



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.5.3 IQAC Minutes 2018-2019

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

Greetings from the IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 19.07.2018 at 2.45 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 19/07/2018	Time : 2.45 pm to 3.45 pm	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	Absent
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator - 1	Dr. M. Maria Dominic	
IQAC Assistant Coordinator - 2	Dr. S. A. Martin Britto Dhas	
Member (Steering Committee Coordinator)	Dr. L. Ravi	
IQAC Secretary	Mrs. S. Sasireka	
Memebers	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	Absent
	Mrs.A.Josephine Sahaya Mala	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. T. Selvam - ANTONY DESS, B	
Student Representative	Rev. Fr. Stanislaus	

agenda

1. Prayer - Fr. Principal
2. IQAC Annual Plan 2018-2019
3. Department File Maintenance
4. Teaching Plan - Template

Station : Tirupattur
Date : 19/07/2018

19/7/18
IQAC Coordinator

III. DISCUSSIONS OF THE MEETING

Annual Plan of IQAC

- Dr.S.Sagayaraj presented the Annual plan of IQAC for the academic year 2018-19. The plan was put for discussion.
- The difference between Department Annual Plan and Educative Pastoral Plan was discussed and it was understood that the Department Annual Plan should be drafted as per the criteria wise NAAC indicators.

List of Files to be Maintained by the Departments

- Dr.S.Sagayaraj presented the list of files to be maintained by the departments and opened it for discussion.
- It was observed to include the Conference, Workshop and Visitors Book in the list.
- It was discussed and finalized that the list of files are to be maintained both in hard and soft copies and have to be submitted during the Department Audit exercised during the end of every semester.

Template of the Teaching Plan

- Dr.S.Sagayaraj presented the template of the teaching plan and opened it for discussion.
- It was opined to include the teaching resources in the teaching plan apart from the teaching procedures and techniques.
- It was suggested to follow the following pattern.

Unit	Sub Unit	Title of the Sub Unit	Week	Day Order	Number of Hours	Test/Seminar/Revision/Assignment/Any other
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- It was agreed to revise the template and pass it in the HoDs meeting and to start the implementation of teaching plan from the current academic year 2018-19.

Schedule of the Self Study Report (SSR)

- Dr.S.Sagayaraj briefed about the schedule of SSR. He informed that the IIQA is uploaded and accepted. After the scrutiny it is expected to upload the SSR within

another 10-15 days. He also mentioned that at present the final stage of formatting and review of the criterion wise indicators are in progress.

Rev.Dr.D.Maria Antony Raj, SDB, the Principal thanked the members of the IQAC and in particular the coordinator Dr.S.Sagayaraj and the steering committee chairman Dr.L.Ravi for their active contributions.

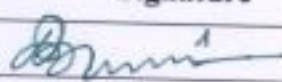
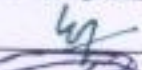

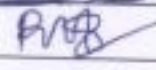
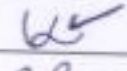
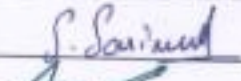
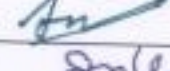
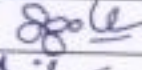
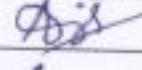
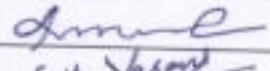
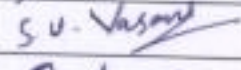
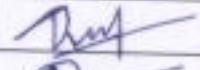
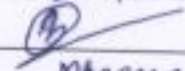
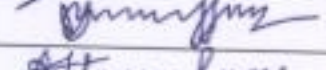
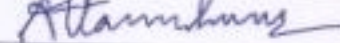
IV. DECISIONS OF THE MEETING

- The Annual Plan of IQAC for the academic year 2018-19 was approved.
- The Template of the teaching plan was discussed and finalized.
- The list of documents to be maintained by the departments were discussed and finalized.

