



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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College : (04179) 220553

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

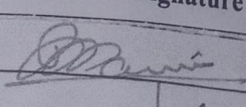
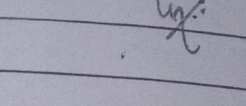
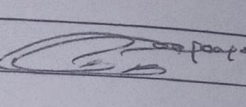
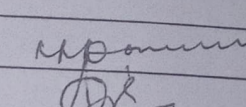
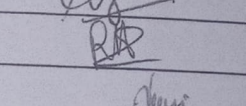
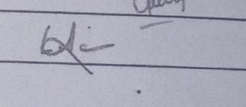
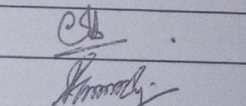
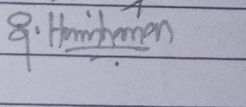
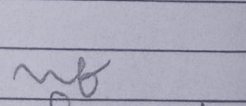
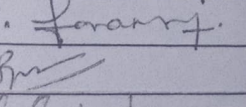
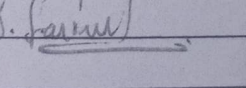
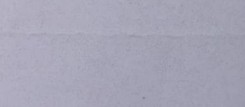
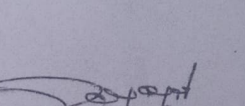
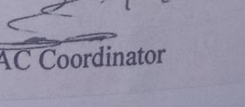
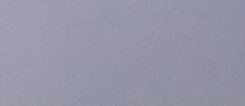
Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.5.3 IQAC Minutes 2021-2022

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, DIST.

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

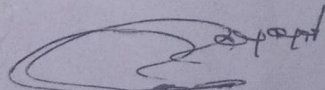
The Meeting of IQAC will be held on 01.07.2021 at 11.00 a.m. through Zoom Meeting. Kindly make it come attend.

IQAC Meeting		
Date : 01.07.2021	Time : 11.00 a.m. to 12.00 p.m.	Place : Zoom Meet
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. Vasantha Kumar	
	Dr. Clayton Michael Fonceca	
	Mrs. J. Mary Jenif	
Office Representative	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Year Plan (2021-2022)
3. Roles and Responsibilities
4. Paramarsh Schedule
5. Quality Initiatives

Station : Tirupattur
Date : 01.07.2021


IQAC Coordinator

DISCUSSIONS OF THE MEETING

Prayer

The meeting began with a prayer from Rev. Dr. D. Maria Antony Raj, Principal, Sacred Heart College Autonomous), requesting God's presence and blessing the institution's great efforts toward growth and development for the academic year (2021-2022)

Principal Addressing:

Rev. Dr. D. Maria Antony Raj greeted the IQAC members and inquired about their new ideas and suggestions for improving the college's quality in all aspects.

Year Plan (2021-2022)

Dr. S.Sagayaraj presented the Yearly Plan for the Academic Year (2021-2022), and the IQAC members proposed the following new ideas.

- NAAC and Autonomy Review recommendations, according to Dr.K.Arockia Raj, are urgently needed. He emphasised its significance and stated that carrying such important aspects forward is very appropriate. Furthermore, he explained that timely changes pertaining to key areas of development as suggested by NAAC and Autonomy Extension can be incorporated. He also emphasised the significance of student feedback, which should reflect on changes made by the institution.
- Dr. S. A. Martin Britto Dhas suggested that IQAC should consider some of the recommendations made by the NAAC and Autonomy Review team. He stated that SHC can turn those recommendations into new initiatives, which could be included in the IQAC Year Plan.
- Dr. S.Sagayaraj responded to the above suggestion, stating that he had submitted the NAAC and Autonomy recommendations to College Management and that the IQAC is awaiting a response.
- Dr. M. Maria Dominic proposed that the SHC adopt a specific theme for the IQAC's activities each year.
- Dr.L.Ravi suggested that teams be formed for each criterion, and that the suggestions may be implemented by the respective team members.
- Rev. Dr. D. Maria Antony Raj insisted that the IQAC should continue to hold a webinars, conferences, and seminars in collaboration with other colleges in order to improve the colleges' quality initiatives.
- Dr. S. A. Martin Britto Dhas proposed establishing appropriate waste management and green campus initiatives this year.
- Dr.K.ArockiaRaj proposed that a Training Needs Analysis (TNA) be conducted every semester in

order to identify the areas in which staff members require exposure.

- Dr. V. Collins Arun Prakash propose' that the IQAC hold a webinar on Teaching Learning, Tool Development, and Methods of Evaluation every three months. It would be beneficial to update Faculty members on the importance of consistent learning and improvisation.

