

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 [2022-2023]					
Meeting No:	2022/ 01				
Date:	21 June 2022				
Time From:	11.15 am	Time To:	12:00 pm		
Venue:	Principal Office				
Members Present:	Dr.P.Radhakrishnan	PM			
	JC	DK			
	IM	BK			
	SY	Mr.Govindaraj			
	RR				
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. Fr.Principal suggested to Mrs.Rekha to analyse the Feedback we can arrange one workshop with the person **Mr.Hendry Rosario**, it will help to get some knowledge about the feedback analysis.
 - b. Criteria II in-charge Mrs. Jayamarry said that the write up is ready except for 2.6, we have done some courses, but for the two batches it is completed as well as

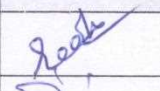
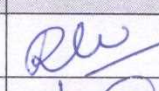
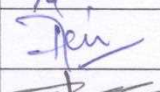
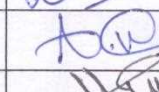
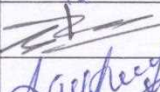
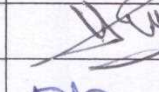
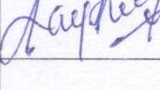
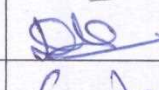

attainment of the Learning Outcome is ready, if it can be verified we can share it to others. Fr.Principal said that in our college website we are not published the Programme Outcome. Each department has to insist the Programme Outcome. We can arrange meetings with HoD as well as the criteria in-charge at the department level. Father suggested **Mr.Samuel Johnson** to review the Programme Outcome. We can send the Programme Outcome through mail to him for review.

- c. For Criteria III Mr. Baskar conveyed that regarding the Extension activity and MOU's documents we are maintaining in the Drive, but he said there is some gap to find the reports. Father replied that Mr.Justin Amalraj is the incharge for the reports, hereafter we can maintain the Extension Activities across the department and Research we can go with the department.
- d. Criteria IV incharge Mr.Immanuel said that I have the reports for the key indicators, only one thing that the usage of Library is less we have to work on that.
- e. Criteria V incharge Mrs.Preethi Priyamalar replied that Grievance Redressal document has to be prepared , we have to talk with Fr.Xavier about that as well as we have to register the Alumni Association. Alumni engagement documents are recorded by a few departments.
- f. Criteria VI incharge Dr.Vertrivelan said about that for the Qualitative metric we have to prepare the documents. Fr.said that within July 15 we have to be ready with all the Qualitative metric documents.
- g. Criteria VII in-charge Mr. Sam Surya said that all the criteria documents are ready but we need to prepare Toilet disable ,Friendly restroom, And Green Audit has to be initiated.

3. Action Item

- a. SSR document should be ready within July 30, 2022.
- b. Learning Outcome should be published on the website within. July 30, 2022
- c. Orientation should be arranged for Preparation of Course Outcome to the faculty
- d. Feedback Analysis prepared with help of **Mr.Hendry Rosario**
- e. **Review on the attainment** of the Learning Outcome at 2.00 PM with Fr Principal, Dr P Radhakrishnan, Mrs Jayamary.

Acknowledgment

Faculty Code	Signature	Faculty Code	Signature
Dr. P. Radhakrishnan		RR	
JC		PM	
IM		BK	
SY		DK	
		Mr. Govindaraj	

Principal


Rev. Dr. S. Thaddeus, S.T.
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 [2022-2023]					
Meeting No:	2022/ 02				
Date:	17 August 2022				
Time From:	3.00 pm	Time To:	5.00 pm		
Venue:	Principal Office				
Members Present:	Dr.P.Radhakrishnan	NV			
	JC	AL			
	IM	Mr.Govindaraj			
	SY				
	RR				
Prepared by	Dr.Agliarasan	Reviewed by	Dr. P.Radhakrishnan	Approved by	Principal

1. Agenda

- a. Discussion on NEW format of SSR
- b. Evidence for Each criteria completion status for the Academic year 2021-202.
- c. STATUS of Preparation of NAAC SSR

2. Proceedings

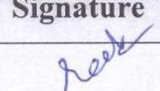
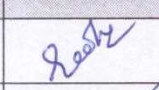
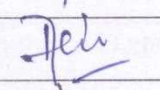
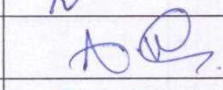
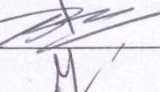
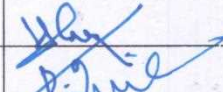
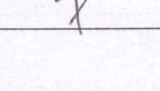
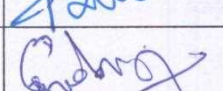

- a. Dr.Radhakrishnan Explain the documents based on New format of SSR and data templates
- b. Fr. Principal insisted that SSR should not include cut and pasted information, requested to speed up SSR preparation. At least it is important to submit the SSR on or before the month of October.
- c. Fr. Principal asked the status and problems for each Criteria from in-charges. Everyone responded with current status.

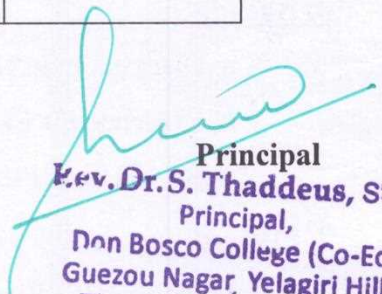
3. Action Item

- a. Templates are shared to each member of IQAC to review and take action on their side.

- b. It is decided to complete the Evidence list of Each Criteria by verifying the NAAC SOP and Data Templates.
- c. Criteria Heads ask to submit the qualitative metric documents to IQAC and it will be discussed with Fr. Principal.
- d. Finalize the In charge and deadline for each Evidence of respective Criteria within deadline.
- e. Other Schedule and deadline has to be finalized by Respective Criteria Heads on discussion with Criteria Teams members.

Acknowledgment

Faculty Code	Signature	Faculty Code	Signature
Dr. P. Radhakrishnan		RR	
JC		PM	
IM		BK	
SY		DK	
		Mr.Govindaraj	


Principal
Rev. Dr. S. Thaddeus, S.J.
 Principal,
 Don Bosco College (Co-Ed)
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IQAC Minutes of the Meeting [2022-2023]					
Meeting No:	2021/ 03				
Date:	2022/10/07				
Time From:	2..00 PM	Time To:	2..15 AM		
Venue:	IQAC Office				
Present Members	Dr Radhakrishnan	IQAC Coordinator			
	Mr Govindaraj	Quality Office in-charge			
	Mr. Dhamothiran	NAAC Criteria Head (CAS)			
	Mrs. Jayamary	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)			
Absent Members					
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. Department wise Evidence Preparation
2. Evidence Review with the Criteria Heads

II. Proceedings

1. Department-wise Evidence Preparation

IQAC Coordinator conveys the meeting along with criteria Heads regarding department-wise evidence checking. IQAC Coordinator informs criteria heads to verify the department documents according to the NAAC format. we were given the deadline for the evidence completion work on October 19. Please help the department with queries and clarification to prepare the shreds of evidence

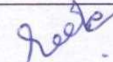
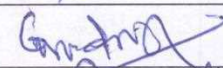
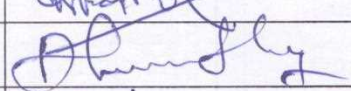
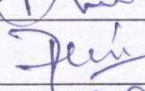

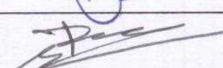
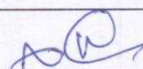

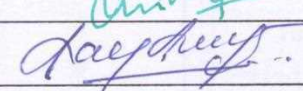
2. Evidence Review with the Criteria Heads

