

**BHAKTAVATSALAM MEMORIAL COLLEGE FOR WOMEN, CHENNAI – 80.**

**AFFILIATED TO UNIVERSITY OF MADRAS**

**(ACCREDITED AT 'B+' GRADE BY NAAC)**

**MINUTES OF IQAC MEETING HELD ON 27<sup>th</sup> August 2022.**

**Members Present:**

<b>Chairperson:</b>	Dr. K. R. Dhanalakshmi.
<b>Management Representative:</b>	Dr. S. P. Rajagopalan, Secretary
<b>Faculty Representatives:</b>	Dr. R. Indira, Coordinator, IQAC Mrs. S. Mangai, Vice Principal Dr. M. Vasantha, Chief Superintendent Dr. K. R. Dhanalakshmi, Advisor – R& D Dr. R. Padmajavalli, Executive Coordinator – IT
<b>Academic Representative:</b>	Dr. T. Velmurugan, Associate Professor – PG & Research Department of Computer Science.
<b>Industry Representatives:</b>	Mr. R. Harindranath, General Manager(Sales & Marketing) BASF Catalyst Pvt. Ltd., Mahindra World City Mr. S. Perumal, Manager(Industrial Relations), Hyundai Motor India Ltd., Sriperumbudur.
<b>Local Body Representative:</b>	Mr. Bose, Social Activist.

**MINUTES:**

- Systematic procedure should be followed for the Advance learners and slow learners Engagement.
- For experimental learning – field trips & Industrial visit can be organized by all the departments.
- Link must be provided in the institutional website for the systematic procedure of grievance handling.
- Students should be aware of Programme and Course outcome. Each department should take the printout of PO's & CO's available in college website and should get pasted in the department staff room.
- Evaluation of Programme and course outcome Procedure – Back papers must be ready.
- Attainment of PO's (Exit outcome) can be collected from alumni.
- Unique mail id must be created for all the students, mentors should assign work, for making them to get practice their mail id usage.
- Placement officer can see the possibility for the coaching on competitive exams and should train non-teaching staff on inter-personal skills.
- At least two International MoU's need to be signed by the Institution.

**Action Taken Report  
(Meeting held on 27<sup>th</sup> August 2022)**

- Placement officer is entrusted to maintain register for Exit programme.
- Signing up International MOU's –Duty entrusted to the IQAC Coordinator.
- Competitive exam - Coaching duty entrusted to placement officer.

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**MINUTES OF NAAC - REVIEW MEETING HELD ON 03<sup>th</sup> NOVEMBER, 2022.**

<b><u>VENUE:</u></b>	Board Room
<b><u>TIMINGS:</u></b>	1.00 pm – 4.00 pm.
<b><u>Members Present:</u></b>	
<b>Chairperson:</b>	Dr. K. R. Dhanalakshmi.
<b>Management Representative:</b>	Dr. S. P. Rajagopalan, Secretary
<b>Faculty Representatives:</b>	Dr. R. Indira, Coordinator, IQAC Mrs. S. Mangai, Vice Principal Dr. M. Vasantha, Chief Superintendent Dr. K. R. Dhanalakshmi, Advisor – R& D Dr. R. Padmajavalli, Executive Coordinator – IT
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**MINUTES:**

- Career guidance programme to be added more to educate and inspire outgoing students.
- Soft skill programme for Fresher’s, Outgoing and even for the Second year students need to be organized separately through placement cell.
- Job fair need to be organized in the campus.
- Field trips and internship need to be charted-out.
- Professional body membership for PG students need to be planned-out. (MMA/ Indian science Congress/ computer society of India)
- Each Department has to plan-out their Academic calendar.
- Student enrollment in Add-on and interdisciplinary certificate courses for 30 hours is mandatory. NPTEL, SWAYAM online platform should be utilized by enormous number of students.
- Mentor-Mentee system in practice need to be informed to the parents. They must aware of the mentor (staff in-charge) to take care of their ward.
- Exam Grievance Committee should be familiarized to students and its status need to be updated in the institutional website. The committee can design out the format of grievance form and it can be circulated through the student council.
- Department- wise-seminar on professional ethics and community services need to be organized.
- Awareness programme on waste management / solar energy conservation need to be organized for the parents.
- Attainment of programme outcome should be checked with outgone students/ employers through feedback on outcome based education.

- Vocational training as skill development programme can be organized by the ED cell in association with NSBC / MSME.
- ED Bazar should be organized in the campus.
- ED cell can sign up MOU with some reputed entrepreneurial organization.
- Khadi Day can be organized. Press publicity need to be given for both the events.
- PG Department of psychology can render counselling services at Multi Speciality Hospitals.
- Alumni engagement need to be boosted.
- Functional MOU'S need to be activated.
- Introduction of two new (UG) courses, Data Science with Computer Science, B. Com CA and (PG) M. Sc Chemistry is in progress.

**Action Taken Report**  
**Meeting Held On (03/11/2022)**

- Student enrollment in NPTEL/ SWAYAM made it as compulsory for PG students and Final year UG students.
- Professional Body Membership for faculty and final year students made it as compulsory.
- Job Fair, soft skill training programs and field trip schedule framed out.