



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

Academic year 2025-2026

Minutes of the IQAC meeting

Date: 05-08-2025	Venue: Narciso Masso Innovation Centre	Meeting Number: 1
Time: 11:05 am	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- Library & Subscriptions
- Institution's Innovation Council (IIC)
- Event Documentation
- Memorandums of Understanding (MoUs)
- Campus Signage & Facilities
- Internal Compliance and Anti-Ragging
- Academic Bank of Credits (ABC)
- SWAYAM Registration
- Infrastructure & IT Facilities
- Value-Added and Innovative Courses
- IQAC Office & Documentation
- Environmental Initiatives
- Committee Norms
- Best Practices

Deliberation and Recommendations

In line with the agenda, the following points were proposed by the IQAC Coordinator:

1. Library & Subscriptions

- Submit AQAR-related details as requested by IQAC.
- Obtain Tamil Nadu Digital Library membership and maintain active subscriptions to academic resources.
- Ensure memberships with the American Library and British Council Library are active.

2. Institution's Innovation Council (IIC)

- Implement the IIC activity calendar and upload all reports by end of September.
- Include the IIC logo in all events related to innovation and entrepreneurship.

3. Event Documentation

- Route all event invitations through IQAC before public release.

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- Issue event circulars with prior permission and ensure the Principal's signature (retrospective if required).
- 4. Memorandums of Understanding (MoUs)**
- Verify the status of all MoUs signed last year; renew those that are inactive.
 - Review IQAC's MoU with Patrician College, Adyar and plan for future events.
- 5. Campus Signage & Facilities**
- Display clear signage across the campus.
 - Ensure drinking water units are labelled as distilled water with pH reports attached.
- 6. Internal Compliance and Anti-Ragging**
- Activate the Internal Compliance Cell and place posters across the campus.
 - Complete anti-ragging registration for all first-year students and generate unique registration numbers.
- 7. Academic Bank of Credits (ABC)**
- Complete ABC registration for the institution.
 - Activate ABC IDs for all students.
- 8. SWAYAM Registration**
- Encourage students and faculty to register and complete SWAYAM courses.
- 9. Infrastructure & IT Facilities**
- Install speakers in all classrooms for announcements.
 - Enable Wi-Fi campus-wide with minimum 300 Mbps speed, and display details on the website.
 - Establish a digital library and set up a Language Lab.
 - Strengthen IT infrastructure by upgrading computer labs, smart boards, and network security.
- 10. Value-Added and Innovative Courses**
- Introduce value-added certification programs with proper certification.
 - Explore the creation of unique courses and potential patent registration for innovations.
- 11. IQAC Office & Documentation**
- Upgrade IQAC infrastructure for efficient record-keeping and digital documentation.
- 12. Environmental Initiatives**
- Declare the campus a plastic-free zone.
 - Adopt eco-friendly alternatives rather using plastic water cans.
- 13. Committee Norms**
- Define standard operating norms for all committees.
 - Ensure every committee submits meeting minutes regularly to IQAC.

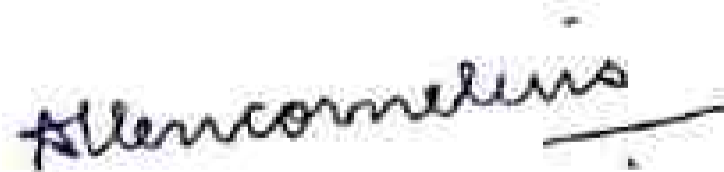


14. Best Practices

- Collect best practices from all departments.
- Shortlist and institutionalize the best practice at the college level.

Attendees

S. No.	Name of the Staff	Designation	Signature
1.	Mr. Jaswa Jebaraj	IQAC Coordinator	
2.	Mr. Allen Cornelius	Asst. IQAC Coordinator	
3.	Ms. Antony Sophia	IQAC Member	
4.	Mrs. Pooja	Librarian	



Faculty in-charge


20/04/26

Principal



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

Academic year 2025-2026

Minutes of the IQAC meeting

Date: 21-08-2025	Venue: Principal's Office	Meeting Number: 2
Time: 12:30 pm	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- Event Documentation
- Value Added Courses
- MOOC courses
- Anti-ragging reference number generation
- E-Content
- IT Infrastructure
- Institution's Innovation Council (IIC)
- Campus Signage – Name Boards
- Internal Complaints Committee
- IQAC Office

Deliberation

1. Event Documentation

- The IQAC Coordinator highlighted errors in invitations for departmental programs and emphasized that all public communications be scrutinised before being released.
- This was approved by the Principal, who added that departments should design their own posters to reduce dependency on the graphic designer and all public communications must be routed through IQAC for scrutiny before being released.

