



# S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

## QUALITY ASSURANCE COMMITTEE MEETING

Date: 25.02.2023

Timings: 09:00 a.m. to 09:30 a.m.

Venue: GF08

### Agenda:

- 1) Previous Meeting Open Items
- 2) Outcome of the FDP - PO, PSO's and CO's
- 3) List of Process Manuals - To share by the members
- 4) Best Practices
- 5) Any other walk-ins

### MINUTES OF THE MEETING

The following matters were discussed and decisions were taken in the meeting.

#### 1. Previous Meeting – Status of Open Items

S. No.	Open Items	Status	Action Plan
1	FDP on Outcome Based Education	Closed	-
2	Process Manuals	Open	To be shared by the team members immediately.
3	Best Practices	Open	Members to ensure to prepare a .ppt to showcase their departments best practices.

#### 2. Outcome of the FDP – PO's, PSO's and CO's

- The Faculty Knowledge Transformation on POs, PSOs and COs was completed on February, 04, 2023. To take it forward, team must work on the aspects of the attainment level. Dr. Kavitha, Chemistry will be recommended to take the lead. Once we get the permission from the Correspondent, the same to be executed by Dr. Kavitha.

#### 3. Process Manuals

- IQAC SPOC suggested the Quality Assurance Team members to share the recommended Process Manuals. But the team assured to share the same through the WhatsApp group.
- Once it is dotted out, the same to be prepared by the members with the detailed process flow.

*Late Submission*  
*of*  
*07/03/23*

#### **4. Best Practices – Praxis Event (Copying made Official)**

- Praxis exhibition to showcase the Department Best Practices can be conducted through IQAC during the month of March 2023. The best practices can be shared and presented through .ppt mode. This helps other department Heads & faculty members to implement the same in to their department.

#### **5. Any Other Walk-Ins**

- IQAC framework must be prepared and the same will be shared with Correspondent, Director, and Principal.
- The next meeting will be scheduled during the last week of March 2023.






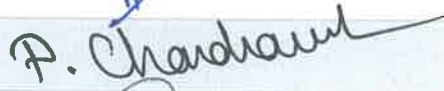







#### **Convened by**

Dr. S. Ganapathy, Asst. Prof & HoD, Department of Corporate Secretaryship

#### **Recorded by**

Dr. S. Ganapathy, Asst. Prof & HoD, Department of Corporate Secretaryship

**Committee Members:**

1	Dr. V. Sayi Satyavathi	
2	Dr. Malathi Selvakkumar	
3	Dr. S. Ganapathy	
4	Mr. Vijayakumar M	
5	Ms. Rajalakshmi B	
6	Dr. Suresh P	
7	Dr. Purushothaman G	
8	Dr. Latha R	
9	Dr. Pandian P	
10	Mr. Chandrasekar P	
11	Dr. Prathap S	
12	Mrs. Priya K B	
13	Mr. Srinivasan R	
14	Ms. Durgadevi R Mr. Jayalakshmi, Pujabur	
15	Mrs. Sathyabama D	
16	Dr. Muruganatham G	
17	Mr. Sivamaran G	
18	Dr. Kavitha G	

