

Don Bosco College (Co-Ed), Yelagiri Hills				
Guezou Nagar, Athanavur, Yelagiri Hills – 635853				
An ISO 9001:2015 Certified Institution				
IQAC Minutes of the Meeting # [2024-2025]				
Meeting No:	2024/01			
Date:	24-07-06			
Time From:	2.00 PM	Time To:	3:30 PM	
Venue:	IQAC Office			
Present Members	Dr. S. Thaddeus	Principal		
	Dr Radhakrishnan	IQAC Coordinator		
	Dr. Rajendiran	VP (Admin)		
	Fr. Paulraj	VP (Academics)		
	Dr. Antonyraj	Mathematics HOD/Criteria-I		
	Dr. Jayamary	Criteria -II		
	Dr. Naveen	Criteria -III		
	Mr. Immanuvel	Criteria-IV/ CS-UG HOD		
	Mrs. Dally Maria Evangeline	Criteria -V		
	Mr.Sam Surya	Criteria-VI &Criteria -VII		
	Mr. Basker	CA-HOD		
	Mr. Murugan	BBA-HOD		
	Mr. Sureshraj	English- HOD		
	Mrs. Shobana	DS- HOD		
	Dr. Iatha	Tamil HOD		
Mr Govindaraj	Quality Admin			
Absent Members	NIL			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

Agenda:

1. NAAC Peer Team Visit Date Preparation
2. Academic Year (AY) 2024-2025 Planning

Proceedings:

IQAC Coordinator:

The Principal and IQAC Coordinator conducted a meeting to discuss the following:

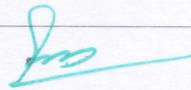
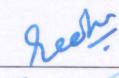
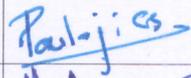
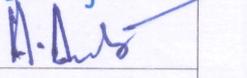
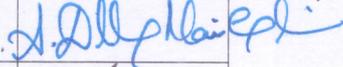
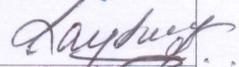
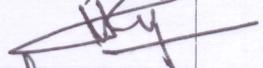
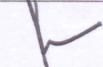
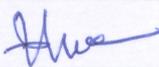
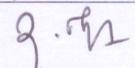
1. NAAC Peer Team Visit Date Preparation:

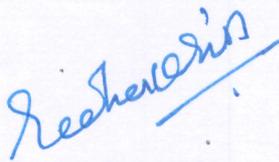
- The Principal informed the Heads of Departments (HoDs) and Criteria Heads that after the submission of DVV clarification, It is important to prepare the presentation for PTV, it should contain all required information.
 - The IQAC Coordinator explained that preparations for the visit should include the Principal's presentation, Department presentations, Centres' presentations, and ensuring the readiness of infrastructure.
 - Based on suggestions from all attendees, the following tentative slots were finalized:
 - **Slot-I:** 21-08-2024 to 22-08-2024
 - **Slot-II:** 29-08-2024 to 30-08-2024
 - **Slot-III:** 04-09-2024 to 05-09-2024
2. **AY 2024-2025 Planning:**
- The Principal emphasized the importance of finalizing the academic calendar for the upcoming academic year.
 - Cooperation from all departments is essential to achieve the institution's goals.

Action Items:

1. **Documentation Work:**
 - Departments should complete the documentation for the years 2018-2022 and 2023-2024 as soon as possible.
2. **Department Presentation:**
 - Scheduled for July 31, 2024.
3. **Campus Infrastructure:**
 - Ensure readiness by August 20, 2024.
4. **IQAC Follow-up:**
 - Regular follow-ups will be conducted by IQAC to monitor progress.

