



St.Thomas College of Arts and Science

Koyambedu, Chennai-107.



Notice

11/11/2019

All the members of IQAC are hereby informed that a meeting would be held at 12.00 pm in the Conference Hall on 14/11/2019 under the Chairmanship of Principal. The following is the agenda of the meeting:

Agenda:

1. Formation of IQAC
2. Selecting IQAC Members
3. Lesson Plan Submission for the Even Semester 2019-2020


Director of IQAC


Principal & Chairman of IQAC



St.Thomas College of Arts and Science

Koyambedu, Chennai-107.



Minutes of the IQAC meeting held on Nov 14, 2019 in the Conference Hall at 12.00 pm

Members Present :

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

Agenda:

1. Formation of IQAC team *Even*
2. Lesson Plan Preparation for the ~~Old~~ Semester 2019-2020

Minutes of the Meeting:

1. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution with the following members listed below on Nov 14-2019 for monitoring the quality parameters in the college.

S.No	Name	Designation
1	Dr. N. Thangavel	Principal, Chairperson
2	Mr. Shibi Mathai	Asst. Professor, IQAC Coordinator




St.Thomas College of Arts and Science

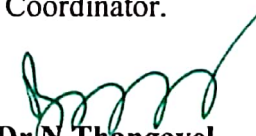


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3	Dr. P. Jayakumar	Vice Principal Shift-I, Member
4	Dr. M. V. Nagarajan	Vice Principal Shift-II, Member
5	Dr. P. Shanmugam	Asst. Professor, Member
6	Mrs. Susan Abraham	Asst. Professor, Member
7	Mrs. P. Mala	Asst. Professor, Member
8	Mr. E. Muruganandam	Asst. Professor, Member
9	Mr. S. H. Sheik Mohamed	Asst. Professor, Member
10	Mr. C. Radhakrishnan	Asst. Professor, Member
11	Mr. R. Thirumavalavan	Asst. Professor, Member
12	Ms. M. Sumathi	Asst. Professor, Member
13	Dr. (Mrs). R. Manjula	Asst. Professor, Member
14	Dr. (Mrs) C. Kala	Asst. Professor, Member
15	Dr. (Mrs) S. Gomathi	Asst. Professor, Member
16	Mrs. K. Kumari	Asst. Professor, Member
17	Mrs. J. Nisha Daphne	Asst. Professor, Member
18	Ms. Preethi Kethsial	Asst. Professor, Member
19	Dr. J. Jesu Arul Selva Vimali	Asst. Professor, Member
20	Dr. K. Nithyanandam	Asst. Professor, Member
21	Dr. K. Karthikeyan	Asst. Professor, Member
22	Dr. T. Selvaganapathi	Asst. Professor, Member
23	Dr. G. Manoharan	Asst. Professor, Member
24	Dr. Jerlin Violet	Asst. Professor, Member
25	Mr. George Thomas	Accounts Officer, Member
26	Mrs. Sobha John	Asst. Administrative Officer, Member

2. The IQAC coordinator discussed about the Lesson Plan Format, Statistical information and asked the representatives to collect the same from their respective departments and submit the soft copy to the IQAC office on 28/11/2019. The Department should maintain both soft and hard copy and should produce whenever it is required.
3. The Coordinator also stressed the importance of Documentation and to follow a uniform format.
4. The Principal briefed about the importance of NAAC and motivated all the members to work as a team to attain the NAAC Accreditation Vision.
5. 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,
St. Thomas College of Arts and Science.

Minutes was passed by Mr. S H. Sheik Mohamed
Seconded by Dr. (Mrs). S. Gomathi



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IQAC Meeting Attendance held on Nov 14, 2019:

S.No	Name	Signature
1	Dr. N. Thangavel	
2	Mr. Shibi Mathai	
3	Dr. P. Jayakumar	
4	Dr. M. V. Nagarajan	
5	Dr. P. Shanmugam	
6	Mrs. Susan Abraham	
7	Mrs. P. Mala	
8	Mr. E. Muruganandam	
9	Mr. S. H. Sheik Mohamed	
10	Mr. C. Radhakrishnan	ABSENT
11	Mr. R. Thirumavalavan	ABSENT
12	Ms. M. Sumathi	
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	
22	Dr. T. Selvaganapathi	
23	Dr. G. Manoharan	
24	Dr. Jerlin Violet	
25	Mr. George Thomas	
26	Mrs. Sobha John	ABSENT



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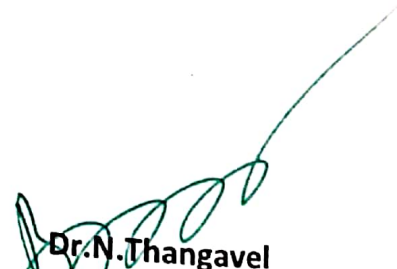
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Action Taken Report of IQAC First Meeting held on Nov 14, 2019

Plan of Action	Action Taken
Formation of IQAC committee for smooth functioning of the College	Formed IQAC Committee for smooth functioning of the college
Lesson Plan Preparation according to the syllabus	Prepared Lesson Plan according to the syllabus


Shibi Mathai
(IQAC Coordinator)


Dr. N. Thangavel
(Principal)