

SRI SARADA NIKETAN COLLEGE OF SCIENCE FOR WOMEN
(Affiliated to Bharathidasan University, Tiruchirapalli)
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Esanatham Road, Sri Saradapuri, Kodangipatti Village,
KARUR 639005
INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 1/IQAC/18-19

Date: 01/06/18

Agenda:

Discussion Regarding

1. Admission Committee Meeting
2. Orientation Course for II and III Years
3. Bridge Course for I Year.

Resolution Made:

1. To conduct Admission Committee Meeting
2. To discuss about the admission procedure with the admission committee members.
3. To discuss about the application fee for UG and PG and records to be maintained for the admission particulars.
4. To plan for the Orientation Course for II and III Years and Bridge Course for I Year
5. To instruct the Dean II to make all the necessary arrangements.

Members Present:

S.No	Name	Designation
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Prof. Mrs. T. Manimegalai	Principal
4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A,Latha	Joint Co-ordinator & Admission Committee Member
6	Ms. J. Jeyanthi	Dean - II
7	Ms. P. Mouli	Dean - I
8	Ms. N. Deepa	Admission Committee Member
9	Ms. M.Poongodi	Admission Committee Member
10	Ms.T. Bhuvaneshwari	Office Superintendent

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 2/IQAC/18-19

Date: 12/06/18

Agenda:

Discussion Regarding

1. Fresher's day celebration
2. Committee Meeting
3. Sanskrit Workshop

Resolution Made:

1. To make preliminary arrangements for fresher's day celebration.
2. To instruct all committee co-ordinators to organize the meeting as per schedule.
3. To prepare three days time schedule for Sanskrit workshop.

Members Present:

S.No	Name	Designation
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Prof. Mrs. T. Manimegalai	Principal
4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A.Latha	Joint Co-ordinator & Finance Committee Member
6	Ms. J. Jeyanthi	Dean – II & Women Cell Co-ordinator
7	Ms. P. Mouli	Dean – I & Examination Committee Member
8	Ms,P.Devi	Hostel Committee Member & Students Welfare Committee Member
9	Ms.S.Thilagavathi	Appeal & Grievance Redressal Committee Co-ordinator
10	Ms.K.S.Kavitha	Anti- Ragging Committee Co-ordinator
11	Ms.K.V.Nithya	Research Committee Member
12	Ms.T.M.Saranya	Sarada Nanthini Alumni Committee Co- ordinator
13	Ms.P.Anitha	Library Advisory Committee Member
14	Ms.K.Poongodi	Sports Committee Member
15	Ms.T. Bhuvaneshwari	Office Superintendent

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 3/IQAC/18-19

Date: 18/06/18

Agenda:

Discussion Regarding

1. Forums Inauguration
2. Continuous Internal Assessment – I
3. Cultural Fest
4. Employment Guidance Programme

Resolution Made:

1. To decide the resource persons for the inauguration of academic forums.
2. To prepare July month CIA time table and to decide the date for question paper setting.
3. To list out the different types of cultural events and prepare the time schedule for cultural Fest.
4. To motivate the students to participate in all the events of cultural.
5. To conduct Employment Guidance Programme for final year UG and PG students.

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4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A.Latha	Joint Co-Ordinator
6	Ms.J.Jeyanthi	Dean - II
7	Ms.P.Mouli	Dean - I
8	Ms.K.V.Nithya	Dean - III
9	Ms.M.Radha	Dean - V

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 4/IQAC/18-19

Date: 09/07/18

Agenda:

Discussion Regarding

1. Resource person for academic forums.
2. Certificate Course
3. Staff Profile for new staff members.
4. Guru Poornima.

Resolution Made:

1. To decide the resource person for each department academic forums with the consultation of all HOD.
2. To instruct the Dean II to make arrangements and prepare proper time schedule for certificate course.
3. To give staff profile for new staff members to know their personal details and academic excellence.
4. To make the necessary arrangements for Guru Poornima

Members Present:

