

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 01-08-2022

Venue: IQAC cabin

Year: 2022-2023

The meeting began with Om sahanavavathu

Maters presented for discussion:

- Responsibilities allocation for the faculty

Resolution made:

- To allocate members for all the criteria
- To decide Clubs Coordinator
- To allocate Committee members for all the committees.

The meeting ended with sarve bhavanthu.

M. Gayathri
01/08/22

IQAC Coordinator

N. Nagadeepa
1/8/22

Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i> 1/8/22
2	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 01/08/22
3	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 1/8/22
4	Dr. S. Ilavarasi	Head, Department of Tamil	<i>S. Ilavarasi</i> 1/8/22
5	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 01/08/22
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 01/08/22
7	Ms. A. Vigneshwari	Head, Department of Computer Science	<i>A. Vigneshwari</i> 01/8/22
8	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 01/8/22
9	Ms. S. Mohanambal	Head, Department of English	<i>S. Mohanambal</i> 1/8/22
10	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 1/8/22
11	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 1/8/22
12	Ms. M. Ragavi	IQAC Joint Coordinator	<i>M. Ragavi</i> 1/8/22
13	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 1.8.22
14	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i> 1/8/22
15	Ms. R. Dhivya	Asst Prof, Department of Chemistry	<i>R. Dhivya</i> 1/8/22
16	Ms. K. Sindhuja	Asst Prof, Department of Commerce	<i>K. Sindhuja</i> 1/8/22
17	Ms. K. Balambal	Asst Prof, Department of Commerce	<i>K. Balambal</i> 1/8/22

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 01-08-2022

- All faculties were assigned position in any one of the criteria for NAAC work.
- Each department is responsible for at least one club, and a coordinator is selected for each club.
- Members of each committee are chosen, and their responsibilities defined.

M. Gayathri
08/08/22
IQAC Coordinator

K. Meera
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 17-10-2022

Venue: IQAC cabin

Year: 2022-2023

The meeting began with Om sahanavavathu

Maters presented for discussion:

- Lab register
- Mentor- Mentee
- SSR-library copy
- Exam cell- Meeting
- Club activities & Extension activities

Resolution made:

- To maintain a lab register in the prescribed format
- To conduct mentor-mentee meetings for this academic year
- To recommend that all faculty review the SSR copy in the library.
- To fix a date for the Exam cell meeting
- To fix the date for club activities and extension activities for this academic year

The meeting ended with sarve bhavanthu.

M. Gayathri
17/10/22

N. Nagadeepa
17/10/22

IQAC Coordinator**Principal & IQAC Chairperson**

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	N. Nagadeepa
2	Ms. M. Gayathri	IQAC Coordinator	M. Gayathri
3	Ms. K. Balambal	AP, Department of Commerce	K. Balambal
4	Dr.S.Ilavarasi	Head, Department of Tamil	S. Ilavarasi
5	Ms. J.Ilakkiya	Head, Department of Chemistry	J. Ilakkiya
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	M. Jayalakshmi
7	Ms. A.Vigneshwari	Head, Department of Computer Science	A. Vigneshwari
8	Ms.E.Niraimathi	Head, Department of Mathematics	E. Niraimathi
9	Ms. S. Mohanambal	Head, Department of English	S. Mohanambal
10	Ms. S. Chinnamuthammal	Head, Department of Physics	S. Chinnamuthammal
11	Ms. R.Kavitha	Head, Department of Microbiology	R. Kavitha
12	Ms. M. Ragavi	IQAC Joint Coordinator	M. Ragavi
13	Ms. P. Anitha	Librarian	P. Anitha
14	Ms. T. Bhuvaneshwari	Office Superintendent	T. Bhuvaneshwari

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INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 17-10-2022

- The lab register is verified by all the heads of departments, and the new prescribed format is followed.
- Mentor-Mentee list was prepared on October 27, 2022.
- The faculties reviewed the SSR library copy during free hours and made their comments.
- The exam cell meeting date is fixed.
- The dates for club activities and extension activities are fixed for this academic year.

M. Gayathri
17/10/22
IQAC Coordinator

N. Neelg
17/10/22
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 06-09-2022 Venue: IQAC cabin Year: 2022-2023

The meeting began with Om sahanavavathu

Matters presented for discussion:

- Pending reports
- Consolidated data for each criteria
- New changes in report format

Resolution made:

- To submit pending program reports
- To submit consolidated data on or before 10-09-2022
- To mention the report in charge and program coordinator names on the front page of the report

The meeting ended with sarve bhavanthu.

