

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 1

Date : 23/11/2016

Time : 12.15 PM

Venue : AV Room

Members: Secretary, Principal, VPs, Deans, and All the staff members.

Agenda:

1. To start the process of NAAC
2. IQAC committee to be formulated
3. Action Plan
4. Planning of Activities by clubs and cells

1. Started with prayer by Ms. Shantha, IQAC Coordinator
2. Principal gave welcome address & Introduction talk.
 - Steering committee has larger work. Their roll is very important.
 - It is a collective work. Each & everyone have to devote your efforts towards NAAC.
3. Secretary Father Introduction talks.
 - We are **moving together** to get NAAC Accreditation.
 - In this Regard Secretary Father requested the gathering (Staff Members), "Each Departments should provide the necessary document to the IQAC in charge without fail and without delay.
 - The date will be specified for the submission of each and every document.

NATIONAL ASSESSMENT ACCREDITATION COUNCIL

There are 7 criteria to serve as the basic of its assessment procedures.

1. Curricular Aspects
2. Teaching Learning & Evaluation
3. Research, Consultancy & Extension
4. Infrastructure & Learning Resources
5. Student support & progression
6. Governance, Leadership & Management
7. Innovations & Best Practices.

- First Process start with Self Study Report (SSR) preparation
- Collecting the data from Departments and College for SSR preparation
- February 1st week we have to submit the hard copy of SSR
- All the events and happenings to be recorded with proper documents

4. Principal

- Everything is the time bound. So all the departments have to cooperate to submit the documents within the time given.
- Steering Committee has two Groups.
 1. Ex-Officio Committee
 2. Executive Committee

It was discussed and decided to carry out the following:

- First we have to do Gap Analysis
- We have to collect records on matters currently followed; Next meeting will be based on this data collection.
- Department has to collect the complete students' records like
 - Assessment Records
 - Different methods of Training (Teaching Methods)
 - What is the current set of Records?



IQAC COORDINATOR



PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

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ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 2

Date : 30/11/2016
Time : 12.15 PM
Venue : AV Room
Members : Principal, IQAC Coordinator,
Executive members

Agenda:

- 1. Documentation process**
- 2. Template distribution**
- 3. Planning of activities**

- ✚ All the Department staff representative submitted their Department reports to IQAC.
- ✚ There was face to face interaction with each staff representative with him.
- ✚ Also how to maintain the records of the Department and other activities were discussed.
- ✚ Department SSR template was distributed and it was told to submit on 07/12/2016.

S. Shan

IQAC COORDINATOR

Ani George

PRINCIPAL

Principal
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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 3

Date : 31/1/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Placement Officer
3. Counselor

Agenda:

- 1. Placement process**
- 2. Counseling**

Minutes

Placement

1. The placement officer will be responsible for training programs related to placements and carrier guidance.
2. The placement activities should be strengthened.
3. The placement cell should arrange more placement sessions with the help of alumni.
4. Seminar sessions and interactive sessions should be arranged for communication skill and career guidance through professional agencies.
5. To organize placement drives and ensure that maximum students got placed.
6. To organize job fair.
7. The placement officer has to maintain the record on the following:
 - ✚ Total Number of Companies coming for campus interview.
 - ✚ Number of students who attended the interview.
 - ✚ Number of students got selected for the job.
 - ✚ Percentage of Placement.

Counseling

1. Instructions were given to Councilor regarding counseling.
2. Instructed to maintain records properly and to ensure the confidentiality.
3. The Departments suggest the name of students for counseling.
4. Follow up to be done for each student.
5. The outcome of the counseling to be noted.

S. Shan

IQAC COORDINATOR

Am. Somu

PRINCIPAL

Principal
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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 4

Date : 23/02/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Executive members

Agenda:

1. Lesson plan preparation
2. Student Assessment preparation

Minutes

1. Lesson plan to be prepared by the staff for each subject.
2. The printed booklet will be distributed to all the staff.
3. All the staff must carry the lesson plan notebook to the class.
4. The lesson plan to be submitted to IQAC at the end of the semester for verification.
5. Student assessment to be prepared for each student by the class mentors starting from I semester to VI semester.
6. Each sheet contains the personal and academic information which is to be filled for each semester and the improvements to be noted.
7. After analyzing the percentage of marks, remedial coaching can be given.


IQAC COORDINATOR


PRINCIPAL
Principal
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ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 5

Date : 3/03/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Head of the Departments

Agenda:

1. Website Updating
2. Action Plan for next academic year

Minutes:

1. Website has to be revamped and more details to be included in the website.
2. Website in-charge to update the details in the website frequently.
3. Action plan to be prepared for the next academic year by the Head of the Department and to be submitted to Principal.
4. Department activities to be planned for next semester.



IQAC COORDINATOR



PRINCIPAL

Principal
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