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2	Prof(Major)P. Chandrasekaran	Academic Director
3	Prof. Mrs. T. Manimegalai	Principal
4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A.Latha	Joint Co-Ordinator
6	Ms. S. Ilavarasi	Head, Dept of Tamil
7	Ms. N. Deepa	Head, Dept of English
8	Ms. S. Thilagavathy	Head, Dept of Mathematics
9	Ms. T.Lakshmi Priya	Head, Dept of Physics
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivyaa	Head, Dept of Microbiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration
13	Ms. J. Jeyanthi	Dean – II
14	Ms. K. Poongodi	Physical Education
15	Ms. P. Anitha	Librarian
16	Ms.T. Bhuvaneshwari	Office Superintendent

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 5/IQAC/18-19

Date: 11/07/18

Agenda:

Discussion regarding

1. ICSSR Funded Project.
2. Result Analysis – University Examination.

Resolution Made:

1. To inform and motivate the faculty members to do the Indian Council of Social Science Research – Short duration Research Project for the financial year 2018-19.
2. To prepare the result analysis report and analyze the result report with the all HOD in the presence of Secretary, Academic Director and Principal,

Members Present:

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3	Prof. Mrs. T. Manimegalai	Principal
4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A.Latha	Joint Co-Ordinator
6	Ms. S. Ilavarasi	Head, Dept of Tamil
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9	Ms. T.Lakshmi Priya	Head, Dept of Physics
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivyaa	Head, Dept of Microbiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration
13	Ms.K.V.Nithya	Dean – III
14	Ms. K. Poongodi	Physical Education
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 6/IQAC/18-19

Date: 23/07/18

Agenda:

Discussion regarding

1. Arrangement of coaching classes for NET and SET

Resolution Made:

1. To conduct coaching classes for NET and SET examination by our faculty members those who are passed in the NET and SET examination.
2. To prepare the time schedule to complete the syllabus of NET/SET
3. To conduct model examination for NET/SET.

Members Present:

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4	Ms. S. Kavitha	IQAC Co-ordinator
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6	Ms. S. Ilavarasi	Head, Dept of Tamil
7	Ms. N. Deepa	Head, Dept of English
8	Ms. S. Thilagavathy	Head, Dept of Mathematics
9	Ms. T.Lakshmi Priya	Head, Dept of Physics
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivyaa	Head, Dept of Microbiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration
13	Ms. J. Jeyanthi	Dean – II
14	Ms. K. Poongodi	Physical Education
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 7/IQAC/18-19

Date: 24/07/18

Agenda:

1. To plan for National Seminar.

Resolution Made:

1. To instruct the Dean III to collect necessary details regarding National Seminar.
2. To confirm the date, title and sub themes of national seminar.
3. To start the preliminary work of national seminar.
4. To select the convenor, co-convenor and organizing committee members.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Prof. Mrs. T. Manimegalai	Principal
4	Ms. S. Kavitha	IQAC Co-ordinator
5	Ms. A.Latha	Joint Co-Ordinator
6	Ms. S. Ilavarasi	Head, Dept of Tamil
7	Ms. N. Deepa	Head, Dept of English
8	Ms. S. Thilagavathy	Head, Dept of Mathematics
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10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivyaa	Head, Dept of Microbiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration
13	Ms.K.V.Nithya	Dean – III
14	Ms. K. Poongodi	Physical Education
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting no: 8/IQAC/2018-2019

Date: 07/08/2018

Agenda:

1. Discussion about the selection of IQAC coordinator and joint coordinator.
2. Schedule of coverage of syllabus for CIA and university summative examination.
3. To conduct remedial courses for slow learners.
4. To celebrate independence.

Resolutin made :

1. Assignment of work to the IQAC coordinator and joint coordinator.
2. To submit the AIR every month according to CIA schedule for auditing by HOD/Principal.
3. To prepare schedule for remedial classes with discussion of HOD.
4. To give practice to the students for the parade.
5. To take preliminary steps for arrangements of Independence day celebration.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr.(Mrs). T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivya	Head, Dept of Micribiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 9/IQAC/2018-2019

Date: 18/08/2018

Agenda:

Discussions regarding

1. To instruct the faculty members to take care of the slow learners by conducting periodical test and classes.
2. To discuss and plan for the industrial visit for the students.