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


Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 28.08.2018 at 2.45 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 28/08/2018	Time : 2.45 p.m. to 3.45 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
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IQAC Assistant Coordinator - 2	Dr. S. A. Martin Britto Dhas	
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	Dr. S. Paul Raj	
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	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. B. Antony Doss	
Student Representative	Rev. Fr. Stanislaus	

Agenda

1. Prayer - Fr. Principal
2. Question Paper Auditing - Department Level
3. Autonomy Review Committee and Procedure
4. AQAR 2017-18 Status
5. Status of NAAC SSR - SSS - DVV SS
6. Learning Outcome of SSR
7. Preparation towards NAAC Peer Team Visit



Station : Tirupattur
Date : 24/08/2018

IQAC Coordinator

III. DISCUSSIONS OF THE MEETING

Prayer

- Rev. Dr. D. Maria Antony Raj, Principal initiated the meeting with a prayer. He prayed to the Almighty God, to bless the efforts taken by IQAC members to bring quality in SSR preparation.

1. Discussions / Suggestions

Question Paper Auditing

- Dr.L.Ravi informed to IQAC member that the analysis of previous semester question paper based on Blooms taxonomy was completed. He presented one department analysis as a sample in the meeting.
- It was decided to convene the department meeting so, that the department analysis can be presented to the faculty members.
- Dr.S.Paulraj insisted on internal evaluation when such internal auditing is carried out in the evaluation process.
- Rev.Dr.K.Maria Arokia Raj suggested that the outcomes of this process could be
 - (i)The faculty members can set the question papers covering the three cognitive levels.
 - (ii)The students community should be educated by the respective departments based on this process.
 - (iii)With this background the instructional strategy of the faculty member will see a change.
- A suggestion can be arrived at CDC giving a range of these three levels so that the question paper quality is improved.

Autonomy Review Committee

- Rev.Dr. D. Maria Antony Raj informed to the IQAC members that a separate team will be formed to prepare the Autonomy Review Committee report. The technical support for autonomy review committee will be provided by Prof. U. V Vasantha Kumar of Mathematics Department.

AQAR

- Dr. S. A. Martin Britto Dhas presented the status of the AQAR report for the academic year 2017-2018 . He assured that the document will be completed at the earliest.

Status of NAAC SSR-SSS-DVV & Learning outcome of SSR

- Rev. Dr. D. Maria Antony Raj appreciated the conveners of the seven criterions committee's for organizing and collaborating with departments and obtaining the document required. He also congratulated the core committee members along with technical team for the successful online entries of the SSR.
- Dr. S. Sagayaraj explained the process along with the timeline of accreditation activities. He also informed to the IQAC members that IQAC portal is updated. He also highlighted that the various aspects that need to be addressed.

Preparation towards NAAC Peer Team Visit

- Dr. S. Sagayaraj presented the Department Evaluative Report format and asked for supportive documents from all the departments

IV. DECISIONS OF THE MEETING

- Dr. S. Sagayaraj requested all departments to prepare criterion wise reports of the departments which will be used towards the NAAC visit. He also insisted on campus preparation towards the visit.

(i) PREPARING THE CAMPUS.

(ii) PREPARATION OF THE DEPARTMENT.

- Department Evaluative Report
- Criterion wise report of the department.
- Verification of documents.
- PPT - preparation & presentation

(iii) PREPARATION OF IQAC.

- Preparation of document to IQAC
- PPT - preparation & presentation.

(iv) LIBRARY.

