



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

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

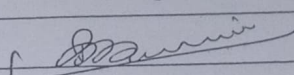


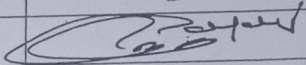
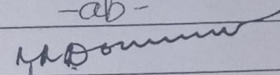
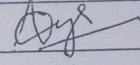


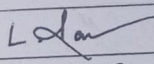
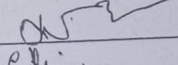
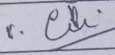
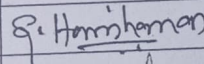
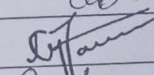
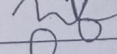
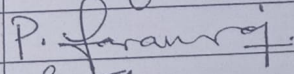
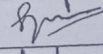
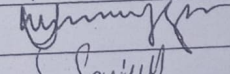
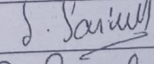
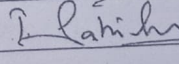
Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.5.3 IQAC Minutes 2019-2020

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

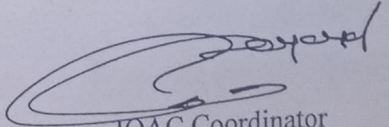
Greetings from the desk of IQAC, Sacred Heart College, Tirupattur!

The Meeting of IQAC will be held on 27.06.2019 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 27/06/2019	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 Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	-ab-
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator - 1	Dr. G. Britto Antony Xavier	-ab-
IQAC Assistant Coordinator - 2	Dr. M. Maria Dominic	
IQAC Assistant Coordinator - 3	Dr. A. George Louis Raja	
IQAC Assistant Coordinator - 4	Dr. S. A. Martin Britto Dhas	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. L. Ravi	
	Dr. P. Selvakumar	
	Dr. V. Collins Arun Prakash	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasantha Kumar	-ab-
	Dr. Clayton Michael Fonceca	
	Mrs. J. Mary Jenif	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	
Project Officer	Mr. B. Antony Doss	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Year Plan 2019-2020
3. NAAC Conference


IQAC Coordinator

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 and growth of the Institution for the academic year(2019-2020)

Principal Addressing:

- Rev. Dr. D. Maria Antony Raj, expressed heartfelt thanks to all the former IQAC members who has contributed highly valuable effort in preparing all the Criteria towards successful completion of NAAC Preparation and 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.

IQAC Year Plan for 2019-2020

- Dr. S.Sagayaraj explained all the activities to the IQAC members which is going to be done during the academic year 2019-2020 and assigned various responsibilities to the members of the IQAC. Plan of this year is shown on below.

S.No	Major Tasks& Related activities	Staff In-Charge
1	Orientation Program for Heads of the Departments	We have done it
2	Orientation Programme for all the faculty members	We have done it
3	Annual Plan of the Faculty	We have done it
4	MOODLE based P.G. Entrance Test	We have done it
5	Orientation for Non-Academic Associations	Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand Dr.G.Britto Antony Xavier
6	Orientation for CQC Leaders	Dr. K. Arockiaraj Mrs. J. Mary Jenif
7	Uploading and sending AQAR of 2018-19	IQAC
8	Conducting NAAC sponsored conference	Dr.G.Britto Antony Xavier Dr. M. Maria Dominic Dr. A. George Louis Raja
9	Faculty evaluation of students - Odd semester	IQAC
10	Evaluation of the Departments - Odd semester	Rev. Dr. D. Maria Antony Raj Rev. Dr. K.A. Maria Arokiaraj
11	Evaluation of CQC activities - Odd semester	Dr. K. Arockiaraj Mrs. J. Mary Jenif
12	Evaluation of Groups and Movements - Odd semester	Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand
13	Applying for NIRF 2019	Dr.G.Britto Antony Xavier Dr. S.U. Vasantha Kumar Dr. P. Saranraj
14	Applying for India Today 2019	Dr.S.A.Martin Britto Dhas Dr. V. Collins Arun Prakash Dr. S. Hariharan
15	Applying for ASIHE 2019	College Office
16	Communication of Newsletter to Students and Alumni	IQAC
17	Faculty evaluation of students - Even semester	IQAC