Roles and Responsibilities

Dr. S.Sagayaraj presented the roles and responsibilities in categories wise such as AQAR, NIRF, India Today and Outlook. Also informed the IQAC members about the AQAR revised format

Paramarsh Schedule

Dr. S.Sagayaraj gave an overview of Paramarsh and then proposed future tasks as well as completed tasks

Institution's Innovation Council

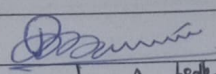
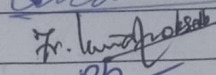

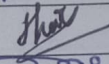
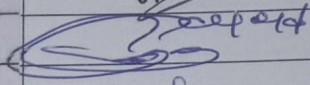



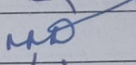
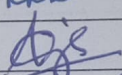
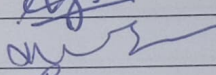
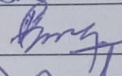
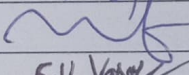
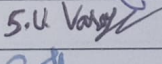
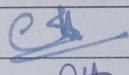

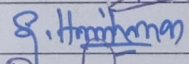
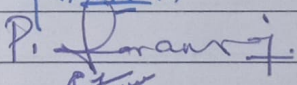

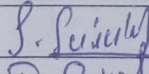
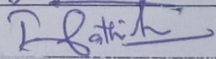
Dr.L.Ravi presented the Institution's Innovation Council's major focus and function. He made the following suggestions, which are as follows:

- He strongly suggested that the Institution's Innovation Council Committee be formed.
- He insisted that the College website be restructured and go through language changes with the assistance of the English department whereby updating each portal.
- He also proposed that SHC apply for the copyright of the laboratories manual.

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

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

The Meeting of IQAC will be held on 30.08.2021 at 11.30 a.m. in Zoom Meet. Kindly make it convenient to attend.

IQAC Meeting		
Date : 30.08.2021	Time : 11.30 a.m. to 12.30 p.m.	Platform : Zoom Meet
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
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	Dr. V. Collins Arun Prakash	
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	Dr. P. Saranraj	
Dr. Clayton Michael Fonceca		
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Curriculum feedback
3. NAAC & Autonomy Extension Recommendations
4. Roles and Responsibilities
5. Curricular Aspects
6. Question Paper Auditing

DISCUSSIONS OF THE MEETING

Prayer

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

Curriculum feedback

- Dr. V. Collins Arun Prakash stated that the language of course was very difficult for students to determine the actual meaning of. He further stated that one inquiry to stimulate entrepreneurship was needed.
- Rev. Dr. D. Maria Antony Raj, the Principal, advised that the subjects be provided with adequate knowledge and that programmes be organised to foster self-employment and entrepreneurship, and that a questionnaire be developed to address these elements of entrepreneurship.
- Dr.L.Ravi stated that the department should gather data from alumni, and employers using the template provided.
- Rev. Dr. K.A. Maria Arockiaraj, the Additional Principal, emphasised on straight-forward question formulation
- Dr. S.A. Martin Britto Dhas suggested adding a few questions about Project, Internship, and On-the-job Training. Dr.L.Ravi reacted to his claim that the surveys cannot generalised to any department. Dr. S.Sagayaraj accepted queries such, "Have you undertaken a project/internship/inplant training throughout your programme of study?" Please share your experience if this is the case.

Roles and Responsibilities:

- Dr. S.Sagayaraj presented the tasks and obligations for each category, which included AQAR, NIRF, India Today, AISHE-2022, Website Reorganisation, Institution Innovation Cell, Copyright and Patent Filing. The IQAC members were also educated on the AQAR's new format. The principal picked the team members based on their age and future concerns.
- The Additional Principal, Rev. Dr. K.A. Maria Arockiaraj, proposed that Professor Anto Maria Euosbia be included to the Teaching and Learning Evaluation committee. He also noted that 'it is extremely beneficial to frame quality material without grammatical mistakes in website'. He also suggested the need to include some faculty from the English language discipline.

NAAC RECOMMENDATION

Dr.S.Sagayaraj presented the overview of NAAC and Autonomy Extension Recommendations.

To increases the participation of girl students in sports facilities:

- In accordance with University policy, Dr. L. Ravi proposed the nomination of a female physical director. He emphasised that inclusion will erase the apprehension that women's students had in participating in sports. The introduction of a Women Physical Director might help improve the general discipline of female pupils.

Funding for research projects from Government and Non- Government agencies:

- Dr. S.Sagayaraj suggested that efforts be done to boost projects from multiple agencies, including government and non-governmental groups.
- Dr. L. Ravi proposed establishing a system by creating a separate office for projects.

Science laboratory needs to be updated by adding new equipment and computer hardware may be updated:

- As a result of the college council's approval, new lab equipment and computer hardware will be introduced to the campus, stated the Principal.

Collaborate with Prospective Employers, Neighbouring Industries and Other Academic Institutions:

- Rev. Dr. D. Maria Antony Raj, the Principal, suggested that each department sign two Memorandums of Understanding (MOUs) every year and that a standard framework for MOU creation and approval be developed.