2. Value-Added Courses

- It was suggested that each department introduce its own value-added course as required by NAAC.
- The Principal concurred with the suggestion and pointed that Communicative English classes could be considered as one such course. He also mentioned upcoming Mathematics classes for BCA students and Coding classes for B.Com. students, along with typing proficiency courses in the pipeline.

- The Principal insisted that IQAC should ensure these courses follow the proper NAAC-recommended format (syllabus design, brochure preparation, registration process, etc.).
- Additionally, the Principal shared that Indian Oil has offered apprenticeships to alumni, and this information should be communicated to them.

3. MOOC Courses

- The IQAC Coordinator informed that students must be encouraged to enroll in NPTEL and other MOOC courses as per NAAC requirements.
- The Principal approved and added that 50% of the exam registration fee would be reimbursed to students who successfully clear these courses.

4. Anti-Ragging Measures

- The IQAC Coordinator insisted on introducing a separate anti-ragging undertaking form for students, as mandated by the government.
- The Principal approved and shared a sample document from his previous institution, suggesting the text be adapted and signed in the presence of parents.

5. E-Content Development

- The IQAC Coordinator emphasized the need for faculty members to create e-content videos.
- The Principal approved and suggested that each faculty member prepare at least three videos of 10 minutes each.

6. IT Infrastructure

- The IQAC Coordinator stressed the importance of strengthening IT infrastructure, setting a benchmark of 300 Mbps Wi-Fi bandwidth with controlled access throughout the campus. He also proposed the installation of speakers in language classrooms.
- The Principal approved and mentioned that plans are underway to install smart boards. He also inquired about current internet purchase details from the staff in charge.

7. Institution Innovation Council (IIC)

- The IQAC Coordinator reminded that all IIC-related events must align with the IIC guidelines and reports should be submitted by the end of September.
- The Principal directed that the IIC Coordinator, Dr. Aayushi, be informed and asked to meet him with a structured calendar of events planned by various departments.

8. Campus Signage

- The IQAC Coordinator suggested that water quality test details be displayed near drinking water facilities for student verification.
- He also recommended displaying faculty name boards outside departments and installing signage for anti-ragging and anti-drug awareness across the campus.

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9. Internal Complaints Committee

- The IQAC Coordinator emphasized the importance of strengthening the committee to include sub-committees for Prevention of Sexual Harassment, Anti-Ragging, and Anti-Drug initiatives.
- The Principal approved and shared a prepared list, highlighting the need for an external lawyer and preferably a woman police officer as part of the committee.

10. IQAC Office

- A request was raised for proper racks and storage hardware for systematic documentation and, if possible, a separate room for IQAC operations.
- The Principal acknowledged the requirement for better infrastructure and assured that provisions for a dedicated office will be considered in future plans.

Attendees

S. No.	Name of the Staff	Designation	Signature
1.	Rev. Dr. K. A. Maria Arockiaraj	Principal	
2.	Mr. Jaswa Jebaraj A.	IQAC Coordinator	
3.	Mr. Allen Cornelius N. F.	Asst. IQAC Coordinator	


Faculty in-charge


Principal



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

Academic year 2025-2026

Minutes of the IQAC meeting

Date: 30-09-2025	Venue: Principal's Office	Meeting Number: 3
Time: 12:30 pm	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- Social Outreach & Extension Program
- Academic Bank of Credits
- Student Progression
- Library Enhancements
- Staff Approval
- Membership in Professional Bodies
- Research Publications
- Institution's Innovation Council (IIC)
- MoUs
- Campus Signage
- Activation of EDC & IPR Cells
- Reservation Policy Compliance
- Plastic-Free Zone Initiative
- Committee Norms
- ISO & FSSAI Certifications
- Best Practices
- Roles & Responsibilities
- Incorporation of Bloom's Taxonomy
- Workshop on POs, PSOs & COs
- Club Activities
- Preamble Wall Art
- Stationery & Photocopy Centre
- Gym Facility
- Sick Room & Common Room
- Social Media Presence
- POSCO Undertaking
- Relieving Protocol
- Academic Calendar

