

NAZARETH COLLEGE OF ARTS AND SCIENCE
Affiliated to University of Madras, Re -Accredited by NAAC with 'B' grade
Kovilpathagai, Avadi, Chennai 62

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 29.6.2022

The following members were present

1. Dr. E. Mary Angeline – Chairperson
2. Ms. K. Alamelu - IQAC Coordinator
3. Mrs. E. Mano Ranjitham – Member
4. DrMs. R.Meenakshi – Member
5. Ms. E. F. Beulah Angeline – Member
6. Ms.Divya – Member
7. Mr.Febin - Member
8. Ms.Esther – Member
9. Dr. D. Senthil – Member
10. Dr. Thiyagaraj – Member
11. Ms. Gomathi – Member
12. Mr. V. Kirubananth – Member
13. Ms.Devi Mano – Member
14. Ms.Angel Monika – Member
15. Mr.U.Vadivelan – Member
16. Ms.Suganya – Member
17. Ms.Dharani - Member

Agenda:

Detailed Report:

1. The Principal, Dr. Mary Angeline addressed the staff members.
2. The staff members insisted on identifying and encouraging students to actively participate in the IIC activities.
3. The principal insisted that the faculty prepare the strategic plan for the academic year.
4. The Change in the designation will be informed soon after consulting the Management, said the Principal.

Action Taken Report:

1. The institution collected the proposal from all the details in creating the incubation centre.
2. Internal Quality Assurance Cell consolidated the strategic plan.

PRINCIPAL



IQAC COORDINATOR

Principal

Nazareth College of Arts & Science
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Vellanoor Post, Avadi, Chennai-600062

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Minutes of the Meeting

Date:11-07-2022

The following members were present

1. Dr. E. Mary Angeline – Chairperson
2. Ms. K. Alamelu - IQAC Coordinator
3. Mrs. E. Mano Ranjitham – Member
4. DrMs. R.Meenakshi – Member
5. Ms. E. F. Beulah Angeline – Member
6. Ms.Divya – Member
7. Mr.Febin - Member
8. Ms.Esther – Member
9. Dr. D. Senthil – Member
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15. Mr.U.Vadivelan – Member
16. Ms.Suganya – Member
17. Ms.Dharani – Member

Agenda:


To discuss about

1. Google classroom updation
2. Asynchronized class
3. Recruitment
4. IQAC composition
5. Completion status of AQAR

DETAILED REPORT:

1. Ms. K. Alamelu reported the AQAR completion status to the secretary.
2. Ms.E.Mano Ranjtham, Dean of Academics discussed the staff requirement in various departments.
3. IQAC composition and completion of AQAR were presented to the secretary.



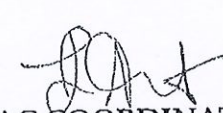

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4. Principal asked the IQAC coordinator to create a timeline for submission of all the data.
5. She instructed the IQAC members to follow the timeline and submit the collected data from the department on time.
6. The events to be conducted in the month of February were presented in the meeting for discussion and confirmation of dates to avoid overlapping of dates.
7. Principal insisted that both hard and soft copy of reports of all the cells and association reports should reach IQAC.
8. The strategic plan has to be prepared for both the semester.

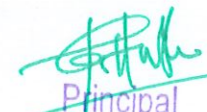
Action taken report:

1. The data are collected and applied for the rankings.
2. The events were conducted in various cells and associations.
3. The strategic plan was created and implemented accordingly.


PRINCIPAL


IQAC COORDINATOR




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Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 25.7.2022

The following members were present


1. Dr. E. Mary Angeline – Chairperson
2. Ms. K. Alamelu – IQAC Coordinator
3. Mrs. E. Mano Ranjitham – Member
4. DrMs. R.Meenakshi – Member
5. Ms. E. F. Beulah Angeline – Member
6. Ms.Divya – Member
7. Mr.Febin – Member
8. Ms.Esther – Member
9. Dr. D. Senthil – Member
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15. Mr.U.Vadivelan – Member
16. Ms.Suganya – Member
17. Ms.Dharani – Member

Agenda: 1. SDG Project
2. Preparation of AQAR.