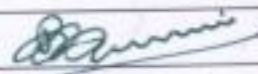
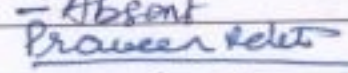
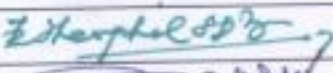

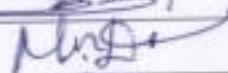
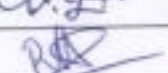

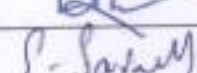
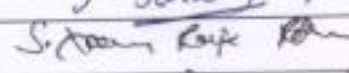
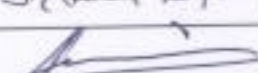
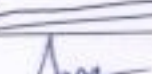


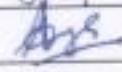
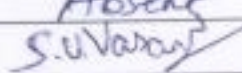
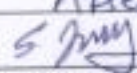
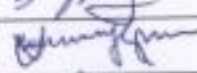
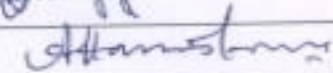
- Preparation of the document
- PPT - Presentation & presentation.

(v) MOAK VISIT

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

Meetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 28.09.2018 at 2.45 p.m. in Board Room. Kindly make it convenient to attend.

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Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	- Absent
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	Mr. V. Thomas Immanuel	Absent
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	Miss. S. Kalaiarasi	Absent
Office Representative	Mr. S. Jeyaraju	
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Student Representative	Rev. Fr. Stanislaus	

Agenda

1. Prayer - Fr. Principal
2. AQAR 2017-18
3. Question Paper Auditing Report- Dr. L. Ravi

Station : Tirupattur
Date : 28/09/2018


IQAC Coordinator

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 on various issues to be discussed in the meeting.

1. Discussions / Suggestion

AQAR

- Dr. S. Sagayaraj presented the status of the AQAR for the academic year 2017-2018 and explained the revised format, procedure and changes in AQAR report with effect from 1st July 2018. He informed the similarities between AQAR and SSR documents. The AQAR prepared by Dr. M. Maria Dominic and Dr. S. A. Martin Britto Dhas was acknowledged by the IQAC coordinator.

QUESTION PAPER AUDITING

- Dr. L. Ravi presented three cognitive levels for the previous semester questions paper based on the Bloom's taxonomy where analysis reveals that Level One is 72.640 %, Level Two is 17.085% and Level Three is 9.520 %. He also asked for suggestion to improve the question paper quality based on the cognitive levels.
- Dr. S. Paulraj raised question on how to improve the cognitive level Two and Three. Dr. L. Ravi informed about the software is ready and will be made available for testing.
- Dr. Xavier Rajarathinam suggested to give software to the departments so that, question paper could be checked and improved in advance before submission.
- Dr. S. Sagayaraj also suggested two steps to classify the question. First one is convert the questions into Word document to Excel format and second one is classify the cognitive levels.
- Fr. Stanislaus, also told to give practice to student's right from CA Exam by giving question from all the cognitive levels.
- Fr. Principal suggested about training the faculty members to do the teaching process based on the cognitive levels by which students are able to answer the question effectively.
- Fr. G. Theophil raised the question how to adapt the first year students to answer cognitive Level 2 and Level 3 questions in CA and semester question papers. Dr. L. Ravi told to adapt some different levels for the first year students.

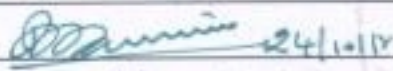

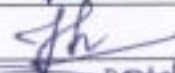

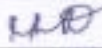

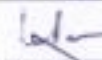
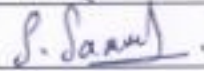
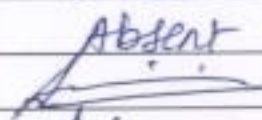
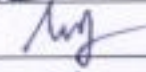

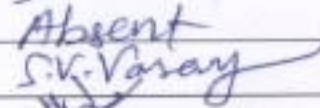

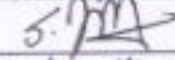
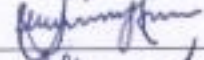

IV. DECISIONS OF THE MEETING

- Decided to upload the AQAR report through online.
- Training program will be provided to the faculty members to do the teaching process based on the cognitive levels.

