

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University Tiruchirapalli)

Meeting Number : 1

Conducted by : College

Date: 15.9.20

## Minutes of the Meeting

Conducted a meeting with ----- of On 15/09/2020 at 11.30 pm in the Secretary Cabin and discussed the following points:

Sl.No.	Points discussed	Target Date	Responsibility
1	Discussed about the initiation of Research Department for Computer Science stream.	DEC 2020	
2	Talked the University Examination schedule and other relevant work like paper collection from various places , Role of Coordinator and Collecting Fees from students.	21.9.20- 26.9.20	
3	Discussed the Online FDP program according to the Schedule.	30.9.20	
4	Planned about the certificate courses minimum one per semester. Decided to conduct Beautician & Interdisciplinary course.	30.10.20	
5	Board of studies has to be planned for each department.	30.10.20	
<b>Prepared by : Dr.R.Suganthi</b>		<b>Approved by : Principal Dr.N.Nagadeepa</b>	

Copy to: 1) Circulated among all Faculty Members for needful action.

2) File.

## Members Present in the Meeting :

S.No	Name of the Faculty	Designation	Department	Signature with Date
1	Yatiswari NeelakantaPriya Amba	Secretary		
2	Dr.Natarajan	RD		
3	Dr.N.Nagadeepa	Principal		
4	Dr.R.Suganthi	VicePrincipal		



# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University Tiruchirapalli)

Meeting Number : 2

Conducted by : College

Date: 23.9.2020

## Minutes of the Meeting

Conducted a meeting with ----- of On 23/09/2020 at 12.00 pm in the Secretary Cabin and discussed the following points:

Sl.No.	Points discussed	Target Date	Responsibility
1	IQAC National Conference schedule is fixed tentatively in the month of January'21	10.10.20	
2	Conversed about the Academic Council Meeting and it is categorized for Language, Commerce and Science streams	30.10.20	
3	Discussed and planned about the Online FDP about IQAC for our college Faculty members alone.	30.9.20	
<b>Prepared by : Dr.R.Suganthi</b>		<b>Approved by : Principal Dr.N.Nagadeepa</b>	

Copy to: 1) Circulated among all Faculty Members for needful action.

3) File.

## Members Present in the Meeting :

S.No	Name of the Faculty	Designation	Department	Signature with Date
1	Yatiswari NeelakantaPriya Amba	Secretary		
2	Dr.R.Natarajan	Research & Development		
3	Dr.N.Nagadeepa	Principal		
4	Dr.R.Suganthi	Vice Principal		

## **Implementation Status:**

3. The points discussed in the meeting are implemented and the faculties have submitted the reports on date
4. The following work has allocated in the HOD's meeting

**Work Allotment and Implementation Status :**

S.No	Name of the Faculty	Work Allotted	Completed on	Signature with Date
	<b>Department of Tamil</b>			
1	Dr.S.Ilavarasi			
2	Dr.P.Devi			
3	Dr.K.Poonkodi			
4	Ms.Gunavathi			
5	Ms.D.Amutha			
6	Dr.M.Devaki			
	<b>Department of English</b>			
7	Dr.M.Archana			
8	Ms.M.Yamuna			
9	Ms.V.Girija			
10	Ms.M.Umamaheshwari			
	<b>Department of Commerce</b>			
11	Ms.S.Kavitha			
12	Ms.M.Ramya			
13	Ms.K.Balambal			
14	Ms.R.Banupriya			
15	Ms.R.Karthiga			
16	Ms.A.Swedha			
	<b>Department of Business Administration</b>			
17	Ms.M.Jeyalakshmi			
18	Ms.K.Sindhuja			
	<b>Department of Chemistry</b>			
19	Dr.A.Latha			
20	Ms.T.M.Saranya			
21	Ms.J.Ilakiya			
22	Ms.R.Dhivya			
23	Ms.J.Dharani			
	<b>Department of Computer Science</b>			
24	Ms.K.V.Nithya			
25	Ms.S.Anjugam			
26	Ms.S.Jayabharathipriya			
27	Ms.S.Shanmugapriya			
28	Ms.S.Prabhadevi			
29	Dr.R.Jayalakshmi			
	<b>Department of Mathematics</b>			
30	Ms.E.Niraimathi			
31	Ms.M.Gayathri			
32	Ms.N.Kowsalya			
33	Ms.P.Sudha			
34	Ms.C.Deepa			
	<b>Department of</b>			