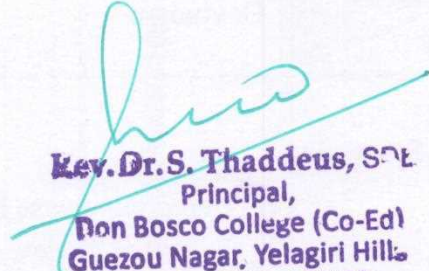
Once the Evidence is ready verify it thoroughly and ask them to upload it as your shared folder

III. Action Item

1. IQAC Team plans to re-audit the Department after October 19 along with Criteria Heads.
2. The pending works are requested to complete before Oct 19, 2022

IV. Acknowledged By

Dr Radhakrishnan	IQAC Coordinator	
Mr Govindaraj	Quality Office in-charge	
Mr. Dhamothiran	NAAC Criteria Head (CAS)	
Mrs. Jayamary	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)	


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IQAC Minutes of the Meeting [2022-2023]

Meeting No:	2022/ 04			
Date:	2022/10/26			
Time From:	3.00 PM	Time To:	3..25 PM	
Venue:	IQAC Office			
Present Members	Dr Radhakrishnan	IQAC Coordinator		
	Mr Govindaraj	Quality Office in-charge		
	Mr. Dhamothiran	NAAC Criteria Head (CAS)		
	Mrs. Jayamary	NAAC Criteria Head (TLE)		
	Mr Immanuel	NAAC Criteria Head (ILR)		
	Mrs Preethi Priyamalar	NAAC Criteria Head (SSP)		
	Dr. Vetrivelan	NAAC Criteria Head (GLM)		
Absent Members	Dr Selvaperumal, Mr. Sam Surya S			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

1. To prepare the Qualitative, Quantitative metrics and NAAC data template.
2. Extend working hours

II. Proceedings

1. To prepare the Qualitative, Quantitative metrics, and NAAC data template
IQAC Coordinator requested the criteria heads to collect the Evidence departments wise to prepare the SSR. It should be Qualitative, Quantitative metrics, and NAAC data templates per the new regulation

2. Extend working hours

As per the principal directions IQAC going to extend our working hours till 5.30 PM from 31st October to 3rd November the following days 31st October (Monday), 2nd

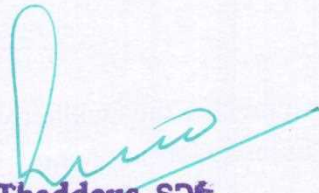
Nov (Wednesday). and 3rd Nov (Thursday) to complete the NAAC Evidence preparation Criteria I and II

III. Action Item

1. IQAC Coordinator along with the (Criteria Heads) will check the NAAC work progress department-wise after the deadline
2. The pending works are requested to complete before Nov-6

IV. Acknowledged By

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


Rev. Dr. S. Thaddeus, S.J.E
Principal,
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IQAC Minutes of the Meeting # [2022-2023]

Meeting No:	2022/ 05				
Date:	2022/11/23				
Time From:	2.00 PM	Time To:	3..25 PM		
Venue:	IQAC Office				
	Dr. Rejendran		VP- Admin		
Present Members	Dr Radhakrishnan		IQAC Coordinator		
	Mr Govindaraj		Quality Office in-charge		
	Mr. Dhamothiran		NAAC Criteria Head (CAS)		
	Mrs. Vasantha Rani		CS Department Criteria-I In-charge		
	Mr. Sathish		HOD- BCA		
	Mr. John Benetic		BCA Department Criteria-I In-charge		
	Mr. Vijayakumar M.		Mathematics Department Criteria-I In-charge		
	Mrs Preeethi Priyamalar		NAAC Criteria Head (SSP) & HOD- Commerce		
	Mrs. Shobana		Commerce Department Criteria-I In-charge		
	Mr. Valan		BBA Department Criteria-I In-charge		
	Mr. SamSurya		HOD- English		
	Mr. Rajalakshmi T		English Department Criteria-I In-charge		
	Mr. Manivannan		PE/VE Co-Ordinator		
Absent Members	Mr. Murugan		HOD- BBA		
	Dr. Antony		HOD- Mathematics		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. Feedback Analysis
2. PE/VE Course Certification Preparation
3. Criteria -I Evidence Checking

II. Proceedings

The meeting was conducted by the IQAC with the following agenda

1. Feedback Analysis

Mr. Valan from BBA Department has given the demo on Feedback Analysis as per the IQAC Coordinator's request and he has given a brief explanation of the feedback analysis and report preparation with a sample feedback report

2. PE/VE Course Certification Preparation

Followed Mr. Manivanna PE/VE Coordinator has given instructions to generate the PE/VE Certification for the last Five Years and evidence for NAAC SSR

3. Criteria -I Evidence Checking

Criteria - I Head showed the status of the (CAS) department wise and he requests the department representative with the help Heads of the Department to complete the pending as soon as possible

III. Action Item

1. The Feedback analysis report should be completed within the date and the report will verify the IQAC Coordinator along with the (Criteria Heads)
2. The same PE/VE Course Certification Preparation also makes sure that the above-mentioned work as to complete with help of the concerned person who has given the demo

IV. Acknowledged By

Dr. Rejendran	VP- Admin	
Dr Radhakrishnan	IQAC Coordinator	<i>ie</i>
Mr Govindaraj	Quality Office in-charge	<i>reedy</i>
Mr. Dhamothiran	NAAC Criteria Head (CAS)	<i>Control</i>
Mrs. Vasantha Rani	CS Department Criteria-I In-charge	<i>Dhamothiran</i>
Mr. Sathish	HOD- BCA	<i>G. H. P.</i>
Mr. John Benetic	BCA Department Criteria-I In-charge	<i>John Benetic</i>
Mr. Vijayakumar M.	Mathematics Department Criteria-I In-charge	<i>Vijayakumar</i>
Mrs Preethi Priyamalar	NAAC Criteria Head (SSP) & HOD-Commerce	<i>Preethi</i>
Mrs. Shobana	Commerce Department Criteria-I In-charge	<i>Shobana</i>
Mr. Valan	BBA Department Criteria-I In-charge	<i>Valan</i>
Mr. SamSurya	HOD- English	<i>for</i>
Mr. Rajalakshmi T	English Department Criteria-I In-charge	<i>Rajalakshmi</i>
Mr. Manivannan	PE/VE Co-Ordinator	<i>Manivannan</i>

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IQAC Minutes of the Meeting # [2022-2023]

Meeting No:	2022/ 06			
Date:	2022/11/28			
Time From:	10.30 AM	Time To:	11.25 AM	
Venue:	BoardRoom			
Present Members	Dr. S. Thaddeus	Principal		
	Dr. Rejendran	VP- Admin		
	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Dhamothiran	Criteria- I & CS Head		
	Dr. Naveen	HoD- CS		
	Mr. Sathish	HoD- BCA		
	Dr. Antony	HoD- Mathematics		
	Mrs Preethi Priyamalar	Criteria -V (SSP) & HOD- Commerce		
	Mr. Murugan	HoD- BBA		
	Mr. SamSurya	HOD- English & Criteria -VII		
	Mrs. JayaMary	Criteria -II		
	Dr. Selva Perumal P	Criteria -IV		
	Dr. Vetri Velan	Criteria - VI		
	Mrs. Latha	HoD- Tamil		
Mr Govindaraj	Quality Office in-charge			
Absent Members	Mr. Immanual	Criteria -IV		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

1. NAAC SSR Current Status Reviewing
2. Deadline to complete the NAAC work

II. Proceedings

1. Review of NAAC SSR Current Status

IQAC Coordinator organized the review meeting to know the status of NAAC SSR preparation and he asked the criteria heads and Department Heads to present the current status. It is insisted to speed up the work

2. Suggestions from Team

Feedback Analysis and Teaching Learning Attainment process will be covered for the last two years. - by Fr. Principal and Dr. Vetri

3. The deadline to complete the NAAC work

The principal felt that work is not progressing on time it is going very slowly. The Principal asked the Department Heads and criteria Heads to express the difficulties of SSR preparation process.

