



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: 15th 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.


Principal
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 24th 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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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 22nd Oct 2021

TIME: 03.00 p.m.

VENUE: GMEET

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *K.P.*
- DR. D. UTHIRA, VICE PRINCIPAL *Uthira D.*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B.*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. Principal informed the departments that data uploads for NIRF ranking to be ready.
2. Quality initiatives such as Digital audit to be conducted in the month of Nov/Dec.
3. Attainment of outcomes for all programmes is automated and reports are available for departments to collect at CoE office.
4. A workshop on Computer Skills is scheduled for Non teaching staff during November 2021.
5. Training on Research paper and Basic statistical tools for research is scheduled for teaching faculty during Nov/Dec month.
6. Planning on activities for commemorating UN Day by student cabinet was discussed.

K.P.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 8th Dec 2021

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *+p1*
- DR. D. UTHIRA, VICE PRINCIPAL *thir*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumanga*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B.*
- MS. R. GAVOURY, IQAC COORDINATOR *R Gavoury*

DISCUSSIONS:

1. Principal appreciated the timely submission of all data by staff and Heads towards NAAC submission.
2. Non-evaluative value-added courses namely academic writing, research skills and DMAUSS training for II years is scheduled during Dec 2021/Jan 2022.
3. Principal advised that all faculty develop a strategic plan to complete Ph.D in next 3-5 years.
4. Training on Contingency Response and Food Safety is scheduled during Dec 2021.
5. IA exam committee will conduct Model exams for II and III years in offline mode as directed by Regional Joint Directorate of Collegiate Education from 20th Dec to 24th Dec 2021.
6. Principal suggested all programmes to commemorate the celebration of Azadi ka Amrit Mahotsav(75 years of India's Independence) through departmental activities.
7. Celebrations planned in observance of Thanksgiving day and Christmas by cabinet members.
8. International conference is scheduled by Dept of FSM commemorating the International Food Day.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 28th Dec 2021

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *LBI*
- DR. D. UTHIRA, VICE PRINCIPAL *Uthi P.*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archna*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *Kes*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. Principal acknowledged all Staff and Criterion Heads for the efforts extended for timely submission of SSR.
2. Principal extended her thanks to students for on-time completion of NAAC Student satisfaction survey.
3. A workshop on Advanced tools in Excel is scheduled for Non-teaching staff during Jan 2022.
4. Principal insisted that all faculty have at least one publication by 25th Feb 2022.
5. All Internal assessment marks to be submitted to CoE office before 8th Jan 2022. End Semester examinations are scheduled during Jan 2022.

LBI
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 7th Jan 2022

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.P.*
- DR. D. UTHIRA, VICE PRINCIPAL *H.D.*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. Departments to organize online seminars in the months of February and March 2022.
2. A Workshop will be conducted for the faculty members to calculate the attainment of outcomes for the batch 2018-2021.
3. Principal emphasized the preparation of all documents and filing at department level for Peer visit.
4. Principal informed that DVV queries may be expected anytime and timeframe to respond to the queries is 10 days from the date of communication.
5. A workshop on emotional intelligence is scheduled during Feb 2022.

L.P.
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MINUTES OF THE IQAC MEETING

DATE: 28th Jan 2022

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *L.B.*
- DR. D. UTHIRA, VICE PRINCIPAL *Uthira*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
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- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. End Semester online examinations are scheduled from 03.02.22. Students and Faculty instructions regarding examination are circulated by the Examination Committee. Online Examination logistics were discussed.
2. Heads to submit workload for the even semester, Academic Year 2021-2022.
3. NME and IDE online registration to be scheduled for students during Feb 2022.
4. Convocation for batch 2017-2020 scheduled on 25th Feb 2022.

R.B.
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 28th March 2022

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *LB*
- DR. D. UTHIRA, VICE PRINCIPAL *Uthira*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
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- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. Principal informed that DVV responses from NAAC had been received and peer visit can be expected anytime.
2. Principal informed that indexing of files related to NAAC will be instructed by Criterion Heads, and departments to be ready with presentation and files.
3. Heads informed to reinforce staff to develop e-content relevant to syllabus.
4. Departments to plan for External Academic Audit in the Month of April/May 2022.
5. Staff Annual Trip-VISHNIC 2022 planned on the 4th April 2022.
6. Series of training sessions is scheduled for faculty members on Photo Journalism, Basic Trouble Shooting, Innovative Approaches to Design Thinking and Technology in Accounting during April 2022.
7. Session on Quickbooks, Zohobooks and Goodbooks is scheduled during May 2022.
8. Heads to submit alumni feedback form for their respective departments to IQAC at the end of academic year.

LB
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 27th April 2022

TIME: 10.00 a.m.

VENUE: Board Room

MEMBERS:

- DR. LALITHA BALAKRISHNAN, PRINCIPAL *K.B.I.*
- DR. D. UTHIRA, VICE PRINCIPAL *Uthira*
- DR. K.C. SUMANGALA DEVI, CONTROLLER OF EXAMINATIONS *K.C. Sumangala*
- DR. K. SINDHU, DEAN ACADEMICS *Sindhu*
- DR. ARCHNA PRASAD, DEAN STUDENTS *Archana*
- DR. K.B. PRIYA IYER, ADDITIONAL CONTROLLER OF EXAMINATIONS *K.B. Priya*
- MS. R. GAVOURY, IQAC COORDINATOR *R. Gavoury*

DISCUSSIONS:

1. Departments to update MIS and submit report to Principal by end of even semester.
2. Feedback link on institution, curriculum design and faculty will be available online to students during April/May 2022.
3. Departments to submit mentoring reports before Apr/May 2022.
4. All faculty members to work on the Activity Planner for the next academic year.
5. Departments to submit workload and lesson plan for next academic year.
6. Principal discussed constitution of various committees for next academic year.
7. Quality initiatives such as green audit, energy audit to be continued as in the previous years.

K.B.I.
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