

HOLY CROSS HOME SCIENCE COLLEGE, THOOTHUKUDI

IQAC MINUTES

2021 – 2022 (ODD SEMESTER)

Minutes of the meeting held on 9th June 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed about the upcoming NAAC sponsored National Seminar and decided the resource person for the seminar.
- Chose to invite resource persons from different states.
- Decided to get ready the brochures and invitations. This work was allotted to Mrs. Tiffany.
- Registration and preparation of schedule was given to Mrs. R. Ame Rayan.
- Procedure relating to the publication of papers was given to Mrs. Krishnaveni, Mrs. Tiffany and Mrs. Ame Rayan.
- Decided to publish the brochure on 11th June 2021.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 16th June 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Decided to collect full paper for publishing and collect papers from resource person for proceeding.
- Finalised the schedule of the seminar.
- Decided the judge for paper presentation contest.
- Discussed on invite letter, appreciation letter, judges thanks letter.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

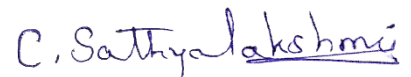
Thoothukudi

Minutes of the meeting held on 24th June 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Planned the agenda of the two days NAAC sponsored National seminar.
- Planned the person who introduced the resource person and finalized the procedure relating to the editorial committee.
- Works for all the members were allocated.
- Finalised the judges for paper presentation.


IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 12th July 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Planned the action plan for this academic year
- Discussed to arrange program in special day.
- Planned to have programs on Eco system, gender equality, Psychological counseling to parents, human rights, intellectual property rights.
- Decides to have a training session on computer fundamentally to the supporting staff from 19th July 2021 to 22nd July 2021.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 20th July 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Planned to organize an FDP from 28th to 30th July.
- Discussed on the topic and the resource persons with the Principal.
- Discussed to have session on Education 4 and Adopting technical education to promote employment skills.
- Planned to organise sessions on 'Creating an Eco friendly world for future' and 'Handling youth to face emerging opportunity'.

C. Sathya Lakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 26th July 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- IQAC decided to analyse the indicators and judge the quality enhancement.
- Decided to find out the quality initiatives to be taken in the coming years.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 31st July 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Presented the chapters of blended teaching learning methods and decided the techniques imported to our faculty.
- Planned a virtual training programme on 6th and 7th August 2021.
- Decided to invite resource person from SRNM College, Sathur.
- Discussed to have training on Jam Board, Hot Potatoes, Mind Mapping, Squid and Padlet.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 11th August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed the activities of this year in consultation with the Criteria I group members.
- Planned to introduce value added certificate courses, online internship training programme.
- Decided to introduce short term courses - three to six months from other universities.
- Decided to collect Student Satisfactory Survey feedback from parents and alumnae through the website.

C. Sathyalakshmi

IQAC Co-ordinator

[Signature]

Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 13th August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed with criteria II group members on the initiatives taken to use new techniques for teaching and evaluation process.
- Increase the number of awards by applying in various organizations.
- Impart online training, vocational training to the students.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 16th August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed with Criteria III group members.
- Quality initiatives were discussed.
- Decided to increase paper publications in Journals and Create MOU with government and Non government agencies to impart training to the students.
- Create an interest in the research allocations and motivate the number of participations and increase the number of citations.

C. Sathyalakshmi
IQAC Co-ordinator



Principal

**Holy Cross Home Science College
Thoothukudi**

Minutes of the meeting held on 17th August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed with Criteria IV core group members.
- Downloaded Plagiarism software and Braille software.
- Downloaded E-books and E-journals.

C. Sathyalakshmi
IQAC Co-ordinator



Principal
Holy Cross Home Science College
Thoothukudi

Minutes of the meeting held on 19th August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed with the Criteria VI group members.
- Planned to increase the participation of faculty in FDP, workshops and refresher courses.
- Decided to have development programme for supportive staff.
- Discussed to publish papers in Scopus / Web of Science.


IQAC Co-ordinator



Principal

Holy Cross Home Science College

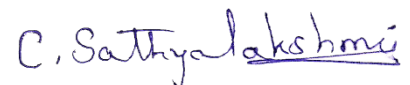
Thoothukudi

Minutes of the meeting held on 23rd August 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed with core group members of Criteria VII.
- Planned to apply for Green audit, Energy audit and Environmental Audit.
- Decided to honor Leaders by celebrating great leaders or special days.
- Planned to improve institutional distinctiveness.


