M.O.P. Vaishnav College for Women (Autonomous)

(College affiliated to the University of Madras & Re-accredited at "A++" Grade by NAAC)

No.20, IV Lane, Nungambakkam High Road, Chennai - 600 034. India.
Phone : 044 - 2833 0262 / 2833 0677
E-mail : mopvaishnav@mopvc.edu.in, Web : www.mopvc.edu.in

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 4ᵗʰ June 2019　　　**Time : 10.30 am**　　　**Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury. R, IQAC Coordinator

DISCUSSIONS:

1. From 2017-2020 batch, Students repeating any particular semester after their course due to lack of attendance must take up exams of all papers under Part I, II and III for their Internal Assessment examination and End Semester examinations. Only papers under Part-IV such as Skill, Manoranjan, IDCP, Self learning, NME, EVS marks if they cleared can be carried to repeat semester mark statement.

Principal
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 1ˢᵗ July 2019   **Time : 11.00 am**   **Venue : Board Room**

MEMBERS:
- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira D, Vice Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury, IQAC Coordinator

DISCUSSIONS:
1. Departments offering common subjects must follow same name and same syllabus across the departments. Departments to include IDE/NME offered by the departments in the department Syllabus copy.
2. Departments to follow new template for syllabus book from 2019-2022 onwards. Syllabus book as per new template (from UGC website) to be submitted to Dean Academics on or before Tuesday, 9ᵗʰ July 2019.
3. The checking as per new template to be verified by following team:
    i. B.B.A, B.A. Economics, B.A. Sociology, B.Sc. Psychology, B.Sc Food Science and Management – Dr. Archna Prasad
    ii. B.Com (A & F), B.Com (MM), B.Com (CS), B.Com (Honours) – Ms. Gitanjali Jindger
    iii. School of Media – Dr. Uthira D
    iv. School of IT – Dr. K B Priya Iyer
    v. M.Com, M.B.A., M.A HRM – Committee
4. Departments not to change syllabus of a batch that is once passed in Academic Council unless it is required and approved by Principal.

5. Dean Academics to mail Part IV syllabus copy to COE office.
6. All circular will be displayed in notice board. No hard copy of circular will be sent to classes or HODs. E-copy will be sent to HODs if required.
7. Vice Principal/ Deans/ Staff Secretary/ Staff Council Secretary can take help of Ms. Sudha, Office Asst. for their DTP work.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 6th August 2019   **Time : 10.30 am**   **Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira D, Vice Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury, IQAC Coordinator

DISCUSSIONS:
NAAC New Format Discussions

1. Ensure photos taken on the day of events are Geo-tagged.
2. IQAC committee to check whether all feedbacks are documented and analysed.
3. The IQAC of the college scheduled a one day seminar on **'Intellectual Property Rights'** on August 24th 2019.
4. Encourage interested outside participants for all workshops and college events.
5. Briefing session to be organised about 'New Format of NAAC' to the HODs by Principal.
6. College identifies peer colleges to be benefitted under Paramarsh Scheme.
7. As per NAAC new format, special focus to be given on Student profile, teacher profile, Placements, Research, Innovation and Extension, Book on faculty empowerment and strategies.
8. For Student progression: Mobile App for MOP Alumni to be developed and database to be collected. Software can be developed by Lead Square.
9. Alumni Reunion Day to be celebrated every year during the last week of December.
10. As part of extension activities, the village visits organised by the departments are to be documented and video telecast in M.O.P. Rang Manch – M.O.P.'s Youtube Channel.
11. Under clean and green environment, wall mounted plants can be introduced.
12. More Welfare programmes for Non-teaching staff can be initiated.

13. Manual Committee – Dr. C.S.Srividya Prathiba and Ms. Gitanjali Jindger
14. Alumni Committee – Dr Pavitra M Davey, Ms.A. Amutha, Ms. Aditi A Samant and Ms.M Priyavadhani

Academics:

1. During IA examinations, attendance collected from attenders to be checked and verified by one committee member half an hour prior to the end of each session examination. Attendance sheet to be maintained room wise instead of department wise. Hereafter Language paper collection to be language-wise and not department-wise.

