



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)

MEETING NOTICE

Respected Team,

I would like to inform that our IQAC meeting will be held on 17-06-2019 from 12:30 to 2:00 noon at the IQAC office (First floor, Main Building). The agenda is as under

1. Presentation of new framework.
2. Preparation of AQAR reports as per the latest template.
3. Conduct of workshop.
4. Discussion with NAAC team.
5. Conduct of SIP (Student Induction Program).
6. Reforms in CIA.

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

Minutes of the meeting held on 17th June, 2019 at 12.30 noon in the IQAC room.

The meeting started with the prayer by IQAC coordinator Dr. T. Augustine Arul Prasad.

Members Present:

Dr. T. Augustine Arul Prasad, Convenor – IQAC Coordinator

Dr. R. Sundari – Member

Dr. S. Akileswari – Member

Dr. R. Mythily – Member

Dr. R. Anandhi – Member

Ms. D. Senthamarai – Member

Mr. Narendran – Member

T. Augustine Arul Prasad

Sundari

S. Akileswari

R. Mythily

R. Anandhi

D. Senthamarai

Narendran

The following agenda was deliberated:

AGENDA 1

- ✓ IQAC Coordinator presented the new framework of the NAAC accreditation process and also explained the pathway of progress briefly to the members.

AGENDA 2

- ✓ It was decided to prepare AQAR reports for the year 2016-17, & 2017-18 and 2018-19 in the new format and upload in the NAAC website as soon as possible.

AGENDA 3

- ✓ IQAC coordinator proposed to conduct a preparatory workshop for NAAC & AQAR for the college on 20th July 2019.



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AGENDA 4

- ✓ It was resolved to take necessary steps to prepare SSR and to coordinate with NAAC team to initiate the process of submitting AQAR.

AGENDA 5

- ✓ IQAC Co-ordinator highlighted the essentials of conducting SIP (Student Induction programme) for 2019 batch as per NAAC norms.

AGENDA 6

- ✓ IQAC coordinator has propounded reforms in the internal assessment - Generic skills to be included as third component in the CIA.

COORDINATOR - IQAC

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MEETING NOTICE

Respected Team,

This is to bring to your notice that our IQAC meeting will be held on 06-11-2019 from 12:00 to 1:30 noon at the IQAC office (First floor, Main Building). The agenda is as under


1. Conduct of Library audit.
2. Updates on the previous AQAR reports.
3. Installation of MIS.
4. Workshops.
5. Open house for grievances.
6. Mentoring system.
7. Conduct of Feedback mechanism.
8. Focus on green campus.
9. Alumni database.
10. Conduct of Mock SSS (Student Satisfaction Survey).
11. Faculty photography session.

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

Minutes of the meeting held on 6th November, 2019 at 12:00 noon in the IQAC room.

The meeting started with the prayer by IQAC coordinator Dr. T. Augustine Arul Prasad.

Members Present:

Dr. T. Augustine Arul Prasad, Convenor – IQAC Coordinator

Dr. P. Vidya - Member

Dr. R. Sundari – Member

Dr. S. Akileswari – Member

Dr. R. Mythily – Member

Dr. R. Anandhi – Member

Ms. D. Senthamarai – Member

Mr. Narendran – Member

Ms. Shyamala Devi – Admin-MIS

T. Augustine Arul Prasad

AB

Sundari

S. Akileswari

R. Mythily

R. Anandhi

D. Senthamarai

N. Narendran

Shyamala Devi

The following agenda was deliberated:

AGENDA 1

- ✓ The library audit was proposed to be conducted on 21st November 2019.

AGENDA 2

- ✓ Updates about the uploading of AQAR for the academic years 2016-2017, 2017-2018 and 2018-2019 was discussed. It was decided that the AQARs of all the above-mentioned academic years will be uploaded in the NAAC website on or before 15-Dec-2019.

AGENDA 3

- ✓ The progress of installation and development of MIS was analyzed.



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AGENDA 4

- ✓ A workshop on NAAC was proposed to be conducted in the month of December 2019.
- ✓ A workshop on IPR is proposed to be held on 21-Dec-2019. The resource person for the same will be arranged by Dr. Vidya (Head – Dept. of Microbiology).
- ✓ The workshop on Google classroom, Moodle desktop and Screencast-o-matic is proposed to be held on 7th Dec 2019. The resource person for the same will be arranged by Dr. T. Augustine.
- ✓ A workshop on Pedagogy for all the staff members is proposed on Feb-15-2020

AGENDA 5

- ✓ An open house forum for grievances was proposed to be conducted for the students. Student representatives from each departments and interested students will participate and share their grievances. (date to be finalized).

AGENDA 6

- ✓ Mentoring system: It was proposed to maintain the documents relating to mentoring system in the departments. The format for the same will be shared by the Dean-Academics.

