

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE.

IQAC MINUTES		
Date : 25.06.2020	Time : 10.00 a.m. to 12.00 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 1	Dr. M. Maria Dominic	
IQAC Assistant Coordinator – 2	Dr. A. George Louis Raja	
IQAC Assistant Coordinator – 3	Dr. S. A. Martin Britto Dhas	
IQAC Assistant Coordinator – 4	Dr.V. Collins Arun Prakash	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. L. Ravi	
	Dr. A. George Maria Selvam	
	Dr. P. Selvakumar	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasantha Kumar	
	Dr. Clayton Michael Fonceca	
	Dr. P. Saranraj	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Curriculum Structure of UG
3. Curriculum Structure of PG

III. DISCUSSIONS OF THE MEETING

Prayer

- Rev. Dr. D. Maria Antony Raj, the Principal started the meeting with a prayer. He prayed to the Lord for his guidance and asked to enlighten the members on various issues to be discussed in the meeting.

Choice Based Credit System

- Dr.L.Ravi presented the curriculum structure for the UG and PG programme. He gave an overview of the Choice Based Credit System. The earlier structure was also discussed.
 - CBCS V.1.0(2013-2014)
 - CBCS V.2.0(2017-2018)
 - CBCS V.3.0(2021-2022)

Components

- Dr.L.Ravi, spoke on the existing UG curriculum which was based on compartmentalizing the syllabi into three parts, viz: Part – I (Tamil), Part –II (English) and Part – III (Core subjects, categorized as Main and Allied) courses. He emphasized that the proposed new framework basically extends the three part system into a more complete and flexible seven part system. The said new structure that was to be offered for the various UG programmes of the college are denoted below:

Part-1 : Tamil / Hindi /French

- The students are given choice to learn the languages of their choice, and provision is given to choose among Tamil/Hindi and French. After a discussion, it was decided to include this CBCS framework and components for all the Undergraduate programmes.

Part-II: English

No major changes was incorporated.

Part III:

Foundation Courses

Courses on religion, value education, human rights and environment education were to be taught as foundational courses.

Allied Courses

- Dr.L.Ravi, suggested that the choice on choosing an elective may be given to students during the first, second, third and fourth semesters whereby inculcating mobility within the arts and science departments.
- Rev.Dr.D.Maria Antony Raj, the Principal suggested that the same should be categorised based on the allied subjects offered by arts and science streams.

- Dr.L.Ravi, recommended that taking classes for allied subjects could be conducted at weekends based on willingness of the faculty members.

Non-Major Elective Courses:

- These are job-oriented and skill based courses that give inter departmental mobility for students. Students have a wide range of electives offered by all the departments. Students can freely move from one department to another. There are two non– major elective papers to be completed by all the students.

Elective Courses:

- Dr.S.Sagayaraj, the IQAC Coordinator suggested that the incorporation of elective courses can provide mobility within the department as it caters to the variety of interests and capacity of the students. He further stated that the general frame work on electives proposed in the year 2017 lacked the categorization of aided and unaided courses. A recommendation was also made to the ARC committee on offering more elective papers.

Other Comments

- Mrs.A.Josephine Sahaya Mala opposed the ideology of mandating internships for UG Students. She noted that there was enough chaos at the PG level in incorporating the same.
- Rev. Dr. D. Maria Antony Raj, the Principal clarified on the same and stated that the framework on including internships and projects was based on the said UGC Nomenclature and NAAC Requisites. He therefore strongly refuted that the same cannot be ignored.
- Rev. Dr. Praveen Peter, highlighted the lacuna of the proposed system. He noted that such policies were applicable for colleges in cosmopolitan and metropolitan areas. As SHC, Tirupattur is in a transition stage and since most of the students seeking admission in the college were from diverse and rural backgrounds the proposed system seemed less viable. He also note that the could also exist a chance of duplicating, buying or copying projects
- In response, Dr.L.Ravi stated that main aspect of including projects as part of the UG curriculum were to connect students to the process/methodology. He inferred that, it is at the acclaim of each department to design and come up with novel initiatives in inculcating the same. He also reminded the members present that there exists the opportunity for signing MoU's with top notch organizations whereby students could make use of the same in visiting industries and by putting theory to practice.
- Rev. Dr. D. Maria Antony Raj, the Principal noted that students should be encouraged to prepare their own skill based educational requisite based on the New Higher Education Scenario.
- Rev. Dr. K.A. Maria Arokiaraj, the Additional Principal suggested that aspect of internships could be widened and opportunities such as assignments, work from home and other projects could also be incorporated.

