

# **HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS), COIMBATORE**

(Affiliated to Bharathiar University, ISO Certified, Accredited by NAAC)

email: iqac@hindusthan.net website: www.hindusthan.net

## **INTERNAL QUALITY ASSURANCE CELL**

### **CIRCULAR**


24.06.2016

IQAC 16-17 / 01

All IQAC Members are requested to attend the IQAC meeting which is to be held on 29.06.2016 in the Principal's Office and provide your valuable suggestions.

#### **AGENDA FOR DISCUSSION**

1. Board of Studies
2. Anti-ragging Awareness Activities
3. Department Association Activities
4. Bridge Course for First Year Students
5. Value Added Courses

  
Principal

**PRINCIPAL**  
Hindusthan College of Arts and Science  
Hindusthan Gardens, Behind Nava India  
Coimbatore - 641 028.

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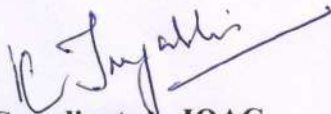
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting 1

1. Discussion regarding the Board of Studies meeting of the various department
2. Organising Anti-ragging Awareness Activities
3. Discussion of Department Association Activities
4. Conducting Bridge Course for First Year Students
5. Discussed regarding Value Added Courses

  
**Coordinator - IQAC**

CO-ORDINATOR  
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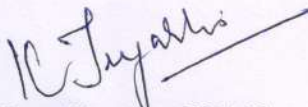
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## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report 1

1. The Board chairman to plan and conduct the Board of Studies meeting of the various department with new scheme and syllabus
2. The Anti ragging committee must organise Anti-ragging Awareness Activities
3. Department Association Activities to be planned for the year by the respective department and the plan to be submitted to the Principal
4. The Heads of the Departments to schedule Bridge Course for First Year Students
5. Syllabus for Value Added Courses to be submitted.

  
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## INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

04.08.2016

IQAC 16-17 / 02

All IQAC Members are requested to attend the IQAC meeting which is to be held on 11.08.2016 in the Principal's Office and provide your valuable suggestions.

### AGENDA FOR DISCUSSION

1. Academic Audit
2. ISO Audit
3. Preparation of AQAR for submission
4. Faculty Members Research Activities

  
Principal

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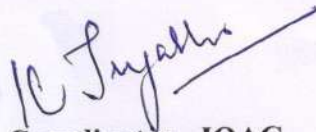
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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting - 2**

1. Academic Audit to be conducted.
2. Discussed regarding conducting ISO Audit.
3. Discussed regarding the preparation of AQAR for submission.
4. Discuss regarding Faculty Members Research Activities.



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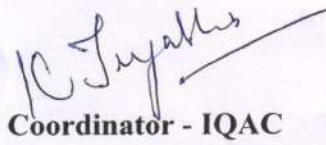
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**INTERNAL QUALITY ASSURANCE CELL**

**Action Taken Report - 2**

1. Academic Audit and team to be formed and finalised.
2. Departments to be instructed to keep the ISO files ready for audit.
3. Heads of the Departments requested to provide the data for AQAR for submission.
4. Faculty Members to be motivated to publish quality papers in reputed journals and apply for research grants.

  
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**INTERNAL QUALITY ASSURANCE CELL**

CIRCULAR


09.12.2016

IQAC 16-17 / 03

All IQAC Members are requested to attend the IQAC meeting which is to be held on 23.12.2016 in the Principal's Office and provide your valuable suggestions.

**AGENDA FOR DISCUSSION**

1. Department Activities
2. Placement Training
3. Seminars and Conferences
4. Library Resources

  
Principal

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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting - 3

1. Conducting Department Activities relating to Entrepreneur Development.
2. Discussed the Progress of Placement Training with the Head of the Departments
3. Discussion on organising seminars, conferences and workshops.
4. Discussed the availability of Library Resources.

  
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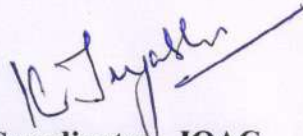
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**INTERNAL QUALITY ASSURANCE CELL**

**Action Taken Report - 3**

1. Department heads to organise programmes relating to Entrepreneur Development.
2. Head of the Department to monitor the progress of placement training through the respective department placement in-charge.
3. Department to organise seminars, conferences and workshops.
4. Departments must give the list of books and journals needed.

  
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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR


03.02.2017

IQAC 16-17 / 04

All IQAC Members are requested to attend the IQAC meeting which is to be held on 10.02.2017 in the Principal's Office and provide your valuable suggestions.

#### AGENDA FOR DISCUSSION

1. Department Annual Activities
2. Result Analysis
3. Research and Publication
4. Stock Audit
5. Board of Studies Meeting for next Academic Year

  
Principal

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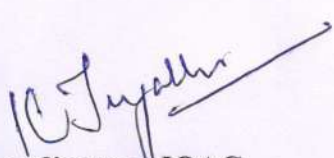
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting - 4

1. Discussed about the annual Department Activities conducted by the departments.
2. Discussed the Result Analysis of the previous semester.
3. Discussion on the publication of research papers
4. Resolved to conduct Stock Audit.
5. Discussion on Board of Studies Meeting for next Academic Year

  
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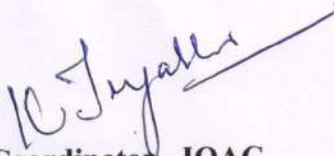
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## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report - 4

1. Heads of the department to prepare and submit the annual report of their respective department activities.
2. The results of the previous semester were discussed and Heads were advised by the principal to maintain good results.
3. Staffs to be encouraged to involve in quality research and publication.
4. Decided to conduct Stock audit in the library and the laboratories during March/April 2017.
5. Chairman of the respective board to prepare for the Board of Studies meeting for the next academic year.

  
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