

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
VEPERY, CHENNAI-600007
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.1

DATE OF MEETING: 19.06.2023

TIME : 1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1. Dr. Cecily
2. Dr. Varalakshmi

IQAC Coordinators

Attended by:

1. Dr. Visalatchi
2. Dr. Gayathri
3. Dr. Usha Tamilselvi
4. Dr. Karmuhil
5. Dr. Mahalakshmi
6. Ms. Sathyapriya
7. Dr. Indu Priya

Head, Dept. of B.Com (CA)
Head, Dept. of B.Com (A&F)
Head, Dept. of B.Com (CS)
Head, Dept. of B.Sc (CS)
Head, Dept. of B.Sc (CS with AI & DS)
Professor & Head, Dept. of B.Com (ISM)
Head, Dept. of Commerce – Shift II

Minutes

1. Brief about IQAC
2. Discussion about IQAC initiatives
3. Discussion on future plans of IQAC
4. Discussion on online submission of AQAR
5. Distribution of downloaded new AQAR templates to IQAC members for data collection
6. IQAC members to collect relevant data for the timely submission of AQAR
7. Creation of E-mail id for pooling up the data being collected
8. Discussion on submission of Action Plan according to NAAC Criteria Workload, Lesson Plan and Time Table by Departments.
9. Discussion on maintenance of academic performance of students by Departments
10. Discussion on FDP
11. Discussion on constitution of various committees for the Academic Year 2023-2024
12. Discussion on preparation of Academic Calendar

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
VEPERY, CHENNAI-600007
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.2

DATE OF MEETING:19.07.2023

TIME :1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

- 1.Dr.Cecily
- 2.Dr.Varalakshmi

IQAC Coordinators

Attended by:

- | | |
|----------------------|----------------------------------------|
| 1.Dr.Visalatchi | Head, Dept. of B.Com (CA) |
| 2.Dr.Gayathri | Head, Dept. of B.Com (A&F) |
| 3.Dr.Usha Tamilselvi | Head, Dept. of B.Com (CS) |
| 4.Dr.Karmuhil | Head, Dept. of B.Sc (CS) |
| 5.Dr.Mahalakshmi | Head, Dept. of B.Sc (CS with AI & DS) |
| 6.Ms.Sathyapriya | Professor & Head, Dept. of B.Com (ISM) |
| 7.Dr.Indu Priya | Head, Dept. of Commerce – Shift II |

Minutes

1. Review of previous meeting
2. Discussion on framing of strategies and policies
3. Discussion on action taken for the improvement of academic performance of students
4. Discussion on conduct of Department activities according to NAAC criteria

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.3

DATE OF MEETING: 17.08.2023

TIME : 1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1. Dr. Cecily

2. Dr. Varalakshmi

IQAC Coordinators

Attended by:

1. Dr. Visalatchi

2. Dr. Gayathri

3. Dr. Usha Tamilselvi

4. Dr. Karmuhil

5. Dr. Mahalakshmi

6. Ms. Sathyapriya

7. Dr. Indu Priya

Head, Dept. of B.Com (CA)

Head, Dept. of B.Com (A&F)

Head, Dept. of B.Com (CS)

Head, Dept. of B.Sc (CS)

Head, Dept. of B.Sc (CS with AI &DS)

Professor & Head, Dept. of B.Com (ISM)

Head, Dept. of Commerce – Shift II

Minutes

1. Review of previous meeting
2. Discussion on Value Addition certificate courses
3. Discussion on Skill Development courses
4. Discussion on conduct of Career Guidance and Counseling programmes by departments
5. Discussion on action taken for the improvement of academic performance of students

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.4

DATE OF MEETING:19.09.2023

TIME :1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1.Dr.Cecily
2.Dr.Varalakshmi

IQAC Coordinators

Attended by:

1.Dr.Visalatchi
2.Dr.Gayathri
3.Dr.Usha Tamilselvi
4.Dr.Karmuhil
5.Dr.Mahalakshmi
6.Ms.Sathyapriya
7.Dr.Indu Priya

Head, Dept. of B.Com (CA)
Head, Dept. of B.Com (A&F)
Head, Dept. of B.Com (CS)
Head, Dept. of B.Sc (CS)
Head, Dept. of B.Sc (CS with AI & DS)
Professor & Head, Dept. of B.Com (ISM)
Head, Dept. of Commerce – Shift II

Minutes

1. Review of previous meeting
2. Discussion on Value Addition certificate courses
3. Discussion on Skill Development courses
4. Discussion on conduct of Career Guidance and Counseling programmes by Departments
5. Discussion on action taken for the improvement of academic performance of students
6. Discussion on conduct of tests, seminars, assignments etc. for internal assessment.