The Department heads have expressed their difficulties including the lack of manpower in the department of Commerce and Management studies

The Principal suggested that get help from BCA and CS, Tamil departments those who worked previously in the department. In the same, the following departments accepted to help the commerce department.

Finally principal asked the department to give the deadline to complete the NAAC SSR preparation

III. Action Item

1. NAAC SSR Evidence sheet has to be shared with Department Head to fill out the deadline for each evidence preparation.
2. The department heads are to fill in the deadline date for NAAC SSR Evidence sheet matrices wise and the final report is to be submitted to the principal

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr. Rejendran	VP- Admin	<i>Rejendran</i>
Dr Radhakrishnan	IQAC Coordinator	<i>Radha</i>
Mr. Dhamothiran	Criteria- I & CS Head	<i>Dhamothiran</i>
Dr. Naveen	HoD- CS	<i>Naveen</i>
Mr. Sathish	HoD- BCA	<i>Sathish</i>
Dr. Antony	HoD- Mathematics	<i>Antony</i>
Mrs Preethi Priyamalar	Criteria -V (SSP) & HOD- Commerce	<i>Preethi</i>
Mr. Murugan	HoD- BBA	<i>Murugan</i>
Mr. SamSurya	HOD- English & Criteria -VII	<i>SamSurya</i>
Mrs. JayaMary	Criteria -II	<i>JayaMary</i>
Dr. Selva Perumal P	Criteria -IV	<i>Selva Perumal P</i>
Dr. Vetri Velan	Criteria - VI	<i>Vetri Velan</i>
Mrs. Latha	HoD- Tamil	<i>Latha</i>
Mr Govindaraj	Quality Office in-charge	<i>Govindaraj</i>

[Signature]
Rev. Dr. S. Thaddeus, S.T.
 Principal,
 Don Bosco College (Co-Ed)
 Guezou Nagar, Yelagiri Hills,
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Meeting No:	2022/ 07				
Date:	2022/12/02				
Time From:	11.40 AM	Time To:	1.00 PM		
Venue:	BoardRoom				
Present Members	Dr. S. Thaddeus		Principal		
	Dr Radhakrishnan		IQAC Coordinator		
	Mr. Dhamothiran		Criteria- I		
	Mrs. JayaMary		Criteria -II		
	Dr. Selva Perumal P		Criteria -III		
	Mr. Mr. Evans Sam Victor. J		Criteria -IV		
	Mrs Preethi Priyamalar		Criteria -V		
	Dr. <u>Vetri Velan</u>		Criteria - VI		
	Ms. Achu John		Criteria - VII		
	Mr Govindaraj		Quality Office in-charge		
Absent Members	NIL				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. NAAC –SSR Preparation status
2. IQAC Office - formation

II. Proceedings

1. NAAC –SSR Preparation status

The Principal Conducted the meeting regarding NAAC -SSR preparation status He insists that all criteria heads should follow up the process of completing the Evidence of qualitative and quantitative end by the month of December 2022. We are moving forward with filling NAAC data templates and the evidence department-wise. Any difficulties can be sorted out with criteria heads.

Principal also asked the criteria Heads to complete the following activities with help of coordinators

- **Course learning activities** – At the end of each unit course, teachers must submit course learning activities along with photographs to the concerned HOD's.
- **Networking coordinator** – Dr.Vetrivelan is deputed as networking coordinator for the signing of MOU'S. IQAC needs racks to keep the files.
- **Department gardens** – it can be maintained on a regular basis.
- **Faculty participation** – we have to encourage the faculty members to participate in FDP/PDP.
- **Students support** – to collect sports and cultural events (organized by our /other institutions) evidence we can get help from the faculty members who are familiar with the students. – Physical director, Tamil department staff, CS, and CA staff.
- **Committees report** – we have to gear up the committees to organize events and conduct meetings. It must be maintained on a centralized repository.
- **Women cell** – Mrs.Latha
- **Alumni Cell**– Mr.Shinoj Robert
- **Placement cell** – Mr.Valan
- **Event reports** – youth club reports must have the attendance sheet and it must be send it to Mr.Justin
- **Criteria-7** – QLM needs to be verified.

2. IQAC Office

IQAC Coordinator requested the principal to have the IQAC Office in the Guezou Block Classroom -10. After the discussion, The Principal accepted to have IQAC Office in classroom 10.

III. Action Item

1. NAAC SSR all the evidence qualitative and quantitative work should be complete by the end of December 2022. we request the criteria and department heads to complete work as we were given the deadline
2. As per the principal direction please activate the above-mentioned work with help of the coordinator
3. IQAC office should be enabled with the following requirements
 - Cupboard with racks,
 - Computer with printer,
 - Network connection,
 - Projector demo purpose,
 - Chairs and Tables

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	<i>Rock</i>
Mr. Dhamothiran	Criteria- I	<i>Shu Shy</i>
Mrs. JayaMary	Criteria -II	<i>Hein</i>
Dr. Selva Perumal P	Criteria -III	<i>ADP</i>
Mr. Evans Sam Victor. J	Criteria -IV	<i>John</i>
Mrs. Preethi Priyamalar	Criteria -V	<i>A.W</i>
Dr. Vetri Velan	Criteria - VI	<i>Chandy</i>
Ms. Achu John	Criteria - VII	<i>John</i>
Mr. Govindaraj	Quality Office in-charge	<i>Govind</i>

hms
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), Yelagiri Hills					
Guezou Nagar, Athanavur, Yelagiri Hills – 635853					
An ISO 9001:2015 Certified Institution					
IQAC Minutes of the Meeting # [2022-2023]					
Meeting No:	2022/ 08				
Date:	2022/12/07				
Time From:	10.30 AM	Time To:	12.30 PM		
Venue:	BoardRoom				
Present Members	Dr. S. Thaddeus		Principal		
	Dr Radhakrishnan		IQAC Coordinator		
	Mr. Dhamothiran		Criteria- I		
	Mrs. JayaMary		Criteria -II		
	Dr. Selva Perumal P		Criteria -III		
	Mr. Immanuvel		Criteria- IV		
	Mrs Preethi Priyamalar		Criteria -V		
	Dr. Vetri Velan		Criteria - VI		
	Mr.Sam Surya		Criteria -VII		
	Mr Govindaraj		Quality Office in-charge		
Absent Members	NIL				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. SSR preparation status review

II. Proceedings

The principal along with the IQAC Coordinator conducted the IQAC Meeting regarding the SSR preparation status. The Principal asked the criteria heads to express the pending work and difficulties. Followed by the heads expressed the difficulties which are given below criteria wise

Criteria I:

- Feedback Analysis has to be Completed
- For the last two years feedback should include Alumni / Employer Feedback

Criteria II:

- Program Handbook has to be completed and uploaded in the website for the 2 versions including 2017-2020 and 2020-2022
- Student Centric Activity Report has to be completed

- SSS has to be conducted 2 times for all the students in Dec 2022 and Jan 2023, IQAC will arrange the high grade facilities, Mrs. Jayamary will give orientation to students before they do the survey.
- CO/PO Attainment process has to be completed for the last years.
- Student admission list will be prepared with community-wise as per the requirement of NAAC.

