



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: 11th July 2022

TIME: 10:30 a.m.

VENUE: BOARD ROOM

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal
- Dr. D. Uthira, Vice Principal *Uthira*
- Dr. K.C. Sumangala Devi, Controller of Examinations *K.C. Sumangala*
- Dr. K. Sindhu, Dean Academics *Sindhu*
- Dr. Archana Prasad, Dean Students *Archana*
- Dr. K.B. Priya Iyer, Head-B.Sc. Data Science *K.B. Priya*
- Ms. R. Gavoury, IQAC Coordinator *R. Gavoury*

DISCUSSIONS:

1. Principal informed the departments heads to submit the Activity planner on 18.07.2022 with Department activities and Programme specific activities along with the Budget.
2. 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 July 2022.
3. Quality initiatives such as Digital audit to be conducted in the month of Nov/Dec.
4. A workshop on 'Team work' is scheduled for Non-teaching staff during July 2022.
5. NAAC Criterion-wise filing to be followed in the department hereafter for all activities of the Academic Year 2022-23. All details with relevant documents of each activity to be submitted to the respective criterion heads.
6. All faculty members are instructed to adopt revised blooms taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessments

Principal
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 1st August 2022

TIME: 11:30 a.m.

VENUE: BOARD ROOM

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal *HP*
- Dr. D. Uthira, Vice Principal *Uthira*
- Dr. K.C. Sumangala Devi, Controller of Examinations *K.C. Sumangala*
- Dr. K. Sindhu, Dean Academics *Sindhu*
- Dr. Archana Prasad, Dean Students *Archana*
- Dr. K.B. Priya Iyer, Head-B.Sc. Data Science *K.B. Priya*
- Ms. R. Gavoury, IQAC Coordinator *R. Gavoury*

DISCUSSIONS:

1. Principal informed all criterion heads to maintain MIS as per NAAC.
2. College open for I years on 10th August 2022. Freshers' orientation programme 'SWAGATHAM' is scheduled to welcome all first years.
3. IQAC seminar is scheduled for 3rd September 2022.
4. Research Day is scheduled in the month of August. Faculty members are motivated to work towards research publications and patents.
5. Departments to submit mentoring reports for ODD semester by November 2022.
6. Principal informed Departments to plan for VIKAS - Year of Development
7. MOU signed with Audacious Dreams foundation - Global Student Exchange programme.
8. Members of the various committees as specified in the handbook to meet the Chairperson about happenings for academic year 2022-23

HP
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 12th September 2022

TIME: 11:30 a.m.

VENUE: BOARD ROOM

MEMBERS:

- Dr. Lalitha Balakrishnan, Principal *K.P.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. Archana Prasad, Dean Students *Archana*
- Dr. K.B. Priya Iyer, Head-B.Sc. Data Science *K.B. Priya*
- Ms. R. Gavoury, IQAC Coordinator *R. Gavoury*

DISCUSSIONS:

1. Principal informed that Value added courses and Kaushal Kendra courses have started and are going on as per schedule.
2. Principal appreciated conduct of various programmes such as 'Yuva Sammaan', 'Placement Cell inauguration', 'Madras Day', 'Onam Celebrations', 'Teachers day celebrations'.
3. Principal discussed the logistics for organising 'Convocation 2022' which is scheduled on 1st week of October 2022. Jawaharlal Nehru University Vice Chancellor Dr. Santishree will be the chief guest.
4. IQAC seminar for teaching faculty on 'MOOCs and e-content development' is scheduled during October 2022.
5. Faculty members e-content lectures are recorded in Naalanda and uploaded in MOP Classroom portal.

K.P.I.

Principal
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