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Deliberation

1) Social Outreach & Extension Program

- The IQAC Coordinator recommended sending third-year students for outreach activities that extend classroom knowledge into the community.
- He clarified that previous practices of merely distributing college pamphlets should be discontinued.
- He highlighted examples from Patrician College, which has adopted a village as part of its extension best practice, and suggested exploring nearby slums if adopting a village is not feasible.
- He stressed that NAAC and NIRF place strict emphasis on proper extension activities.
- The Principal shared a model from his previous institution where outreach programs were conducted over three days:
 1. Identifying a school,
 2. Preparing cultural programs/models,
 3. Conducting the actual visit.
- He proposed conducting such programs once every semester instead of once a year.
- The Principal also introduced the concept of Corporate Social Responsibility of the Institution (CSRI), where ₹100 is collected from each student:
 - ₹50 to support a gypsy village through zero-interest loans,
 - ₹50 for outreach and extension activities.
- He cited instances of impactful outreach, such as the Computer Science Department purchasing a projector for a deaf-and-mute school through alumni contributions.
- The Principal advised identifying schools through proper Corporation approval and conducting activities 2-3 times a year, with support from the MSW Department.
- IQAC was asked to draft a policy for rural/urban camps, considering separate arrangements for boys and girls or alternative feasible models.

2) Academic Bank of Credits (ABC)

- The IQAC Coordinator suggested creating ABC IDs for all students and initiating the registration process for the Institution.
- Students must be oriented on how to earn certificates and academic credits through the ABC portal.
- The Principal approved.



3) Student Progression

- The IQAC Coordinator emphasized the need to maintain year-wise tracking of alumni progression.
- Departments must follow up with students regarding higher studies and employment and collect valid proofs such as appointment letters, ID cards, and admission cards.
- The Principal approved.

4) Library

- The IQAC Coordinator highlighted the shortage of books and recommended including all mandatory government subscriptions.
- He also suggested creating a dedicated research section for the PG departments (MSW and MSc VisCom).
- The Principal suggested that departments are instructed to submit updated book requirements based on syllabi and recommended online and physical resources.
- He suggested increasing vertical shelving in the Library and shared plans for a centralised Library for SIGA and the College with high-quality computers.
- He referenced "Z Library" as a resource where his previous college downloaded large repositories of e-books and offered to share them.
- The Librarian requested more competitive exam books; the Principal immediately contacted a student of his, running an IAS Academy now and arranged resource support.
- IQAC must follow up on the same.

5) Staff Approval

- The Principal instructed IQAC to coordinate with Mrs. Annie and proceed with the staff approval process.

6) Membership in Professional Bodies

- The IQAC Coordinator stressed the value of professional memberships for networking, research exposure, and profile enhancement.
- The Principal approved and will address this in the staff meeting.

7) Research Publications

- IQAC recommended encouraging faculty to publish quality research papers, especially since UGC has relaxed journal listing norms.
- The Principal agreed to communicate this in the staff meeting.

8) IIC

- The IQAC Coordinator emphasized active functioning of the Institution's Innovation Council.



- The Principal instructed that the IC Coordinator convene a meeting, present the importance of IC, and ensure proposals are scrutinized before public programs.

9) MoUs

- IQAC Coordinator recommended that departments sign MoUs with relevant organizations and ensure that meaningful activities are conducted under each agreement. It was noted that a few departments have already signed MoUs, and there must be a proper follow-up mechanism to ensure that activities, programs, and collaborations under these MoUs take place regularly.
- The Principal approved.

10) Campus Signage

- The IQAC Coordinator reminded that staff name boards outside staff rooms must be displayed.
- Water quality test results should be publicly displayed for transparency.
- The Principal approved; water-test displays to begin immediately, and name boards are already underway.

