

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 1

Date : 23/11/2016

Time : 12.15 PM

Venue : AV Room

Members: Secretary, Principal, VPs, Deans, and All the staff members.

Agenda:

1. To start the process of NAAC
2. IQAC committee to be formulated
3. Action Plan
4. Planning of Activities by clubs and cells

1. Started with prayer by Ms. Shantha, IQAC Coordinator
2. Principal gave welcome address & Introduction talk.
 - Steering committee has larger work. Their roll is very important.
 - It is a collective work. Each & everyone have to devote your efforts towards NAAC.
3. Secretary Father Introduction talks.
 - We are **moving together** to get NAAC Accreditation.
 - In this Regard Secretary Father requested the gathering (Staff Members), "Each Departments should provide the necessary document to the IQAC in charge without fail and without delay.
 - The date will be specified for the submission of each and every document.

NATIONAL ASSESSMENT ACCREDITATION COUNCIL

There are 7 criteria to serve as the basic of its assessment procedures.

1. Curricular Aspects
2. Teaching Learning & Evaluation
3. Research, Consultancy & Extension
4. Infrastructure & Learning Resources
5. Student support & progression
6. Governance, Leadership & Management
7. Innovations & Best Practices.

- First Process start with Self Study Report (SSR) preparation
- Collecting the data from Departments and College for SSR preparation
- February 1st week we have to submit the hard copy of SSR
- All the events and happenings to be recorded with proper documents

4. Principal

- Everything is the time bound. So all the departments have to cooperate to submit the documents within the time given.
- Steering Committee has two Groups.
 1. Ex-Officio Committee
 2. Executive Committee

It was discussed and decided to carry out the following:

- First we have to do Gap Analysis
- We have to collect records on matters currently followed; Next meeting will be based on this data collection.
- Department has to collect the complete students' records like
 - Assessment Records
 - Different methods of Training (Teaching Methods)
 - What is the current set of Records?

S. Shan

IQAC COORDINATOR

Am. Somu

PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 2

Date : 30/11/2016
Time : 12.15 PM
Venue : AV Room
Members : Principal, IQAC Coordinator,
Executive members

Agenda:

- 1. Documentation process**
- 2. Template distribution**
- 3. Planning of activities**

- ✦ All the Department staff representative submitted their Department reports to IQAC.
- ✦ There was face to face interaction with each staff representative with him.
- ✦ Also how to maintain the records of the Department and other activities were discussed.
- ✦ Department SSR template was distributed and it was told to submit on 07/12/2016.

S. Shan

IQAC COORDINATOR

Ani George

PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 3

Date : 31/1/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Placement Officer
3. Counselor

Agenda:

- 1. Placement process**
- 2. Counseling**

Minutes

Placement

1. The placement officer will be responsible for training programs related to placements and carrier guidance.
2. The placement activities should be strengthened.
3. The placement cell should arrange more placement sessions with the help of alumni.
4. Seminar sessions and interactive sessions should be arranged for communication skill and career guidance through professional agencies.
5. To organize placement drives and ensure that maximum students got placed.
6. To organize job fair.
7. The placement officer has to maintain the record on the following:
 - ✚ Total Number of Companies coming for campus interview.
 - ✚ Number of students who attended the interview.
 - ✚ Number of students got selected for the job.
 - ✚ Percentage of Placement.

Counseling

1. Instructions were given to Councilor regarding counseling.
2. Instructed to maintain records properly and to ensure the confidentiality.
3. The Departments suggest the name of students for counseling.
4. Follow up to be done for each student.
5. The outcome of the counseling to be noted.

