



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

*(Managed by SKPD & Charities)*  
**“Linguistic (Telugu) Minority Institution  
Conferred by the Government of Tamil Nadu”  
Affiliated to University of Madras  
No. 1, Audiappa Street, Chennai - 600 001.**



13.08.2021

**Circular**

The IQAC meeting is scheduled to be held on 17.08.2021. All the IQAC members are requested to attend the meeting without fail and contribute their ideas and suggestions.

*T.B. Vaneetha*

**IQAC COORDINATOR**

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SCIENCE COLLEGE FOR WOMEN  
# 1, Audiappa Street,  
CHENNAI - 600 001.



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## **IQAC - MINUTES OF THE MEETING**

Date -17.08.2021

Venue — Principal Room

IQAC meeting was held on 17.08.2021

The following members were attended the meeting

1. Dr. T. Mohanashree, Principal
2. Dr. P.B. Vaneetha, Vice-Principal
3. Dr. M. V. Nappinnai, Vice-Principal — Academics, Head, Dept. of Corporate Secretaryship
4. All Department HODs

### **AGENDA**

1. Reviews on Online Class
2. Covid- 19 SOP
3. Submission of Orientation Schedule for I year
4. Plan for WIFI campus
5. Chaitanya activities through online

### **MINUTES**

1. Staff should maintain records of online classes. Students' attendance should be maintained. Staff should share online lecture notes to the absentees.
2. Ensure to follow Covid-19 SOP and stay safe.
3. An orientation schedule to be submitted by all Departments and they were insisted to include the procedures for facing online class and examination.
4. Launching of WIFI campus is suggested due to pandemic situation.
5. Departments should organize inter collegiate activities through online during the month of October 2021.