

Minutes of Meeting

IQAC Meeting on AQAR Submission

Date: 12.11. 2023

Time: 12:30 PM

Venue: IQAC Conference Room

Chairperson: Prof. S.Shantha

1. Discussion on the AQAR submission for the year 2023-2024.
2. Review of data and documents for AQAR submission.
3. Deadlines and responsibilities for AQAR completion.
4. IQAC member provided an update on the status of the data collection process.
5. Departments to finalize and submit any pending data/documents by the first week of 2024.
6. The administrative office will assist departments in finalizing the data where required.
7. Each criterion was discussed in detail, and members suggested a few amendments and additional data for accuracy.

MEMBERS OF THE MEETING

Prof.S.Shantha	S. Shan
Prof.V.Savithri	S
Prof. M.Prema	M. Prema
Prof. S.Nandhini	S. Nandhini
Prof. S.Deepa	S. Deepa
Prof. S.Bhavani	S. Bhavani
Prof.C.Navukkarasi	C. Navukkarasi
Prof. J.Dikshitha	J. Dikshitha

Minutes of the Meeting

Program: One-Day Workshop on *Quality Assessment, Enhancement, and Sustenance Initiatives in Higher Education - A NAAC Perspective*

Date: December 3, 2023

Time: 10:00 AM - 11PM

Venue: IQAC

Organized by: Internal Quality Assurance Cell (IQAC)

Chairperson: Prof.S.Shantha

1. The forum discussed the main goal of the workshop that is to provide participants with a deeper understanding of the NAAC accreditation process, quality assessment frameworks, and strategies for continuous quality enhancement and sustenance in higher education institutions.
2. The date of the programme was fixed as 2nd January 2024.
3. The resource persons were finalized as **Dr. Xavier Mahimai Raj**, Head of the Department of Commerce, Loyola College and **Prof. Dr. T. Augustine Arul Raj**, Associate Professor, Department of Chemistry, D.G. Vaishnav College.
4. The workshop will be held in conference hall.
5. Duties were assigned to the members of IQAC.
6. A follow-up meeting will be held on December 18, 2023, to review the final preparations and ensure everything is on track.

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Prof.V.Savithri	
Prof. M.Prema	
Prof. S.Nandhini	
Prof. S.Deepa	
Prof. S.Bhavani	
Prof.C.Navukkarasi	
Prof. J.Dikshitha	