11) Activation of EDC & IPR Cells

- The IQAC Coordinator highlighted the need to activate the EDC and IPR Cells, stressing that NAAC assigns significant marks to entrepreneurship and innovation-related initiatives and the functioning of these cells is therefore essential.
- It was suggested that an ED Bazaar be conducted as part of strengthening the activities of the EDC and to generate funds through student-led entrepreneurial initiatives.

12) Reservation Policy Compliance

- It was confirmed that the last five years' admission data has been submitted and compliance must continue in upcoming years.

13) Plastic-Free Zone

- IQAC recommended putting up placards and studying models from other institutions.
- The Principal suggested analyzing how they manage plastic bottles and biodegradable alternatives.

14) Committee Norms

- The IQAC Coordinator expressed concern over inadequate documentation for committees.
- The Principal directed:
 - Each committee must meet at least once per semester.
 - Minutes must be recorded and submitted.
 - Norms must be framed (purpose, membership criteria, member lists, etc.).

- Police and lawyer representatives for the Internal Complaints Committee are yet to be finalized.
- Placement Cell must be strengthened; the Management is exploring appointing a dedicated placement officer for SIGA and the College.

15) ISO & FSSAI

- IQAC recommended obtaining ISO and FSSAI certifications as the institution completes 10 years.
- The Principal asked IQAC to study the procedures and estimated costs.

16) Best Practices

- IQAC suggested adopting two institutional best practices and one departmental best practice.
- Approved and noted.

17) Roles and Responsibilities

- Staff must be made aware of their roles in report writing, meeting minutes, departmental documentation, and committee responsibilities.

18) Bloom's Taxonomy

- IQAC suggested orientation for faculty on incorporating Bloom's Taxonomy in teaching and question paper setting.
- The Principal approved and will conduct a short session during the staff meeting.

19) Workshop on POs, PSOs & COs

- IQAC proposed a workshop on defining and using Program Outcomes, Program Specific Outcomes, and Course Outcomes.
- The Principal approved and will arrange a guest speaker.

20) Club Activities

- IQAC insisted that clubs (NSS, RRC, etc.) follow the University calendar for activities.
- Reports must be submitted regularly.

21) Preamble Drawings

- IQAC recommended painting the Preamble of the Constitution on college walls.
- The Principal approved and shared the planned design.

22) Stationery & Photocopy Shop

- IQAC stressed the need for an on-campus stationery and photocopy facility.
- The Principal approved and will take it to the Rector for clearance.

23) Gym

- The Principal announced that the gym is nearly ready and student timings will be announced shortly.

24) Sick Room & Common Room

- IQAC stressed the importance of a sick room for unwell students.
- The Principal noted space constraints and expressed the need for a permanent nurse, especially to monitor malpractice cases among women students.

25) Social Media Presence

- IQAC insisted that all events be regularly posted on institutional social media platforms.
- Suggested appointing departmental representatives; approved by the Principal.

26) POSCO Undertaking

- The Principal instructed immediate action to collect POSCO undertakings from newly appointed staff.




27) Relieving Protocol

- The Principal will personally draft and implement a structured relieving procedure.

28) Academic Calendar

- The Principal informed that the Academic Calendar is almost finalized and will be published in the first week of October.

Attendees

S. No.	Name of the Staff	Designation	Signature
1.	Rev. Dr. K. A. Maria Arockiaraj	Principal	
2.	Mr. Jaswa Jebaraj A.	IQAC Coordinator	
3.	Mr. Allen Cornelius N. F.	Asst. IQAC Coordinator	
4.	Ms. Antony Sophia A.	Faculty Representative	


Faculty in-charge


Principal



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45, Landons Road, Kilpauk, Chennai-10

Academic year 2025-2026

Minutes of the IQAC meeting

Date: 12-11-2025	Venue: Narciso Masso Innovation Centre	Meeting Number: 4
Time: 11:00 am	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- Participation in NIRF
- Decennial Celebrations
- Academic & Administrative Audit (AAA)
- Staff Appraisal
- Implementation of Policies
- Activation of Clubs
- Proposed Plans/Activities for the Upcoming Semester
- Roles & Responsibilities
- Varia

Deliberation

1. Participation in NIRF

- The IQAC Coordinator stated that the college must apply for NIRF this year as well.
- He noted that the institution has not yet entered the Top 1000, and greater effort must be invested to improve ranking.
- He informed that Prof. Antony Sophia will continuously follow up with the College Office to ensure that all details on the NIRF portal are updated accurately.

