

**Y.M.C.A. College of Physical Education**  
**Nandanam, Chennai 600035**

**Minutes of IQAC meeting held on 16-06-2023 by 03:30 pm, at the Conference Hall**

**1. Opening Prayer:** The meeting started with a word of prayer by Dr. E. Simson Jesudass, Assistant Professor.

**2. Roll Call:**

**2.1. Members and Invitees Present:**

1. Mr. P. AsirPandian, Correspondent and Secretary
2. Dr. S. Johnson Premkumar, Principal i/c.
3. Dr. K. Jothi, Associate Professor.
4. Dr. J. Glory Darling Margaret, Associate Professor.
5. Dr. J. Jackson Sutharsingh, Associate Professor cum Staff Council Secretary.
6. Dr. S. Gladly Kirubakar, Associate Professor.
7. Dr. E. Simson Jesudass, Assistant Professor.
8. Dr. S. Abraham Davidson, Assistant Professor.
9. Dr. R. Prabu, Librarian.

**Report on Absence: Nil**

**2. Matters arising:**

**2.1. NAAC:** Dr. K. Jothi, Associate Professor reported that the AQAR and IIPA were completed and the Self Study Report is in process on the NAAC portal and presently the NAAC portal is under maintenance. The Correspondent and Secretary informed that the fund to equip the laboratories is sanctioned and the Laboratory in-charges are instructed to give the quotations for the purchase of equipment.

**2.2. Admission for Various course of Study for the academic year 2023-2024:**

The Correspondent and Secretary enquired about the ongoing admission process and the number of applicants in detail. It was reported that 174 numbers of applications were received for the BPES degree program, and 263 numbers of applications were received for B.P.Ed. Degree program, 68 numbers of applications were for M.P.Ed. Degree program, 16 numbers of applications were received for M.Sc. Degree program, 22 numbers of applications for D.P.Ed. Diploma program, and 04 numbers of applications for P.G. Diploma program. Further, the Correspondent and Secretary read Admission Committee Members list along with the Course Wise Admission Coordinators list. Further, it was reported that the dates for the Physical Fitness Test and Proficiency Test for various courses of study start from 19<sup>th</sup> June 2023.

- 2.3. Yoga Day:** In celebration of International Yoga Day on 21<sup>st</sup> June 2023, it was decided to organize a National Virtual Conference on Yogic Practices – Modern Trend on the above-mentioned date, and the responsibilities were handed over to the organizing Secretaries Dr. Pon. Anbarasu, Assistant Professor and Dr. J. Komala, Assistant Professor.
- 2.4. Staff Responsibilities for the Academic Year 2023-2024:** The Teaching Staff responsibilities were circulated during the meeting. The Principal i/c instructed to include responsibilities for the Bridge Course, responsibilities of Nodal officer for Minority Cell to Dr. S. Johnson Premkumar, Associate Professor, responsibilities of Nodal officer for OBC Cell to Dr. S. Gladys Kirubakar, Associate Professor, and responsibilities of Nodal officer for SC/ST Committee to Mr. B. Praveen Doss, Assistant Professor. The responsibilities of the Rotaract Club are fully given to Dr. R. Prabu, Librarian.
- 2.5. Record book, Workbook, Teaching Practice:** It was resolved to issue the record notebook, workbook, and Teaching Practice notebook to all the students on the first day of the reopening of the College for the academic year 2023-2024.
- 2.6. Picnic 2023:** It was reported that the one-day picnic program for students and staff has to be arranged. It was resolved to arrange one day picnic during July 2023.
- 2.7. Convocation 2023:** It was resolved to conduct the Convocation for Students on 12<sup>th</sup> August 2023.
- 2.8. Memorial Day of Mr. Harry Crowe Buck:** In commemoration of H.C. Buck's Memorial Day (24<sup>th</sup> July 2023), Dr. S. Gladys Kirubakar explained about the Health and Fitness rally and it was agreed by the Correspondent and Secretary to provide all the necessities.
- 2.9. YMCA College of Physical Education - Foundation Day:** In celebration of College Foundation Day on 01<sup>st</sup> August 2023, it was resolved to conduct a Torch Rally from YMCA Esplanade to YMCA College, Nandanam through YMCA Royapettah.

