

**BISHOP AMBROSE COLLEGE**  
**IQAC MEETING-I MINUTES**  
**ACADEMIC YEAR 2018-2019**

The first IQAC meeting for the Academic year (2018-2019) was held in the Tony Conference Hall on 24<sup>th</sup> August 2018.

The following members attended the meeting.

Dr.A.Peter Raj, Principal	Chairperson
Very Rev.Fr.Dr.R.D.E Jerome , Secretary	Management Representative
Dr.S.John Michael Raj Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University, Coimbatore.	Local Society Nominee
Mr.K.Bala Murugan Senior Manager HR, PIRAI Infotech	Employer Nominee
Dr.R.Karpagam Principal, Kathir College of Arts and Science, Coimbatore	Alumni Nominee
Dr.Sheba Frederic Head, Department of English	Teacher Representative
Dr.J.Thiravia Mary Gloria Head, Department of Commerce	Teacher Representative
Dr.I.Anthoniammal Head, Department of Tamil	Teacher Representative
Dr.S.Venugopal Physical Director	Teacher Representative
Mrs. A.Regina Jayaseeli Head, Department of Computer Science	Teacher Representative
Mrs.R.K.Gayathri Devi Head, Department of Mathematics	Teacher Representative
Mrs.G.Jacqueline Adaikalam Head, Department of Corporate Secretaryship	Teacher Representative
Mr.Joel Antony Head, Department of Social Work	Teacher Representative
Mr.M.Joseph Diraviam Administrative Officer	Administrative Staff Representative
Dr.A.Anand Gerald Head, Department of Management Studies	IQAC Co-ordinator

## **AGENDA**

- Implementation of the plan NAAC
- Creation of Templates
- Team for Alumni Association
- Registration for Ph.D.
- Quality Circle
- Redesigning the course and programme outcome

### **1) Implementation of the plan NAAC**

The implementation of the plan for NAAC in the year 2021 was briefed by the IQAC Co-ordinator. The essential initiative steps were explained in detail.

### **2) Creation of Templates**

The Templates created for consolidating Data was explained by the IQAC Co-ordinator. He insisted all the head of the departments to collect the data's accordingly.

### **3) Team for Alumni Association**

A Team for Alumni Association was suggested and formed to raise the profile of the institution and make the students feel connected with the college. Alumni gathering was planned and fixed on January 2019.

### **4) Registration for PhD**

The Heads of the Department were instructed to encourage the faculty to register for PhD research programme.

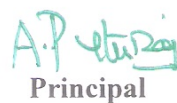
### **5) Quality Circle**

A quality circle was formed by the IQAC cell to promote the Internal Quality Assurance System. All the Heads and Co-ordinators of various departments were included as members in the circle to give impetus for the NAAC Preparation.

### **6) Redesigning the course and programme outcome**

The Department Heads were requested to redesign the course and programme outcome to emphasise outcome-based education.

  
IQAC Coordinator

  
Principal

**BISHOP AMBROSE COLLEGE**  
**IQAC MEETING –II MINUTES**  
**ACADEMIC YEAR 2018-2019**

The Second IQAC meeting for the Academic year (2018-2019) was held in the Tony Conference Hall on 12<sup>th</sup> December 2018.

The following members attended the meeting.

Dr.A.Peter Raj, Principal	Chairperson
Very Rev.Fr.Dr.R.D.E.Jerome , Secretary	Management Representative
Dr.S.John Michael Raj Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University, Coimbatore.	Local Society Nominee
Mr.K.Bala Murugan Senior Manager HR, PIRAI Infotech	Employer Nominee
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Mr.M.Joseph Diraviam Administrative Officer	Administrative Staff Representative
Dr.A.Anand Gerald Head, Department of Management Studies	IQAC Co-ordinator

## AGENDA

- Taking class using ICT Tools
- Advanced Learners and Slow Learners
- Starting new programme
- NIRF Ranking
- Organising Conferences, Seminars and Workshops
- Performance Appraisal

### 1. Taking class using ICT Tools.

The IQAC Co-ordinator insisted the department Heads to insist the faculty to use ICT tools for taking class. The HOD's were asked to collect and submit the e-content from their respective department faculty members.