Resolution made:

1. In the remedial classes the counselors monitor the attendance and progress of the student frequently.
2. Give the old question papers and make them write answers for it.
3. Make the students to learn a small portion every day and pay attention towards them.
4. Arrangements made for the industrial visit.
5. Decide the place and date of the industrial visit.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivya	Head, Dept of Micribiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting no: 10/IQAC/2018-2019

Date: 31/08/2018

Agenda:

Discussion regarding

1. Selection of dean and criterion coordinators.
2. Fix the date, time and resource person for the national level conference.
3. Forum departmental activities to enrich the students knowledge.

Resolution made:

1. Discussions regarding the nomination of faculty members for dean and criterion coordinators.
2. To discuss about the activities to be undergo for this academic year.
3. Fix the date and resource person for the forum activities.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivya	Head, Dept of Micribiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 11/IQAC/2018-2019

Date: 04/09/2018

Agenda:

Discussions regarding

1. Conduct a meeting for faculty members to improve and update themselves.
2. Issue of flash card for final year students.
3. Give instruction to the staff members to maintain the NAAC records
4. Faculty development programme.
5. Teachers day celebration.

Resolution made:

1. Motivate the faculty members to participate in seminar/ workshop/conference and publishing papers and articles
2. Apply for NET/SET examination.
3. Flash card have been provided to the students to develop their communication skills.
4. Maintained and updated the academic records after the peer team visit.
5. Fix the date, time, venue and resource person for FDP and teachers day celebration.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting no: 12/IQAC/2018-2019

Date: 15/09/2018

Agenda:

Discussions regarding

1. Extension activities to be conducted by the each department.
2. Vinayagar chaturthi celebration.
3. Golu celebration.

Resolution made:

1. Analyse the result of the semester examination.
2. Inform the university examination results to the parents about the performance of the students
3. To inform the students about the revaluation procedure for the failed subjects
4. To find out the passing percentage of the students in each subjects
5. All the departments involved their students in the extension activities
6. To plan to distribute the vinayagar statue for pooja celebration
7. To invite the schools and colleges to visit golu arrangements

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 13/IQAC/2018-2019

Date: 27/09/2018

Agenda:

Discussions regarding

1. Representatives meeting for verification of completion of the syllabus and practicals.
2. Allot the guide for the PG project work.
3. Submission of exam application.
4. Krishna jayanthi celebration.
5. Entrepreneurship motivational programme.

Resolution made:

1. To conduct the representative meetings for the verification of completion of syllabus and practicals.
2. Time schedule for model practical.
3. Allotment of guide for PG students.
4. Plan for revision examination.
5. To make the students to fill the exam application and prepare nominal roll.
6. To prepare the arrangements for Krishna Jayanthi celebration.
7. To conduct Entrepreneurship motivational programme to the students.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vjyayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 14/IQAC/2018-2019

Date: 06/10/2018

Agenda:

Discussion regarding:

1. Group projects for third year students.
2. Records and registers to be maintained.
3. Faculty enrichment programme.
4. Motivational programme.

Resolution made:

1. Arrangement for resource person.
2. Fix the date, venue and time schedule for FDP.
3. To take necessary steps to prepare magazine by collecting articles from the students and staff members.
4. Plan for the third year group project.
5. Preparation of broucher for the national conference.
6. To maintain the CIA register.
7. Plan to organize the faculty enrichment programme and motivational programme for staffs and students to develop their knowledge.

Members Present:

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 15/IQAC/2018-2019

Date: 13/10/2018

Agenda:

Discussion regarding:

1. Placement programme for the final year students.
2. Make the students and staff members to avail the two wheeler liscence as an institutional social responsibility event.
3. Motivate the PG students and faculty members to apply NET and CSIR examination.

