



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)

MEETING NOTICE

Respected Team,

I would like to inform that our IQAC meeting will be held on 09-07-2018 at 12 noon venue being IQAC room (First floor, Main Building). The agenda is as under

1. Preparation of AQAR reports.
2. Conduct of Workshops.
3. Conduct of Academic Audit.
4. Any other matter.

The members are requested to attend the meeting without fail.

To,

All the IQAC members

COORDINATOR - IQAC

PRINCIPAL
Dwaraka Doss Goverdhan Doss
Vaishnav College
Arumbakkam, Chennai - 600106.



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Minutes of the Meeting

Below are the minutes for the IQAC meeting held on 09-07-2018 at 12 noon at the IQAC room.

Members Present:

Dr. Haridayal Sharma, Convenor – IQAC Coordinator

Dr. D. Uthra – Member

Dr. P. T. Srinivasan – Member

Dr. S. Radhakrishnan – Member

Ms. Kavitha Menon – Member

Ms. V. Gayathri - Member

Mr. Selva Ganesh – Student representative

Ms. Pavithra – Student representative

Haridayal Sharma
Dr. D. Uthra
Dr. P. T. Srinivasan
Dr. S. Radhakrishnan
Ms. Kavitha Menon
Ms. V. Gayathri
Mr. Selva Ganesh
Ms. Pavithra

The first IQAC meeting was held on 9th July 2018 and the following agenda was deliberated:

AGENDA 1

- ✓ It was decided to prepare AQAR reports for the academic years 2016-17 & 2017-18. A common format for AQAR reports was prescribed for the circulation to all departments.

AGENDA 2

- ✓ The activities to be organized by the IQAC for the academic year 2018-2019 was elaborately discussed.
- ✓ A Faculty Orientation Programme for the newly recruited faculty members and for the faculty members with less than 3 years of teaching experience was proposed to be conducted for a week in the month of November.
- ✓ A state level workshop on identifying and supporting dyslexic students was decided to be organised.



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AGENDA 3

- ✓ The Academic Audit was proposed to be conducted in the month of February 2019 for all the departments.

AGENDA 4

- ✓ Green initiatives to make campus eco friendly were proposed.

Haridharan Shan

COORDINATOR - IQAC

R. M.

PRINCIPAL
Dwaraka Doss Goverdhan Doss
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Anumbakkam, Chennai - 600106.



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MEETING NOTICE

Respected Team,

I would like to inform that our IQAC meeting will be held on 25-09-2018 from 3:00 pm to 4:00 pm at our IQAC room (First floor, Main Building). The agenda is as under

1. Plan of Action for the academic year 2018-2019.
2. Collection of data related to academic details.
3. Assignment of responsibility to IQAC members.
4. Expectations of COE.
5. Any other matter.

The members are requested to attend the meeting without fail.

To,

All the IQAC members

COORDINATOR - IQAC

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Minutes of the Meeting

Below are the minutes for the IQAC meeting held on 25-09-2018 from 3:00 pm to 4:00 pm at the IQAC room.

Members Present:

Dr. Haridayal Sharma, Convenor – IQAC Coordinator

Dr. D. Uthra – Member

Dr. P. T. Srinivasan – Member

Dr. S. Radhakrishnan – Member

Ms. Kavitha Menon – Member

Ms. V. Gayathri - Member

Mr. Selva Ganesh – Student representative

Ms. Pavithra – Student representative

Haridayal Sharma
Dr. D. Uthra
Dr. P. T. Srinivasan
AB
Kavitha Menon
V. Gayathri
Selva
Pav

The second IQAC meeting was held on 25th September 2018 and the following agenda was deliberated:

AGENDA 1

- ✓ The meeting was started by the welcome address given by IQAC coordinator, Dr. Haridayal Sharma. The proposed activities were contemplated for the academic year 2018-2019; like Orientation programme for newly recruited faculty members, International Conference relating to Higher education and inter-collegiate Faculty development programme / training, internal and external surveys etc.

AGENDA 2

- ✓ Each team member was entrusted with the responsibility of collecting academic details relating to 2016-2017 and 2017-2018 for the allotted departments. In this regard, the prepared format was given to the members with an acknowledgement sheet and a copy of circular issued by Principal (IQAC – Chairman).



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AGENDA 3

- ✓ Ms. Kavitha Menon was given the responsibility to prepare the consolidated IQAC report for 2016-2017 & 2017-2018. Dr.P.T. Srinivasan and Dr.S. Narayanan(Eco Department) were assigned to assist her in collecting administrative & COE information.

AGENDA 4

- ✓ It was brought to the notice of the members that Controller of Examinations Office expects some involvement from IQAC with regards to monitoring and reporting the quality aspects of the end semester examination process. However, the exact role of IQAC in such process is needed to be deliberated and finalised.

