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
- Dr. K.C. Sumangala Devi, Controller of Examinations
- Dr. K. Sindhu, Dean Academics
- Dr. Archna Prasad, Dean Students
- Dr. K.B. Priya Iyer, Head-B.Sc. Data Science
- Ms. R. Gavoury, IQAC Coordinator

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

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

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

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

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.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 4th November 2022   **TIME: 11:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Kaushal kendra courses to be completed by second week of November 2022.

2. Old Clothes Collection Campaign will be organized from 09.11.2022 to 20.11.2022.

3. International educational trip for Malaysia, Dubai and Singapore is scheduled for students in the month of Dec 2022/Jan 2023.

4. A workshop on 'Importance of Vitamin D', 'Usage of Business Terminologies', 'Telephone Etiquette' is scheduled during Nov 2022 for faculty and Non-teaching staff.

5. Alumni trip has been scheduled for 26.11.2022. Alumni faculty will be accompanied by the alumni.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 9th December 2022   **TIME: 10:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Heads to submit workload for the even semester, Academic Year 2022-2023.
2. Staff Annual Trip-VISHNIC 2022 planned on the 29th December 2022.
3. NME and IDE online registration to be scheduled for students during Dec 2022.
4. Professional development programmes on 'Practical Quantum Computing', 'Internet Etiquette for Secure Browsing', and 'Case Writing' were schedule during Dec 2022 for faculty.
5. Principal informed all faculty to create Gclass for all courses in the even semester.
6. All programme heads to submit lesson plans by 15th Dec 2022.
7. Skill classes and Kaushal kendra courses will be offered for students as per schedule.
8. Principal congratulated Dept. of Management for being upgraded as Research Department.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 2nd January 2023   **TIME: 11:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Heads informed to motivate faculty members to develop e-content for even semester syllabus.

2. Training session is scheduled for faculty members on 'Peace Education' on 4th Jan 2023.

3. Pending Register to be submitted every Friday by heads of programmes. Important things to be recorded in the Pending Register for follow up action.

4. All programme heads to keep a record of all events in the NAAC format just after the completion of every event so as to make on-time submission.

5. Final year students can be taken for an outbound educational trip.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 30th January 2023   **TIME: 11:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Principal discussed the logistics for conduct of various events such as Sports day in Feb 2023, MOP MUN on 18th, 19th Feb 2023, BBA paper presentation on 9th March 2023.

2. Principal suggested to automate criterion-wise submission of documents as per NAAC format. Reports will be generated centralised.

3. Diploma Programme on music started – a MOU has been initiated with Dr. Shobana Vignesh.

4. Departments to Plan for BOS in the month of April or May 2023.

5. Departments to submit inputs for Magazine for the academic year 2022-23.

6. Professional training programme on 'Intellectual Property Rights and patent with Reference to Academic Research' is scheduled for faculty during Feb 2023 and 'Safety and Security Protocols' for Non-teaching staff during Feb 2023.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 6th March 2023   **TIME: 11:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Principal Madam thanked the faculty members and the heads of all programmes for their contribution during the Autonomy Committee visit for Extension of Autonomy status.

2. Departments to plan for External Academic Audit before last week of March 2023.

3. Programme wise student journal publication to be ready before 2nd week of March.

4. Photo sessions for the final year students will be scheduled on Valedictory Day.

5. End Semester examinations are scheduled from April 2023. Students and Faculty instructions regarding examination will be circulated by the Examination Committee.

6. Vikas- this year community service initiative to be completed by all programmes by 15th March 2023.

7. Programme heads were informed to conduct the Internal Academic Audit to find out the status of completion of the syllabus.

8. All Environmental studies lectures to be completed as per schedule for I year students.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 17th March 2023   **TIME: 11:30 a.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Principal mam discussed the logistics of College Day celebrations scheduled on 22 March 2023.
2. Principal mam announced the new ministries for MOP Sansad 2023-24.
3. Student Cabinet Valedictory is scheduled on 29th March 2023.
4. Principal mam announced a new App for MOP students – Sandesh – will be operational from 1st April 2023.
5. Professional Development Programme on 'Data Visualisation Tools' is scheduled for Teaching faculty on 18th March 2023.
6. Principal mam informed criterion heads to submit pending register for the academic year 2022-23. Departments were informed to submit criterion-wise reports to respective criterion heads by the end of the even semester.
7. Heads to submit alumni feedback form for their respective departments to IQAC at the end of academic year.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 12ᵗʰ April 2023   **TIME: 12:30 p.m.**   **VENUE: BOARD ROOM**

MEMBERS:

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

DISCUSSIONS:

1. Feedback link on institution, curriculum design and faculty will be available online to the students. IQAC to submit the summary of feedbacks to the principal.

2. Departments to submit mentoring reports before June 2023.

3. Workshop scheduled for non-teaching staff on Time management and office tools during April 2023.

4. Departments to update MIS and submit report to Principal by the end of even semester.

5. All faculty members to work on the Activity Planner for the next academic year.

6. Departments to submit workload and lesson plan for next academic year before June 2023.

7. Principal discussed constitution of various committees for the academic year 2023-24.

8. Quality initiatives such as green audit, energy audit to be continued as in the previous years.

9. Professional development programmes are scheduled for Teaching & Non-teaching staff on Health Awareness during last week of April 2023.

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