	<b>Microbiology</b>			
<b>35</b>	Ms.S.Chitra			
<b>36</b>	Ms.R.Kavitha			
<b>37</b>	Ms.G.Karuniya Raj Viella			
	<b>Department of Physics</b>			
<b>38</b>	Ms.P.Mouli			
<b>39</b>	Ms.P.Mahalakshmi			
<b>40</b>	Ms.S.Chinnamuthammal			
	<b>Librarian</b>			
<b>41</b>	Ms.P.Anitha			
<b>42</b>	Ms.P.Jeevitha			

**Principal**

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting number: 3

**IQAC meeting**

30.11.2020

S.no.	Points Discussed	Responsibility
1.	Planned about the AQAR academic year 2019-2020	IQAC
2.	Discussed about the Academic year 2018-2019 files completion	Principal
3.	Discussed about the Academic year 2020-21 files completion	Principal
4.	Planned about the NPTEL Course for 2021	Ms.GIRIJA-ENG
5.	Discussed about the IQAC E-conference publication journal	
6.	Discussed about the Skill based project plan	HODs
7.	Scheduled for IQAC Conference	IQAC
8.	AAA Format is discussed	ALL STAFFS
9.	Planned for Communication Assistance- English Dept.,	ENGLISH STAFFS
10.	Discussed about facilitating Journal Publication for Faculty	Research committee
11.	Discussed about providing Financial Assistance for publication and NPTEL Course	Ms.Elakkiya-chemistry

Copy to: 1. Circulated among all the members for needful action.

2. File

## **Members presented in the meeting:**

S.no.	Name of the Faculty	Designation	Signature with date
1.	Yatiswari Neelakantapriya Amba	Secretary	
2.	Dr.N.Nagadeepa	Principal	
3.	Dr.R.Suganthi	Vice-Principal	
4.	Dr.R.Natarajan	Research Director	
5.	Ms. Kavitha	HOD Of Commerce	
6.	Ms.S.Chitra	HOD Of Microbiology	
7.	Ms. T.Bhuvaneshwari	Superintendent	

**Implementation Status: Points discussed in the previous meeting are implemented.**

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting Number: 2

Conducted by: Principal

Date: 22/12/2020

## Minutes of the Meeting

Conducted a meeting for Office Staff with Principal and Vice Principal on 22/12/2020 at 3:30 pm in the Principal Cabin and discussed the following points:

Sl. No.	Points discussed
1	Numbering of the files and letters (outgoing and incoming)
2	Maintaining of the log book for incoming letters
3	local delivery and awarding domain e-mail ids for students and faculty members
4	Planned to collect fees at hostel
5	Categorized & Allocated the works to the office staff

## Members Present in the Meeting :

S.No	Name of the Faculty	Designation	Department	Signature with Date
1	Dr.R.Natarajan	Research Director	Administrative	
2	Dr.N.Nagadeepa	Principal	Administrative	
3	Ms.T.Bhuvaneshwari	Office Superintendent	Office	
4	Ms.R.Vijika	Office		
5	Ms.K.Vasuki	Office		
4	Ms.M.Vaishnavi	Office		

**Principal**

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting Number: Conducted by: IQAC Coordinator

Date: 25.2.21

## IQAC-Minutes of the Meeting

Conducted a meeting with all faculty members on 25/02/2021 at 2.30 pm at Redington Hall and discussed the following points.