18	Evaluation of the Departments - Even semester	Rev. Dr. D. Maria Antony Raj Rev. Dr. K.A. Maria Arokiaraj
19	Evaluation of CQC activities - Even semester	Dr. K. Arockiaraj Mrs. J. Mary Jenif
20	Evaluation of Groups and Movements - Even semester	Rev. Dr. Praveen Peter Rev. Dr. G. Theophil Anand
21	Publications by the faculty members Department wise	IQAC
22	Activities of MOU's are to be documented - Department	IQAC
23	Details of faculty members attending ON DUTY	IQAC
24	Document Management System for the Departments	Dr. A. George Louis Raja
25	College Calendar in Mobile APP	We have done it
26	Academic Performance Indicator for Faculty	Dr. L. Ravi
27	Software for calculating points for Research Day	Dr. D. Maria Dominic
28	Curriculum Feedback online	Dr. L. Ravi & IQAC
29	Self-Study Report on Curricular Aspects	Dr. D. Maria Dominic
30	Counselling Report Automation	Dr. Clayton Michael Fonceca

NIRF 2019-2020

- Rev. Dr. D. Maria Antony Raj recommended the IQAC members about give more Attention in NIRF (2019-2020).we must go through the previous year NIRF 2018-2019 and Identify where we are lacking in order to achieve the upcoming Ranking.
- Rev. Dr. D. Maria Antony Raj Suggested to refer Mr. B. Antony Doss(Project Officer) from college office.

Conference committee & Resource person Information

- Dr. S.Sagayaraj communicated about proceedings and resource persons for the IQAC conference which is going to be held on 25th & 26th July 2019. He also explained the schedule and sessions in detail.
- Rev. Dr. K.A. Maria Arokiaraj Additional Principal suggested to add the word 'Rich Experience' in the place of opportunities in fourth sessions topic in the IQAC conference.

Roles and Responsibilities of conference committee

- Dr.S.Sagayaraj told the in charges for the various committees which is formed to carry out the actions. He also explained all the Roles and Responsibilities in detail to the in charges of committee.

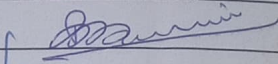


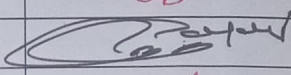
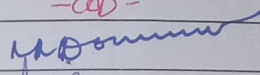
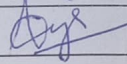


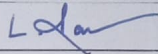
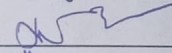
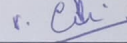
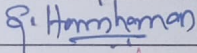
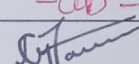
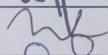
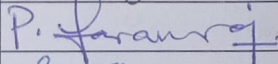
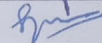
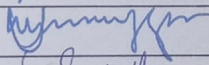
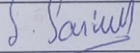
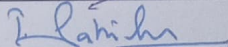
IV. DECISIONS OF THE MEETING

- The Annual Plan of IQAC for the academic year 2019-2020 was approved.
- Conference Committee of Staff in charges responsibilities was accepted.
- Resource Person Information was agreed.

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

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

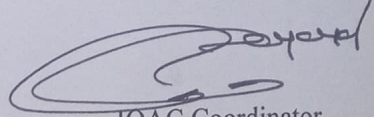
The Meeting of IQAC will be held on 26.08.2019 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 26/08/2019	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 Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	-ab-
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	Dr. L. Ravi	
	Dr. P. Selvakumar	
	Dr. V. Collins Arun Prakash	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasantha Kumar	-ab-
	Dr. Clayton Michael Fonceca	
	Mrs. J. Mary Jenif	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	
Project Officer	Mr. B. Antony Doss	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. NAAC Conference Report
3. Paramarsh Scheme

Station : Tirupattur
Date : 26/08/2019


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.

NAAC Conference Report (2019-2020)

The National Conference entitled "Opportunities And Challenges in Revised Assessment and Accreditation Framework for Higher Education Institutions" was conducted successfully on 25th & 26th of July, 2019, Sponsored by NAAC.

- Post conference activities like documentation, Resource person details, Internal and External Participants details, issue of certificates and the accounts were explained to the members. The accounts statement was presented and subsequently approved by the members.
- Dr. L. Ravi suggested that one day IQAC conference shall be conducted for all the faculty members using the management fund.
- Dr. S. Sagayaraj appreciated Dr. P. Saranraj for his support for getting the ISBN Number for the Conference Proceeding.

Feedback Analysis

Dr. K. Arockiaraj Presented the Conference Feedback Analysis 2019-2020.

- Dr. S. Sagayaraj suggested that Internal staff members are not given back the Feedback form after the conference. They are not attend all the sessions and not attentive during the sessions.
- Rev. Dr. K. A. Maria Arockiaraj suggested that, the Internal staff members should get the certificates after handing over the feedback form.
- Dr. L. Ravi pointed out that faculty Members have not raised question during the invited talks.