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Agenda

1. Prayer - Fr. Principal
2. Question Paper Auditing Report- Level 2 - Dr. L. Ravi
3. Document Template for Board of Studies. Dr. M. Maria Dominic
4. SSR & AQAR Preparation Document -Dr.S.Sagayaraj

Station : Tirupattur
Date : 22/10/2018


IQAC Coordinator

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 on various issues to be discussed in the meeting

Question Paper Auditing Report– Level 2

Dr. L. Ravi presented the audit process of examination and valuation system to overcome the limitation in the existing valuation and to improve the valuation system at Sacred Heart College.

It was decided to follow the procedure as given in below,

- For every course 20% of the answer scripts shall be chosen at random. For every five consecutive answer scripts, one answer script is chosen at random. This covers all courses across UG and PG programme.
- For revaluation the answer script is selected and audit process is carried out. The valuation at this point of time is completely external
- The external examiner in a particular discipline can be selected by the Controller of Examinations in consultation with the Head of the Department of the discipline concerned.
- After completion of second valuation with 20% of the answer scripts, the first valuation score is compared with the second valuation score. If there is a difference of 12/11/ 9 marks in case of the maximum external score 75/70/60 marks respectively, then the valuation is considered to be substandard. If all the answer scripts (4 out of 20 and 3 out of 15) selected at random from a bundle has a difference of 12/11/9 marks in case of the maximum external score 75/70/60 marks respectively then the entire bundle is sent for third valuation
- The answer scripts undergoing two valuations, the average of the first and the second valuations marks ought to be taken as the final marks. If a student applies for a photocopy of an(y) answer script at this instance, then the question-wise average mark should be supplied along with the average final marks. The first and the second valuations marks should not be given to the student.
- The results are to be published only after the completion of the self-audit process.

Dr. L. Ravi presented the data analysis of previous semester examination and evaluation and shown the mark differences in first and second & first and third valuations.

Dr. S. Sagayaraj informed that, the faculty members valued the answer scripts little more carefully because of this audit process.

Dr. L.Ravi reported that this audit process reveals that valuation system in the college is effective. In continuation Fr, Principal suggested to develop the software for the analysis for

the valuation.

Dr. S. Paul Raj suggested to organize the audit process once in year rather than once in five years. Dr. S. Sagayaraj suggest a simple audit process for the valuation so that the overall quality will improve for our faculty members and External Examiners.

Template for Board of Studies.

Dr. M. Maria Dominic presented the Templates for Board of Studies based on the NAAC SSR revised Accreditation Framework. He explained the templates based on the following key indicator

- Curriculum design and development.
- Academic flexibility
- Curriculum Enrichment

Dr. M. Maria Dominic suggested that the template will be useful for the Department going for the preparation complete revision. This process provides the complete document of the Curriculum design and development will be available and that can be evaluated by the department & the IQAC. Also the activity will be useful towards the next NAAC document preparation.

SSR & AQAR Preparation Document

Dr. S. Sagayaraj presented the various documents to be prepared in view of SSR & AQAR. He also listed out the various stakeholders, the data and supporting documents to be collected from the each Stakeholders which will enable the AQAR preparation for 2018-19.

Dr. S. Sagayaraj displayed the list of files to be maintained in the Department which includes three sections such as Department, Students and Faculty. He also informed that the list of files are to be maintained both in hard and soft copies. These files will be verified during the the Department Annual Evaluation at the end of every academic year..




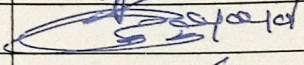
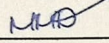

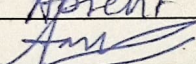
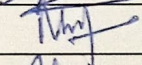
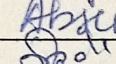
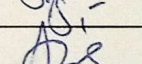
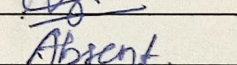
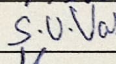
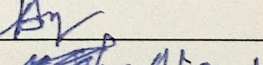
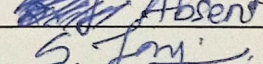
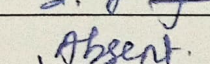
IV. DECISIONS OF THE MEETING