2. PG Skills completed in 3rd semester will appear in 3rd semester marksheet only. Only project will appear in 4th semester marksheet for M.Com, M.A.HRM & M.B.A. courses.

3. IDCP taken from NPTEL: students can take exams conducted by college and earn 2 credits if they pass the college examinations. For students taking exam at NPTEL, credit will be given only if they produce the certificate from NPTEL subject to pass.

4. PG students can earn dual degree certificate by doing semester abroad programme: (1,2,3 semesters at MOP, 4th semester and project at foreign university. Later submission of dissertation at MOP in the month of July).

5. Next meeting is scheduled on 29th August 2019.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 29ᵗʰ August 2019 **Time : 12.00 noon** **Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira D, Vice Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury. R, IQAC Coordinator
- Dr Nisha. U, IQAC Member

DISCUSSIONS:

1. The College identified six colleges under Paramarsh scheme and online proposal of the same was submitted to the UGC. The Colleges are Sri Devi Arts and Science College, SRM Arts and Science College, Mahalashmi Arts and Science College, Thirumurugan Arts and Science College, Jayagovind Harigopal Agarwal Agarsen College and Prof. Dhanapalan College of Arts and Science.

2. Under Paramarsh scheme, M.O.P. will host several activities, workshops and events for the mentee colleges. To start with M.O.P. is offering Skill development for the students of mentee colleges by Ms. Padma Subramaniam on 'Campus to Corporate'. All activities to be recorded for archiving.

3. Guest Lecture for all I years to be given on their respective core domain. Eg: Accounting for Commerce, Calculus for Mathematics, Logic for Computer science students etc.

4. Workshop for Non-teaching staff to be organised on Inter- personal relationships and 'Attention and commitment towards Job' workshop for Class IV staff.

5. Faculty Development Programme on 'How to write Research papers?' will be scheduled in the month of September 2019.

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6. NAAC new format criterions are allotted to different faculty as follows:

Criterion	Chairperson	Members
1.Curricular Aspects	Dr. Fernandes Jayashree Felix	Dr. Sumangala Devi Ms.A.Angayarkanni Ms. N. Meenakshi
2.Teaching, Learning and Evaluation	Dr Archna Prasad	Dr.Vijayalakshmi M Dr. Brinda Ramanujam Ms. Archna Kamesh
3.Research, Innovation and Extension	Dr. Sindhu K	Dr.Rabika Begum R A Ms. Krupa N
4.Infrastucture and Learning resources	Dr. Nisha U	Ms.Priya V Krishna – Head, Admin Ms.Sangeetha Manoj Ms.Meenakshi Iyer
5.Student Support Programmes	Ms. Kiran Varma	Dr. Sakthi Kumaresh Ms.Aditi A Samant Dr. Pavitra M Davey Ms. M. Priyavadhani Dr.Amutha A
6.Governance Leadership	Dr.Uthira D	Ms.Gavoury R Dr. Sunitha Rani T
7.Institutional Values	Dr.S.Anurekha	Dr.Jaishree S Dr.Sandhya Rajasekar Ms. Ramya Raman Ms. Jayalakshmi R

7. Each committee will work independently and have to meet regularly. All committees to start their work from 30th Aug 2019.
8. All Chairpersons to attend next committee meeting.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 30th August 2019   **Time : 01.00 p.m.**   **Venue : Board Room**

MEMBERS:

1. Dr. K.B. Priya Iyer, Additional Controller of Examinations
2. Ms. Gavoury R, IQAC Coordinator
3. Dr. Nisha U, IQAC Member

DISCUSSIONS:

