



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution
Affiliated to University of Madras
Arumbakkam

MEETING NOTICE

Respected Team,

I would like to inform you that our IQAC meeting will be held on 28.09.2020 from 4.00 pm to 5.00 pm through online mode via zoom platform. The agenda is as under:

1. AQAR - Presentation of Data and Submission
2. Road Map for NAAC

The members are requested to attend the meeting without fail.

To

All the IQAC Members

COORDINATOR - IQAC

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Dwaraka Doss Goverdhan Doss Vaishnav College
Arumbakkam, Chennai - 600 106

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



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Minutes of the Meeting

Minutes of the Meeting held on 28.09.2020 at 4 pm through online mode.

The meeting started with a prayer by the IQAC Coordinator Dr. T.S. Prema.

Members Present:

Dr. T.S. Prema – IQAC Coordinator

Dr. Augustine Arul Prasad – Co - Coordinator

Dr. R. Anandhi – Member

Dr. Akileswari S. – Member

Dr. R. Sundari – Member

Dr. R. Mythily – Member

Ms. D. Senthamarai – Member

Dr. N. Sarulatha – Member

Mr. Narendran – Member

Dr. G. Sriram Prasath – Member

Ms. Shyamala Devi – Admin-MIS

[Handwritten signatures in various colors: green, blue, black, red, and purple, corresponding to the names listed to the left.]

The following agenda was deliberated:

AGENDA 1: AQAR - Presentation of Data and Submission

- A. In accordance with the AQAR Data compilation, presentation and submission, the IQAC Coordinator presented the following:
- The team has to plan their work towards achieving the target of 3.51 for NAAC accreditation.
 - College profile and faculty profile needs to be prepared.
 - Every Friday, the department IQAC co-coordinators need to report the quality check document to Website team with regards to the data (addition / deletion) for their department.



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- Department IQAC co-coordinators will be the single point of contact for all the data requirements.

B. IQAC co-coordinator Dr. Augustine Arul Prasad discussed the following:


- AQAR for the academic year 2019 – 2020 has to be submitted in both excel and formats shared by the IQAC.
- Departments to go through the already submitted AQAR and fill in the missing data.
- The last date for finalizing the AQAR for 2019 – 2020 is 15-10-2020.
- Proof of each data entered in the AQAR needs to be submitted in the format prescribed by the IQAC.
- The NAAC process was explained to the department coordinators.
- The team has to be ready with the documents for SSR for all the 5 years (2015 – 2020) after 15 days.
- The road map for NAAC process has been discussed and shared with the team.

AGENDA 2: Road Map for NAAC

- Revised AQAR 2019 – 2020 to be submitted by 05-10-2020
- Research policy document to be finalized.
- NAAC team members to be finalized.
- Faculty profile template to be finalized and the same to be uploaded in the website.
- Supporting documents to be created for all suggestions given in the NAAC review report.
- Website to be readily available for uploading the documents.
- Supporting documents to be prepared for the years 2015 -2019.


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MEETING NOTICE

Respected Team,

I would like to inform you that our IQAC meeting will be held on **10.11.2020** from **5.00 pm** to **6.00 pm** through online mode via zoom platform. The agenda is as under:

1. Presentation of the pending work by the Criterion Heads
2. NAAC - SOP

The members are requested to attend the meeting without fail.

To

All the IQAC Members

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Minutes of the Meeting

Minutes of the Meeting held on 10.11.2020 at 5 pm through online mode.

The meeting started with a prayer by the IQAC Coordinator Dr. T.S. Prema.

Members Present:

Dr. T.S. Prema – IQAC Coordinator

Dr. Augustine Arul Prasad – Co - Coordinator

Dr. R. Anandhi – Member

Dr. Akileswari S. – Member

Dr. R. Sundari – Member

Dr. R. Mythily – Member

Ms. D. Senthamarai – Member

Dr. N. Sarulatha - Member

Mr. Narendran – Member

Dr. G. Sriram Prasath - Member

Ms. Shyamala Devi – Admin-MIS

T.S. Prema

A. Arul Prasad

R. Anandhi

A. Akileswari S.

R. Sundari

R. Mythily

D. Senthamarai

N. Sarulatha

M. Narendran

G. Sriram Prasath

M. Shyamala Devi

The following agenda was deliberated:

AGENDA 1: Presentation of the pending work by the Criterion Heads

CRITERION 1:

- ✓ 1.1.2, 1.1.3, 1.4.2 (feedback from all stakeholders to be initiated) – email to be sent to the departments.
- ✓ BOS – Few departments have mentioned as 2019-2020 and few as 2020-2021. A uniform standard to be followed.
- ✓ Employability courses – to be recorded in the BOS.



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- ✓ Feedback mechanism – Teachers by Placement officer, Parents by departments & Alumni by Alumni association.

CRITERION 2:

- ✓ Data for certain metrics need to be collected. Templates will be sent to the departments.

CRITERION 3:

- ✓ 3.2.2 & 3.2.3 - Only research departments to be considered.

CRITERION 4:

- ✓ Budget sheets to be obtained from office.

CRITERION 5:

- ✓ Grievances (supporting documents cannot be given). Five years data to be compiled for 5.1 (Government scholarship) 5.2 (Private scholarship). With respect to Scholarship, the number of students eligible caste wise need to be compiled.

CRITERION 6:

- ✓ Most are qualitative metrics. 6.3.2. & 6.3.3 the metric is negligible. ERP document will be given by Datacentre and Narayanan Sir. ERP policy document needs to be prepared.

