



# 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 Fax : 044 - 2833 0385

E-mail : mopvaishnav@mopvc.edu.in, Web : www.mopvc.edu.in

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 4<sup>th</sup> May 2020

TIME: 10.00 a.m.

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.P.*
- DR. UTHIRA, VICE PRINCIPAL *U.P.*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *J.F.*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### DISCUSSIONS:

1. Principal suggested all the heads of departments to organise webinars on latest trends during covid pandemic. Webinars planned are Impact of covid on personal finances, digital transformation.
2. Principal informed an FDP on Online teaching and learning technologies will be scheduled in month of June.
3. During pandemic, all faculty members are suggested to take and complete online courses in Udemy, Coursera or Swayam etc to enhance their knowledge.
4. Planning on for conduct of online classes for students, guidelines for online teaching and procurement of learning management system for online classes are brainstormed.

*L.P.*  
Principal  
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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 3<sup>rd</sup> July 2020

TIME: 4.00pm

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.P.*
- DR. UTHIRA, VICE PRINCIPAL *Uthira*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Felix*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

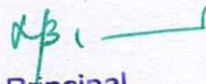
#### DISCUSSIONS:

1. Due to Covid, Admissions will be online. Admission 2020-21 shall commence after plus2 results or from any specific date as per UGC guidelines.
2. Online classes can be started for Current Academic year 2020-21 II year and III year students.
3. Faculty members to prepare recorded video lectures from 13<sup>th</sup> July 2020 in the college studio room. Slots for the same will be circulated. These lectures to be used during online Google classroom lectures. Programme heads to collect from their faculty members their plan of action for Google classroom lectures and schedule the online class time table.
4. Dr. K B Priya Iyer briefed about digital initiatives. G Suite Id has been created for faculty and students. Faculty are requested to create their classroom and conduct classes through google meet link using their respective G-suite login. Faculty to instruct students to login only through their respective G-Suite mail id's. Google class room will be available by 28<sup>th</sup> August.
5. Principal suggested that teaching and learning must be enhanced with combination of ICT tools and various pedagogies.



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6. Online workshops are planned for Non teaching staff on MS-Word and Advanced MS-Excel during September 2020.
7. Departments are instructed to conduct all department activities online. Student Induction programme(Freshers Orientation session) to be planned online during the month of August.

  
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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 11<sup>th</sup> Sep 2020

TIME: 10.00 am

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *LB*
- DR. UTHIRA, VICE PRINCIPAL *U*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Felix*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### DISCUSSIONS:

1. A workshop on Framing and attainment of POs, PSOs and Cos is scheduled in month of November 2020.
2. Academic council meeting is scheduled on 14th Sep 2020 at 10.15am
3. Departments to submit mentoring report for odd semester during last week of November.
4. Departments informed to update online MIS entry and submit data for NIRF ranking 2020.
5. Faculty members are oriented towards the SOP for conduct of online examinations and evaluation for final year examination of 2017-2020 batch. Final year students are oriented towards taking up of online examination.
6. Principal mam discussed on NAAC metrics criterion-wise.
7. ODD semester examination can be scheduled in Nov 2020 for I, III, V semester.

*LB*  
Principal

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Managed by SHRI VALLABHACHARYA VIDYA SABHA in association with M.O.P. CHARITIES

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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

**DATE:** 19<sup>th</sup> Nov 2020

**TIME:** 03.30 pm

**VENUE:** GMEET

#### **MEMBERS:**

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *LB*
- DR. UTHIRA, VICE PRINCIPAL *Uthira*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Jayashree*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### **DISCUSSIONS:**

1. Academic Council meeting is scheduled on Monday, 30th Nov 2020 between 10a.m. to 11a.m.
2. School of Business to plan for a two-day International Seminar  
Day 1 - paper presentations and Day 2- speaker sessions to be held in the month of April 2021. E- Certificates can be given to participants.
3. Student Ministries to submit the proposal for the Parliamentary session. Parliamentary session can be held after November 15<sup>th</sup> excluding first year MP's as G meet will have a maximum of 100 participants.
4. A 8-day Capacity building programme is scheduled during Jan 2021.

*LB*  
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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 4<sup>th</sup> January 2021

TIME: 4.00pm

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.B.*
- DR. UTHIRA, VICE-PRINCIPAL *Uthira*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *J.F.*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya Iyer*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### DISCUSSIONS:

1. Head of the Departments to host respective department meetings regularly on Google Meet. Sessions to be recorded, and documents – Time table, lesson plans, activity planner, curricular and co-curricular activities to be filed and sent bi-annually to the IQAC.
2. Minutes of Board of Studies and syllabus revision effective June 2021 to be filled and sent to IQAC.
3. Faculty members pursuing research projects to apply for funding from the management.
4. Faculty members are expected to organize Guest Lectures, Workshops, Seminars, Symposiums, Conclaves and Campaigns on Virtual Platforms for the year 2021
5. Academic Audit is tentatively scheduled in the Month of May 2021 for PG I years for the academic year 2020-21.
6. Upon Completion of Academic Audit, the departments are requested to submit elaborate reports on Guest Lectures, Workshops, Seminars, Conclaves, National & State level symposiums, Campaigns, Research Projects, Student and Staff Paper Presentations, Student and Staff Publications, List of Staff as Resource Person.
7. Heads to submit student and alumni feedback form for their respective departments to IQAC at the end of academic year.

