

Minutes of the Meeting – IQAC

Date: 17.06.2024

Venue: IQAC Office

Time: 10:30 AM

Agenda:

1. Preparation for the submission of AQAR for the year 2022-2023
2. Collection of formal data by all HoDs for AQAR submission
3. Formation of IQAC members and AQAR 2022-2023 working committee
4. Students' registration for NPTEL SWAYAM Courses
5. Conducting seminars, conferences, and workshops by all departments
6. Academic Calendar preparation review by IQAC
7. Reviewing the workload assigned by all departments

Discussion:

I. Preparation for AQAR 2022-2023 Submission

- Emphasized the importance of preparing for the submission of Annual Quality Assurance Report (AQAR) for the year 2022-2023.
- All departments' HoDs are requested to collect formal data required for the submission.

II. Formation of IQAC and Working Committee for AQAR 2022-2023

- Agreed to form an IQAC members and AQAR 2022-2023 working committee.
- The working committee members will review all data and prepare it for submission.

III. Registration to NPTEL SWAYAM Courses

- Discussed the necessity for students to register themselves for NPTEL SWAYAM Courses to enhance their skills.

IV. Conducting Seminars, Conferences, and Workshops

- All departments are encouraged to organize seminars, conferences, and workshops to promote academic growth and knowledge sharing.

V. Review of Academic Calendar

- It was decided that IQAC will assist in reviewing the academic calendar to ensure its effectiveness and coherence with academic goals.

VI. Review of Workload by Departments

- IQAC will help in reviewing the workload assigned by all departments to ensure fair distribution and effective management.

Action Taken:

- HoDs to start collecting formal data for AQAR submission.
- Formation of IQAC members and AQAR 2022-2023 working committee initiated.
- Students advised to register for NPTEL SWAYAM Courses.
- Departments instructed to plan and conduct seminars, conferences, and workshops.
- IQAC to review and provide feedback on the academic calendar.
- IQAC to assist in reviewing the workload distribution by all departments.


Dr. K. Pazhanikumar Ph.D.,
IQAC Coordinator
S. T. Hindu College Nagercoil - 629002

Minutes of the Meeting – IQAC

Date: 04.11.2024

Venue: IQAC Office

Time: 10:30 AM

Agenda

1. Acceptance of AQAR for 2022-2023 by NAAC.
2. Preparation for AQAR submission for 2023-2024.
3. Formation of AQAR 2023-2024 working committee.
4. Proposal for opening MBA & B.Sc. AI and Data Science courses on campus.
5. Preparation for Internal and End-Semester examinations.
6. Review of even semester preparation.
7. Reviewing departmental workload for even semester.

Discussion:

The Principal Welcomed all the members of IQAC in the meeting. The IQAC coordinator presented the minutes of the previous meeting and the committee approved the same. The principal requested the coordinator to brief the agenda. The coordinator briefed the agenda which was kept in the meeting.

1. Acceptance of AQAR for 2022-2023:

- The Annual Quality Assurance Report (AQAR) for 2022-2023 was successfully accepted by NAAC.
- The Chairperson expressed gratitude to all staff and IQAC members for their efforts in preparing and submitting the report.

2. Preparation for AQAR 2023-2024 Submission:

- It was discussed that the Heads of Departments (HoDs) should start collecting data and documentation required for the AQAR 2023-2024 submission.
- A timeline for data collection and report compilation was proposed to ensure timely submission.

3. Formation of AQAR 2023-2024 Working Committee:

- The need for a dedicated working committee for AQAR 2023-2024 was deliberated.

- Members were requested to volunteer or nominate colleagues to join the committee.
4. Proposal for Opening MBA & B.Sc. AI and Data Science Courses on Campus:
- A proposal to introduce MBA & B.Sc. AI and Data Science courses was presented and discussed.
 - Members deliberated on the feasibility, resource requirements, and benefits of launching the program.
5. Preparation for Internal and End-Semester Examinations:
- The importance of timely preparation for internal and end-semester examinations was emphasized.
 - Departments were reminded to ensure the submission of internal marks and attendance records within stipulated deadlines.
6. Review of Even Semester Preparation:
- The IQAC reiterated its commitment to supporting departments in preparing for the even semester.
 - The importance of smooth commencement and progression of classes was emphasized.
7. Reviewing Departmental Workload for Even Semester:
- The departmental workload for the upcoming semester was reviewed.
 - Discussions focused on ensuring equitable distribution of work among faculty members to maintain efficiency and avoid burnout.

