



# PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras, ISO 9001:2015 Certified Institution

## CIRCULAR

DATE: 05.03.2020

PSVASC/ IQAC/ 2019-2020

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 will be held on 09.03.2020 (10.30 AM) in meeting hall for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

### Agenda:

1. Review of the previous meeting
2. Welcome note by IQAC chairman
3. Review and plan of research activities
4. Planning for a farewell
5. Review and plan of feedback analysis
6. Clubs and committees.
7. Additional discussion points

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



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



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Name of the meeting: IQAC Meeting	Date: 09.03.2020
Venue: Meeting Hall	Time: 10.30 AM
Minutes of meeting	

Agenda	Discussion/ Action taken
Review of the previous meeting	Reviewed of minutes of previous IQAC meeting. The committee discussed various aspects presented in the meeting.
Welcome note by IQAC chairman	The principal welcomed HODs and IQAC members for the meeting.
Review and plan of research activities	The principal requested the HODs to ensure that their faculty members spend quality time for research. The research coordinator summarized on the various activities that are being undertaken by faculty members towards research.
Planning for farewell	Farewell for the batch 2017 – 2020 was planned to be conducted. Choose a date that allows sufficient time for planning and coordination. Make sure it doesn't clash with any major exams or college events.
Review and plan of feedback analysis	IQAC coordinator insisted to collect the feedback forms on curriculum design and development from stakeholders and analyse the response and take action accordingly.
Clubs and committees.	All of the clubs' and committees' coordinators were given instructions by the IQAC coordinator regarding how to organize activities.
Additional discussion points	To conduct more seminars, conferences and workshops.



IQAC Coordinator



B. Kalpane  
PRINCIPAL

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## IQAC Meeting

ACADEMIC YEAR 2019-2020

DATE: 09.03.2020

### 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	Dr. K. Deepalakshmi	HOD (Biotechnology)	
6	Dr. K. Subhashini	HOD (ECS)	
7	Mrs. B. Sowmiya	Placement Coordinator	
8	Mrs. R. Supriya	HOD (CS)	
9	Mrs. S. Aruna Rani	HOD (BCA)	
10	Dr. 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	Dr. S. Dhivya Bharathy	HOD (BBA)	
15	Mr. M. Manikandan	Entrepreneur	
16	Mr. T. Ram Sundhar	Tech. Leader, Infosys	
17	Mr. Jaya Pradeep. C. J	President Local Society	
18	Sathish Kumar. K	II M. Com	
19	Santhiya. M	III ECS	



**B. Kalpana**  
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IQAC Coordinator