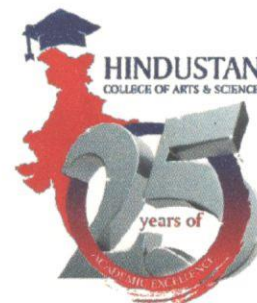


HINDUSTAN COLLEGE OF ARTS & SCIENCE



Affiliated to University of Madras / NAAC Reaccredited / 2(f) Status by UGC
Christian Minority Institution / A Unit of Hindustan Group of Institutions

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

Email: hcaspadur@yahoo.co.in Web: www.hcaschennai.edu.in Tel: 044 - 27474671, 27475249, 69034444

Internal Quality Assurance Cell Meeting - I

Minutes of Meeting

DATE: 04.07.2023

Members Present

S.No	Members	Designation
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	Admin. representative
5.	Dr. S. Illanjiam, Vice Principal, Academics	Senior Faculty
6.	Dr. C. Elizabeth Rani, Dean, School of Sciences	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, 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 to be given.

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. Add on Course

- Courses designed for the 2nd year students to enhance the learning capability related to the course syllabus.

Dr. S. Thirumagan
Principal