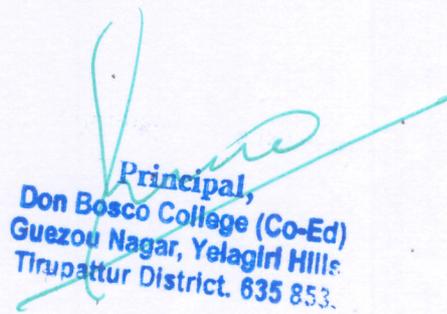
Acknowledged by

Name	Designation	Sign
Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Dr. Rajendran	VP (Admin)	
Fr. Paulraj	VP (Academics)	
Dr. Antonyraj	Mathematics HOD/Criteria-I	
Dr. Jayamary	Criteria -II	
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Mr Govindaraj	Quality Admin	



IQAC Coordinator
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Tirupathur Dist. 635 853,




Principal,
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IQAC Minutes of the Meeting # [2024-2025]					
Meeting No:	2024/02				
Date:	24-07-29				
Time From:	2.00 PM	Time To:	3:30 PM		
Venue:	IQAC Office				
Present Members	Dr. S. Thaddeus	Principal			
	Dr Radhakrishnan	IQAC Coordinator			
	Dr. Rajendiran	VP (Admin)			
	Fr. Paulraj	VP (Academics)			
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	Mr. Sureshraj	English- HOD			
	Mrs. Shobana	DS- HOD			
	Dr. Iatha	Tamil HOD			
Mr Govindaraj	Quality Admin				
Absent Members	NIL				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

Agenda:

1. Department Documentation and Presentation Verification
2. Institution Policy and Process
3. NAAC Peer Team Visit Preparation
4. Feedback Analysis and Preparation of Action Taken Report

Proceedings:

IQAC Coordinator:

The main purpose of the IQAC meeting was to discuss the above agenda items in detail, as the Principal emphasized the importance of clarity and preparation in these areas.

1. Department Documentation and Presentation Verification:

- All departments should have completed their documentation work as per the decision made in the last meeting.
- After completing the documentation, departments are required to prepare presentations based on the collected data.
- The Principal instructed the IQAC Team to visit each department to verify the documentation and presentation status and provide an update by tomorrow.

2. Institution Policy and Process:

- The Principal requested that all faculty members familiarize themselves with the institution's processes and policies, regardless of their tenure at the college.
- Each department's profile should be completed with the Principal's approval, ensuring that it is updated on the website and reflected on signage boards.
- It is crucial to raise awareness among students about the institution's processes and policies.
- Departments must adopt the institution's best practices as outlined in the NAAC Self Study Report (SSR), including:
 - **Best Practice 1:** Aligning daily practices with the institution's best practices.
 - **Best Practice 2:** Implementing ILR (Institutional Learning Resources) and adhering to the established processes.

3. NAAC Peer Team Visit Preparation:

- The IQAC Coordinator presented the NAAC Peer Team Visit Schedule during the meeting.
- The Principal asked the Heads of Departments and various committee members to review and act upon the schedule.
- Any requests for changes to the schedule should be communicated promptly.
- The IQAC Coordinator also informed that a mock test will be planned in the upcoming days to ensure preparedness.

4. Review of Feedback of previous year:

- Department has to complete the preparation of the Analysis and Action report for the given feedback..

Action Items:

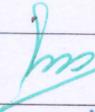
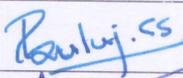
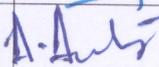
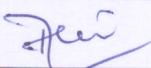
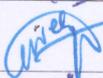
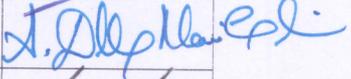
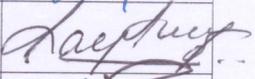
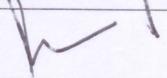
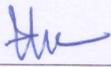
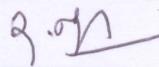
1. Department Work Completion:

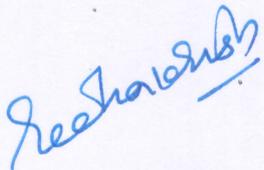
- Ensure all departmental work, including documentation and process implementation, is completed by August 10, 2024.

2. Action Process Adherence:

- Departments must adhere to the action processes and timelines discussed during the meeting, and feedback analysis and action taken report

