

**MAR GREGORIOS COLLEGE OF ARTS & SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2018-19**  
**IQAC MEETING MINUTES**

**Meeting No: 1**

Date : 11/06/2018  
Time : 12.15 PM  
Venue : AV Room  
Members : IQAC Coordinator  
Secretary, Principal, VP's

**Agenda:**

1. Renovation of Library
2. Generator
3. Mentor Mentee Program
4. First aid box

**Minutes:**

1. Library space has to be extended. Increase in number of reference books. Reading space has to be increased. More tables and chairs to be provided.
2. The first floor of the College building is equipped with solar power back up but the second and third floor has to be supported by Generator back up.
3. In order to guide and support the students academically and personally Mentor Mentee program to be introduced. Per semester 2 sessions has to be conducted. All the staff should be included in this activity.
4. First aid box is available only in the office room. Also first aid box to be kept in staff rooms in each floor, Sports room, NSS and NCC room in order to have easy access.

*S. Shan*

**IQAC COORDINATOR**

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**PRINCIPAL**

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

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**IQAC MEETING MINUTES**

**Meeting No: 2**

Date : 20/06/18  
Time : 1 PM  
Venue : AV Room  
Members : IQAC Coordinator  
Heads of the Department

**Agenda:**

- 1. Workload allocation and time table**
- 2. Review of Action plan**
- 3. Faculty Development Program**
- 4. Mentor Mentee**

**Minutes:**

1. All the Heads should submit the copy to class as well as Individual staff time table to Deans to prepare the master time table. Any deviation should be reported to Principal.
2. The Departments must follow the action plan submitted for this year and conduct activities planned and report to be sent to documentation mail id in a proper format.
3. Each Department must take initiative to conduct Faculty Development Program for enrichment of knowledge.
4. Mentor Mentee program is initiated this year. A circular will be sent to all the staff members. Mentor will be assigned by IQAC. With the given mentor list Department has to assign mentees evenly for the assigned mentors. The Mentor session has to be conducted as per the date given in the circular.

  
**IQAC COORDINATOR**

  
**PRINCIPAL**  
Principal  
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**ACADEMIC YEAR 2018-19**  
**IQAC MEETING MINUTES**

**Meeting No: 3**

Date : 06 /08/18  
Time : 12.15 PM  
Venue : AV Room  
Members : IQAC Coordinator  
Heads of the Department  
NSS Coordinator

**Agenda:**

- 1. Conduct of Add on course**
- 2. Organize national Conference**
- 3. Maintenance of Files**
- 4. Remedial coaching**
- 5. Strengthening of NSS activities**

**Minutes:**

1. Every Department must take initiative to conduct at least one Add on course for the benefit of students. The following records to be maintained by the Department for Add on course.

- Syllabus
- Student registration details with signature
- Attendance with signature
- Photos
- Report along with test marks
- Certificate of all the students who have registered for the course

2. Necessary steps to be taken to conduct National Conference.

3. All the files to be updated regularly. Internal auditing will be conducted at the end of the semester.

4. Remedial coaching to be organized for slow learners. Prepare a schedule and conduct classes accordingly.

5. More awareness programmes and Outreach programmes to be conducted.

  
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**Meeting No: 4**

Date : 08/11/18  
Time : 12.15 PM  
Venue : AV Room  
Members : Principal  
          IQAC Coordinator  
          Heads of the Department  
          Placement Officer  
          ED Cell Coordinator

**Agenda:**

- 1. Internal Auditing**
- 2. Academic and Administrative Audit**
- 3. Placement training programmes**
- 4. ED cell training programmes**

**Minutes:**

1. Internal auditing for odd semester will be conducted on 14/11/2018. All the files should be updated and kept ready. No file should be kept pending. Audit check list has been sent to Heads official mail.

2. AAA audit will be conducted by the month of March. Prepare Department SSR for evaluation of AAA and submit the soft copy to IQAC.

3. Placement Cell to conduct training program on Resume writing, Communication skills and Interview skills for all the III year students. Industrial tie- up for placement to be carried out.

4. ED cell should take initiative for skill development training programmes. Also more seminars, workshops and interactive session with young Entrepreneurs are to be initiated.

  
**IQAC COORDINATOR**

  
**PRINCIPAL**

Principal  
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**Meeting No: 5**

Date : 18/03/19  
Time : 12.15 PM  
Venue : AV Room  
Members : Principal  
              IQAC Coordinator  
              Heads of the Department

**Agenda:**

- 1. Internships**
- 2. Internal Auditing**
- 3. Workload and Time Table**
- 4. Bridge course**
- 5. Action Plan**
- 6. Administrative staff training program**

**Minutes:**

1. The Heads of the Department should motivate the student who doesn't have Internships in their curriculum to go for Internships for their academic growth.

2. Internal Auditing for even semester will be conducted on 8/04/19 and 9/04/19. All the files are to be updated and kept ready for auditing. Audit check list has been sent to Heads official mail.

3. Workload and Time table for the next academic year to be sent to Deans for verification.

4. Bridge course to be planned for the first year students for the next academic year. Syllabus for the bridge course to be sent to IQAC for approval.

5. Administrative staff training programme to be conducted at the beginning of next academic year.

  
**IQAC COORDINATOR**

  
**PRINCIPAL**  
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