1. The committee met to discuss the new online AQAR format submission which comes into effect from 2019 onwards.
2. AQAR for 2018-19 to be submitted online. New Template was distributed to the IQAC members.
3. Criterion-wise AQAR is allocated to all members as follows:

Criterion	Member Name
I	Dr.S. Krishnaveni
II	Dr.K.B. Priya Iyer
III	Dr. Sudha Krishnakumar Ms.C. Alamelu
IV	Ms. S.Sasikala Devi Ms. Abinaya M
V	Ms. Harinee R Ms. Aarthi Jayaram
VI	Dr. Simmi Jain Ms. Vatsala Mrinalini R
VII, VIII and Part- A	Ms. Gavoury R Dr Nisha U

4. The members to start their work from 30th August 2019 and inform the coordinator of any requirements, queries pertaining to their criteria in the next meeting.
5. An email id to be created and used by all IQAC members for sharing general templates and all communication.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 1st Oct 2019   **Time : 11.00 a.m.**   **Venue : Board Room**

MEMBERS:

1. Dr. Lalitha Balakrishnan, Principal
2. Dr. Uthira D, Vice Principal
3. Dr. Sumangala Devi, Controller of Examinations
4. Dr. Fernandes Jayashree Felix, Dean Academics
5. Dr. Archna Prasad, Dean Students
6. Dr. K.B. Priya Iyer, Additional Controller of Examinations
7. Ms. Gavoury R, IQAC Coordinator

DISCUSSIONS:

1. Departments to conduct external Academic Audit

2. Bharat Quotient quiz is scheduled on 2nd October 2019.

3. NME/IDE subjects online registration to be scheduled for Even semester. IDE courses can be chosen from MOOC and NPTEL courses.

4. Departments to submit IA marks by 15th October 2019.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 16th Oct 2019   Time : 01.30 p.m.   Venue : Board Room

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira D, Vice Principal
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury R, IQAC Coordinator

DISCUSSIONS:

1. Manoranjan courses offered for 2018 batch are discussed and finalised as follows:

1	RJ
2	Art – Pencil Sketching
3	Jam And Debate
4	Dance – Folk
5	Blouse Designing
6	Chaat And Chinese Cuisine
7	Baking
8	Handmade Paper Products
9	Fitness Club
10	Jewellery Making
11	Fabric Painting
12	No Fire Cooking
13	Yoga
14	Photography
15	Mehandi Designing
16	Cosmetic Formulation
17	Make Up And Hair Styling
18	Soups And Salads

2. Workshop for faculty is scheduled during Nov 2019. Mr. Bosskey is the resource person.

3. Finishing School for final years to be scheduled on week days for 2017 batch. Sessionslike sexual harassment, marriages, emotional quotient, work life balance, health &hygiene etc to be focussed. Finishing school to be given for 8 weeks of 2hrs session.

4. Regular NME and IDE are finalised. Five Online courses to be given in lieu of IDE to be checked whether course duration will fall between Dec 2019 - Mar 2020.

5. A two day staff picnic to be planned for in Nov 2019 (Thursday, Friday). Places discussed are Puduchery or Yelagiri (includes visit to Golden temple and VIT).

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 23rd Oct 2019   **Time : 11.00 a.m.**   **Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira, Vice-Principal
- Dr. Sumangala Devi, Controller Of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury R, IQAC Coordinator

DISCUSSIONS:

1. In the Academic Council meeting minutes book the following can be included :
   - All Department BOS minutes
   - Previous Academic Council meeting minutes
   - Student academic performance
2. One week induction programme to be planned for First years as part of 'MOP SWAGATAM' – a fresher's orientation programme.
3. The Board room round table to be fitted with Mike along with box setup on the table for each member seating.
4. New Departments to be introduced and two staff to be designated for the same:
   - Skills - Department of Skills
   - NSS, Village visit & Pagir – Department of Services Learning
   - Finishing School & Value Education – School of Human Excellence
5. FDPs and workshops to be organised for Faculty in the following topics:
   - Outcome Based Education - Curriculum designing
   - Restructuring First Year Curriculum
   - How to set question paper - Internal & External
   - FDP on Bloom's Taxonomy for Question Paper pattern (K1,K2,K3,K4,K5,K6)
   - Ratification of syllabus under restricting curriculum
   - Implementation & Execution of Lesson Plan i.e., focus on lesson wise PPTs

