



S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

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

Mk
16/10/22

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



Committee Members:

1	Dr. V. Sayi Satyavathi	V. Sayi Satyavathi 17/10/22
2	Dr. Malathi Selvakkumar	M. Selvakkumar 17/10/22
3	Dr. S. Ganapathy	S. Ganapathy 17/10/22
4	Mr. Vijayakumar M	M. Vijayakumar 17/10/22
5	Ms. Rajalakshmi B	B. Rajalakshmi 17/10/22
6	Dr. Suresh P	P. Suresh 17/10/22
7	Dr. Purushothaman G	G. Purushothaman 17/10/22
8	Dr. Prabhakar M	M. Prabhakar
9	Dr. Pandian P	P. Pandian
10	Mr. Chandrasekar P	P. Chandrasekar
11	Dr. Prathap S	S. Prathap
12	Mrs. Priya K B	Priya K B
13	Mr. Srinivasan R	R. Srinivasan
14	Ms. Durgadevi R	R. Durgadevi
15	Mrs. Sathyabama D	D. Sathyabama
16	Dr. Muruganantham G	G. Muruganantham
17	Mr. Sivamaran G	G. Sivamaran