

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2019- 20
IQAC MEETING MINUTES

Meeting No: 1

Date : 11/06/19
Time : 12.15 PM
Venue : AV Room
Members : Secretary, Principal, VP's
IQAC Coordinator

Agenda:

- 1. Language Lab**
- 2. Girls common room**
- 3. Library Automation**
- 4. Fire safety installation**
- 5. Registration of Alumni registration**

Minutes:

1. Language Lab has to be implemented for improving the communication skills of the students. All the necessary equipments and software should be installed in the lab.
2. Girls common room to be renovated and have to be equipped with necessary facilities. First Aid box have to be provided.
3. Library to be facilitated with LMS software and to be automated.
4. Fire safety equipment is available only in Labs and library. Need to install more equipment in all the floors for the safety. It has to be installed in Seminar halls, Conference hall and Auditorium too.
5. Alumni Association is not registered till now and we need to register it. Also the contribution from the Alumni has to be collected and separate Bank Account has to be maintained.


IQAC COORDINATOR


PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
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MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2019-20

IQAC MEETING MINUTES

Meeting No: 2

Date : 26/08/19
Time : 12.15 PM
Venue : AV Room
Members : Principal
IQAC Coordinator
Heads of the Department

Agenda:

- 1. Mentor Mentee program**
- 2. Outcome of the year 2017-18**
- 3. MOU's with Industries**
- 4. IIQA and SSR**

Minutes:


1. 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.

2. Result analysis was conducted for April 2017 University Examination to know the outcome of the year. Also the number of students placed in each Department is noted and Principal insisted the Department to motivate the students to perform well in their exams to get placement.

3. Departments are advised to sign more MOUs with Industries for Collaboration. To sustain the Industry-Institute Interaction through Membership & MOU's by conducting various activities through them.

4. As we are planning to apply for NAAC accreditation IIQA need to be prepared and the data required for the same will be collected from the Departments. Principal insisted the Departments to cooperate with IQAC Coordinator for the successful completion of the process.


IQAC COORDINATOR


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IQAC MEETING MINUTES

Meeting No: 3

Date : 08/01/20
Time : 12.15 PM
Venue : AV Room
Members : Principal
 IQAC Coordinator
 Heads of the Department

Agenda:

- 1. Capacity Building activities**
- 2. ICT facilities**
- 3. Industrial Visits and expert lectures**
- 4. Strengthening of student participation**
- 5. Department meetings**
- 6. Green campus initiative**

Minutes:

1. More capacity building training programmes on soft skills, Computing skills and life skills to be organized for the benefit of students.
2. Improving the use of ICT in teaching, evaluation and administrative process. Staff are encouraged to use more of ICT facilities for the conduct of classes.
3. To enable experiential learning Industrial visits and Expert lectures to be organized. A detailed plan to be submitted to IQAC within 2 days.
4. Encourage the students to participate in more extra-curricular activities and inter collegiate competitions to exhibit their talents.

5. Heads are instructed to conduct Department meetings every Thursday to plan activities for the upcoming week and the minutes to be recorded.

6. Instruct the students and staff to switch off lights and fans when not required. Eco-friendly measure should be taken in the campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed.

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IQAC COORDINATOR



PRINCIPAL

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