Initiatives may be taken to Register the Alumni Association:

- Dr. C.R. Christi Anadhan and his colleagues have already completed the paperwork; once the content is accepted, the association would proceed with the registration.

Need based new courses may be initiated:

- Three New Programs are initiated for this academic year.

AUTONOMY EXTENSION RECOMMENDATION

SCOPUS/SCI Journals/Peer reviewed Journals.

- Dr. Sagayaraj recommended that the management should enhance and encourage faculty members to write more articles in SCOPUS/SCI Journals/Peer Reviewed Journals.
- Dr. Clayton Michael Fonceca proposed that Interdisciplinary Research Publications be promoted.

Seed Money

- Rev. Dr. D. Maria Antony Raj, the Principal, announced the establishment of the Carreno research fund for Ph.D students fellowship.

Consultancies

- Dr. S.Sagayaraj and Dr. S.A. Martin Britto Dhas proposed that the consultancy system be strengthened with the assistance of the IQAC Team, and that a training programme be organised to develop and enhance the same.

Question Paper Analysis

- The Principal, Rev. Dr. D. Maria Antony Raj, congratulated Dr.L.Ravi and his team members for their meticulous efforts on the Question Paper Analysis.
- Rev. Dr. Praveen Peter proposed organising a training programme for external question paper setters with the assistance of faculty members and COE personnel.

EW INITIATIVES

L.Ravi proposed the following new projects for the forthcoming academic year 2022-2023.

- Online Certificate Verification
- Day Care Center

Certificate verification

- Dr.L.Ravi proposed that a new system be created to manage and provide legitimate certifications verification (Genuineness) in an efficient way.

Day Care Center

- Dr. L. Ravi gave a brief description of the daycare centre that needs to be set up. He stated that, researchers and full-time students should have access to such a facility so that their children may be well-cared for throughout the daytime on campus. Faculty and employees can also use the facilities. The Admission fee, monthly fees can be collected if needed. Funding can be obtained from Government in this

DECISIONS OF THE MEETING

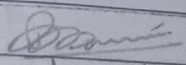
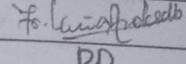


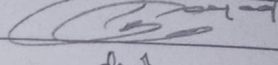


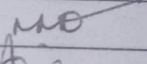

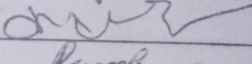
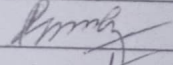
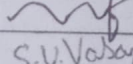
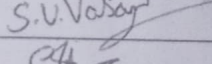


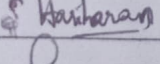
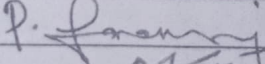
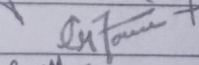

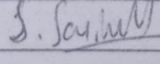
- Curriculum feedback was approved.
- Roles and Responsibilities: Staff in charges was accepted.
- NAAC and Autonomy Extension recommendation would be discussed by the College Council
- New Initiatives Proposal was accepted.

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

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

The Meeting of IQAC will be held on 12.10.2021 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting

Date : 12.10.2021	Time : 3.00 p.m. to 4.00 p.m.	Venue : Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. S. Sagayaraj	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. A. George Maria Selvam	
	Dr. L. Ravi	
	Dr. M. Maria Dominic	
	Dr. A. George Louis Raja	
	Dr. P. Selvakumar	
	Dr. K. Arockiaraj	
	Mrs. J. Mary Jenif	
	Dr. S.U. Vasanthakumar	
	Dr. V. Collins Arun Prakash	
	Dr. S.A. Martin Britto Dhas	
	Dr. S. Hariharan	
	Dr. P. Saranraj	
	Dr. Clayton Michael Fonceca	
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Policies
3. Paramarsh Report
4. Bloom's Taxonomy Workshop
5. NIRF Data Preparation Workshop
6. Quality Initiatives

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 (2020-2021).

Policies

- Dr. K. Arockiaraj presented the list of policies to be framed for the college. The following policies are proposed in the meeting.
- Staff Code of Conduct Policy, Staff Leave Taking, Attendance and Punctuality Policy, Payment of Wages Policy, Travel/Professional Development Policy, Workers Compensation Policy and Notice of Coverage, Work Attire/Dress Code Policy for Staff, Performance Appraisal Policy, Workplace/Classroom Policy, Staff Termination and Resignation Policy, Staff welfare policy, Safety Policy, Women Safety Policy, Policy Prohibition of Sexual Violence Policy, Drug Abuse Prevention Policy, Fraud Assessment Policy, Whistle Blower Policy, Child Labour Prevention Policy or child safety policy, College security policy, Environment Policy-waste management, e-waste management policy, Student Admission Policy and Procedure, Admission Policy for the Students with Special Needs, Policy on International Student Admission, Reservation Policy, Fee policy, Student's Welfare policy, Students and Rights and responsibilities, Student Code of Conduct Policy, Student Attendance and Punctuality Policy, Leave Taking Policy for students, Examination and Evaluation Policy, Student Progression Policy, Students Job Placement and Skill Training Policy, Library Utilization Policy, Sports and Games Development Policy, Policies for host.
- Dr. Xavier Rajarathinam suggested that policy for Visitors can be included in proposed Policy frame.
- Britto Dhas proposed the power Management to be added under the energy management policy.
- Rev. Dr. D. Maria Antony Raj, Principal, and Rev. Dr. K.A. Maria Arockiaraj recommended that, appointing two IQAC members to be added in framing policy Committee, which could give better clarity in creating New Policies.
- Dr. Maria Dominic suggested to include Power Harvesting in the Proposed policy Frame Work.

