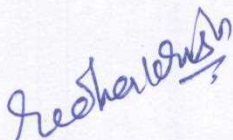
- The IQAC Coordinator stressed the importance of submitting a list of files that can be included as evidence for NAAC SSR.

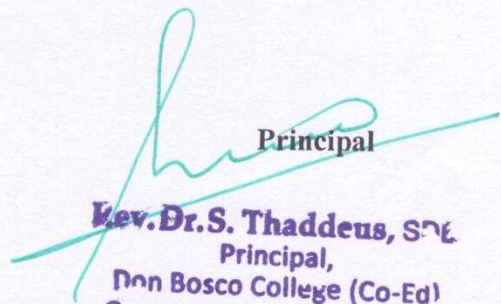
III. Action Item:

- A tentative date was provided to complete all the activities mentioned above by 21.02.2022.

IV. Acknowledgment

IQAC Members	Incharges	Signature
Dr Radhakrishnan	IQAC Coordinator	
Mr. Govindaraj	Quality Office in-charge	
Mrs Rekha	NAAC Criteria Head (CAS)	
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	
Dr Selvaperumal	NAAC Criteria Head (RIE)	
Mr. Immanuvel	NAAC Criteria Head (ILR)	
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	
Dr. Vetri Velan	NAAC Criteria Head (GLM)	
Mr. SamSurya	NAAC Criteria Head (IVB)	
Mrs.P.Divyakumari	IQAC Member	


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

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Internal Quality Assurance Cell Meet Minutes of the Meeting #12 [2021-2022]					
Meeting No:	2022/ 12				
Date:	21 February 2022				
Time From:	2.30 pm	Time To:	3:00 pm		
Venue:	Principal Office				
Members Present:	Dr. Thaddeus S SDB	Principal			
	Dr Radhakrishnan	IQAC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)			
	Dr Selvaperumal	NAAC Criteria Head (RIE)			
	Mr Immanuvel	NAAC Criteria Head (ILR)			
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)			
	Dr. Vetri Velan	NAAC Criteria Head (GLM)\			
	Mr. SamSurya	NAAC Criteria Head (IVB)\			
	Mrs Rekha	NAAC Criteria Head (CAS)			
	Mrs.P.Divyakumari	IQAC Member			
Prepared by	Mrs.P.Divyakumari	Reviewed by	Dr. S.Radhakrishnan	Approved by	Principal

I. Agenda:

Criteria Completion Status

II. Proceedings:

- Fr. Principal expressed concern that work has not been completed, and he needs to review everything before it is sent to Mr. Clement King. Dr. Radhakrishnan also reviewed each file. Fr. Principal asked Mrs. Rekha, in charge of Criteria I, about obtaining student signatures in vocational courses. He conveyed that graduation had recently concluded, and it was an opportune time to collect student signatures. Mrs. Rekha mentioned that getting signatures, feedback, and the list of employees was a challenge. Fr. Principal suggested approaching the Placement cell for employee details and emphasized the need to engage HODs in collecting feedback. He also recommended conducting feedback analysis with the current batch of students.
- Fr. Principal asked Mr. Immanuel, Criteria IV in charge, about the evidence or documents that need to be attached to the link. He insisted that the process of preparing classroom

documents should include Geo-tagged photos of 25 classrooms and the Seminar Hall, specifying which classrooms have projectors.

- Mrs. Johnsi, Criteria II in charge, mentioned that in Criteria 2.6, for the academic years 2017-2018, 2018-2019, and 2019-2020, the data needed to be matched with NIRF. Learning Outcome and Programme Outcome also needed attention.
- Criteria V in charge, Mrs. Preethi Priya Malar, discussed data related to Events, Grievance, and Culture. She requested that each department's Criteria V in charge complete these tasks promptly and submit the draft to QDC. She also mentioned the need to align scholarship data with NIRF.

III. Action Item:

- Fr. Principal suggested arranging a one-day session on how to conduct Feedback Analysis, to be conducted by Dr. Ravi from Sacred Heart College, for Mrs. Rekha.
- Mr. Govindaraj is tasked with assisting Mrs. Rekha with employee details, email addresses, and collecting feedback.

IV. Acknowledgment

IQAC Members	Incharges	Signature
Dr Radhakrishnan	IQAC Coordinator	<i>Rekha</i>
Mr. Govindaraj	Quality Office in-charge	<i>Govindaraj</i>
Mrs Rekha	NAAC Criteria Head (CAS)	<i>Rekha</i>
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	<i>Johnsi</i>
Dr Selvaperumal	NAAC Criteria Head (RIE)	<i>Dr. Selva</i>
Mr. Immanuel	NAAC Criteria Head (ILR)	<i>Immanuel</i>
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	<i>Preethi</i>
Dr. Vetri Velan	NAAC Criteria Head (GLM)	<i>Vetri</i>
Mr. SamSurya	NAAC Criteria Head (IVB)	<i>SamSurya</i>
Mrs.P.Divyakumari	IQAC Member	<i>P. Divya</i>