Resolution made:

1. Appointment of coordinators for the placement programme.
2. Inform the students and staff members about the license procedure and to apply for that.
3. Collect the name list of those who are in need of license.
4. Collect the documents needed to apply for license.
5. To instruct the PG students and faculty members to apply NET and CSIR examination.

Members Present:

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Karur - 639 005.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 16/IQAC/2018-2019

Date: 29/10/2018

Agenda

Discussion regarding:

1. Purchase of book and lab requirements.
2. Collect the requirements list from all departments.
3. The subscription of new list of journals and magazines for the library.

Resolution made:

1. To receive the book list as per the requirements from the departments.
2. To list out the lab requirements by the respective department and place order as per requirements.
3. Subscribe journals/magazines needed by the librarian and place subscription orders.
4. Maintain stock registers of all the departments in the proper manner.

Members Present:

S.No	Name	Designation/Department
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivya	Head, Dept of Micribiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 17/IQAC/2018-2019

Date: 14/11/2018

Agenda

Discussion regarding:

1. Food fare celebration.
2. Placement programme.

Resolutin made

1. To appoint the coordinator for food fare celebration.
2. To inform the students about the food fare celebration.
3. To collect the participants name list
4. To make preliminary arrangements for placement programme.

Members Present:

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1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
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6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmi priya	Head, Dept of Physics
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 18/IQAC/2018-2019

Date: 07/12/2018

Agenda

Discussion regarding:

1. To discuss & plan about the sports meet to be conducted and the practice session for sports events.
2. Smart class orientation.
3. To identify the hemoglobin level of the students.

Resolution Made

1. Decide the date, time, venue & chief guest for the sports meet.
2. To conduct the smart class orientation for fresher's.
3. To instruct the coordinators to make preliminary arrangements for the students to know the level of hemoglobin.
4. To decide the time schedule for the checkup.
5. To check the hemoglobin content level in the blood and give medicine to the anemic students.

Members Present:

S.No	Name	Designation/Department
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 19/IQAC/2018-2019

Date: 21/12/2018

Agenda

Discussion regarding:

1. Celebration of Annaiyar Jayanthi .
2. Work to be done and records to be maintained by committees.
3. Organization of committee meetings.
4. Attend job mela in other colleges.
5. Food Carnival.

Resolution Made

1. Plan & decide the chief guest for the Jayanthi celebration.
2. Prepare the duty list for the staff members.
3. Make necessary arrangements in the specified date.
4. Plan to collect the list of 108 women for distribution of sarees.
5. To make & instruct the various committee coordinators about the work to be done & records to be maintained.
6. To prepare the minutes of committee by the various committee coordinators.
7. To plan to attend the job mela in nearby college.
8. To make necessary arrangements to conduct food carnival to expose the student talents.

Members Present:

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 20/IQAC/2018-2019

Date: 29/12/2018

Agenda

Discussion regarding:

1. Uploading of AQAR for the academic year 2017-2018.
2. Plan for sirappu vazhipadu.

Resolution made

1. AQAR to be uploaded before 30th January.
2. To make arrangements for sirappu vazhipadu.
3. To prepare three days time schedule for the staff and students.
4. To invite the guests.

Members Present:

S.No	Name	Designation/Department
1	Yatiswari Neelakantapriya Amba	Secretary
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11	Ms. M. Dhivya	Head, Dept of Micribiology
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 21/IQAC/2018-2019

Date: 04/01/2019

Agenda :

Discussion regarding:

1. New SSR format with the criterion coordinators.

Resolution made:

1. To prepare the AQAR for the academic year 2017-2018.
2. To discuss with the criterion coordinators about the new SSR format.
3. To prepare the records as per the criterion specifications.

Members Present:

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2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 22/IQAC/2018-2019

Date: 18/01/2019

Agenda

Discussion regarding:

1. Meetings and programme to be conducted by the NSS unit.
2. Career guidance programme for the final year students.
2. Republic day celebration.

