

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

Minutes of the second IQAC Meeting

A meeting of the all members of IQAC was convened on 10 December 2020 at 3.30 p.m. at Principal's cabin.

Points Discussed in the meeting are as follows:

Agenda No 1: Preparation of AQAR

- Sr. Principal explained the importance of preparation of AQAR as it will help in systematic documentation of all activities and information related to teaching-learning process. The method of documentation is also discussed.

Agenda No 2: Training and Placement Cell

- It was decided to include Placement Cell Co-ordinator in the team of IQAC for getting the needed data regarding the training and placement activities given to students. IQAC can also organise training programmes for placement cell.

Agenda No 3: Purchase of Equipment and Upgradation of Library facilities

- The efforts made by the institution are appreciable in purchasing new equipment for all the laboratories and e-books and journals for the central library of the college.

The meeting ended with thanks to the Chair.


Signature of the Chairperson of IQAC