



C.S.I. VELLORE DIOCESE
VOORHEES COLLEGE, VELLORE

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Rt.Rev. Dr. A.RAJAVELU, M.A.,B.D.,D.Min.,

Bishop, C.S.I. Vellore Diocese,
Chairman, College Governing Board,
Secretary - Voorhees College, Vellore.

Dr. S. EZHIL CHRISTADOSS, M.Sc.Ed, M.Phil, Ph.D.

Principal-in-charge

12.09.2016

To

1. Dr. Kothandaraman
2. Dr.D. Paulraj *dl*
3. Dr. Balwin Nambikkairaj
4. Prof.D. Thirumaran
5. Dr.E.R.S. Kumar
6. Dr.S. Ezhil Christadoss
7. Dr.B.S. Selvakumar

Dear Friends,

kindly arrange to hand over the materials in your topic collected so far in connection with the NAAC to the Co-ordinator Dr. Paulraj by Thursday, the 15th September ' 2016.

(Dr.S. Ezhil Christadoss)



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ACTION REPORT ON NACC RE-ACCREDITATION IN 2016

12.09.2016 – a circular has been sent to all the criterion heads to hand-over the materials collected so far in connection with their criteria.

15.09.2016 – another circular was sent asking the HODs to submit the departmental inputs required for the NAAC report.

23.09.2016 – after meeting Mr. Ponmudi, who visited our college on 16.09.2016 the files with annual report format have been sent to all HODs of the department asking them to fill-up the particulars asked for in the format and submit it before 30.09.2016.

On **26.09.2016**, a staff meeting was conducted in the Smart Class Room to discuss about the submission of SSR. As a NAAC Coordinator, I briefed the staff members the importance of NAAC re-accreditation and the developments taken place so far in the process of NAAC preparation and also submitted a report in this connection.

On **29.09.2016**, a circular has been sent to all the departments asking them to keep ready all the records related to

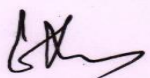
1. Staff registers / files
2. Library catalogue / Register
3. Students Attendance register for the past 3 years
4. University results for the past 3 years
5. Internal test / monthly / quarterly / model exam results
6. Staff profile – Thesis / paper publications etc.
7. Projects / other field reports for the past 5 years - if any
8. Minutes of the department staff meeting / work load / time table
9. Students profile UG / PG / M.Phil / Ph.D
10. Records for the conference / seminar / publications if any
11. Display of cups / prizes obtained by the department
12. Miscellaneous – Syllabus / Lesson plan

On **03-10-2016**, a hard copy of the annual report of all the criteria and a pen-drive was distributed to all the HODs asking them to submit the inputs related to their department from 2010-11 to 2015-16 (6 years).

So far I have received the inputs from the department of Commerce, Economics, some particulars from the department of Tamil and Defence. The annual reports asked in the format from the departments except economics and commerce have not been submitted till date.

Once again I request all the criteria heads and HODs to submit their input in a complete shape as early as possible, so as to prepare the SSR and submit for re-accreditation at the earliest.




(Dr.S. Ezhil Christadoss)

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