



St. Thomas College of Arts and Science

Koyambedu, Chennai-107.


Notice

11/03/2020


All the members of IQAC are hereby informed that a meeting would be held at **12.00 pm** in the Conference Hall on **13/03/2020** 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 February Assessment Internal Mark Report.
3. Review of the February and March Attendance Report.
4. Review of the Events conducted in the college.
5. Involvement of IQAC in all the academic and administrative activities for quality enrichment.
6. Academic and Administrative Audit 2019-2020
7. Planning of Next Academic Year activities.
8. Any other Matter.


Director of IQAC

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


Principal & Chairman of IQAC

Dr. N. THANGAVEL
Principal
St. Thomas College of Arts and Science
140 / 6, St. Thomas Nagar, New Colony,
KOYEMBEDU, CHENNAI - 600 107.



St.Thomas College of Arts and Science



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Minutes of the IQAC meeting held on Mar 13, 2020

As per the notice circulated on 11/03/2020, the meeting was held on 13/03/2020, 12.00 p.m. in the conference hall. The following members were present in the meeting:

Members Present:

1. Dr. N. Than gavel –Chairperson.
2. Mr. Shibi Mathai –Coordinator
3. Dr.P.Jayakumar-Member
4. Dr.M.V.Nagarajan-Member
5. Dr. P. Shanmugam- Member
6. Dr. Susan Abraham- Member
7. Mrs. P. Mala- Member
8. Mr. Radhakrishnan- Member
9. Ms. Shanthi- Member
10. Ms. M. Sumathi- Member
11. Dr. R. Manjula- Member
12. Dr. C. Kala- Member
13. Dr. S. Gomathi- Member
14. Mrs. K. Kumari- Member
15. Mrs. J. Nisha Daphne- Member
16. Ms. Preethi Kethsial- Member
17. Dr.K.Nithyanandam-Member
18. Dr. T. Selvaganapathi- Member
19. Dr. G. Manoharan- Member

- **Agenda -1:** Minutes of the Meeting held on 5th February 2020 was read and it was passed by Dr.T.Selvaganapathi and Seconded by Dr.P.Shanmugam.
- **Agenda -2 :**February month Assessment Marks were reviewed.
- **Agenda -3:** Attendance for the month of February and March was reviewed.
- **Agenda -4:** It was decided to include the IQAC Coordinator, Mr. Shibi Mathai in the appointment committee .Dr.Susan Abraham and Mrs.J.Nisha Daphne in the Academic Calendar Preparation committee and Dr.C.Kala and Mr.E.Muruganandam in the academic auditing.
- **Agenda -5 & Agenda -6:** Owing to the Pandemic situation and lockdown the academic and administrative auditing was not completed.
- **Agenda -7:** I am happy to announce that IQAC conducted nearly 50 events virtually in association with other departments during this pandemic and conducted the odd semester sessions virtually for the academic year 2020-2021 with the licensed G-suite platform.



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Any other Matter:

The Principal expressed his gratitude about the functioning of IQAC and also insisted that all the work related to the quality assurance should be dealt seriously and timely submission of the work is mandatory. The Meeting ended with a vote of thanks by the IQAC Coordinator.

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

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

Dr. N. Thangavel,
Principal,
St. Thomas College of Arts and Science.

Dr. N. THANGAVEL
Principal
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IQAC-ST. Thomas College of Arts and Science
Attendance of the IQAC Meeting held on 13th March 2020

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



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Action Taken Report of IQAC Third Meeting held on Mar 13 , 2020

Plan of Action	Action Taken
Review of February & March Month Attendance and Assessment Report	Reports were submitted to the Principal by the respective Heads
Academic and Administrative Audit 2019-2020	Owing to the Pandemic situation academic and administrative auditing was not finished.
Planning of Next Academic Year	Academic Sessions were planned and Classes and Exams were conducted virtually through Google Platform.


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. THANGAVEL
Principal
St. Thomas College of Arts and Science
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