DON BOSCO COLLEGE (Co-Ed)

(Affiliated to Thiruvalluvar University, Accredited by NAAC (Cycle-I) with 3.03 at 'A' Grad

YELAGIRI HILLS

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Meeting No:	2025/2026#01				
Date:	**28-06-2025**				
Time From:	2.30 PM	Time To:	3.00 PM		
Meeting Venue:	IQAC Office				
Members Present:	Dr Ravi L, Fr Charles Grace M, Dr Naveen A, Mr Radhakrishnan V, Dr Jayamary A, Mr Sarath Kumar G, Mr Baskar M, Ms Dally Maria Evangeline A, Mr Immanuvel S, Mr Agilarasan K, Mr Jayabalan M, Mr Thiyagu Vinnarasu A				
Members Absent:	Dr Antony Raj A, Dr Murugan G, Mr Govindaraj R T				
Prepared by	Ms Dally Maria Evangeline A	Reviewed by	Dr Naveen A	Approved by	

Agenda:

1. Introduction
    - Welcoming New Members
    - Overview of Binary NAAC Assessment Metrics
2. Review and Preparation of AQAR Document (AY 2023-2024 & 2024-2025)
3. Discussion on Permanent Affiliation
4. Initiatives Toward Autonomy
   Preparation of ~~Provide~~ the college data for the last five academic years
5. Audit
    - Course Plan Audit
    - Result Analysis Audit
6. Department Key Indicators
   Department in-charges to assign Existing (Criteria -Key Indicators) & NAAC Binary Metrics
7. General Instructions

Proceedings:

The meeting started at 02:30 PM with a short prayer led by Rev. Fr. Charles Grace M, Vice Principal-Academics.

1. **Introduction of Existing NAAC Criterion In charges and New Binary Framework In charges**

Dr Naveen A, IQAC Coordinator, presented the existing NAAC Criterion in charges and introduced the new in charges for the NAAC Binary Framework, which includes responsibilities for each of the 10 new metrics. Newly inducted members for these roles were also announced. The Principal, Dr Ravi L, emphasized that the implementation of the binary framework is essential for maintaining and enhancing institutional quality.

Overview of NAAC Binary Framework:

Existing NAAC Criterion	Binary Framework
~~Convener~~ Dr Thaddeus Principal	~~Convener~~ Dr Ravi L Principal.
IQAC Coordinator Dr Radhakrishnan	IQAC Coordinator Dr Naveen A
Management Representative Dr Bosco Augustine SDB	Management Representative Dr Bosco Augustine SDB
1.Curricular Aspects **Dr Antony Raj A**	1.Curriculum **Dr Antony Raj A**
2.Teaching-Lrarning and Evaluation **Dr Jayamary A**	2.Faculty Resources **Mr Radhakrishnan V** 5.Learning & Teaching **Dr Jayamary A**
3.Research, Innovations and Extension **Dr Naveen A**	9.Research and Innovation Outcomes **Dr Murugan G**
4.Infrastructure and Learning Resources **Mr Immanuvel S**	3.Infrastructure **Mr Sarath Kumar G**
5.Student Support and Progression **Ms Dally Maria Evangeline A**	6.Extended Curricular Engagements **Mr Baskar M** 8.Student Outcomes **Ms Dally Maria Evangeline A**
6.Governance, Leadership and Management **Mr Sam Surya**	4. Financial Resources and Management **Mr Immanuvel S** 7. Governance and Administration **Mr Agilarasan K**
7.Institutional Values and Best Practices **Mr Sam Surya**	10. Sustainability Outcomes & Green Initiatives – **Mr Jayabalan M**
Web Master **Mr John Benetic G**	Web Master **Mr John Benetic G**
Alumni Delegate	Mr Augustine Stalin (Batch 2012)
Local Community	Mr Kumar (Ex-Service Man)
Industry Delegate	Mr Felix R (Boscosoft)

2. Review and Preparation of AQAR Documents (AY 2023-2024 & 2024-2025)

Dr. Naveen A, shared that data for AQAR 2023-2024 has mostly been collected and is in process. For 2024-2025, while data collection has started, some data needs to be refined and organized properly. The Principal insisted on the swift and accurate completion of AQAR for both academic years as it is a key requirement for proceeding with the permanent affiliation process.

3. Discussion on Permanent Affiliation

The Principal informed that the work toward permanent affiliation has commenced, with most of the necessary documents collected from the office. Updates are needed for documents like the campus map/sketch and infrastructure details. Mr. Immanuvel S, was assigned the responsibility of compiling and updating infrastructure data.

