



S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

Date: 07.12.2022

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

Venue: Online

QUALITY ASSURANCE

Agenda:

1. Previous Meeting – Status of Open Items
2. To share the Composition of IQAC Members
3. Formal Meeting to be convened - Composition of IQAC Members
4. Identify the Unique Best Practices - Department-wise
5. Meeting Rooster
6. Any other walk-ins

4/5
15/12/22

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 | Will be completed on or before 16.12.2022 with the concurrence of the ISO Lead Auditor |
| 2 | Academic relevant ISO templates to be completed | Pending & Open | So far, the given templates to be completed and the same to be handed-over to IQAC on or before 09.12.2022 |
| 3 | Administrative ISO template | Pending & Open | Mr. Mubeen and his team are working and the same to be handed-over to IQAC on or before 16.12.2022 |
| 4 | Session Plan Template – Unit I to IV (Odd Semester) | On Target | Team to complete on or before 16.12.2022 (Soft Copy only) |
| 4 | Session Plan Template | Closed | Vth Unit Session Plans are completed by all the Departments |

2. Composition of IQAC Members

- Composition of IQAC members was approved by our Correspondent, Director and Principal for the AY2022-23. The same was shared with our team. Formal meeting has to be conveyed with the following members in the upcoming week.

| | | |
|----|--------------------------------|--|
| 01 | Chairperson | Dr. Malathi Selvakkumar, Principal |
| 02 | Coordinator | Dr. V. Sai Satyavathi, Director |
| 03 | Faculty 01 | Dr. S. Ganapathy, Dept. of Corp. Secretaryship |
| 04 | Faculty 02 | Mr. P. Chandrasekar, Dept. of Computer Science |
| 05 | Faculty 03 | Mrs. K.B. Priya, Dept. of Management Studies |
| 06 | Faculty 04 | Mr. R. Srinivasan, Dept. of Visual Communication |
| 07 | Faculty 05 | Dr. R. Latha, Dept. of Commerce |
| 08 | Faculty 06 | Mr. M. Vignesh Kumar, Dept. of Tamil |
| 09 | Faculty 07 | Mrs. D. Sathyabama, Dept. of Home Science |
| 10 | Faculty 08 | Mr. S. Naresh, Dept. of English |
| 11 | Management Rep. | Mr. P. Venkatesh Raja, Correspondent |
| 12 | Administration 01 | Mr. J. Mubeen Basha, System Administrator |
| 13 | Administration 02 | Mr. K. Thamizharasan, Office Assistant – Admin |
| 14 | Administration 03 | Mrs. T. Radha, Office Assistant – Admin |
| 15 | External Expert – Academicians | Dr. N. Venkataramanan, Principal, A.M. Jain College, Chennai |
| 16 | Local Society Nominee | To be Nominated |
| 17 | Alumni Nominee | Ms. P. Kaviya, B.Com. General (Batch 2019-22) |
| 18 | Student Nominee | Mr. P. Devendran, Final Year B.Com. CS |
| 19 | Employers/Industrialist | Mr. Archith, Proprietor, Hiauraa Fresh Vibe Water |

3. Meeting Rooster

- At least two meetings have to be convened in a month. Hence, the following Rooster has prepared and shared. The reminder has also set in the Google Calendar.

| Quality Assurance Meeting Schedule | | | | | | |
|------------------------------------|------|----------|-----------|-----------------|---------|------------|
| S.No. | Year | Month | Day | Date of Meeting | Mode | Timings |
| 1 | 2022 | December | Wednesday | 07.12.2022 | Online | 09:00 p.m. |
| 2 | 2022 | December | Wednesday | 21.12.2022 | Offline | 02:00 p.m. |
| 3 | 2023 | January | Wednesday | 04.01.2023 | Offline | 02:00 p.m. |
| 4 | 2023 | January | Wednesday | 18.01.2023 | Offline | 02:00 p.m. |
| 5 | 2023 | February | Wednesday | 08.02.2023 | Offline | 02:00 p.m. |
| 6 | 2023 | February | Wednesday | 22.02.2023 | Offline | 02:00 p.m. |
| 7 | 2023 | March | Wednesday | 08.03.2023 | Offline | 02:00 p.m. |
| 8 | 2023 | March | Wednesday | 22.03.2023 | Offline | 02:00 p.m. |
| 9 | 2023 | April | Wednesday | 05.04.2023 | Offline | 02:00 p.m. |
| 10 | 2023 | April | Wednesday | 19.04.2023 | Offline | 02:00 p.m. |
| 11 | 2023 | May | Wednesday | 03.05.2023 | Offline | 02:00 p.m. |
| 12 | 2023 | May | Wednesday | 17.05.2023 | Offline | 02:00 p.m. |

4. Identify the Unique Best Practices

- It was resolved that all the Quality Assurance Team members to share the best practices of their respective department in the next meeting. If it suits, the same can be implement in all other departments.

5. Any Other Walk-Ins

- Subject-wise Session Plan Template for the Even Semester can be prepared in a phased manner. The deadline and instructions will be shared after completing the Odd Semester Session Plan template. Subject i/c's must update the template in a soft copy version instead of hard copy to make our environment greenery.

Convened by





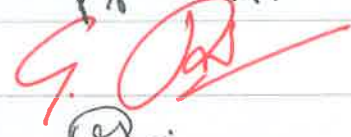


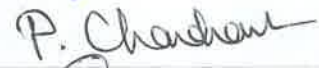






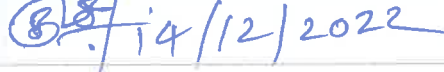
Dr. S. Ganapathy, Asst. Prof & HoD, Department of Corporate Secretaryship

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 |  14/1/22 |
| 5 | Ms. Rajalakshmi B |  14/12/22 |
| 6 | Dr. Suresh P |  14/12/22 |
| 7 | Dr. Purushothaman G |  |
| 8 | Dr. Prabhakar M |  |
| 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 |  14/12/22 |
| 16 | Dr. Muruganantham G |  14/12/22 |
| 17 | Mr. Sivamaran G |  14/12/2022 |