IQAC Co-ordinator



Principal

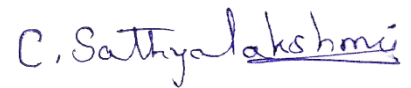
**Holy Cross Home Science College
Thoothukudi**

Minutes of the meeting held on 09th September 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Discussed on criteria wise enhancement.
- PG & Research Department of Commerce planned to create MOU with 5 colleges.
- Decided to have a MOU with V.O.C B.Ed College. Planned to organize certificate course for the B.ED college students.
- Discussed about the activities to be carried out for our students under MOU.
- Planned to engage students under Institutional Innovation Cell which is to be delivered.
- Discussed to arrange a webinar in association with UBA.


IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 20th September 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Planned to have a webinar on Girl Child Day.
- Discussed to have one-month free certificate course in the month of October from 1st to 30th October.
- Decided to encourage staff and students to register for SWAYAM/NPTEL courses.
- Planned to have student's induction programme for I UG and PG students.
- Enhanced blended teaching, learning & evaluation.
- Recommended to start B.Sc Psychology.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College


Thoothukudi

Minutes of the meeting held on 06th October 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Planned to have Parents' meeting for 1st year in rotation 4th - 6th October.
- Decided that all students' results were published.
- Improving Social Media subscription by creating link for YouTube, Facebook and Instagram.
- Planned to have website modification.
- To encourage parents, decided to organize a webinar on 2nd week of November.


IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

Minutes of the meeting held on 05th November 2021

Meeting called to order at 10.00 a.m.

Agenda taken:

- Decided to arrange a workshop for final year UG and PG on psychological eruption.
- Planned to fix mark for SWAYAM/NPTEL courses.
- Discussed on remedial course and decided to have 1 week remedial for all students from 29th November to 4th December.
- Discussed with criteria core group members.
- Decided to submit AQAR 20-21 on 24/11/2020 for first correction.
- Planned to collect 4 years consolidated data for SSR with evidence.

C. Sathyalakshmi

IQAC Co-ordinator



Principal

Holy Cross Home Science College

Thoothukudi

HOLY CROSS HOME SCIENCE COLLEGE, THOOTHUKUDI

IQAC MINUTES

2021 – 2022 (EVEN SEMESTER)

Minutes of the meeting held on 6th December 2021

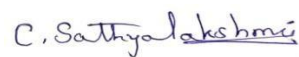
Meeting called to order at 2 p.m.

Agenda taken:

- Decided to conduct remedial coaching from 15 to 18.13.2021
- Discussed about the activities of placement and decided to have 2 hours interview techniques on 11th and 12th of this month.
- Planned to have academic audit for the academic year in the month of December.
- Planned to arrange Book Fair in the month of January.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 5th January 2022

Meeting called to order at 2 p.m.

Agenda taken:

- Planned to submit Assessment and Attendance record for odd semester before Pongal Holidays.
- Discussed to get ready all the department files based on 20.01.2022.
- Planned to conduct webinar on Human Rights day.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 5th February 2022

Meeting called to order at 2.30 p.m.

Agenda taken:

- Discussed about the feedback of AQAR (2020-2021)
- Planned to prepare 4 years SSR Report with evidence on 23.02.2022 to 02.03.2022
- Discussed to have one program related to IRR, ethics and Skill development courses in all departments.
- Corrections of files were carried out and rescheduled for this month.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 12th March 2022

Meeting called to order at 11.45 a.m.

Agenda taken:

- Planned to conduct Interview skills on one week Online Workshop to all the outgoing students in the month of March.
- Planned to conduct Certificate Course (30 hours).
- Decided to have Green Audit, Environment and Energy Audit in this Semester
- Alumni Association is registered in the name of Alumni Trust.
- Decided to conduct Vocational training course from first of April from 2.20 to 4.30 for our students.
- Encouraged students to use the course of foreign language and communication English.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 7th April 2022


Meeting called to order at 2 p.m.

Agenda taken:

- Discussed on committee meeting which is to be held on Friday of this month.
- Discussed to submit AISHE & NIRF reports in the beginning.
- Planned to submit AQAR in the second week of April.
- Planned to complete the data collection for Green Audit, Environment and Energy Audit in the first week of April.
- Decided to have PTA meeting on 28th & 29th.
- Decided to conduct the program on Institutional Preparedness for NES.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 13th April 2022

Meeting called to order at 2.30 p.m.

Agenda taken:

- Decided to conduct a committee meeting on 27.05.2022 at 2 p.m.
- Discussed about project submission.
- Planned to collect data on student's progression.
- Focused on Campus Drive and decided to have it at the earliest.
- Planned for summer courses of 10 days.



Principal Signature



IQAC Co-ordinator

Minutes of the meeting held on 31th April 2022

Meeting called to order at 11.30 a.m.

Agenda taken:

- Decided to have criteria work for the year of 2021-2022 from 4, 5, and 7th of June.
- Planned to conduct Internal Audit on 8th and 9th of this month and external audit on 10th this June.
- Planned to conduct Orientation on 10th June.



Principal Signature



IQAC Co-ordinator