4. Initiatives toward Autonomy

The Principal stated that the focus should first be on acquiring permanent affiliation, followed by obtaining UGC 2(f) & 12(B) status. Once these steps are accomplished, the institution can begin preparations for autonomy.

5. Audit

a. Course Plan Audit:

All departments have submitted soft and hard copies of course plans. **Dr. Naveen A**,and **Mr. Govindaraj R T**,will review the plans and submit a preliminary report to the Principal. Faculty members are required to revise and resubmit corrected course plans to the IQAC. An **external expert** will later conduct a second-level audit.

b. Lesson Plan Presentation:

After incorporating corrections, each faculty member will present their lesson plan before IQAC in the presence of two assigned IQAC members.

c. Student-Centric Methods:

Each faculty member must conduct **two mandatory student-centric activities** per course and submit the corresponding reports in the prescribed format.

d. Remedial Coaching:

Following **CIA-I**, every faculty member must conduct **two remedial activities**. Students must be classified into:

- **Advanced Learners**: Engage in peer teaching, NPTEL courses, or external competitions
- **Average Learners**: Participate in classroom seminars

- **Slow Learners**: Receive repeated practice of important questions and testing

All **remedial reports must include geo-tagged photographs** as documentation.

e. Result Analysis Audit:
This audit will be conducted at a later stage.

6. Department Key Indicators Allocation:

The Principal will assign department representatives for each key indicator and corresponding NAAC Binary Metric under each criterion.

General Instructions:

- IQAC meetings will be held **once** in **every two weeks**, on the **fifth day order during the fifth hour**.
- During each IQAC and Heads meeting, members must take turns to present **a new system or suggestion for quality enhancement**.
- The Principal stressed the importance of developing new systems to sustain and improve institutional quality.

Action Items:

S. No	Action Item	Responsible Person
1.	Share updated list of NAAC Criterion In-charges and newly assigned Binary Framework in-charges	Dr Naveen A
2.	Ensure proper formatting and organization of AQAR data for 2023-2024 & 2024-2025	All Criterion Heads
3.	Complete AQAR documentation for AY 2023-2024 & 2024-2025	IQAC Team
4.	Update infrastructure documents and campus map for permanent affiliation	Mr. Immanvel S
5.	Initiate collection of required documents for Permanent Affiliation	Office & IQAC Core Committee
6.	Course Plan Audit	Dr Naveen A, Mr. Govindaraj R T
7.	Remedial Coaching Strategies post CIA-I	All Faculty Members

Acknowledged by		
Name	**In charges**	**Signature**
Dr Ravi L	Principal	
Fr Charles Grace M	Vice-Principal	
Dr Naveen A	IQAC Coordinator	
Dr Antony Raj A	Metric-1 Curriculum Design	
Mr Radhakrishnan	Metric-2 Faculty Resources	
Mr Sarath Kumar G	Metric-3 Infrastructure	
Mr Immanuvel S	Metric-4 Financial Resources and Management	
Dr Jayamary A	Metric-5 Learning and Teaching	1/7/25
Mr Baskar M	Metric-6 Extended Curricular Engagements	
Mr Agilarasan K	Metric-7 Governance and Administration	1/7/25
Ms Dally Maria Evangeline A	Metric-8 Student Outcomes	
Dr Murugan G	Metric-9 Research and Innovation Outcomes	
Mr Jayabalan M	Metric-10 Sustainability	
Mr. Govindaraj R T	IQAC Admin	
Mr Thiyagu Vinnarasu A	IQAC Office Asst.	

1/7/25

IQAC

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1/7/25

Principal

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YELAGIRI HILLS

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Meeting No:	2025/2026#02				
Date:	**29-07-2025**				
Time From:	2.30 PM	Time To:	3.00 PM		
Meeting Venue:	IQAC Office				
Members Present:	Dr Ravi L, M, Dr Naveen A, Dr Jayamary A,, Dr. Antony Raj A, Dr Immanuvel S, Mr Baskar M, Mr Agilarasan K, Mr. Govindaraj R T				
Members Absent:	Dr Murugan G, Ms. Dally Maria Evangline, Mr Jayabalan M				
Prepared by	Mr. Govindaraj	Reviewed by	Dr Naveen A	Approved by	

Agenda:

