

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 1

Date : 20/06/2017

Time : 12.15 PM

Venue : AV Room

Members: Secretary, Principal, VPs, IQAC Coordinator

Agenda:

- 1. To revamp IQAC team members**
- 2. Evolution of new course**
- 3. New Lesson plan**
- 4. Infrastructure Up gradation**
- 5. MOUs**

Minutes:

- A new team of Executive Committee members with all the heads of the department has been formed to enhance the work of IQAC.
- The Heads are responsible for the completion of files.
- New course B.Com A & f (Shift I) and B.COM CA (Shift II) were started to fulfil the demands.
- New notes of lesson notebook are given for the preparation of Lesson plan. All the staff must carry the notes of lesson to the class daily.
- Installation of Elevator to be done.
- Installation of security camera all over the College.
- Wi-Fi facilities to be provided to staff and students.
- Each Department must sign at least one MOU for Collaboration.

S. Shan

IQAC COORDINATOR

Am. Soma

PRINCIPAL

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

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 2

Date : 3/08/2017
Time : 12.15 PM
Venue : AV Room
Members : IQAC Coordinator
Heads of the Departments

Agenda:

- 1. AISHE**
- 2. Seminars and group discussions**
- 3. Student Assessment**
- 4. Add on course**

Minutes:

1. Data submitted to All India Survey of Higher Education.
2. Seminars and group discussions should be organized for the students to impart participative learning.
3. Student assessment template to be prepared for all I year students by the class mentors.. Their basic details and a personal detail have to be filled in the template.
4. For Second and Third years the percentage for the semester to be filled.
5. Departments to take initiative to conduct Add on courses and value added courses.


IQAC COORDINATOR


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

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 3

Date : 30/11/2017

Time : 12.15 PM

Venue : IQAC Room

Members : 1. IQAC Coordinator
2. Heads of the Departments

Agenda:

- 1. Graduation List**
- 2. Awareness programs**
- 3. National seminar**
- 4. Student Attendance**

Minutes

- Graduation list to be prepared for 2016 passed out students
- Number of Students secured first classes and second classes to be noted.
- Each Department should conduct National Seminar in this academic year.
- Percentage of Attendance for each month to be maintained by class mentors. Irregular students, late comers and long absentees to be identified and necessary action to be taken.
- Clubs and Cells to take initiative to conduct awareness programmes exclusively for women students.
- Training programmes can be initiated by the Departments.

S. Shan

IQAC COORDINATOR

Am. Somu

PRINCIPAL

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

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 4

Date : 26/01/2018
Time : 12.15 PM
Venue : IQAC Room
Members : 1. IQAC Coordinator
2. Core Committee (Secretary, Principal, VP's)


Agenda:

- 1. Rain water Harvesting**
- 2. Wi-Fi connectivity inside the campus**
- 3. MOUs**
- 4. Registration of Alumni Association**
- 5. Action Plan**

Minutes

1. Rain water harvesting to be made to save water.
2. In order to have ICT enabled teaching the campus must be Wi-Fi enabled. All the floors must have Wi-Fi facility.
3. Each Department must sign at least one MOU for collaborative activity. Add on courses, Internships, skill Development training programmes can be conducted through MOU.
4. To strengthen the Alumni network the Association has to be registered and contribution to be collected from Alumni which can be utilized for the up gradation of the institution. Separate Bank account to be created and the accounts to be properly maintained.
5. Departments to prepare the Action plan for the next academic year and also must submit the requirements along with the budget.


IQAC COORDINATOR


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