Paramarsh 2019-2021

- Dr.S.Sagayaraj has given a detail about the overall processing of the Paramarsh scheme and

Paramarsh final report along with Audit statement and Utilization certification which was submitted on 29th September 2021.

Bloom's Taxonomy Workshop

- Dr.S.Sagayaraj presented the overview of Bloom's Taxonomy workshop and the resource persons list for the sessions as per following Topics.

Topic: Development of Bloom's Taxonomy **Resource Person:** Dr. J. Merlin Florence
Department of BCA,SHC,Tirupattur.

Topic: Cognitive domain of Bloom's taxonomy **Resource Person:**Prof.M.Poovizhi
Department of PG CS,SHC,Tirupattur

Topic: Demonstration using the software tool **Resource Person:**Prof.T.Prabakaran
Department of BCA,SHC,Tirupattur

- Rev. Dr. D. Maria Antony Raj, Principal proposed to have Bloom's Taxonomy workshop during the second week of November 2021.
- Dr. Praveen Peter suggested that we give session on Bloom's taxonomy workshop for the External Staff Members
- Dr.G. Theophil Anand recommended that, the PO, PSO and CO to be mapped according to the Outcome Based Education.

NIRF

- Dr. S.Sagayaraj informed about the Process of Preparing plan of NIRF-2022.
- Dr.L.Ravi suggested to get some clarification from the Expert team of NIRF.
- Rev. Dr. D. Maria Antony Raj, Principal, recommended that one aided faculty and few IQAC members can be part of preparation team of NIRF-2022.Also, he suggested that, the IQAC members should giving more attention to NIRF(2022) by going through the previous year NIRF and identify where we are lacking in order to achieve better ranking .
- Dr.S.Sagayaraj presented the overview of NIRF workshop and the workshop will be conducted on 30th October 2021.

New Initiatives

Dr.L.Ravi suggested that, the following two New Initiatives to be established for the next academic 2022-2023

- Distinguished Alumni Award
- Booklet for New Initiatives.

Distinguished Alumni Award

- The Distinguished Alumnus Award (DAA) is the award given by an educational institute to alumni in recognition of their achievements in their respective field of expertise.
- The Office of the Alumni Association of the institute can receive the nominations under specified categories for the Distinguished Alumnus Awards.

- The selection can be made by a committee appointed by the Principal.
- Around five alumni are selected for the awards each year.
- The awards are presented annually on the College Day.

The categories of awards are as follows

- Excellence in Academic / Research / Innovation / Invention
Excellence in Corporate / Industry
- Excellence in Public Administration
- Excellence in Entrepreneurial venture
- Excellence in Service to the Society at large including sports, journalism

Booklet for New Initiatives.

- Dr.L.Ravi proposed that, the booklet consisting of all the system and procedures of the SHC.

Happiness of Faculty Members

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

Training for Non-teaching

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

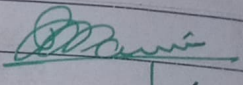
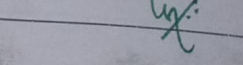
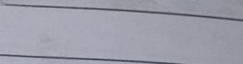
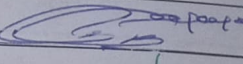
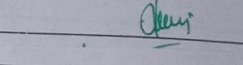
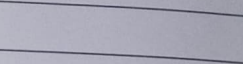
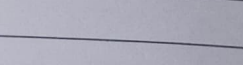
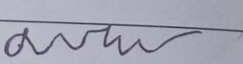
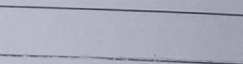
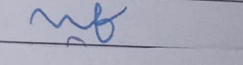
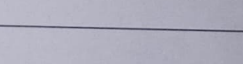
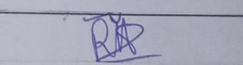
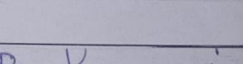
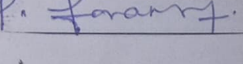
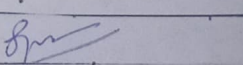
DESICIONS OF THE MEETING

- Policy Document committee is to be formulated.
- Decided to have Bloom's Taxonomy workshops on second week of November 2021.
- Decided to have NIRF workshop on 30th October 2021.
- The New Initiatives Proposal was accepted. Agreed to have seven New Intiatives for the academic year 2021-2022.