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.5

DATE OF MEETING:13.10.2023

TIME :1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1.Dr.Cecily
2.Dr.Varalakshmi

IQAC Coordinators

Attended by:

1.Dr.Visalatchi
2.Dr.Gayathri
3.Dr.Usha Tamilselvi
4.Dr.Karmuhil
5.Dr.Mahalakshmi
6.Ms.Sathyapriya
7.Dr.Indu Priya

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Head, Dept. of B.Sc (CS)
Head, Dept. of B.Sc (CS with AI & DS)
Professor & Head, Dept. of B.Com (ISM)
Head, Dept. of Commerce – Shift II

Minutes

1. Review of previous meeting
2. Discussion on conduct of Guest Lectures, ICT enabled classes, workshops and seminars
3. Discussion on conduct of class room activities
4. Discussion on conduct of Career Guidance and Counseling programmes by Departments
5. Discussion on syllabus completion and revision
6. Discussion on schedule for conduct of model examination.
7. Discussion on Students Feed Back and conduct of Parent teachers Meet
8. Discussion on submission of workload and time table for even semester
9. Discussion on conduct of University Theory, Practical, NME , Softskill and NAAN Muthalvan Examinations

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.6

DATE OF MEETING: 09.01.2024

TIME :1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1.Dr.Cecily
2.Dr.Varalakshmi

IQAC Coordinators

Attended by:

1.Dr.Visalatchi	Head, Dept. of B.Com (CA)
2.Dr.Gayathri	Head, Dept. of B.Com (A&F)
3.Dr.Usha Tamilselvi	Head, Dept. of B.Com (CS)
4.Dr.Karmuhil	Head, Dept. of B.Sc (CS)
5.Dr.Mahalakshmi	Head, Dept. of B.Sc (CS with AI & DS)
6.Ms.Sathyapriya	Professor & Head, Dept. of B.Com (ISM)
7.Dr.Indu Priya	Head, Dept. of Commerce – Shift II

Minutes

1. Review of previous meeting
2. Discussion on conduct of Guest Lectures, ICT enabled classes, workshops and seminars in even semester
3. Discussion on conduct of class room activities in even semester
4. Discussion on conduct of Academic, Energy and Green Audits
5. Discussion on syllabus completion and revision
6. Discussion on schedule for conduct of model examination.

Dr.M.K.Malathi
Principal

GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING –NO.7

DATE OF MEETING: 06.03.2024

TIME : 1.30 p.m to 2.30 p.m

VENUE : Conference Hall

Conducted by:

1.Dr.Cecily

IQAC Coordinators

2.Dr.Varalakshmi

Attended by:

1.Dr.Visalatchi

Head, Dept. of B.Com (CA)

2.Dr.Gayathri

Head, Dept. of B.Com (A&F)

3.Dr.Usha Tamilselvi

Head, Dept. of B.Com (CS)

4.Dr.Karmuhil

Head, Dept. of B.Sc (CS)

5.Dr.Mahalakshmi

Head, Dept. of B.Sc (CS with AI & DS)

6.Ms.Sathyapriya

Professor & Head, Dept. of B.Com (ISM)

7.Dr.Indu Priya

Head, Dept. of Commerce – Shift II

Minutes

1. Review of previous meeting
2. Discussion on Student Feed Back
3. Discussion on Student Satisfaction Survey
4. Discussion on syllabus completion and revision
5. Discussion on schedule for conduct of model examination
6. Discussion on conduct of University Theory, Practical, NME, Softskill and NAAN Muthalvan Examinations

Dr.M.K.Malathi
Principal