

M.O.P. VAISHNAV COLLEGE FOR WOMEN(AUTONOMOUS)

MINUTES OF THE IQAC MEETING HELD ON

15th June 2017 @ 2.00pm

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. DR. UTHIRA, VICE PRINCIPAL AND IQAC COORDINATOR
3. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS

DISCUSSIONS:

1. The Valedictory of Silver Jubilee Celebrations is on 13th July 2017 @ Music Academy. NAAC Director will be the Chief Guest and Vice Chancellor, University of Madras will be the Guest of Honour. Homam is scheduled on 11th July in the college premises. Lunch will be given to all faculty and sweets will be distributed to students on 11th July 2017. The Core Committee and duties of various departments on both the days are planned.
2. The Investiture Ceremony is scheduled on 14th July 2017 in the evening at OAT. It is decided that all departments club - President and Vice-President will receive their badges on stage along with Student Cabinet members. All other club members will receive badges before the start of the function at the registration counter. All will take oath together. Badges to be designed for all the Student members. Chief Guest choices are Dr. Vaidhya Subramanian, Ms. Bharathy Bhasker based on their availability.
3. The Manoranjan Clubs and Inter disciplinary Certificate courses are planned for II & III year UG Students for 10 hrs. IDCP will be coordinated by Dean Academics and Manoranjan clubs by SCS/SS.

Manoranjan Clubs:

1. Fitness Club
2. Theatre English
3. Western Music
4. Baking
5. Chat & Cuisine
6. Public Speaking
7. Blog and creative writing
8. Cosmetology
9. Blouse designing
10. Jewellery Making

IDCP Credited Courses:

1. Customer relationship management
 2. Accounting Software
 3. Script Writing
 4. Quantitative Aptitude
 5. Business data analysis
 6. Spoken Hindi
4. Value Education(VE) will be offered for I year UG Students. Classes to be scheduled for all I years on every first Saturday of the month. VE classes to be scheduled as Lectures series- 2 hrs, class room teaching – 1 hr and followed by mentoring – 1hr. Coordinators are Dr.Padmavathy, Dept. of Computer Science and Ms.Alamelu, Dept. of Mathematics.
5. Mentoring classes for all III years are to be marked in class time table as every alternate Thursdays after break hour. Mentoring classes for II year day college(dept with language classes) will be after language hour and for all other department day college after break hour. All evening college departments will be after break hour.
6. Ministry and their duties
1. Health ministry – Apollo Shine Health Card and Canteen Audit
 2. Social Welfare – VISH and Community Service Project
 3. Environment – Cleanliness of campus and Environment Audit
 4. ED – Bazaar, Power talks
 5. Sports – Sports related events
 6. Cultural – Independence day, Nanda Mahostav etc. Abilasha and Jhankar by Student Cabinet
 7. NCC – NCC day and other Camps
 8. Home Ministry – Discipline
7. Attendance Audit to be conducted by all HODs on 30th by verifying the manual registers. Attendance lack report has to be submitted to the Principal on 3rd of every month. Students lacking in attendance(lessthan80%) to be cautioned and lack report to be displayed in the College notice board.

M.O.P. VAISHNAV COLLEGE FOR WOMEN(AUTONOMOUS)

MINUTES OF THE IQAC MEETING HELD ON

23rd September 2017 @ 3.00pm

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL AND IQAC COORDINATOR
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS

DISCUSSIONS:

1. All Colleges under University of Madras to follow academic year with ODD Semester from June to Nov and Even Semester from Dec to April.
2. The college retains to follow the passing minimum for internal assessment examination of 40%.
3. From academic year 2018-19, students to apply for all arrear papers of all semesters.
4. Two Internal Assessment tests will be conducted per semester. Class Test will be conducted by the departments and the answer scripts will be scrutinized by the committee.
5. The End semester question paper pattern can be changed as 10 out 12 in Section A and University Question paper pattern to be followed from 2018-19 onwards.
6. Students has to clear all arrears within N+2 years.

Other Discussions:

1. Faculty to monitor Student discipline.
2. HODs to check lesson plan and IA Component given to the students
3. FDP to be scheduled on 18th November 2017. Sessions to be focussed on :
 - Goods and Services Tax - School of Business
 - Women and Wellness – Media and Social Sciences
 - Data Analytics – School of IT
 - Advanced Tools in Excel - Administrative staff

M.O.P. VAISHNAV COLLEGE FOR WOMEN(AUTONOMOUS)

MINUTES OF THE IQAC MEETING HELD ON

28th October 2017 @ 3.30pm

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL AND IQAC COORDINATOR
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS

DISCUSSIONS:

MOP Yuva Sammaan

1. The College for the first time instituted a new award titled “MOP Yuva Sammaan Award” for the young women under the age of 25 to recognize and encourage their outstanding achievements. The categories for nominations include Entrepreneurs, Sports, Arts, Writers or Journalists.
2. The award recipient will receive a Citation and Cash award of Rs. 1,00,000/-
3. Application form will be available in the college website from 1st November 2017. The information will be advertised in The New Indian Express(2 times), The Hindu(one time) and MOP Facebook page.
4. The details to be collected includes: Participate Name, Photo, Age Proof, Adhaar ID, Educational qualifications, Statement of Purpose in 150 words, Achievements and supporting documents.
5. Submission will be thru email ID: mopyuvasammaan@mopvc.edu.in
6. Jury consisting of eminent people will evaluate the applicants.
7. The award ceremony will be scheduled in December or January. The duration of function will be 90 min programme. The programme includes College Documentary, Cultural Show, Chief Guest address, Final List Selection Documentary.
8. The Chief Guest suggested for the event are 1. Sudha Murthy 2. RajsreePathy 3. Veena Mohan 4. Susmitha Sen 5. Roshini Nadar Malhotra

Centre of Excellence - Diploma Courses

9. The College initiated to offer UG and PG diploma courses for women from June 2018 onwards. The diploma courses come under Centre of Excellence wing. Dr. Jaysree Fernandes Felix will be co-ordinator for the diploma courses.
10. Each semester will have 3 papers. Credit for each paper is 4.
11. The class sessions are Morning: 10am to 1pm. Evening: 2pm to 5 p.m. includes break hour. The teaching hours are 15 hrs/week.
12. The brochure for the same to be finalised.

