

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM
(Accredited with B++ by UGC under section 2(f) & 12(B) status)

INTERNAL QUALITY ASSURANCE CELL


Minutes of the IQAC Meeting (03.08.2020)

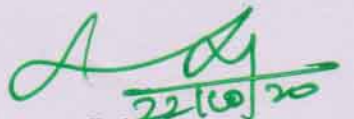
Participants

1. Mr. Y.R. Berlin Raja Singh (Department of Computer Science)
2. Dr. F. Meena Therese (Department of English)
3. Dr. S. Mary Helen (Department of Chemistry)
4. Dr. G. Dominic Babu (Department of Mathematics)
5. Dr. T. Vijayakumar (Department of Commerce)
6. Mr. D. Anto Pravin Singh (Department of Business Administration)
7. Dr. Darlin Mary (Department of Physics)
8. Dr. S. Jeya (Department of Zoology)

The IQAC Meeting was organized with the criterion members in the conference hall on 3rd August 2020. The following points were discussed in the meeting

- (i) Review of previous IQAC meeting was confirmed.
- (ii) To go through the untouched and unanswered queries.
- (iii) To give separate formats for office, departments and the committees.
- (iv) To recheck the data (quantum) and finalize it in Excel sheet.
- (v) To check it all the columns of the AQAR report are duly filled.
- (vi) The hard copy from the department should be duly signed by the criterion member, the HOD and the principal. Then handed over to the IQAC.
- (vii) Separate column should be prepared and maintain for the FDP and webinar attended by the faculty.
- (viii) Under II criteria – A student satisfaction survey has to be carried out & included.
- (ix) The meeting came to an end with a vote of thanks.


Co - Ordinator


22/08/20
Principal

Minutes of the IQAC meeting (05.10.2020)

Participants

1. Dr. J. Johnson, Principal
2. Dr. J.M. Sasi Premila, Co-ordinator
3. Dr. T. Vijayakumar, Assistant Coordinator
4. Dr. D. Anti Pravin Singh, Criterion VI
5. Dr. G. Dominic Babu, Criterion III
6. Dr. S. Jeya, Criterion VII
7. Dr. A. Darlin Mary, Criterion V
8. Dr. S. Mary Helen, Criterion II
9. Dr. F. Meena Theresa, Criterion I
10. Mrs. M. Jenilet Leela, Administrative

IQAC meeting was held on 05.10.2020 at 12 p.m. at M-0-2.

The following agenda was discussed.

IQAC coordinator Dr. J.M. Sasi Premila welcomed the Principal and the IQAC team members.

It is discussed in the meeting about the mock visit and decided to conduct after the submission of AQAR 2019-2020. SSR data can be finalized in the month of January.

Team heads discussed about Incubation Centre and Principal insisted to start Institutional Innovation Cell, Dr. S. Mary Helen is the Convener.

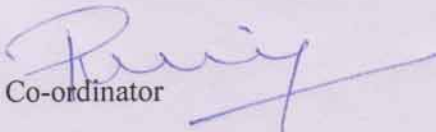
IQAC coordinator informed, regarding solar panel installation proposal has been made to management and requested the Principal to remind the management to complete at the earliest.

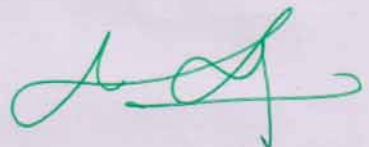
First criteria team leader Dr. F. Meena Theresa insisted about NEPTEL online course to be continued for the students for the academic year 2020 – 2021. It is discussed and decided to start department wise value added courses through online mode.

It is proposed to start first years Bridge course also in the online mode.

It is decided to give proposal to start girls waiting shed.

Finally the meeting came to an end by 2.00 p.m. with a vote of thanks by Assistant Coordinator Dr. T. Vijayakumar.


