



Jaya College of Arts and Science, Thiruninravur – 602024  
(Affiliated to University of Madras)

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**Internal Quality Assurance Cell (IQAC)**

**1<sup>st</sup> MEETING OF 2022-2023**

**Date: 01.06.2022, Time: 11.30 A.M. Venue: IQAC Room**

**Agenda**

1. Conducting university examination.
2. Students' Induction Programme for 1<sup>st</sup> year students
3. Applying for NAAC
4. Introducing logbook

**IQAC Coordinator**



**Principal**

**PRINCIPAL  
JAYA COLLEGE OF ARTS & SCIENCE  
THIRUNINRAVUR-602 024.**



## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting

#### Meeting 1– 01.06.2022

The 1<sup>st</sup> meeting of IQAC 2022-2023 was held at 11.30 a.m. on **01.06.2022** in IQAC Room.

The meeting started on a welcome note by IQAC Coordinator. The Chairperson Dr. P. Guhan requested all the members for open house discussion.

#### Agenda 1. Conducting University Examination.

- It is decided that the university semester examination will be conducted through offline mode as per the instruction given by the University of Madras.

#### Agenda 2. Students' Induction Programme for 1<sup>st</sup> year students

- It was decided to Conduct Students Induction Programme for the first year students consisting of motivation and orientation talks, introduction of various facilities and support system available for students in the college


#### Agenda 3:Applying for NAAC

- It is decided to apply for NAAC in the academic year 2022-2023 and to initiate the IQA process in the month of June or July 2022.

#### Agenda 4: Introducing Logbook

- It is decided to introduce logbook to the staff members to monitor the academic performance of the students.

IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of January 2023. The meeting ended with a formal vote of thanks.

  
1/6/22

**IQAC Coordinator**





**Principal**

**PRINCIPAL  
JAYA COLLEGE OF ARTS & SCIENCE  
THIRUNINRAVUR-602 024.**



**Internal Quality Assurance Cell (IQAC)**

**2<sup>nd</sup> MEETING OF 2022-2023**

**Date: 21.01.2023, Time: 11.30 A.M. Venue: IQAC Room**

**Agenda**

1. Conducting Internal university examination.
2. Preparation for NAAC Peer Team visit
3. Conducting of Department Activities
4. Collection of Feedback

**IQAC Coordinator**



**Principal**

**PRINCIPAL**  
**JAYA COLLEGE OF ARTS & SCIENCE**  
**THIRUNINRAVUR-602 024.**



## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting

#### Meeting 2 – 21.01.2023

The 2<sup>nd</sup> meeting of IQAC 2022-2023 was held at 11.30 a.m. on 21.01.2023 in IQAC Room.

The meeting started on a welcome note by IQAC Coordinator. The Chairperson Dr. P. Guhan requested all the members for open house discussion.

#### Agenda 1. Conducting Internal University Examination.

- It is decided that the university semester Internal examination will be conducted through offline mode as per the instruction given by the University of Madras.

#### Agenda 2: Preparation for NAAC Peer Team visit

- It is decided to prepare for NAAC Peer Team Visit in the month of February 2023 (8<sup>th</sup> & 9<sup>th</sup>). Committees to be formed in preparation for PTV

#### Agenda 3: Conducting department activities

- It is decided to conduct department activities like seminar, webinar etc., to enhance the skills of the students

#### Agenda 4: Collection of Feedback

- It is decided to collect feedback on teachers and completion of syllabus in the current semester

IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the first week of June 2023. The meeting ended with a formal vote of thanks.

IQAC Coordinator

  
Principal 21/1/23

PRINCIPAL  
JAYA COLLEGE OF ARTS & SCIENCE  
THIRUNINRAVUR-602 024