M. Gayathri
06/09/22

N. Nagadeepa
06/09/22

IQAC Coordinator

Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i>
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i>
3.	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i>
4.	Dr. S. Ilavarasi	Head, Department of Tamil	<i>S. Ilavarasi</i>
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i>
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i>
7.	Ms. S. Kavitha	Asst Prof, Department of Computer Science	<i>S. Kavitha</i>
8.	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i>
9.	Ms. S. Mohanambal	Head, Department of English	<i>S. Mohanambal</i>
10.	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i>
11.	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i>
12.	Ms. M. Ragavi	IQAC Joint Coordinator	<i>M. Ragavi</i>
13.	Ms. P. Anitha	Librarian	<i>P. Anitha</i>
14.	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i>
15.	Ms. R. Dhivya	Asst Prof, Department of Chemistry	<i>R. Dhivya</i>
16.	Ms. K. Sindhuja	Asst Prof, Department of Commerce	<i>K. Sindhuja</i>
17.	Ms. K. Balambal	Asst Prof, Department of Commerce	<i>K. Balambal</i>
18.	Ms. M. Rekha	Asst Prof, Department of Commerce (CA) & Business Administration	<i>M. Rekha</i>

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INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 06-09-2022

- The pending reports were submitted to the IQAC.
- Consolidated data are collected by the criteria heads and verified by IQAC.
- The reports are submitted with the new changes mentioned in the meetings.

M. Gayathri
17/10/22
IQAC Coordinator

N. R. S. S.
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 08-08-2022 Venue: IQAC cabin Year: 2022-2023

The meeting began with Om sahanavavathu

Matters presented for discussion:

- HoD files Status
- Providing certificate courses and training programs.
- Event Register update
- E-content preparation
- Result Analysis submission

Resolution made:

- To update the HoD files on or before August 19, 2022.
- To provide department-specific certificate courses and training programs for all undergraduate and postgraduate students.
- To update the event registration on or before August 15, 2022
- To create e-content for all subjects.
- To submit a result analysis for the previous semester.

The meeting ended with sarve bhavanthu.

M. Gayathri
08/08/22

 IQAC Coordinator

N. Sarve
08/08/22

 Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Sarve</i>
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i>
3.	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i>
4.	Dr. S. Ilavarasi	Head, Department of Tamil	<i>S. Ilavarasi</i>
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i>
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i>
7.	Ms. A. Vigneshwari	Head, Department of Computer Science	<i>A. Vigneshwari</i>
8.	Ms .E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i>
9.	Ms. S. Mohanambal	Head, Department of English	<i>S. Mohanambal</i>
10.	Ms. R.Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i>
11.	Ms. M. Ragavi	IQAC Joint Coordinator	<i>M. Ragavi</i>
12.	Ms. P. Anitha	Librarian	<i>P. Anitha</i>
13.	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i>

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 08-08-2022

- All department heads completed and submitted their department files to the IQAC.
- Certificate courses began for all undergraduate and postgraduate students.
- Each department updates the event register.
- Faculty members created e-content for their subjects and submitted it to their heads.
- The departments that have all received their results from the university have submitted their Result analysis.

M. Nayathi
06/09/22
IQAC Coordinator

N. Srinivasan
6/9/22
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 17-11-2022 Venue: IQAC cabin Year: 2022-2023

The meeting began with Om sahanavavathu

Maters presented for discussion:

- Documentation with a date
- Internal Examiner for the University Exam
- Logbook submission

Resolution made:

- To maintain every document with a proper date and sign
- To collect the name list for the internal examiner for the university exam
- To submit the logbook on the last working day

The meeting ended with Sarve bhavanthu.

M. Gayathri
17/11/22
IQAC Coordinator

M. Nagadeepa
17/11/22
Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>M. Nagadeepa</i> 17/11/22
2	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 17/11/22
3	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 17/11/22
4	Dr.P.Devi	Head, Department of Tamil	<i>P. Devi</i> 17/11/22
5	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 17/11/22
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 17/11/22
7	Ms. A.Vigneshwari	Head, Department of Computer Science	<i>A. Vigneshwari</i> 17/11/22
8	Ms.E.Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 17/11/22
9	Ms. S. Mohanambal	Head, Department of English	<i>S. Mohanambal</i> 17/11/22
10	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 17/11/22
11	Ms. R.Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 17/11/22
12	Ms. M. Ragavi	IQAC Joint Coordinator	<i>M. Ragavi</i> 17/11/22
13	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 17/11/22
14	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i> 17/11/22

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 17-11-2022

- Every document is signed with the proper date
- A Willingness list for internal examiner is collected
- The logbook is submitted by all the departments

M. Prayathi
Coordinator
IQAC Coordinator

N. K. H.
28/11/22
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 28-02-2023 Venue: IQAC cabin Year: 2022-2023

The meeting began with Om sahanavavathu

Maters presented for discussion:

- Admission
- Lighting ceremony & Farewell
- Continuous Internal Assessment
- Flip Learning

Resolution made:

- To divide teams for admission according to their locations.
- To set the Lighting ceremony & farewell date and duties.
- To submit the question paper to the exam cell for Continuous Internal Assessment by the deadline.
- To introduce flip learning

The meeting ended with Sarve bhavanthu.