1. Review of previous meeting minutes
2. Assignment of NAAC Criteria Incharges
   - Department-wise designation of faculty for each NAAC criterion
   - Roles and responsibilities of each in-charge
3. Documentation strategy for AQAR
   - Maintenance of criterion-wise files (both digital and hard copies)
   - Standardized format for data submission
4. Setting internal deadlines for AQAR 2023–2024 and AQAR 2024–2025

Proceedings:

- The meeting began at 2:30 PM with a welcome address by the IQAC Coordinator.
- The previous meeting minutes and action items were reviewed.
- Department-wise metric in-charges were presented and discussed. It was decided that for PG and UG programmes, a single in-charge will be appointed in consultation with department heads and finalized with the Principal's approval.
- A clarification was sought on the format for preparing AQAR. The IQAC Coordinator suggested following the existing method but acknowledged that the newly released NAAC framework would be adopted moving forward.
- Regarding Audit Requirements (ISO & Green Audit), the Principal advised the in-charges to prepare and submit a formal proposal, which would be reviewed at the management level.

- For Course Plan Audit, considering the workload, the Principal suggested that senior faculty members assist Dr. Jayamary her guidance, and the audit be rescheduled accordingly.

Action Items:

1. **Course Plan Audit**: Needs to be **rescheduled** and distributed among senior faculty under the guidance of Dr. Jayamary. Completion target to be fixed by the IQAC.
2. **ISO and Green Audit:** Proposal to be prepared and submitted to the Principal for review and management approval.
3. **AQAR Evidence Collection:** Departments to begin collecting supporting evidence and documents for AQAR 2023–2024 and AQAR 2024–2025

Acknowledged by		
Name	**In charges**	**Signature**
Dr Ravi L	Principal	
Fr Charles Grace M	Vice-Principal	
Dr Naveen A	IQAC Coordinator	
Dr Antony Raj A	Metric-1 Curriculum Design	
Mr Radhakrishnan	Metric-2 Faculty Resources	
Mr Sarath Kumar G	Metric-3 Infrastructure	4/08/25
Mr Immanuvel S	Metric-4 Financial Resources and Management	5/8/25
Dr Jayamary A	Metric-5 Learning and Teaching	6/8/25
Mr Baskar M	Metric-6 Extended Curricular Engagements	
Mr Agilarasan K	Metric-7 Governance and Administration	4/8/25
Ms Dally Maria Evangeline A	Metric-8 Student Outcomes	6/8/25
Dr Murugan G	Metric-9 Research and Innovation Outcomes	
Mr Jayabalan M	Metric-10 Sustainability	6/8/25
Mr. Govindaraj R T	IQAC Admin	
Mr Thiyagu Vinnarasu A	IQAC Office Asst.	

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YELAGIRI HILLS

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Meeting No:	2025/2026#03				
Date:	**15-09-2025**				
Time From:	10.00 AM	Time To:	10.30 AM		
Meeting Venue:	IQAC Office				
Members Present:	Dr Ravi L, M, Dr Naveen A, Dr. Antony Raj A, Dr Murugan G, Ms. Dally Maria Evangline, Mr Jayabalan Dr Immanuvel S, Mr Baskar M, Mr. Govindaraj R T				
Members Absent:	Dr Jayamary A, Mr. Agilarasan				
Prepared by	Mr. Govindaraj	Reviewed by	Dr Naveen A	Approved by	

Agenda

1. Review of Previous Meeting Minutes
2. AISHE (All India Survey on Higher Education) – Survey Year 2024-25
    - Last Date for Submission: October 15, 2025
    - Data collection for AY 2024-2025 (Enrolment – students, staff, placement, results, scholarships)
3. Faculty VIDWAN ID Creation – importance & procedure
4. College Level Google Scholar – profile updating & maintenance
5. Documentation Compilation Status for AQAR
6. NIRF (National Institutional Ranking Framework)

Proceedings

- The meeting commenced at 10.00 AM with a prayer led by the Principal.
- The minutes of the previous meeting and the status of action items were reviewed.

- **AISHE Data Collection**:
  Dr. Immanuvel explained the process of AISHE data collection (AY 2024-25). He highlighted that the data needs to be fine-tuned as per AISHE requirements. The Principal suggested forming a team consisting of Dr. Immanuvel, Dr. Naveen, Mr. Govindaraj, Mr. Baskar, and Mr. Jayabalan to coordinate the work.

- **VIDWAN Registration**:
  The Principal emphasized that all faculty members should create their VIDWAN ID for NAAC, NIRF, and AISHE requirements.

- **Google Scholar**:
  It was decided that all research scholars must register and maintain their Google Scholar profiles.