Criteria III:

- Criteria -III AY2017-2018 lacking evidence. For that principal suggested to refer the annual report and get from the evidence that is related to the events

Criteria IV:

- Documentation has to be completed on or before coming Friday, Dec. 19, assured by the head of Criteria

Criteria V:

- Alumni committee meeting should be arranged today to discuss and complete the various activities.
- Alumni Registration has to be completed

Criteria VI :

- Dr. Verti will discuss with the Principal to complete the SSR


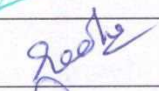



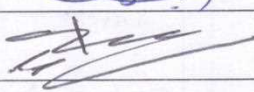

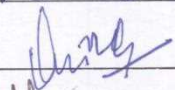
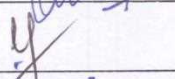
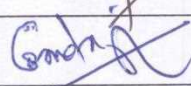
Criteria VII :


- Mr. Samsurya has informed the status of the criteria
- All the Departments has to prepare and submit the report on the Commemorative day organized
- Screen Readers for Visually Impaired Users software has to be included in website

III. Action Item

We request all the criteria heads to complete the above given pending works and difficulties to sort out with help of departments and coordinators

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran	Criteria- I	
Mrs. JayaMary	Criteria -II	
Dr. Selva Perumal P	Criteria -III	
Mr. Immanuvel	Criteria- IV	
Mrs Preethi Priyamalar	Criteria -V	
Dr. Vetri Velan	Criteria - VI	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	


Rev. Dr. S. Thaddeus, S.J.C.
Principal,
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Guezou Nagar Yelagiri Hill.
Tirupattur Dist 635 85.

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Guezou Nagar, Athanavur, Yelagiri Hills – 635853					
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IQAC Minutes of the Meeting # [2022-2023]					
Meeting No:	2022 #09				
Date:	23-01-10				
Time From:	2.30 PM	Time To:	3.10 PM		
Venue:	IQAC Room				
Present Members	Dr Radhakrishnan		IQAC Coordinator		
	Mr. Dhamodharan		Criteria- I		
	Mrs. JayaMary		Criteria -II		
	Dr. Selva Perumal P		Criteria -III		
	Mr. Immanuvel		Criteria- IV		
	Mrs Preethi Priyamalar		Criteria -V		
	Dr. Vetri Velan		Criteria - VI		
	Mr.Sam Surya		Criteria -VII		
	Mr Govindaraj		Quality Office in-charge		
Absent Members	NIL				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

1. SSR Evidence Preparation status review

II. Proceedings

The IQAC Coordinator conducted the IQAC Meeting regarding the SSR preparation status. The IQAC Coordinator asked the criteria heads to present the overall pending work and difficulties. Followed by the heads expressed the difficulties which are given below criteria wise

Criteria I:

- 1.4 Feedback Analysis report not in uniformity
- Course plan BBA Department Pending

Criteria II:

- Centric method report with evidence all the departments' reports are pending
- CO/PO attainment process are pending
- Progression report should be verified with the NIRF and AISHE report

Criteria III:

- Criteria III SSR preparation qualitative and quantitative report partially ready which is available as up now

Criteria IV:

- E- source not available in the library we need to focus on that to be strength
- Infrastructure works are still pending other than that qualitative and quantitative report should be ready before on Jan 26, 2023

Criteria V:

- Alumni Registration has to be completed
- it is identified that there are many task have to complete

Criteria VI :

- Dr. Verti will discuss with the Principal to complete the SSR and important points has to be highlighted for the preparation of SSR

Criteria VII :

- Screen Readers for Visually Impaired Users software has to be included in website

III. Action Item

We request all the criteria heads to complete the above given pending works and difficulties to sort out with help of departments and coordinators. The task has to be completed on or before 24th January 2023 by all criteria Heads.

1. Complete the preparation of Evidences
2. Fill the NAAC Data Template

https://docs.google.com/spreadsheets/d/1Xx-ANo4LfzBc2gXWJ_OHFp5g8WZ6tNjy/edit?usp=share_link&oid=108264319554180836856&rtopf=true&sd=true

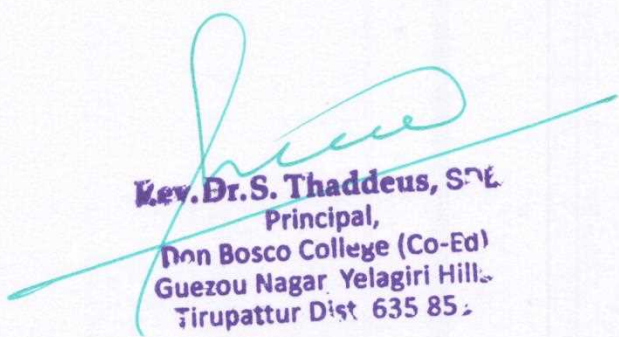
3. Complete all Quantitative Metrics.

Please find the updated NAAC SOP and guidelines are shared in the following Drive

https://drive.google.com/drive/folders/1e7LNujAc-bG7a5ZMHtYEBrltbuYd_Kwl?usp=share_link

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran thiran <i>tharan</i>	Criteria- I / CS-HOD	<i>Tharan</i>
Mrs. JayaMary	Criteria -II	<i>Jey</i>
Dr. Selva Perumal P	Criteria -III	<i>SP</i>
Mr. Immuanvel	Criteria -IV	<i>Immuanvel</i>
Mrs Preethi Priyamalar	Criteria -V/	<i>Preethi</i>
Dr. Vetrivelan	Criteria -VI	<i>Vetrivelan</i>
Mr.Sam Surya	Criteria -VII	<i>Sam</i>
Mr Govindaraj	Quality Office in-charge	<i>Govindaraj</i>


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

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Guezou Nagar, Athanavur, Yelagiri Hills – 635853				
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IQAC Minutes of the Meeting # [2022-2023]				
Meeting No:	2023 #10			
Date:	23-02-08			
Time From:	2.30 PM	Time To:	3.20 PM	
Venue:	IQAC Room			
Present Members	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Dhamodharan	Criteria- I		
	Mrs. JayaMary	Criteria -II		
	Mr. Immanuel	Criteria- IV		
	Mrs Preethi Priyamalar	Criteria -V		
	Mr Govindaraj	Quality Office in-charge		
Absent Members	Dr. Selva Perumal P	Criteria -III		
	Dr. Vetri Velan	Criteria - VI		
	Mr.Sam Surya	Criteria -VII		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

1. SSR Evidence Preparation Pending status review

II. Proceedings

The IQAC conducted the IQAC Meeting regarding the SSR preparation pending status. The IQAC Coordinator asked the criteria heads to present the overall pending work and difficulties. Followed by the heads expressed the difficulties which are given below criteria wise

Criteria I:

- 1.4 Feedback Analysis, action taken report all the departments are pending except commerce department , very poor respond from the department incharges
- Course plan BBA Department Pending
- CIE- document report yet to received from the exam cell (Incharge Dr. Antony)
- Without complete data it is not possible to fill the NAAC template
- Difficulties: During the working days it is very difficult to work - expressed by the Criteria -I Head and Keyindicators

Criteria II:

- Need time to fill up the NAAC templates because of cumulating data work- Quantitative with evidence

Criteria III:

-

Criteria IV:

- Policy and procedure for the infrastructure it need to prepare
- Infrastructure works are still pending, painting, building maps, campus map, PWD facilities
- There is no internet usage report
- Quantitative and Qualitative has to verify completely

Criteria V:

- Alumni Registration has to be completed- College office
- There is no proper scholarship data report with evidence its need more clarity specially Management scholarship, Private scholarship
- Grievance report as collect from various committees (Women cell, student's welfare, Disciplinary committee, Exam cell

Criteria VI :

Criteria VII :

III. Action Item

We request all the criteria heads to complete the above given pending works and difficulties to sort out with help of departments and coordinators very upon. The task has to be completed on or before February 20th by all criteria Heads.