AGENDA 7

- ✓ The feedback of teaching faculty/curriculum for the odd semester (November 2019) will be done online in the next semester. The ATR for the same will also be prepared.

AGENDA 8

- ✓ The focus on green campus is also initiated. Some of the initiatives like having an herbal garden (the location for the same is allotted); composting pit (Food waste from canteen and hostel) and bio-gas plant are proposed.



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AGENDA 9

- ✓ To instruct all departments to have their own Alumni database and the same to be collected from the departments and made as a repository.

AGENDA 10

- ✓ A mock SSS (Student Satisfaction Survey) to be conducted before the end of next semester (April 2020).

AGENDA 11

- ✓ A photograph session for all the faculty members was proposed for updating in the website.


COORDINATOR - IQAC



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MEETING NOTICE

Respected Team,

This is to bring to your notice that our IQAC meeting will be held on 09-01-2020 at 12:30 noon at the IQAC office (First floor, Main Building). The agenda is as under


1. Plan of Action for NAAC.
2. Plan of Action for OBE.
3. Submission of AQAR reports.
4. Conduct of Academic Audit.
5. Others.

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

Minutes of the meeting held on 9th January, 2020 at 12:30 noon in the IQAC room.

The meeting started with the prayer by IQAC coordinator Dr. T. Augustine Arul Prasad.

Members Present:

Dr. T. Augustine Arul Prasad, Convenor – IQAC Coordinator *T. Augustine Arul Prasad*
Dr. R. Sundari – Member *Sundari*
Dr. S. Akileswari – Member *S. Akileswari*
Dr. R. Mythily – Member *R. Mythily*
Dr. R. Anandhi – Member *R. Anandhi*
Ms. D. Senthamarai – Member *D. Senthamarai*
Mr. Narendran – Member *N. Narendran*
Ms. Shyamala Devi – Admin-MIS *Shyamala Devi*

The following agenda was deliberated:

AGENDA 1

- ✓ The work plan for the upcoming NAAC was presented and the schedule to work on NAAC Criteria was deliberated.

AGENDA 2

- ✓ The relevance of OBE, its implementation and its impact on curriculum was deliberated.

AGENDA 3

- ✓ Various issues pertaining to submission of AQAR regarding data to be linked on the website as per the new guidelines was also discussed.



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AGENDA 4

- ✓ IQAC Coordinator presented the new template for Academic Administrative Audit (AAA) and Self Evaluation Report (SER). The dates for the academic audits have been proposed and external audit is planned from 27th Jan 2020 to 29th Jan 2020.

AGENDA 5

- ✓ Along with Academic Audit report, departments were requested to submit their SER to IQAC, and a format was proposed.

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MEETING NOTICE

Respected Team,

This is to bring to your notice that our IQAC meeting will be held on 03-06-2020 at 5 pm via Zoom. The agenda is as under


1. Prepare Action Taken Report.
2. Preparation of AQAR report.
3. Faculty participation during lockdown.
4. Conduct of workshop.
5. Review of the activities.
6. Preparation of SSR.

The members are requested to attend the meeting without fail.

To,

All the IQAC members


COORDINATOR - IQAC


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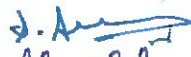





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Minutes of the Meeting

Minutes of the meeting held on 3rd June, 2020 at 5pm via Zoom platform.

The meeting was presided over by our Principal Dr. R. Ganesan and commenced with the welcome address by IQAC coordinator Dr. T. Augustine Arul Prasad.

Members Present:

Dr. T. Augustine Arul Prasad, Convenor – IQAC Coordinator 
Dr. R. Sundari – Member 
Dr. S. Akileswari – Member 
Dr. R. Mythily – Member 
Dr. R. Anandhi – Member 
Ms. D. Senthamarai – Member 
Mr. Narendran – Member 
Ms. Shyamala Devi – Admin-MIS 

The following agenda was deliberated:

AGENDA 1

- ✓ It was decided to prepare the action taken report for the academic year 2019-2020.

AGENDA 2

- ✓ The IQAC team was advised to prepare the AQAR report for the academic year 2019-2020. The revised word and excel formats to prepare AQAR to be sent to all departments and stake holders at the earliest.



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AGENDA 3

- ✓ To encourage faculty members participates in FDP, Conferences, workshops, and seminars during this lock down period.

AGENDA 4

- ✓ To conduct workshops on ICT enabled teaching and learning in the month of July - 2020.


AGENDA 5

- ✓ To review all the activities happened during the year 2019-2020 and to prepare a consolidated report.

AGENDA 6

- ✓ To start the preparatory work for the preparation of SSR along with NAAC team.


COORDINATOR - IQAC


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