

## Minutes of the Meeting

Ref: 21-22/IQAC/A1

24.08.2021

**A Meeting of Head of the institution and IQAC Director with Secretary was held on 24.08.2021 at 3 p.m in Secretary's Chamber**

### **Member Present**

Mr. S.P. Kuppuswamy (President)

Mr. P. Sundararaman (Secretary)

Dr .S. Usha Rani (Principal)

Dr. A. Chitra (Director)

The meeting focused on the need for holistic education to ensure that students have the adequate life skills to succeed in life than just their degree. The following were decided:

1. A broad design was drawn for the holistic development of the students by imparting the below eight skills:
  - Communication Skills
  - Computing Skills
  - Presentation Skills
  - Sales Technique
  - Financial Discipline
  - Social Skills
  - Interview Skills
  - Entrepreneurship
  - Project Management
2. The IQAC cell has to list out the various review areas in academics, student support, and soft skill development of students; Project management ,research & training needs of teaching staff , higher studies of non-teaching staff and Training of security and housekeeping personnel in other areas to be undertaken.
3. On identification of the critical areas, development and application of quality benchmarks has to be done for each critical area. Achievement target to be fixed for each area like for e.g. Results, Research of staff etc. and the same disseminated to all relevant stakeholders. Community development initiatives of the department need to be formed.
4. Performance targets has to be assigned for all Cells and Committees that would be periodically reviewed.
5. Preparation of activity calendar for IQAC that includes periodical conduct of Academic and Administrative audit.

6. A status report on the above has been sought by the secretary that would be submitted by the director within four weeks.