



## Scott Christian College (Autonomous) INTERNAL QUALITY ASSURANCE CELL



### Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 14 Feb 2020

The meeting of the IQAC of Scott Christian College (Autonomous) was held on Friday, the 14<sup>th</sup> February 2020 at 2.30 pm in the College 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)

Dr J. Robert Victor Edward (Principal & Chairman), welcomed the Committee members and appreciated the quality measures initiated by IQAC.

Thereafter, the agendas were taken up for discussion.

Minute No	Minutes
2019-20/6	<p><i>Confirmation of the Minutes (2019-20/1-5) of the IQAC meeting held on 12<sup>th</sup> September 2019 at 2.30 pm in the Conference Hall</i></p> <p>Dean IQAC read the minutes (2019-20/1-5) of IQAC Meeting held on 12<sup>th</sup> September 2019 and the minutes were read and confirmed.</p>

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2019–20/7	<p><b>Action Taken Report on the Minutes (2019-20/1-5).</b></p> <p>The IQAC Committee carefully perused the “Action Taken Report (ATR)” presented by the Dean IQAC and expressed its satisfaction on the initiatives made as per the minutes of the IQAC Meeting held on 12<sup>th</sup> September 2019.</p>
2019–20/8	<p><b>Presentation of Academic and Administrative Audit Report 2018-19 (AAA).</b></p> <p>The Principal released the Academic and Administrative Audit Report 2018-19 consisting of 505 pages and the first copy was received by the Governing Board Member Mr N. Subhanandha Raj.</p> <p>Dean IQAC presented the AAA 2018-19 report and the members analyzed the score obtained in various quality parameters. Members expressed their concerns over the blemish in Research &amp; Extension and Students progression criteria.</p> <p>Dean IQAC proposed to increase the research visibility using Research Information Network System (RINS) through online INFLIBNET facility IRINS and VIDWAN. Dean Arts Dr Duresh proposed to have Department-wise IQAC Review meetings on AAA for enhancement of quality.</p> <p><i>Resolved to conduct Department-wise IQAC Review meetings to disseminate the quality parameters and to initiate new quality measures.</i></p> <p><i>Resolved to encourage the Departments to maintain records for Students Progression and Placements.</i></p> <p><i>Resolved to implement Research Information Network System (RINS) through online INFLIBNET facilities IRINS and VIDWAN.</i></p>
2019–20/9	<p><b>Collection and Analysis of feedback on Curriculum.</b></p> <p>Dean IQAC explained the mandatory needs of obtaining feedback on curriculum from students, teachers, parents, alumni and employers for the odd semester AY 2018-19. Since IQAC has already collected feedback on curriculum from students through online, it was proposed to obtain the feedback on curriculum from the remaining stake holders through offline mode by giving printed format.</p> <p><i>Resolved to provide necessary formats to the Departments to obtain feedback on curriculum from teachers, parents, alumni and employers.</i></p> <p><i>Resolved to analyze the feedback received from all stake holders by IQAC and the feedback report shall be placed before Board of Studies / Academic Council for necessary action.</i></p>

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<p><b>2019-20/10</b></p>	<p><b><i>Roles and Responsibilities of Administrators.</i></b></p> <p>Dean IQAC has proposed to fix Roles and Responsibilities of Administrators viz. Vice-Principal, Deans, HoDs, Coordinators/Conveners of Cells/Clubs to establish an administrative eco-system for good governance. Members expressed its necessity and advised to have deliberations among the administrators before implementation.</p> <p><i>Resolved to authorize IQAC to fix the 'Roles and Responsibilities' of Administrators after due consultations with the Administrators.</i></p>
<p><b>2019-20/11</b></p>	<p><b><i>Performing Career Appraisal.</i></b></p> <p>Dean IQAC explained the importance of 'Career Appraisal System' in Campus to enhance the productivity of manpower. Dean Arts Dr Duresh gave valid suggestions to conduct CAS for self evaluation and retrospection. The Principal recommended to implement it in a same way as similar to the UGC CAS methodology by providing Auto-calculating Excel Sheet to all the faculty members.</p> <p><i>Resolved to undertake annual CAS by IQAC through digital mode. Data shall be collected and validated using Auto-calculating Excel Sheet.</i></p>

Date: 14 Feb 2020



Dean IQAC

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



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