

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

## MINUTES OF THE IQAC MEETING HELD ON

2<sup>nd</sup> August 2018 @ 11am

### MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. DR. RADHA D, CONTROLLER OF EXAMINATIONS
3. DR. ARCHNA PRASAD, DEAN STUDENTS
4. Ms. Gavoury – IQAC Coordinator

### DISCUSSIONS:

1. The University of Madras has now made the **provisional certificate available online** for the convenience of students. This was based on a suggestion given by Dr. Lalitha Balakrishnan, Principal and Dr.D.Radha , Controller of Examinations of our college. It is hearty to note that the suggestion has been implemented to benefit both students and affiliated colleges.
2. It is proposed to undertake the following **infrastructure additions / modifications** during the month of April- May 2019
  - a. One more classroom per department to be equipped with **audio visual equipment**. This will facilitate not only the existing classes but also be useful for conduct of IDCP, Diploma and certificate courses.

As a result of these changes the classrooms shall have more usable floor space and 70 students can be accommodated comfortably. Also the classrooms need not be rearranged during Internal assessment examinations as the seating arrangement can be kept permanent.

3. A circular requesting the **non usage of Plastic disposables** in canteen has been received from the Directorate of Collegiate Education. It is noteworthy that plans for the same have already been initiated prior to the receipt of DCE circular. As a result of the suggestion received during student parliamentary sessions, The Principal had already suggested that students carry their own tumbler/ glass/ mug to consume liquid items in canteen. ‘Rent a Mug’ scheme and sale of MOP memorabilia (tumbler/ glass/ mug/ eco friendly bags etc) shall be in operation through the Business on Campus initiative.

4. **Alumni meet** (one day trip to Resort in Mahabalipuram) has been scheduled for 01.09.2018. Participation is limited to the first 100 alumni who may register by paying a commitment fee of Rs 250. Alumni will be provided breakfast, Entertainment, Lunch, Get together, transportation and a gift (MOP MUG)

5. The **organisational chart for Diploma programmes/ PG diploma courses and Certificate Courses** will be drawn up by Dr. Uthira as per the following hierarchical structure

- Principal
- Vice Principal
- HODs of Shift-II ( each to be given responsibility of co ordination one course)
- Examinations in charge – Additional Controller of Examinations
- Maintance of syllabus & Conduct of exams – Dean, Academics
- Evaluation Camp – Dean,Students

6. **Advertisement** to be given in for launch of Diploma /PG Diplomas and Certificate courses in News Paper on 12.08.18(The Hindu) & 13.08.18 ( the New Indian Express).

7. After release of News Paper advertisement, further announcement regarding the same can be given through college website, social media and student assemblies.

8. The **Date for inauguration** to be finalised based on convenience and availability of Secretary Sir and Chief Guest (proposed Chief Guest – Registrar, University of Madras). Tentative dates suggested are 17, 20, 21 or 22 August 2018. **Venue** – college Auditorium. **Audience** – Registered Students and few classes of Degree programme.

9. Resource persons for these programmes can also include budding teachers currently pursuing Post graduation and having sound credentials.

10. It is proposed to launch an **MOP Online Learning Platform ‘Apne Aap’** (on the lines of SVAYAM/ NPTEL etc). Staff members can work towards creating content for the same. The Heads of departments to be informed at the ensuing HOD meeting.

11. A course overview exhibition is scheduled on 3<sup>rd</sup> September 2018 and Prof D P Singh, Chairman, University Grants Commission will be Chief Guest. Professor will also address the teachers on ‘Roles and responsibilities of teachers in moulding Students’.

12. One Day National Seminar is planned on 25<sup>th</sup> October 2018 on the theme ‘Good to Great’ by IQAC. Sessions are based on NAAC criteria and Institutional branding.

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

### **MINUTES OF THE IQAC MEETING HELD ON**

**15<sup>th</sup> June 2018 @ 2.30pm**

#### **MEMBERS:**

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

#### **DISCUSSIONS:**

1. Open Book Examination System can be followed for one subject for III year UG student in lieu of Internal Assessment Examination.
2. During Library hour of II & III year UG students, educational documentaries can be played. Small committee will be framed and committee will submit to Principal mam the videos, CDs that can be played during the same hours.
3. From this academic year, each department to prescribe one book related to their domain and conduct examination for the students from that book on the day of Internal Assessment – Book Review
4. Meditation room will be opened on 21 June 2018 for all student and staff on Tuesday, Thursdays (8am to 5pm).
5. No IA moderation and retest for students from academic year 2018-19.
6. Students can be allowed to frame one unit in any one subject
7. Value Education: Presentation will be given by students of one department to another dept. Open Discussion as what values students feel important for them in todays scenario.

