



S.A. COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras)

QUALITY ASSURANCE COMMITTEE MEETING

Date: 24.12.2022

Timings: 12:00 p.m. to 01:00 p.m.

Venue: GF08

Agenda:

1. Previous Meeting – Status of Open Items
2. Extension of date to submit ISO Forms
3. Best Practices
4. Any other walk-ins

Handwritten signature and date:
26/12/22

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	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	Session Plan Template – Unit I to IV (Odd Semester)	Closed	Soft copy of the templates are uploaded in IQAC Drive.
4	Session Plan Template	Closed	Vth Unit Session Plans are completed by all the Departments

2. Extension of Date to submit Session Plan Templates

- The Session Plan Templates for First Years (all units) to be completed on or before 31st January 2023 and the same to be uploaded in IQAC G-Drive.
- 31st January 2023 is the last date to submit the Interim Performance Appraisal Form.

3. Best Practices

Department-wise Best Practices shared by each members of Quality Assurance Team and the details are listed below:

- **Dr. S. Ganapathy, Department of Corporate Secretaryship**
 - Everyday Stand-up Meeting
 - Tasks Tracker with TAT and Action Plan for delay in attainment
 - Daily Productive Metrics
- **Dr. G. Purushothaman, Department of Accounting & Finance**
 - Unique Dress Code by the students on every week Friday.
 - Stationery shop by the students in our campus to encourage Entrepreneurship skills
 - Outreach Programme – Diaper distributed to child cancer patients.
 - First aid awareness activity
- **Mr. P. Chandrasekar, Department of Computer Science**
 - Student-Best Performer Award of the month (class-wise)
- **Dr. G. Muruganatham, Department of Library Science**
 - Book fair
 - New Arrivals section
 - Book Bank facilities for students
 - Library hour
 - Students visit to Anna Centenary Library
- **Mr. G. Sivamaran, Department of Physical Education**
 - Cross Country commemorating on National Sports Day (29th Aug)
 - Yoga Session for Students and Staff
- **Mrs. D. Sathyabama, Department of NFSM&D**
 - Case Studies and Report Writing
 - Analysis of Cost & Profit factors of our Canteen
 - Food Likes / Dislikes from Students
 - Analysis on food acceptance
- **Dr. P. Pandian, Department of Bank Management**
 - Account opening initiative taken for all our students with Indian Bank.

- Every month from 1st to 5th, our students are supporting the bank during the working hours.
- **Dr. S. Prathap, Department of Mathematics**
 - Questions will be posted in the notice board and gift may be provided to the deserving students.
 - For staff members, it will be posted on every week Thursday between 02:30 p.m. and 03:00 p.m.
- **Mr. R. Srinivasan, Department of Visual Communication**
 - "How to make a Film" – A course will be given to the Viscom students. If it is successfully completed, the same will be offered to all the interested students of other departments.
- **Mr. M. Vijayakumar, Department of Tamil**
 - Students will get an opportunity to meet the famous book writers on a monthly basis. **மாதம் ஒரு படைப்பாளர்**
- **Mrs. B. Rajalakshmi, Department of English**
 - Giving responsibility to the students those are not following the ethics / disciplinary part.
 - Inculcate the habit of reading – "One-Minute Reading"
 - Book Reviews
 - Film Appreciation
 - Moral Short Stories to the students on a daily basis.
 - Proxemics – Gender distance
- **Ms. R. Durgadevi, Department of Psychology**
 - Developmental Psychology
 - Student analysing the problem and giving solutions
 - Mobile collection before the class commences
- **Dr. P. Suresh, Department of Commerce (General)**
 - Different dress code for each department on a daily basis. This will help them to identify easily.
- **Dr. G. Thiyagarajan, Department of Business Administration**
 - Stand-up Meeting and Work Allocations
 - Tech Talk – Current trending topics

4. Any Other Walk-Ins

- Quality Assurance plans to conduct an event on **Best Practices - Exhibition named as 'Praxis - Copying Made Official'**. Initially, it is planned to conduct within our College and the same can be take it forward to other Colleges too. The proposed month to conduct internally is January 2023.
- Best Practices of various Colleges / Institutions was consolidated by the NAAC and the same will be shared in our group.
- The next meeting will be scheduled on 4th 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