

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

Ref: 21-22/IQAC/A4

Date : 25.03.2022

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

AGENDA:

Internal Academic Audit Schedule

Collection of Event Report conducted by the Department

Quality Initiative program by IQAC

Any other matter.

Dr. A. CHITRA

IQAC -DIRECTOR

Dr. S. USHARANI

PRINCIPAL & CHAIRPERSON.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

A meeting of Quality Cell members of IQAC with Department Representatives was held on 25.03.2022 in IQAC room. The meeting began with the permission of IQAC Chair Person. The Minutes of previous meeting held on 02.03.2022 was approved and discussed ATR of the same by the members. The following Agenda items were discussed during the meeting and it was resolved to implement them. The meeting was ended with vote of thanks.

Agenda Item 1: Internal Academic Audit Schedule

It was decided to conduct Internal Academic Audit from 18.04.2022 to 03.05.2022 for Departments of Aided and Self Finance Stream. Allotment List for auditing to the Departments will be circulated to quality cell Members.

Agenda Item 2: Collection of Event Report conducted by the Department

It was decided that Department representatives will be responsible to provide the events reports to the quality cell member.

Agenda Item 3: Quality Initiative Program by IQAC

It was proposed to conduct Quality Initiative Program on Research Methodology in the month of April 2022.

Agenda Item 4: Any other Matter

The Procedure to conduct Academic Audit was discussed and the queries raised by the Department representatives were clarified.

Dr. A. CHITRA
IQAC -DIRECTOR

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