

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

MINUTES OF THE IQAC MEETING

15th June 2017 @ 2.00pm, Board room

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. DR. UTHIRA, VICE PRINCIPAL
3. DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS
4. DR. ARCHNA PRASAD, DEAN-STUDENTS
5. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
6. MS. GAVOURY – IQAC COORDINATOR

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.
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.
3. 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.
4. 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.
5. Ministry and their duties
 1. Health ministry – Apollo Shine Card and Canteen Audit
 2. Social Welfare – VISH and Community Service Project
 3. Environment – Cleanliness of campus
 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

6. 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 (less than 80%) to be cautioned and lack report to be displayed in the College notice board. Hereafter, all on-duty attendance to be marked as present in the intranet with the approval of the HOD subject to the submission of OD letter by the student.
7. A workshop on Telephone etiquette, Tally, English communication is scheduled for Non teaching staff during July/Aug 2017.
8. Smart class installation is initiated as part of innovation in teaching and learning.
9. Workshops are scheduled for the faculty during July/Aug on 'Transforming teachers into knowledge creators' and 'Teaching and training methodology'.
10. Ecological park visit is scheduled for the students under EVS.

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

MINUTES OF THE IQAC MEETING

23rd September 2017 @ 3.00pm, Board Room

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. ARCHNA PRASAD, DEAN-STUDENTS
5. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
6. MS. GAVOURY – IQAC COORDINATOR

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. 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.
4. 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.
5. Students has to clear all arrears within N+2 years.

Other Discussions:

1. Faculty to monitor the 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 focused on are :
 - 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

28th October 2017 @ 3.30pm, Board Room

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. ARCHNA PRASAD, DEAN-STUDENTS
5. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
6. MS. GAVOURY – IQAC COORDINATOR

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. Panel will evaluate the winners.
4. 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.
5. 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.
6. Submission will be thru email ID: mopyuvasammaan@mopvc.edu.in

Centre of Excellence - Diploma Courses

7. 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. Jayasree Fernandes Felix will be co-ordinator for the diploma courses.
8. Each semester will have 3 papers. Credit for each paper is 4.
9. The class sessions are Morning: 10am to 1pm. Evening: 2pm to 5 p.m. includes break hour. The teaching hours are 15 hrs/week.
10. The brochure for the same to be finalised.

11. 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

12. The speakers for Media session on 18th November 2017 are Ms. Dharini for Health & welfare, Ms. Kavitha and Ms. Jaysree Ravi for Mental Health.
13. A National Level Seminar on 'Role of Autonomy and Quality Assurance in Higher Education' to be planned in the month of January 2018.
14. Departments to update MIS online, academic audit and submit to the principal for the odd semester.
15. Departments to submit mentoring cards and reports for the odd semester.

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

MINUTES OF IQAC MEETING

18th December 2017 @ 2.00 pm, Board Room

Members:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. Dr UTHIRA – VICE PRINCIPAL
3. DR. RADHA D, CONTROLLER OF EXAMINATIONS
4. DR. ARCHNA PRASAD, DEAN-STUDENTS
5. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
6. MS. GAVOURY – IQAC COORDINATOR

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 curriculumInnovations in Teaching methodology
 - Quality enablers for ranking of educational institutions
 - Promoting Research climate
 - Evaluation methods in Higher education
 - Roles & responsibilities of Principals in Autonomous CollegesAutonomy – The road ahead
5. Chief Guest for Inaugural address – Dr P.Duraisamy, Vice – Chancellor, University of Madras.
6. Workshop on Research documentation using Latex and Data Analysis using R is to be scheduled in Feb 2017 for the faculty members.
7. Advancements in teaching methodologies is scheduled for the faculty during March 2018.
8. Workshop on Fire Control mechanisms and Cyber Crimes to be scheduled during Feb/Mar 2018.
9. Departments to submit academic audits for the even semester.
10. Green campus initiatives such as campaigns and awareness programmes on eco-friendly products are to be organized by the Ministry of Environment.

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

MINUTES OF THE IQAC MEETING

13th April 2018 @ 11.30am, Board Room

MEMBERS:

1. DR. LALITHA BALAKRISHNAN, PRINCIPAL
2. DR. RADHA D, CONTROLLER OF EXAMINATIONS
3. DR. FERNANDES JAYASHREE FELIX, DEAN ACADEMICS
4. DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS
5. MS. GAVOURY – IQAC COORDINATOR

DISCUSSIONS:

1. 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
2. HODs meeting scheduled on Tuesday, 17th April and Staff Meeting scheduled on Friday, 20th April 2018.
3. 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:
 1. Fitness workshop
 2. Bonding as a team
 3. Computer skills workshop
 4. Happiness at the workplace workshop
4. All departments to present the lesson plans on 12-13th of June 2018 and the best lesson plan will be awarded.
5. Workplace productivity workshop is scheduled for the administrative staff on 23rd June 2018.
6. Orientation programme for the newly recruited faculty is scheduled during June 2018.
7. An orientation programme on Outcome based education is scheduled in July 2018.
8. First year student orientation programme to be scheduled. Workshop for Mothers (Mom's Club) to be scheduled in June 2018.
9. Foreign universities for summer course collaboration are identified and initiated.
10. Departments to submit the plan of action for the next academic year.