

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 06-01-2017

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:

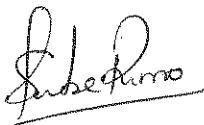
To discuss and implement the software in each department.

Minutes of Meeting:

- ✓ Meeting started with formal greetings by Principal.
- ✓ The management of information system in department wise was discussed.
- ✓ Secretary explained about the MIS of college level in detail.
- ✓ HODs explained the system of their departments in detailed way.
- ✓ The proposal for this software was quoted Rs. 90,000/-
- ✓ IQAC Co-ordinator ended the meeting with thanking all.

Action Taken Report:

- ✓ The entire process was proposed clearly.
- ✓ The quotation was too high to implement.



IQAC CO-ORDINATOR



PRINCIPAL



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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 08-02-2017

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 Criteria IV Infrastructure and Learning process.

Minutes of Meeting:

- ✓ The meeting started with silent prayer.
- ✓ The auditorium, extension of library, Rest room has to be implemented.
- ✓ List of books to be purchased has to be prepared by each department.

Action Taken Report:

- ✓ Books purchased for Library.
- ✓ Auditorium is to be started.


IQAC CO-ORDINATOR


PRINCIPAL

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 15-03-2017

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:

Criteria V and its key aspects.

Minutes of Meeting:

- ✓ Formal welcome of the faculty by Ms. Blessing Shebing, Assistant Professor Department of Computer Science.
- ✓ The Criteria – 5 was assigned to Mr. Kirubananth, Physical Director.
- ✓ Student mentoring and the faculty student ratio for mentoring was discussed.
- ✓ Students participation and winners in sports are decided to honor in the department function.
- ✓ The Heads of each department was asked to prepare a presentation on Criteria- V and submit to IQAC.

Action Taken Report:

- ✓ The Criteria – V was prepared in PPT and submitted to IQAC.
- ✓ Student and faculty ratio was finalized for mentor relation.



IQAC CO-ORDINATOR



PRINCIPAL

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 22-03-2017

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:

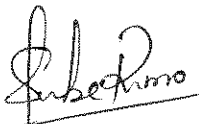
To discuss and upgrade the library infrastructure.

Minutes of Meeting:

- ✓ The meeting started with formal wish from IQAC Co-ordinator.
- ✓ Principal proposed for new shelf and benches for the library.
- ✓ Discussed about new journal subscription department wise
- ✓ Discussed about E-learning books for Staff members for more information.
- ✓ New proposal for newspaper rack for convenient access of papers.
- ✓ It was proposed to celebrate library day to enrich the knowledge of the student.
- ✓ Librarian was asked to submit the new book list to Principal for approval.

Action Taken Report:

- ✓ The discussed points were conveyed to librarian through Principal.
- ✓ New journals was subscribed.
- ✓ Librarian collected the list from Heads of Departments and submitted to Principal and books were purchased.



IQAC CO-ORDINATOR



PRINCIPAL

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 05-04-2017

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:

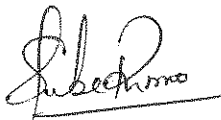
Discussion about Criteria – VI and Criteria VII

Minutes of Meeting:

- ✓ Meeting started with silent prayer.
- ✓ Criteria – VI is governance, Leadership and Management and Criteria – VII is Institutional values and Best Practices.
- ✓ The key aspects of both the Criterion were discussed.
- ✓ Best practices were discussed among the members.
- ✓ Lesson plan updated and whether status of completion is checked by the Staff members.
- ✓ The report of lesson plan has to be prepared.
- ✓ The other Best practices.

Action Taken Report:

- ✓ The report of lesson plan was verified.
- ✓ To follow the best practices regularly.



IQAC CO-ORDINATOR



PRINCIPAL

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 19-04-2017

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:

Discussion about AQAR.

Minutes of Meeting:

- ✓ Meeting started with silent prayer.
- ✓ Preparation of AQAR has been started.
- ✓ The details under different criteria has to be collected from each department.
- ✓ Reports has to be collected for each activities conducted in the department and cell.
- ✓ Event list has to be prepared.

Action Taken Report:

- ✓ The report of the activities of the cell and department was collected.
- ✓ The required details of each department for the preparation of AQAR has been collected.



IQAC CO-ORDINATOR



PRINCIPAL



Principal

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date :20-04-2017

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

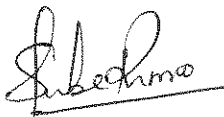
Discussion about the submission of AQAR.

Minutes of Meeting:

- ✓ The session started with silent prayer.
- ✓ The meeting started. The AQAR was submitted.
- ✓ AQAR was read among the IQAC members.
- ✓ They also proposed about permanent affiliation – 2f

Action Taken Report:

- ✓ The AQAR was uploaded.
- ✓ Applied for permanent affiliation – 2f



IQAC CO-ORDINATOR



PRINCIPAL



Principal

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

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date : 26-04-2017

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 permanent affiliation.

Minutes of Meeting:

- ✓ Meeting started with prayer song.
- ✓ Shibe Rimo announced that our college comes in the permanent affiliation list – 2f
- ✓ Our college will prepare will for second cycle of NAAC visit – Shibe Rimo
- ✓ The members were asked to stay back if any work is pending.
- ✓ Secretary sir insisted that all the cells must be activate. The event list for next academic year must be prepared and submitted to the Principal.

Action Taken Report:

The event list were collected from each department.



IQAC CO-ORDINATOR



PRINCIPAL