- The list of files to be maintained by the Departments will be presented in the HoDs meeting for the discussion and approval.
- Rev. Dr. D. Maria Antony Raj agreed to discuss Board of Studies template presented by Dr. M. Maria Dominic in next CDC meeting for the approval

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

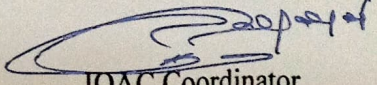
Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 29.11.2018 at 4.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 29/11/2018	Time : 4.00 p.m. to 5.00 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	- Absent -
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. S. A. Martin Britto Dhas	Absent
Member (Steering Committee Coordinator)	Dr. L. Ravi	
IQAC Secretary	Mrs. S. Sasireka	Absent.
Members	Dr. S.R. Xavier Rajarathinam	Absent
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	Absent
	Mrs.A.Josephine Sahaya Mala	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	Absent
	Mr. S.U. Vasantha Kumar	
	Miss. S. Kalaiarasi	
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. B. Antony Doss	
Student Representative	Rev. Fr. Stanislaus	Absent.
Special invitee	Dr.M.Jose	

Agenda

1. Prayer
2. Extension of Autonomy - Prof. A. George Louis Raja
3. NAAC Conference - Dr. S. Sagayaraj
4. Research Day - Award Parameters - Dr. M.Jose.
5. API -UGC - Dr. S. Sagayaraj


IQAC Coordinator

Station : Tirupattur
Date : 29/11/2018

III. DISCUSSIONS OF THE MEETING

Prayer

Rev. Dr. K. A. Maria Arockiaraj, the Additional Principal, started the meeting with a prayer. He prayed to the Lord for his guidance on various issues to be discussed in the meeting

(i) Extension of Autonomy status

Prof. A. Geroge Louis Raja presented the status of the extension of Autonomy (2019 - 2023) to IQAC

members and discussed about the following three forms

(i) Proforma for reviewing the autonomy status

(ii) Progress Report for the Academic Year 2018 – 2019

(iii) Report of the UGC peer team for extension of autonomous

- Fr. Rev. Dr. K. A. Maria Arockiaraj, the Additional Principal and Rev. Dr. Praveen Peter, the Vice Principal (Shift-I) suggested few changes in data covered in tables.

Conference

- Dr. S. Sagayaraj explained about the objectives of upcoming Conference organized by IQAC for the academic year 2018-2019 which is funded by NACC and suggested the title for conference as "Opportunities and Challenges in Revised Assessment and Accreditation Framework for HEIs".
- Dr. S. Paulraj suggested to add the full form of HEIs in title of the conference for the clarity.

(iii) Research Day

Dr. M. Jose, Research Director participated in the meeting as a special invitee. He informed about the Research day which is going to be conducted on December 15, 2018 and also explained about the various parameters for the selection of research awards as follows.

(i) Parameters for the selection of best Research Department

(ii) Parameters for the selection of best Research award for Faculty

(iii) Parameters for the selection of best Research award for Ph.D. scholar.

- Dr. L. Ravi suggested for fixing the common parameter with various dimensions for research Awards.
- Dr. S. Paulraj requested to give differentiation in parameters between best research department and best research award for the faculty to avoid duplication of research parameters
- Dr. L. Ravi informed about the Research template given by UGC for the reference in grouping the dimensions which gives the clarity for the research awards.

- Dr. S. Paulraj suggested to include some differentiation in parameters with regard to Arts and Science Department's researches and also suggested to set the limits for the parameters to encourage the quality of the research.

- Rev. Dr. Praveen peter thanked IQAC members for their availability.

IV. DECISIONS OF THE MEETING

- Prof. A. Geroge Louis Raja accepted to complete the Extension of Autonomy Report by the first week of December 2018.
- The IQAC coordinator will make changes as per the suggestions given by the members of the IQAC and submit the same by the second week of December 2018.
- Dr. M. Jose, agreed to incorporate the suggestion in clustering the the various parameters for the selection of research awards.