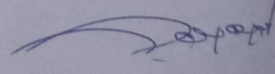
SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, TIRUPATTUR DIST.

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

The Meeting of IQAC will be held on 17.11.2021 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 17.11.2021	Time : 3.00 p.m. to 4.00 p.m.	Venue : Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. S. Sagayaraj	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. A. George Maria Selvam	
	Dr. L. Ravi	
	Dr. M. Maria Dominic	
	Dr. A. George Louis Raja	
	Dr. P. Selvakumar	
	Dr. K. Arockiaraj	
	Mrs. J. Mary Jenif	
	Dr. S.U. Vasanthakumar	
	Dr. V. Collins Arun Prakash	
	Dr. S.A. Martin Britto Dhas	
	Dr. S. Hariharan	
	Dr. P. Saranraj	
Dr. Clayton Michael Fonceca		
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	
Agenda	<ol style="list-style-type: none"> 1. Prayer 2. IPR Activity - Review 3. NIRF Workshop- Review 4. Bloom's Taxonomy Workshop 5. Teaching Learning Evaluation Parameters 	

Station: Tirupattur
Date : 16/11/2021


IQAC Coordinator

Prayer

- The meeting began with a prayer rendered by Rev. Dr. D. Maria Antony Raj, Principal of Sacred Heart College (Autonomous), Tirupattur.

IPR Activity – Review

A review of the Intellectual Property Rights (IPR) Cell was presented by Dr. S.A. Martin Britto Dhas. He stated the objectives of the division and listed the activities that have been carried out for the past three years. He noted that 2 patents had been published along with an IPR cell established in Gonzaga College, Elathagiri. In his presentation, he highlighted the various areas to which copyrights can be incorporated along with geographical indicators and patents. Dr. S.A. Martin Britto Dhas further went on to denote the various challenges and actions that have to be taken towards the development of the IPR cell. The presentation was followed with a vivid interaction between faculty members on potential patenting opportunities and success features that can benefit the college.

Decisions Made:

- IPR policy, IPR club (Groups & Movements), inculcation of IPR as a research methodology chapter, formation of an IPR committee to identify the patentability of thesis and incentives for successful patents were some of the decisions passed by the IQAC body.
- Copyrights were to be obtained for the following areas: the college anthem, motto, lab manuals, college newsletter, college logo and various software developed by the faculty.

NIRF Workshop- Review

Dr. S. Sagayaraj, IQAC Coordinator, presented the report pertaining to workshop on NIRF Document Procedures. The following recommendations were enlisted:

- The college should apply to college category of NIRF ranking and not in the general criteria.
- Religious affiliations were to removed as part of the general write-up
- Staff ratio was to be reduced
- Research papers were to be in reputed journals and in newspapers.
- Extra seats pertaining to admission should not revealed
- M.Phil and PhD students need not be brought under the overall strength of the college.
- Faculty experience at the college should also include their previous work experience
- Publication of faculty research undertaken should be presented with their respect journals url.
- Faculty should be part of research domains which include Research Gate, Academia, Google Scholar etc.
- Final year students should have an account in LinkedIn and should be trained in various aptitude tests.
- Alumni to be invited for special talks and seminars
- Junior students can be utilized to collect data regarding placements from their respective seniors.
- Women staff were to be given higher roles and responsibilities in the college
- Management should have a policy for scholarship mentioning that its sole purpose was for the same and nothing else.
- The perception about college should be developed bearing in mind the recruiters, peers, stakeholders, faculty, staff and students.

- Key industrial experts to be included in BoS
- E-mail should be created for all students linked with their register number.
- YouTube videos in respect to various programmes conducted should be shared in various social networking sites.
- Photos of various programmes conducted by different departments of the college were to be shared on Instagram, Facebook, Twitter and other social media platforms
- Incubation and R&D centers were to be established
- Quantitative data should be available in the college website with details on the number of programmes, faculty, number of students and facilities available in the college.

- Appointment of a PRO was recommended by the panel members

Decisions Made:

- The board approved various viable measures to be taken up immediately by the respective committees towards the growth and development of the college.

