



St.Thomas College of Arts and Science



Koyambedu, Chennai-107.

Notice

04/02/2020

All the members of IQAC are hereby informed that a meeting would be held at 12.30 pm in the Conference Hall on 05/02/2020 under the Chairmanship of Principal. The following is the agenda of the meeting:

Agenda:

1. Confirmation of minutes of last meeting
2. Review of the January Assessment Internal Mark Report
3. Review of the January Attendance Report.
4. NAAC Orientation Workshop on Student Support and Progression
5. Documentation for the year 2019-2020.
6. Any other Matter


Director of IQAC


Principal & Chairman of IQAC



St.Thomas College of Arts and Science



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Minutes of the IQAC meeting held on Feb 5, 2020

As per the notice circulated on 04/02/2020, the meeting was held on 05/02/2020, 12.30 p.m. in the conference hall. The following members were present in the meeting:

Members Present:

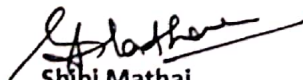
1. Dr. N. Thangavel –Chairperson.
2. Mr. Shibi Mathai –Coordinator
3. Dr. P. Shanmugam- Member
4. Mrs. Susan Abraham- Member
5. Mrs. P. Mala- Member
6. Mr. E. Muruganandam- Member
7. Ms. M. Shanthi- Member
8. Ms. M. Sumathi- Member
9. Dr. (Mrs). R. Manjula- Member
10. Dr. (Mrs) C. Kala- Member
11. Dr. (Mrs) S. Gomathi- Member
12. Mrs. K. Kumari- Member
13. Mrs. J. Nisha Daphne- Member
14. Ms. Preethi Kethsial- Member
15. Dr. T. Selvaganapathi- Member
16. Dr. G. Manoharan- Member
17. Dr. Jerlin Violet- Member

- **Agenda -1:** Minutes of the Meeting held on 8th January 2020 was read and it was passed by Dr.R.Manjula and Seconded by Dr.C.Kala.
- **Agenda -2 & Agenda -3:** The IQAC coordinator insisted all the DQAC members to review the January month Assessment Mark & attendance in the presence of their Head of the Department and colleagues. He also asked all the department to conduct a Parent Teacher Meeting to convey their ward performance.
- **Agenda -4:** IQAC Coordinator distributed the portfolios to the members of IQAC for the NAAC Workshop about "Google Classrooms "to be held on 18th February, 2020.
- **Agenda -5:** IQAC Coordinator gave a checklist of documents that has to be maintained for the academic year 2019-2020 by each individual faculty & department.


Any other Matter:

The Principal expressed his gratitude about the functioning of IQAC and to follow all the decisions taken by the IQAC coordinator.

The Meeting ended with a vote of thanks by the IQAC Coordinator.



Shibi Mathai,
IQAC Coordinator,
St. Thomas College of Arts and Science.


Dr. N. THANGAVEL
Principal,
140 / 6, St. Thomas Nagar, New
KOYEMBEDU, CHENNAI - 600
St. Thomas College of Arts and Science.

Mr. SHIBI MATHAI,
IQAC Coordinator
St. Thomas College of Arts and Science
Koyambedu, Chennai

Minutes was passed by
Dr. T. Selvaganapathi
Seconded by
Dr. P. Shanmugam.



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IQAC-St. Thomas College of Arts and Science

Attendance of the IQAC Meeting held on Feb 5th, 2020

S.No.	Faculty	Signature
1	Dr. N. Thangavel	
2	Mr. Shibi Mathai	
3	Dr. P. Jayakumar	ABSENT
4	Dr. M. V. Nagarajan	ABSENT
5	Dr. P. Shanmugam	
6	Mrs. Susan Abraham	
7	Mrs. P. Mala	for
8	Mr. E. Muruganandam	
9	Mr. S. H. Sheik Mohamed	ABSENT
10	Mr. C. Radhakrishnan	ABSENT
11	Ms. M. Sumathi	
12	Ms. M. Shanthy	
13	Dr. (Mrs). R. Manjula	
14	Dr. (Mrs) C. Kala	
15	Dr. (Mrs) S. Gomathi	
16	Mrs. K. Kumari	
17	Mrs. J. Nisha Daphne	
18	Ms. Preethi Kethsial	
19	Dr. J. Jesu Arul Selva Vimali	ABSENT
20	. Dr. K. Nithyanandam	ABSENT
21	Dr. K. Karthikeyan	ABSENT
22	Dr. T. Selvaganapathi	
23	Dr. G. Manoharan	
24	Dr. Jerlin Violet	
25	Mr. George Thomas	ABSENT
26	Mrs. Sobha John	ABSENT



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Action Taken Report of IQAC Third Meeting held on Feb 5, 2020

Plan of Action	Action Taken
Review of January Month Attendance and Assessment Performance	A Parent Teacher Meeting was conducted from 08 th February to 15 th February 2020 to discuss about the ward performance.
Organizing a One Day Workshop on "Google Classroom"	One Day workshop on "Google Classroom" was conducted on 18 th February 2020

Shibi Mathai
(IQAC Coordinator)

Mr. SHIBI MATHAI,
IQAC Coordinator
St. Thomas College of Arts and Science
Koyambedu, Chennai - 600 107.

Dr. N. Thangavel
(Principal)
Dr. N. THANGAVÉL
Principal

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140 / 6, St. Thomas Nagar, New C
KOYEMBEDU, CHENNAI - 600