Resolution made:

1. Decide to conduct meeting with the NSS program coordinators and enroll the students for NSS unit I, II & III
2. To decide the regular activities for the next year.
3. To decide the place of special camp.
6. To decide the resource person for giving career guidance to the students.
7. To plan for republic day celebration.
8. To give practice to the students for republic day parade.

Members Present:

S.No	Name	Designation/Department
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
3	Dr. T. Manimegalai	Principal
4	Ms. A. Latha	IQAC Co-ordinator
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5	Dr. S. Ilavarasi	Head, Dept of Tamil
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7	Ms. S. Thilagavathy	Head, Dept of Mathematics
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9	Ms. S. Kavitha	Head, Dept of Commerce
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11	Ms. M. Dhivya	Head, Dept of Micribiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting no: 23/IQAC/2018-2019

Date: 24/01/2019

Agenda

Discussion regarding:

1. Minor research project and funded projects.
2. Campus interview.

Resolution made:

1. To discuss with the concerned department HOD's and take necessary steps to apply for the UGC Minor research project and funded projects within the stipulated time.
2. To conduct campus interview number of vacancies and the name of the posting send to all department mail ID.

Members Present:

S.No	Name	Designation/Department
1	Yatiswari Neelakantapriya Amba	Secretary
2	Prof(Major)P. Chandrasekaran	Academic Director
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5.	Dr. P. Aruna Swathi Vyjayanthi	IQAC Joint Co-ordinator
5	Dr. S. Ilavarasi	Head, Dept of Tamil
6	Ms. N. Deepa	Head, Dept of English
7	Ms. S. Thilagavathy	Head, Dept of Mathematics
8	Ms. T. Lakshmipriya	Head, Dept of Physics
9	Ms. S. Kavitha	Head, Dept of Commerce
10	Ms. R. Barani	Head, Dept of Computer Science
11	Ms. M. Dhivya	Head, Dept of Microbiology
12	Ms. K. S. Kavitha	Head, Dept of Business Administration

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 24 /IQAC/2018-2019

Date: 02.02.2019

Agenda:

Discussions regarding:

1. The group projects for the final year UG students.
2. Inaugural of Sister Nivedita Smart Class & Language Lab.
3. To conduct Motivational Programme.

Resolutin made

1. To divide the students into group and finalize the title for each group.
2. To make arrangements for opening of Sister Nivedita Smart Class & Language Lab.
3. To fix date and resource person for Motivational Programme.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
7.	Ms. N. Deepa	Head, Dept of English
8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
9.	Ms. T. Lakshmipriya	Head, Dept of Physics
10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. R. Barani	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 25/ IQAC/2018-2019

Date: 08.02.2019

Agenda:

Discussions regarding:

1. Installation of additional systems sponsored by Redington Foundation in Computer Lab.
2. Lighting Ceremony

Resolution made:

1. To make necessary arrangements for installing additional systems in CS Lab.
2. To replace the old systems for browsing to the students.
3. To fix co-coordinator for lighting ceremony.
4. To plan for purchasing necessary things to lighting ceremony.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
7.	Ms. N. Deepa	Head, Dept of English
8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
9.	Ms. T. Lakshmipriya	Head, Dept of Physics
10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. R. Barani	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting No: 26/IQAC/2018-2019

Date: 15.02.2019

Agenda:

Discussion regarding:

1. Job Fair
2. Apply for NET Examination
3. Padha Pooja
4. Parents Students Teachers Colloquium

Resolution made:

1. To decide date, time and venue for Job fair
2. To Invite the organizations having job vacancies.
3. To take necessary steps to enrich the students to attend the job fair.
4. To motivate the faculties to apply the NET Examinations.
5. To conduct model NET Examination through written and online test.
6. Fix the date and time to conduct the parents, teachers colloquium.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
7.	Ms. N. Deepa	Head, Dept of English
8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
9.	Ms. T. Lakshmi priya	Head, Dept of Physics
10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. R. Barani	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC MEETING MINUTES

Meeting No: 27/IQAC/2018-2019

Date: 25.02.2019

Agenda:

