



PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras

CIRCULAR

DATE: 22.03.2019

PSVASC/ IQAC/ 2018-2019

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 will be held on 25.03.2019 (11.00 AM) in 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. Review of minutes of previous IQAC meeting
3. Review of IQAC initiatives
4. Academic and administrative audit
5. Value added course and certification course
6. Placement training activities
7. Research and development activities
8. Reviews of clubs and committees
9. Collection of feedback from various stakeholders
10. Introduction of new programs from the academic year 2019-2020


IQAC Coordinator

Copy to,

1. IQAC members
2. All HODs
3. Placement Coordinator
4. Office
5. File copy




Principal

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



B. Kalpane
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Name of the meeting: IQAC Meeting	Date: 25.03.2019
Venue: Meeting Hall	Time: 11.00 AM
Minutes of meeting	
Agenda	Discussion/ Action taken
Introduction by the IQAC Chairperson	Principal, chairperson of the IQAC cell welcomed the members of IQAC.
Review of minutes of previous IQAC meeting	Review of previous meeting held on 16.12.2018
Review of IQAC initiatives	The coordinator insisted to maintain the documentation of the various activities program conducted regularly with required proof for future reference
Academic and administrative audit	Implement mechanisms to continuously monitor and improve the quality of administrative services. Seek feedback from stakeholders, including students, faculty, staff, and parents, to identify concerns and suggestions for improvement.
Value added course and certification course	All the department Heads are insisted to encourage the students to involve in the certification, value added course.
Placement training activities	The principal shared his support for holding placement training sessions during the summer and winter vacations to avoid disrupting the daily academic schedule.
Research and development activities	The R&D convener shared the progress of the research activities undertaken during the even semester and the activities planned for the academic year 2019-2020 were submitted for approval.
Reviews of clubs and committees	The committee advised the club coordinators to conduct various programmes. After the detailed discussion the members approved the plan of activities to be carried during the academic year 2019-2020.
Collection of feedback from various stakeholders	Committee members discussed on online feedback collected from the stakeholders about curriculum and ambiance of institution. Suggested corrective measure were also discussed.
Introduction of new programs from the academic year 2019-2020	The committee was informed about the introduction of new program BBA with an intake of 70 students.
The meeting ended with the summary of the discussion and Vote of thanks by IQAC Coordinator.	


IQAC Coordinator


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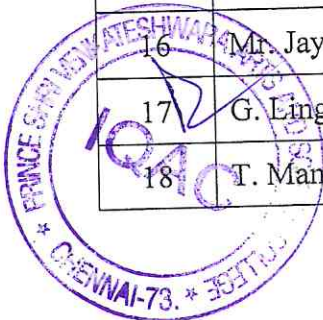
IQAC Meeting

ACADEMIC YEAR 2018-2019

DATE: 25.03.2019

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. Pongothai	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	



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