Rekha
IQAC Coordinator

Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

Don Bosco College (Co-Ed), Guezou Nagar, Athanavur, Yelagiri Hills – 635853 An ISO 9001:2015 Certified Institution				
Internal Quality Assurance Cell Meet Minutes of the Meeting # 13[2021-2022]				
Meeting No:	2022/13			
Date:	09/03/2022			
Time From:	2.45 pm	Time To:	3:10pm	
Venue:	Board Room			
Members Present:	Dr Radhakrishnan	IQAC Coordinator		
	Mr Govindaraj	Quality Office in-charge		
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)		
	Dr Selvaperumal	NAAC Criteria Head (RIE)		
	Mr Immanuvel	NAAC Criteria Head (ILR)		
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)		
	Mr. SamSurya	NAAC Criteria Head (IVB)\		
Members Absent:	Dr. Vetri Velan	NAAC Criteria Head (GLM)\		
	Mrs.P.Divyakumari	IQAC Member		
Prepared by	Govindaraj	Reviewed by	Dr. P.Radhakrishnan	Approved by Principal

I. Agenda:

- PAC (Performance Appraisal Committee) Preparation
- NAAC SSR Draft Submission

II. Proceedings:

Dr. Radhakrishnan requested criteria heads to prepare the PAC and NAAC SSR, with priority given to PAC preparation. He emphasized that the NAAC SSR should also be worked on concurrently.

He requested that everyone submit the SSR draft within the timeline of this month.

III. Action Schedule:

- The qualitative and quantitative data for criteria should be completed by March 11, 2022.
- The NAAC SSR draft should be submitted on or before March 28, 2022.
- Specific criteria listed below must submit the SSR on the agreed date.

Criteria	Submission Date	Remarks
I	March-21st	
II	March-21st	
III	March-25th	
IV	March-24th	
V	March-25th	
VI	March-20th	

III. Acknowledgment

IQAC Members	Incharges	Signature
Dr Radhakrishnan	IQAC Coordinator	<i>Reekha</i>
Mr. Govindaraj	Quality Office in-charge	<i>Govindaraj</i>
Mrs Rekha	NAAC Criteria Head (CAS)	<i>Rekha</i>
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	<i>Arockia</i>
Dr Selvaperumal	NAAC Criteria Head (RIE)	<i>Dr Selvaperumal</i>
Mr. Immanuel	NAAC Criteria Head (ILR)	<i>Immanuel</i>
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	<i>Preethi</i>
Dr. Vetri Velan	NAAC Criteria Head (GLM)	<i>Vetri Velan</i>
Mr. SamSurya	NAAC Criteria Head (IVB)	<i>SamSurya</i>
Mrs.P.Divyakumari	IQAC Member	<i>P. Divyakumari</i>

Reekha
IQAC Coordinator

Principal
Rev. Dr. S. Thaddeus, S.T.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

<u>Don Bosco College (Co-Ed),</u>				
<u>Guezou Nagar, Athanavur, Yelagiri Hills – 635853</u>				
<u>An ISO 9001:2015 Certified Institution</u>				
<u>Internal Quality Assurance Cell Meet</u>				
<u>Minutes of the Meeting # 14[2021-2022]</u>				
Meeting No:	2022/14			
Date:	23/03/2022			
Time From:	2.00PM	Time To:	2:50PM	
Venue:	Principal Office			
Members Present:	Dr. Thaddeus S SDB	Principal		
	Dr Radhakrishnan	IQAC Coordinator		
	Mr Govindaraj	Quality Office in-charge		
	Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)		
	Dr Selvaperumal	NAAC Criteria Head (RIE)		
	Mr Immanuvel	NAAC Criteria Head (ILR)		
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)		
	Dr. Vetri Velan	NAAC Criteria Head (GLM)		
Members Absent:	Mr. SamSurya	NAAC Criteria Head (IVB)		
	Mrs.P.Divyakumari	IQAC Member		
Prepared by	Govindaraj	Reviewed by	Dr. P.Radhakrishnan	Approved by Principal

I. Agenda:

- PAC (Performance Appraisal Committee) Documentation
- NAAC SSR Preparation Status

II. Proceedings:

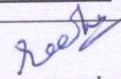
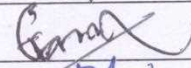
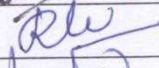
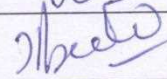
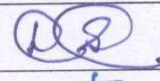
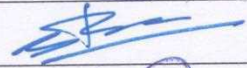

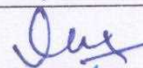
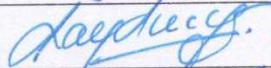
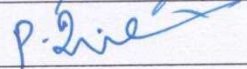
- Dr. Radhakrishnan provided an update on the status of the SSR (Self-Study Report) draft preparation and PAC. He instructed Criteria Heads to upload the SSR Draft in the provided drive by March 25, 2022.
- Fr. Principal discussed his conversation with Dr. Clement regarding PAC and the NAAC SSR process. He expressed concerns about pursuing the PAC route and suggested it might be better to proceed with the normal accreditation process. Fr. Principal indicated his intention to consult with other experts like Dr. Ponmodi from NAAC for further guidance.
- Mrs. Johnsi Rani, Criteria-2 Head, expressed her desire to audit the Examination cell and College office. The IQAC Coordinator recommended preparing a plan and verifying the list of documents with the academic departments. He also stressed the importance of obtaining prior permission from the Principal before executing the audit.