CRITERION 7:

- ✓ 7.1.4 – Additional data will be added. Green audit – Audited statement to be submitted.

AGENDA 2: NAAC – SOP

- ✓ The key points of the SOP of the NAAC to be followed were briefed upon by the IQAC coordinator.


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MEETING NOTICE

Respected Team,

I would like to inform you that our IQAC meeting will be held on 08.01.2021 from 12.30 pm to 1.30 pm at the IQAC room. The agenda is as under:

1. Academic and Administrative Audit
2. Faculty Induction Programme
3. Training for preparation of OBE Attainment

The members are requested to attend the meeting without fail.

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All the IQAC Members

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Minutes of the Meeting

Minutes of the Meeting held on 08.01.2021 at 12.30 pm in the IQAC room.

The meeting started with a prayer by the IQAC Coordinator Dr. T.S. Prema.

Members Present:

Dr. T.S. Prema – IQAC Coordinator

Dr. Augustine Arul Prasad – Co - Coordinator

Dr. R. Anandhi – Member

Dr. Akileswari S. – Member

Dr. R. Sundari – Member

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T.S. Prema

A. Arul Prasad

R. Anandhi

A. Akileswari

R. Sundari

R. Mythily

D. Senthamarai

N. Sarulatha

M. Narendran

G. Sriram Prasath

S. Shyamala Devi

The following agenda was deliberated:

AGENDA 1: Academic and Administrative Audit

- Last Academic Audit was conducted during the month of February 2020. The next Academic Audit for 2020-2021 has to be conducted before 20th April 2021.
- Staff appraisal for the faculty members will also be conducted from this academic year. Staff appraisal forms will be made available for evaluation very soon.
- Administrative audit for college office and COE office have to be conducted after discussion with Mr. Srinivasa Gopalan, Superintendent. Dr.R.Mythily from IQAC team will coordinate the same.



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AGENDA 2: Faculty Induction Programme

- Faculty Induction Programme was planned to be conducted for the newly recruited Aided Faculty in the month of February soon after their joining date.
- The IQAC Co-Coordinator Dr. Augustine will be in charge for organising the FDP and shall fix the resource persons.
- The members of the IQAC were allotted various responsibilities for the smooth conduct of the FDP.

AGENDA 3: Training for preparation of OBE Attainment

- It was decided a workshop shall be arranged for the faculty to provide hands on training for the calculation of OBE attainment for the courses handled under the OBE Syllabus.


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MEETING NOTICE

Respected Team,

I would like to inform you that our IQAC meeting will be held on 10.06.2021 from 11.30 am to 12.30 pm through online mode via GoogleMeet platform. The agenda is as under:

1. Student Induction program for the academic year 2021-2022
2. Submission of SSR for NAAC cycle 3
3. Faculty Development Programme
4. Input for Research Advisory Committee
5. Plan of action for the next academic year
6. Any other matter

The members are requested to attend the meeting without fail.

To

All the IQAC Members


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Members Present:

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Dr. Augustine Arul Prasad – Co - Coordinator

Dr. R. Anandhi – Member

Dr. Akileswari S. – Member

Dr. R. Sundari – Member

Dr. R. Mythily – Member

Ms. D. Senthamarai – Member

Dr. N. Sarulatha – Member

Mr. Narendran – Member

Dr. G. Sriram Prasath – Member

Ms. Shyamala Devi – Admin-MIS

The following agenda was deliberated:

AGENDA 1: Student Induction program for the academic year 2021-2022

- This will be conducted as per the UGC Guidelines. Dr. Augustine Arul Prasad will be the person in-charge of the programme.
- Bridge courses will be conducted for the I UG students for two weeks after the Student Induction program. A team will be formed for the same for Arts, Science, Commerce and Computer Science. Experts may be invited from outside for conducting the bridge courses.



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AGENDA 2: Submission of SSR for NAAC Cycle 3

- The deadline for completing SSR work falls on 17.06.2021.
- IIQA clarification received on 08.06.2021 regarding Institution name change in the AICTE-Application for MBA and submission of originals of 2f and 12b were discussed.

AGENDA 3: Faculty Development Programme

- FDP will be conducted for all the faculty members. Faculty will be categorised as new recruits, with 5 years, 10 years and 15 years of experience for the conduct of FDP.
- FDP will be conducted separately for Arts, Science and Commerce. Mr. Balamuralikrishna, Placement and Liaison Officer will be in charge of arranging industrial experts. Dr. S. V. Nandini will be in charge of conducting FDP and will be assisted by Dr. R. Sundari, and Dr. B. Krithiga.

AGENDA 4: Input for Research Advisory Committee

- Forms for claiming seed money, publications and attending seminars will be generated and evaluated by this team.
- Dr. R. Kumaran will be in charge of research advisory committee and will be assisted by Dr.G. Sriram Prasad and Dr. Mani (Librarian).

AGENDA 5: Plan of action for the next academic year

- Academic calendar of the College to be prepared.
- Department calendar to be prepared by the respective departments and report to Principal before 30th June 2021.
- Files to be maintained by the departments will be shared by the IQAC.



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AGENDA 6: Any Other Matter

- Tailor made ERP software is being developed by the Data Centre. IQAC can share their inputs based on NAAC requirements.
- 80% of the Website development is completed. IQAC team to review the same. Mr. N. Jagadeesan and Dr. R. Anandhi will be in charge for software requirements.
- It was suggested to maintain all communications as softcopies and to go in for paperless maintenance of records from this academic year.

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