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# HINDUSTAN COLLEGE OF ARTS & SCIENCE

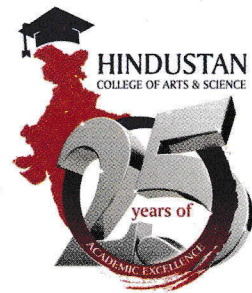
(AFFILIATED TO UNIVERSITY OF MADRAS / NAAC REACCREDITED)

A Christian Minority Institution / A Unit of Hindustan Group of Institutions

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## IQAC -MINUTES OF THE MEETING

Date: 11/07/2018

Time: 11.30 AM

### Agenda

1. Preparation for NAAC peer team visit
2. Review of documents filed-criterion wise
3. Interdepartmental Audit
4. Presenting and Publishing papers in international /national conferences
5. Reduction in dropout rates.

### 1. Preparation for NAAC peer team visit

The IQAC-Chairman-Director & Principal discussed about the of II cycle NAAC visit to the College to all the members announced the tentative date in the August. All departments make necessary arrangement and get prepared for the visit. Also the importance of the visit to the institution was highlighted to the members. A committee was formed to coordinate the activities during the NAAC visit.

### 2. Review of documents filed-criterion wise

The committee scrutinizes all the criterion wise file department wise and a schedule was drawn for the same .schedule of review of all the presentations were planned. It was decided to start with Principal presentation, followed by department presentations, NCC, NSS and IQAC. The plan of action during NAAC Peer team visit was also discussed

### 3. Inter-departmental audit

In order to assess the preparedness of the each department in terms of documentation of the various activities and information needed to be furnished for NAAC purpose, an internal department audit was carried out

### 6. Presenting and Publishing papers in international /national conferences

Faculty members are motivated to publish research articles in UGC listed journals and also financial support ensured

### 7. Reduction in dropout rates

Discussion on the dropout rates was discussed. Efforts to improve the admission should be focused and follow-up actions need to be taken for long absentees.

The meeting ended with vote of thanks

**Dr. S. Thirumagan**  
Principal