Bloom's Taxonomy Workshop

Dr. S. Sagayaraj, IQAC Coordinator, introduced the board to the need for the workshop. He presented the scheduled that had been planned and the key resource personnel who would handled the said programme. The aim, objectives and the outcome that was to be expected was also presented. The IQAC coordinator stated that:

- The workshop on Bloom's Taxonomy at SHC helped faculty members improve their knowledge and develop new ideas.
- The workshop aided faculty members in improving their performance and provided clear insights on the structure and use of Bloom's Taxonomy's many domains.
- Faculty members have become more conscious of cognitive domains and techniques as a result of it.
- It gave faculty members the opportunity to learn about current breakthroughs in their disciplines and how they could use Bloom's Taxonomy accordingly.
- It provided faculty with an opportunity to acquire knowledge about current developments in relevant fields.
- It improved their software usage and practice in regard to the new Bloom's Taxonomy-related programming software. By showing how to utilize a Bloom's Taxonomy-related software tool, it aided faculty in developing and honing their skills.

Criteria for Teaching, Learning and Evaluation

The IQAC presented the various criteria for teaching, learning and evaluation. This consisted of 9 parameters which included: Results, Library usage, Organizing/Attending Workshop, Conferences and Seminars, Students Feedback, Peer Feedback, MOODLE Usage, NPTEL Courses, Video lectures and Annual Plan.

DESICIONS OF THE MEETING

- Social networking activities and consultancies undertaken were to be included in the upcoming year's criteria for teaching, learning and evaluation.
- Attending/Organizing, international/n onal workshop, conferences or seminars were to be given 1 mark to each heading to a maximum ceiling of 5 marks.

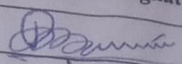
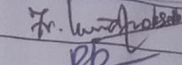
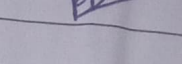



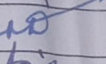
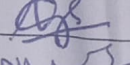
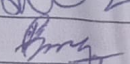
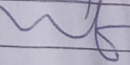


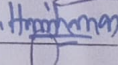

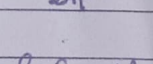
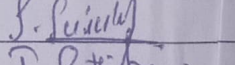

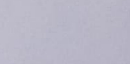
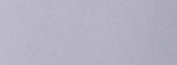
- Appropriate marks were to be allocated to the conveners, co-conveners, organizing secretaries and various faculties involved in attending/organizing, international/national workshop, conferences or seminars.
- Microsoft Teams, Google Meet and Other Platforms were also considered to a weightage of 10 marks.

- NPTEL Courses were to be considered as an evaluation criteria and was based on courses which had a minimum of 2 credits or atleast a duration of 1 month.
- In lieu of video presentation as a criterion, each video presentation was to be given 2 marks.

Conclusion

- The meeting concluded with a vote of thanks rendered by the IQAC coordinator.

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, TIRUPATTUR DIST

IQAC Meeting		
Date : 17.02.2022	Time : 11.00 a.m. to 12.00 p.m.	Venue : Zoom Meet
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
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	Dr. V. Collins Arun Prakash	
	Dr. S.A. Martin Britto Dhas	
	Dr. S. Hariharan	
Dr. P. Saranraj		
Dr. Clayton Michael Fonceca		
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	

Agenda

1. Prayer
2. Teaching, Learning & Evaluation Parameters-Dr.S.Sagayaraj
3. 5th Cycle - Steering Committee - Dr.S.Sagayaraj
4. Reformation Committee- Dr.S.Sagayaraj
5. Digital Footprint - Dr. S.A. Martin Britto Dhas
6. Quality Initiatives- Dr. L. Ravi
7. New Initiatives of RAF Audit

DISCUSSION OF THE MEETING

PRAYER

- The meeting began with a prayer, rendered by Rev. Dr. D. Maria Antony Raj, Principal, invoking the presence of the Lord to bless the excellent work for the Institution's progress during academic year.

TEACHING, LEARNING & EVALUATION 2022

- Dr. Sagayaraj presented an overview of the numerous NAAC criteria and highlighted the new parameters incorporated in teaching, learning, and assessment. Here, he noted that, in terms of teaching-learning and assessment, the average will be calculated based on the outcomes, and only theoretical papers will be considered; practical's and projects will not be evaluated. If two faculties take the same paper, each will receive the same number of points.

FEEDBACK

- Additional Principal Rev. Fr. Maria Arockiaraj recommended that four types of feedback were to be considered. He went on to say that it would also serve as a strong reason for all faculty, justifying the end means.

VIDEO LECTURES

- Rev. Fr. Principal and Dr. L. Ravi stated that the whole duration of various video lectures presented by faculty to be taken into account, and that 2,4,6,8, and 10 mark respectively be awarded for such lectures depending on the length of each video.

REMEDIAL CLASSES

- Rev. Fr. Additional Principal proposed that some preliminary work be done to account for the distribution of points before deciding whether or not to share the assessment pattern at the college's reopening. He recommended including a method for recording teaching points in the faculty login.

STEERING COMMITTEE

- Dr.S.Sagayaraj presented the upcoming steering committee members list based on criterion wise.

REFORMATION COMMITTEE

- Dr.Sagayaraj provided the IQAC with a list of forthcoming reformation committee members.

