



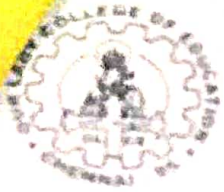
OUR LADY COLLEGE OF EDUCATION

Our Lady Nagar, Maduravoyal, Chennai-600 095

NAAC DVV

Criteria – 6

**6.5.4 IQAC Activity Minutes
2022 - 2023**



OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

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(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392nd / 2020 / 121878

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meetings
2022-2023



Dr.Y.STANLY SELVAKUMAR
PRINCIPAL
Our Lady College of Education
Our Lady Nagar,
Maduravoyal, Chennai-42



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MINUTES OF THE MEETING OF IQAC HELD ON 10-6-22

Agenda:

1. Schedule of activities for the current academic year
2. Student induction program for the freshers
3. Introducing pre event form for documentation
4. Awareness programme on code of conduct
5. Technical team for online learning and model training
6. Research programs introduced for faculty and students
7. Exercising Autonomy
8. Any other relevant matter

Members present:

1. Mrs.Anuradha
2. Mr.K.sivakumar
3. Dr.Telluri Aruna kumari
4. Mrs.Hemalatha
5. Mr. Mohan s
6. Mr. Mari D
7. Mr.Perumal C
8. Mr.Venkatesan J
9. Ms Chitra
10. Mrs Shanmugapriya
11. Mr.Rajendran v
12. Mr.Ravi


Dr. Y. STANLY SELVAKUMAR
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Action taken Report:

1. Value added courses were conducted in the previous academic year. However it was decided to increase the number of value added courses





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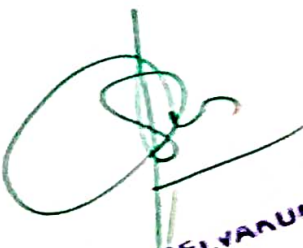
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3. Orientation program for the final year Post graduates students was organized.
4. Meeting of criteria coordinators was conducted in preparation for NAAC Accreditation

Resolutions

1. It was decided to organize student induction program for the fresher's of the college.
2. It was resolved to reinforce the existing Mentor mentee processes by maintaining the relevant documents
3. It was resolved to conduct workshop with orientation programme to inculcate expertise and awareness for the benefit of the faculty
4. It was decided to organize a conference or lecture on education
5. It was decided to induct student representatives to IQAC one each from undergraduate and Post graduate
6. It was decided to introduce online documentation system titled prevent documentation to capture supporting documents


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G. Kalai chelvi
IQAC Coordinator





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MINUTES OF THE MEETING OF IQAC HELD ON 05-9-21

Agenda:

1. Academic and administrative Audit
2. Induction programme for fresher's
3. Green Energy audit
4. Criteria coordinators functioning
5. Value added courses
6. Self appraisal and PBAs
7. Evolving steps to systematic and regular document
8. Approving IQAC funds for workshops, seminars and research activities
9. Any other relevant matter

Members present:

1. Mr. Mohan s
2. Mr. Mari D
3. Mr.Perumal C
4. Mr. Ravi
5. Mr.Venkatesan J
6. Ms Chitra
7. Mrs Shammugapriya
8. Mr.Rajendran v
9. Mrs.Amaradha
10. Mr.K.sivakumar
11. Dr.Telhari Aruna kumari


Dr. Y. STANLY BELVAKUMAR
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2. Mentor mentee program for the current year was initiated with circular
3. Meeting of criteria coordinators was conducted in preparation for NAAC Accreditation
4. The student induction programme for the newly admitted UG students was organized.

Resolutions

1. Decided to conduct gender audit, Green audit, and energy audit.
2. On the basis of the evaluation report, it was recommended that IQAC to be involved more in day to day academic and co curricular process of college from a quality perspective
3. It was resolved to conduct a workshop cum orientation programmed to inculcate expertise and awareness on extension programme for the benefit of the faculty.
4. It was decided to recommend the placement cell to intensify placement counseling activities to ensure more placements
5. It was decided to conduct parents feedback on performance of college
6. It was decided to organize faculty development program on intellectual property
7. it was decided to organize a FDP on mentor mentee system for the faculty by IQAC

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G. Kakichelur
IQAC Coordinator





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MINUTES OF THE MEETING OF IQAC HELD ON 20-02-23

Agenda:


1. Approval of funds for seminars/conference of various departments
2. Collection of documents from departments with the help of department coordinators
3. Academic and Administrative audit
4. Enrichment programme for the non-teaching staff.
5. Strategic plan review
6. Seed money to the faculty for research
7. Any other relevant matter

Members present:

1. Mr.Venkatesan J
2. Mrs.Hemalatha
3. Ms,Anuradha
4. Mr.K.sivakumar
5. Dr.Telluri Aruna kumari
6. Mr.Ravi
7. Mr.Mohan s
8. Ms Chitra
9. Mrs Shanmugapriya
10. Mr.Mari D
11. Mr.Perumal C

Action taken Report:




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1. A training workshop on office administration for the administrative staff on January 23.
2. The department of education were supported with financial assistance for conducting workshops/seminars/conferences and extension activities
3. Feedback on syllabus and curriculum was collected from students and other stockholders during jan 2023.
4. Green/Energy audit under the IQAC coordinator.
5. Self appraisal reports of faculty were collected and submitted to the manager for his perusal.
6. Principal encourage the effort of remedial coaching in the department to improve academic performance of the students.

Resolutions

1. Decided to conduct gender audit, Green audit, and energy audit.
2. Financial support for conferences /seminar was approved
3. It was decided to conduct survey among the employers and alumni for performance of college
4. It was decided that committee be constituted to look in to the promotion procedures of the eligible faculty members.
5. It was decided to organize faculty enrichment workshops from IQAC for the faculty
6. it was decided to conduct an internal student satisfaction survey as a quality measure
7. It was decided to do the needful seed money to the faculty for taking up research

G. Kalaiichelvi
IQAC Coordinator




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