

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

**Ref: 21-22/IQAC/A5**

**Date : 13.06.2022**

All the members of Internal Quality Assurance Cell are hereby informed that the meeting will be held on 14.06.2022 Tuesday at 10a.m in the IQAC Room. You are therefore requested to attend the meeting.

**AGENDA:**

1. Discussion on Internal Academic Audit done by Quality Cell Members
2. Submission of AQAR with supporting documents
3. Plan of action for the year 2022-2023
4. Student satisfaction survey & Curriculum survey from students and stakeholders for the year 2021-2022
5. Any other Matter

Dr. A. CHITRA

DIRECTOR

Dr. S. USHARANI

PRINCIPAL & CHAIRPERSON

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

**Minutes of the Meeting**

**The Principal chaired the meeting, held on 14.06.2022 at 10a.m in IQAC room.**

**The given agenda was deliberated.**

**Agenda 1.** Discussion on Internal Academic Audit done by Quality Cell Members

Internal Academic audit was done by the quality cell members in all department and reported that the documentation process in the department will be maintained according to the template given

**Agenda 2.** Submission of AQAR with supporting documents.

IQAC Quality Cell members were asked to finalize the documentation with supporting materials and to be submitted in the month of October 2022 for the year 2021-2022

**Agenda 3:** Plan of action for the year 2022-2023

It was decided that the events and programs for the 2022-2023 allotted to the cells and committees which will be incorporated in the academic calendar.

**Agenda 4.** Student Satisfaction Survey & Curriculum Survey from Stakeholders

It was proposed to conduct Student Satisfaction Survey and Curriculum Survey from stakeholders and the analysis report will be submitted at the end of this month.

**Agenda 5:** Any other Matter

It was decided to conduct Library audit (Internal & External) for the next academic year.

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

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