DIGITAL FOOT PRINTING

- Dr. S. A. Martin Britto Dhas described the concept of digital footprint in detail. Dr.Sagayaraj proposed that a faculty orientation session be created to raise awareness about the notion of digital footprint. Rev. Fr. Principal proposed that digital footprints be included as a metric in teaching, learning, and evaluation.

QUALITY INITIATIVES

- Two new quality initiatives were introduced by Dr.L.Ravi.

OUTCOME OF RESEARCH PROJECTS

- Dr.L.Ravi explained the outcomes of research projects and stated that feedback can be collected from faculty and research scholars who have completed the research projects in the college. He also presented an analysis based on the four section.

- Principal Investigator's (P.I.) Profile
- Project Profile
- Funding Profile
- Output Of The Project

ACCREDITATION OF NBA.

- Dr.L.Ravi highlighted that the NBA accreditation program's goal is to encourage and recognize excellence in technical education at both the postgraduate level in colleges and universities. He explained that it is beneficial to institutions, students, employers, and the general public since the NBA certification process provides external quality assurance.

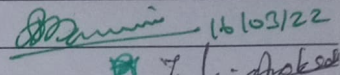
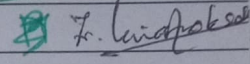

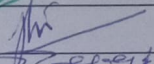
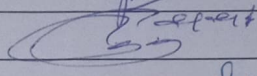


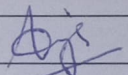
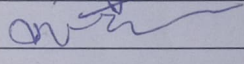
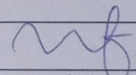
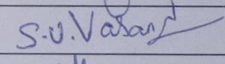
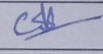

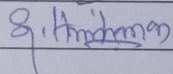
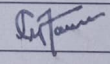
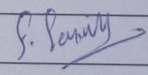
CONCLUSION

- The meeting concluded with a vote of thanks rendered by Dr.Sagayaraj

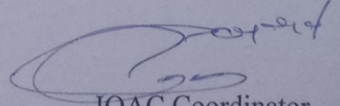
SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, TIRUPATTUR DIST.

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

The Meeting of IQAC will be held on 16.03.2022 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 16.03.2022	Time : 3.00 p.m. to 4.00 p.m.	Venue : Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	
IQAC Coordinator	Dr. S. Sagayaraj	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. A. George Maria Selvam	
	Dr. L. Ravi	
	Dr. M. Maria Dominic	
	Dr. A. George Louis Raja	
	Dr. P. Selvakumar	
	Dr. K. Arockiaraj	
	Mrs. J. Mary Jenif	
	Dr. S.U. Vasanthakumar	
	Dr. V. Collins Arun Prakash	
	Dr. S.A. Martin Britto Dhas	
	Dr. S. Hariharan	
	Dr. P. Saranraj	
Dr. Clayton Michael Fonceca		
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	
Agenda		
1. Prayer		
2. NIRF 2022		
3. India Today 2022		
4. Assessing of Department towards NAAC Fifth Cycle.		
5. Happiness Index		

Station: Tirupattur
Date : 16/03/2022


IQAC Coordinator

DISCUSSION OF THE MEETING

Prayers

- 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

NIRF 2022

- Dr.S.Sagayaraj presented an overview of NIRF for the academic year 2022. He thank the various faculty who were involved in the completion of the report. He further presented insisight on the various parameters incorporated and its relevance in securing a high ranking. Dr.Collins, stated that, the role of the Nodal Officer be assigned separately for the purpose of NIRF. This was discussed in detail with many members expressing their view on the same.
- Dr. Xavier Rajarathinam and Dr.Clayton insisted on the establishment of a Data Center for all information processing and update.

India Today -2022

- Dr.S.Sagayaraj presented an overview of India Today Ranking for the year 2022. Rev Fr. Principal, noted that the In-charge from the team of Social Work fraternity was to be changed.

Assessing of Departments towards NAAC Fifth Cycle.

- Dr. Xavier Rajarathinam and Rev. Fr.Principal presented the panel with the deadlines for the completion of PO's, PSO's and Co's. Dr.L.Ravi suggested, to have a meeting with all department for the verification of documents. This was to be carried out at least once in year as it would be very useful to improve the quality in each department.

Happiness Index

- Dr. Clayton gave an introduction on the significance and importance of happiness index in a workplace scenario. Dr. Pon Selvakumar suggested that to incorporate the same analysis for Non-Teaching Staff. Rev. Fr.Additional Principal suggested that, the same was to be translated into Tamil for the reference of staff and students.