2. Decennial Celebrations

- The IQAC Coordinator informed that, in addition to departmental contributions already requested, the Management has asked IQAC to provide suggestions on planning the Decennial Celebrations.
- He encouraged all members to freely share ideas in the group for consolidation.

3. Academic & Administrative Audit (AAA)

- The IQAC Coordinator stated that AAA will be taken up by the end of February next year as part of NAAC preparation.
- He requested members to inform their Heads of Departments about this.
- He added that templates for the audit will be prepared and circulated soon.

4. Staff Appraisal

- The IQAC Coordinator informed that the Staff Appraisal Policy has been submitted to the Management for review.
- He stated that the appraisal process is expected to take place in April.

5. Implementation of Policies

- The IQAC Coordinator emphasized that policies framed by various committees must be implemented properly.
- He requested Mrs. Reeta to take responsibility for reminding the convenors of the committees to follow up on implementation.
- He specifically reminded that the Internal Complaints Committee to display posters with helpline numbers across the campus.
- He also insisted that the Vision, Mission, and Motto be displayed on all floors.
- Matters related to environmental initiatives will be coordinated through Ms. Sophia, the Eco Club Coordinator.

6. Activation of Clubs

- The IQAC Coordinator highlighted the need to activate the EDC and IPR Cells, noting that NAAC allocates significant marks to entrepreneurship and innovation-related activities.
- He suggested conducting an ED Bazaar as part of strengthening EDC activities and generating funds through student-led entrepreneurial initiatives.

7. Proposed Plans/Activities for the Upcoming Semester

- The IQAC Coordinator informed that IQAC will be conducting a seminar on Course Mapping, as it carries major weightage in quality-related assessments.
- He stressed that although the college is an affiliated institution, structured practices must be followed at least for internal assessments.
- He suggested inviting a resource person from another affiliated institution to orient faculty on systematic course mapping and internal processes.

8. Roles & Responsibilities

- The IQAC Coordinator pointed out that several roles are still not clearly assigned.
- He gave examples such as the absence of an in-charge for staff meeting minutes and reports for common programs.
- He stressed the need for clearly defined responsibilities for the smooth functioning of departments and committees.

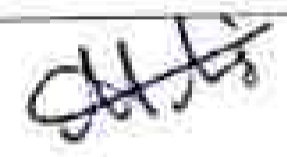






9. Varia

- The IQAC Coordinator pointed that all club in-charges should meet with their members periodically and ensure that proper activities are conducted under their respective clubs.

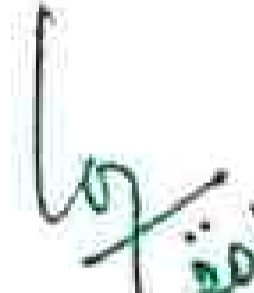


- He informed that an Exit Poll for final-year students is already prepared and that it has to be operated this academic year as well.
- He requested the members to inform all Heads to send Library subscription suggestions for the upcoming year.
- He stated that faculty footfall in the Library must be mandatory to encourage resource usage.
- He reminded that the request for one printer per department must be communicated again to the Management.
- He also emphasized the need for functional computers in the Library for searching online resources.

Attendees

S. No.	Name of the Staff	Designation	Signature
1.	Mr. Jaswa Jebaraj A.	IQAC Coordinator	
2.	Mr. Allen Cornelius N. F.	Asst. IQAC Coordinator	
3.	Ms. Antony Sophia A.	Faculty Representative	
4.	Mrs. Recta Selvarani S.	Faculty Representative	
5.	Mr. Hari Prasad A.	Faculty Representative	
6.	Ms. Pavithra Bharathi K.	Faculty Representative	
7.	Ms. Pooja S.	Librarian	


Faculty in-charge


20/04/26
Principal



DON BOSCO ARTS & SCIENCE COLLEGE (Co-Education)

