



PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras

CIRCULAR

PSVASC/IQAC/ 2018-2019

DATE: 01.06.2018

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 will be held on 04.06.2018(10.30 AM) in the meeting hall for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

Agenda:

1. Introduction by the IQAC Chairperson
2. Academic Planning for 2018-2019
3. Commencement of odd semester
4. Orientation/training programme for I-year students Course plan
5. Plan for research and development activities
6. Plan for clubs and committees
7. Feedback analysis and Action taken report.


IQAC Coordinator


Principal
**PRINCE SHRI VENKATESHWARA
ARTS AND SCIENCE COLLEGE**
GOWRIVAKKAM, CHENNAI - 600 073.

Copy to,

1. IQAC members
2. All HODs
3. Placement coordinators
4. Office
5. File Copy




Principal
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Name of the meeting: IQAC Meeting	Date: 04.06.2018
Venue: Meeting Hall	Time: 10.30 AM
Minutes of meeting	
Agenda	Discussion/ Action taken
Introduction by the IQAC Chairperson	Principal, chairperson of the IQAC cell welcomed the members of IQAC and appreciated their contribution towards the institution and their valuable time given to the institution.
Academic Planning for 2018-2019	<ul style="list-style-type: none">The academic calendar committee insisted to prepare the calendar for the upcoming year, as per the academic calendar issued by the University of Madras.IQAC coordinator insisted all departments adhere to the academic calendar.It was decided to conduct an orientation program for the first-year students.
Commencement of odd semester	Discussed the tentative dates of odd semester classes for II- and III-year UG and II PG
Orientation/training programme	<ul style="list-style-type: none">IQAC coordinator discussed organizing a training programme on outcome based-education and professional ethics for teaching faculty.
Course plan	<ul style="list-style-type: none">Heads should insist their department faculty to prepare course materials well in advance for effective teaching.The lesson plan should be verified by the concerned heads before submitting it to the principal.
Plan for research and development activities	<ul style="list-style-type: none">All faculties should be instructed to publish articles in UGC care journals, web of Science and Scopus etc., and also to publish textbooks with an ISBN number.IQAC to formulate the modalities in this regard.
Plan for clubs and committees	Club Coordinators are insisted to conduct various programmes.
Feedback analysis and Action taken report	<ul style="list-style-type: none">The IQAC coordinator reviewed and analyzed about the feedback of all stakeholders such as students, parents, alumni and Employers. The suggestions were provided.

The meeting ended with a summary of the discussion and a Vote of thanks by IQAC Coordinator.


IQAC Coordinator


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IQAC Meeting

ACADEMIC YEAR 2018-2019

DATE: 04.06.2018

LIST OF MEMBERS PRESENTED:

S. No.	Name of the members	Designation	Signature
1	Dr. M. Uma	Principal	
2	Er. V. Prasanna Venkatesh	Vice Chairman	
3	Mr. S. Ramji	Manager	
4	Mrs. J. Janaki	HOD (A&F)	
5	Mrs. K. Deepalakshmi	HOD (Biotechnology)	
6	Mrs. K. Subashini	HOD (ECS)	
7	Mrs. B. Sowmiya	Placement Coordinator	
8	Mrs. R. Supriya	HOD (CS)	
9	Mrs. S. Aruna Rani	HOD (BCA)	
10	Mrs. P. Jasmin Leena	HOD (Biochemistry)	
11	Mrs. J. Salomi Packiya Jothy	HOD (Commerce (G))	
12	Mrs. K. Poongothai	HOD (Microbiology)	
13	Dr. Swetha Ravindran	HOD (English)	
14	Mr. E. Ravish Kumar	Entrepreneur	
15	Mr. T. Ram Sundhar	Tech. Leader, Infosys	
16	Mr. Jaya Pradeep. C. J	President Local Society	
17	G. Linga Sathya	II M. Sc CS	
18	T. Manikandan	III B. Com	



B. Kalpana
PRINCIPAL
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IQAC Coordinator