Acknowledged by

Name	Designation	Sign
Dr. S. Thaddeus	Principal	
Dr Radhakrishnan	IQAC Coordinator	
Dr. Rajendran	VP (Admin)	
Fr. Paulraj	VP (Academics)	
Dr. Antonyraj	Mathematics HOD/Criteria-I	
Dr. Jayamary	Criteria -II	
Dr. Naveen	Criteria -III	
Mr. Immanuel	Criteria-IV/HOD	
Mrs. Dally Maria Evangeline	Criteria -V	
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IQAC Minutes of the Meeting # [2024-2025]					
Meeting No:	2024/03				
Date:	24-11-04				
Time From:	11.30 AM	Time To:	12:00 PM		
Venue:	IQAC Office				
Present Members	Dr Radhakrishnan		IQAC Coordinator		
	Fr. Paulraj		VP (Academics)		
	Dr. Antonyraj		Criteria-I		
	Dr. Jayamary		Criteria -II		
	Dr. Naveen		Criteria -III		
	Mr. Immanuvel		Criteria-IV		
	Mrs. Dally Maria Evangeline		Criteria -V		
	Mr.Sam Surya		Criteria-VI &Criteria -VII		
	Mr Govindaraj		Quality Admin		
Absent Members	NIL				
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by	Principal

Agenda:

1. Current status of PTV NAAC Assessment
2. Preparation of AQAR for AY 2023-24

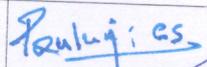
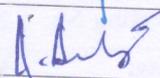
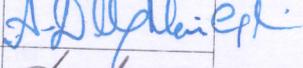
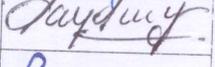
Proceedings:

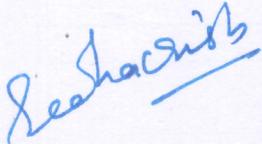
1. The IQAC Coordinator explained the current status of NAAC Assessment, as we are waiting for response from NAAC for the PTV Assessment. Actually, IQAC has sent two requests to NAAC to know the status of our process, but NAAC responded to wait for response.
2. The preparation of AQAR for the AY 2023-24 is initiated by sharing the template to Criteria Heads and request to assign the incharge for all metrics with schedule.
3. Criteria heads suggested Students, Staff details had to be filled by IQAC and Office.

Action Items:

1. Criteria Heads will fix metric wise incharges with schedule and inform IQAC on Thursday (7th Nov)

Acknowledged by

Name	Designation	Sign
Dr Radhakrishnan	IQAC Coordinator	
Fr. Paulraj	VP (Academics)	
Dr. Antonyraj	Criteria-I	
Dr. Jayamary	Criteria -II	
Dr. Naveen	Criteria -III	
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IQAC Minutes of the Meeting # [2024-2025]				
Meeting No:	2024/01			
Date:	24-11-26			
Time From:	2.30 PM	Time To:	3:50 PM	
Venue:	IQAC Office			
Present Members	Fr. Thaddues	Principal		
	Fr. Paulraj	VP (Academics)		
	Dr Radhakrishnan	IQAC Coordinator		
	Mr. Sarathkumar	Criteria-I		
	Dr. Jayamary	Criteria -II		
	Dr. Naveen	Criteria -III		
	Mr. Immanuel	Criteria-IV		
	Mrs. Dally Maria Evangeline	Criteria -V		
	Mr.Sam Surya	Criteria-VI &Criteria -VII		
	Mr Govindaraj	Quality Admin		
Absent Members	NIL			
Prepared by	Govindaraj	Reviewed by	Dr. Radhakrishnan	Approved by Principal

Agenda:

Internal Audit Status
 NAAC Binary Metrics Discussion

Proceedings:

1. **Internal Audit Status:**

The IQAC Coordinator, Dr. Radhakrishnan, provided an update on the ongoing internal audit. The final audit report is scheduled to be submitted to the Principal by November 29, 2024 for review.

2. **NAAC (AQAR) Criteria Evidence Collection:**

Each Criteria Head provided a status update on evidence collection for NAAC (AQAR):

Criteria I: Mr. Sarathkumar was instructed to ensure that all department heads complete the necessary evidence collection before the end of the month.

Criteria II: Dr. Jayamary confirmed that evidence collection is progressing, and the task will be completed shortly.

Criteria III: Dr. Naveen highlighted that the focus is on categorizing events and publications for the academic year 2023-2024. It was noted that progress in this area is lacking and requires improvement.

Criteria IV: Criteria IV: Mr. Immanuel shared updates on the status of campus infrastructure, including the laboratory, library, and maintenance audits. The Principal emphasized the importance of preparing a cumulative audit statement for future NAAC submissions. The **NDLI (National Digital Library of India)** Club needs to be activated with regular monthly events. The librarian is to take ownership of this initiative, with support from Mr. Baskar.