- **NIRF Updates**:
  The NIRF Coordinator, Dr. Naveen, informed the members that the college received a participation certificate. The Principal suggested organizing a training session on NIRF and AISHE documentation by an external expert.

- **AQAR Documentation**:
  The IQAC Coordinator reminded all Criteria In-charges to begin data collection for AQAR as per the seven criteria framework.

Action Items

1. AISHE final submission to be completed before **October 13, 2025**.
2. Faculty members to complete **VIDWAN ID creation** and update the status.
3. AQAR evidence collection – criteria-wise status to be presented in the next meeting.

Acknowledged by		
Name	**In charges**	**Signature**
Dr Ravi L	Principal	
Fr Charles Grace M	Vice-Principal	
Dr Naveen A	IQAC Coordinator	
Dr Antony Raj A	Metric-1 Curriculum Design	
Mr Radhakrishnan	Metric-2 Faculty Resources	
Mr Sarath Kumar G	Metric-3 Infrastructure	
Mr Immanuvel S	Metric-4 Financial Resources and Management	
Dr Jayamary A	Metric-5 Learning and Teaching	

Mr Baskar M	Metric-6 Extended Curricular Engagements	
Mr Agilarasan K	Metric-7 Governance and Administration	
Ms Dally Maria Evangeline A	Metric-8 Student Outcomes	
Dr Murugan G	Metric-9 Research and Innovation Outcomes	
Mr Jayabalan M	Metric-10 Sustainability	
Mr. Govindaraj R T	IQAC Admin	
Mr Thiyagu Vinnarasu A	IQAC Office Asst.	

23/9/25

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23/09/25

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Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Meeting No:	2025/2026#04				
Date:	**03-11-2025**				
Time From:	10.00 AM	Time To:	11.00 AM		
Meeting Venue:	IQAC Office				
Members Present:	Fr. Charles Grace, Fr, Jerome Hendry M, Dr Naveen A, Dr. Antony Raj A, Dr. Jayamary Dr Murugan G, Ms. Dally Maria Evangline, Mr Jayabalan Dr Immanuvel S, Mr Baskar M, Mr. Sarath KumarMr. Govindaraj R T				
Members Absent:	Dr. Ravi L, Dr. Antony Raj				
Prepared by	Mr. Govindaraj	Reviewed by	Dr Naveen A	Approved by	Principal

Agenda

1. Binary Metrics – Evidence
2. Faculty Development Programme (FDP)
3. LMS (Moodle)

Proceedings

The meeting commenced at **10.00 AM** with a prayer led by **Fr. Hendry**.

The IQAC Coordinator, **Dr. Naveen**, gave a brief explanation of the **10 Binary Metrics** along with the required evidence. He instructed that:

- Each metric's evidence must be thoroughly checked to ensure nothing is left out.
- Metric Incharges and their team members should verify, add, or remove evidence as required.
- Once finalized, the Metric Heads must guide the Department Incharges to submit evidence according to the metric requirements.

The Coordinator also discussed assigning **department-wise Metric Incharges** through the respective Department Heads.

Regarding **FDP**, he instructed the Department Heads to inform faculty members that FDP would be considered **based on the Calendar Year (January 2026 – December 2026).**

On **LMS (Moodle)**, it was noted that the platform was not implemented during this semester. Due to this, there has been a decline in ICT usage. Faculty members expressed concern, and **Fr. Charles (VP – Academics)** mentioned he was not aware of the issue, as no one had approached him earlier regarding this matter.

Action Items

1. **Metric Incharges** must finalize the required evidence as per the instructions given by the IQAC Coordinator.
2. **Binary Metrics evidence** must be submitted to the respective Metric Incharges. This will be verified during the Department Review and **Internal Auditing**.
3. Faculty members must complete **at least one FDP within the Academic Year**.
4. **LMS (Moodle)** must be implemented in the upcoming semester.

Acknowledged by		
Name	**In charges**	**Signature**
Dr Ravi L	Principal	
Fr Charles Grace M	Vice-Principal	
Fr. Jerome Hendry	Dean	
Dr Naveen A	IQAC Coordinator	
Dr Antony Raj A	Metric-1 Curriculum Design	
Mr Radhakrishnan	Metric-2 Faculty Resources	
Mr Sarath Kumar G	Metric-3 Infrastructure	
Mr Immanuvel S	Metric-4 Financial Resources and Management	
Dr Jayamary A	Metric-5 Learning and Teaching	
Mr Baskar M	Metric-6 Extended Curricular Engagements	
Mr Agilarasan K	Metric-7 Governance and Administration	
Ms Dally Maria Evangeline A	Metric-8 Student Outcomes	
Dr Murugan G	Metric-9 Research and Innovation Outcomes	
Mr Jayabalan M	Metric-10 Sustainability	
Mr. Govindaraj R T	IQAC Admin	
Mr Thiyagu Vinnarasu A	IQAC Office Asst.	