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

## MINUTES OF THE IQAC MEETING HELD ON

19<sup>th</sup>December 2018 @ 12 noon

### MEMBERS:

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

### DISCUSSIONS:

1. Feedback forms for the academic year 2018-19 – Institutional feedback and Faculty feedback by students to be get approved from principal mam and made it online for students to fill online during Christmas/Pongal holidays.
2. From the academic year 2019-20, IA marks for attendance to be followed as follows:

% of attendance	Marks
90-100	5
80-89	4
70-79	3
60-69	2
50-59	1
<50	0

3. From academic year 2019-20, PG internship is restructured for a period of 12 week programme and UG can be extended to a max of 10 weeks if required.
4. For the batch 2016-19, third year students of BBA, Sociology introduced Final Project. Evaluation for the same is to be along with end semester practical examination Mar/Apr 2018.
5. Choice based elective for School of Business to be modified to subjects such as R/Python programming from the batch 2019-22- III semester to facilitate students for International Internships.

6. Faculty Development workshop under IQAC Cell is scheduled for Teaching/Non Teaching faculty on Advanced Excel.  
Teaching Faculty – 21<sup>st</sup> Dec 2018  
Non Teaching Faculty – 26<sup>th</sup> Dec 2018
7. Hobby based Manoranjan Clubs for UG II Years to be started from January 2019. Can be scheduled separately for Day and Evening college students.
8. Assembly session to be started for even semester from January 2019 onwards.
9. Election for student cabinet to be scheduled in Feb/Mar 2019.
10. Next IQAC meeting is scheduled on 20<sup>th</sup> Dec 2018.

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

## **MINUTES OF THE IQAC MEETING HELD ON**

**4<sup>th</sup> January 2019 @ 2.30pm**

### **MEMBERS:**

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

### **DISCUSSIONS:**

1. Manoranjan to be offered under Centre of Excellence for 2017-2020 batch students in even semester 2018-19. Manoranjan courses carry one credit under part-IV. Courses and class schedule to be finalised by Dean Academics with the approval of the Principal. Online registration link to be opened for II Year UG students of 2017-2020 batch.
2. It is suggested by the Principal that advanced versions of Accounting software and Operations Research softwares to be offered to the students.
3. A Certificate Programme (Inter disciplinary) paper can be offered from batch 2019-2022 as follows:
  - For all B.A.Programmes – Public Policy
  - EM,Viscom and Mathematics – Town Planning
  - Computer Science & BCA – Python
  - Psychology and FSM – Dietician course and Communicative English
4. Got clarification from Vice-Chancellor - UNOM regarding number of credits to be offered for UG students under additional credits: There is no limit on number of credits offered under additional credits provided CGPA is calculated only for 140 credits. Any MOOC course can also be offered under Core/Allied/Elective papers and credits can be considered for CGPA. University also approves semester abroad programme.
5. Internship can be considered under Part-IV for additional credits from 2016-2019 batch onwards as there is no limit on additional credits.
6. All departments HoDs to identify and offer a course for I,II and III year students from SWAYAM in place of Core/Allied/Elective from the batch 2019-

2022 onwards. 2-3 courses can be given as options to a class from which a student can do a single course of her choice.

7. M.O.P. Vaishnav College is recognised by UGC as Mentoring College under Paramarsh scheme and a sponsor of Rs. 30 lakhs is offered for the college by UGC. The colleges identified by MOP under Paramarsh scheme are Chennai arts and Science college and Malovam College.
8. Self Learning to be offered from IV, V and VI semester from 2019 batch onwards.
9. Faculty Development Programme to be scheduled on 31<sup>st</sup> January 2019 on 'Success without stress and future without fear' by His Holiness Shri Aasaanji.
10. A FDP on 'Envisioning exercise to bring alive Brand MOPVCW' to be scheduled in the month of February 2019.