1. Complete the preparation of Evidences
2. **Criteria -V:** Scholarship data should be audited with help of IQAC along with the Criteria in charge, Grievance Incharges meetings should be arranged by IQAC
3. Fill the NAAC Data Template

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran thiran <i>dharen</i>	Criteria- I / CS-HOD	<i>Reeko</i> <i>Dharmajy</i>
Mrs. JayaMary	Criteria -II	<i>Jey</i>
Dr. Selva Perumal P	Criteria -III	<i>SP</i>
Mr. Immuanvel	Criteria -IV	<i>Immuanvel</i>
Mrs Preethi Priyamalar	Criteria -V/	<i>A.P. Preethi</i>
Dr. Vetrivelan	Criteria -VI	<i>Vetrivelan</i>
Mr.Sam Surya	Criteria -VII	<i>S</i>
Mr Govindaraj	Quality Office in-charge	<i>Govindaraj</i>

Reeko
Rev. Dr. S. Thaddeus, S.T.
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				
IQAC Minutes of the Meeting # [2022-2023]				
Meeting No:	2022 #11			
Date:	23-02-22			
Time From:	2.30 PM	Time To:	3.20 PM	
Venue:	IQAC Office			
Present Members	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Dhamothiran <i>dharen</i>	Criteria- I Head		
	Mr. John Benedict	Criteria -I 1.1 Key Indicator		
	Mr. Vijayakumar	Criteria -I 1.2 Key Indicator		
	Mr. Valan	Criteria -I 1.3 Key Indicator		
	Mrs. Vasantharani	Criteria -I 1.4 Key Indicator		
	Mr Govindaraj	Quality Office in-charge		
Absent Members				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

1. SSR Criteria I Key Indicator's Evidence Preparation Pending status review

II. Proceedings

The IQAC conducted the IQAC Review Meeting regarding the SSR Criteria I Evidence Preparation. The IQAC Coordinator met the criteria 1 Key Indicator to discuss the overall completion with pending work. Followed by the criteria 1 Key Indicators in charges expressed the difficulties which are given below criteria wise

Criteria I:

The following activities are noted

- 1.1 Metrics - Evidence - Evidences are ready it will be uploaded before 23rd February
- 1.2 Metrics Evidence - Evidences are ready it will be uploaded before 23rd February
- 1.3 Metrics Evidence - Some Departments not applicable to conduct the evens apart from that other departments evidence will submit before 23rd February

- 1.4 Feedback Analysis, action taken report, Filled Form all the departments are pending and also the department incharges response is very poor its need more effort to complete the work
- Course plan BBA Department Pending
- CIE- document report yet to receive from the exam cell (Incharge Dr. Antony)

III. Action Item

We request all the key indicators to complete the above given pending works and to sort out with help of departments incharges. The task has to be completed on or before Feb 28, 2023

IV. Acknowledged By

Dr Radhakrishnan	IQAC Coordinator	
Mr. John Benedict		Ready Benedict
Mr. Vijayakumar		CA NKH
Mr. Valan		MS Dept
Mrs. Vasantharani		CS G. H. P.
Mr Govindaraj	Quality Office in-charge	Govindaraj

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

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IQAC Minutes of the Meeting # [2022-2023]					
Meeting No:	2022 #12				
Date:	23-02-22				
Time From:	10.40 AM	Time To:	12.20 PM		
Venue:	IQAC Office				
Present Members	Fr. Dr. Thaddeuse	Principal			
	Dr Radhakrishnan	IQAC Coordinator			
	Mr. Immanuvel	Infrastructure			
	Mr. Govindaraj	Quality Office Incharge			
	Mr. Justin	CMC			
	Mr. John Benedict	Webmaster			
	Mr. Tony	Front Office			
	Mr. Antony	Campus Supervisor			
Absent Members					
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

IQAC Review Meeting with Principal

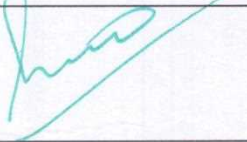
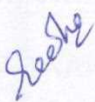

On 23rd Feb 2023, a 10 am to 12.30 pm meeting was held with the principal to discuss about progress of IQAC Activities. The Following activities have to be carried out by various in charges.


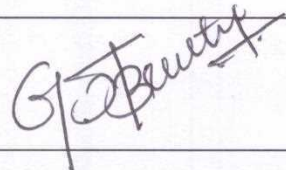


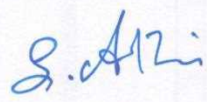
1. IQAC Office Documentation plan and location.
2. DBCY-NAAC Website and link for every NAAC evidence have to be created in proper manner. Mr. Benedict has accepted to spend time everyday 1 hour to upload and develop/create the website/link.
3. All the college events report has to be submitted on or before every 5th month.
4. The following IQAC Office requirements have to be completed.

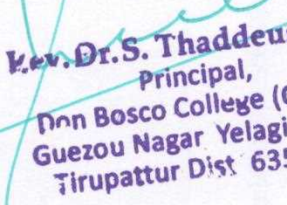
- New computer table for 3 Desktop PC, and One extra system for the Demo purpose,
- Stationary (Paper Punching Machine, Double and single, FOX files, Stabler Big and Small
- Portable dongle- Wi-Fi
- Window curtains with pelmet
- Polishing Discussion Table
- Printer
- TV 55 inches
- White Board

5. Creation of Evidence Storage Folder with Criteria wise Gmail Address.
6. AISHE and NIRF files should documented with evidence for every year
7. Event Coordinator system has to be shifted to IQAC Office - (Mr Justin)
8. Visiting neighbourhood college (SHC, MKJC, AC) to observe the NAAC file structure and maintenance of the documents and implement the same system in DBCY.
9. IQAC Infrastructure Process meeting with Secretary, Principal, Administrator, Campus Minister, Vice Principals, GCC Head, Library Head, Dean, Office Admin, and Account.
10. Locker and Key Arrangement for every office and rooms in Campus supervisor. Mr. Antony with help of Mr. Immanuel will prepare the duplicate keys and locate their proper places.
11. TV has to install in front of the Calerio Media which is in VP office

Acknowledged By

Rev. Fr. Dr. Thaddeuse	Principal	
Dr. Radhakrishnan P	IQAC Coordinator	
Mr. Immanuel	Infrastructure	

Mr Govindaraj	Quality Office in-charge	
Mr. John Benedict	Webmaster	
Mr. Justin	CMC	
Mr. Tony	Front Office	
Mr. Antony	Campus Supervisor	


Rev. Dr. S. Thaddeus, S.T.E
Principal,
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Guezou Nagar, Yelagiri Hill,
Tirupattur Dist. 635 852

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Guezou Nagar, Athanavur, Yelagiri Hills – 635853				
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IQAC Minutes of the Meeting # [2022-2023]				
Meeting No:	2022 #13			
Date:	23-02-24			
Time From:	11.30 AM	Time To:	12.20 PM	
Venue:	Board Room			
Present Members	Dr Radhakrishnan	IQAC Coordinator		
	Dr. Dhamodharan	Criteria- I		
	Mrs. JayaMary	Criteria -II		
	Dr. Naveen	Criteria -III		
	Mr. Immuanvel	Criteria -IV		
	Mrs Preethi Priyamalar	Criteria -V/		
	Dr. Vetrivelan	Criteria -VI		
	Mr.Sam Surya	Criteria -VII		
	Mr Govindaraj	Quality Office in-charge		
Absent Members	NIL			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

