



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai – 600 106

**CIRCULAR**

Respected Team,

I would like to inform you that our IQAC meeting will be held on **24.02.2022** from **11:00 am** onwards @ IQAC office. The agenda is as under:

1. Discussion about the follow up of previous meeting (06.10.2021)
2. Preparation for Autonomy review peer team visit & NAAC visit
3. Conduct of Audits
4. Conduct of workshop / FDP / conference
5. Any other matter

The members are requested to attend the meeting without fail.

To

All the IQAC Members

  
22/2/22

**COORDINATOR - IQAC**

**COORDINATOR - IQAC**  
Dwarka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai – 600 106

**Minutes of the Meeting**

Minutes of the Meeting held on 24.02.2022 at 11 am.

**Members Present:**

Name of the Faculty	Signature
Dr. S. Santhosh Baboo Chairman	
Dr. T. S. Prema-Coordinator	
Dr. T. Augustine Arul Prasad-Co-Coordinator	
Dr. R. Anandhi – Member	
Dr. S. Akileswari – Member	
Dr. R. Sundari – Member	
Dr. R. Mythily – Member	
Dr. A. Jayaram – Member	
Dr. Harshalata V Shah – Member	
Ms. D. Senthamarai – Member	
Dr. G. Sriram Prasath – Member	
Ms. Shyamala Devi – Member	
Mrinal V – Student representative	
Ghayathri Devi – Student representative	
Meerasree T M – Student representative	
Vishali – Student representative	

Dr. N. Sarulatha – Member

Matt N.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

The following agenda was deliberated:

**AGENDA 1: Discussion about the follow up of previous meeting (06.10.2021)**

- The response to the DVV clarifications raised by NAAC was submitted on 29.10.2021
- Course exit survey for the odd semester was conducted during January 2022 and a copy of the analysis document from the departments have been collected and analysed.
- Faculty feedback was conducted in the month of December to identify the challenges faced by the students and the faculty during online classes.
- NIRF registration was successfully done by the NIRF team which was coordinated by IQAC.
- Workshop on “Cyber security awareness” on the account of Cyber Jaagrooktha Diwas to be observed as per UGC circular was organised for the month of December 2021 & January 2022 – Report submitted.

**AGENDA 2: Preparation for Autonomy review peer team visit & NAAC visit**

- The inputs for the IQAC presentation for the Autonomy review & NAAC visit was discussed.
- Dr. S. Akileswari & Dr. A. Jayaram will be in-charge for the IQAC presentation.
- IQAC members were asked to finalize the supporting documents for the QIm metrics 6.5.1 & 6.5.2
- Dr. R. Sundari & Dr. A. Jayaram will collect the supporting documents of OBE implementation & outcome.
- Dr. R. Mythily & Dr. G. Sriram Prasath will collect the supporting documents of research.
- Dr. Harshalata V Shah & Dr. N. Sarulatha will collect the supporting documents of e-governance & MIS
- Ms. Senthamarai & Ms. Shyamala will collect the documents of Academic & Administrative audits of all the years.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai – 600 106

- Dr. R. Anandhi & Dr. S. Akileswari to collect activities with respect to 6.5.3 metric.

**AGENDA 3: Conduct of Audits**

- Library audit was proposed to be conducted during the month of March 2022.
- Departmental visit is to be scheduled before the autonomy visit.

**AGENDA 4: Conduct of workshop**


- It was proposed to workshop on “Cyber security” to create awareness among the students for the month of February
- Workshop on LMS to be conducted for the department wise LMS coordinators.

**AGENDA 5: Any other matter**

- Payment of seed money for Research publications, membership fees, attending seminars and conferences need to be processed and approved.
- Preparation of Newsletter for the academic year 2021-2022.

  
25/2/22  
**COORDINATOR - IQAC**

**COORDINATOR - IQAC**  
Dwaraka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

## CIRCULAR

Respected Team,

I would like to inform you that our IQAC meeting will be held on 06.10.2021 from 11:00 am onwards @ IQAC office. The agenda is as under:

1. Discussion about the follow up of previous meeting (10.06.2021)
2. DVV clarifications
3. Quality initiatives
4. Conduct of workshop / FDP / Conference
5. Any other matter

The members are requested to attend the meeting without fail.

To

All the IQAC Members

*[Handwritten signature]*  
04/10/21

**COORDINATOR - IQAC**  
Dwarka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600 106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

## Minutes of the Meeting

Minutes of the Meeting held on 06.10.2021 at 11 am.

### Members Present:

Name of the Faculty	Signature
Dr. S. Santhosh Baboo Chairman	
Dr. T. S. Prema-Coordinator	
Dr. T. Augustine Arul Prasad-Co-Coordinator	
Dr. R. Anandhi – Member	
Dr. S. Akileswari – Member	
Dr. R. Sundari – Member	
Dr. R. Mythily – Member	
Dr. A. Jayaram – Member	
Dr. Harshalata V Shah – Member	
Ms. D. Senthamarai – Member	
Dr. G. Sriram Prasath – Member	
Ms. Shyamala Devi – Member	
Mrinal V – Student representative	
Ghayathri Devi – Student representative	
Meerasree T M – Student representative	
Vishali S – Student representative	

Dr. N. Sarulatha – Member



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

The following agenda was deliberated:

## **AGENDA 1:** Discussion about the follow up of previous meeting

- SSR was submitted in the NAAC portal on 06.09.2021
- Student Induction Program was conducted online as per the UGC guidelines from 28.09.2021 to 01.10.2021 - Report received and approved.
- 7 days Faculty development programme for the new recruits was organised from 28.09.2021 to 04.10.2021 (Online mode) - Report awaited
- Teacher's day celebration was organised on the account of "International Teacher's day on 05.10.2021 - Report awaited

## **AGENDA 2:** DVV clarifications

- The clarifications for the SSR was raised by the NAAC DVV partner on 04.10.2021.
- The answers to the clarifications and the workflow for the same was discussed.
- The IQAC team members were informed to coordinate with the NAAC team for timely submission of responses to DVV clarifications.

## **AGENDA 3:** Quality Initiatives

- Course Exit Survey for the odd semester (December 2021) was proposed to be conducted on the last working day.
- Faculty feedback was proposed to be conducted to analyse the strengths and weaknesses of online classes.
- Proposal for conducting Green audit and Energy audit was discussed.
- Registration for NIRF ranking was proposed.

## **AGENDA 4:** Conduct of workshop / FDP / Conference

- It was proposed to conduct workshop on "Cyber security" every month to create awareness among the students.



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

- Conduct of Workshop on Revised AQAR (Annual Quality Assurance Report) is proposed.

### AGENDA 5: Any other matter

- Seed money – claim forms for Research publications, membership fees, attending seminars and conferences was circulated to all the faculty members during October and the faculty are instructed to submit the same on or before 15.02.2022.
- It was proposed to conduct departmental visit by IQAC members for validating the files maintained.
- To sensitize faculty members on Vaishnav LMS

  
07/10/21  
COORDINATOR – IQAC

COORDINATOR - IQAC  
Dwaraka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600 106.



PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.