

**ST. JOSEPH'S ARTS AND SCIENCE COLLEGE FOR WOMEN**  
**SINGAMPUNARI**

**Minutes of the first IQAC Meeting**

- The first meeting of the IQAC was conducted on 06 February 2018 in Principal's cabin at 3.30 p.m.
- The institution has constituted an IQAC Committee as per the guidelines of NAAC.

Points Discussed in the meeting are as follows:

Agenda No 1:

- The meeting was started with the Chairperson's welcome address. She further stated the importance of IQAC formation.

Following is the composition of the IQAC members.

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| 1. Chairperson   | : Principal                                     |
| 2. Faculty Members   | : Mrs. Jothi<br>Mrs. Sudha<br>Mrs. Deepalakshmi |
| 3. Members from the Management                                   | : Sr. Augustinal                                |
| 4. Nominee from Local Society, Students & Alumni                 | : Ms. Nandhini                                  |
| 5. One Nominee each from Employers/ Industrialists/ Stakeholders | : Mr. Sivanesh Raja, PTA Chairman               |
| 6. Co-ordinator of IQAC  | : Mrs. Kayalvizhi                               |

Agenda No 2: The Objective of IQAC was discussed.

- To focus on consistent improvement in St. JASCW.
- To assure all the stakeholders about the quality of education provided at St.

Agenda No 3: Functions of IQAC were discussed.

- To assure quality education of UG and other academic/Non-academic activities.
- Optimisation and integration of modern methods of teaching and learning.
- To ensure excellent and progressive performance of academic, administrative and financial tasks.
- To develop and apply of quality benchmarks or parameters for various activities of the institution.
- To organize workshops/seminars/conferences/orientations on related themes.
- To prepare Annual Quality Assurance Report (AQAR) every year to be submitted for NAAC when applying for Accreditation.

Agenda No 4: General Discussion:

- The members of the IQAC were instructed to have a close update of the events of the institution.
- The Meeting adjourned at 4.30 with thanks to the Chair.

  
Signature of the Chairperson of IQAC