13. The structure of diploma courses are:

PG :

Courses: Online Trading, Software Testing, Tourism Management.

Eligibility: Any degree

Duration: One Year, Credits: 36, Tri-semester pattern, Seats: 20

Course Fee: 25000 per course

UG :

Courses: Multimedia, Tally, Event Management, Community Radio.

Eligibility: Plus 2

Duration: One Year, Credits: 18, Tri-semester pattern, Seats: 40

Course Fee: 15000 per course

- 14.** Workshop for all faculty departmentwise is scheduled on 18th November 2017. The speakers for Media session on 18th November 2017 are Ms. Dharini for Health & welfare, Ms. Kavitha and Ms. Jaysree Ravi for Mental Health.
- 15.** A National Level Seminar focusing on 'Role of Autonomy and Quality Assurance in Higher Education' to be planned in the month of January 2018.

MINUTES OF IQAC MEETING

18th December 2017 @ 2.00 pm, 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 – Additional Controller of Examinations

Resolutions:

1. National level Seminar on ‘Role of Autonomy and quality Assurance in Higher education’ is scheduled on 22nd and 23rd January 2018.
2. Invitation design is approved and speakers are identified.
3. Logistics for on the day of Seminar like travel arrangements, participant kits, Certificates, refreshments, stage management and MC were discussed.
4. Sessions proposed are:
 - Autonomy – From the perspective of administrators
 - Using Autonomy to structure a future ready curriculum
 - Innovations in Teaching methodology
 - Quality enablers for ranking of educational institutions
 - Promoting Research climate
 - Evaluation methods in Higher education
 - Roles & responsibilities of Principals in Autonomous Colleges
 - Autonomy – The road ahead
5. Chief Guest for Inaugural address – Dr P.Duraisamy, Vice – Chancellor, University of Madras.

M.O.P. VAISHNAV COLLEGE FOR WOMEN(AUTONOMOUS)

MINUTES OF THE IQAC MEETING HELD ON

13th April 2018 @ 11.30am

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. DR. RADHA D, CONTROLLER OF EXAMINATIONS
3. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
4. Ms. Gavoury – IQAC Coordinator

DISCUSSIONS:

1. From the batch 2017-2020 onwards, Soft Skill will be offered in semesters I,II,IV and V.
2. From the batch 2017-2020 onwards, Electives to be offered by the departments are as follows:

COURSE COMPONENT	SEMESTER	DESCRIPTION
ELECTIVE – I	III	DEPARTMENT SPECIFIC
ELECTIVE – II	IV	IDE and Co-curricular Elective
ELECTIVE – III	V	DEPARTMENT SPECIFIC

3. Students will take up both IDE course as well as a co-curricular elective from the list of Manoranjan clubs. Attendance is compulsory. Students will take up IDE examination as End Semester Examination for 5 credits. The Internal Assessment for IDE course will be as follows:
 - 20 marks from Manoranjan club activity performance
 - 05 marks for attending Manoranjan classes
 - 05 Marks for attending IDE classes and
 - 10 marks for Surprise Test in IDE.
4. The Manoranjan Clubs are:
 1. Art: Caricature
 2. Art: Paper Art
 3. Art: Pencil Sketching
 4. Blog and Creative Writing
 5. Blouse Designing
 6. Chat and Chinese Cuisine
 7. Cosmetology
 8. Dance Folk
 9. Fitness Club

10. Handmade Paper Products
11. Music: Light
12. Quilling
13. Self Defence Club
14. Standup Comedy
15. Theatre: English
16. Vegetable carving

IDCP courses that can be included in IDE are:

1. Accounting Software
 2. Script Writing
 3. DMAUSS
 4. Business Data Analytics
 5. Spoken Hindi
 6. Cyber Security
 7. Spanish/Japanese
5. Admissions 2018:
- Centralised committee will do the admission process
Rank list to be taken only one copy and hand it over to the
Principal Cut off to be displayed in the college notice board once in
a week
6. From the academic year 2018-19 onwards, the evaluation pattern will be 40-60.
Out of 40 marks internal, classification is as follows:
- 5 marks for attendance in respective subject
 - 30 marks from IA – I, IA-II examinations
 - 10 marks – Component
 - 5 marks – Surprise Test
7. HODs meeting scheduled on Tuesday, 17th April and Staff Meeting scheduled on
Friday, 20th April 2018. Lunch will be provided on 20th April for all faculty after
meeting.

M.O.P. VAISHNAV COLLEGE FOR WOMEN(AUTONOMOUS)

MINUTES OF THE IQAC MEETING HELD ON

23RD May 2018 @ 10.00am

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL AND IQAC COORDINATOR
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS

DISCUSSIONS:

1. A series of workshops and FDPs to be organised for Faculty during the month of June 2018. Resource persons have been identified for the same. The workshops are:
 - Fitness workshop
 - Bonding as a team
 - Computer skills workshop
 - Happiness at the workplace workshop
2. All departments to present the lesson plans on 12-13th of June 2018 and the best lesson plan will be awarded.
3. Workplace productivity workshop is scheduled for administrative staff on 23rd June 2018.