



PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

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

CIRCULAR

DATE: 03.08.2020

PSVASC/ IQAC/ 2020-2021

Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-2021 will be held on 06.08.2020 at 11.00 AM in Zoom meeting (Online). All the members are requested to attend the meeting.

Agenda:

1. Introduction by the IQAC Chairperson
2. Academic Planning for 2020-2021
3. Review of online classes
4. Usage of ICT tools for online classes
5. Plan for research and development activities
6. Review of IQAC initiatives
7. Clubs and committees
8. Internal AAA

IQAC Coordinator

Principal

e - Copy
(Signature is not Mandatory)

Copy to,

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



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



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Name of the meeting: IQAC Meeting	Date: 06.08.2020
Venue: Zoom Meeting (Online)	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. Due to sudden pandemic situation and lockdown IQAC meeting held virtually and to ensure that academic and administrative operations were not disturbed.
Academic Planning for 2020-2021	A brief plan about academic related process was discussed and IQAC coordinator insisted all the HODs to initiate the faculty members to use innovative teaching to enhance the student's understanding capability.
Review of online classes	Principal appreciated the efforts taken by the faculty for conducting online classes. Utmost care has to be taken while giving the presentation.
Usage of ICT tools for online classes	All faculty members are using ICT tools due to the current pandemic situations. To seek feedback from students to make continuous improvements in the online teaching methods and tools used.
Plan for research and development activities	All the faculty members are insisted to publish books, papers and patents.
Review of IQAC initiatives	Department Faculty members are encouraged to receive funding from external funding agency. Each Department is given a target for consultancy projects.
Clubs and committees	Club coordinators need to organize webinars.
Internal AAA	Internal academic and administrative audit was conducted across all the departments. HODs are informed to take necessary actions on recommendations given by the internal audit team.


IQAC Coordinator




Principal


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IQAC Meeting

ACADEMIC YEAR 2020-2021

DATE: 06.08.2020

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	Dr. Sabin Begum	HOD (CS)	
9	Dr. 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	Lokesh. D	III BCA	
19	Gowri. S	II M. Sc BT	



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