

**MUTHURANGAM GOVERNMENT ARTS COLLEGE (A), VELLORE - 02.**

**Internal Quality Assurance Cell (IQAC)**

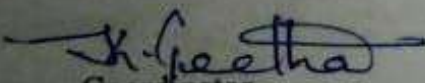
**Minutes of the meeting**

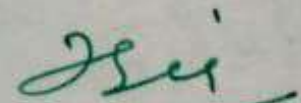
15.12.2021

The following points were taken up for discussion in the meeting conducted at the Principal's office on the 15<sup>th</sup> of December 2021, The core team and Department Representatives were present.

The following points were discussed

- Expediting the process of examining various documents submitted by departments pertaining to Annual Quality Assurance Report.
- Steps for facilitating better documentation
- Department representatives of IQAC were advised to procure proof of various events organised in their Departments as and when they are conducted and to maintain a copy of it in a file meant exclusively for this.
- Strategies to improve the Infrastructural facilities of the college further, in a cost-effective manner.

  
Coordinator

  
15/12/2021

Internal Quality Assurance Cell (IQAC)

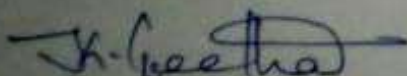
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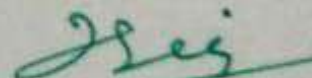
7.3.2022

An IQAC meeting was convened by the Co-ordinator at the Principal's office on the 7<sup>th</sup> of March, 2022. The core team and Department Representatives were present. The coordinator of IQAC high - lighted ways and means to further expedite the process of submission of AQAR and steps to enhance the documentation process in a better manner.

Apart from the major focus shed on AQAR, the following points were put forth in the meeting:

1. Significance of organising professional development and administrative training programs for teaching and non teaching staff of the college
2. Ways to improve the contribution of faculty members in Research activities such as publication in refereed indexed journals of value.
3. Action plans to bring more institutions for campus placement.

  
Coordinator

  
07/03/2022

Internal Quality Assurance Cell (IQAC)

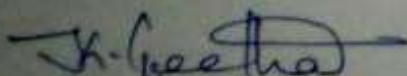
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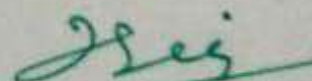
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Coordinator

  
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