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

Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 20.12.2018 at 5.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 20/12/2018	Time : 5.00 p.m. to 6.00 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	Absent
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. S. A. Martin Britto Dhas	
Member (Steering Committee Coordinator)	Dr. L. Ravi	
IQAC Secretary	Mrs. S. Sasireka	
Members	Dr. S.R. Xavier Rajarathinam	Absent
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	Absent
	Mrs.A.Josephine Sahaya Mala	Spoke
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	Absent
	Dr. S.U. Vasantha Kumar	
	Dr. S. Kalaiarasi	Absent
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. B. Antony Doss	
Student Representative	Rev. Fr. Stanislaus	

Agenda

1. Prayer
2. Extension of Autonomy Report – Status
3. AQAR Submission
4. Plan for NAAC Visit
5. Schedule for Department Document Verification
6. Schedule for Department Presentation
7. Data Templates for Data Providers

Station: Tirupattur
Date : 18/12/2018

IQAC Coordinator

III. DISCUSSIONS OF THE MEETING

Prayer

- The meeting commenced with prayer by Rev.Principal and he asked for God's blessing and guidance in all the decision, effort being taken by the Management and IQAC committee members.

Extension of Autonomy Report – Status

- Dr. S.Sagayaraj presented the status of the Extension of Autonomy and briefly explained the completed work with dates till the submission of extension autonomy. He also expressed deep sense of gratitude to the committee members for the rendered cooperation towards the Extension of Autonomy.
- Dr. L.Ravi suggested that go through all the documented information especially to cross check the numerical data in the submitted document of Extension of Autonomy.

AQAR Submission

- Dr.S.Sagayaraj explained about the preparation of manual AQAR and also told that first three criteria prepared by Dr.Mariya dominic along with that remaining four criteria was done by Dr.Martin Britto.
- He also informed about the issue met in uploading the document in portal for online AQAR that the error occurred during the time of submission while moving Part –A to Part-B. Therefore on 19th December 2018 manual AQAR was mailed to the NACC.

Plan for NAAC Visit

- Dr.S.Sagayaraj told about the focus of the peer team visit that is on the 30% Qualitative metrics(QIM) also informed blocked dates for visitation of NACC.
- He also told about the documents is prepared for NACC visit at college level, department level has to ready in both hard copy and soft copy and the student level , make the students to understand the core values of the college.

Schedule for Department Document Verification

- Dr.S.Sagayaraj informed the scheduled date, timings and venue for department document verification and requested the departments to be ready with all the criteria and supportive documents.

Schedule for Department Presentation.

- Dr.S.Sagayaraj also told the scheduled dates for department presentation with timings and venue and requested the departments to present the prepared Presentation without deny.

Data Templates for Data Providers

- Dr.S.Sagayaraj informed about the various templates distributed to the different data providers which could be useful and easy way for collection of data in the next AQAR preparation.





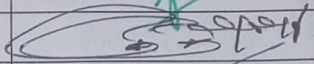
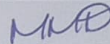


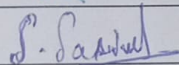

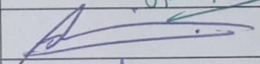

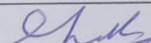


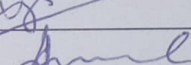
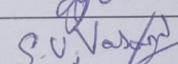

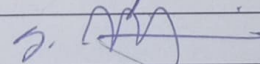
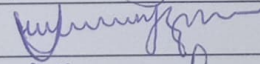
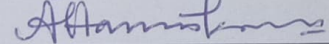
VI.DECISIONS OF THE MEETING

- The IQAC coordinator will make changes as per the suggestions given by the members of the IQAC and submit the same by the First week of January.
- Rev.Fr.Principal congratulated Dr.D.Maria Dominic and Dr.S.A.Martin Britto Dhas for his efficient work for preparation of AQAR 2017-2018 . He thanked all the IQAC Members and Seven Criterion Head for their availability, with which the meeting came to an end.

