

S.T. HINDU COLLEGE, NAGERCOIL – 2

IQAC- Minutes of the Meeting

Date: 15.06.2022

Venue: Principal Room

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. After the various discussions were carried out in the presence of the principal and the coordinator.

Agenda	Resolution
Review and discuss date collection requirements for criteria I to III of the SSR submission	Presented the requirements for the data collection. The team discussed the necessary documents, surveys, and interviews to collect the required data and provided an overview of the data collection requirements for criterion. The team evaluated the sources needed, such as institutional records, feedback from stakeholders, and any additional data fields.
Assign responsibilities for data collection.	Following the discussion, responsibilities for data collection were assigned as follows Dr.J. Satya and Dr.D.M. Victoria, will be responsible for data collection related to Criterion I. Dr.S.J. Sreeja and Dr.M. Uma Maheswari, will be responsible for data collection related to Criterion II. Dr.S. Vahitha, and Dr.V. Mary Kensa, will be responsible for data collection related to Criterion III.
Set deadline for data collection	Deadlines for data collection were determined as follows: Criterion I data collection should be completed by 15.08.2022. Criterion II data collection should be finalized by 20.08.2022. Criterion III data collection should be finalized by 30.08.2022.

The meeting adjourned after the vote of thanks.


COORDINATOR


PRINCIPAL
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IQAC- Minutes of the Meeting

Date: 06.09.2022

Venue: Principal Room

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. After the various discussions were carried out in the presence of the principal and the coordinator.

Agenda	Resolution
Data collection for SSR submission.	The team discussed the importance of collecting relevant and accurate data for the SSR submission. It was decided that each member will be responsible for gathering data related to their respective area of expertise. The deadline for collecting the required data is set for (date). All members will ensure compliance with the data collection guidelines provided by the IQAC office.
Reviewing data collected for criteria I to III	The team discussed the need to review the data collected for criteria I to III for SSR. A sub-committee consisting of Dr.K.Pazhanikumar and Dr.K.U. Madhu was formed to handle the data review process, the sub-committee will verify the accuracy and consistency of the collected data and identify any gaps or discrepancies. The review process will be completed by 30.11.2022.
Assigning responsibilities for criteria IV to VII	The team discussed the upcoming tasks related criteria IV and VII. Dr.K.Shanmughaprasad and Dr.T.Prakasam volunteered to take the lead in collecting and organizing data for these criteria. They will coordinate with other team members to ensure a comprehensive and accurate collection of relevant information. The deadline for completing data collection for criteria IV to VII is set for 30.11.2022.

The meeting adjourned after the vote of thanks.


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IQAC- Minutes of the Meeting

Date: 11.01.2023

Venue: Principal Room

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. After the various discussions were carried out in the presence of the principal and the coordinator.

Agenda	Resolution
Reviewing the requirements of the new SSR as mandated by NAAC.	The meeting was convened to discuss the preparation of the IQA submission and the collection of data for AQAR 2020-2021 and 2021-2022, as per the new SSR requirement from NAAC. The attendees went through the new SSR guidelines provided by NAAC and reviewed the Specific data requirements for the AQAR.
Discussing data collection for AQAR for the academic years 2020-2021 and 2021-2022.	It was noted that data collection for AQAR should cover the academic years 2020-2021 and 2021-2022. The identified data sets include student enrolment, faculty information, infrastructure details, academic performance, research publications, outreach activities, student feedback, and any additional data required as per the new SSR.
Assing responsibilities for collecting information and responsibilities for collecting information and ensuring its accuracy.	The responsibility for data collection and compilation was allocated as follows: Dr.K.U. Madhu, will oversee student enrollment data and academic performance. Dr.K.Shanmughaprasad, will gather faculty information, research publications, and outreach activities. Dr.T.Prakasam , will be responsible for obtaining and organizing infrastructure details. Dr.K.Pazhanikumar, will collect student feedback and any additional data required. It was decided that each responsible person would coordinate with relevant departments and staff members to collect accurate and comprehensive data. If any challenges arise during data collection, they should be reported to the coordinator for assistance and resolution.

Setting a timeline for data collection and report submission.

The timeline for data collection and AQAR submission was established as follows:

- Data collection: 12.01.2023 to 28.02.2023
- Report compilation and review: 28.02.2023 to 15.03.2024
- Submission of AQAR: 27.03.2023

Any additional requirements or clarifications from NAAC should be communicated promptly to the relevant individuals.

- The importance of maintaining confidentiality and data security throughout the process was stressed.

The meeting adjourned after the vote of thanks.

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IQAC- Minutes of the Meeting

Date: 12.04.2023

Venue: Principal Room

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. After the various discussions were carried out in the presence of the principal and the coordinator.

Agenda	Resolution
Congratulations for the successful submission of AQAR 2020-2021	The attendees were congratulated for their dedicated efforts in successfully submitting the AQAR for the academic year 2020-2021. The submissions were deemed vital in showcasing the institution's progress, achievements, and significant developments during the period under review.
New data collection for SSR 2020-2022 due to the revised SSR requirements from NAAC for the year 2017-2022	During the discussion, it was brought to our attention that the National Assessment and Accreditation Council (NAAC) has revised requirements for SSR 2015-2020 to 2017-2022. - The timeline for data collection, verification, and the overall SSR submission will be set and communicated to the respective team members. - Regular progress updates will be provided to the committee for review.

The meeting concluded with a note of appreciation for the successful submission of AQAR 2020-2021 and a call for collaboration to ensure efficient data collection for the revised SSR 2017-2022. The attendees expressed their commitment and dedication to fulfilling the requirements set forth by NAAC, aiming to achieve enhanced accreditation ratings and continuous institutional growth.

The meeting adjourned after the vote of thanks.


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