### 3. Any other business

- 3.1. As the College buildings' renovation and painting works are in process, the Correspondent and Secretary instructed the in-charges to verify the work done by the Contractors of each building and update the same to the Correspondent and Secretary.
- 3.2. **Shortage of Teaching Staff:** It was reported by the faculty members that to recruit five new Assistant Professors for BPES and D.P.Ed. courses of study as we are in lack of Teaching staff. It was resolved by the Correspondent and Secretary to recruit five new Assistant Professors by giving an advertisement in Daily Newspaper.
- 3.3. **Student's Attendance:** It was reported by the faculty members that purchase of Bio-metric devices for students' attendance is needed, as we have faced a lot of issues in taking students' attendance.
- 3.4. **Staff Tour:** The Correspondent and Secretary requested the Principal i/c to arrange two days tour program for Teaching staff and Non-teaching staff.
- 3.5. **Chapel Service:** The Correspondent and Secretary instructed faculty members to advise the Christian students to attend the Chapel service thrice a week.
- 3.6. It was suggested by Dr. K. Jothi, Associate Professor, to have a short video of the College along with YMCA College Song for each event.
- 3.7. The Correspondent and Secretary informed that 30 flats for staff are proposed. Asia Pacific 20th General Assembly will be held in Chennai. A minimum of 100 out of 450 delegates may visit our campus. The cooperation of all the staff solicited.

4. Closing prayer: As there is no other business to discuss, the meeting closed with the prayer by Dr. J. Jackson Sutharsingh.

Dr. S. Johnson Premkumar  
Principal i/c

Dr. K. Jothi Dayanandan  
Associate Professor cum  
IQAC Coordinator

**Y.M.C.A. College of Physical Education**  
**Nandanam, Chennai 600035**

**Minutes of IQAC meeting held on 11-09-2023 by 10:00 a.m., at the Conference Hall**

- 1. Opening Prayer:** The meeting started with a word of prayer by Dr. J. Jackson Sutharsingh, Associate Professor.

**2. Roll Call:**

**2.1. Members Present:**

1. Dr. S. Johnson Premkumar, Principal (i/c)
2. Dr. K. Jothi, Associate Professor.
3. Dr. J. Glory Darling Margaret, Associate Professor.
4. Dr. J. Jackson Sutharsingh, Associate Professor.
5. Dr. S. Glady Kirubakar, Associate Professor.
6. Dr. S. Jerome David, Assistant Professor.
7. Dr. E. Simson Jesudass, Assistant Professor cum Staff Council Secretary.
8. Dr. R. Prabu, Librarian.


**2.2. Report on Absence: NIL**

**3. Matters arising:**

- 3.1. NAAC 3<sup>rd</sup> Cycle Accreditation Process:** The board inquired about the progress of the NAAC 3rd Cycle accreditation process, which has been delayed. Dr. K. Jothi, Associate Professor, provided an update on the progress. Dr. S. Glady Kirubakar, Associate Professor, suggested that all staff members should assemble in the conference hall with their laptops and other necessary details to facilitate efficient work.
- 3.2. Show Cause Notice from Tamil Nadu Physical Education and Sports University:** The Principal (i/c) briefed the council about the show cause notice received from Tamil Nadu Physical Education and Sports University. The board discussed the matter and decided that the issue of minority status will be addressed through the Higher Education Department, Government of Tamil Nadu.
- 3.3. Teaching Practice Records and Other Records:** The council discussed the need to prepare records for teaching practice marks and other related documents.
- 3.4. Inauguration of Laboratories:** The inauguration of all the laboratories is scheduled for September 27, 2023, and lunch will be provided after the program.

- 3.5. NET/SET Coaching Classes:** Dr. K. Karthikeyan, Assistant Professor, informed the council about the proposed NET/SET Examinations coaching classes, which will be conducted from October 7, 2023, to December 17, 2023. The classes consist of 4 sessions per day for 6 hours, conducted over 22 days. Faculty members' willingness to participate will be sought in the coming days. The fees will be Rs.2,500.00 for on-campus students and Rs.5,000.00 for off-campus students. The last date to submit applications is September 31, 2023, and classes will be conducted only on weekends.
- 3.6. Preparation of Study Materials:** The teachers are requested to provide study materials with a minimum of 100 objective type questions. Experts may be invited from off-campus institutions to assist with Paper I.
- 3.7. Memorandum of Understanding (MoU) with Other Institutions:** An MoU will be established between our institution and Madha College, Saravana Scans, and Meenakshi College.
- 3.8. Organization of "60+ India":** Dr. K. Jothi, Associate Professor, will organize "60+ India."
- 3.9. Attendance Mobile Application:** The Attendance Mobile Application is currently experiencing issues. The Principal (i/c) assured the council that the problem will be resolved.
- 3.10. Prayer Request:** The Principal (i/c) requested all faculty members to pray for the college.
- 3.11. Student Discipline:** Concerns regarding student discipline were raised, and it was agreed that measures should be taken to address these concerns.
- 4. Closing Prayer:** As there was no other matters to discuss, the meeting ended with the prayer by Dr. J. Glory Darling Margaret, Associate Professor.