Sl.No.	Points discussed	Target Date	Responsibility
1	Discussed about accumulating the data for the academic year 20-21.	8.3.21	All criteria in charge
2	Talked about the file maintenance of each criteria and suggested to arranging the file in order wise	Continuous	Staff members
3	Discussed the work allocation of criteria assistant in charge and planned to allocate based on schedule	Continuous	Criteria in charge & Assistant Criteria In charge
4	Planned to strengthen the criteria key indicators		Criteria in charge
5	The official name of the college should be "Sri Sarada Niketan College for Women" instead of Sri Sarada Niketan College of science for women has been declared.	Continuous	All staff
6	Discussed about the event plan and asked the report status.	-	All HODs
7	Conferred the individual staff workload and committee details	-	All staff
8	Asked the status of annual day celebration , work allotment, faculty recruitment status and soft skill development program	-	All HODs
<b>Prepared by : Dr.R.Suganthi</b>		<b>Approved by : Principal Dr.N.Nagadeepa</b>	

Copy to: 1) Circulated among all Faculty Members for needful action.

4) File.

### Implementation Status:

5. The points discussed in the meeting are implemented and the faculties have submitted the reports on date
6. The following work has allocated in the HOD's meeting

**IQAC Coordinator**

**Principal**

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting number: 3

Team meeting

4.3.21

S.no.	Points Discussed	Responsibility
1.	Planned about the Faculty recruitment	Principal
2.	Discussed about the Annual day work status	HODs
3.	Discussed about the College Committee register	office
4.	Planned about the Budget	Criteria 4
5.	Discussed about the attendee needed for commerce block and office	Commerce HOD

Copy to: 1. Circulated among all the members for needful action.

2. File

## Members presented in the meeting:

S.no.	Name of the Faculty	Designation	Signature with date
1.	Yatiswari Neelakantapriya Amba	Secretary	
2.	Dr.N.Nagadeepa	Principal	
3.	Dr.R.Suganthi	Vice-Principal	
4.	Dr.R.Natarajan	Research Director	
5.	Ms. Kavitha	HOD Of Commerce	
6.	Ms.S.Chitra	HOD Of Microbiology	
7.	Ms. T.Bhuvaneshwari	Superintendent	

**Implementation Status: Points discussed in the previous meeting are implemented.**

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting number: 3

Team meeting

18.3.21

Team meeting conducted at the Secretary's Cabin by 2:30pm.

S.no.	Points Discussed	Target date	Responsibility
1.	Planned about the last date for students and staff		Principal
2.	Planned for the College Events (Sports Day And Farewell Day)		Physical education and HODs
3.	Planned about the Budget		Criteria 4
4.	Discussed about the attendee needed for commerce block and office		Commerce HOD
5.	Discussed about updating the college website		Vice Principal
6.	Discussed to conduct Internal Auditing (dept. wise)		All department
7.	Planned to give the Best Library user award		Librarian

Copy to: 1. Circulated among all the members for needful action.

2. File

## Members presented in the meeting:

S.no.	Name of the Faculty	Designation	Signature with date
1.	Yatiswari Neelakantapriya Amba	Secretary	
2.	Dr.N.Nagadeepa	Principal	
3.	Dr.R.Suganthi	Vice-Principal	
4.	Dr.R.Natarajan	Research Director	
5.	Ms.S.Kavitha	HOD Of Commerce	
6.	Ms.S.Chitra	HOD Of Microbiology	
7.	Ms. T.Bhuvaneshwari	Superintendent	

**Implementation Status: Points discussed in the previous meeting are implemented.**

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting Number: 3

Conducted by: Dr.R.Suganthi

Date: 19.3.21

## Minutes of the Meeting

Conducted a meeting with all team members on 19/03/2021 at 3.30 pm at Secretary's Cabin and discussed the following points.