SSR preparation pending status

II. Proceedings

The IQAC conducted the IQAC Meeting regarding the SSR preparation pending status. The IQAC Coordinator asked the criteria heads to present the overall pending work and difficulties. Followed by the heads expressed the difficulties which are given below criteria wise

Criteria I:

- 1.4 Feedback Analysis, action taken report all the departments are pending except commerce department, very poor respond from the department incharges
- Course plan BBA Department Pending
- CIE- document report yet to received from the exam cell (Incharge Dr. Antony)
- Without complete data it is not possible to fill the NAAC template
- Difficulties: During the working days it is very difficult to work - expressed by the Criteria -I Head and Keyindicators

Criteria II:

- Need time to fill up the NAAC templates because of cumulating data work- Quantitative with evidence

Criteria III:

-

Criteria IV:

- Policy and procedure for the infrastructure it need to prepare
- Infrastructure works are still pending, painting, building maps, campus map, PWD facilities
- There is no internet usage report
- Quantitative and Qualitative has to verify completely

Criteria V:

- Alumni Registration has to be completed- College office
- There is no proper scholarship data report with evidence its need more clarity specially Management scholarship, Private scholarship
- Grievance report as collect from various committees (Women cell, student's welfare, Disciplinary committee, Exam cell)

Criteria VI :

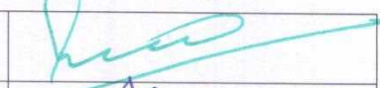
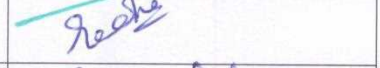


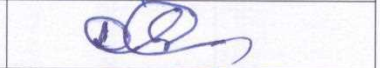

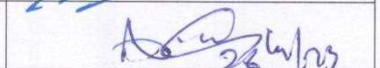
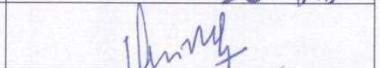
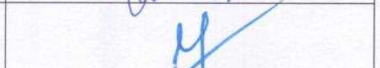
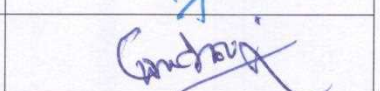
Criteria VII :

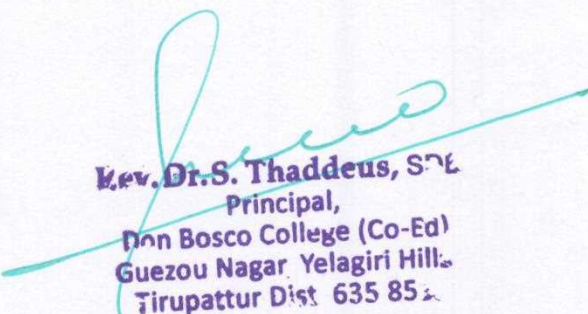
III. Action Item

We request all the criteria heads to complete the above given pending works and difficulties to sort out with help of departments and coordinators very upon. The task has to be completed on or before February 20th by all criteria Heads.

1. Complete the preparation of Evidences
2. **Criteria -V:** Scholarship data should be audited with help of IQAC along with the Criteria in charge, Grievance Incharges meetings should be arranged by IQAC
3. Fill the NAAC Data Template

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamotharan Thirun <i>Tharan</i>	Criteria- I / CS-HOD	
Mrs. JayaMary	Criteria -II	
Dr. Selva Perumal P	Criteria -III	
Mr. Immuanvel	Criteria -IV	
Mrs Preethi Priyamalar	Criteria -V/	
Dr. Vetrivelan	Criteria -VI	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	


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				
IQAC Minutes of the Meeting # [2022-2023]				
Meeting No:	2023 #14			
Date:	23-02-24			
Time From:	11.30 AM	Time To:	12.20 PM	
Venue:	Board Room			
Present Members	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Dhamodharan	Criteria- I		
	Mrs. JayaMary	Criteria -II		
	Dr. Naveen	Criteria -III		
	Mr. Immuanvel	Criteria -IV		
	Mrs Preethi Priyamalar	Criteria -V/		
	Dr. Vetrivelan	Criteria -VI		
	Mr.Sam Surya	Criteria -VII		
	Mr Govindaraj	Quality Office in-charge		
Absent Members				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

Filling the NAAC SSR Templates

II. Proceedings

The IQAC Coordinator conducted the IQAC Meeting regarding the SSR Templates filling criteria wise. It is very important that to fill up the templates once completed we can calculate the benchmark criteria wise and further, we can do extra effect with help of concern department incharges to complete task

Criteria I:

- 1.4 Feedback Analysis, action taken report all the departments are pending which was indicated last meeting and the same status it continuous, very poor response from the department incharges to complete the task
- Course plan BBA Department Pending
- CIE- related evidence document report yet to be received from the exam cell (Incharge Dr. Antony) its long time process
- Without complete data it is not possible to fill the NAAC template

- Difficulties: During the working days it is very difficult to work - expressed by the Criteria -I Head and Key indicators

Criteria II:

- Some key indicators and department incharges lack of cooperation because of this reason we are unable to complete the work as well finding difficulties to update the status
- CO/POS attainment still pending because of the department incharges cooperation

Criteria III:

- Dr. Naveen he new to this criteria and he suggested that arrange the meeting with Dr, Selvaperumal to know criteria process of documentation

Criteria IV:

- Policy and procedure for the infrastructure it need to prepare it still pending
- Infrastructure works are still pending, painting, building maps, campus map, PWD facilities- In Progress
- There is no internet usage report- in progress
- SSR Evidence should upload into the location- Inprogress

Criteria V:

- Lack of cooperation from the coordination and department incharges to complete the task whichever identified last meeting the same continuous
- There is no proper scholarship data report with evidence its need more clarity specially Management scholarship, Private scholarship- In Progress
- Grievance report as to collect from various committees like (Women cell, student welfare, Disciplinary committee, Exam cell). It needs more attrition on this issue to collect the report.

Criteria VI : Nil

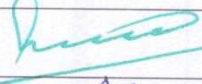
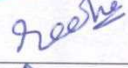
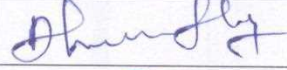



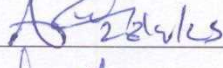
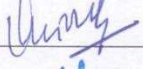


Criteria VII :

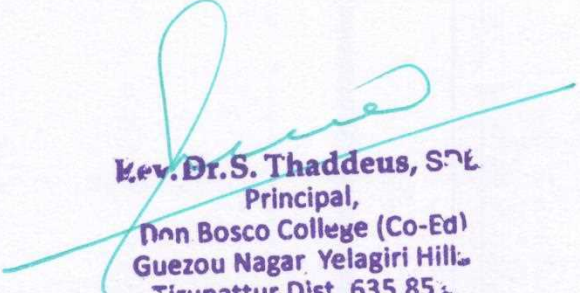
It is need to verify the quantitative and qualitative data which is relevant to the other criteria evidence

III. Action Item

The above-mentioned criteria wise difficulties and issues find the possibilities with help of department heads/Inchages, Key indicators complete the pending works. We request you all the inchages to complete the pending task as soon as possible.