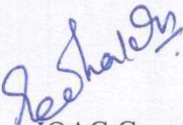
- The Criteria-3 Head discussed difficulties in collecting evidence, particularly related to cooperation from the RIE (Resource Inspection and Enhancement) team. As a result, the Criteria-3 Head requested an additional week to complete the SSR draft.

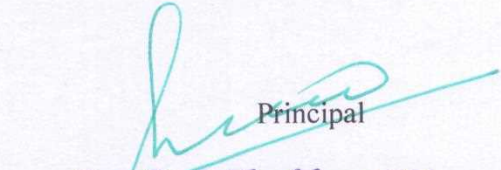
III. Action Schedule:

- The NAAC SSR draft should be submitted on or before March 25, 2022.
- The status of the NAAC SSR draft will be updated to the Principal for review on March 28, 2022.
- Criteria II Audit is scheduled to be completed in the next week.

IV. Acknowledgment

<u>IQAC Members</u>	<u>Incharges</u>	<u>Signature</u>
Dr Radhakrishnan	IQAC Coordinator	
Mr. Govindaraj	Quality Office in-charge	
Mrs Rekha	NAAC Criteria Head (CAS)	
Mrs Arockia Johnsi Rani	NAAC Criteria Head (TLE)	
Dr Selvaperumal	NAAC Criteria Head (RIE)	
Mr. Immanuel	NAAC Criteria Head (ILR)	
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	
Dr. Vetri Velan	NAAC Criteria Head (GLM)	
Mr. SamSurya	NAAC Criteria Head (IVB)	
Mrs.P.Divyakumari	IQAC Member	


IQAC Coordinator


Principal
Rev. Dr. S. Thaddeus, S.T.E.
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.

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 # 15 [2021-2022]					
Meeting No:	2022/ 15				
Date:	21 June 2022				
Time From:	11.15 am	Time To:	12:00 pm		
Venue:	Principal Office				
Members Present:	Dr. Thaddeus S SDB	Principal			
	Dr Radhakrishnan	IQAC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mrs Jayamary	NAAC Criteria Head (TLE)			
	Mr. Baskar	NAAC Criteria Head (RIE)			
	Mr Immanuvel	NAAC Criteria Head (ILR)			
	Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)			
	Mr. SamSurya	NAAC Criteria Head (IVB)			
	Dr. Vetri Velan	NAAC Criteria Head (GLM)			
	Dr.P.Divyakumari	IQAC Member			
Prepared by	Dr.P.Divyakumar i	Reviewed by	Dr. P.Radhakrishnan	Approved by	Principal

1. Agenda

- a. Status of NAAC Preparation
- b. Evidence for Each criteria completion status for the Academic year 2021-202.

2. Proceedings

- I. Fr. Principal insisted that SSR should not include cut and pasted information, requested to speed up SSR preparation. At least it is important to submit the SSR on or before the month of October.
- II. Fr. Principal asked the status and problems for each Criteria from in-charges
 - a. Mrs.Rekha Head of Criteria I, explained that except the Feedback all other key indicators are completed as well as she replied that we have to analyse the Feedback.

- e. **Review on the attainment** of the Learning Outcome at 2.00 PM with Fr Principal,
Dr P Radhakrishnan, Mrs Jayamary.

Acknowledgment

III. Acknowledgment

IQAC Members	Incharges	Signature
Dr Radhakrishnan	IQAC Coordinator	<i>Radhakrishnan</i>
Mr. Govindaraj	Quality Office in-charge	<i>Govindaraj</i>
Mrs Rekha	NAAC Criteria Head (CAS)	<i>Rekha</i>
Mrs Jayamary	NAAC Criteria Head (TLE)	<i>Jayamary</i>
Mr. Baskar	NAAC Criteria Head (RIE)	<i>Baskar</i>
Mr. Immanuvel	NAAC Criteria Head (ILR)	<i>Immanuvel</i>
Mrs. Preethi Priya Malar	NAAC Criteria Head (SSP)	<i>Preethi Priya Malar</i>
Dr. Vetri Velan	NAAC Criteria Head (GLM)	<i>Vetri Velan</i>
Mr. SamSurya	NAAC Criteria Head (IVB)	<i>SamSurya</i>
Mrs.P.Divyakumari	IQAC Member	<i>Divyakumari</i>

Principal

[Handwritten Signature]

Mrs. Rekha - Feedback

*Mrs. Jayamary - Learning Outcomes.
Attainment - y Lo s.*

Rev. Dr. S. Thaddeus, SJC
Principal,
Don Bosco College (Co-Ed)
Guezou Nagar Yelagiri Hill,
Tirupattur Dist 635 85.