Paramarsh 2019-2020

- Dr. S. Sagayaraj explained about the a new scheme 'PARAMARSH' with its main objective is to enhance the overall quality of the Mentee institutions by Mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited.
- Dr. S. Sagayaraj given a detail about the overall processing of the Paramarsh scheme. It includes willingness Certificates, MoU signed between our colleges and other colleges. The list of five mentee colleges are shown on below.
 - North East Institute of Social Science & Research (NEISSR), Dimapur, Nagaland.
 - Don Bosco College, Itanagar, Arunachal Pradesh.
 - Sun Arts and Science College, Tiruvannamalai.
 - Shanmuga Industries Arts and Science College, Tiruvannamalai.
 - Immaculate College for Women, Cuddalore.

- Finally, he described about the proposed financial Assitance for the scheme is Rs.32,00,000/- and application was submitted online on 22.08.19 and by post on 26.08.2019 .
- Dr.S.Sagayaraj thanked Dr.L.Ravi and Dr.A.George Louis Raja for Planning the Proposal under the Paramarsh scheme, he thanked Dr.Clayton Michale Foncea for Drafted the MoU .
- Rev.Fr.Principal congratulated Dr.S.Sagayaraj and Dr.L.Ravi for their meticulous work for Paramash,He thanked all the IQAC Members for their presence.

IV. DECISIONS OF THE MEETING

- NAAC Conference report was approved.
- Paramarsh Scheme Proposal was accepted.

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 18.10.2019 at 3.30 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 18/10/2019	Time : 3.30 p.m. to 4.30 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	- ab -
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	- ab -
Vice Principal and COE	Rev. Dr. Praveen Peter	
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Agenda

1. Prayer
2. Academic Administrative Audit(AAA) - Dr. L. Ravi
3. Best Practices on Students Admission Process - Dr. S.Sagayaraj

IQAC Coordinator

Station : Tirupattur
Date : 18/10/2019

III. DISCUSSIONS OF THE MEETING

Academic Administrative Audit(AAA)

- Dr.S.Sagayaraj ,the IQAC Coordinator outlined the purpose of the meeting. Then he asked Dr.L.Ravi the IQAC member, to present the templates to be followed for Academic Audit.

- In the first presentation, instead of evaluation pattern the term "component" was suggested by Rev.Dr.K.A.Maria Arockia Raj, the member of IQAC.
- Rev.Dr.G.Theofil Anand suggested that the output of academic audit could be audited by the members of Xavier Board.
- The Members of IQAC suggested to add placement and teaching method as a components in the academic Audit.
- The members of IQAC expressed the difficulty of collecting the needed documents for Academic Audit Assessment Procedure. It is also suggested that a structure can be created for the automation of data which reduces the manual work.
- Dr.L.Ravi presented the template for the Schedule of Academic Audit. He also gave clarity on the panel members for Academic Audit. He suggested that it is better to call the experts who have not visited the college for academic purposes and even the retired people and their expertise on the field could be also utilized. He explained about the time duration of Academic Audit. Then he presented the template to be used to prepare Academic Audit Report.

Best Practices on Students Admission Process

- Dr.S.Sagayaraj, the IQAC Coordinator explained the communication from NAAC regarding the Best Practices of our College.
- To get the review from the members of IQAC, He asked Dr. Arockia raj, the IQAC member to present the presentation prepared regarding the Best Practices of our College to be sent to NAAC.
- The IQAC members suggested that with regard to student Admission Process, it could be mentioned that the college is strictly following the Government Reservation Policy.
- The members stated that the way the College follows merit for admission could be welcomed, it also should find a place in the presentation.
- It could be shown how the college is counselling the students regarding the choice of the course during the admission.
- It is suggested that the Admission committee plays a vital role in the Admission process of the college, it is better to get their feedback on this component on student admission process.
- It is also communicated that the house council is preparing a New Policy on Admission which will be released soon.
- It is also stated that what is being followed as best practices to be presented not about the future plans on best practice.
- The members expressed the need to get suggestions to increase the demand rate of the students
- Policy could be drawn to admit the transgender in the college.
- The online process of the college Admission process could be communicated.
- Regarding hostel Admission rules could be clearly spelt out and it should be counter signed by the parents
- Since the attitude of the students towards studies is changing, the CA Pattern of the college could be revamped.