*L.B.*  
Principal

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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 3<sup>rd</sup> Feb 2021

TIME: 03.00 pm

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.P.*
- DR. UTHIRA, VICE-PRINCIPAL *Uthira*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Felix*
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- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### DISCUSSIONS:

1. Govt. permitted colleges to function from 8<sup>th</sup> Feb 2021. Classes are online for theory subjects. Lab classes to be scheduled in the college for the students. Department of Media, Food Science, Psychology, Computer Science and BCA to schedule the lab sessions as per SOP.
2. Online workshop is scheduled for non-teaching staff on Effective Communication and Social etiquette during Feb/Mar 2021.
3. The college will work on six days a week as per the directions from GO. New time table to be prepared including Saturdays.
4. Heads and faculty to ensure SOP's for COVID'19 are strictly adhered. Masks to be worn, social distancing to be followed. Workshop on Importance of Vaccination to be scheduled during Mar 2021.

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5. Departments to update MIS and submit the report to the Principal for Even semester.
6. BOS in Computer Science for introduction of new course B.Sc. in Data Science is scheduled on 5<sup>th</sup> Feb 2021 and Academic Council meeting is scheduled on 8<sup>th</sup> Feb 2021.
7. External Academic Audit to be organised by departments by 15<sup>th</sup> March 2021.

  
Principal

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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 25<sup>th</sup> Mar 2021

TIME: 03.00 pm

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *lp*
- DR. UTHIRA, VICE-PRINCIPAL *uthira*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *k-c - Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Jayashree*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. GAVOURY, IQAC COORDINATOR *R Gavoury*

#### DISCUSSIONS:

1. UG Students to undergo Summer Internship during 15<sup>th</sup> May 2021- 15<sup>th</sup> June 2021.
2. Feedback link on Institution, curriculum design and Faculty will be available online to students during first week of April 2021.
3. Departments to submit mentoring reports before April 2021.
4. All Department faculty and research scholars to publish at least one research article in SCOPUS/UGC care list Journals before June 2021.
5. Faculty members are instructed to take online courses in Swayam, Coursera.
6. Steering Committee for NAAC SSR Submission 4th cycle was formed with the following members:
  - Dr Jayashree Fernandez - Curricular Aspects
  - Dr Archna Prasad - Teaching / Learning
  - Dr Uthira D - Research
  - Dr Nisha & Ms. Priya Krishna - Infrastructure
  - Ms. Kiran Varma - Student Support
  - Dr. Lalitha Balakrishnan - Leadership
  - Dr. Anurekha - Best Practices
7. Progress on AQAR data collection for 2019-20 was reviewed.

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8. Departments to be asked to review their PSO and COs for the next academic year.
9. All faculty members to work on the Activity Planner for the next academic year.
10. Principal discussed constitution of various committees for next academic year.
11. Departments to submit workload and lesson plan for next academic year.

  
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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

**DATE:** 15<sup>th</sup> July 2021

**TIME:** 10.00 am

**VENUE:** GMEET

#### **MEMBERS:**

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *LB*
- DR. UTHIRA, VICE-PRINCIPAL *U*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *Felix*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### **DISCUSSIONS:**

1. An FDP on NAAC criterion is scheduled during August 2021.
2. All faculty members are informed to submit Covid vaccination certificates. College management organised various covid vaccination camps and steps are taken to ensure fully vaccinated campus.
3. Workshop to be scheduled for teaching and non-teaching staff on covid practices and protocols respectively during August 2021.
4. Workshop on Excel and Emergency control to be scheduled during September 2021.
5. Induction programme for newly recruited faculty members on Code of conduct, welfare schemes, service and leave rules, lesson plan preparation and assessment methodology are scheduled during August 2021.
6. Heads and faculty to ensure SOP's for COVID'19 is strictly adhered. Masks to be worn, social distancing to be followed.
7. All faculty members are instructed to adopt revised blooms taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessments.

8. Departments are instructed to conduct all department activities online. Student Induction programme(Freshers Orientation session) to be planned online during the month of September 2021.
9. II, III year UG students to register online for Value added courses under Kaushal kendra during August/September 2021.
10. Quality initiatives such as green audit, energy audit to be continued like in the previous years.

  
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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING

DATE: 24<sup>th</sup> Sep 2021

TIME: 03.00 pm

VENUE: GMEET

#### MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *dp.*
- DR. UTHIRA, VICE PRINCIPAL *thip*
- DR. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *k-c. Sumangala*
- DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS *mf*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana Prasad*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. GAVOURY, IQAC COORDINATOR *R. Gavoury*

#### DISCUSSIONS:

1. A FDP on NAAC criterion is scheduled during October 2021.
2. A workshop on Advanced Excel is scheduled for Non teaching staff during October 2021.
3. IIQA is planned to submit by end of October 2021.
4. Departments to submit mentoring reports for ODD semester by November 2021.
5. Faculty members are motivated to work towards research publications and patents.
6. Departments are instructed to submit academic audit reports for Odd semester
7. Data Collection and validation for SSR NAAC submission is periodically and systematically done by criterion heads.
8. Faculty members e-content lectures are recorded in Naalanda and uploaded in MOP Classroom portal.

*dp.*  
Principal

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