

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

MINUTES OF THE IQAC MEETING

5TH April 2016 @11.30 am, 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 – Associate Professor, Dept. of Computer Science

Discussions & Resolutions:

1. Orientation programme for the newly recruited faculty to be scheduled in June 2016.
2. A workshop to be organized for faculty members on innovative teaching methodology during June 2016 and Emergency response during July 2016.
3. A workshop to be scheduled on MS word, Leadership skills, Tally and MS Excel for Non-teaching staff.
4. First year student orientation programme to be scheduled during June 2016. Workshop for Mothers (Mom's Club) on Dealing with teenage daughters to be scheduled on the same day.
5. Departments to prepare Pending list on a weekly basis to facilitate efficient and timely completion of the work.
6. IQAC to organize Open circle meetings to share the best practices every alternate Friday.
7. Introduction of a "Mentor card" for the students to track their personal and academic achievements. Mentoring sessions to be scheduled twice every semester.
8. Online EVS examination is planned as part of Innovative process adopted in teaching and learning.

General Discussions:

1. Apollo Medical Health Checkup is planned to be organized 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 North Indian places.

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MINUTES OF THE 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
4. Dr. Fernandes Jayashree Felix, Dean Academics
5. Dr. Archana Prasad – Dean Students

Resolutions:

1. 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

2. Library Visits:

- Outside Library Visits have been completed for II and III years
3. A workshop on Building Interpersonal skill and social etiquette is scheduled during November 2016.
 4. Departments to submit Academic audit for the Odd semester.
 5. Principal suggested IQAC Cell to install a notice board to display posters and circulars about internal and external support services available for students.
 6. For the batch 2015-16 onwards, Certificate Programmes / Courses to be offered Under Centre for Excellence – Kaushal kendra:
 - Certificate Course will be offered for II year UG Student during Semester - 4 and 5.

- 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
- 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 Jayahree 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 aptitude
 - 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 jewellery 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 the college day.
4. Former Principal, Secretaries of VVS and MOP Charities to be honored during the Silver Jubilee Valedictory.
5. Activities are planned for the silver jubilee celebrations of the college under the theme – “Redefining Women Education”.
6. The Environment Ministry will be responsible for the clean and green campus initiatives.
Ministry to organize campaigns to promote cleanliness, ban on plastics in campus.

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MINUTES OF THE 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. Archana Prasad – Dean Students
5. 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 is 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.
7. Institutional, faculty Feedback forms for students to be available for the students to fill online.

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MINUTES OF THE IQAC MEETING

1st March 2017 @ 12.30 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. 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

2. 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.
- Online Sale of applications can be started from 1st May 2017.

3. Departments to submit Academic audit for the even semester.
4. Manuals to be revised for the conduct of all activities.
5. Workshop on career guidance given to all third year students of the college was well received.
6. Staff workshops are scheduled for 24th April on 'Practice before you preach' and 'Team Building' on 27th April 2017.
7. Orientation programme for newly recruited faculty is to be scheduled for the next academic year.
8. Departments to submit Timetable, lesson plan and department action plan for the next academic year.
9. Departments to update MIS entry online by April 2017.