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

Academic year 2025-2026

Minutes of the IQAC meeting

Date: 22-12-2025	Venue: Media Clinique	Meeting Number: 5
Time: 2:30 p.m.	Presided over by: Mr. Jaswa Jebaraj, IQAC Coordinator	

Agenda

- Documentation and Report Submission
- Admission Policy
- Promotions and Publicity
- College Anthem
- Functioning of Clubs
- Extension Activities and Social Outreach
- VAC / Add-on Courses
- E-Content Development
- NPTEL Courses
- Extension of IQAC
- Policy on Concessions and Scholarships

Deliberation

1. Documentation and Report Submission

The IQAC Coordinator requested authorization to scrutinize all posters and publicity materials before public circulation. The Principal supported this and suggested framing a formal policy mandating that all departments route posters and related documents through IQAC prior to final submission to the Management. The IQAC Coordinator also noted that reports from a few departments are still pending, necessitating intervention from the Management.

To streamline documentation, the Principal proposed appointing a Documentation In-charge in every department. Heads of Departments will be instructed to nominate one faculty member for this role. All departmental reports must be uploaded and submitted within three days of program completion, and compliance will be monitored strictly.

2. Admission Policy

The IQAC Coordinator emphasized the importance of merit-based admissions to uphold academic standards. The Principal proposed a structured system involving online application submission followed by interviews conducted on designated days. He reiterated that the institution maintains strong academic benchmarks and admissions should not compromise educational quality.

It was suggested that admission promotions begin by the end of March, followed by dissemination, online application opening, and availability of prospectus in both print and PDF formats. Applications should open by the second or third day after results. Minimum eligibility criteria were discussed: 60% for BCA and 50% for other programs, to be followed strictly initially, with scope for gradual enhancement as the institution grows. A structured admission help desk is to be established. The IQAC Coordinator was asked to draft a comprehensive Admission Policy.

3. Promotions and Publicity

The Principal suggested leveraging current students by encouraging them to promote the college within their own networks and school groups. Targeted promotions should be based on feeder schools from which current students have enrolled. Outreach should extend to Salesian schools, parishes, and similar institutions, along with advertisements in local newspapers.

Additional suggestions from IQAC members included adopting a bus stand, distributing handouts, promotion at railway stations, shop and parking signages, social media reels featuring student success stories, summer courses for school students, boot camps conducted in schools, display of placement records outside the campus, and media coverage of the 10th-year celebrations. The Principal emphasized that word-of-mouth publicity remains the most effective mode and encouraged gathering promotional ideas from high-performing students.

4. College Anthem

With the availability of a strong choir team, the IQAC Coordinator proposed composing a College Anthem using the lyrics already written by the Principal. The Principal approved the proposal and confirmed that the anthem will be officially released during the Decennial Celebration.

5. Functioning of Clubs

The IQAC Coordinator expressed concern that several clubs have not conducted activities or submitted reports for the current academic year, particularly EDC and IPR Cells, which are critical for NAAC assessment. The Principal instructed the Vice Principal to convene a meeting of all club in-charges to review planned activities for the year.

It was suggested that club activities follow a 25% input session and 75% outdoor activity model. For Electoral Literacy, the Principal agreed to operate it as a cell with volunteers rather than a club, with stipulated hours transferable to club hours. Making club participation compulsory was discussed, with a proposal to assign a minimum number of hours and allow credits to be transferred as extension activity credits, for third-year students. Volunteerism and work-based scholarships including campus work, library support, nursery work, and community cleaning were also discussed as mechanisms to enhance visibility and student engagement.

6. Extension Activities and Social Outreach

The Principal suggested consolidating earlier discussions on outreach and extension activities. He encouraged exploring CSR-funded projects to support outreach initiatives and stated that the MSW Department can assist in identifying schools. Proposals such as



organizing art exhibitions and inviting school students to the campus were also discussed to strengthen community engagement.

7. VAC / Add-on Courses

The English Department's Communicative English course was cited as a model. The IQAC Coordinator suggested that all departments should be encouraged to offer at least one VAC/Add-on course of 30 contact hours. Possible areas include photography, video editing, data analysis, SPSS, and other skill-based programs. The Principal suggested that IQAC members brainstorm additional course options, including external certification-based courses.

