

# SRI SARADA NIKETAN COLLEGE OF SCIENCE FOR WOMEN, KARUR-5

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC Meeting

Date: 15-06-2023

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

#### Matters presented for discussion:

- Bridge Course & Orientation Program

#### Resolution made:

- To allocate the responsibilities for conducting the bridge course and orientation program
- To plan the events
- To prepare the materials

The meeting ended with sarve bhavanthu.

*M. Gayathri*  
15/06/23  
IQAC Coordinator

*N. Nagadeepa*  
15/6/23  
Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i> 15/6/23
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 15/6/23
3.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 15/6/23
4.	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</i> 15/06/23
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 15/6/23
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 15/6/23
7.	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i> 15/6/23
8.	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 15/6/23
9.	Ms. V. Girija	Head, Department of English	<i>V. Girija</i> 15/6/23
10.	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 15/6/23

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 15-06-2023

- A bridge course and orientation program were conducted for all the students
- Students actively participated in this program

M. Gayathri  
10/07/23  
IQAC Coordinator

N. N. S. S.  
10/7/23  
Principal & IQAC Chairperson



## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 10-07-2023

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

**Matters presented for discussion:**

- IGCAR Funded Program

**Resolution made:**

- To allocate duties for the IGCAR-funded program
- To decide the place allotment for competitions and exhibitions
- To increase the visitor strength to 1500 per day
- To focus on both government and private school students

The meeting ended with sarve bhavanthu.

*M. Gayathri*  
10/07/23

IQAC Coordinator

*N. Nagadeepa*  
10/07/23

Principal &amp; 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.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i>
4.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i>
5.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i>
6.	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i>
7.	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i>
8.	Ms. S. Jeevitha	Head, Department of English	<i>S. Jeevitha</i>
9.	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i>
10.	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i>
11.	Ms. P. Anitha	Librarian	<i>P. Anitha</i>

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 10-07-2023

- Duties are allotted to every department.
- The overall coordinators for the program were decided.
- A letter was submitted to the CEO office to get permission for the government school students.
- Halls for competitions and exhibitions were fixed.

*M. Jayanthi*  
12/07/23  
IQAC Coordinator

*N. Neel*  
22/7/23  
Principal & IQAC Chairperson



## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 25-07-2023

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

## Matters presented for discussion:

- Common certificate courses & syllabus

## Resolution made:

- To discuss the syllabus of the common certificate course and changes in the syllabus made as per the suggestion of HODS
- To schedule hours for the certificate course
- To finalize the faculty in charge of the certificate course

The meeting ended with sarve bhavanthu.

M. Gayathri  
25/07/23  
IQAC Coordinator

N. Nagadeepa  
25/7/23  
Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	N. Nagadeepa 25/7/23
2.	Ms. M. Gayathri	IQAC Coordinator	M. Gayathri 25/7/23
3.	Dr. S. Kavitha	Head, Department of Commerce	S. Kavitha 25/7/23
4.	Dr. P. Devi	Head, Department of Tamil	P. Devi 25/7/23
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	J. Ilakkiya 25/7/23
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	M. Jayalakshmi 25/7/23
7.	Ms. S. Kavitha	Head, Department of Computer Science	S. Kavitha 25/7/23
8.	Ms. S. Chinnamuthammal	Head, Department of Physics	S. Chinnamuthammal 25/7/23
9.	Ms. P. Anitha	Librarian	P. Anitha 25.7.23

SRI SARADA NIKETAN COLLEGE OF SCIENCE FOR WOMEN, KARUR-5

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 25-07-2023

- Syllabus formed for the certificate course
- Hours scheduled for the certificate course and course in charge finalized

M. Gayathri  
24/07/23  
IQAC Coordinator

N. N. N.  
24/07  
Principal & IQAC Chairperson



INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting

Date: 24-08-2023 Venue: IQAC cabin Year: 2023-2024

The meeting began with Om sahanavavathu

**Maters presented for discussion:**

- Continuous internal Examination - II & Model Examination
- Certificate course status
- Students discipline
- Conferences with proceedings
- Golu celebration

**Resolution made:**

- To discuss the Continuous Internal Examination II and Model Examination (Syllabus Completion Status)
- To discuss the certificate course syllabus completion status
- To avoid the roaming of students during class hours, floor charges are allocated.
- To advise all the departments to conduct conferences with proceedings
- To allocate the staff in charge of the Golu celebration

The meeting ended with sarve bhavanthu.