  
Dr. S. Johnson Premkumar  
Principal (i/c)

  
Dr. K. Jothi Dayanandan  
Associate Professor cum  
IQAC Coordinator

**Y.M.C.A. College of Physical Education**  
**Nandanam, Chennai 600035**

**Minutes of IQAC meeting held** on 20-11-2023 by 11:30 p.m., at the Conference Hall

1. **Opening Prayer:** The meeting started with a word of prayer by Dr. S. Johnson Premkumar.

2. **Roll Call:**

2.1. **Members and Invitees Present:**

1. Mr. P. Asir Pandian, Correspondent and Secretary
2. Dr. S. Johnson Premkumar, Principal (i/c)
3. Dr. K. Jothi, Associate Professor.
4. Dr. J. Glory Darling Margaret, Associate Professor.
5. Dr. J. Jackson Sutharsingh, Associate Professor.
6. Dr. S. Gladys Kirubakar, Associate Professor.
7. Dr. E. Simson Jesudass, Assistant Professor cum Staff Council Secretary.
8. Dr. R. Prabu, Librarian.

**Invitees:**

1. Dr. K. Karthikeyan, Assistant Professor, Invitee
2. Mr. T. John Sudarshan, Executive Secretary cum Administrative Officer, Invitee

2.2. **Report on Absence:** Nil

3. **Ratification of Previous Minutes of Meeting dated, 06-11-2023:** Regarding the video lectures, staff members provided their suggestions. It was decided to record on December 01 & 02, 2023.

4. **Matters arising:**

4.1. **Students' Attendance:** The Principal (i/c) asked staff members to submit attendance daily. It was resolved to maintain an 88% attendance for eligibility to appear in the Dec 2023 semester examinations. Condonation may be granted at the discretion of the Principal (i/c).

The Correspondent and Secretary instructed the Deputy Wardens (Men & Women Hostels) and the Sub Wardens to be strict in ensuring students attend classes.

4.2. **NAAC:** The Correspondent and Secretary discussed the progress of NAAC work and the works to be done in each category for different criteria.

It was reported that for Key Indicator 1.4, the feedback graph will be completed by Dr. K. Karthikeyan, Assistant Professor, on or before November 27, 2023.

For Metric 2.4.10, the data template will be completed and submitted on November 27, 2023 by Mr. B. Praveen Doss, Assistant Professor.

Criteria 3, 4, and 6 have been completed, and Criteria 5 will be completed on or before November 27, 2023, by Dr. S. Abraham Davidson, Assistant Professor, and his team.

For Criteria 7, all documentations will be completed by Dr. J. Jackson Sutharsingh, Associate Professor, and his team on or before November 27, 2023.

Notes on various topics are to be submitted by all faculty members by November 27, 2023.

The Correspondent cum Secretary extended his heartfelt thanks to Dr. K. Jothi, Associate Professor, for her efforts in NAAC work.

#### **4.3. Christmas:**

- December 15, 2023 - Carol Rounds inside the College Campus.
- December 16, 2023 - Carol Rounds outside the College Campus.
- December 19, 2023 - Interclass Christmas tree Competition in the Gymnasium.
- December 19, 2023 – A Korean Team wants to organize a Christmas Cantata on our College Campus.
- December 20, 2023 - Christmas Carols, and it was resolved to invite choir groups from outside. It was also resolved to arrange dinner from College Hostels.
- Lights and PA system to be arranged from outside, and Mr. John Sudarshan, Executive Secretary cum Administrative Officer, will take care of the gifts to students and the staff.
- The Correspondent and Secretary asked the staff and the students to offer Christmas gifts to the poor.

**4.4. Annual Leadership Training:** It was decided to schedule the Annual Leadership Training from January 29, 2024, to February 02, 2024. Dr. K. Jothi, Associate Professor, suggested some changes in the camp activities and also insisted to issue certificates for the campers.

**4.5. International Workshop:** The dates will be announced later after fixing the Guest speakers and Coordinator.

#### **5. Any Other Business:**

- Convocation date to be decided in consultation with the Correspondent and Secretary.
- Intensive Teaching Practice: The first-year and second-year Teacher Training Programme students should go for Intensive Teaching practice from February 07, 2024, to March 02, 2024.