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

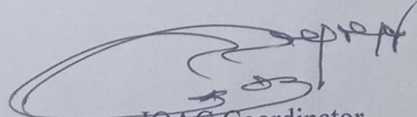
Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 28.01.2019 at 2.30 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 28/01/2019	Time : 2.30 p.m. to 3.00 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. S. A. Martin Britto Dhas	
Member (Steering Committee Coordinator)	Dr. L. Ravi	
IQAC Secretary	Mrs. S. Sasireka	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. S. Paul Raj	
	Dr. D. Leslin	
	Dr. G. Britto Antony Xavier	
	Mrs.A.Josephine Sahaya Mala	
	Mr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Dr.S.U. Vasantha Kumar	
	Dr. S. Kalaiarasi	
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. B. Antony Doss	
Student Representative	Rev. Fr. Stanislaus	

Agenda

1. Report of IQAC to Peer Team


IQAC Coordinator

Station: Tirupattur
Date : 27/01/2019

III. DISCUSSIONS OF THE MEETING

Report of IQAC to Peer Team

- The Peer team Members had a meeting with IQAC members in the boardroom. Dr. S. Sagayaraj, the IQAC Coordinator presented five years activities from 2013-2018. He also discussed role and challenges of IQAC in detailed following with all the initiatives carried out by the IQAC.
- Discussion included
 - Composition
 - Salient Features
 - Meetings
 - Conference Organized
 - Annual Reports 2013-2018
 - Web Portal
 - DVV Clarifications
- Prof. Pachauri. J. Appreciated the activities done by the IQAC for the past five years. He encouraged the IQAC Coordinator.
- Soon after that Chairperson of Peer Team Prof. Manimala Das asked for minutes of meeting from IQAC and verified.
- Member coordinator of Peer Team Prof. Pachauri. J. P had a clarification on delay of semester result announcement in the month of December. Dr. D. Maria Antony Raj, the principal explained the reasons in delaying of semester result announcement due to involvement of faculty members towards the preparation of Peer Team Visit.
- Peer Team Members verified the IQAC documents. Particularly they had a Clarification on the following documents.
 - Academic Audit
 - Library Audit

VI. DECISIONS OF THE MEETING

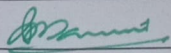
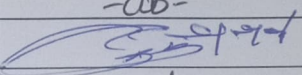


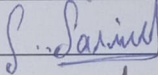
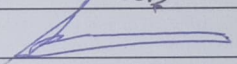


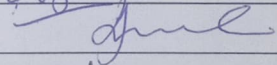
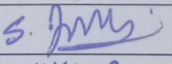
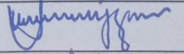
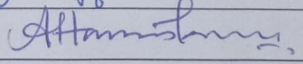
- Organisation of data in the Academic Audit & Library Audit documents was very much appreciated by the Peer Team Members and they thanked Dr. L. Ravi for the wonderful Audit Process.
- Member Coordinator of Peer Team Prof. Pachauri. J. P appreciated the initiatives and activities carried out by the IQAC.

- The Peer Team Members appreciated the Dr.S.Sagayaraj for the efficient work.
- Finally ,the Chair Person of Peer Team Prof. Manimala Das appreciated the infrastructural development of the institution with all the Facilities in the rural areas.