6. To Strength Environmental Science Syllabus for 2019 batch by introducing topics on Climate Change, Water Resource Management, No Plastics etc. To include one more hour for EVS in class time table. Regular lectures from experts outside MOP will be continued.

7. NME Syllabus to be strengthened from the batch 2019-2022. NME-II to be taken up as End Semester Examination.

8. Workbook for language subjects can be introduced.

9. List of absentees to be displayed in notice boards every week for each class.

10. Department of Mathematics can have reference of the book on Calculus by 'James Stuart' which is famous & students will easily understand the subject. Mathematics department can start 'Astronomy Club'.

11. 'Learning French through Songs and Movies' can be offered under IDCP.

12. Incubation Centre will be under Value Additions.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 5th Nov 2019   **Time : 11.00 a.m.**   **Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Uthira D, Vice Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury R, IQAC Coordinator

DISCUSSIONS:

1. Departments to submit Even semester Workload, Lesson Plan, Course outcome and Programme Specific outcomes.
2. IDE/NME registration for students scheduled on 12th, 13th and 15th November 2019 respectively
3. FDPs to be scheduled for faculty during November 2019.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

Date : 3rd March 2020   **Time : 10.30 a.m.**   **Venue : Board Room**

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. Sumangala Devi, Controller of Examinations
- Dr. Fernandes Jayashree Felix, Dean Academics
- Dr. K.B. Priya Iyer, Additional Controller of Examinations
- Ms. Gavoury R, IQAC Coordinator

DISCUSSIONS:

1. Principal appreciated the departments for organising the events MOP MUN, VASPO, ResearchScape workshop.
2. Convocation – departments to give instructions to graduates to fill datasheet by 8th March 2020 & visitor pass collection on respective slots on 11th , 12th and 13th March 2020.
3. Student Cabinet valedictory is scheduled on 26th March 2020.
4. Student feedback for the academic year 2019-2020 to be available online for students to fill from 3rd March 2020 to 8th March 2020.
5. Alumni datasheet will be available in student login – for current final year students – for online filling from 10th March to 13th March 2020.

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INTERNAL QUALITY ASSURANCE CELL
Action Taken Report

On the decisions of the IQAC meeting held on 04.06.2019, 01.07.2019 and 06.08.2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

S.No.	Decision	Action Taken
1	Students repeating semester due to lack of attendance must take all papers for IA and End semester examination under Part-I,II,III. papers under Part-IV such as Skill, Manoranjan, IDCP, Self learning, NME, EVS marks if they cleared can be carried to repeat semester markstatement.	From academic year 2019-2020 for student repeating semester due to lack of attendance the decision taken is followed.
2	Departments offering common subjects must follow same name and same syllabus across the departments.	All departments syllabus checked and decision on common papers carried out.
3	Departments to include IDE/NME offered by the departments in the department Syllabus copy	IDE/NME Syllabus attached in department syllabus copy
4	Departments to follow new template (from UGC website) for syllabus book from 2019-2022 onwards.	Departments submitted syllabus copy as per new UGC template.
5	NAAC new format template : • Geo tag photo of events • Feedback analysis report • Encourage outside participants	Briefing session organised about 'New Format of NAAC' to the HODs by Principal.
6	Alumni Reunion Day to be celebrated every year during the last week of December.	Alumni reunion Day scheduled in December 2019.
7	As part of extension activities, the village visits organised by the departments are to be documented and video to telecast in M.O.P. Rang Manch – M.O.P.'s Youtube Channel.	All Village visits by the departments are documented and uploaded in M.O.P. Rang Manch
8	Under clean and green environment, wall mounted plants can be introduced	Wall mounted plants are planted

