

**Scott Christian College (Autonomous), Nagercoil**

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

The meeting of the IQAC of Scott Christian College (Autonomous) was held on Thursday, the 12<sup>th</sup> September 2019 at 2.30 pm in the Conference Hall. The following members attended the meeting and shared their ideas.

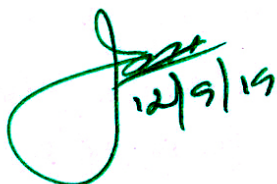
1. Dr J. Robert Victor Edward (Principal & Chairman)
2. Dr A. Moses Ezhil Raj (Vice-Principal)
3. Dr S. Robinson Chellathurai (Bursar)
4. Dr G. Allen Gnana Raj (Controller of Examinations)
5. Dr J.G. Duresh (Dean: Arts)
6. Dr A.E. Dulip Daniels (Dean: Research)
7. Dr R. Ragel Mabel Saroja (Dean: Student Welfare)
8. Dr R.D. Stevens Jones (Dean – Sciences)
9. Dr G. Isaac Arul Dhas (Senate Member)
10. Dr B. Shamina Ross (Website)
11. Dr D. Hudson Oliver (IQAC-MIS)
12. Mr N. Subhanandha Raj (Governing Board Member)
13. Ms J. Merilla Nissi (MSc Physics 2016-18)
14. Mrs Parveen Mathew - KA Industries
15. Dr C. James (Dean – IQAC)

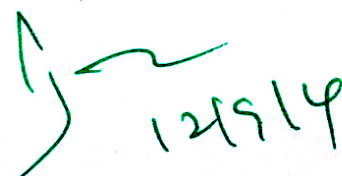
Various institutional data were taken up for discussion and the following resolutions were passed against the agendas unanimously.

**2019 – 20/1 - Vision-Mission and logo of IQAC**

The Vision and mission statements were presented by the Dean – IQAC, incorporating the NAAC stipulated functionalities defined and institutional strength and weakness.

*Resolved to envisage the vision and mission statements of IQAC with the IQAC logo enshrined the motto 'QUALITY SUSTENANCE AND EXCELLANCE'.*

  
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## 2019 – 20/2 - Benchmarking on various NAAC parameters

According to NAAC, the prime function of IQAC is institutional quality bench marking. The benchmarking was done by analyzing and comparing the NAAC Parameter-wise scores obtained by recently accredited colleges, St. Mary's College (Autonomous), Thoothukudi & Holy Cross College (Autonomous), Nagercoil with our institution and required parameters for reaccreditation have been statistically arrived. The department-wise parameters have also been determined based on staffs and students strength.

*Resolved to envisage the benchmarks on various NAAC parameters.*

## 2019–20/3 - Conduct Academic and Administrative Audit

NAAC expects the colleges to undertake continuous Academic and Administrative Audits (AAA) to assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement. The following action plan was proposed by the Dean – IQAC for conducting Academic and Administrative Audit (AAA) for the academic year 2018 – 2019.

- A) Issuing department-wise NAAC-based self-evaluation data collection format: 13 Sep 2019
- B) Deadline for receiving self-evaluation report with evidences : 30 Sep 2019
- C) Data validation and verification (DVV) of the 70% quantitative parameters: 10 Oct 2019
- D) External peers visit for 30% qualitative parameters : 15 Oct 2019
- E) Publication of Department-wise AAA report : 20 Oct 2019


*Resolved to implement the above action plan as proposed by the Dean – IQAC for conducting Academic and Administrative Audit (AAA) for the academic year 2018 – 2019.*

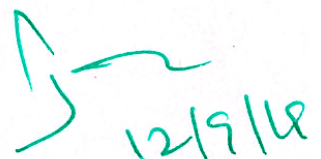
## 2019–20/4 - IQAC news letter

NAAC prescribes dissemination of quality parameters and quality-related activities, including adoption and dissemination of best practices to all its stake holders. It has been proposed to publish a monthly IQAC newsletter as per following schedule. Principal proposed Dr. J.G. Duresh, HoD of English & Dean - Arts on Editor of the IQAC News letter.

- A) Deadline for receiving information : 5<sup>th</sup> of every month
- B) Data validation and verification : 10<sup>th</sup> of every month
- C) Publication of monthly news letter: 15<sup>th</sup> of every month (except Nov & May)

*Resolved to publish the monthly IQAC newsletter as per the above schedule with Dr. J.G. Duresh, HoD of English & Dean - Arts on Editor.*

  
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**2019-20/5 - Conduct of seminar on Intellectual Property Rights (IPR)**

NAAC encourages to organize inter and intra institutional workshops/seminars on quality related themes and promotion of quality circles. It has been proposed to organize one such seminar/workshop in each semester from any one of the following themes.

- i) Intellectual Property Rights (IPR)
- ii) Industry-Academia Innovative Practices (IAIP) (incubation, start-ups etc)
- iii) Professional Development Programmes (PDP) (curriculum design, innovative teaching learning, outcome-based education (OBE), OBE assessment etc.
- iv) Administrative Training Programs (ATP) (teaching and non-teaching separately)

Also it was proposed to conduct a seminar/workshop on IPR jointly organized by IQAC and Dean of Research and Institutional Innovation Cell (IIC) before December 2019.


*Resolved to organise two seminars/workshops on the above themes.*

*Also resolved to conduct a seminar on IPR by IQAC & Dean – Research, PDP by Dean - Arts and Dean – Science, IAIP by Institutional Innovation Cell (IIC) and ATP by Dr. G. Isaac Arul Dhas (Senate Member) & Mr N. Subhanandha Raj (Governing Board Member).*

The IQAC meeting came to a close with a vote of thanks by Dean IQAC

Date: 12 Sep. 19

  
Dean IQAC  
**Dean IQAC**  
**Scott's Christian College (Autonomous)**  
**Nagercoil - 629 003**  
**Tamilnadu, India**

  
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**(Autonomous)**  
**NAGERCOIL-629 003**