Criteria V: Mrs. Dally Maria Evangeline reported on the current progress and noted that she requires a designated in-charge for alumni activities.

Criteria VI & VII: Mr. Sam Surya pointed out that the list of faculty members attending Faculty Development Programs (FDPs) is limited. He stressed the importance of encouraging faculty members to attend at least one FDP per semester to fulfill NAAC requirements.

3. **NAAC New Accreditation Process 2024 - Binary Metrics:**

The Principal, along with the IQAC Coordinator and Criteria Heads, discussed the new NAAC Binary Metrics 2024, focusing on 10 key criteria. The Principal suggested the inclusion of the Indian Knowledge Systems (IKS) course in the PVC (Value-added Course) offerings. Technical clubs such as BOSCON, BOSLIT, MEST, COMFEST, DEFENCE FUSION, and PIDAY should also be aligned with these new criteria.

The following are the new in-charges for the revised NAAC criteria:

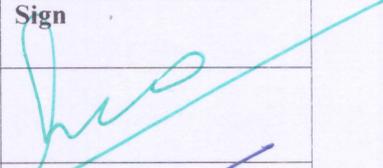
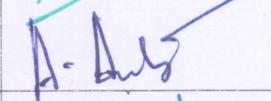
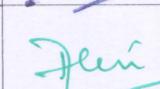
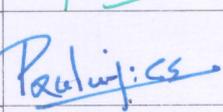
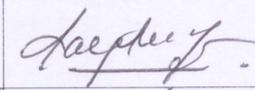
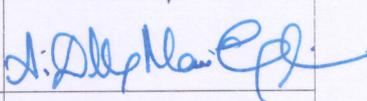
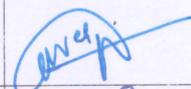
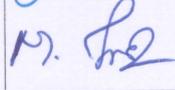
S.No	Binary Metrics	Incharges
1.	Curriculum Design	Dr. Antony Raj, Mr. Sarath Kumar
2.	Faculty Resources	Mr. Sam Surya, Dr. Radhakrishnan
3.	Infrastructure	Mr. Immanuel
4.	Financial Resource and Management	Mr. Immanuel
5.	Learning and Teaching	Dr. Jayamary
6.	Extended Curricular Engagement	Fr. Paulraj, Mr. Ramkumar
7.	Governance and Administration	Mr. Sam Surya
8.	Student Outcomes	Mrs. Dally Maria Evangeline
9.	Research and Innovation Outcomes	Dr. Naveen
10.	Sustainability Outcomes	Mr. Jayabalan

The Principal asked the Criteria Heads to prepare and submit policies for each of the new criteria by November 29, 2024.

Action Items:

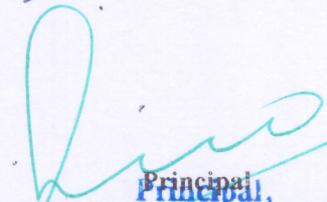
1. The Internal Quality Assurance Cell (IQAC) must submit the Internal Audit Non-Compliance Report by November 29, 2024.
2. Mr. Immanuel: Prepare a cumulative audit statement for infrastructure-related activities.
3. Mrs. Dally Maria Evangeline: Appoint an in-charge for alumni activities and complete evidence collection for Criteria V.
4. All Faculty Members: Encourage participation in Faculty Development Programs (FDPs) to meet the minimum requirement of one FDP per semester.

Acknowledged by

Name	Incharges	Sign
Fr. Thaddues	Principal	
Dr. Antony Raj, Mr. Sarath Kumar	Curriculum Design	
Mr. Sam Surya, Dr. Radhakrishnan	Faculty Resources	
Mr. Immanuel	Infrastructure	
Mr. Immanuel	Financial Resource and Management	
Dr. Jayamary	Learning and Teaching	
Fr. Paulraj, Mr. Ramkumar	Extended Curricular Engagement	
Mr. Sam Surya	Governance and Administration	
Mrs. Dally Maria Evangeline	Student Outcomes	
Dr. Naveen	Research and Innovation Outcomes	
Mr. Jayabalan	Sustainability Outcomes	
Mr. Govindaraj	IQAC Admin	


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