Co-ordinator


Principal
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KANYAKUMARI DISTRICT

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INTERNAL QUALITY ASSURANCE CELL
Minutes of the IQAC Meeting (23-11-2020)

Participants

1. Dr. J. M. Sasi Premila (Head, Department of Bio Technology)
2. Dr. T. Vijaya Kumar (Department of Commerce)
3. Dr. S. Mary Helen (Head, Department of Chemistry)
4. Mr. Y. R. Berlin Raja Singh (Head, Department of Computer Science)
5. Dr. F. Meena Theresa (Department of English)
6. Mr. G. Dominic Babu (Department of Mathematics)
7. Dr. A. Darlin Mary (Department of Physics)
8. Mr. D. Anto Pravin Singh (Department of Business Administration)
9. Dr. S. Jeya (Department of Zoology)
10. Mrs. M. Jenilet Leela (Office Superintendent)

IQAC meeting was held on 23.11.2020 at M-0-2 at 10.30 a.m.

The IQAC co-ordinator welcomed the criterion team leaders and the following agenda was discussed.

IQAC co-ordinator informed the team leaders about the completion of AQAR (2019-2020).

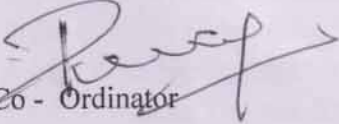
- It is decided to submit the completed AQAR to the Principal and the Management on 26th of November.
- It is decided to present the AQAR among the IQAC criterion team leaders on 08.12.2020 and the Management representative on 10.12.2020.
- It is decided to organize a faculty development programme in the month of December on the topic Intellectual Property Rights Dr. G. Dominic Babu, III criterion team HEAD suggested the resource person as Dr. M. Sunil Gladson, Assistant Professor, Ambedhar Law College, Chennai. And the programme can be organized for two days.
- It is also decided to organize an orientation programme to the non teaching staff in the month of January.
- It is proposed to complete the online SSS before December 10th.

IQAC co-ordinator informed the second criterion leader to monitor the Mentor-Mentee meeting of the departments through online and to issue the Mentor register for the first year students. Once they come in the offline mode personal interaction can be made.

IQAC co-ordinator insisted the first criterion leader to complete the feedback analysis report.

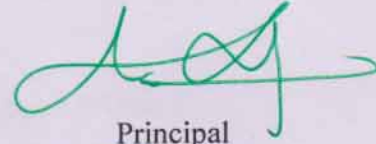
IQAC co-ordinator informed the team leaders to start the SSR Preparation work once the AQAR is submitted through online.

The meeting came to end by a vote of thanks proposed by Dr. T. Vijayakumar at 12 p.m.



Co - Ordinator

Dr.J.M.SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
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Minutes of the IQAC meeting (08.12.2020)

Participants

1. Dr. J.M. Sasi Premila, Co-ordinator
2. Dr. G. Dominic Babu (Criterion III)
3. Mr. Y. R. Berlin Raja Singh (Criterion IV)
4. Dr. A. Darlin Mary (Criterion V)
5. Dr. D. Anto Pravin Singh (Criterion VI)
6. Mrs. G. Jasmine Christabel (Criterion VII)
7. Dr. F. Meena Theresa (Criterion I)

IQAC, AQAR 2019-2020 presentation by the criterion team leaders meeting was held on 08.12.2020 at IQAC Office at 2.30 P.M.

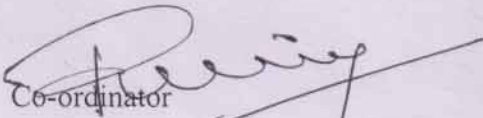
IQAC co-ordinator welcomed the team leaders.

The co-ordinator informed the criterion team leaders to present the criterion wise AQAR 2019-2020.

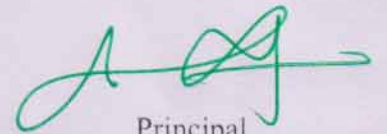
Dr. F. Meena Theresa, presented the Criterion I AQAR followed by Criterion III was presented by convener Dr. G. Dominic Babu which is followed by criterion IV was presented by Mr. Y.R. Berlin Raja Singh.

Dr. A. Darlin Mary presented criterion V followed by Dr. D. Anto Pravin Singh presented criterion VI and Mrs. G. Jasmine Christabel presented Criterion VII.

