



Saradha Gangadharan College

Date: 20-01-2021


INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting held on January 2021

- Discussion held to carry out the academic activities as per the ISO Certification.
- To focus on the completion of syllabus on time since the staff members were engaged in ISO Certification work.
- To conduct practical sessions online and theory classes online.
- To improve the attendance of students in online sessions.
- To conduct Webinars and Faculty Development Programmes.

Action Taken Report:

- Departments advised to prepare the documents as per the ISO formats. MIS report to be submitted to the Principal on 2nd of every month.
- Syllabus completed on time by increasing the frequency of online classes..
- Practical sessions scheduled and lab exercises completed for core and elective courses.
- Online sessions arranged at the convenience of students to improve the attendance.
- All departments conducted webinars by inviting eminent scholars as resource persons.


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