MINUTES OF IQAC MEETING

5TH April 2016 @11.30am, Board Room

Members:

1. Dr. Lalitha Balakrishnan – Principal
2. Dr Uthira – Vice Principal and IQAC Co-ordinator
3. Ms. Radha D – Controller of Examinations
4. Dr. K.B. Priya Iyer – Associate Professor, Dept. of Computer Science

Discussions & Resolutions:

1. **From Batch 2016-17 onwards the following are changes in UG Course Structure:**
   - Soft Skills: To be offered outside the class hours and the following to be offered respective I, II, III, IV Semesters.
     1. Communication Skills
     2. Presentation Skills
     3. Personal Effectiveness Programme
     4. Life & Career Skills
   - Certificate Courses:
     - ✓ To be offered Under Centre for Excellence wing.
     - ✓ To be offered outside the timetable and can be outsourced.
     - ✓ One course is Compulsory for all.
     - ✓ Out of two Courses: One can be Domain Specific and other can be across disciplines.
     - ✓ ED Skills can also be offered along with Certificate Courses.
     - ✓ All Certificate Courses are paid by the students.
     - ✓ Evaluation of certificate courses(Dept. Specific) will be
       1. Student attended & paid – Student receives Participation Certificate
       2. Student attended and taken up IA Exam – Student receives Course Completion Certificate

3. Student attended and taken up IA and End Semester Examination
   - Student receives additional Credit of one.
- ✓ Evaluation for foreign language courses etc(that are open to all) - Student receives additional Credit of one after attending classes and taking up of End Semester Examination.
- Community Service to be completed before end of Semester V.
- In Semester V, a Project to replace for IA for 50 marks in any one of the subject (left to the discretion of the department). To be intimated at the start of the semester.
- Elective I in Semester III and Elective III in Semester V should be inside timetable but can be outsourced.

2. To Introduce Self Learning Papers to all PG Courses also.

MINUTES OF IQAC MEETING

15th June 2016 @ 2.00 pm, Board Room

Members:

1. Dr. Lalitha Balakrishnan – Principal
2. Dr. Uthira – Vice Principal and IQAC Cordinator
3. Ms. Radha D – Controller of Examinations
4. Dr. K.B. Priya Iyer – Additional Controller of Examinations
5. Dr. Archna Prasad – Dean Students

Resolutions:

1. **From the batch 2015-16 onwards, Certificate Programmes / Courses to be offered Under Centre for Excellence wing:**
   - Certificate Course will be offered for II year UG Student during Semester - 3, 4 or 5.
   - One Course is compulsory for all the Students.
   - 20 Courses (Academic(8courses) / Non Academic(12 Courses)) to be offered by the college outside the timetable.
   - Students can also opt for External Online Courses as Certificate Course with prior approval by the college.
   - Registration of Courses to be started on 1st July 2016. Classes to be handled during 15th August to 30th Sep 2016. Batch size to be max of 40-50 students.
   - Evaluation: Student attended receives Participation Certificate. Student attended classes and taken up End Semester Examination receives additional Credit of Two per course.
   - Students opting for online courses should get prior Syllabus approval from the College and to undergo the course during Semester 3,4 or 5 only.

2. For the batch 2014-15(III year), Pending Special Skill to be offered within the class hours and can be outsourced if required.
3. Community Service to be completed before end of Semester V. Empowering Women and Education to be the motto of Community Service. Final year Students to educate the School Children for opting their subjects after 10th Standard.
4. From the batch 2016-17, Semester V Project to replace for IA2 for 50 marks in any one of the subject (left to the discretion of the department). To be intimated at the start of the semester.
5. Elective I in Semester III and Elective III in Semester V should be inside timetable but can be outsourced.

General Discussions:

1. Apollo Medical Health Checkup is planned for Staff & Students in this academic year.
2. Educational tour for Final year Students to be planned during Aug 11th – 20th or Sep 15th – 30th 2016. Departments can plan for places in North India.

MINUTES OF IQAC MEETING

15th October 2016 @ 2.00 pm, Board Room

Members:

1. Dr. Lalitha Balakrishnan – Principal
2. Dr Uthira – Vice Principal and IQAC Coordinator
3. Ms. Radha D – Controller of Examinations

Resolutions:

1. **For the batch 2015-16, IDE classes:**
   - II Year Mondays and Thursdays 11.15 to 12.45.
2. **For the batch 2016-17, Environmental Studies to be offered in Semester – II:**
   - Classes to be handled on Saturdays of 2hrs duration.
   - One hour –Speech by an environmentalist to be identified
     One hour- The study material to be divided into 5 units and contents to be discussed and preparation for the end semester exam
   - The dates identified for the same are as follows:
     - 19th November 2016
     - 26th November 2016
     - 3rd December 2016
     - 17th December 2016
     - 5th February 2017

EVS END SEMESTER EXAM is scheduled for 18th February 2017

3. **Physical Training sessions**
   - Sessions to be planned for the I year students on the NME days before classes for Shift I and Shift II 08:00 a.m. to 09:30 a.m. for Shift I and 10:00 a.m. to 11:30 a.m. for Shift II

- Sessions can also be planned for the I year students on the days when Inter disciplinary Certificate programmes are happening for the II year students

4. **Manoranjan-Club activities:**
   - Will be offered as certificate programs in the even semester and henceforth to ensure attendance

5. **Library Visits:**
   - Outside Library Visits have been completed for II and III years

