

HOLY CROSS HOME SCIENCE COLLEGE, THOOTHUKUDI.

IQAC MINUTES

2020 -2021

Minutes of the meeting held on 05.05.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Planned to conduct webinar related to new teaching technologies in the second week of May.
- Discussed to conduct online classes for NET/SLET for the benefit of our faculties and students.
- Planned to collect information for the submission of AQAR and updating the website.

R. Anu Rajan
Jill - R

C. Sathyalakshmi

IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 09.05.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Discussed the techniques to be adopted by faculty members to augment online teaching.
- Decided to conduct online crash course on NET/SLET for a period of one week.

R. Anu Rajan
Jill - R

C. Sathyalakshmi

IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 10.7.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Planned to conduct webinar related to entrepreneurship development in collaboration with agencies.
- Encourage faculties to conduct online classes through Google Meet.
- Decided to develop e-material for the students and upload in the website.

R. Anu Bapam
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal

Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 24.07.2020

Meeting called to order at 03.30 p.m.

Agenda Taken:

- Discussed with the Heads of the Department and planned to have regular time table for online classes.
- Discussed with HoD's and decided to collect regular attendance through google forms.
- Staff attendance was also planned to collect through google forms
- Planned to collect assignment from students through online.
- Decided to provide a lecture series on Zoom meeting, Google Meet and Edmodo
- Planned to conduct online crash course on teaching technologies for school teachers

R. Anu Bapam
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal

Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 14.8.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Discussed to conduct online class through Microsoft Teams.
- Decided to give an orientation programme on conducting classes through Microsoft Teams to make the faculty acquainted with the application.
- Planned to provide mail id and password for all faculties and students with the help of Computer Science faculties.

R. Anu Rajan
Jill - R

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 04.09.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Planned to conduct Faculty Development Programme in collaboration with ICT Academy
- Decided to get ready AQAR report for the year 2019 -2020

R. Anu Rajan
Jill - R

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 03.10.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Decided to have webinar related to Environment - Education system during pandemic.
- Decided to collect feedback from the outgoing students on curriculum, Infrastructure and laboratory and faculties.
- Planned to conduct a webinar for parents, alumni and students on Environmental changes.
- Decided to get ready the AQAR report for the 2019-2020.

R. Anu Rajan
Jill - R

ordinator Principal
Holy Cross Home Science College
Thoothukudi

C. Sathyalakshmi

IQAC Co-

Minutes of the meeting held on 05.11.2020

Meeting called to order at 10.00 a.m.

Agenda Taken:

- Decided to increase the number of members in IQAC.
- Planned to have a core group with three members (Dr.Rev.Sr.Rubha, Dr.N.N.Krishnaveni, Dr.Yasoda).
- Discussed to make preparations for the Self Study Report.

R. Anu Rajan
Jill - R

Principal
Holy Cross Home Science College
Thoothukudi

C. Sathyalakshmi

IQAC Co-ordinator

Minutes of the meeting held on 19.11.2020

Meeting called to order at 3.00 p.m. to discuss on modification / limitations of AQAR for the year 2017-2018 & 2018 -2019

Agenda Taken:

- Based on the discussion during the previous meeting, the IQAC had planned to have a core group for all the 7 criteria.
- Decided to enrich the AQAR and rectify the limitations given by the expert Dr.Chandraseharan.

R. Anne Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-



ordinator Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 26.11.2020

Meeting called to order at 3.00 p.m. with the faculty from the Department of Commerce.

- Discussed on various metrics to be improved in NIRF.
- Planned to have regular students for Research in Commerce
- Discussed on the activities undertaken in the Department of Commerce.
- Planned to publish papers in UGC referred Journals and Scopus.
- Decided to collect information regarding students pursuing higher education and students who are placed for the academic year 2019 – 2020.

R. Anne Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 30.11.2020

Meeting called to order at 3.00 p.m. with the faculty from Department of English.

- Discussed on updating the website and metrics of NIRF.
- Discussed on the activities carried out in English Department.
- Planned to publish papers in UGC referred Journals and Scopus.

R. Anu Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 01.12.2020

Meeting called to order at 3.00 p.m. with the faculty from Department of FSN.

- Discussed on updating the website and metrics of NIRF.
- Discussed on the activities carried out in FSN Department.
- Planned to publish papers in UGC referred Journal and Scopus.

R. Anu Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 11.1.2021

Meeting called to order at 3.00 p.m. with the faculty from Department of CS and FD.

Agenda Taken:

- Discussed on our status in NIRF.
- Planned to provide training programme to students
- Discussed the activities of both the departments
- Planned to carry out special programme for COVID patients
- Motivated the faculties to publish books and develop E-content

R. Anu Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 30.12.2020

Meeting called to order at 01:30 p.m.

Agenda taken

- Planned to prepare curriculum delivery register.
- Discussed about skill development courses in all Department in collaboration with an organisation
- Decided to provide guidance on entrepreneurship and management skills
- Planned to celebrate special days
- Discussed the important features of Criteria I
- Modified assessment and attendance record, to assessment, attendance and curricular delivery record.

R. Anu Rajan
Jill - R

C. Sathyalakshmi
IQAC Co-ordinator

Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 11.1.2021

Meeting called to order at 01:30 p.m.

Agenda taken

- Discussed on research policy and Creation of research culled
- Publications in reputed journal
- Planned to conduct extension activities in a well organised manner.
- Decided to conduct seminar in collaboration with Government /NGO
- Created MOU and Linkage with Governemnt organization /or with agencies in other states.
- Organised seminar on Intellectual property right.
- Encourage staff to be a member in professional organisation related to their Department

R. Anu Rajan
Jill - R

C. Sathya Lakshmi
IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 04.01.2021

Meeting called to order at 01:30 p.m.

Agenda taken

- Encouragement to use advanced teaching pedagogy.
- Insist faculty and students to implement online courses under SWAYAM/NPTEL and FDP's
- Provided extra guidance to students on ethics and human values
- Improve learning pedagogy like interactive learning experienced learned, project based learning and active learning.

R. Anu Rajan
Jill - R

C. Sathya Lakshmi
IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 11.1.2021

Meeting called to order at 01:30 p.m.

Agenda taken

- Planned to conduct career counselling and coaching for competitive exams
- Decide to conduct Yoga and Breathing Exercises for all students by professional educator.
- Increase participation of students in various sports events in collaboration with other sports agency.
- Involve two students in all the committees.

R. Anne Bajan
Jill - R

C. Sathya Lakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College
Thoothukudi

Minutes of the meeting on 12.01.2021

Meeting called to order at 01:30 p.m.

Agenda taken

- Planned to get feedback from students, staff, HOD and Principal for staff appraisal.

Meeting for Criteria VII held on 13.01.2021

Meeting called to order at 12:30 p.m.

- Decided to opt for Green Audit
- Planned to reduce energy usage and pollution free environment
- Arrange Gender equity programme
- Decided to calculate Annual power consumption
- Improve solid waste, liquid waste management and paperless campus.

R. Anne Bajan
Jill - R

C. Sathya Lakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College
Thoothukudi