



S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

QUALITY ASSURANCE COMMITTEE MEETING

Date: 15.04.2023

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

Venue: GF11

Agenda:

- 1) Previous Meeting Open Items
- 2) Process Manuals
- 3) NAAC Accreditation Framework - Quantitative Metrics
- 4) Best Practices
- 5) Any other walk-ins

Handwritten notes:
17-04/23

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	Process Manuals	In-Progress	To be shared by the team members immediately.
2	Best Practices	Open	Members to ensure to prepare a .ppt to showcase their departments best practices and the same to be submitted on or before 22.03.2023.
3	Outcome of the FDP – PO's, PSO's and CO's	Open	Dr. Kavitha, Chemistry to work on it.

2. Process Manuals

- **List of Manuals** will be assigned to the members, in-turn members can have a brain-storming session with their teams to prepare a workflow / process map / steps / procedure. The same to be presented in the next meeting. Shared the responsibility for preparing the manuals:

Dr. S. Ganapathy	Admission Process Manual
Mr. Vijayakumar M	Social Service Process Manual
Ms. Rajalakshmi B	Activities / I.V. Process Manual
Dr. Suresh P	Conference / Seminar Manual
Dr. Purushothaman G	Discipline Process Manual
Dr. Latha R	HR Manual
Dr. Pandian P	Guest Lecture Process Manual

Mr. Chandrasekar P	ERP Process Manual
Dr. Prathap S	Examination Modules
Mrs. Priya K B	Convene a Meeting Manual
Mr. Srinivasan R	MoU Process Manual
Mrs. Jayalakshmi M	Resources Requirement Manual
Mrs. Sathyabama D	College Day / Cultural Manual
Dr. Muruganantham G	Library Process Manual
Mr. Sivamaran G	Sports and Games Process Manual
Dr. Kavitha G	Attainment Level
Mr. Prabhakar, Placement	Training & Placement Manual

3. NAAC Accreditation Framework - Quantitative Metrics

- All the Members to check the **NAAC Quantitative metrics** of all the seven criterions. The same to be discussed in the next meeting.

4. Any Other Walk-Ins

- Dr. S. Prathap suggested to complete the **Session Plan Template** for all the subjects pertains to the Even Semester. The same to be prepared in the soft copy version and can be uploaded in the drive.
- The next meeting will be scheduled on 22nd April 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