S. Shan

IQAC COORDINATOR

Am. Somu

PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 4

Date : 23/02/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Executive members

Agenda:

1. Lesson plan preparation
2. Student Assessment preparation

Minutes

1. Lesson plan to be prepared by the staff for each subject.
2. The printed booklet will be distributed to all the staff.
3. All the staff must carry the lesson plan notebook to the class.
4. The lesson plan to be submitted to IQAC at the end of the semester for verification.
5. Student assessment to be prepared for each student by the class mentors starting from I semester to VI semester.
6. Each sheet contains the personal and academic information which is to be filled for each semester and the improvements to be noted.
7. After analyzing the percentage of marks, remedial coaching can be given.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2016-17

IQAC MEETING

Meeting No: 5

Date : 3/03/2017
Time : 12.15 PM
Venue : IQAC Room
Members : 1. Principal, IQAC Coordinator
2. Head of the Departments

Agenda:

1. Website Updating
2. Action Plan for next academic year

Minutes:

1. Website has to be revamped and more details to be included in the website.
2. Website in-charge to update the details in the website frequently.
3. Action plan to be prepared for the next academic year by the Head of the Department and to be submitted to Principal.
4. Department activities to be planned for next semester.



IQAC COORDINATOR



PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 1

Date : 20/06/2017

Time : 12.15 PM

Venue : AV Room

Members: Secretary, Principal, VPs, IQAC Coordinator

Agenda:

- 1. To revamp IQAC team members**
- 2. Evolution of new course**
- 3. New Lesson plan**
- 4. Infrastructure Up gradation**
- 5. MOUs**

Minutes:

- A new team of Executive Committee members with all the heads of the department has been formed to enhance the work of IQAC.
- The Heads are responsible for the completion of files.
- New course B.Com A & f (Shift I) and B.COM CA (Shift II) were started to fulfil the demands.
- New notes of lesson notebook are given for the preparation of Lesson plan. All the staff must carry the notes of lesson to the class daily.
- Installation of Elevator to be done.
- Installation of security camera all over the College.
- Wi-Fi facilities to be provided to staff and students.
- Each Department must sign at least one MOU for Collaboration.

S. Shan

IQAC COORDINATOR

Am. Soma

PRINCIPAL

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 2

Date : 3/08/2017
Time : 12.15 PM
Venue : AV Room
Members : IQAC Coordinator
Heads of the Departments

Agenda:

- 1. AISHE**
- 2. Seminars and group discussions**
- 3. Student Assessment**
- 4. Add on course**

Minutes:

1. Data submitted to All India Survey of Higher Education.
2. Seminars and group discussions should be organized for the students to impart participative learning.
3. Student assessment template to be prepared for all I year students by the class mentors.. Their basic details and a personal detail have to be filled in the template.
4. For Second and Third years the percentage for the semester to be filled.
5. Departments to take initiative to conduct Add on courses and value added courses.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 3

Date : 30/11/2017

Time : 12.15 PM

Venue : IQAC Room

Members : 1. IQAC Coordinator
2. Heads of the Departments

Agenda:

- 1. Graduation List**
- 2. Awareness programs**
- 3. National seminar**
- 4. Student Attendance**

Minutes

- Graduation list to be prepared for 2016 passed out students
- Number of Students secured first classes and second classes to be noted.
- Each Department should conduct National Seminar in this academic year.
- Percentage of Attendance for each month to be maintained by class mentors. Irregular students, late comers and long absentees to be identified and necessary action to be taken.
- Clubs and Cells to take initiative to conduct awareness programmes exclusively for women students.
- Training programmes can be initiated by the Departments.

S. Shan

IQAC COORDINATOR

Am. Somu

PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2017-18

IQAC MEETING

Meeting No: 4

Date : 26/01/2018
Time : 12.15 PM
Venue : IQAC Room
Members : 1. IQAC Coordinator
2. Core Committee (Secretary, Principal, VP's)


Agenda:

- 1. Rain water Harvesting**
- 2. Wi-Fi connectivity inside the campus**
- 3. MOUs**
- 4. Registration of Alumni Association**
- 5. Action Plan**

