

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2020-21
IQAC MEETING MINUTES

Meeting No: 1

Date : 12/06/20
Time : 12.15 PM
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator, Heads of the Department

Agenda:

1. Reports of activities conducted
2. Registration for Paramarsh event
3. Weekly plan

Minutes:

1. The first ever virtual meeting during lockdown was conducted through zoom. The main objective of the meeting is to discuss Academic and Non-Academic activities carried out by the departments during pandemic. The Heads are asked to submit the detailed report of the activities conducted during lockdown for the benefit of staff and students.
2. As we have collaborated with Loyola Collage under Paramarshscheme it is mandatory for all the staff to attend the webinar conducted by Loyola College. Registration link is already shared in whatsapp group and all the staff must attend the program.
3. For every upcoming week, weekly plan to be prepared by the heads and to be submitted to Principal. More Student oriented activities to be planned.


IQAC COORDINATOR



PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

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Meeting No: 2

Date : 22/06/20
Time : 9 a.m.
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator, All staff


Agenda:

- 1. Allocation of subjects**
- 2. E-Content Preparation**
- 3. Online class**

Minutes:

1. Heads are instructed to prepare workload and allocation of subjects for the upcoming semester and to be sent to VP's and Principal for approval. Workload to be evenly shared by staff.
2. As we are in pandemic it is not possible to have offline classes. For taking online class the staff must prepare ppts as well as E-Content for all the subjects handled. The staff has to send to Heads, and they have to verify and it is to be sent to IQAC for posting it in the website. E-content should be brief and understandable.
3. Students to be academically connected with College. Network facilities to be arranged for taking online classes.
4. Per day 2hrs classes will be conducted. During the first week Icebreaker sessions, EVS, Value Education and soft skill sessions will be conducted.
5. An Online training will be conducted through Google meet to clarify doubts regarding online mode of teaching.
6. Staff to cooperate with the Heads for conducting online classes and also to be in proper dress code during online classes.
7. Staff are instructed to attend FDP's, Refresher course, NPTEL course, MOOC etc.


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Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
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IQAC MEETING MINUTES

Meeting No: 3

Date : 06/01/21
Time : 9 a.m.
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator

Agenda:

1. Internal Audit
2. Preparation of SSR
3. Alumni Contribution
4. Skill Development programmes

Minutes:

1. Internal Audit by IQAC to be conducted as early as possible. Date to be confirmed for the audit.
2. Due to pandemic the preparation of SSR is delayed. The IQAC team should complete the work as early as possible. Date for submitting IIQA to be fixed.
3. Alumni registration has been successfully done and the contribution amount and other details to be finalized in the next Alumni meeting.
4. All the Department must take initiative to conduct Skill Development programmes for the benefit of students.



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