



S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

QUALITY ASSURANCE COMMITTEE MEETING

Date: 04.01.2023

Timings: 02:30 p.m. to 03:30 p.m.

Venue: GF08

Agenda:

- 1) Previous Meeting Open Items
- 2) OBE - CO's, PSO's, PO's
- 3) Best Practices - Praxis Event Date
- 4) Academic Audit
- 5) NIRF
- 6) Process Manuals
- 7) 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	ISO Templates to finalise	Pending & Open	Yet to complete hence the same will be carried forward till 12.01.2023
2	Academic relevant ISO templates to be completed	Pending & Open	Since the template are not finalised hence the same will be carried forward to 12.01.2023
3	Administrative ISO template	Pending & Open	Yet to complete. Mr. Mubeen and his team are working and the same to be handed-over to IQAC on or before 12.01.2023
4	Heads shared their Department Best Practices	Closed	-
5	Consolidated version of Best Practices by NAAC shared	Closed	-

2. Outcome Based Education – PO's, PSO's and CO's

- To determine the attainment level of the students, faculty members will be educated on Outcomes through FDP. The same will be planned during the month of January 2023. The same can be implemented from IA-I examination.

3. Best Practices – Praxis Event (Copying made Official)

- Praxis exhibition to showcase the Department Best Practices can be conducted through IQAC during the month of January 2023. The best practices can be prepared through a chart or sharing through the systems. This exhibition helps other department Heads & faculty members to implement the same in to their department.

4. Academic Audit:

- The Academic Audit has to be conducted for each department to monitor the academic performances. One external academician per department will be appointed to check the progress of the department.
- IQAC SPOC suggested to Academic Excellence Committee to take it forward. For which, the template to be prepared and the audit date to be finalised.

5. NIRF

- This year our college will be participating in the National Institute of Ranking Framework (NIRF). For which, 4 faculty members with Principal participated in the Workshop on NIRF and the costs Rs. 10,000+GST has been borne by the Management.
- The last date to compile the data in NIRF portal extended to 13th January 2023.

6. Process Manuals

- IQAC SPOC suggested to prepare the Process Manuals for our process which in-turn helps everyone to follow the system and procedures.
- In our next meeting, the committee members should suggest the list of process manuals to be prepared.

7. Any Other Walk-Ins

- The next meeting will be scheduled on 18th January 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	<i>MB</i> <i>06/01/23</i>
3	Dr. S. Ganapathy	<i>Sh</i> <i>6/1/23</i>
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	
15	Mrs. Sathyabama D	
16	Dr. Muruganantham G	
17	Mr. Sivamaran G	

