



Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
RASAYANI
IQAC - MINUTES OF MEETING

Minutes of the meeting held on 29/04/2019 in the IQAC Cell at 3 p.m.

Agenda: -

Discussion on: -

- 1. Evaluating students for Positive Psychology sessions.**
- 2. Department specific Conferences**
- 3. Parent teacher interaction sessions**
- 4. Automating mark entry process in the Exam Cell**
- 5. Collation of content for preparation of AQAR.**

Chaired by: - Dr. Lata Menon , Principal

Attended by: -

- 1) Ms. Swati Mishra , IQAC Convener
- 2) Mr. Sujith Babu, IQAC Co-convener
- 3) Mr. Binit Kumar , Vice Principal
- 4) Dr. Jayanta Behera
- 5) Ms. Remya Madangopal
- 6) Ms. Sindhuja Joshi
- 7) Ms. Babitha Kurup
- 8) Mr. Swapnil Patil
- 9) Ms. Harshita Singh
- 10) Ms. Sweta R C

- I. The Chairperson read the Minutes of the previous meetings.
- II. Announcement:

- Student Satisfactory Survey outcome to be reported to IQAC.

III. Report

The following points were discussed:

Agenda – 1 Evaluating students for Positive Psychology sessions.

Students shall carry out a project work, the theme of which shall be “Service Based Learning.” This will be a voluntary undertaking which would carry no marks. The topics will be of their choice and they may work either individually or in teams. The IQAC will not provide any prescribed format or structure for the same. This is to ensure freedom of creativity and expression.

Agenda – 2 Department specific Conferences

Every department shall individually and independently plan and execute National Conferences specific to their area of expertise. This will facilitate further learning and networking with peers. “Faculty Seminar Series” will be organized where staff members of all departments shall present their research work.

Agenda – 3 Parent teacher interaction sessions

Regular interactions with parents will be planned in order to ensure that holistic development of the students happen. Parent teacher meeting is an effective way through which parents can discuss several issues that they feel are hindering their child's learning. Face to face communication with the teacher immensely helps the parents to plan out the learning process of their child.

Agenda – 4 Automating mark entry process in the Exam Cell

The administrator (i.e.) the Exam Cell in-charge generated Usernames and Passwords for every individual faculty member and shared the same confidentially through e-mails. Faculty members shall enter Theory, Internal and Practical (if applicable) marks of their respective subjects in the software by logging in their usernames. This will ensure minimization of errors during result generation.

Agenda – 5 Collation of content for preparation of AQAR.

Heads and mentors of various criterions shall collate all information and details required for preparation of AQAR. All the information has to maintain on Google spreadsheets also in order to facilitate quick reference whenever needed.