9	The IQAC of the college scheduled a one day seminar on 'Intellectual Property Rights' on August 24th 2019	The event hosted more than 160 participants from 15 participating institutions from the city of Chennai
10	IDCP taken from NPTEL courses	Students taken Interdisciplinary Certificate Programme (IDCP) from NPTEL and gained additional credits

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IQAC Co-ordinator

Chairperson of the IQAC

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INTERNAL QUALITY ASSURANCE CELL
Action Taken Report

On the decisions of the IQAC meeting held on 29.08.2019, 30.08.2019 and 01.10.2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

S.No.	Decision	Action Taken
1	Under Paramarsh, MOP planned to hosts several activities, workshops and events for the mentee colleges	Workshop on Campus to Corporate was organized at Thirumurugan Arts and Science College for Women, Jayagovind Harigopal Agarwal Agarsen College, Sridevi Arts and Science College and Mahalashmi Women's College of Arts and Science during 6th Sep to 13th Sep 2019.
2	Workshop for Non-teaching staff is scheduled on Inter personal relationships. For Class IV staff workshop is planned on 'Attention and commitment towards Job'	Workshop organised for Non-teaching staff and Class IV staff.
3	NAAC new format criterions to be allotted to different faculty and report to be submitted	All committees started their work from 30th Aug 2019. Chairpersons submitted the meeting minutes to the Principal
4	Criterion-wise AQAR new format is allocated to all IQAC members	IQAC members started working on data collection as per AQAR as per new template
5	Departments to conduct external Academic Audit	All HODs conducted External Academic Audit and submitted minutes to DeanAcademics.
6	Faculty Development Programme to be scheduled in Sep 2019.	Faculty Development Programme on 'How to write Research papers?' was organized on 21 Sep 2019.

IQAC Co-ordinator

Chairperson of the IQAC

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INTERNAL QUALITY ASSURANCE CELL
Action Taken Report

On the decisions of the IQAC meeting held on 16.10.2019, 23.10.2019, 05.11.2019 and 03.03.2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

S.No.	Decision	Action Taken
1	Manoranjan courses to be offered for 2018 batch are discussed.	18 courses under Manoranjan are designed and offered for the students of 2018 batch.
2	Workshop for faculty is scheduled during Nov 2019	The IQAC organised an exclusive workshop for Research Scholars titled 'The art of writing Research Papers' on November 12th 2019.
3	Finishing School for final years to be given on week days for 2017 batch	Finishing School is offered for all final year students. Sessions includes topics on sexual harassment, marriages, emotional quotient, work life balance, health & hygiene etc.
4	A two day staff picnic to be planned for in Nov 2019	Staff picnic was organized in Nov 2019.
5	In Academic Council meeting minutes book the following can be included: • All Department BOS minutes • Previous Academic Council meeting minutes • Student academic performance	Included as per decision
6	FDPs and workshops to be organised for the Faculty	Workshops are offered on Course outcome and Programme specific outcomes
7	NME Syllabus to be strengthened from the batch 2019-2022	NME syllabus is strengthened by the departments.
8	Workbook for language subjects can be introduced	Language departments introduced workbooks for the students

9	Departments to submit Even semester Workload, Lesson Plan, Course outcome and Programme specific outcomes	Departments submitted Even semester Workload, Lesson Plan, Course outcome and Programme specific outcomes
10	Convocation and student cabinet valedictory are scheduled during March 2020	Due to lockdown, the events are postponed and scheduled on a later date
11	Student feedback for the academic year 2019-2020	Students feedback are collected online during 1st March 2020 to 8th March 2020

IQAC Co-ordinator

Chairperson of the IQAC

Principal
S.R. Vaishnav College for Women
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