- Rev. Dr. Praveen Peter noted that few UG Programmes which included B.A Economic and B.A History the same would not be a workable option.
- Rev. Dr. G. Theophil Anand stated that internship and projects were more important than Practical's. He emphasized that the whole system of education should change such as removing the reproducing of too much of writing and memorizing.
- Rev. Dr. Praveen Peter and Dr.L.Ravi came to a congruence on widening the aspects of internships and projects. They suggested that in house projects can be incorporated whereby creating an option for project/internships.
- Dr.S.Sagayaraj noted that projects and internships were already being implemented by affiliated colleges of Thiruvallur University.

PART-IV Life Skill Courses

- Dr.L.Ravi, the reformation coordinator oriented the gathering on the new proposed structure on Life Education/Life Skills/Value Education/ Religion/ Environmental Science/ and Communicative English to be now incorporated as Part IV.
- Dr.S.Sagayaraj, the IQAC Coordinator suggested that Life Education can be offered to only Second and Third year students and not for the first year students. Credit is not offered to these courses.
- Dr.L.Ravi insisted that the omission of personal skill can be handled by well-trained persons for 5 weekends. So that the objective of this skill is achieved.

Part-V :

- This part focuses on encouraging student's participation to involve and understand the social, political, economic and cultural happenings in the neighbourhood and work to uplift the locality. The Social Education / Groups & Movements are grouped as part V.

Part – VI:

- Realizing the importance of communication in corporate sector, the Communicative English is included as a mandatory course. It is optional

Part – VII:

- This part is included to inculcation of self-study attributes in a student. The Self-study / certificate courses are grouped under Part-VI. As an inclination to e-learning, MOOC courses are also accepted under Part – VII.

Policy Document for conducting the CA Examination

- Dr.S.Sagayaraj presented the policy document for conducting the CA Examination during the Covid-19 Lockdown Period.

- Rev. Dr. D. Maria Antony Raj, the Principal explained the components of CA. Mrs.A.Josephine Sahaya Mala explained the components of CA followed by Shift-II Staff members and stated that CA Marks were based only on assignment submission.
- Dr. S.R. Xavier Rajarathinam suggested that Multiple Choice Questions can be incorporated in MOODLE along with assignments and descriptive question.

Paramarsh 2020

- Dr.S.Sagayaraj presented the Milestone of Paramarsh 2020 from January to August.

Conducting the Examination of Outgoing Students

- Rev. Dr. D. Maria Antony Raj, the Principal urged the IQAC on the ideologies for conducting the outgoing student examination.
- Dr. S.R. Xavier Rajarathinam suggested that the online examination was a better option.
- Rev. Dr. G. Theophil Anand suggested that conducting an examination involving the physical presence of students during the existing pandemic situation would do more harm than good.

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE.

IQAC Minutes		
Date : 08/01/2021	Time : 3.30 p.m. to 4.30 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 1	Dr. M. Maria Dominic	
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Members	Dr. S.R. Xavier Rajarathinam	
	Dr. L. Ravi	
	Dr. A. George Maria Selvam	
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	Dr. K. Arockiaraj	
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	Dr. S.U. Vasantha Kumar	
	Dr. Clayton Michael Fonceca	
Student Representative	Rev.Fr. Sathinathan Thomas	
IQAC Secretary	Mrs. S. Sasireka	

II. AGENDA OF THE MEETING

1. Prayer
2. Extension of Autonomy - Planning
3. AQAR Submission
4. NIRF
5. Activities of IQAC
6. Board of Studies

III. DISCUSSIONS OF THE MEETING

Prayer

- Rev. Dr. D. Maria Antony Raj, Principal, started the meeting with a prayer by invoking the presence of Almighty to bless the quality work for growth of the Institution in this academic year(2020-2021)

Principal Addressing:

- Rev. Dr. D. Maria Antony Raj, welcomed the new active members of IQAC also asked for their new ideas and suggestions to improve the quality of the college in all the aspects.