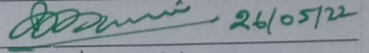
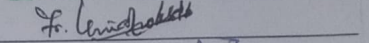
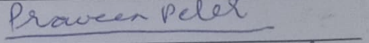
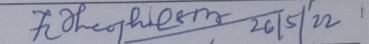
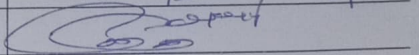

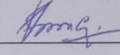
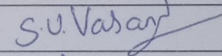


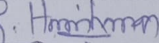
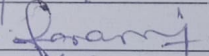
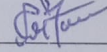

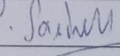
Conclusion

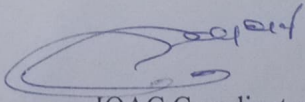
- The meeting concluded with a vote of thanks rendered by Dr.S.Sagayaraj.

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

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

The Meeting of IQAC will be held on 26.05.2022 at 3.00 p.m. in Board Room. Kindly make it convenient to attend.

IQAC Meeting		
Date : 26.05.2022	Time : 3.00 p.m. to 4.00 p.m.	Place : Board Room
Members		Signature
Principal	Rev. Dr. D. Maria Antony Raj	 26/05/22
Additional Principal	Rev. Dr. K.A. Maria Arockiaraj	
Vice Principal and COE	Rev. Dr. Praveen Peter	
Vice Principal (Shift II)	Rev. Dr. G. Theophil Anand	 26/5/22
IQAC Coordinator	Dr. S. Sagayaraj	
Members	Dr. S.R. Xavier Rajarathinam	
	Dr. A. George Maria Selvam	
	Dr. L. Ravi	
	Dr. M. Maria Dominic	
	Dr. A. George Louis Raja	
	Dr. P. Selvakumar	
	Dr. K. Arockiaraj	
	Mrs. J. Mary Jenif	
	Dr. S.U. Vasanthakumar	
	Dr. V. Collins Arun Prakash	
	Dr. S.A. Martin Britto Dhas	
	Dr. S. Hariharan	
	Dr. P. Saranraj	
	Dr. Clayton Michael Fonceca	
Administrative Officer	Mr.S.Gnanapragasam	
IQAC Secretary	Mrs. S. Sasireka	
Student Representative	Rev.Fr. Sathinathan Thomas	
Agenda		
<ol style="list-style-type: none"> 1. Prayer 2. Examination Manual 3. Curriculum Feedback 4. Centre for Blended Learning 5. AQAR Status 6. Quality improvements in AQAR 		


IQAC Coordinator

DISCUSSION OF THE MEETING

Prayer

- The meeting Commenced with a prayer, rendered by Rev. Dr. D. Maria Antony Raj, Principal, invoking the presence of the Lord to bless the excellent work for the Institution's progressions.

Examination Manual

- Rev. Dr. Praveen Peter presented an overview of the Examination Manual and also meticulous team work for preparation of Examination Manual.
- Rev. Dr. D. Maria Antony Raj, Principal, mentioned to use the term Continuous Assessment (CA) instead of CIA word.
- Dr.S.Sagayaraj insisted that, report of grievances and redressed Mechanism can be included in Examination Manual for as documentation needed in AQAR and SSR.
- Dr.L.Ravi put forward that, we allow the students with 10% of changes in mark. It will be included in the Passing Category and also CA could be conducted in seriously in similar ways of Semester.
- Rev. Dr. Theophil Anand suggested that three CA can be conducted the best of two CA Marks will be considered for final CA Marks.
- Dr.L.Ravi recommended that, The boys and girls are separately admitted in the CA Exam hall for conduct of CA Exam improvement.
- Dr.S.Sagayaraj suggested that, Rules and Regulations of Supervisors will be improved and in proposed the automated system for paper correction the summary report can be generated for each faculty of their paper correction.
- Rev. Dr. K.A.Maria Arockiaraj recommended that, the random double valuation system it will be improved in the way of invigilation and question Paper with 30% repeated question can be excluded.
- Dr.K.Arockiaraj suggested that, In guidelines for online CA and Semester Examination during the pandemic period and quality paper has to be given.

Curriculum Feedback

- Dr.S.Sagayaraj presented the Curriculum Feedback Analysis reports.

Quality improvements in AQAR

- Dr.S.Sagayaraj presented the Quality improvements in AQAR.
- Dr.S.Sagayaraj recommended that, we can revise our Course work of research Methodology.
- Rev. Dr. D. Maria Antony Raj, Principal, insisted that, the Google Scholar link from the entire faculty has to be collected. It will be used to update the citation review automatically.
- Rev. Dr. K.A.Maria Arockiaraj recommended that, IQAC will give the awareness about the consultancy to the Faculty.
- Dr.L.Ravi recommended that, suggestion box can be removed and add the helpdesk in College Website and also insisted to that enhance the communicative English classes.

Centre for Blended Learning

- Dr.S.Sagayaraj presented the Centre for Blended Learning Committee list.

AQAR Status

- Dr.S.Sagayaraj presented the AQAR Status

CONCLUSION

- The meeting concluded with a vote of thanks rendered by Dr.S.Sagayaraj