*H. Gayathri*  
24/08/23  
IQAC Coordinator

*N. Nagadeepa*  
24/8/23  
Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i> 24/8/23
2.	Ms. M. Gayathri	IQAC Coordinator	<i>H. Gayathri</i> 24/08/23
3.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 24/08/23
4.	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</i> 24/8/23
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 24/8/23
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 24/8/23
7.	Ms. S. Jeevitha	Head, Department of English	<i>S. Jeevitha</i> 24/8/23
8.	Ms. S. Chinnamuthammal	Head, Department of Physics	<i>S. Chinnamuthammal</i> 24/8/23
9.	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 24/8/23
10.	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 24-8-23

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 24-08-2023

- Syllabus completed before the CIA-II Examination
- HoDs reported the certificate course status to the principal.
- Floor incharges monitored the students before and after the break hours.
- All the departments planned to conduct conferences with proceedings.
- One staff member and two students from each class are allocated for Golu celebration duty.

M. Gayathri  
24/08/23  
IQAC Coordinator

N. Neel  
24/08/23  
Principal & IQAC Chairperson



INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 24-08-2023

- Syllabus completed before the CIA-II Examination
- HoDs reported the certificate course status to the principal.
- Floor incharges monitored the students before and after the break hours.
- All the departments planned to conduct conferences with proceedings.
- One staff member and two students from each class are allocated for Golu celebration duty.

*M. Jayathir*  
24/08/23  
IQAC Coordinator

*N. N. S.*  
Principal & IQAC Chairperson

# SRI SARADA NIKETAN COLLEGE OF SCIENCE FOR WOMEN, KARUR-5

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the IQAC Meeting

Date: 04-09-2023 Venue: IQAC cabin Year: 2023-2024

The meeting began with Om sahanavavathu

#### Maters presented for discussion:

- Conference-related points suggested by the academic advisor.

#### Resolution made:

- The conference date gap between the two departments should be 5–10 days.
- UG departments are suggested to organize a minimum of one or two state or national-level events every year.
- PG departments should organize one national, one state, or one international event every year.
- The finalized date for the conference should be submitted to IQAC on September 13, 2023.
- To discuss the registration and publication charges
- The convener shall be in rotation.

The meeting ended with sarve bhavanthu.

*M. Gayathri*  
04/09/23  
IQAC Coordinator

*N. Nagadeepa*  
4/9/23  
Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i>
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i>
3.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i>
4.	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</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	Head, Department of Computer Science	<i>S. Kavitha</i>
8.	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i>
9.	Ms. S. Jeevitha	Head, Department of English	<i>S. Jeevitha</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. P. Anitha	Librarian	<i>P. Anitha</i>



SRI SARADA NIKETAN COLLEGE OF SCIENCE FOR WOMEN, KARUR-5

INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 04-09-2023

- Conferences are scheduled according to the academic advisor's ideas.
- The finalized date for the conference was submitted to the IQAC.

  
17/10/23  
IQAC Coordinator

  
Principal & IQAC Chairperson

## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 07-10-2023

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

## Matters presented for discussion:

- Passed out students Higher education details
- Result Analysis verification
- Domain E-Mail- ID
- NPTEL registration
- Certificate course Examination

## Resolution made:

- To collect the details of passed-out students and submit them to Criteria V in charge
- To submit verified result analysis to IQAC
- To insist students and faculties use domain email addresses for communication
- To submit the NPTEL and Learnathon course completed students list to Criteria I in charge
- To submit a question paper for the certificate course examination to Criteria I in charge

The meeting ended with sarve bhavanthu.

