



### Internal Quality Assurance Cell (IQAC)

#### Meeting 14

**Date:** 23.05.2022

**Time:** 12:30 pm

**Venue:** IQAC room

- \* The IQAC committee members were asked to check the college website and update the necessary information's.
- \* First meeting for 2022-2023 will be in June.
- \* The co-ordinator thanked the team members, for their effort in submission of AQAR. The AQAR was accepted without any query.
- \* The coordinator informed that the Action taken report for the previous meetings of 2021-2022 were completed and updated.
- \* The next academic year 2022-2023 the college is going to take up, Green audit, Energy audit, Hygiene audit, Environmental audit. The necessary documents has to be ready and submitted by June - July. The Certificate provided by NSF will be valid for 3 years.
- \* The geotag photos of the college Infrastructure has to be upload in the website.
- \* Preparation of AQAR and SSR according to revised Guidelines.
- \* Circulation of Templates of SSR and AQAR to the departments, office, COE, sports, library and clubs and movements.
- \* Discussion went on regarding academic bank credit and suggestions were made to check UGC website for updates.
- \* AQAR preparation for academic year 2021-2022 will be after July.
- \* Submission of AQAR templates to the documentation mail id on 25.11.2022.
- \* SSR preparation will be from August 2022.
- \* Submission of SSR templates to the documentation mail id on 05.10.2022.
- \* The co-ordinator introduced and welcomed the new ASQC members. For, Shift I – Dr. Lashmi Narasu B., Department of Economics, Dr. Geetha R., Department of English.
- \* The co-ordinator explained to the new members of ASQC regarding the attendance, agenda, circular, minutes of meeting, actions taken report, Log.
- \* Updation of the Department details has to be completed.
- \* The co-ordinator asked the team members suggestions for the activities of IQAC and ASQC for 2022-2023 and it was finalised as follows.

#### **IQAC - ACTIVITIES FOR THE ACADEMIC YEAR 2022-2023**

- ◆ July- Discussion on criteria's and guidelines
- ◆ July- staff orientation and quiz on Autonomy and NAAC criteria's
- ◆ August 19th- Discussion on criteria's with DSQC members - role of DSQC members



# 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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- ◆ September- International conference on UN theme
- ◆ October- Audits
- ◆ November- preparation of AQAR 2021-2022 (academic year)
- ◆ December- IPR- Webinar
- ◆ January- Workshop on publication and Bibliometrics of staff publications.
- ◆ February- SSR preparation

### SSR and AQAR Criterion incharges:

- Criterion I - Dr. Shanthi A.L.
- Criterion II - Ms. Anitha Daisy Winfred
- Criterion III - Dr. Gayathri R.
- Criterion IV - Ms. Shree Rekha N.
- Criterion V - Dr. Ganga V.
- Criterion VI - Ms. Anitha S.
- Criterion VII - Dr. Anitha T.
- Extended Profile - Dr. Abi Beulah G.
- Executive Summary - Dr. Mary Agnes A.
- Department Details - Dr. Mary Agnes A.

### IQAC Register Incharge:

- Log Book - Ms. Anitha S.
- Circular, Minutes of Meeting, Action Taken Report - Dr. Abi Beulah G.
- Visitor Notes, Meeting Attendance Register, Register Issue Note - Ms. Jayashree L.

- \* The co-ordinator asked the team members suggestions for the activities of ASQC for 2022-2023

### ASQC Members

#### Shift I:

- Dr. Lashmi Narasu B.
- Dr. Geetha R.

#### Shift II:

- Dr. Yuvarani S.
- Ms. Deepa R.

### ASQC register incharge

- Log Book - Dr. Lashmi Narasu B.
- Shift I ASQC attendance register - Dr. Geetha R.
- Shift II ASQC attendance register - Ms. Deepa R.
- Circular, Minutes of Meeting, Action Taken Report - Dr. Yuvarani S.





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### ASQC - ACTIVITIES FOR THE ACADEMIC YEAR 2022-2023

- ◆ July - ASQC Inauguration
- ◆ Poster making - Van- mahotsav Awareness
- ◆ August - Handloom Day celebration
- ◆ September - Clean air for blue sky - National Level photographic competition
- ◆ October - World animal welfare day. Or Famous women personality
- ◆ November - No drive day; Road rules - Instructions
- ◆ December - Quiz on Road safety
- ◆ January - World War Orphan Day, Quotes of Swami Vivekananda during Assembly
- ◆ February - Social justice day - Webinar

#### 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.

*[Handwritten signatures and initials corresponding to the list of members present]*

Signature of the Principal

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