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YELAGIRI HILLS

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting - 05

Meeting No:	2025/2026#05				
Date:	**29-01-2026**				
Time From:	11.30 AM	Time To:	12.05 PM		
Meeting Venue:	IQAC Office				
Members Present:	M, Dr Naveen A, Dr. Jayamary Dr Murugan G, Dr Immanuvel S, Mr Baskar M, Mr. Mr. Radhakrishnan, Agilarasan Sarath KumarMr. Govindaraj R T				
Members Absent:	Dr. Ravi L, Dr. Antony Raj A, Ms. Dally Maria Evangline, Mr Jayabalan				
Prepared by	Mr. Govindaraj	Reviewed by	Dr Naveen A	Approved by	Principal

Agenda

1. NIRF Data
2. Department Audit Data Template
3. College Day Data
4. Self-Appraisal
5. Workshop
6. Exit Survey

Proceedings

The meeting commenced at **11.30 AM**.
The IQAC Coordinator, **Dr. Naveen A**, briefed the members about the agenda.

1. NIRF

It was discussed that the required data for **NIRF submission (AY 2024–2025)** should be collected from all departments. The required data include:

- Total number of students
- Admitted students
- Community-wise details
- Economically weaker section students
- Scholarship beneficiaries
- Placement details
- Staff details (present staff and exited staff)

Department representatives were informed that:

- For **NIRF**, only **counts** are required.
- For **NAAC**, both **counts and supporting evidence** are required.

Department representatives were instructed to clearly understand the criteria heads and begin collecting evidence for the NAAC process.

2. Department Audit Data Template

IQAC has prepared a **uniform department audit data template**. The draft template will be shared with departments for suggestions regarding additions or deletions. It was highlighted that different templates used during previous department reviews made verification and analysis difficult. After finalisation and approval, the same template will be implemented across all departments.

3. College Day Data

Departments were instructed to maintain the **College Day report and data strictly as per NAAC requirements**. All departments should keep the data ready so that the information can be submitted immediately once the template is shared.

4. Self-Appraisal

The Self-Appraisal template was presented. It was suggested that the item **"LMS Usage"** should be removed since LMS is not available at present and replaced with **"ICT Usage."**

5. Workshop

Dr. Murugan suggested that workshops should be organised in coordination with the **IQAC and the Research Cell** during the current academic year.

6. Exit Survey

Departments were instructed to complete the **COs and POs attainment** for the **Batch 2022 passed-out students (AY 2024–2025)**.

While preparing COs and POs, departments were also advised to collect the **Exit Survey** through **Google Forms**.

It was noted that there is confusion among faculty regarding:

- COs and POs entry in the **Higrade portal** (internal purpose), and
- COs and POs required for accreditation documentation.

Hence, it was proposed to organise a **faculty orientation session** on COs and POs.
Dr. Jayamary suggested arranging the session at the earliest.

Action Items

1. All departments shall maintain accurate and uniform data related to:
    - student strength,
    - staff strength,
    - placement, and
    - scholarships for the respective academic year.
2. The **Department Audit Data Template** shall be finalised and approved by the Principal and used uniformly by all departments.
3. All departments shall maintain **College Day data with supporting evidence** for the academic year **2025–2026**.
4. The **Self-Appraisal form** shall be finalised with the suggested modification.
5. Workshops shall be organised during the current academic year by **IQAC in coordination with the Research Cell**.
6. A training session on **COs, POs and Exit Survey procedures** shall be arranged shortly.

Acknowledged by		
Name	**In charges**	**Signature**
Dr Ravi L	Principal	
Fr Charles Grace M	Vice-Principal	
Fr. Jerome Hendry	Dean	
Dr Naveen A	IQAC Coordinator	
Dr Antony Raj A	Metric-1 Curriculum Design	
Mr Radhakrishnan	Metric-2 Faculty Resources	
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Dr Murugan G	Metric-9 Research and Innovation Outcomes	
Mr Jayabalan M	Metric-10 Sustainability	
Mr. Govindaraj R T	IQAC Admin	
Mr Thiyagu Vinnarasu A	IQAC Office Asst.	

5/2/26.

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24/02/26

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