



Minutes of the IQAC meeting

Date: 26-06-2024	Venue: Narciso Masso Innovation Centre	Meeting Number: 1
Time: 1:45 PM	Presided over by: Mr. Jaswa Jebaraj, IQAC Co-ordinator	

Agenda

- Initiatives taken by IQAC
- Commission's visit for MSW course approval
- Future plans and suggestions for the unit
- Development of the College Library
- NAAC Documentation Maintenance
- Academic Audit
- Social Media Management
- Website Management
- SWAYAM Course Monitoring
- Policy Collection and Student Redressal System
- Committee Reports
- Student Redressal System
- ERP and Email ID Creation
- Club Activities
- Performing Arts and EDC
- ABC Website Registration
- NEP and Mapping Seminars
- LMS and Departmental Videos
- IT Infrastructure Inventory
- NAAC Criteria Documentation
- Best Practices Identification
- Facilities and Lab Improvement
- Media Relations and Public Relations
- Staff Qualification Approval
- Sports Meet and Cultural Events
- Requests to Management

Deliberation

- The IQAC coordinator presented various initiatives taken by the unit, including: Development of policies for feedback, admission, staff, and student management, Creation of templates for timetable, workload, academic planner, teaching plans, meeting minutes, and reports for programs.



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- Challenges faced during the commission's visit for MSW course approval and possible learnings and takeaways including importance of thorough preparation and documentation, need for infrastructure development, strategic faculty recruitment and development were discussed.
- The need for official letters for newly appointed HODs, Deans, and other staff members was emphasized.
- The development of club manuals was discussed, and it is still a work in progress.
- The librarian led discussions on various library-related issues, including: prescribed book purchases, library footfall, control on the number of books lent, student assistance in maintaining library books, membership and deposit systems, software installation for library management.
- Continuous maintenance of NAAC-related files for departments, students, and faculty through Google Drive, with IQAC follow-ups.
- Academic audit scheduled for the second week of October to review departmental files.
- College's social media presence, especially Instagram, needs improvement; Ms. Nivethitha assigned to ensure updates within two days of events.
- Daily maintenance of the college website assigned to Mr. Shane Cristen; also responsible for proofreading and perfecting event invitations before posting.
- Mr. John Benjamin tasked with collecting, scanning, and uploading historical documents from the Principal's office to the IQAC drive.
- Monitoring of SWAYAM courses to be handled by Mrs. Jini, with weekly reports and tracking of students' progress in course videos and assignments.
- Suggestion to allocate one hour weekly for students and class tutors to complete SWAYAM courses.
- Implementation of a mandatory marks redressal system. Question papers to follow Bloom's Taxonomy, with a 2-code question paper system and retests for improvement.
- Special activities for low achievers to boost marks; potential gold medalists to receive extra academic support.
- All marks redressal-related tasks to be overseen by Ms. Sophia in collaboration with the Chief Examination Officer.
- Anti-Ragging Committee reports and other mandatory university reports to be submitted promptly.
- Prevention of sexual harassment cell updates to be handled by Ms. Bemisha, including displaying posters and sending reports to the RJD office.
- Grievance boxes and policies regarding student attire, conduct, etc., to be created by the Dean of Student Affairs.
- Women students' policy already submitted; post on the website to be taken care by Ms. Bemisha.
- Creation of student email IDs for ERP access to be expedited by Mr. Shane Cristen, even before receiving university registration numbers.
- Dormant college clubs to be reactivated, and university-supported events like blood camps and AIDS awareness programs to be conducted under the supervision of Mr. John Benjamin.