Detailed Report:

1. Staff orientation was conducted by IQAC.
2. Heads of the Department to provide accurate data (Clubs and Cells) for AQAR.
3. The SDG projects were assigned to 25 staff members along with two student representatives for each project.
4. The questionnaire was prepared by the staff members and the Principal verified the questionnaire before circulation.




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4. The completion status of AQAR 2020-2021 criteria wise was explained by Ms. K. Alamelu.
5. The Principal asked Ms.K.Alamelu to fix a timeline for the submission of AQAR 2020-2021 and AQAR 2021-2022.
6. The Principal insisted that supporting documents be checked twice before uploading in the NAAC portal and College website.

Action Taken Report:

1. The recruitment was done for the required department.
2. The completion of AQAR was monitored by the Principal according to the timeline.
3. The staff members followed the blended learning method where one topic in each unit is assigned as an asynchronized portion.


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Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 14.8.2022

The following members were present

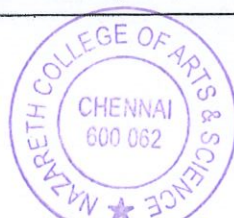
1. Dr. E. Mary Angeline – Chairperson
2. Ms. K. Alamelu - IQAC Coordinator
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16. Ms.Suganya – Member
17. Ms.Dharani - Member


Agenda: 1. Event details for academic year 2022-2023

Detailed Report:

1. List of Events for the Academic Year 2022-2023

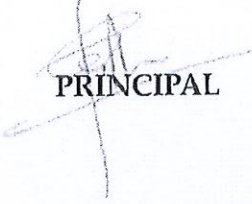
S. No.	Event	Date	Department In-Charge
1.	Freshers Day	21 Th July 2022	Dept Of Computer Application (Shift I &I)
2.	Cell Inauguration	7 Th August 2022	Dean Of Extension
4.	Christ Time	12 th December 2022	
5.	Pongal Day	10 Th January 2023	Dept Of Physical Education And Department Of Languages
6.	Breakthrough	23 rd January 2023	Dept Of Computer Science
7.	Republic Day	26 Th January 2023	Department Of Languages

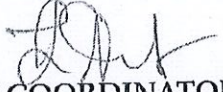



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Action taken report:

1. The students were given orientation during the class hours.
2. The data of questionnaires of SDG projects were collected by the students.


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Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 19.11.2022

The following members were present

- | | |
|------------------------------|--------------------|
| 1. Dr. E. Mary Angeline | - Chairperson |
| 2. Ms. K. Alamelu | - IQAC Coordinator |
| 3. Mrs. E. Mano Rajitham | - Member |
| 4. DrMs. R.Meenakshi | - Member |
| 5. Ms. E. F. Beulah Angeline | - Member |
| 6. Ms.Divya | - Member |
| 7. Mr.Febin | - Member |
| 8. Ms.Esther | - Member |
| 9. Dr. D. Senthil | - Member |
| 10. Dr. Thiyagaraj | - Member |
| 11. Ms. Gomathi | - Member |
| 12. Mr. V. Kirubananth | - Member |
| 13. Ms.Devi Mano | - Member |
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| 15. Mr.U.Vadivelan | - Member |
| 16. Ms.Suganya | - Member |
| 17. Ms.Dharani | - Member |

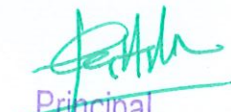
Agenda:

1. General information
2. Cells and association events completion status.
3. AQAR update.

Detailed report:

1. The regular absentees should pay the fees for enrollment in order to continue as per University Norms.
2. Even Semester Fee should be paid by 30th December 2022.
3. Practical Examinations for the Computer Science students will be conducted for 3 days, Ms. Mano Rajitham said.
4. The University Examinations are to be conducted online.
5. The data for arrear students of all years to be given within two days.



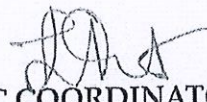

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8.	Farewell & Valediction	17 th April 2023	Department Of Mathematics
9.	Sports Day	18 th March 2023	Dept Of Physical Education
10.	College Day	23 th March 2023	Department Of Commerce
11.	Convocation Day	22 th March 2023	Dept Of Social Work And Dept Of Business Administration
12.	Women Day	8 th March 2023	Women's Cell
13.	Food Festival	18 th April 2023	Language, B.Com Cs and B.A
14.	Florista	29 th April 2023	Cultural Committee
15.	Dreams	11 th April 2023	Cultural Committee

Action taken report:

1. The events in charge were allotted to conduct the programme from the respective department.
2. The events were conducted as per schedule.