Minutes

1. Rain water harvesting to be made to save water.
2. In order to have ICT enabled teaching the campus must be Wi-Fi enabled. All the floors must have Wi-Fi facility.
3. Each Department must sign at least one MOU for collaborative activity. Add on courses, Internships, skill Development training programmes can be conducted through MOU.
4. To strengthen the Alumni network the Association has to be registered and contribution to be collected from Alumni which can be utilized for the up gradation of the institution. Separate Bank account to be created and the accounts to be properly maintained.
5. Departments to prepare the Action plan for the next academic year and also must submit the requirements along with the budget.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
IQAC MEETING MINUTES

Meeting No: 1

Date : 11/06/2018
Time : 12.15 PM
Venue : AV Room
Members : IQAC Coordinator
Secretary, Principal, VP's

Agenda:

1. Renovation of Library
2. Generator
3. Mentor Mentee Program
4. First aid box

Minutes:

1. Library space has to be extended. Increase in number of reference books. Reading space has to be increased. More tables and chairs to be provided.
2. The first floor of the College building is equipped with solar power back up but the second and third floor has to be supported by Generator back up.
3. In order to guide and support the students academically and personally Mentor Mentee program to be introduced. Per semester 2 sessions has to be conducted. All the staff should be included in this activity.
4. First aid box is available only in the office room. Also first aid box to be kept in staff rooms in each floor, Sports room, NSS and NCC room in order to have easy access.

S. Shan

IQAC COORDINATOR

Am. S. S. S. S.

PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
IQAC MEETING MINUTES

Meeting No: 2

Date : 20/06/18
Time : 1 PM
Venue : AV Room
Members : IQAC Coordinator
 Heads of the Department

Agenda:

- 1. Workload allocation and time table**
- 2. Review of Action plan**
- 3. Faculty Development Program**
- 4. Mentor Mentee**

Minutes:

1. All the Heads should submit the copy to class as well as Individual staff time table to Deans to prepare the master time table. Any deviation should be reported to Principal.
2. The Departments must follow the action plan submitted for this year and conduct activities planned and report to be sent to documentation mail id in a proper format.
3. Each Department must take initiative to conduct Faculty Development Program for enrichment of knowledge.
4. Mentor Mentee program is initiated this year. A circular will be sent to all the staff members. Mentor will be assigned by IQAC. With the given mentor list Department has to assign mentees evenly for the assigned mentors. The Mentor session has to be conducted as per the date given in the circular.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
IQAC MEETING MINUTES

Meeting No: 3

Date : 06 /08/18
Time : 12.15 PM
Venue : AV Room
Members : IQAC Coordinator
Heads of the Department
NSS Coordinator

Agenda:

- 1. Conduct of Add on course**
- 2. Organize national Conference**
- 3. Maintenance of Files**
- 4. Remedial coaching**
- 5. Strengthening of NSS activities**

Minutes:

1. Every Department must take initiative to conduct at least one Add on course for the benefit of students. The following records to be maintained by the Department for Add on course.

- Syllabus
- Student registration details with signature
- Attendance with signature
- Photos
- Report along with test marks
- Certificate of all the students who have registered for the course

2. Necessary steps to be taken to conduct National Conference.

3. All the files to be updated regularly. Internal auditing will be conducted at the end of the semester.

4. Remedial coaching to be organized for slow learners. Prepare a schedule and conduct classes accordingly.

5. More awareness programmes and Outreach programmes to be conducted.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
IQAC MEETING MINUTES

Meeting No: 4

Date : 08/11/18
Time : 12.15 PM
Venue : AV Room
Members : Principal
 IQAC Coordinator
 Heads of the Department
 Placement Officer
 ED Cell Coordinator

Agenda:

- 1. Internal Auditing**
- 2. Academic and Administrative Audit**
- 3. Placement training programmes**
- 4. ED cell training programmes**

Minutes:

1. Internal auditing for odd semester will be conducted on 14/11/2018. All the files should be updated and kept ready. No file should be kept pending. Audit check list has been sent to Heads official mail.

2. AAA audit will be conducted by the month of March. Prepare Department SSR for evaluation of AAA and submit the soft copy to IQAC.

3. Placement Cell to conduct training program on Resume writing, Communication skills and Interview skills for all the III year students. Industrial tie- up for placement to be carried out.