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- Formation and training of college choir and dance teams to represent the college, managed by DBCPA, to be followed up by Ms. Nivethitha.
- EDC workshops to align with IIC standards; programs to be conducted, tasked to Mrs. Jini.
- College registration on the ABC portal to be completed by Ms. Bemisha and Mrs. Jacqueline.
- Seminars on NEP and Mapping to be conducted for staff; CIA analysis using mapping techniques to be taught.
- LMS implementation by the end of October; each department to create atleast two 3-minute videos with Mr. Shane Cristen's coordination and Viscom Head's guidance.
- Collection of IT infrastructure inventory details by Mr. Shane Cristen with assistance from the college office and system admin.
- Collection of NAAC criteria reports and documents by faculty members; placement details to be gathered by Ms. Sophia with guidance from the placement coordinator.
- Identification and implementation of unique best practices for the college.
- Review and improvement of classroom ventilation, seating, and lab equipment, including proper numbering and maintenance of lab computers.
- Installation of a language lab and acquisition of relevant licenses, managed by Mr. Allen.
- Strengthening media relations and ensuring functionality of press releases under the responsibility of Mr. Allen.
- Formation of Vysaka committee, police protection and student counsellors was suggested by Ms. Nivethitha.
- Initiation of qualification approval for staff by Mr. Allen with support from the financial committee; SCOPUS funding to be requested from management; caution against cloned journals.
- Organization of sports meets with final matches on the same day; national festivals and cultural events to be led by the Student Council.
- Requests to management for medical leave, staff welfare support, scholarships, improved infrastructure (projectors, printers, Wi-Fi, jammers), and functional Xerox machines for student use.
- FSSAI certification for the new canteen, and creation of nameboards for all staff with qualifications to be displayed before department staff rooms.

Recommendation/Suggestion

- Conduct seminars on Academic Audit and National Education Policy in the future.
- Improve library development (as discussed)
- Emphasis on tasks assigned to specific members:
 - Ms. Antony Sophia: Oversee eVoice (college magazine) content
 - Mrs. Jini Thomas: Monitor SWAYAM registration for students and staff
 - Ms. Nivethitha: Manage social media content



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- **NAAC File Maintenance:**
Each department should be diligent in regularly updating their NAAC-related files in Google Drive, ensuring timely and accurate information is available. IQAC should implement a regular follow-up schedule to monitor updates.
- **Academic Audit:**
Departments should prepare all necessary documentation in advance of the scheduled academic audit in October to ensure a smooth review process.
- **Social Media Enhancement:**
The college should strengthen its social media presence, particularly on Instagram, by regularly posting event updates and photos within two days of the event. A social media management team could be established, led by Ms. Nivethitha, to ensure consistent and professional updates.
- **Website Maintenance:**
Mr. Shane Cristen should ensure the daily maintenance of the college website, with attention to detail in proofreading and perfecting content before it is posted online. Regular reviews of the website's content and functionality should be conducted to maintain quality.
- **Historical Document Archiving:**
The process of collecting, scanning, and uploading historical documents should be expedited, with clear deadlines for completion. Mr. John Benjamin should coordinate with the Principal's office to ensure all important documents are archived in the IQAC drive.
- **SWAYAM Course Monitoring:**
Mrs. Jini should continue to monitor SWAYAM course progress, with weekly reporting and accountability measures in place. Tutors should allocate dedicated time for students to work on and complete these courses, ensuring they stay on track.
- **Marks Redressal System:**
The college should implement a standardized marks redressal system that ensures fairness and adheres to Bloom's Taxonomy in question paper design. The introduction of a 2-code question paper system and retests should be explored to improve academic integrity and offer opportunities for students to enhance their performance.
- **Support for Low Achievers and High Achievers:**
Special activities and support programs should be designed for low achievers, such as library visits and industry exposure, to help them improve. High achievers should be given additional academic opportunities to work towards securing prestigious academic honors, such as gold medals.
- **Committee Reporting and Compliance:**
Committees such as Anti-Ragging and Prevention of Sexual Harassment should ensure timely submission of reports and compliance with university requirements. Awareness posters on sexual harassment should be prominently displayed on campus.
- **Grievance Redressal:**
A grievance redressal system should be established with grievance boxes placed strategically on campus, and policies regarding student conduct should be clearly communicated.