M. Gayathri  
17/10/23

IQAC Coordinator

N. Nagadeepa  
17/10/23

Principal &amp; IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	N. Nagadeepa 17/10/23
2.	Ms. M. Gayathri	IQAC Coordinator	M. Gayathri 17/10/23
3.	Dr. S. Kavitha	Head, Department of Commerce	S. Kavitha 17/10/23
4.	Dr. P. Devi	Head, Department of Tamil	P. Devi 17/10/23
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	J. Ilakkiya 17/10/23
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	M. Jayalakshmi 07/10/23
7.	Ms. S. Kavitha	Head, Department of Computer Science	S. Kavitha 7.10.23
8.	Ms. E. Niraimathi	Head, Department of Mathematics	E. Niraimathi 7.10.23
9.	Ms. S. Jeevitha	Head, Department of English	S. Jeevitha 7.10.23
10.	Ms. S. Chinnamuthammal	Head, Department of Physics	S. Chinnamuthammal 7.10.23
11.	Ms. R. Kavitha	Head, Department of Microbiology	R. Kavitha 7.10.23
12.	Ms. P. Anitha	Librarian	P. Anitha 7.10.23



INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 07-10-2023

- Passed-out student data was submitted to Criteria V
- IQAC received the result analysis
- Completed NPTEL and Learnathon course students' list submitted to the Criteria I

*M. Gayathri*  
11/12/23  
IQAC Coordinator

*M. Neelg*  
11/12/23  
Principal & IQAC Chairperson

## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 11-12-2023

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

**Maters presented for discussion:**

- Cultural Competitions
- Extension activity and flip learning

**Resolution made:**

- To decide which competitions will be held for cultural
- To decide both on-stage and off-stage events
- To declare that the fine arts club is in charge of cultural activities overall
- To assign staff and students to supervise each competition
- To discuss about the status of flip learning and extension programs

The meeting ended with sarve bhavanthu.

*M. Gayathri*  
11/12/23

 IQAC Coordinator

*N. Nagadeepa*  
11/12/23

 Principal & IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i>
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i>
3.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i>
4.	Ms. K. Geetharamani	Asst. Prof, Department of Tamil	
5.	Ms. M. Rekha	Asst. Prof, Department of Commer(CA) & Business Administration	<i>Rekha</i> 11/12/23
6.	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i> 11.12.23
7.	Ms. E.Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 11/12/23
8.	Ms. S.Jeevitha	Head, Department of English	<i>S. Jeevitha</i> 11/12/23
9.	Ms. R.Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 11/12/23
10.	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 11-12-23



INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 11-12-2023

- The staff and students in charge of each competition were finalized.
- On-stage and off-stage programs were decided.
- The principal received the report from HODs on extension activity and filp learning.

M. Gayathri  
18/12/23  
IQAC Coordinator

N. Neelap  
18/12/23  
Principal & IQAC Chairperson

## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 18-01-2024      Venue: IQAC cabin      Year: 2023-2024

The meeting began with Om sahanavavathu

**Matters presented for discussion:**

- Admission and conference

**Resolution made:**

- To discuss the status of the all-departmental conference
- To form teams for admission
- To assign incharge for flex and notice
- To finalize the school list for number collection

The meeting ended with sarve bhavanthu.