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran	Criteria- I / CS-HOD	
Mrs. JayaMary	Criteria -II	
Dr. Naveen	Criteria -III	
Mr. Immuanvel	Criteria -IV	
Mrs Preethi Priyamalar	Criteria -V/	
Dr. Vetrivelan	Criteria -VI	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	


Rev. Dr. S. Thaddeus, S.T.
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					
IQAC Minutes of the Meeting # [2022-2023]					
Meeting No:	2022/15				
Date:	2023/04/10				
Time From:	3.50 PM	Time To:	4.30 PM		
Venue:	Board Room				
Present Members	Dr Radhakrishnan	IQAC Coordinator			
	Dr. Dhamothiran <i>thiran dharan</i>	CS			
	Mrs. Sathish	CA			
	Dr. Naveen	CS-PG			
	Dr. Antony	MA			
	Dr Preethi Priyamalar	CO			
	Dr. Vetrivelan	MS			
	Mr.Sam Surya	EN			
	Mr Govindaraj	Quality Office in-charge			
Absent Members					
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

Department Activities Report Preparation and status checking

II. Proceedings

The IQAC Coordinator conducted the Meeting regarding the Department Activity Events reports/ Publications last five-year report preparation. The Department has to prepare the List of activity events reported in the last five years. The IQAC Coordinator explained about the report which should include the following content for each event

1. Invitation/ Brochure
2. Approval Letter
3. Summary of Event
4. Speaker Profile
5. Participation List
6. Feedback analysis


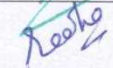

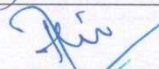

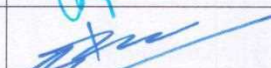

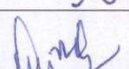

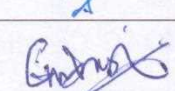
Preparation

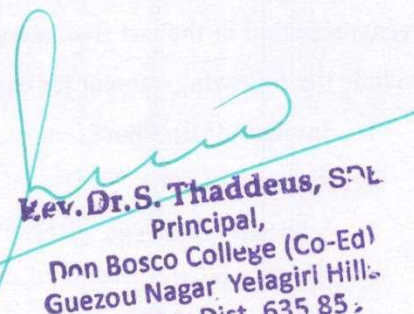
To Prepare the Event list and reports of events for the last year's management assigned April 3, and April 10th. End of the day, IQAC Coordinator morning explained the preparation requirements and, in the evening, he reviewed the preparation status, so that pending tasks are identified. For the pending task requested the date from the heads, when it will be over. so that the preparation has to be continued without any delay.

Action Item

The department should submit the complete reports which are given by heads for the last five years events/activity. (2018-2019 to 2022-2023) Hard copy and Soft Copy as per the heads given deadline year wise

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran	Criteria- I / CS-HOD	
Mrs. JayaMary	Criteria -II	
Dr. Naveen	Criteria -III	
Mr. Immuanvel	Criteria -IV	
Mrs Preethi Priyamalar	Criteria -V/	
Dr. Vetrivelan	Criteria -VI	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	


Rev. Dr. S. Thaddeus, S.T.
 Principal,
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 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 # [2022-2023]				
Meeting No:	2022 #16			
Date:	23-04-13			
Time From:	3.40 AM	Time To:	4.00 PM	
Venue:	IQAC Office			
Present Members	Dr. S. Thaddeus	Principal		
	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Dhamothiran	Criteria- I		
	Mrs. JayaMary	Criteria -II		
	Mr. Immuanvel	Criteria -IV		
	Mrs Preethi Priyamalar	Criteria -V/		
	Dr. Vetrivelan	Criteria -VI		
Absent Members	Mr Govindaraj	Quality Office in-charge		
	Mr.Sam Surya	Criteria -VII		
	Dr. Naveen	Criteria -III		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

NAAC SSR Preparation Status

II. Proceedings

The Principal conducted the IQAC Meeting regarding the SSR Templates filing Status to confirm the process. It is very important to fill up the Data templates for DVV process, so it is requested to fill up the SSR Templates also we can identify the problem where we lacking to fill up the data templates criteria wise and given below

Criteria I:

- 1.4 Feedback Analysis, action taken report all the departments are pending which was indicated last meeting and the same status it continuous, very poor response from the department incharges to complete the task. try to conductate the Feedback for AY 2022-2023 with help of department incharge
- Course plan BBA Department Pending
- CIE- related evidence document report yet to be received from the exam cell (Incharge Dr. Antony) its long time process

Criteria II:

- CO/POS attainment is still pending because of the department incharges cooperation. The Principal suggesting that coming days can have department wise CO/POS attainment after april 24 during the CEA III exams

Criteria III:

- Events list and Reports of Events for extension activities.

Criteria IV:

- Policy and procedure for the infrastructure it need to prepare it still pending
- Infrastructure works are still pending, painting, building maps, campus map, PWD facilities- In Progress
- There is no internet usage report- in progress
- SSR Evidence should upload into the location- Inprogress

Criteria V:

- The previous status still continues. The Principal and IQAC asked the heads to complete the pending task
- Lack of cooperation from the coordination and department incharges to complete the task whichever identified last meeting the same continuous
- There is no proper scholarship data report with evidence its need more clarity specially Management scholarship, Private scholarship- In Progress
- Grievance report as to collect from various committees like (Women cell, student welfare, Disciplinary committee, Exam cell). It needs more attrition on this issue to collect the report.

Criteria VI : Pending

Criteria VII : All the certification are ready

III. Action Item

The Principal asked the criteria heads to complete the pending task and NAAC SSR template filling work has to be done during the CIE III. If there is any clarification, please approach IQAC, your cooperation is highly appreciated

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	<i>Rasho</i>
Mr. Dhamodharan Dhamodharan	Criteria- I / CS-HOD	<i>Dhamodharan</i>
Mrs. JayaMary	Criteria -II	<i>Jai</i>
Dr. Naveen	Criteria -III	<i>Naveen</i>
Mr. Immuanvel	Criteria -IV	<i>Immuanvel</i>
Mrs Preethi Priyamalar	Criteria -V/	<i>Preethi Priyamalar</i>
Dr. Vetrivelan	Criteria -VI	<i>Vetrivelan</i>
Mr.Sam Surya	Criteria -VII	<i>Sam Surya</i>
Mr Govindaraj	Quality Office in-charge	<i>Govindaraj</i>

Dr. S. Thaddeus
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					
IQAC Minutes of the Meeting # [2022-2023]					
Meeting No:	2022/17				
Date:	23-05-02				
Time From:	3.40 AM	Time To:	4.00 PM		
Venue:	IQAC Office				
Present Members	Dr. S. Thaddeus		Principal		
	Dr Radhakrishnan		IQAC Coordinator		
	Mr. Dhamothiran		Criteria- I		
	Mrs. JayaMary		Criteria -II		
	Mr. Immuanvel		Criteria -IV		
	Dr. Naveen		Criteria -III		
	Mrs Preethi Priyamalar		Criteria -V/		
	Dr. Vetrivelan		Criteria -VI		
Absent Members	Mr Govindaraj		Quality Office in-charge		
	Mr.Sam Surya		Criteria -VII		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