AGENDA 5

- ✓ Dr. D. Uthra suggested that academic audit can be scheduled in the month of January 2019.
- ✓ Suggestion to introduced e-submission of academic details for 2018-2019 by respective departments to IQAC was also discussed and it was decided to study the modalities for the same in the subsequent meetings.
- ✓ It was decided to have a pool of resource persons belonging to different expertise and streams of higher education for different activities of IQAC. Hence a proforma was given to all members to collect the information for this purpose.
- ✓ The meeting concluded with the deliberations of the contents of Annual Quality Assurance Report (AQAR) format.

COORDINATOR - IQAC

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MEETING NOTICE

Respected Team,

I would like to inform that our IQAC meeting will be held on 12-12-2018 from 12:30 to 1:30 noon at our IQAC room (First floor, Main Building). The agenda is as under

1. Consolidation of AQAR reports.
2. Format for Academic Audit.
3. Conduct of Student Satisfaction Survey.
4. Proposal to COE.
5. Conduct of Workshop.

The members are requested to attend the meeting without fail.

To,

All the IQAC members

Handwritten signature of the Coordinator - IQAC

COORDINATOR - IQAC

Handwritten signature of the Principal

PRINCIPAL
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Arumbakkam, Chennai - 600106.



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Minutes of the Meeting

The IQAC meeting was held on 12th December, Wednesday at 12.30 PM in the IQAC room.

The meeting started with the welcome address given by IQAC coordinator Dr. Haridayal Sharma.

Members Present:

Dr. Haridayal Sharma, Convenor – IQAC Coordinator

Dr. D. Uthra – Member

Dr. P. T. Srinivasan – Member

Dr. S. Radhakrishnan – Member

Ms. Kavitha Menon – Member

Ms. V. Gayathri - Member

Mr. Selva Ganesh – Student representative

Ms. Pavithra – Student representative

Haridayal Sharma
DU
h. srinivasan
AB
Kavitha Menon
V. Gayathri
Selva
Pan

The following agenda was deliberated:

AGENDA 1

- ✓ It was decided to consolidate the AQAR reports for the academic years 2016-17, & 2017-18 in consultation with NAAC team.

AGENDA 2

- ✓ A prescribed format for academic audit and self-evaluation through SWOT analysis was proposed to be circulated to all the departments.

AGENDA 3

- ✓ It was proposed to conduct student satisfaction survey among the students.



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AGENDA 4

- ✓ In order to assure quality assurance in Assessment pattern internal and external evaluation, Photocopy of valuation sheets were decided to be made available for students on request.

AGENDA 5

- ✓ Necessary arrangements were planned to organize workshop on identifying and supporting dyslexic students in the month of February.

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COORDINATOR - IQAC

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MEETING NOTICE

Respected Team,

I would like to inform that our IQAC meeting will be held on 04-04-2019 from 10:30 to 11:30 am venue being IQAC room (First floor, Main Building). The agenda is as under

1. Review of the IQAC activities undertaken during the current academic year (2018-2019).
2. Deliberation on the proposed activities of IQAC for the next academic year (2019-2020).
3. Any other activities as deemed fit.

The IQAC members are requested to attend the meeting without fail.

To,

All the IQAC members

COORDINATOR - IQAC

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Minutes of the Meeting

The IQAC meeting was held on 4th April at 10.30 am in the IQAC room.

The meeting started with the welcome address given by IQAC coordinator Dr. Haridayal Sharma.

Members Present:

Dr. R. Ganesan – Principal & Chairman

Dr. Haridayal Sharma, Convenor – IQAC Coordinator

Dr. K. Kalpana Devi – Member

Dr. R. Anandhi - Member

Mr. N. Jagadeesan - Member

Dr. S. V. Nandhini – Member

Ms. D. Senthamarai - Member

Dr. R. Mythily – Member

Dr. M. Vasanth – Member

Ms. G. Ramya - Member

Mr. Vishal Krishnan – Student Representative

Haridayal Sharma

AD

R. Anandhi

AD

Nandhini Sivaraman

D. Senthamarai

R. Mythily

AD

AD

The following agenda was deliberated:

AGENDA 1

- ✓ It was decided to consolidate the academic details collected during this year (18-19) for the previous years; 2016-2017 and 2017-2018 in consultation with the NAAC team. It was decided to start the collection and consolidation of details with respect to IQAR for the year 2018 – 2019 as soon as the academic year starts (June – 2019).



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AGENDA 2

- ✓ The Principal suggested the members to look for quality measures that can be implemented for effective teaching and student's performance evaluation. Mr. N. Jagadeesan informed about the updating of staff profile at college website. Dr. R. Anandhi suggested having a time table highlighting the activities to be undertaken by IQAC at the beginning of each academic year. Ms. D. Senthamarai and Ms.G. Ramya suggested to conduct a workshop on "Usage of ICT in teaching and learning" to induce technology for effective teaching.

AGENDA 3

- ✓ The meeting concluded with the feedback sought on activities/ initiatives undertaken by IQAC during academic year 2018-2019; i.e. on orientation programme for the newly recruited staff, inter college workshop conducted, design of new format for Academic Audit purposes, teachers' appraisal form developed, collection of academic details for 16-17 and 17-18 etc.

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COORDINATOR - IQAC

Handwritten signature of the Principal

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