- Dr. K. Jothi, Associate Professor, requested the Correspondent and Secretary for the Staff room with cupboards.
- It was reported that the Yoga Laboratory will be renovated It was informed that the next staff meeting will be conducted on November 28, 2023.

6. **Closing Prayer:** As there was no other matters to discuss, the meeting ended with the prayer by Dr. J. Jackson Sutharsingh, Associate Professor.



Dr. S. Johnson Premkumar  
Principal (i/c)



Dr. K. Jothi Dayanandan  
Associate Professor cum  
IQAC Coordinator



## **Y.M.C.A. College of Physical Education**

**Nandanam, Chennai 600035.**

### **Minutes of IQAC meeting**

Place: Principal's Office

Date: 17-04-2024

Time: 12:30 p.m.

**Opening Prayer:** The meeting commenced with a prayer by Dr. S. Gladys Kirubakar, Associate Professor

#### **Members Present:**

1. Mr. P. Asir Pandian, Correspondent and Secretary
1. Dr. S. Johnson Premkumar, Principal (i/c)
2. Dr. K. Jothi Dayanandan, Associate Professor
3. Dr. J. Glory Darling Margaret, Associate Professor
4. Dr. J. Jackson Sutharsingh, Associate Professor
5. Dr. S. Gladys Kirubakar, Associate Professor
6. Dr. E. Simson Jesudass, Assistant Professor cum Staff Council Secretary
7. Dr. R. Prabu, Librarian

#### **Invitee:**

1. Mr. T. John Sudarshan, Executive Secretary cum Administrative Officer

#### **1. Opening Remarks**

- The Principal (i/c) expressed gratitude to all staff members for their cooperation in both academic and non-academic programs of the college.

#### **2. NAAC Work Progress**

- Dr. K. Jothi reported on the progress of NAAC work and addressed all queries.
- The Correspondent and Secretary inquired about the criteria upload responsibilities and emphasized the urgency of this work.

#### **3. Correspondent and Secretary's Remarks**

- Despite various challenges, the Correspondent and Secretary expressed happiness in being part of the College Management.
- He acknowledged the historical contributions of teachers, principals, and congratulated staff members for their efforts.

#### **4. Academic Calendar**

- As per the directives of the Regional Joint Director of Collegiate Education, the college will reopen on June 19, 2024, for the academic year 2024-2025.
- A one-day staff retreat is scheduled for June 18, 2024.

#### **5. Staff Tour**

- A tour for teaching and non-teaching staff is planned for May 2 & 3, 2024.

6. Admissions 2024-2025

- The Correspondent and Secretary instructed the rejection of applicants causing issues, regardless of their academic and sports performance, particularly for B.P.Ed. Problematic students will not be given admission.
- Undertakings may be taken from all students. B.P.E.S. students should be filtered for B.P.Ed. admissions, with a target of enrolling 60 students.
- Modifications were made to the online application process this year.

7. Interview/Selection Trials for Admission 2024-2025: Scheduled as follows:

- M.P.Ed.: June 20, 2024
- B.P.Ed. and B.M.S.: June 26, 2024
- B.P.E.S.: June 24, 2024
- D.P.Ed.: June 21, 2024

8. Stock Verification


- To be completed by April 29, 2024.

**Any other Business**

1. Laboratory Requisitions: The Correspondent and Secretary informed to give the laboratory requisitions for all the laboratories.
2. Records and Registers Maintenance: Dr. K. Jothi highlighted the importance of maintaining records and registers.
3. College Magazine: Plans for the academic year's magazine were discussed.
4. Program Reports: The Principal (i/c) asked for reports of all programs, along with photographs, before the vacation.
5. Internal Marks: To be displayed on the notice board.
6. Photograph Backup and Social Media: Mr. T. John Sudarshan discussed the backup mail for photographs. Staff were informed to advertise the college's YouTube and Instagram channels among students.
7. Student Feedback: Feedback from students on the curriculum, examiners, and teachers to be obtained and reviewed.
8. Staff Uniform: It was decided to provide ties with the YMCA emblem for staff.
9. Syllabus & Camp: Modification in syllabus to be done. Camp activities to be changed as per the recent trends to the student.

**Closing Prayer:** With no further business to discuss, the meeting concluded with a prayer by Dr. J. Glory Darling Margaret, Associate Professor.

  
Dr. S. Johnson Premkumar  
Principal (i/c)

  
Dr. K. Jothi Dayanandan  
Associate Professor cum IQAC Coordinator