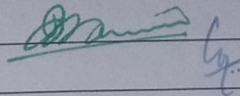
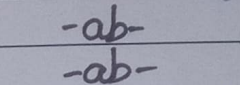
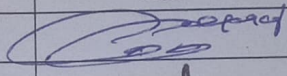
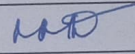
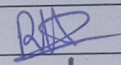

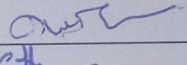
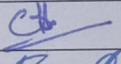
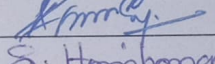
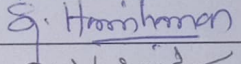
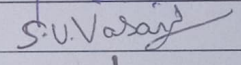
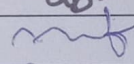
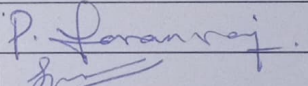
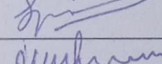
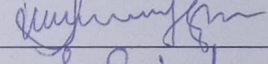
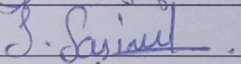
IV. DECISIONS OF THE MEETING

- Academic Administrative Audit Template was approved.

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

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

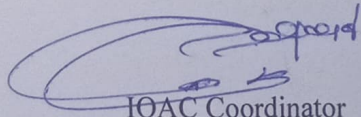
The Meeting of IQAC will be held on 28.11.2019 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 28/11/2019	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 Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	-ab-
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	-ab-
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator – 1	Dr. G. Britto Antony Xavier	-ab-
IQAC Assistant Coordinator – 2	Dr. M. Maria Dominic	
IQAC Assistant Coordinator – 3	Dr. A. George Louis Raja	-ab-
IQAC Assistant Coordinator – 4	Dr. S. A. Martin Britto Dhas	
Members	Dr. S.R. Xavier Rajarathinam	-ab-
	Dr. L. Ravi	
	Dr. P. Selvakumar	
	Dr. V. Collins Arun Prakash	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasantha Kumar	
	Dr. Clayton Michael Fonceca	-ab-
	Mrs. J. Mary Jenif	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	
Project Officer	Mr. B. Antony Doss	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	-ab-

Agenda

1. Prayer
2. Research Day Parameters
3. Best Practices on Staff Development Activities & Professional Development Activities
4. Autonomy Review 2019
5. NIRF – 2020

Station : Tirupattur
Date : 28/11/2019


IQAC Coordinator

III. DISCUSSIONS OF THE MEETING

Prayer

- Rev.Dr.D.Maria Antony Raj, SDB, 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.

Research Day Parameters

- Dr.S.Sagayaraj, presented the criteria as recommended by the committee appointed under the leadership of Dr. A. Geroge Maria Selvam and members : Dr. A. Albert Irudayaraj, Mrs. A. Josephine Sahaya Mala, Dr. J. Jacob Stanley Inbaraj and Dr. K. Arockia Raj. The committee had recommended eight criteria and other criteria as suggestions. The following are the eight quantifiable criteria out of 100 points; *(The details are given in the annexure).*
 1. Criteria I: Result Analysis (April 2019 Semester exams) :40 marks
 2. Criteria II: Students Feedback (last two semesters) :20 marks
 3. Criteria III: Use of Moodle : 10 Marks
 4. Criteria IV: Peer Feedback (last two semesters) : 5 marks
 5. Criteria V: Library usage (Calendar year 2019) : 5 marks
 6. Criteria VI: Add-on Teaching : 5 marks
 7. Criteria VII: Remedial classes : 10 marks
 8. Criteria VIII: Responsibilities taken in the department : 5 Marks

Other suggested criteria:

Following contributions of staff may also be considered.

- Extension activities
- Membership in different committees in the college
- Being as resource persons
- Responsibilities in the college

The IQAC discussed on each of the proposed criteria to finalize for the selection of best teachers to be qualified for research day award and to receive incentives/award under Best Teacher Award of the college.

Criteria 1: Result Analysis (April 2019 Semester exams):40 marks

It was decided to have separate slab for First and Second year UG courses and separate slab for Third year UG, I PG and II PG.

For BA/B.Com/BBA and Language Papers

Result Percentage	Marks
Above 80 %	40
71 to 80 %	30
61 to 70 %	20
51 to 60 %	10
41 to 50 %	5
40 and Below	0

For B.Sc/BCA

Year	Result Percentage	Marks
I st and II nd (UG)	Above 80 %	40
	71 to 80 %	30
	61 to 70 %	20
	51 to 60 %	10
	41 to 50 %	5
	40 and Below	0
III rd UG and PG(all)	Above 90 %	40
	81 to 90 %	30
	71 to 80 %	20
	61 to 70 %	10
	51 to 60 %	5
	50 and Below	0

It was discussed that instead of taking the pass percentage of best two subjects (as suggested by the committee), Dr. L. Ravi suggested for taking the pass percentage of all subjects taken by the respective faculty in the previous academic year. It was agreed by the other members.

