

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

**MEETING NOTICE**

**Date: 02.03.2023**

A Meeting of IQAC will be held on **20<sup>th</sup> March, 2023 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:**

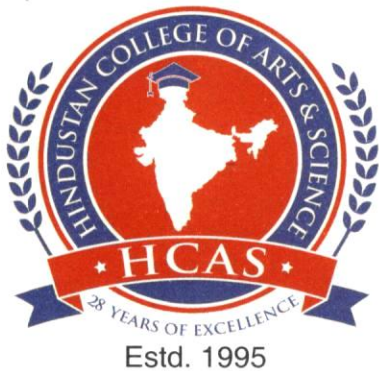
1. IQA Submission
2. EDC Activities
3. CRD Activities
4. Green Initiatives
5. Parents teachers Meeting



**Dr. K. Malarvizhi**  
IQAC Coordinator



**Dr. S. Thirumagan**  
Principal



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Christian Minority Institution • A Unit of Hindustan Group of Institutions

Padur, Kelambakkam (OMR), Rajiv Gandhi Salai, Chennai - 603 103 India.

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## Internal Quality Assurance Cell Meeting - IV

### Minutes of Meeting

DATE: 20.03.2023

### Members Present

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



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## **Points Discussed & Resolution taken**

### **1. Change of IQAC members**

- Discussion on the change of members in the Internal Quality Assurance Cell (IQAC) and the appointment of new members was discussed.
- A timeline for the appointment of new members was established.

### **2. Activities cultural and sports**

- A discussion was conducted on the planning of upcoming cultural and sports activities in the institution. The Head of the Cultural and Sports Committee presented a list of proposed cultural activities for approval

### **3. Recognition and awards**

- Discussion on the recognition and awards program to acknowledge and celebrate achievements within the institution. Proposed categories for recognition and awards, as well as the criteria for selection identified

### **4. Training for ICT tools Utilization**

- Proposal for organizing training sessions for effective utilization of ICT tools. Training the faculty for effective usage of the smart board.

**Dr. S. Thirumagan**  
Principal