

Date: 16.10.2022 Timing: 11:00 a.m. to 11:30 a.m. Venue: G-Meet Online

Agenda:

- 1. Roles & Responsibility
- 2. ISO Update
- 3. Any other walk-ins

MINUTES OF THE MEETING

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

- > SPOC shared the **Roles & Responsibility** of the Quality Assurance Team.
- As a part of quality initiative, our College Management has planned to implement **International Organization for Standardisation (ISO)**. For which, the initial phase of the Meeting was held with the Lead Auditor of our College and he has shared the various parameters to be followed. The **Parameters Templates** will be finalised on or before 19.10.2022 and the same will be shared with the team.
- > Shared the knowledge with the team to fill the Session Plan template. At a first step, all the faculty members should fill the Session Plan Template for 5th Unit of Second- and Third-Year Subjects on or before 19.10.2022. The template should be handwritten; hence the copies of the Session Plan Template will be shared with the respective Heads on 17.10.2022.
- The **Academic relevant ISO templates** to be completed on or before 31st October 2022 and the **administrative ISO template** to get completed on or before 30th November 2022. Our college will go for **certification** in the month of December 2022.
- Meeting ended with vote of thanks.

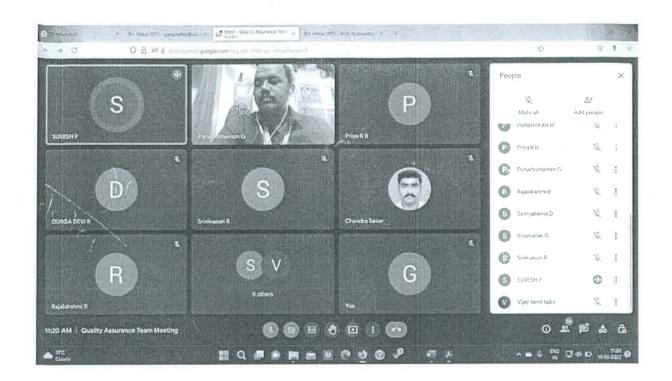
Convened by

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

Recorded by

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

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Committee Members:

1	Dr. V. Sayi Satyavathi	V-878 17/10/22
2	Dr. Malathi Selvakkumar	My shaper
3	Dr. S. Ganapathy	3hm 12/4/20
4	Mr. Vijayakumar M	we refer on inter
5	Ms. Rajalakshmi B	B. Barrioter
6	Dr. Suresh P	P & 12/10/20
7	Dr. Purushothaman G	G. Jan.
8	Dr. Prabhakar M	68.
9	Dr. Pandian P	D.
10	Mr. Chandrasekar P	P. Chardran
11	Dr. Prathap S	Og/
12	Mrs. Priya K B	- Farey
13	Mr. Srinivasan R	12
14	Ms. Durgadevi R	at ale
15	Mrs. Sathyabama D	D. Sathyelow
16	Dr. Muruganantham G	Co
17	Mr. Sivamaran G	(3)Z),