

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

**Ref: 21-22/IQAC/A3**

**Date : 02.03.2022**

IQAC members are informed to attend the meeting on 02.03.2022 Wednesday at 12.30 p.m in IQAC Room. You are requested to kindly make it convenient to attend the meeting.

**AGENDA:**

- Confirmation and approval of minutes of the meeting of IQAC held on 20.11.21
- Actions taken on the items of the previous IQAC meeting
- AQAR Preparation and submission for the year 2021-2022
- Internal Academic Audit of All Departments by Quality Cell
- Any other Matter

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

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

# **S.I.V.E.T. COLLEGE, GOWRIVAKKAM-73**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Minutes of the Meeting**

The meeting of IQAC was held on 02.03.2022 Wednesday at 12.30 p.m in IQAC Room the meeting began with welcome remarks of the Principal. The Principal presented the agenda to be discussed in the meeting. The following Members were present

- |                         |                               |
|-------------------------|-------------------------------|
| 1. Dr. S. Usharani      | Chairperson & Principal       |
| 2. Dr. G. Rajendiren    | Dean, Student Affairs         |
| 3. Dr. J. Renugadevi    | Senior Faculty Member         |
| 4. Dr. A. Chitra        | IQAC Director                 |
| 5. Dr. T. Balakrishnan  | Dean, Alumni                  |
| 6. Dr. R. Panneerselvam | 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 |

**Agenda Item No.1 Approval of the previous meeting minutes**

The minutes of the meeting of IQAC held on 20.11.21 was read by IQAC Director and approved by IQAC members.

**Agenda Item No.2 Actions taken on the items of the previous IQAC meeting**

1. Course File template prepared and implemented
2. Result Analysis Committee framed
3. Review of Faculty Performance Appraisal
4. DAB report Submission
5. Mentoring Activities initiated.

Discussions were held with reference to ATR of the same

**Agenda Item No.3 AQAR Preparation and submission for the year 2021-2022**

It was decided to collect the details for AQAR preparation for the year 2021-2022 in the month of September 2022 and the completed documents is to be submitted in the month of October 2022 by the Quality cell members.

**Agenda Item No.3 Internal Academic Audit of All Departments by Quality Cell**

It was decided to conduct Internal Academic Audit for all the departments of Aided and Self Finance streams in the month of April 2022 . The Schedule will be prepared and informed to Quality Cell Members.

No other matter was raised for further discussions. The Meeting concluded with Vote of thanks by the Director IQAC.

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

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