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- **ERP and Email ID Access:**
Student email IDs for ERP access should be created promptly, even before university registration numbers are issued, to ensure smooth access to attendance and CIA marks.
- **Reactivation of Dormant Clubs:**
Dormant clubs should be revitalized with a clear schedule of activities, and all university-mandated events should be conducted meticulously.
Reports on club activities should be regularly uploaded to the designated drive.
- **Performing Arts and EDC Programs:**
The Performing Arts team should focus on forming and training competitive groups in choir and dance to represent the college.
The EDC should conduct workshops in line with IIC standards, ensuring quality and relevance.
- **ABC Portal Registration:**
College registration on the ABC portal should be completed at the earliest to facilitate easier access to documents for students.
- **NEP and Mapping Seminars:**
Seminars on NEP and Mapping should be organized for staff during exam periods to ensure they are well-informed on these topics.
CIA analysis using mapping techniques should be incorporated into staff training programs.
- **LMS and Departmental Videos:**
LMS implementation should be a priority, with each department responsible for creating two short promotional videos to showcase their programs by the end of October.
- **IT Infrastructure Review:**
A comprehensive review of IT infrastructure should be conducted, with a detailed inventory collected by Mr. Shane Cristen, in collaboration with relevant departments.
- **Best Practices and Placement:**
The college should identify and implement unique best practices, ensuring they are practical and beneficial to students.
Placement records should be diligently collected and updated to provide accurate information to stakeholders.
- **Facilities Improvement:**
Regular checks on classroom and lab facilities should be carried out, with specific attention to ventilation, furniture, and equipment functionality. Policies should be framed for the proper use and maintenance of lab equipment.
- **Licenses and Media Relations:**
The college should acquire necessary licenses for language labs and educational platforms, ensuring students and faculty have access to valuable resources.
Strengthening media relations should be a focus, with regular press releases and media coverage for college events.



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- **Qualification Approval and SCOPUS Funding:**
The qualification approval process for staff should be streamlined, and financial support for academic research through SCOPUS funding should be requested from management.
- **Sports and Cultural Events:**
Sports meets should be well-organized, with final matches conducted on the same day. National festivals and cultural events should involve the active participation of all students and be organized by the Student Council.
- **Requests to Management:**
Management should consider proposals for medical leave, staff welfare support, scholarships, improved infrastructure, and better Wi-Fi connectivity. Functional Xerox machines and the installation of jammers to curb mobile phone usage in classrooms should be prioritized. The new canteen should obtain FSSAI certification, and nameboards displaying staff qualifications should be installed outside department staff rooms.
- A collective commitment from IQAC members to provide their support and assistance, ensuring the unit's seamless functioning and successful implementation of the discussed initiatives.

Attendees

S.No	Name of the Staff	Designation	Signature
1.	Rev. Fr. Kasi Sagayaraj SDB	Vice Principal	
2.	Mr. Jaswa Jebaraj A	Coordinator	<i>J.A.</i>
3.	Dr. S Jebaseeli Novaleena	Deputy Coordinator	<i>S.N.</i>
4.	Mr. Allen Cornelius N F	Asst. Coordinator	<i>A.C.</i>
5.	Mr. Shane Cristen C	Faculty Representative	<i>C. Shane</i>
6.	Ms. Antony Sophia A	Faculty Representative	<i>A.S.</i>
7.	Ms. Nivethitha	Faculty Representative	<i>Nivethitha</i>
8.	Ms. Jini Rajan Thomas	Faculty Representative	<i>Jini Rajan Thomas</i>
9.	Ms. Maria Sofia	Librarian	<i>M.S.</i>
10.	Mr. John Benjamin	Faculty Representative	<i>John Benjamin</i>
11.	Ms. S. Bernisha	Faculty Representative	<i>S. Bernisha</i>

Allen Cornelius
Staff in charge

S. Anand
Principal



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)

(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



Minutes of the IQAC meeting

Date: 03-02-2025	Venue: Narcisso Masso Innovation Centre	Meeting Number: 2
Time: 1:45 PM	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- RAF – Awaiting response from NAAC.
- Importance of compliance with accreditation and ranking requirements (NIRF, AISHE, NAAC).
- Ensuring adherence to academic and administrative processes (calendar, syllabus, website updates).
- Strengthening alumni engagement during convocation.
- Enhancing student participation in extracurricular activities as per NEP guidelines.
- Prioritizing green initiatives, audits, and ISO certification.
- Improving assessment methods (CIA – Bloom’s Taxonomy).
- Strengthening community engagement through departmental initiatives.
- Qualification approvals and PhD validation processes.
- Activating Intellectual Property Rights (IPR) initiatives.
- Addressing student dropout rates and event registration.
- Revitalizing the Training and Placement Cell and Entrepreneurship Development Cell (EDC).

Deliberation

The following points were deliberated upon by the IQAC Coordinator.

