

SREE NARAYANA GURU COLLEGE OF COMMERCE

Internal Quality Assurance Cell (QAC) Meeting

Minutes of meeting held on 21st June, 2019

Internal Quality Assurance Cell (IQAC) meeting was held on 21st June, 2019 at 11 a.m. in IQAC Room, where in which the following members were present.

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| • Prin. Dr. Ravindran Karathadi | Chairman |
| • Mr. Hinduja Srichand | Co-Ordinator |
| • Shri. N. Sasidharan | Management Representative |
| • Mrs. Jayasree Venkatachalam | Teaching Faculty |
| • Mrs. Vandana Gupta | Teaching Faculty |
| • Mrs. Saraswati Nadi | Teaching Faculty |
| • Mrs. Naveena Suresh | Teaching Faculty |
| • Mr. Janardanan V. | Aided Office In charge |
| • Mrs. Nalini S. | Self-Finance Office In charge |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

- To read and approve the minutes of the previous meeting held on 24.04.2019.
The minutes of the previous meetings were read, Shri N. Sasidharan has asked that whether the Academic Calendar for the year 2019-20 has been prepared, the Principal replied that it has been prepared and published in our College prospectus. The minutes of the previous meeting were approved.
- To discuss the preparation of NAAC Peer Team, Visit for Third cycle of Re-accreditation:

Mr. Hinduja Srichand informed that the SSR has been successfully submitted on 10th May, 2019. The DVV has raised the queries on 1st June, 2019, which has been resolved and the SSR was submitted on 16th June, 2019. He expressed that any time the NAAC Peer Team Visit may take place and there is urgent need to call the meeting of Teaching and Non-teaching staff to form the committees and to delegate the work for getting involvement of every staff member.

“It was resolved to call the meetings of teaching and non-teaching staff at the earliest and under the observation of Principal the various committees to be formed and the work should be assigned for the smooth functioning of Peer Team Visit”.

- To discuss about MoUs for Career Guidance and Placement of students.

It was discussed that the students are getting training on skill development by TISS (Tata Institute of Social Sciences) under the scheme of NUSSD (National University of Students' Skill Development) under various programs conducted in our College. However, there is need to provide special training to the students for Career Development in various other fields. Mrs. Navina Suresh expressed that the Placement Committee has received one proposal from Techno Serve Consultants and they have shown their interest to groom our students by providing the training on how to appear for the interview and over all development of personality.

“Resolved that to enter into MoU with Techno Serve Consultants and to start the training program offered by them”.

- To discuss about the MoU with Charitable Trust for Scholarship for deserving students. Mr. Hinduja Srichand informed that one charitable trust (Bhojraj Hassomal Charitable Trust) is offering the scholarships to the students of self financed programs and which may be upto 50% of fees paid by the students. He also expressed that we can also approach them and can request them to offer the scheme to the needy and deserving students of our College.

“Resolved that the Bhojraj Hassomal Charitable Trust should be approached and the necessary formalities should be followed up for the benefit of the students' scholarships”.

- Any other matter with the permission of the Chair.

Mr. Hinduja Srichand informed that Certificate Course on Communication Skill and Personality Development was good and many students have requested to start the course once again.

“Resolved that to continue the Certificate Course on Communication Skill and Personality Development which comprises the duration of 30 hours for the interested students and start of other benefiting Certificate Course by Language Club”.

The meeting was concluded at 1 p.m. with Vote of thanks by Mrs. Sarswati Nadi



IQAC Coordinator



Principal