

NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 23-06-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda

To discuss about qualification approval for 2016 – 2017

Minutes of Meeting:

- ✓ Meeting started with a silent prayer.
- ✓ List of faculty who need qualification approval has to be generated.
- ✓ Ms. Shibe Rimo took the responsibility of preparing the list.
- ✓ Also it was finalized to start the process for qualification approval in a months time.

Action Taken Report

- ✓ The list has been prepared
- ✓ Ms. Shibe Rimo applied for qualification approval of the staff members.


IQAC CO-ORDINATOR


PRINCIPAL

NAZARETH COLLEGE OF ARTS AND SCIENCE

Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 14-07-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:


To discuss about International Conference of English department.

Minutes of Meeting:

- ✓ Meeting started with Prayer.
- ✓ Ms. Hema updated the status of arrangement made for the International Conference.
- ✓ Sir gave suggestion regarding the Conference.
- ✓ Sir asked the expenditure list.

Action Taken Report

- ✓ Ms. Hema submitted the expenditure.
- ✓ She also submitted the agenda and the topics of the paper.



IQAC CO-ORDINATOR



PRINCIPAL



Principal

NAZARETH COLLEGE OF ARTS & SCIENCE
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai - 600 062.

NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 10-08-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:

To discuss on Criteria – I

Minutes of the Meeting:

- ✓ The key aspects and weightages of Criteria – I was discussed.
- ✓ Curricular planning and implementation aspect was discussed department wise.
- ✓ Feedback collection of Students, Alumni and Parents were discussed.
- ✓ HODs of all the department were asked to prepare the PPT criteria wise and submitted to the IQAC.

Action Taken Report:

- ✓ Feedback were collected from Students, Alumni and Parents.
- ✓ HODs submitted the criteria wise answer in the form of PPT to IQAC.


IQAC CO-ORDINATOR


PRINCIPAL

NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 15-09-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:


To discuss on National level workshop on cloud computing.

Minutes of Meeting:


- ✓ The meeting started with warm welcome by the IQAC Co-ordinator.
- ✓ Discussed the date and time for the workshop on cloud computing.
- ✓ Discussed the organizing committee members to effectively organize the workshop.
- ✓ Discussed about fund raising for the workshop.

Action Taken Report:

The entire process is outsourced and is in the process of implementation.



IQAC CO-ORDINATOR



PRINCIPAL



NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 19-10-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:

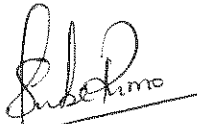
To discuss the second criteria Teaching, Learning and Evaluation process and the relevant key aspects.

Minutes of Meeting:

- ✓ The meeting started with silent prayer.
- ✓ Formal welcome by the IQAC Co-Ordinator.
- ✓ Student enrollment and the details of the student diversity was discussed.
- ✓ The different teaching learning process adopted in each department was discussed.
- ✓ Evaluation process and transparency in evaluation was implemented.
- ✓ The learning outcomes and the students performance in each semester was reviewed by the Secretary Mr. A.N. Henry Maris.

Action Taken Report:

- ✓ HOD submitted the report of method of evaluation process.
- ✓ The student enrollment and details of the student diversity was collected.



IQAC CO-ORDINATOR



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NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date :17-11-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:

To discuss on starting the Journal of Commerce and Management.

Minutes of Meeting:

- ✓ Meeting started with a prayer.
- ✓ Discussed to select the journal preview board members.
- ✓ It is proposed to prepare a timeline chart.
- ✓ To prepare proposal for introducing the journal.
- ✓ To apply for ISSN number.
- ✓ The HODs of Commerce and Management were assigned in find out eminent personalities to review the journal.
- ✓ Name confirmation for the journal with UGC to be done within a week.

Action Taken Report:

The entire process is outsourced and is in the process of implementation.



IQAC CO-ORDINATOR



PRINCIPAL

NAZARETH COLLEGE OF ARTS AND SCIENCE
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 13-12-2016

The following members were present

1. Mr. Henry Maris
2. Dr. Hemalatha Thiagarajan
3. Ms. Shibe Rimo
4. Ms. Alamelu
5. Ms. Shakila
6. Ms. Hema
7. Mr. Thiagarajan
8. Mr. Kirubananth
9. Ms. Ruby
10. Ms. Blessing Shebina

Agenda:

To discuss the Criteria III – Research, Consultancy and Progression.

Minutes of Meeting:

- ✓ Meeting was started with silent prayer.
- ✓ Discussion was about the research and publication of the Staff members.
- ✓ The department Heads has to submit the list of research and publication and workshop attended by the staff members.
- ✓ The progression of the students has to be submitted by the Staff members.

Action Taken Report:

- ✓ The list of research and publication by the Staff members were given.
- ✓ The progression list were submitted.



IQAC CO-ORDINATOR



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