There was a clarification from Rev. Dr. D. Maria Antony Raj, the Principal regarding taking skill paper for the same type of assessment, since there are fully internal. Since, a faculty needs to put in equal effort to each skill paper it was suggested to take the skill subjects for the assessment.

Resolution:

1. All the previous year subjects' pass percentage of a faculty will be taken for assessment out of 40 marks.
2. Skill paper will also be taken for the assessment.
3. If a paper is shared by two or more faculty, equal weightage will be given during the assessment for all those faculty members.
4. Even if more faculty members involve in supporting a practical, the points will go only to the course teacher.

Criteria II: Students Feedback (last two semesters):20 marks

Discussion: It was discussed that the student's evaluation is quantifiable indicator, the IQAC members agreed to keep this criteria for the assessment.

Resolution: Students feedback for all the subjects in the previous academic year will be taken and the score will be converted out of 20 points under the slab as suggested by the committee.

Criteria III: Use of Moodle: 10 Marks

Discussion: It was discussed that Moodle usage is highly encouraged in the campus and staff and students are asked to use for better teaching and learning. Dr. L. Ravi suggested that the assessment could be done based on the type of Moodle use, duration of the usage, timing of the uploads in Moodle, etc. This assessment could be done by a faculty Mr.A.John Martin and Mr.S. Mathias, the Office Manager, expressed that due to a problem in the Server, we cannot retrieve data related to Moodle usage, hence, this criteria can be taken for next year assessment.

Resolution: Moodle usage is not taken for this assessment will be taken for the next assessment.

Criteria IV: HoD's Feedback (last two semesters): 5 marks

Discussion: It was discussed that along with the HoD two peer feedback can be taken for the assessment. The self-assessment is not taken for the assessment, since it may lead to bias in assessment.

Resolution:

Feedback of the HoD and two Peer will be taken for the assessment out of 5 marks.

Criteria V: Library usage (Calendar year 2019): 5 marks

Classification of Marks
50 and above hours = 5 marks
41 to 50 hours = 4 marks
31 to 40 hours = 3 marks
21 to 30 hours = 2 marks
11 to 20 hours = 1 mark
10 and below no marks

Discussion: Since the library usage is quantifiable, the committee agreed to include this criteria for the assessment. Rev. Dr. D. Maria Antony Raj, the principal suggested online access to the college library for the future assessments.

Resolution: Library usage is taken for the assessment out of 5 marks. Online access to library will be taken for the future assessment. The proposed slab for the assessment was agreed by IQAC.

Criteria VI: Add-on Teaching: 5 marks

Discussion: The IQAC agreed the suggestion given by the committee for considering Add-on teaching for the assessment out of 5 marks.

Resolution: Add-on teaching will be assessed out of 5 marks. (Certificate courses/M. Phil classes/Self Study papers/NET/SET/TNPSC coaching classes). Involvement in any one will get 5 marks for the concerned teacher.

Criteria VII: Remedial classes: 10 marks**Proposed Slab:**

Classification of marks
Above 20 hours = 10 marks
16 - 20 hours = 8 marks
11 - 15 hours = 6 marks
6 - 10 hours = 4marks
1 - 5 hours = 2 mark

Discussion: It was discussed that remedial classes should be conducted outside the class hours by a concerned faculty. There is a provision in the college website to mark the attendance of the students and faculty involved in the remedial coaching. Concerned documents and attendance should be signed by the HoD. Conducting special tests within the class hours cannot be treated as remedial class. Involvement in remedial class above 20 hours in a semester will get 10 marks for the concerned subject teacher.

Resolution: The proposed slab is accepted and concerned staff involved in remedial classes should upload relevant document, properly signed by the HoD.

Criteria VIII: Responsibilities taken in the department: 5 Marks

Discussion: Rev.Dr.K.A.Maria Arockia Raj, the additional Principal expressed that the responsibilities are the duties one faculty should accept, this should not be taken for the assessment. Other members agreed to the suggestion.

Resolution: Responsibilities taken in the department is not taken for the assessment, instead, this mark is taken to add-on teaching.

