

S.I.V.E.T. COLLEGE, GOWRIVAKKAM-600073

MINUTES OF THE MEETING

Ref:20-21/IQAC/A1

23.06.2021

Meeting of IQAC of the college was held on 23.06.2021 Wednesday at 11.45 am through Google Meet.

The meeting started with welcome note by IQAC Chairperson and Principal Dr S. USHARANI. She informed about the relinquishment of IQAC co-ordinator (Dr.R.Saravanan) citing health reasons, henceforth Dr.A.Chitra was appointed as IQAC Director from 23-6-2021. The IQAC team was reconstituted.

She expressed hope that she would receive necessary cooperation and guidance from all the distinguished members in transacting the business of the IQAC.

The Chairperson requested all the members for open house discussion on academic excellence.

Mr. P Sundararaman. Secretary felt that Concrete steps and paths needed in all direction for achieving Quality excellence and insisted that the IQAC and departments should be framed for setting quality benchmark.

It was decided to frame the plan of action for the academic year 2021-2022 and also to initiate the work for preparing AQAR for the year 2020-2021. It was decided to share the new revised AQAR format with the faculty members

The team with the permission of the chair to initiate alumni registration and organize alumni meet. It was decided to conduct Seminars and Conferences by the Departments and PG department heads were asked to promote research culture and efforts to take funded projects.

The Principal thanked all the members for attending the meeting and called the meeting to close.

Members Present:

Sl. No.	POSITION	NAME OF THE STAFF	DESIGNATION
1.	Management	Mr.P. SUNDARA RAMAN	Secretary
2.	Chairperson	Dr. S.USHARANI	Principal
3.	IQAC Director	Dr. A.CHITRA	Head &Associate Professor
4.	Senior Faculty	Dr. T.V.SUDHARSAN	Dean, Academic Affairs
		Dr. G.RAJENDREN	Dean, Student Affairs
5.	Faculty	Dr. D. BHARATHI	Associate Professor
		Dr. R. EZHILARASI	Assistant Professor
		Mr. T. BALAJI	Assistant Professor
		Ms. S.SUPRIYA	Assistant Professor
		Ms. M. PANDEESWARI	Head &Assistant Professor
		Mr. S. MURALI	Assistant Professor
		Dr. S. BALA	Assistant Professor
		Dr. T. SUJATHA	Assistant Professor
		Mr. C. ARUNKUMAR	Head & Assistant Professor(SF)
		Mrs. B.KALAISELVI	Head & Assistant Professor(SF)
		Dr. M.VIJAYALAKSHMI	Head & Assistant Professor(SF)
		Dr. V.SRINIVASAN	Head & Assistant Professor(SF)
		Mr. R. LINGAPPAN	Head & Assistant Professor(SF)
		Mrs. S. SARANYA	Head & Assistant Professor(SF)
Dr. T. SUJATHA	Head & Assistant Professor(SF)		
Mrs. KIRUBA ANGELIN	Head & Assistant Professor(SF)		
6.	Administrative Office	Mr. D.SHIVAKUMAR	System Analyst(SF)

S. Usharani

A. Chitra

Dr.A.CHITRA
IQAC-Director
S.I.V.E.T. College
 Gowriyalur, Chennai-73



The following Members were present for the meeting

IQAC COMMITTEE

DATE: 23.06.2021

Sl. No.	POSITION	NAME OF THE STAFF	DESIGNATION	SIGNATURE
1.	Management	Mr.P. SUNDARA RAMAN	Secretary	
2.	Chairperson	Dr. S.USHARANI	Principal	<i>S. Usharani</i>
3.	IQAC Director	Dr. A.CHITRA	Head & Associate Professor	<i>A. Chitra</i>
4.	Senior Faculty	Dr. T.V.SUDHARSAN	Dean, Academic Affairs	<i>T. V. Sudharsan</i>
		Dr. G.RAJENDREN	Dean, Student Affairs	<i>G. Rajendren</i>
5.	Faculty	Dr. D. BHARATHI	Associate Professor	<i>D. Bharathi</i>
		Dr. R. EZHILARASI	Assistant Professor	<i>R. Ezhilarasi</i>
		Mr. T. BALAJI	Assistant Professor	<i>T. Balaji</i>
		Ms. S.SUPRIYA	Assistant Professor	<i>S. Supriya</i>
		Ms. M. PANDEESWARI	Head & Assistant Professor	<i>M. Pandeeswari</i>
		Mr. S. MURALI	Assistant Professor	<i>S. Murali</i>
		Dr. S. BALA	Assistant Professor	<i>S. Bala</i>
		Dr. T. SUJATHA	Assistant Professor	<i>T. Sujatha</i>
		Mr. C. ARUNKUMAR	Head & Assistant Professor(SF)	<i>C. Arunkumar</i>
		Mrs. B.KALAISELVI	Head & Assistant Professor(SF)	<i>B. Kalaiselvi</i>
		Dr. M.VIJAYALAKSHMI	Head & Assistant Professor(SF)	<i>M. Vijayalakshmi</i>
		Dr. V.SRINIVASAN	Head & Assistant Professor(SF)	<i>V. Srinivasan</i>
		Mr. R. LINGAPPAN	Head & Assistant Professor(SF)	<i>R. Lingappan</i>
		Mrs. S. SARANYA	Head & Assistant Professor(SF)	<i>S. Saranya</i>
		Dr. T. SUJATHA	Head & Assistant Professor(SF)	<i>T. Sujatha</i>
Mrs. KIRUBA ANGELIN	Head & Assistant Professor(SF)	<i>K. Kiruba Angelin</i>		
6.	Administrative Office	Mr. D.SHIVAKUMAR	System Analyst(SF)	<i>D. Shivakumar</i>

S. Usharani

PRINCIPAL

A. Chitra

IQAC DIRECTOR

Dr.A.CHITRA
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PLAN OF ACTION FOR THE YEAR 2021-2022

- ❖ Preparation of IQAC Calendar for the year 2021-2022
- ❖ It was proposed to conduct the following Faculty development programmes during the academic year 2021-2022
 - FDP on Innovative Teaching Practices in Academia during the month of July2021.
 - FDP on New Framework of NAAC Accreditation during December2021
- ❖ Implementation of online admission process in both UG & PG Level
- ❖ Student Induction programmes to be conducted for the first years
- ❖ Students must be encouraged to excel in Co-curricular activities.
- ❖ Students must be encouraged to take life skill add on courses- one/ year
- ❖ Preparation and submission of data to AISHE
- ❖ Seminar /Conferences To enhance the Quality of Research
- ❖ Review meetings on department activities with Principal and HODs to be organized to evaluate the performance of the departments.
- ❖ Review meetings with Secretary and Principal regarding NAAC criteria to be organized.
- ❖ Submission of AQAR for the year 20-21 in the month of November2021
- ❖ Internal & External Academic and Administrative audits to be carried out in the month of May & June2022
- ❖ Steps to be taken to improve the internship performance of the students so as to achieve 100% placement.
- ❖ Student satisfaction survey to be carried out. during the month of April 2022
- ❖ To organize alumni meet
- ❖ To organize Seminar on IPR , Research methodology and Entrepreneurship
- ❖ To Prepare the annual report of the institution




Dr.A.CHITRA
IQAC-Director
S.I.V.E.T. College
Gowrivakkam, Chennai-73