



# Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A\* Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle)

Gandhi Nagar, Vellore - 632 006,  
Tamil Nadu, South India.

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Web Site :  
www.auxiliumcollege.edu.in

## Internal Quality Assurance Cell (IQAC)

### Meeting 06

Date : 13 November 2021

Time: 11.40 am

Via: Google Meet

### Agenda

- New IQAC member
- IQAC and ASQC Reports, Minutes, Registers updation
- AQAR status
- Quiz on NAAC
- Review of the workshop conducted
- Orientation/ Presentation on NAAC and Autonomy
- Templates for reports and other documents
- List of mandatory registers to be maintained
- Website updation
- Meeting with DQAC members
- Verification of DQAC and ASQC members

### Minutes of the Meeting

- ❖ The new member Ms. Anitha S., Assistant Professor of Commerce (Shift II) was welcomed and introduced to the team.
- ❖ The coordinator brought to the notice of the members that certain documents will have to be updated.
- ❖ The members confirmed the status of the AQAR details received from the departments. The details received at the documentation center were forwarded to the members for verification. It was confirmed that the members will check the details received from 15 - 20 November 2021 following which a meeting would be held on 22 November 2021 and the team would meet thereafter to work on the submission of the AQAR scheduled on 27 November 2021.



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- ❖ It was informed that the members should forward the questions for the Quiz on NAAC for the faculty members and students to be held on 29 November 2021 to the Coordinator by 15 November 2021
- ❖ The Workshop on 'Documentation and Data Management' for the faculty members and 'Documentation and Reporting' for students was reported as beneficial to the participants. The issues related to the certificates were resolved.
- ❖ After much discussion regarding the availability of the staff, the Orientation on Autonomy for the staff of both Shift I and Shift II will be conducted on 8 December 2021. The Orientation on NAAC earlier proposed to be conducted in December, is scheduled for a later date. It would be held on 7 January 2021, 10 am- 12 pm for the staff of Shift II and 2 - 4 pm for the staff of Shift I
- ❖ It was notified that templates for various documents to be maintained were prepared and would be forwarded for approval from the Principal.
- ❖ The coordinator informed that the list of registers that are mandatory for the departments would be forwarded to the members for further suggestions.
- ❖ The members were asked to check the college website and come up with suggestions for improvement or updation. It was also decided that the DQAC members will be requested to follow up the department details on the website and do the needful regarding updation.
- ❖ It was decided that the DQAC members will be called for during the consolidation of the AQAR details from 22 November 2021. A meeting for the DQAC members will be held on 8 December after the orientation on Autonomy.
- ❖ It was notified that the DQAC members and ASQC members will have to be finalized.



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### Members Present:

1. Dr. Mary Agnes A. (IQAC Coordinator)
2. Dr. Mary Gabriel I.
3. Dr. Abi Beaulah G.
4. Dr. Ganga V.
5. Ms. Devanayagi A.
6. Dr. Anitha T.
7. Ms. Shree Rekha N.
8. Dr. Gayathiri R.
9. Ms. Anitha S.

*M. J. J. J.*  
*G. Beaulah*  
*V. Ganga*  
*D. Devanayagi*  
*Dr. Anitha T.*  
*Shree Rekha N.*  
*R. Gayathiri*  
*A. Anitha*

*Dr. Ganga V.*  
Signature of the Principal

PRINCIPAL  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.