4. ED cell should take initiative for skill development training programmes. Also more seminars, workshops and interactive session with young Entrepreneurs are to be initiated.


IQAC COORDINATOR


PRINCIPAL

Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2018-19
IQAC MEETING MINUTES

Meeting No: 5

Date : 18/03/19
Time : 12.15 PM
Venue : AV Room
Members : Principal
 IQAC Coordinator
 Heads of the Department

Agenda:

- 1. Internships**
- 2. Internal Auditing**
- 3. Workload and Time Table**
- 4. Bridge course**
- 5. Action Plan**
- 6. Administrative staff training program**

Minutes:

1. The Heads of the Department should motivate the student who doesn't have Internships in their curriculum to go for Internships for their academic growth.

2. Internal Auditing for even semester will be conducted on 8/04/19 and 9/04/19. All the files are to be updated and kept ready for auditing. Audit check list has been sent to Heads official mail.

3. Workload and Time table for the next academic year to be sent to Deans for verification.

4. Bridge course to be planned for the first year students for the next academic year. Syllabus for the bridge course to be sent to IQAC for approval.

5. Administrative staff training programme to be conducted at the beginning of next academic year.


IQAC COORDINATOR


PRINCIPAL
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
Chennai - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2019- 20
IQAC MEETING MINUTES

Meeting No: 1

Date : 11/06/19
Time : 12.15 PM
Venue : AV Room
Members : Secretary, Principal, VP's
IQAC Coordinator

Agenda:

- 1. Language Lab**
- 2. Girls common room**
- 3. Library Automation**
- 4. Fire safety installation**
- 5. Registration of Alumni registration**

Minutes:

1. Language Lab has to be implemented for improving the communication skills of the students. All the necessary equipments and software should be installed in the lab.
2. Girls common room to be renovated and have to be equipped with necessary facilities. First Aid box have to be provided.
3. Library to be facilitated with LMS software and to be automated.
4. Fire safety equipment is available only in Labs and library. Need to install more equipment in all the floors for the safety. It has to be installed in Seminar halls, Conference hall and Auditorium too.
5. Alumni Association is not registered till now and we need to register it. Also the contribution from the Alumni has to be collected and separate Bank Account has to be maintained.


IQAC COORDINATOR


PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC YEAR 2019-20

IQAC MEETING MINUTES

Meeting No: 2

Date : 26/08/19
Time : 12.15 PM
Venue : AV Room
Members : Principal
IQAC Coordinator
Heads of the Department

Agenda:

- 1. Mentor Mentee program**
- 2. Outcome of the year 2017-18**
- 3. MOU's with Industries**
- 4. IIQA and SSR**

Minutes:


1. A circular will be sent to all the staff members. Mentor will be assigned by IQAC. With the given mentor list Department has to assign mentees evenly for the assigned mentors. The Mentor session has to be conducted as per the date given in the circular.

2. Result analysis was conducted for April 2017 University Examination to know the outcome of the year. Also the number of students placed in each Department is noted and Principal insisted the Department to motivate the students to perform well in their exams to get placement.

3. Departments are advised to sign more MOUs with Industries for Collaboration. To sustain the Industry-Institute Interaction through Membership & MOU's by conducting various activities through them.

4. As we are planning to apply for NAAC accreditation IIQA need to be prepared and the data required for the same will be collected from the Departments. Principal insisted the Departments to cooperate with IQAC Coordinator for the successful completion of the process.


IQAC COORDINATOR


Dr. M. SIVARAMAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
PRINCIPAL
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2019-20
IQAC MEETING MINUTES

Meeting No: 3

Date : 08/01/20
Time : 12.15 PM
Venue : AV Room
Members : Principal
 IQAC Coordinator
 Heads of the Department

Agenda:

- 1. Capacity Building activities**
- 2. ICT facilities**
- 3. Industrial Visits and expert lectures**
- 4. Strengthening of student participation**
- 5. Department meetings**
- 6. Green campus initiative**

Minutes:

1. More capacity building training programmes on soft skills, Computing skills and life skills to be organized for the benefit of students.
2. Improving the use of ICT in teaching, evaluation and administrative process. Staff are encouraged to use more of ICT facilities for the conduct of classes.
3. To enable experiential learning Industrial visits and Expert lectures to be organized. A detailed plan to be submitted to IQAC within 2 days.
4. Encourage the students to participate in more extra-curricular activities and inter collegiate competitions to exhibit their talents.