M. Gayathri
28/02/23

IQAC Coordinator

N. Nagadeepa
28/02/23

Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i> 28/02/23
2	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 28/02/23
3	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 28/02/23
4	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</i> 28/02/23
5	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 28/02/23
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 28/02/23
7	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i> 28/02/23
8	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 28/02/23
9	Ms. V. Girija	AP, Department of English	<i>V. Girija</i> 28/02/23
10	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 28/02/23
11	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 28/02/23
12	Ms. M. Ragavi	IQAC Joint Coordinator	<i>M. Ragavi</i> 28/02/23
13	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 28/02/23
14	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i> 28/02/23

SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR-5

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 28-02-2023

- Admissions teams are formed
- The lighting ceremony and farewell date are fixed for March 7, 2023, and duties are allocated to the faculties
- Question papers are received by the exam cell
- Flip learning introduced

M. Prayathi
20/03/23
IQAC Coordinator

K. R. S. S. S.
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 20-03-2023 Venue: IQAC cabin Year: 2022-2023

The meeting began with Om sahanavavathu

Maters presented for discussion:

- Staff Appraisal
- Logbook
- Signature in EPF by the program coordinator
- Field project, Mini Project

Resolution made:

- To submit the staff appraisal form to IQAC
- To include additional modules in the logbook
- To get a signature in EPF from the overall program coordinator
- To submit the mini-project and the field project

The meeting ended with Sarve bhavanthu.

M. Gayathri
20/03/23

M. N. Nagadeepa
20/03/23

IQAC Coordinator

Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	M. N. Nagadeepa
2	Ms. M. Gayathri	IQAC Coordinator	M. Gayathri
3	Ms. S. Kavitha	Head, Department of Commerce	S. Kavitha
4	Dr. P. Devi	Head, Department of Tamil	P. Devi
5	Ms. J. Ilakkiya	Head, Department of Chemistry	J. Ilakkiya
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	M. Jayalakshmi
7	Ms. S. Kavitha	Head, Department of Computer Science	S. Kavitha
8	Ms. E. Niraimathi	Head, Department of Mathematics	E. Niraimathi
9	Ms. S. Mohanambal	Head, Department of English	S. Mohanambal
10	Ms. S. Chinnamuthammal	Head, Department of Physics	S. Chinnamuthammal
11	Ms. R. Kavitha	Head, Department of Microbiology	R. Kavitha
12	Ms. M. Ragavi	IQAC Joint Coordinator	M. Ragavi
13	Ms. P. Anitha	Librarian	P. Anitha
14	Ms. T. Bhuvaneshwari	Office Superintendent	T. Bhuvaneshwari

20/03/23

SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR-5

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 20-03-2023

- Staff appraisal form received by IQAC
- Faculty included additional modules in the logbook
- The mini-project and the field project, VIVA-VOCE, were conducted

M. Hayathin
29/05/23
IQAC Coordinator

K. N. S. S.
29/05/23
Principal & IQAC Chairperson

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 29-05-2023

Venue: IQAC cabin

Year: 2022-2023

The meeting began with Om sahanavavathu

Matters presented for discussion:

- Admission
- Work load
- Academic Schedule
- Logbook Submission

Resolution made:

- To boost the admission
- To prepare work load and time table for next academic year
- To prepare academic schedule for next semester
- To submit logbook

The meeting ended with Sarve bhavanthu.

M. Gayathri
29/05/23

 IQAC Coordinator

N. Neelg
29/5/23

 Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Neelg</i> 29/5/23
2	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 29/05/23
3	Ms. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 29/05/23
4	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</i> 29/05/23
5	Ms. R. Dhivya	Head, Department of Chemistry	<i>R. Dhivya</i> 29/5/23
6	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 29/5/23
7	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i> 29/5/2023
8	Ms. P. Narmadha	Head, Department of Mathematics	<i>P. Narmadha</i> 29/5/23
9	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 29/5/23
10	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 29/5/23
11	Ms. T. Bhuvaneshwari	Office Superintendent	<i>T. Bhuvaneshwari</i> 29/5/23

29/5/23

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 29-05-2023

- Work load and time table received for the next academic year
- Academic schedule prepared for next semester
- The logbook submitted by all the faculties

M. Gayathri
15/06/23
IQAC Coordinator

N. S. S. S.
5/6/23
Principal & IQAC Chairperson