Finally the presentation meeting to an end by 4 P.M. with on vote of thanks by Dr. T. Vijayakumar.


Co-ordinator

Dr. J.M. SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
ANNAI VELANKANNI COLLEGE
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Principal

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Minutes of the IQAC meeting (10.12.2020)

Participants

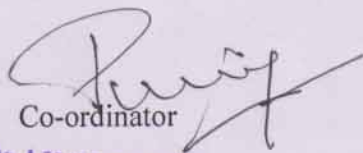
1. Rev. Fr. Dominic M Kadatchadhas, Joint Secretary, Management Representative
2. Dr. J. Johnson, Principal
3. Dr. S.R. Brintha, Vice Principal
4. Dr. J.M. Sasi Premila, Co-ordinator
5. Dr. S. Mary Helen (Criterion II)
6. Mr. Y. R. Berlin Raja Singh (Criterion IV)
7. Dr. A. Darlin Mary (Criterion V)
8. Dr. D. Anto Pravin Singh (Criterion VI)
9. Mrs. G. Jasmine Christabel (Criterion VII)
10. Dr. F. Meena Theresa (Criterion I)
11. Mrs. M. Jenilet Leela (Administrative)

IQAC meeting was held on 10.12.2020 at 02.00 p.m. at A-1-4.

IQAC coordinator welcomed the Principal Dr. J. Johnson, Management Representative Rev. Fr. Dominic M Kadatchadhas and the Criterion team leaders.

- ❖ IQAC coordinator presented the Annual Quality Assurance Report of the academic year 2019-2020.
- ❖ After Presentation future plans and best practices was discussed with the team.
- ❖ Management Representative Fr. Dominic Kadatchadhas appreciated the efforts made by the team leaders and coordinators to complete the AQAR on time.
- ❖ He also suggested to improve the untouched metrics and encouraged staff to concentrate more on research and [publication.
- ❖ He informed the coordinator to make the hard copy of the AQAR to present in the board meeting.

The meeting came to an end by 4.30 p.m. with a vote of thanks by Dr. T. Vijayakumar, Assistant IQAC Coordinator.



Co-ordinator

Dr. J.M. SASI PREMILA, M.Sc., M.Phil., Ph.D.
IQAC CO-ORDINATOR
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Minutes of the IQAC meeting (12.01.2021)

Participants

1. Dr. J. Johnson, Principal
2. Dr. S.R. Brintha, Vice Principal
3. Dr. J.M. Sasi Premila, Co-ordinator
4. Dr. T. Vijayakumar, Assistant Coordinator
5. Dr. M. Anto, Department of Maths
6. Dr. J. Jesulatha, Department of English
7. Mr. M. Benadict Rajan, Department of English

IQAC with Qualitative Metrics team meeting was organized on 12.01.2021 at 11.00 a.m. at Principal Chamber.

IQAC coordinator welcomed the gathering.

Principal Dr. J. Johnson addressed the meeting, he introduced the QLM members and team is headed by Dr. M. Anto.

QLM writing team is

- Dr. M. Anto, Convener
- Dr. J. Jesulatha
- Dr. R. Suabsh Karutudayan,
- Mr. M. Benadict Rajan


Principal said the team, hints for writing qualitative metrics, will be provided by the Criterion team heads through the coordinator. After discussion they can start writing the metrics.

Coordinator informed the Principal, Criterion I team leader Dr. F. Meena Theresa assured that she can write QLM for first criterion.

She also suggested the Principal each member can write for 2 criteria. As per the suggestion Dr. J. Jesulatha choose criterion III, IV and VI, Mr. M. Benadict Rajan selected Criterion II and V, Dr. R. Subash Karutudayan selected Criterion IV and VII.

Principal said before writing consult the hints with Dr. M. Anto and the IQAC coordinator.

Finally the meeting came to an end by 12.30 p.m. with a vote of thanks by Dr. T. Vijayakumar, Assistant IQAC Coordinator.



Co-ordinator
Dr. J.M. SASI PREMILA, M.Sc., M.Phil., Ph.D.
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