Extension of Autonomy – Planning

- Dr. S.Sagayaraj explained about the plan of the Autonomy visit and Internal Visit .
- Dr.L.Ravi suggested to the entire department have hardcopy of their Presentation.

AQAR Submission

- Dr. S.Sagayaraj informed about the status of AQAR submission for the academic year 2019-2020.The AQAR was submitted on 23rd December 2020.

NIRF

- Dr. S.Sagayaraj informed about the Preparing plan of NIRF-2021
- Dr.L.Ravi suggested to get some clarification from the Expert team of NIRF.
- Rev. Dr. D. Maria Antony Raj, Principal, recommended one aided faculty and few IQAC members can be part of preparing team of NIRF-2021.Also ,he suggested the IQAC members about giving more Attention in NIRF (2020-2021)by going through the previous year NIRF 2019-2020 and Identify where we are lacking in order to achieve the upcoming Ranking.

IQAC Year Plan for 2020-2021

- Dr. S.Sagayaraj explained all the activities to the IQAC members which is going to be done during the academic year 2020-2021 and assigned various responsibilities to the members of the IQAC.
- Dr.L.Ravi insisted on monitoring the scrutiny of the question paper based on various level by the Hod's
- Rev. Dr. D. Maria Antony Raj, Principal, suggested to give the common outcome based education programme to our faculty.

Board of studies

- Dr.L.Ravi suggested make to changes in the framework of BoS will be change in every year.
- Rev. Dr. D. Maria Antony Raj, Principal, said that when go for the syllabus revision from same structure .we can also change only one or two papers along with guidelines 20% and 30%. We must incorporate Employability Entrepreneurship and Skill Development in framework
- Each course in UG course in can assessed with 40 marks of continuous assessment and 60 marks of semester exam.
- Each course in PG course in can assessed with 50 marks of continuous assessment and 50 marks of semester exam.
- Dr.S.R.Xavier Rajarathinam suggested to Visiting Faculty will be including in every departments. Outcome Based Education.

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, TIRUPATTUR DIST.

IQAC MINUTES		
Date : 19/03/2021	Time : 3.00 p.m. to 4.00 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
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Announcement of Autonomy Extension

- Dr.S.Sagayaraj, informed the Announcement of Autonomy Extension. He explained, we got the extension of period of Five (05) years from 2020-2021 to 2024-2025 and ex-post-facto approval for the period 2019-2020.

Next NAAC and Autonomy Visits

- Dr.S.Sagayaraj, Presented the Next NAAC and Autonomy Extension Visit Charter.
- Rev. Dr. D. Maria Antony Raj, Principal, suggested that we must include the next SSR uploading and Autonomy Extension Visit uploading probable month. It is very useful to the departments for get ready the document within the probable month

Paramarsh- Schemes-progression

- Dr.S.Sagayaraj explained the overview of Paramarsh- schemes-progression. He presented the schedule for Preparation of uploading SSR of Mentee institutions. Don Bosco College, Itanagar, Arunachal Pradesh, Shanmuga Industries Arts and Science College, Tiruvannamalai planning to upload those colleges Institutional Information for Quality Assessment (IIQA) by 15th April 2021 and Self-Study Report (SSR) by 15th May 2021.

Academic Audit

- Dr.S.Sagayaraj, informed the submission status of Academic Audit SED Report.

Don Bosco Higher Education - Consulting services for NAAC Accreditation.

- Rev. Dr. D. Maria Antony Raj, Principal, explained about the consulting services for NAAC Accreditation for Don Bosco Higher Education.
- Dr.S.Sagayaraj, presented the List of Faulty In-charges based on criterion wise.

Department files (2019-2020)

- Dr.S.Sagayaraj, informed the submission status of **Department files (2019-2020)**

Grievance redressal

- Dr.S.Sagayaraj recommended that Grievances Meeting have to be conducted twice in a year and Action has to be taken for register complaints by students and faculty.

Happiness of Faculty Members

- Dr.S.Sagayaraj told that suggestion to be collected from faculty members. Analyses have to be done based on their suggestion in order to keeping them happy in working environment.

Training for Non-Teaching

- Dr.S.Sagayaraj mentioned technical session to be conducted once in a semester for Non-teaching staff to impart technical knowledge.