



# 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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admin@auxiliumcollege.edu.in  
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www.auxiliumcollege.edu.in

## Meeting 04

Date : 18 September 2021

Time: 3.00 p.m.

Venue: Online Meeting via Google Meet

## Agenda

- AQAR 2020-2021 - data collection
- No Drive Day
- Website updation
- Discussion on RAF and SOP
- DQAC members
- ASQC activities
- IQAC activities
- Mentoring Book and Faculty Record

## Minutes of the Meeting

- ❖ The members were assigned the charges of verifying data received from the various departments for the AQAR. Each member was designated a different department.
  - Dr. A. Mary Agnes - Office, Management and Examination
  - Dr. Mary Gabriel & Ms. Devanayagi A. - English, Chemistry, Psychology
  - Dr. G. Abi Beulah- Physics, Bio-Chemistry, Microbiology
  - Ms. S. Kavitha - Mathematics, Tamil, Sports, Visual Communication, Zoology



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- Dr. Ganga V. - Hindi, History, Social Work, Botany
  - Dr. Anitha T. - Groups and Movements, Career Guidance and Placement Cell, Extension
  - Ms. Shree Rekha N. - Library, Computer Science, Computer Application
  - Dr. Gayathiri R. - Economics, Commerce, Business Administration, Hospital Administration
- ❖ It was finalized that the No Drive Day would be observed on 22 September 2021 for the current semester.
  - ❖ The Coordinator instructed the members to analyse the college website and recommend changes. This was proposed in view of the upcoming update of the college website.
  - ❖ The coordinator informed that the hard copies of the RAF and SOP would be made available for the members, for reference, at the documentation center. It was also communicated that the members should familiarize themselves with the RAF and SOP.
  - ❖ It was resolved that the list of DQAC members would be prepared by 22 September 2021. It was also proposed by the team that there would be a meeting held with the DQAC members.
  - ❖ Ms. Kavitha volunteered to be the coordinator for the ASQC. A discussion on the activities for the ASQC members was initiated. The discussion resulted in finalizing the activities.
    - Introduction and Orientation regarding ASQC (September)
    - Webinar based on the Wildlife Week (October)
    - Flash mob (November)
    - Video coverage on COVID19 (December)
    - A session on Student Satisfaction Survey (January)



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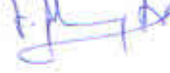







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- It was also affirmed that the ASQC will be allocated a space on the notice board.
- ❖ Some programmes to be organized by the IQAC was suggested and confirmed.
  - Brainstorming - Best Practices and Distinctiveness
  - Orientation on the various criteria (RAF) for newly appointed staff
- ❖ It was notified that the Faculty Record would be introduced and maintained to avoid redundancy and repetition.
- ❖ The coordinator brought to notice the revision in the mentoring book.

### Members Present

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

  
Signature of the Principal

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