

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

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**DATE & TIME : 20-11-2021, 12.00 noon**

**VENUE: IQAC ROOM**

**MEMBERS PRESENT:**

1. Dr. S. Usharani	Chairperson & Principal
2. Dr. T.V. Sudharsan	Dean, Academic Affairs
3. Dr. G. Rajendiren	Dean, Student Affairs
4. Dr. J. Renugadevi	Senior Faculty Member
4. Dr. A. Chitra	IQAC Director
5. Dr. T. Balakrishnan	Dean, Alumni
6. Dr. R. Panneerselvam	Senior Faculty & Director -SF
7. Dr. D. Selvamani	Member
8. Mr. G.K. Arun	Member
9. Dr. R. Ezhilarasi	Member
10. Mr. T. Balaji	Member
11. Ms. S. Supriya	Member
12. Mr. S. Murali	Member
13. Dr. S. Bala	Member
14. Dr. T. Sujatha	Member
15. Dr. P. Selvakumar	Member
16. Mr. C. Arunkumar	Member
17. Dr. V. Srinivasan	Member
18. Mrs. S. Saranya	Member
19. Ms. J. Anjana Devi	Member
20. Mr. D. Shivakumar	Member -Administrative Office
21. Ms. M. Abinaya	Student Member
22. Ms. .Vaidheeswari	Student Member
22. Mr. K. Barath	Student Member

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

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**DATE & TIME : 20-11-2021, 12.00 noon**

**VENUE: IQAC ROOM**

The minutes of the First IQAC meeting were read by Dr. A. Chitra, Director-IQAC and it was approved by all members of IQAC Committee.

The following points were discussed in the meeting:

- It was decided to reframe the course file template
- Critical analysis for C.I.A of each subject should be implemented
- Result analysis with Critical analysis for all subjects should be in Pie chart for the past five years and current year.
- It was proposed to conduct Symposium, Workshops, Seminars & Conferences in National level by UG departments and International level by PG departments
- It was also discussed to review the faculty performance appraisal
- Submission of the Reports of Department Advisory Board to IQAC was initiated. It was decided to conduct such meeting at the beginning of every academic year
- It was decided to conduct all the activities given in the IQAC calendar and the reports for the same to be submitted now and then.
- It was discussed to reframe the curriculum survey feedback form
- It was decided that the Proctors can be allotted to the students within the departments as per the suggestions given by the student nominees.
- It was decided that the students can approach the Student Affairs Dean in case of any issues and a meeting of Student Affairs with Student Representatives to form Student Council will be on 25.11.2021.
- It was planned to conduct the IQAC meeting on every Friday, 3<sup>rd</sup> week of every month.
- The next meeting was scheduled on 17-12-2021.

**Dr. A. CHITRA**  
**IQAC -DIRECTOR**

**Dr. S. USHARANI**  
**PRINCIPAL & CHAIRPERSON**

**S.I.V.E.T. COLLEGE, GOWRIVAKKAM-73**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**CIRCULAR**

**Ref: 21-22/IQAC/A2**

**Date: 19.11.21**

All the members of Internal Quality Assurance Cell are hereby informed that IQAC Quarterly meeting for the year 2021-2022 will be held on 20.11.2021 Thursday at 12 noon in the IQAC Room. You are therefore requested to kindly make it convenient to attend the meeting.

**AGENDA:**

- 1. Approval of Previous Meeting Minutes and Plan of Action for the year 2021-2022**
- 2 Course file Template**
- 3. Result Analysis- Critical Analysis**
- 4. To organize Seminar /Conferences**
- 5. Review of Faculty Performance Appraisal**
- 6. DAB Meeting Report submission**
- 7. Submission of Events/ Programs Conducted by the Departments to IQAC**
- 8. Feedback Survey from Stakeholders**
- 9. Mentoring Activities**
- 10. Any other matter with the permission of the Chair Person**

**Dr. A. CHITRA**  
**IQAC -DIRECTOR**

**Dr. S. USHARANI**  
**PRINCIPAL& CHAIRPERSON**