FINAL CRITERIA AND SCORE

1. Criteria I: Result Analysis (April 2019 Semester exams) :40 marks
2. Criteria II: Students Feedback (last two semesters) :20 marks
3. Criteria IV: Peer Feedback (last two semesters) :10 marks
4. Criteria V: Library usage (Calendar year 2019) : 5 marks
5. Criteria VI: Add-on Teaching : 5 marks
6. Criteria VII: Remedial classes : 10 marks

Since, Moodle data is not available, the total score for the assessment this year is out of 90.

IQAC agreed the recommendation of the committee that only if a teacher obtains 60 marks, ne/she is eligible for the next stage of process. The cut off 60 can be increased for the next assessment based on the consensus of the IQAC.

Best Teacher Award:

Rev.Dr.K.A.Maria Arockia Raj, the additional Principal proposed for award to more than one teacher based on the assessment score from both the shifts. He suggested that the top 10 or 15 teachers each can be identified both the shifts for award or incentive. The other members agreed the same and requested the management to decide about the incentives. Incentive is one of the criteria under NAAC assessment. Dr.L.Ravi suggested for the selection of best teacher based on the combination of the scored received from Teaching and Learning Assessment and Research Publication. The final selected teachers can be given Excellence Award.

Extension of Autonomy

Dr.S.Sagayaraj briefly explained the plan for the upcoming visit of the autonomy review committee, which is scheduled on 5th and 6th of December, 2019. He informed that the IQAC decided the team for the Mock Visit which is scheduled on 2nd December, 2019. Prior to the that IQAC team will visit and verify the documents of various departments and laboratories on 27th and 28th of November, 2019, to ensure the preparedness of each department.

Dr.S.Sagayaraj informed all the HoDs to be prepared with their department presentations and hand-outs along with the documentary evidences.

Best Practices –NAAC

Dr.S.Sagayaraj, the IQAC Coordinator explained the communication from NAAC regarding the Best Practices of our College Faculty Development Programme. It is submitted to NAAC on 23th November 2019.

NIRF-2020

Dr.S.Sagayaraj, the IQAC Coordinator explained about the Overview of NIRF Team and their responsibilities. The NIRF 2020 will submit on 29th November 2019 by NIRF Team.

The meeting was concluded by Dr.S.Sagayaraj, the IQAC Coordinator at 5.15 by thanking the members for their meaningful presence and valuable suggestion.

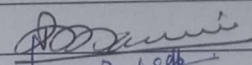
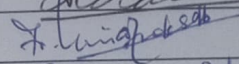
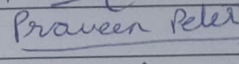
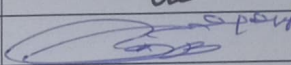
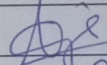
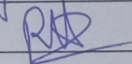
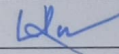
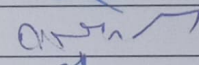
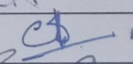
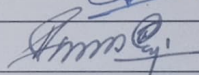
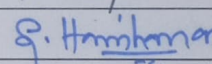
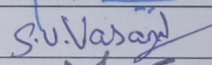
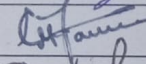
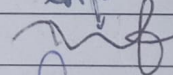
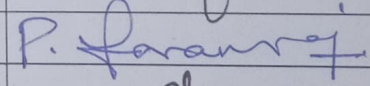
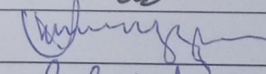
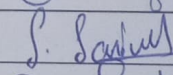
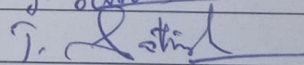
IV. DECISIONS OF THE MEETING

- Research Parameters was approved.
- Extension of Autonomy Schedule was accepted
- NIRF -2020 source data was agreed.

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

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

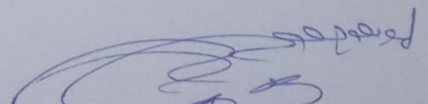
The Meeting of IQAC will be held on 12.12.2019 at 3.00 p.m. in Board Room. Kindly make it convenient to :

IQAC Meeting		
Date : 12/12/2019	Time : 3.00 p.m. to 4.00 p.m.	Place : APRC Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	 12/12/19
Additional Principal	Rev. Dr. K.A. Maria Arokiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	 12/12/19
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	- ab -
IQAC Coordinator	Dr. S. Sagayaraj	
IQAC Assistant Coordinator - 1	Dr. G. Britto Antony Xavier	- ab -
IQAC Assistant Coordinator - 2	Dr. M. Maria Dominic	- ab -
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Members	Dr. S.R. Xavier Rajarathinam	- ab -
	Dr. L. Ravi	
	Dr. P. Selvakumar	
	Dr. V. Collins Arun Prakash	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasantha Kumar	
	Dr. Clayton Michael Fonceca	
	Mrs. J. Mary Jenif	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	- ab -
Project Officer	Mr. B. Antony Doss	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Research Day- Fr.Principal
3. Research Day Parameters
4. Teaching Learning and Evaluation Criterion Weightage

