



PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING HELD ON 1/11/2014

The IQAC members had a meeting on 1/11/2014. Following members attended the meeting:

Bro. Arockiaraj. S	- Director & Secretary
Dr. Fatima Vasanth	- Principal
Dr. Arokiamary Geetha Rufus	- Vice- Principal
Dr. S. Nagajothi	- IQAC Coordinator
Mrs. B. Anandapriya	- Coordinator- Academic Affairs
Mrs. B. Meena	- Coordinator- Students Affairs
Mrs. Unika. D	- HOD, Department of Commerce
Mrs. Lenora Vieyra	- HOD, Department of English
Mrs. Mashiya Afroze	- HOD, Department of Computer Science
Mrs. Bronwen Joseph	- Administrative Staff Representative
Mr. Varghese	- Industry Representative

The minutes of the meeting is given below:

1. Agenda and minutes of the meeting will be circulated by the Co-ordinator.
2. November 10th, 2014 and December 12th, 2014 have been fixed as the tentative days for forthcoming IQAC workshops for all faculty. Participation is compulsory.
3. As its first initiative, the student feedback exercise has been undertaken on 29/10/2014. The feedback forms will be consolidated and data will be entered by Ms. Celina and Mr. Suresh (lab). Data entry process will be supervised by Mr. Sriram.
4. The raw data will be handed over to the IQAC members on November 15th, 2014. The format for data analysis will be discussed in a meeting on the same day.
5. Data analysis will be carried over by Dr. Nagajothi and Ms. Unika and the first draft of the report will be submitted for review on December 2nd, 2014. The final draft will submitted on December 10th, 2014 and a presentation of the same will be made in the All faculty meeting on December 19th, 2014.
6. The roles and responsibilities of the committee were circulated.
7. Congratulatory resolution passed for the successful submission of SSR for Cycle 1.


Dr. Nagajothi S
IQAC COORDINATOR

PATRICIAN COLLEGE OF ARTS AND SCIENCE
GANDHI NAGAR, ADYAR,
CHENNAI-600 020. Ph: No. 044-24401362