8. E-Content Development

The Principal emphasized strict implementation of e-content creation by faculty. A structured schedule will be prepared, along with sample reference videos. Faculty members will be required to complete a minimum of three videos of ten minutes each, and regular follow-up will be carried out by IQAC.

9. NPTEL Courses

The IQAC recommended enrolling students in NPTEL courses. The Principal approved payment of examination fees for both students and staff. At least five students per class should be encouraged to complete and obtain certification. A brief orientation session (10–15 minutes) might be conducted to explain the benefits. Course lists will be aggregated and displayed class-wise for student reference by the IQAC.

10. Extension of IQAC







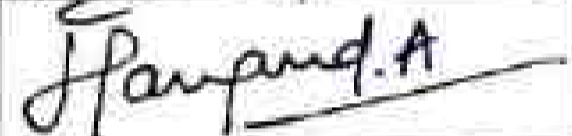

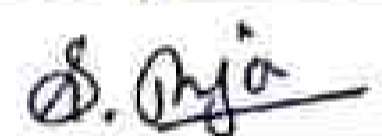
In line with UGC guidelines, inclusion of an industrial expert and a student representative as IQAC members was proposed. Additionally, requirements such as improved internet connectivity, external hard disks, and printers were presented to the Management to enhance IQAC functioning.


11. Policy on Concessions and Scholarships

The Principal proposed framing a clear Concession and Scholarship Policy. Fee concessions should be limited to the first semester and be granted without scrutiny. However, continuation should be based on academic performance and clearance of all subjects, monitored through internal assessments. Scholarships should be merit-based and transparent.

The Principal also informed about an available scholarship of ₹20,000 per student for 50 students through a corporate contact, and an additional ₹2 lakhs donation received from a student of his for student support. He requested IQAC members to provide suggestions and recommendations in the next meeting.

Attendees

S. No.	Name of the Staff	Designation	Signature
1	Rev. Dr. K. A. Maria Arockiaraj	Principal	
2	Rev. Fr. Anbu Francis	Vice Principal	
3	Mr. Jaswa Jebaraj A.	IQAC Coordinator	
4	Mr. Allen Cornelius N. F.	Asst. IQAC Coordinator	
5	Ms. Antony Sophia A.	Faculty Representative	
6	Ms. Krishna Priya	Faculty Representative	
7	Mr. Hari Prasad A.	Faculty Representative	
8	Ms. Pavithra Bharathi K.	Faculty Representative	
9	Ms. Pooja S.	Librarian	


Faculty in-charge


Principal



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Internal Quality Assurance Cell (IQAC)

Academic year 2025-2026

Action Taken Report (ATR)

- 1) **IT Infrastructure (Meeting No.2, Agenda No.6)**
Interactive boards have been successfully installed in all classrooms with the financial support of Mr. Kulandai Francis, Founder of the Integrated Village Development Project (IVDP).
- 2) **Campus Signage (Meeting No.2, Agenda No.8)**
Faculty names have been successfully displayed in all departments, in front of the respective staff rooms.
- 3) **Academic Calendar (Meeting No. 3, Agenda No.28)**
The Academic Calendar Handbook was successfully prepared and published; however, strict adherence to the planned schedule was not consistently maintained.
- 4) **Participation in NIRF (Meeting No.4, Agenda No.1)**
The institution has successfully registered for participation in NIRF. During the process, certain lacunae were identified in data documentation, including incomplete placement records, absence of comprehensive category-wise student data (EWS, SC, ST, OC), and inadequate details regarding full and partial fee waivers. Measures are being initiated to address these gaps.
- 5) **Social Outreach (Meeting No. 5, Agenda No.6)**
All departments independently carried out social outreach programmes as part of the Christmas celebrations under the initiative "Sharing Day," promoting community engagement and social responsibility.
- 6) **College Anthem (Meeting No. 5, Agenda No.4)**
The College Anthem has been successfully composed, with lyrics authored by the Fr. Principal, and is scheduled for official release on an appropriate occasion.

Alencornelius
Faculty in-charge

20/04/26
Principal