I. Agenda:

Finalizing the Timeline for preparation of Evidences

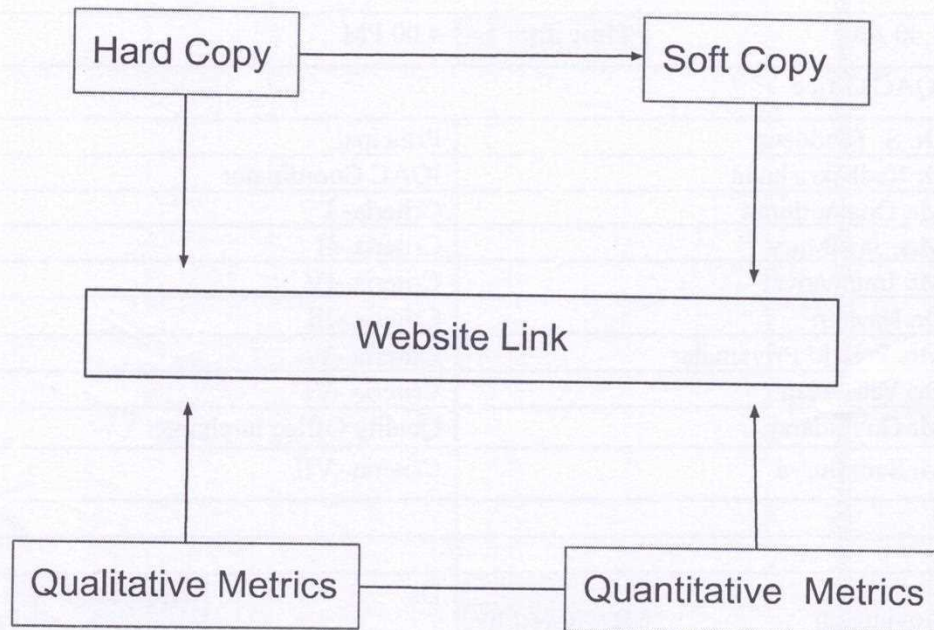
II. Proceedings

The Principal conducted the IQAC Meeting regarding the filing system in IQAC. List of files for evidence are already prepared and circulated to criteria Heads for their references. Convenor asked the members to fix the deadline for the preparation files as it was finalized in the previous meeting... It is also mentioned that evidence hard copy, evidence soft copy, website link creation with help of qualitative and quantitative metric maps with filing system of IQAC.

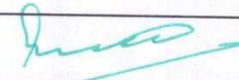
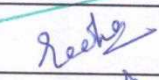

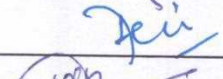
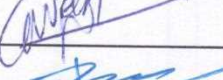

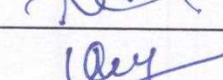
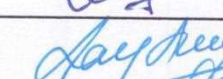
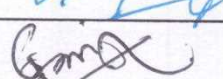
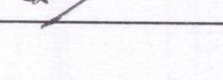
III. Action Item

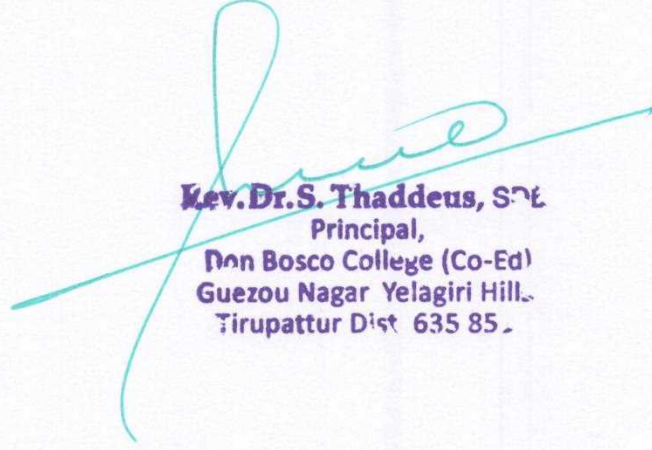
The Principal asked the criteria heads to complete the pending task and NAAC SSR template filling work has to be done during the weeks. The following actions are to be completed this week.

1. Identify the number of hours required to complete the files as it mentioned before. Required hours has to be submitted to IQAC immediately
2. In the Phase I Hardcopy of Evidence has to be completed, after that the second phase Soft Copy of Evidence with proper signatures. In the Phase III, link creation of the documents and website link has to be created.
3. With all the evidence (Soft, Hard, weblink), it is important to complete the metrics which are in qualitative and quantitative metrics.



IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Mr. Dhamothiran	Criteria- I	
Mrs. JayaMary	Criteria -II	
Dr. Naveen	Criteria -III	
Mr. Immuanvel	Criteria -IV	
Mrs Preethi Priyamalar	Criteria -V/	
Dr. Vetrivelan	Criteria -VI	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	


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 # [2022-2023]				
Meeting No:	2022/18			
Date:	23-05-31			
Time From:	2.30 PM	Time To:	4.30 PM	
Venue:	Conference Hall			
Present Members	Dr. S. Thaddeus	Principal		
	Dr Radhakrishnan	IQAC Coordinator		
	Fr. Kishore	VP		
	Mr. Dhamothiran	Criteria- I		
	Mrs. JayaMary	Criteria -II		
	Mr. Valan	BBA Dept		
	Dr. Naveen	Criteria -III		
	Dr. Antonyraj	Mathematics HOD		
	Dr. latha	Tamil HOD		
	Mrs Preethi Priyamalar	Criteria -V/		
	Mr.Sam Surya	Criteria -VII		
	Mr Govindaraj	Quality Office in-charge		
	MS. Gracy Viji Rose	QDESK		
Absent Members	Mr. Immuanvel	Criteria -IV		
	Dr. Vetrivelan	Criteria -VI		
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

I. Agenda:

Finalizing the Timeline for preparation of Evidences

II. Proceedings

The Principal conducted the IQAC meeting regarding how the evidence should be collected for each criteria. He also showed the model template on how the evidence is going to be checked in the upcoming Criteria audit by the respective criteria heads. Mrs. Preethi Priya Malar showed a sample of the professional course handled by her department and the principal asked all the department heads to keep the files in a well organized manner. Also he said to use a specific manner to name a file to identify it in an easy way. A sample template for the program handbook (BCA 2020-2021) was shown and all the departments were asked to follow the program handbook in the same template. He discussed in detail about the evidence needed for Criteria-I and likewise all the criteria heads were asked to prepare the evidence list for each criteria. Also he asked the criteria heads for the assistance they need in completing their criteria work and the criteria heads gave their

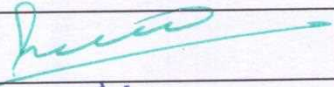
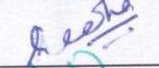


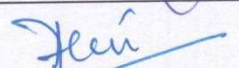
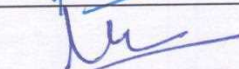

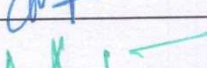
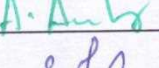
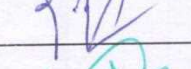
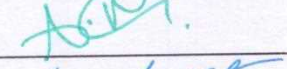

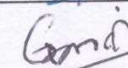
suggestions. He insisted the criteria heads to work simultaneously and keep track on the pending works and not to wait until all the evidences get ready.

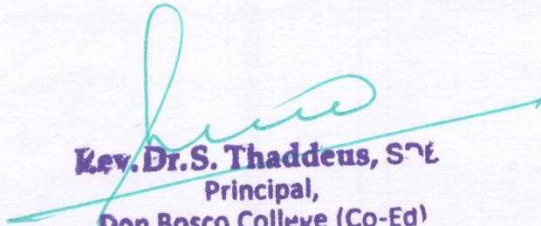
III. Action Item

The Principal asked the criteria heads to complete the pending task and NAAC SSR template filling work has to be done during the weeks. The following actions are to be completed this week.

1. The criteria heads should give a timeline on when they will start their criteria audit to the IQAC office the next day.
2. The IQAC office will provide the checklist for each metric to the criteria heads whereas the list of evidence should be given by them.
3. The criteria heads should report the work regularly to the IQAC office. And the IQAC office should report the status to Fr. Kishore who will be in charge tracking these works.

IV. Acknowledged By

Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Fr. Kishore	VP	
Mr. Dhamothiran	Criteria- I	
Mrs. JayaMary	Criteria -II	
Mr. Valan	BBA Dept	
Dr. Naveen	Criteria -III	
Dr. Antonyraj	Mathematics HOD	
Dr. Iatha	Tamil HOD	
Mrs Preethi Priyamalar	Criteria -V/	
Mr.Sam Surya	Criteria -VII	
Mr Govindaraj	Quality Office in-charge	
MS. Gracy Viji Rose	QDESK	


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