- NIRF and AISHE updates should be collected from the office and submitted to the IQAC for further analysis and reporting. This will ensure that the institution maintains its ranking and accreditation status.
- The college organogram and institutional history must be compiled and documented properly, serving as an essential reference for accreditation bodies and stakeholders.
- Strict adherence to the academic calendar is mandatory. All departments must meticulously follow the pre-approved schedules without deviations to ensure smooth academic operations.
- Syllabus and timetable must be uploaded to the college website regularly, ensuring transparency and accessibility for students and faculty members.
- LMS (Learning Management System) implementation should be expedited. Faculty members must ensure that all course materials, assignments, and academic resources are uploaded for student access.
- Convocation should be utilized as an opportunity for alumni data collection. Departments must take proactive steps to gather contact details and professional updates of graduates for future engagement and networking.
- Students should be encouraged to participate in external college events, competitions, and seminars to gain exposure, enhance their skills, and build their academic and professional networks.



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)
(Affiliated to University of Madras)
45, Landons Road, Kilpauk, Chennai-10



- Participation certificates must be collected by students after attending external programs. These certificates will serve as proof of participation and will be essential for record-keeping and evaluation purposes.
- Green initiatives, including green audits, energy audits, and ISO certification, must be prioritized and completed at the earliest. These certifications will contribute to the institution's sustainability goals and compliance with environmental standards.
- CIA (Continuous Internal Assessment) should align with Bloom's Taxonomy. Faculty members should be formally informed to incorporate higher-order thinking skills in question papers and assessments.
- Exit polls must be created and analyzed by the IQAC to assess students' experiences and gather insights on institutional improvements before they graduate.
- Course Outcomes (COs) should be displayed on the website for transparency, enabling students and external stakeholders to understand the expected learning outcomes of each course.
- As a best practice, the institution should adopt a village for sustained community engagement. Departments can conduct outreach programs, literacy drives, and skill-development workshops in the selected village.
- Fr. VP suggested adopting TP Chathiram as the preferred village for institutional outreach. Departments should coordinate and create structured plans for continuous engagement with the village community.
- Qualification approvals should strictly meet NAAC standards. Faculty appointments must adhere to approved criteria to maintain accreditation compliance.
- PhD holders must submit provisional and equivalent certificates to ensure their qualifications are formally recognized and meet regulatory requirements.
- Only UGC-recognized universities can issue valid PhD degrees. Any degrees obtained from unrecognized institutions will not be considered for faculty recruitment or promotions.
- Intellectual Property Rights (IPR) initiatives in the college must be activated. Faculty members should be encouraged to publish patents, research findings, and innovative works under the institution's name.
- Dropout ratio data must be collected systematically to analyze student retention trends and identify underlying causes for attrition.
- Professors must ensure event registration on the ERP system. All academic, cultural, and extracurricular events should be recorded digitally to maintain proper documentation.
- The Training and Placement Cell should be proactive in offering industry-relevant courses and ensuring better career opportunities for students. This is a crucial period to establish collaborations with industries and skill-development programs.
- The Entrepreneurship Development Cell (EDC) should organize a fundraising bazaar. This event can provide students with real-world business exposure while generating funds for future initiatives.
- The Election Literacy Club (ELC) should be more active and vibrant. It must take proactive steps to engage students in civic awareness programs and voter education campaigns.



- All institutional data and activities should be documented on the website to ensure compliance with NAAC accreditation requirements and enhance transparency.
- Data gaps must be identified and filled to ensure that all required information is available for audits, accreditation, and institutional reporting.

Recommendation/Suggestion

- Events should be communicated in advance to the website team for updates.
- Community engagement should be structured on a batch-wise basis.
- Training & Placement Cell should seize the current opportunity to offer high-quality courses.
- Conduct a fundraising bazaar in collaboration with EDC.
- Strengthen ELC activities to enhance campus engagement.

Attendees

S.No.	Name of the Staff	Designation	Signature
1.	Dr. Xavier Raja Rathinam	Chairperson	
2.	Rev. Fr. Sagayaraj Kasi	Member (management)	
3.	Mr. Jaswa Jebaraj	Coordinator	
4.	Dr. Jebaseeli Novaleena	Deputy Coordinator	
5.	Mr. Allen Cornelius N F	Asst. Coordinator	
6.	Mr. Shane Cristen C	Member	
7.	Ms. Antony Sophia A	Member	
8.	Mr. John Benjamin Kirubakaran S D	Member	
9.	Mrs. Bemisha S	Member	
10.	Mr. Marin	Member	
11.	Ms. Jini Thomas	Member	
12.	Mr. Jocil D	Admin - IT	

Staff in charge

Principal