

# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Internal Quality Assurance Cell (QAC) Meeting

### Minutes of meeting held on 30<sup>th</sup> July, 2020

Internal Quality Assurance Cell (IQAC) meeting was held on 30<sup>th</sup> July, 2020 at 12 Noon in IQAC Room, where in which the following members were present.

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|---------------------------------|-------------------------------|
| • Prin. Dr. Ravindran Karathadi | Chairman                      |
| • Prof. Dr. 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 |
| • Shri. K. Venkatramani         | Local Society Member          |

Principal Dr. Ravindran Karathadi welcomed every member who was present and expressed the gratitude for the present members in Covid time. The following agenda was discussed and the following decisions were taken.

- **To read and approve the minutes of the previous meeting.**

The minutes of the previous meeting were read out and the same were approved by the members.

- **To discuss about the Academic Calendar for the year 2020-21.**

Dr. Hinduja Srichand, IQAC, Coordinator expressed that due to Covid19 situations, the University has not given the clear dates of the end of the odd semester, hence, the Academic calendar can be prepared after getting that. He also expressed that the teaching plans can be prepared considering the October 2020 as the deadline to finish the syllabus.

*“It was resolved to prepare the Academic Calendar for the year 2020-21 after getting the clear guidelines from University of Mumbai and to prepare the teaching plan to complete the syllabus by end of October, 2020”*

- **To discuss about online lectures to be conducted for Second Year and Third Year students.**

Principal Ravindran Karathadi informed that University of Mumbai has instructed to conduct the online lectures for Second Year and Third Year students through any mode. Mrs. Jayasree V. opined that Zoom is the comfortable platform to deliver the online lectures as in the last year also it was used and students are comfortable with it. Mrs. Sarswati Nadi suggested to purchase the licenced version of Zoom which can be shared among the teachers for delivering the online lectures.

*“Resolved that Online lectures will be conducted through Zoom Platform from 9.30 a.m. onwards by preparing weekly time table and to purchase 5 Zoom Licenced version for the same.”*

- **To discuss about Certificate Courses**

President N. Sasidharan asked about the development of certificate courses which were supposed to start in the Academic Year 2020-21, upon this Principal Ravindran Karathadi informed that all the lectures will be conducted Online and some of the students have complained even in last year that they are facing the problem of data recharge as everyday four lectures are exhausting the full mobile data. He suggested that it is better to take opinion of the students through class teachers before finalising the schedule of the certificate courses.

- **Any other matter with the permission of the Chair.**

Mr. Janaradhan and Mrs. Nalini Shelke informed that many of the students who are seeking admission in Second year and Third year of various programs are asking instalments facility for paying fees as due to lockdown many of the parents of the students have lost the jobs.

*“It was resolved to give the facility of instalments in paying the fees at the request of the students and at the approval of the respective program coordinators”*

The meeting was conducted at 1:15 p.m. with the vote of thanks by Mrs. Naveena Suresh.



Dr. Hinduja Srichand P.  
IQAC Coordinator



Dr. Ravindran Karathadi  
Principal