Station : Tirupattur
Date : 12/12/2019


IQAC Coordinator

III. DISCUSSION 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.

Research Day

- Rev. Dr. D. Maria Antony Raj, the principal informed that Research Day of the College will be held on 13th December 2019 at 2.00 pm. He invited all the IQAC members to grace the occasion with their presence. The Research Award for the scholar, faculty and the department will be assessed by various parameters as decided earlier.
- As suggested by IQAC, the Teaching, Learning & Evaluation parameters will also be taken in to account for this year for the Research Day. The parameters for the Research Award are from Research, Publication, consultancy, extension, teaching, learning and evaluation.

Research Day Parameters

- Dr.S.Sagayaraj explained about the Research Day parameters for the selection of Awards in the following category
 - Best Research Department
 - Best Research award for Faculty
 - Best Research award for Ph.D. scholar.

Teaching Learning and Evaluation Criterion Weightage

The Criterion were discussed in detail and suggested weightage are

S.No	Name of the Criteria	Marks	Weightage
1	Criteria I: Result Analysis (April 2019 Semester exams)	10	10
2	Criteria II: Add-on Teaching	10	10
3	Criteria III: Remedial classes	10	6
4	Criteria IV: Peer Feedback (last two semesters)	10	5
5	Criteria V: Students Feedback (last two semesters)	10	6

Criteria II : Add-on Teaching-10 marks

(Certificate courses/M.Phil classes/Self Study papers/NET/SET/TNPSC coaching classes)

- After a discussion, it was decided to not to include this criteria for Research day 2019 since data not available.

Best Practice on Student Admission Process

- Dr.S.Sagayaraj informed about the resubmission of Best practice is sent on "Student Admission Process" as per format prescribed by the NAAC

The following suggestion will be considered for upcoming Research Day.

- Dr.L.Ravi suggested that the Research awards can be given separately for the Associate professors and Assistant professor by forming two separate groups.
- Rev. Dr. D. Maria Antony Raj, the Principal recommended to consider the library usage for faculty based on Physical Presence and Remote Access System.

- Rev. Dr. K.A. Maria Arockia Raj, the Additional principal suggested for renaming the Best Research award as Excellence in Research and individual login can be given for PG Students for uploading their research papers.
- Dr.S.Sagayaraj suggested that uploading of all the necessary documents for calculations could be done on or before November 30th by the faculty members. So that Assessments can be done effectively.
- Rev. Dr. D. Maria Antony Raj, the Principal suggested Faculty name for Excellence in teaching award could be displayed based on the alphabetical order.

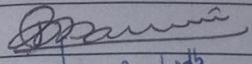
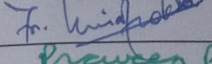
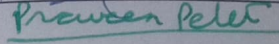
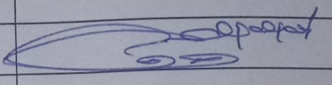
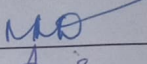
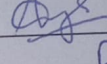


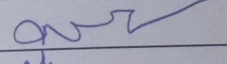

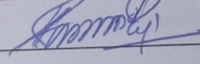
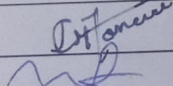
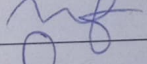
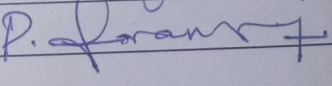
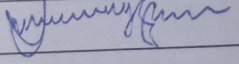
IV. DECISIONS OF THE MEETING

- Research Parameters was approved.
- Teaching Learning and Evaluation Criterion Weightage was accepted

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, DIST.