Discussion regarding:

1. Result Analysis
2. To conduct remedial courses for slow learners.
3. To celebrate Women's Day Celebration.

Resolutin made

1. Measures to be taken to improve the quality of students through Quality Education.
2. To give more attention to the Slow Learners.
4. Make the students to score ranks in University Examination.
5. In the remedial classes the counselors monitor the progress of the student frequently.
6. To give practice to write the answers for previous year question papers.
7. To take preliminary steps for arrangements of women's day celebration.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
7.	Ms. N. Deepa	Head, Dept of English
8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
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10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. R. Barani	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 28/IQAC/2018-2019

Date: 11.03.2019

Agenda:

Discussion regarding:

1. Syllabus Completion.
2. Minor Research Projects to be applied under the ICSSR Scheme.

Resolution made

1. Discussion with the concerned department HODs about the level of syllabus completion.
2. Take necessary steps to apply for the MRP within the stipulated time.
3. Decide the names of the staff members who is to apply for MRP.
4. Collect the details like topics, its themes and necessary documents to apply for MRP.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
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8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
9.	Ms. T. Lakshmipriya	Head, Dept of Physics
10.	Dr. A. Latha	Head, Dept. of Chemistry
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 29/IQAC/2018-2019

Date: 19.03.2019

Agenda:

Discussion regarding:

1. Valedictory Function
2. Farewell

Resolution made

1. Fix date, venue & resource persons for the valedictory function.
4. To decide the farewell date and the necessary arrangements to be made.

Members Present:

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1.	Yatiswari Neelakantapriya Amba	Secretary
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10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. K. V. Nithya	Head, Dept of Computer Science
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 30/IQAC/2018-2019

Date:29.03.2019

Agenda:

Discussion regarding:

1. Report Submission of Deans and HODs for this academic year

Resolution made

1. To decide the date for submission of the report by all the Deans and HODs.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
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10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. K. V. Nithya	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology
14.	Dr. P. Devi	Dean of Discipline and Deputy Warden
15.	Ms. M. Radha	Dean of ISR, Extension and Development

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 31/IQAC/2018-2019

Date: 02.04.2019

Agenda:

Discussion regarding:

1. Graduation Ceremony.

Resolution made

1. To fix the date, venue & resource persons for the Graduation Ceremony.
2. To inform the procedures to all the graduates.

Members Present:

S.No	Name	Designation/Department
1.	Yatiswari Neelakantapriya Amba	Secretary
2.	Prof(Major)P. Chandrasekaran	Academic Director
3.	Dr.(Mrs). T. Manimegalai	Principal
4.	Ms. J. Jeyanthi	IQAC Co-ordinator
5.	Ms. K. S. Kavitha	IQAC Joint Co-ordinator
6.	Dr. S. Ilavarasi	Head, Dept of Tamil
7.	Ms. N. Deepa	Head, Dept of English
8.	Ms. S. Thilagavathy	Head, Dept of Mathematics
9.	Ms. T. Lakshmipriya	Head, Dept of Physics
10.	Dr. A. Latha	Head, Dept. of Chemistry
11.	Ms. S. Kavitha	Head, Dept of Commerce
12.	Ms. K. V. Nithya	Head, Dept of Computer Science
13.	Ms. M. Dhivya	Head, Dept of Micribiology

Sri Sarada Niketan College of Science for Women
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(Affiliated to Bharathidasan University, Tiruchirappali)
Esanatham road, Kodangipatti, Thanthonimalai,
Karur - 639 005.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING MINUTES

Meeting No: 32/IQAC/2018-2019

Date: 12.04.2019

Agenda:

Discussion regarding:

1. Preparation of calendar for the next academic year.
2. Recruitment of new staff to fill the vacancies of various department.

Resolution made:

1. To collect the necessary details of calendar.
2. To give advertisement in the newspaper.
3. Decide to fix the date of interview.
4. Invite the university representative for conducting interview.
5. To give prior information to the candidates about the interview.

Members Present:

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