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

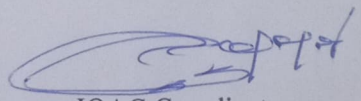
Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 29.03.2019 at 2.45 p.m. in Board Room. Kindly make it convenient to attend

IQAC Meeting		
Date : 29/03/2019	Time : 2.45 p.m. to 3.45 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	- ab -
Vice Principal and COE	Rev. Dr. Praveen Peter	- ab -
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	- ab -
IQAC Coordinator	Dr. S. Sagayaraj	
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IQAC Secretary	Mrs. S. Sasireka	
Members	Dr. S.R. Xavier Rajarathinam	- ab -
	Dr. S. Paul Raj	
	Dr. D. Leslin	- ab -
	Dr. G. Britto Antony Xavier	- ab -
	Mrs. A. Josephine Sahaya Mala	
	Dr. A. George Louis Raja	
	Mr. V. Thomas Immanuel	
	Dr. S.U. Vasantha Kumar	- ab -
	Dr. S. Kalaiarasi	- ab -
Office Representative	Mr. S. Jeyaraju	
Project Officer	Mr. B. Antony Doss	
Student Representative	Rev. Fr. Stanislaus	

Agenda

1. Prayer
2. NAAC Accreditation.
3. Conference
4. Plan for the Future
5. Status for the Activities(2018-2019)
6. Proposed Activities (2019-2020)


IQAC Coordinator

Station : Tirupattur
Date : 29/03/2019

III. DISCUSSIONS OF THE MEETING

Prayer

- Rev. Dr. D. Maria Antony Raj, SDB, Principal, started the meeting with a prayer. He pleaded to the Lord to send upon Holy Spirit to enlighten all to work for the welfare of the young students entrusted to the college. **NAAC Accreditation**
- Dr.S.Sagayaraj mentioned that the scores of every metric for the seven Criterion has been given to us by NAAC. He opined that these metrics and scoring patterns have to be analysed to evolve the plan, systems and processes to be in place for the next five years. He also expressed that the accreditation process in the 4th cycle was really challenging and forecasted that the process in the 5th cycle will be more demanding. He noted that we have to sustain our strengths and strengthen the weaker areas.
- Dr.S.Sagayaraj presented the analysis of accreditation processes in the 4th Cycles of the college. His presentation was focused on the scoring patterns in the seven prescribed criterion of NAAC. He also specified about the notable changes in the scoring pattern of NAAC and about the recommendation of the peer team, and how those recommendations were considered and implemented.
- Dr.L.Ravi suggested to focus it on sensibly for the 5th cycle Online Satisfactory Survey.
- Dr. A. George Louis Raja mentioned the pass percentage from Teaching-learning and Evaluation. we have to increase the pass percentage of students for the forthcoming years. It is very comforting to progress the Second Criterion Grade point.

Conference 2018-2019

- Dr.S.Sagayaraj Presented the conference 2018-2019. Initially, He mentioned the previous conference particulars and also he explained the title and level of this conference. He expressed the objective of the conference and current status of conference. He Proposed to hold the conference on 25th and 26th July 2019

Plan for the Future

- Rev .Dr. D. Maria Antony Raj informed to the IQAC members that a separate team will be formed for planning. The planning committee members are given below.

Principal - Rev.Dr.D.Maria Antony raj

Planning Committee Chairman - Dr.L.Ravi

IQAC Coordinator - Dr.S.Sagayaraj

Members - Dr.A.George Louis Raja

Dr.K.ArokiaRaj

Dr.S.U.Vasanth Kumar

Dr.Clayton Michale Fonceca

- Rev. Fr. Stanislaus suggested to refer one women Faculty from Science department.

Status for the Activities(2018-2019)

- Dr.S.Sagayaraj presented the status for the activities during the year 2018-2019.He opined the Major tasks and Related Activities for the 2018-2019. Twenty six activities has to be done by IQAC. Finally, He mentioned about the new initiatives for the Academic year 2018-2019.

Proposed Activities (2019-2020)

- Proposed activities of IQAC for the next year are presented to the members by Dr.S.Sagayaraj.

VI.DECISIONS OF THE MEETING

- Rev.Fr.Principal congratulated Dr.S.Sagayaraj and Dr.L.Ravi for his meticulous work for 4th Cycle of NAAC . He thanked all the IQAC Members and Seven Criterion Head for their availability, with which the meeting came to an end.