6. **For the batch 2015-16 onwards, Certificate Programmes / Courses to be offered Under Centre for Excellence wing:**
   - Certificate Course will be offered for II year UG Student during Semester - 4 and 5.
   - One Course is compulsory for all the Students and that will be in the 4th semester
   - 20 Courses (Academic- 12courses) / Non Academic(8 Courses)) to be offered by the college on Fridays between 12.45 p.m. to 01.45 p.m., two of these will be on Women Studies.
   - Students can also opt for External Online Courses as Certificate Course with prior approval by the college in the V Semester
   - Registration of Courses to be started on   2016. . Batch size to be max of 40-50 students.
   - Evaluation: Student attended receives Participation Certificate. Student attended classes and taken up End Semester Examination receives additional Credit of Two per course.
   - Conduct to be taken care by Dean Academics- Dr Jayashree Fernandes
   - Courses chosen:
     - Academic:
       1) CRM
       2) Online Trading
       3) Digital Marketing
       4) Visualising and Copywriting for Advertising
       5) Accounting Software
       6) Big Data Integrating and Processing
       7) Mobile App

8) R-programming
9) Script Writing
10) Quantitative apptitude
11) Women Studies
12) Women Studies

- Non-Academic:
    1) Theatre English
    2) Quiz/Debate/ Jam/Information Search
    3) Chaat, Chinese cuisine and Baking
    4) Social Etiquette
    5) Blouse Designing
    6) Handmade paper products
    7) Bouquet Making and vegetable carving
    8) Quilling and jwellery making

General Discussions for the academic year 2016-17:

1. Assembly can be scheduled for 1st and 3rd years during the certificate programmes for 2nd years

2. Deepavali Gifts to be given to all on stage

3. Important skill trainers to be honoured on college day

4. Former Principal, Secretaries of VVS and MOP Charities to be honoured during the Silver Jubilee Valedictory.

MINUTES OF IQAC MEETING

4th January 2017 @ 2.00 pm, Board Room

Members:

1. Dr. Lalitha Balakrishnan – Principal
2. Dr Uthira – Vice Principal and IQAC Coordinator
3. Ms. Radha D – Controller of Examinations
4. Dr. K.B. Priya Iyer – Additional Controller of Examinations

Resolutions:

1. National level Seminar on 'Quality Initiatives in Teaching, Learning and Evaluation' is scheduled on 30th and 31st January 2017.
2. Invitation design is approved and speaker are identified and fixed.
3. Duty list is prepared and circulated.
4. E-invite are sent to the colleges.
5. Logistics for on the day of Seminar like travel arrangements, participant kits, Certificates, refreshments, stage management and MC were discussed.
6. IQAC Cell to prepare registration forms, feedback form, report on Seminar, Agenda and schedule of sessions.

MINUTES OF IQAC MEETING

1st March 2017 @ 12.30 pm, Board Room

Members:

1. Dr. Lalitha Balakrishnan - Principal
2. Ms. Radha D – Controller of Examinations
3. Dr. K.B. Priya Iyer – Additional Controller of Examinations
4. Ms. Gavoury – IQAC Coordinator

Resolutions:

1. **Online Classes for IDCP/IDE/NME from academic year 2017-18**
   - IDCP/IDE/NME classes will be online classes with contact hours from academic year 2017-18.
   - Contact hours will be handled by the faculty. Contact hours are 20% for IDCP and 30% for IDE/NME.

2. **Diploma Courses to be offered for MOP Students from academic year 2017-18**
   - Diploma courses to be offered for MOP Students across years and disciplines.
   - 6-10 courses to be offered.
   - 100% online with 2 contact classes. One class to be conducted after 60% of portion completion and other class at 100% portion completion.
   - Examination to be conducted and grading system to be followed in certificate.
   - Fees will be collected.

3. **Skill Courses**
   - Four skill based electives offered as part of curriculum to be verified for revamping from the academic year 2017-18.
   - Beginning School and Finishing School module session to be repeated for 5 times in a year/semester. Students to compulsorily register in any of the sessions. Attendance to be marked and need not to be monitored.

4. **Power Talks**

- To be offered for PG Students. No Complusion.
- To be scheduled on Saturdays or alternate Sundays once in a month.
- Networking breakfast can be arranged if required.
- 30-40 students can be enrolled. No registration Fee

5. **Admissions 2017-18 - Online Application form filling**
    - Only Online application form filling will be implemented for admissions from the academic year 2017-18. No manual sale of application counter at MOP.
    - Fee Structure for application forms:
        - All UG courses except Viscom and EM – Rs. 100/- each
        - Viscom and Electronic Media - Rs. 300/- each
        - All PG courses except MBA – Rs. 500/- each
        - MBA – Rs. 1000/-
    - Online Sale of applications can be started from 1st May 2017
    - General College brochures to be made available online for applicants after payment of application form and password protected for all UG courses. General brochure along with Viscom/EM dept. brochures to be made downloadable for Viscom/EM courses. General brochure along with PG dept. brochures to be made downloadable for PG courses. General brochure to be made downloadable for MBA course. Other dept brochures to be made available in college website in courses offered link.
    - Disclaimer content to be included in online application form.
    - 10th , 12th and MOP Language details to be added in Online form and automatic language allocation needs to be incorporated.

6. Staff workshops are scheduled for 24th April on 'Practice before you preach' and 'Team Building ' on 27th April 2017. Ms. Usha Ramakrishnan and Mr. RR Krishnan are identified as resource person.