

**Internal Quality Assurance Cell(IQAC)**  
**Minutes of the meeting held on 7<sup>th</sup> August,2013**

**Time: 9.30 am**

**Place : Principal's Office**

Following are the members who attended the meeting:

1. Rev. Dr. S. Sebastian,S.J., Secretary
2. Rev. Dr. G. Wellington,S.J., Controller of Exams.
3. Rev. Dr. M. ArockiasamyXavier,S.J.
4. Dr. S.Alfred Cecil Raj
5. Dr. L. Benedict Michaelraj
6. Dr. G. Melchias
7. Dr. D.Ravindran
8. Dr. F. R. Alexander PravinDurai
9. Dr. A. Savarimuthu
10. Dr. G. Gnanasekaran
11. Dr. S. Papu Benjamin Elango
12. Dr. U.Raju
13. Dr. C. Muthu
14. Dr. S. Christu Raja

The meeting began with a silent prayer.Fr. Principal welcomed the gathering. Dean IQAC explained the purpose of the meeting and discussions were initiated as per the agenda.

Following were the agenda and resolutions passed in the meeting:

**1. To revise the Curriculum for UG and PG Programmes.**

The members consented to revise the curriculum as per the needs of the students since there is an increased demand for courses that can enhance employability of the students. They accepted the fact that an updated curriculum supplements relevant knowledge to the students.

**2. To review the Communicative English as proposed in the Academic Council**

The members agreed that Communicative English course offered by the department of English has to be reviewed as recommended in the Academic Council. It was suggested that a review meeting should be conducted as earlier as possible.

**3. To conduct faculty development programmes**

The members said that the staff members especially the newly appointed should be given proper training on evaluation, teaching and research. They put forward the following three ideas 1. Staff orientation programmes 2. Recharge programmes for junior staff members. 3. Workshops for teaching and non-teaching staff

The meeting ended at 10.45am.



**Dr. S. Alfred Cecil Raj**  
Dean-IQAC



**Rev. Dr. F. Andrew, SJ**  
Principal

**Internal Quality Assurance Cell(IQAC)  
Minutes of the meeting held on 27th June, 2013**


**Time: 11.45 am**

**Place : Principal's Office**

A meeting was organised for the administrators, Heads of various departments and coordinators at Principal's office. The meeting began with a silent prayer. Fr. Principal welcomed the gathering. Dean IQAC explained the purpose of the meeting and discussions were initiated for the admission process. The admission process was reviewed and suggestions to improvise admission process were given. The meeting ended by 1 pm.



**Dr. S. Alfred Cecil Raj**  
Dean-IQAC



**Rev. Dr. F. Andrew, SJ**  
Principal