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Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 12.12.2022

The following members were present

1. Dr. E. Mary Angeline – Chairperson
2. Ms. K. Alamelu – IQAC Coordinator
3. Mrs. E. Mano Ranjitham – Member
4. DrMs. R.Meenakshi – Member
5. Ms. E. F. Beulah Angeline – Member
6. Ms.Divya – Member
7. Mr.Febin – Member
8. Ms.Esther – Member
9. Dr. D. Senthil – Member
10. Dr. Thiyagaraj – Member
11. Ms. Gomathi – Member
12. Mr. V. Kirubananth – Member
13. Ms.Devi Mano – Member
14. Ms.Angel Monika – Member
15. Mr.U.Vadivelan – Member
16. Ms.Suganya – Member
17. Ms.Dharani – Member

AGENDA:

1. The events to be conducted in various cells and associations.
2. The discussion on a strategic plan.

DETAILED REPORT:

1. Principal addressed the IQAC members.
2. Ms. K. Alamelu read the previous minutes and action taken report.
3. The strategic plan for the academic year was presented in the IQAC meeting for the semester.
4. The IQAC members were allotted to the department to check the files of cells and associations to ensure completion of the events of the odd semester.
5. All the details regarding cells/clubs, association activities which are planned to be conducted by this month, this to be forwarded to Dr.Thyagaraj.
6. Principal asked IQAC to start collecting the data for NIRF to be collected.




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6. The classes i/c of First Year students should check & submit the admission-related documents.
7. All the year classes should function in asynchronous mode while during the University Examinations (For 5 days). They should be given assignments and assessed based on that.
8. The following submissions to be done:
 - a. Attendance
 - b. Reports (Cell & Clubs)
 - c. Minutes of the Meeting
 - d. Achievement of Students/Faculty Members
9. AQAR 2022–2023 details should be submitted.

Action taken report:

1. The practical and theory examination were conducted as per UNOM norms.
2. The AQAR was updated by the criteria Incharge.


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Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date: 23.1.2023

The following members were present

1. Dr. E. Mary Angeline - Chairperson
2. Ms. K. Alamelu - IQAC Coordinator
3. Mrs. E. Mano Ranjitham - Member
4. DrMs. R.Meenakshi - Member
5. Ms. E. F. Beulah Angeline - Member
6. Ms.Divya - Member
7. Mr.Febin - Member
8. Ms.Esther - Member
9. Dr. D. Senthil - Member
10. Dr. Thiyagaraj - Member
11. Ms. Gomathi - Member
12. Mr. V. Kirubananth - Member
13. Ms.Devi Mano - Member
14. Ms.Angel Monika - Member
15. Mr.U.Vadivelan - Member
16. Ms.Suganya - Member
17. Ms.Dharani - Member

AGENDA:

1. Gender sensitization programme.
2. Student orientation

DETAILED REPORT:

The Meeting started with formal greetings by the Principal.

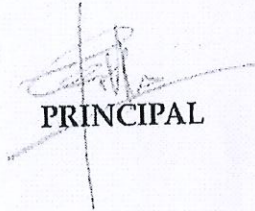
1. To conduct a programme a specified format should be followed. Ms.Alamelu to create and send the format.
2. For all the programmes which were conducted previously for which no certificates or prizes were given for the students should be brought to the knowledge of the Principal.
3. All the departments to conduct Gender Sensitization Programme on 28th Jan 2023, the staff members to arrange the programme during the class hours.
4. Republic Day Programme to be conducted on 26th Jan 2023.
5. Voting rights programme to be arranged for all the final year students.
6. The AISHE report has to be submitted on time. The department is requested to submit the correct data to the rankings.




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Action taken report:

1. The auditing was conducted by IQAC.
2. The cells and association submitted their events details to Dr.Thiyagaraj.
3. NIRF submission was completed as per schedule.


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