Action Taken

1. Acknowledgment for AQAR 2022-2023:
- Letters of appreciation to be sent to staff and IQAC members for their contributions toward the successful submission of the AQAR.
2. Data Collection for AQAR 2023-2024:
- HoDs were instructed to commence data collection and documentation for AQAR 2023-2024.
 - A schedule for periodic updates to the IQAC will be established.
3. Formation of AQAR 2023-2024 Working Committee:
- A working committee for AQAR 2023-2024 will be constituted, with nominations and volunteers to be finalized in the next meeting.
4. Proposal for MBA Courses:

- The proposal to open MBA & B.Sc. AI and Data Science courses will be drafted and forwarded to the college management for further review and approval.

5. Examination Preparation:

- Departments were directed to ensure the timely completion of tasks related to Internal marks and attendance submission.
- Faculty were advised to address any challenges promptly to avoid delays.

6. Even Semester Preparation:

- The IQAC will actively support departments by providing resources, guidance, and assistance to ensure smooth operations during the Even-Semester.

7. Departmental Workload Review:

- Departments were instructed to conduct a thorough review of their workloads and make necessary adjustments to optimize faculty assignments.


Dr. K. Pazhanikumar Ph.D.,
IQAC Coordinator
St. Bede's College, Nagercoil - 629002

Minutes of the Meeting – IQAC

Date: 10.02.2024

Venue: IQAC Office

Time: 10:30 AM

Agenda

1. Acceptance of AQAR for 2023-2024 by NAAC.
2. In-service Training Programme.
3. NIC Camp.
4. Children meet Young Scientist Programme.
5. NPTEL Exam Registration.
6. Internship and Study Tour.
7. TNPSC and UPSC Awareness Programme.

Discussion

The principal welcomed all IQAC members to the meeting. The IQAC Coordinator presented the minutes of the previous meeting, which were approved. The coordinator then outlined the agenda for the meeting.

1. Acceptance of AQAR for 2023-2024 by NAAC:
 - The Annual Quality Assurance Report (AQAR) for 2023-2024 was successfully accepted by NAAC.
 - The Chairperson thanked all staff and IQAC members for their hard work and dedication.
2. In-service Training Programme (Completed):
 - The In-service Training Programme was successfully conducted.
 - Participants provided positive feedback, and the sessions were well-received.
3. NIC Camp:
 - Planning for the upcoming National Integration Camp (NIC) is underway.
 - Members discussed venue arrangements, logistics, and participant selection.
4. Children Students meet Young Scientist Programme (Completed):

- The School students meet Young Scientist Meet Programme was successfully organized with active participation from students.
- The programme served as an excellent platform for showcasing innovative projects.

5. NPTEL Exam Registration:

- The importance of encouraging students to register for NPTEL exams was emphasized.
- Departments were instructed to provide guidance and support to students during the registration process.

6. Internship and Study Tour:

- Internship and study tour plans were discussed.
- Departments were advised to align these activities with the curriculum to provide students with hands-on learning experiences.

7. TNPSC and UPSC Awareness Programme (Completed):

- The TNPSC and UPSC Awareness Programme was successfully conducted with guest speakers from the civil services.
- Students found the sessions informative and inspiring.

Action Taken

1. AQAR 2023-2024 Acknowledgment:

- Letters of appreciation will be sent to staff and IQAC members for their contribution to the AQAR 2023-2024 submission.

2. NIC Camp:

- A detailed action plan for the NIC Camp will be prepared, including logistics and event coordination.

3. NPTEL Exam Registration:

- Departments were asked to ensure active participation of students in NPTEL courses and assist them with the registration process.

4. Internship and Study Tour:

- Departments will finalize internship providers and plan study tours, submitting proposals for approval.