*M. Gayathri*  
18/01/24

 IQAC Coordinator

*N. Nagadeepa*  
18/01/24

 Principal & IQAC Chairperson
**Members present in the meeting**

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	<i>N. Nagadeepa</i> 18/01/24
2.	Ms. M. Gayathri	IQAC Coordinator	<i>M. Gayathri</i> 18/01/24
3.	Dr. S. Kavitha	Head, Department of Commerce	<i>S. Kavitha</i> 18/01/24
4.	Dr. P. Devi	Head, Department of Tamil	<i>P. Devi</i> 18/01/24
5.	Ms. J. Ilakkiya	Head, Department of Chemistry	<i>J. Ilakkiya</i> 18/01/24
6.	Ms. M. Jayalakshmi	Head, Department of Commer(CA) & Business Administration	<i>M. Jayalakshmi</i> 18/01/24
7.	Ms. S. Kavitha	Head, Department of Computer Science	<i>S. Kavitha</i> 18.01.24
8.	Ms. E. Niraimathi	Head, Department of Mathematics	<i>E. Niraimathi</i> 18/01/24
9.	Ms. S. Jeeritha	Head, Department of English	<i>S. Jeeritha</i> 18/01/24
10.	Ms. R. Kavitha	Head, Department of Microbiology	<i>R. Kavitha</i> 18/01/24
11.	Ms. P. Anitha	Librarian	<i>P. Anitha</i> 18/01/24



INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 18-01-2024

- The principal received the report from HODs on conference status.
- Admission teams were formed.
- The in-charge staff for the notice and flex were finalized.

*M. Gayathri*  
11/03/24  
IQAC Coordinator

*N. S. S.*  
Principal & IQAC Chairperson

## INTERNAL QUALITY ASSURANCE CELL

## Minutes of the IQAC Meeting

Date: 11-03-2024

Venue: IQAC cabin

Year: 2023-2024

The meeting began with Om sahanavavathu

**Matters presented for discussion:**

- Placement Training
- Model Exam
- New Criteria members
- Department wise file status
- Criteria report
- Election awareness
- Nan mudhalvan marks

**Resolution made:**

- To conduct placement training on March 11–13, 2024
- To submit model exam questions to the Exam cell
- To decide new criteria members and their roles
- To update department-wise files
- To submit criteria reports to IQAC
- To conduct an election awareness program
- To enter Nan Mudhalvan marks in a consolidated note

The meeting ended with sarve bhavanthu.

M. Gayathri  
11/3/24

IQAC Coordinator

N. Nagadeepa  
11/3/24

Principal &amp; IQAC Chairperson

Members present in the meeting

S.NO	NAME	STATUS	SIGNATURE
1.	Dr. N. Nagadeepa	Principal & IQAC Chairperson	N. Nagadeepa 11/3/24
2.	Ms. M. Gayathri	IQAC Coordinator	M. Gayathri 11/3/24
3.	Ms. R. Dhivya	IQAC Joint Coordinator	R. Dhivya 11/3/24
4.	Dr. S. Kavitha	Head, Department of Commerce	S. Kavitha 11/3/24
5.	Dr. P. Devi	Head, Department of Tamil	P. Devi 11/3/24
6.	Ms. J. Ilakkiya	Head, Department of Chemistry	J. Ilakkiya 11/3/24
7.	Ms. M. Rekha	Asst. Prof, Department of Commer(CA) & Business Administration	M. Rekha 11/03/24
8.	Ms. S. Prabhadevi	Asst. Prof, Department of Computer Science	S. Prabhadevi 11/3/24
9.	Ms. E. Niraimathi	Head, Department of Mathematics	E. Niraimathi 11/3/24
10.	Ms. S. Jeerivitha	Head, Department of English	S. Jeerivitha 11/3/24
11.	Ms. S. Chinnamuthammal	Head, Department of Physics	S. Chinnamuthammal 11/3/24
12.	Ms. R. Kavitha	Head, Department of Microbiology	R. Kavitha 11/3/24
13.	Ms. P. Anitha	Librarian	P. Anitha 11/3/24



INTERNAL QUALITY ASSURANCE CELL

Action taken Report (ATR)

of the IQAC meeting held on 11-03-2024

- Placement training was conducted on March 11-13, 2024.
- Model exam question paper submitted to the exam cell
- New criteria members were allocated, and their roles were explained.
- An election awareness program was conducted.

*M. Ananthi*  
11/4/06/24  
IQAC Coordinator

*N. Nandini*  
Principal & IQAC Chairperson