### 2. Advanced Learners and Slow Learners

The Advanced Learners and Slow Learners have to be focused to increase their performance level and boost result of the students.

### 3. Starting New Programme

The Introduction of a new programme for the academic year (2020-2021) was proposed by the Secretary of the Institution. After various discussions it was decided to start the B. Com (P.A) Course under the stream of Commerce.

### 4. NIRF Ranking

The IQAC coordinator emphasised the significance of NIRF Ranking and informed that the institution has also applied for it.

### 5. Organising Conferences, Seminars and Workshops

The IQAC Co-ordinator invited the department Heads to organise and participate State/National/International level Seminars, Conferences and workshops. He explained about the importance of conference proceedings and publication in the UGC Care listed journals.

### 6. Performance Appraisal

The IQAC Co-ordinator elaborated on performance Appraisal and insisted all the HOD's to inform the newly joined faculty on the same.

  
IQAC Coordinator

  
Principal

**BISHOP AMBROSE COLLEGE**  
**IQAC MEETING -III MINUTES**  
**ACADEMIC YEAR 2018-2019**

The Third IQAC meeting for the Academic year (2018-2019) was held in the Tony Conference Hall on March 23<sup>rd</sup> 2019.

The following members attended the meeting

Dr.A.Peter Raj, Principal	Chairperson
Very Rev.Fr.Dr.R.D.E.Jerome , Secretary	Management Representative
Dr.S.John Michael Raj Prof. of Psychology (Retd.), Former Dean of Social Sciences, Bharathiar University, Coimbatore.	Local Society Nominee
Mr.K.Bala Murugan Senior Manager HR, PIRAI Infotech	Employer Nominee
Dr.R.Karpagam Principal, Kathir College of Arts and Science, Coimbatore	Alumni Nominee
Dr.Sheba Frederic Head, Department of English	Teacher Representative
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Mr.Joel Antony Head, Department of Social Work	Teacher Representative
Mr.M.Joseph Diraviam Administrative Officer	Administrative Staff Representative
Dr.A.Anand Gerald Head, Department of Management Studies	IQAC Co-ordinator

## **AGENDA**

- Automation and Digitalization of Library
- Website Upgradation
- Inventory Audit
- NPTEL Local Chapter
- Village Adoption
- Internal Auditing
- Review of Academic Calendar

### **1) Automation and Digitalization of Library**

The entire Automation for admission of students, fees payment, attendance, entry of marks and Digitalization of Library was suggested by the IQAC Co-ordinator. It was discussed and decided that the Automation and Digitalization of the Library would be implemented from the academic year 2019-20.

### **2) Website Upgradation**

The Upgradation of website was discussed and the IQAC Co-ordinator invited new ideas and suggestions from the HOD's to enhance the website.

### **3) Inventory Audit**

The dates for inventory audit was discussed and fixed for the month of April.

### **4) NPTEL Local Chapter**

NPTEL (National Programme on Technology Enhanced Learning) is a joint initiative of IIT and IISC. To take this initiative forward and to encourage more students across college to participate in this initiative NPTEL local chapter in the college has been setup. IQAC Coordinator insisted all the HOD's to inform this to all members of the faculty, students and to make them utilize this opportunity for learning.

### **5) Village Adoption**

To create awareness about the needs of the society and to imbibe the social responsibilities among students and faculty a plan for adopting village was proposed by the IQAC Co-ordinator. Though many villages were suggested the Karadimadai village was unanimously selected for adoption.

**6) Internal Auditing**

The Internal Academic Auditing was discussed. It was finalised that the Internal Auditing would be conducted by a Peer team.

**7) Review of Academic Calendar**

The plan for Academic Calendar for the Academic year 2019 -20 was discussed and finalised. All the HOD's were instructed to submit their departmental action plan to the Principal. According to it important events, curricular, Co-curricular, Extracurricular and extension activities were prepared.

  
IQAC Coordinator

  
Principal