

**HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL**

MEETING NOTICE

Date: 18.05.2022

A Meeting of IQAC will be held on **1st June, 2022 at 11.00am** in IQAC Conference Room to discuss the following agenda. All the members of IQAC-Hindustan College of Arts & Science are hereby requested to attend the meeting.

Agenda:

1. Data Collection for SSR and AQAR
2. Orientation for teaching and non- teaching
3. Future Plans
4. Training programme for non teaching
5. MoUs



Dr. K. Malarvizhi
IQAC Coordinator



Dr. S. Thirumagan
Principal



HINDUSTAN COLLEGE OF ARTS & SCIENCE

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Christian Minority Institution • A Unit of Hindustan Group of Institutions

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Internal Quality Assurance Cell Meeting - I

Minutes of Meeting

DATE: 01.06.2022

Members Present

S.No	Members	Designation	Signature
1.	Dr. S. Thirumagan, Principal	Chairman of the meeting	
2.	Dr. V. J. Philip, Deputy Director Academics	Management representative	
3.	Dr. K. Malarvizhi, Dean, School of Business Studies	IQAC Coordinator	
4.	Mr. Samuel Sampath Kumar, Vice Principal	Admin. representative	
5.	Dr. S. Illanjiam, Dean, School of Sciences	Senior Faculty	
6.	Dr. C. Elizabeth Rani, Head, Department of Biotechnology	Senior Faculty	
7.	Dr. R. Sakthi Prabha, Dean, School of Humanities	Senior Faculty	
8.	Dr. Y. Angeline Christobel, Dean, School of Computational Studies	Senior Faculty	
9.	Mrs. L. Esther Thamarine, Head, B.Com (General Shift -II)	Senior Faculty	
10.	Ms. Tuttu P. Research Scholar, HITS	Alumni Representatives	



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Points Discussed & Resolution taken

1. Data Collection for SSR and AQAR

- The plan for data collection for the Annual Quality Assurance Report and Self Study Report discussed includes:
- Data sources, such as academic performance data, student satisfaction surveys, faculty development activities, and infrastructure improvements. Timelines for data collection.

2. Orientation for teaching and non-teaching

- To provide comprehensive orientation and induction to new teaching and non-teaching staff members, acquainting them with the institution's culture, policies, procedures, and their respective roles and responsibilities.

3. Future Plans The following outlines our strategic plans for upcoming academic activities include:

- Incorporation of experiential learning opportunities, such as internships, research projects, and community engagement.
- Enhancement of career counseling and placement services to help students make informed career choices.

4. Training programme for non-teaching

- Non-teaching staff members need a comprehensive training program to foster more efficient and productive work environment.

5. MoUs

- International MoUs need to be established across all the departments

Dr. S. Thirumagan
Principal