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

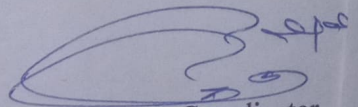
The Meeting of IQAC will be held on 16.03.2020 at 3.00 p.m. in Board Room. Kindly make it convenient to

IQAC Meeting		
Date : 16.03.2020	Time : 3.00 p.m. to 4.00 p.m.	Place : APCR 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. G. Britto Antony Xavier	
IQAC Assistant Coordinator - 2	Dr. M. Maria Dominic	
IQAC Assistant Coordinator - 3	Dr. A. George Louis Raja	
IQAC Assistant Coordinator - 4	Dr. S. A. Martin Britto Dhas	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. L. Ravi	
	Dr. P. Selvakumar	
	Dr. V. Collins Arun Prakash	
	Dr. K. Arockiaraj	
	Dr. S. Hariharan	
	Dr. S.U. Vasanth Kumar	
	Dr. Clayton Michael Fonceca	
	Mrs. J. Mary Jenif	
	Dr. P. Saranraj	
Office Representative	Mr.S.Gnanapragasam	
Project Officer	Mr. B. Antony Doss	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. QP Scrutiny-Difficult level of the Q P based on the Course Teacher's Perception
3. Examination Manual
4. Framing Policies
5. Best Practices
6. Paramarsh workshop

Station : Tirupattur
Date : 16.03.2020


IQAC Coordinator

Examination Manual

Rev. Dr. Praveen Peter, Controller of Examination presented the Examination Manual. The following members expressed their suggestion on the Examination Manual

- Dr. L. Ravi suggested that the members of the General Body could be mentioned in the Examination Manual.
- Dr. S. A. Martin Britto Dhas recommended that revaluation details and procedure could be added in Examination Manual for the clarity of the students.
- Rev. Dr. K.A. Maria Arockiaraj suggested that revaluation functions and procedure has to be created separately and converted as revaluation policy and could be given in Examination Manual.
- Rev. Dr. D. Maria Antony Raj informed that to form a subcommittee to study and make improvisation in Examination manual.

A subcommittee was constituted to go through the Examination Manual with the following members:

Dr. S. A. Martin Britto Dhas - Convener

Dr. V. Collins Arun Prakash - Member

Dr. S. Hariharan - Member

Dr. P. Saranraj - Member

Framing Policies

- Dr. K. Arockiaraj presented the list of policies to be framed for the college. The following policies are proposed in the meeting
- Staff Attendance and Punctuality Policy, Student Attendance and Punctuality Policy, Student Disciplinary Policy and Procedure, Staff Code of Conduct Policy, Student Code of Conduct Policy, Academic integrity and Plagiarism Policy, Leave taking policy for staff, Human Resources Policy, Staff welfare policy, Policy on Prohibition of Sexual Violence, Data Access Policy, Work Attire/Dress Code Policy for students, Work Attire/Dress Code Policy for Staff, Payment of Wages Policy, Research Supervisor Policy.
- Dr. M. Maria Dominic suggested to include Public Relation Policy in the Proposed policy Frame Work.
- Rev. Dr. K.A. Maria Arockiaraj recommended to add MoU's and Linkages policy separately which could give best result in the Next NAAC Cycle.
- The following policies are suggested to be added in the Policy framework
 - E-waste management, Extension and Outreach Policy, Professional bodies, Internship and fieldwork, Sports and games policies.

QP Scrutiny-Difficult level of the QP based on the Course Teacher's Perception

- Dr. L. Ravi, presented the difficulty level of the QP could be fixed based on the Course Teacher's Perception in the Question Paper Scrutiny. The members expressed that the course teacher's perception will be subjectivity
- Dr. L. Ravi also presented a tool to identify the difficulty level of the QP for that file should be in Excel format. He asked the controller to convert the Question Paper from the word format into Excel format.
- Rev. Dr. Praveen Peter wanted to discuss with the Controller of Examination staff in this regard.

Paramarsh Workshop

Dr. S. Sagayaraj presented the report of the workshop organized for the Principal's and IQAC Coordinators under **Paramarsh**. The details of the programme are as follows:

- The workshop was organized for three days from 28th February 2020 to 1st March 2020.
- Ten sessions were conducted on various concepts based on new RAF. Eighteen members were participated from mentee institutions.

Best Practice

Dr.S.Sagayaraj presented the list of best practices of various colleges and informed the need of best practices for the submissions the AQAR. It is also discussed whether to go for new best practices or to proceed with the current Best practices.

The members suggested the following as best practices which could be considered for the next cycle.

- Yoga meditation
- Weekly test
- IVDP and student scholarship
- Video graphics the classes and publishing
- Skill training

IV. DECISIONS OF THE MEETING

- Rev. Dr. Praveen Peter asked the committee members to come up with creative idea regarding the Examination Manual and present it in the next IQAC Meeting.
- Framing Policies suggested to group the policies based on similarity.
- The decision is to hold the current Best Practices and in the due course new Best Practices are to be identified.