5. Heads are instructed to conduct Department meetings every Thursday to plan activities for the upcoming week and the minutes to be recorded.

6. Instruct the students and staff to switch off lights and fans when not required. Eco-friendly measure should be taken in the campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed.

S. Shan

IQAC COORDINATOR



PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2020-21
IQAC MEETING MINUTES

Meeting No: 1

Date : 12/06/20
Time : 12.15 PM
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator, Heads of the Department

Agenda:

- 1. Reports of activities conducted**
- 2. Registration for Paramarsh event**
- 3. Weekly plan**

Minutes:

1. The first ever virtual meeting during lockdown was conducted through zoom. The main objective of the meeting is to discuss Academic and Non-Academic activities carried out by the departments during pandemic. The Heads are asked to submit the detailed report of the activities conducted during lockdown for the benefit of staff and students.
2. As we have collaborated with Loyola Collage under Paramarshscheme it is mandatory for all the staff to attend the webinar conducted by Loyola College. Registration link is already shared in whatsapp group and all the staff must attend the program.
3. For every upcoming week, weekly plan to be prepared by the heads and to be submitted to Principal. More Student oriented activities to be planned.


IQAC COORDINATOR



PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2020- 21
IQAC MEETING MINUTES

Meeting No: 2

Date : 22/06/20
Time : 9 a.m.
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator, All staff


Agenda:

- 1. Allocation of subjects**
- 2. E-Content Preparation**
- 3. Online class**

Minutes:

1. Heads are instructed to prepare workload and allocation of subjects for the upcoming semester and to be sent to VP's and Principal for approval. Workload to be evenly shared by staff.
2. As we are in pandemic it is not possible to have offline classes. For taking online class the staff must prepare ppts as well as E-Content for all the subjects handled. The staff has to send to Heads, and they have to verify and it is to be sent to IQAC for posting it in the website. E-content should be brief and understandable.
3. Students to be academically connected with College. Network facilities to be arranged for taking online classes.
4. Per day 2hrs classes will be conducted. During the first week Icebreaker sessions, EVS, Value Education and soft skill sessions will be conducted.
5. An Online training will be conducted through Google meet to clarify doubts regarding online mode of teaching.
6. Staff to cooperate with the Heads for conducting online classes and also to be in proper dress code during online classes.
7. Staff are instructed to attend FDP's, Refresher course, NPTEL course, MOOC etc.


IQAC COORDINATOR


PRINCIPAL
Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAI WEST, CHENNAI - 600 037.

MARGREGORIOS COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL
ACADEMIC YEAR 2020- 21
IQAC MEETING MINUTES

Meeting No: 3

Date : 06/01/21
Time : 9 a.m.
Venue : Virtual mode
Members : Secretary, Principal, VP's
IQAC Coordinator

Agenda:

1. Internal Audit
2. Preparation of SSR
3. Alumni Contribution
4. Skill Development programmes

Minutes:

1. Internal Audit by IQAC to be conducted as early as possible. Date to be confirmed for the audit.
2. Due to pandemic the preparation of SSR is delayed. The IQAC team should complete the work as early as possible. Date for submitting IIQA to be fixed.
3. Alumni registration has been successfully done and the contribution amount and other details to be finalized in the next Alumni meeting.
4. All the Department must take initiative to conduct Skill Development programmes for the benefit of students.



IQAC COORDINATOR



PRINCIPAL

Dr. M. SIVARAJAN M.B.A., M.Phil., M.A., M.Phil., Ph.D.,
Principal
MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
MOGAPPAIR WEST, CHENNAI - 600 037.