Sl.No.	Points discussed	Target Date	Responsibility
1	Decided to fix the last working day will be 31.3.21 for students and language exams will be started 23 & 25.3.21. Need to finalize the exam schedule.	12.3.21	Principal
2	Finalized the date of uploading the IQAR will be on April first week.(Wednesday, Thursday & Friday)	7.4.21-9.4.21	IQAC Coordinator
3	Planned to complete the stock verification work in all departments.	10.4.2021	All HODs
4	Farewell day & sports day work has been discussed and framed some of the new protocols.	22.3.21	Principal
5	Decided to fix the date for collecting fees from students based on CIA exams schedule.	As per requirement	All Class In charge
6	Progress report will be sent to the students once CIA exams over through postal	-	All Class In charge
7	Suggested to conduct Committee meeting along with student committee members and given instruction to submit the minutes of the meeting on time	22.3.21	Committee members
8	Asked the status of website updations and allocated the staff members to upload the specified event content in college website	22.3.21	Ms.S.Chitra
9	Work allocation of Lighting ceremony has been allocated	22.3.21	R.Suganthi
<b>Prepared by : Dr.R.Suganthi</b>		<b>Approved by : Principal Dr.N.Nagadeepa</b>	

Copy to: 1) Circulated among all the Team Members for needful action.

5) File.

### **Implementation Status:**

7. The points discussed in the meeting are implemented and the faculties have submitted the reports on date

**Principal**

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting number: 4

Team meeting

1.4.21

S.no.	Points Discussed	Target date	Responsibility
1.	Discussed about the continuity of merit to students	5.5.21	HODs
2.	Discussed about the mark category segregation-student welfare		HOD
3.	Discussed about the website updation	15.4.21	Vice Principal
4.	Discussed about the AAA format and proceeding of the work		Principal
5.	Discussed about the Admission work- Target 100 students (115 students-1 staff)		Principal
6.	Discussed about the Tie up with the students weekly once		All HODs
7.	Discussed about the new member of team meeting		Principal

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2. File

## Members presented in the meeting:

S.no.	Name of the Faculty	Designation	Signature with date
1.	Yatiswari Neelakantapriya Amba	Secretary	
2.	Dr.N.Nagadeepa	Principal	
3.	Dr.R.Suganthi	Vice-Principal	
4.	Ms.S.Kavitha	HOD Of Commerce	
5.	Ms. T.Bhuvaneshwari	Superintendent	

**Implementation Status: Points discussed in the previous meeting are implemented.**

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirapalli)

Meeting number: 4

Team meeting

7.5.21

S.no.	Points Discussed	Target date	Responsibility
1.	Discussed about the NEP		IQAC
2.	Planned for the orientation program about NEP		IQAC
3.	Discussed about finalizing the AAA format and to be circulated to all the faculty members		IQAC
4.	Planned for the IT infrastructure to be equipped technically and physically in all aspects		Criteria 4
5.	Discussed about encouraging the faculties to publish more research papers in the reputed journals		Research committee
6.	Discussed about giving Kabasura Kudineer to public in pandemic situation		IQAC team
7.	Planned to conduct yoga classes, community, promotion, and immunity boosting programs		HODs
8.	Discussed about focusing on quality education, teaching and learning , and research for staff		Criteria 3
9.	Planned to conduct faculty meeting based on the NEP		Criteria 6

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2. File

## Members presented in the meeting:

S.no.	Name of the Faculty	Designation	Signature with date
1.	Yatiswari Neelakantapriya Amba	Secretary	
2.	Dr.N.Nagadeepa	Principal	
3.	Dr.R.Suganthi	Vice-Principal	
4.	Dr.R.Natarajan	Research Director	
5.	Ms. T.Bhuvaneshwari	Superintendent	

**Implementation Status: Points discussed in the previous meeting are implemented.**

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University Tiruchirapalli)

Team Meeting Number : 09

Conducted by : Principal

Date: 23.05.2021

## Minutes of the Meeting

Conducted a Team meeting with all Team members on 23/05/2021 at 09.30 am in the Google meet and discussed the following points:

Sl.No.	Points discussed	Target Date	Responsibility
1	Discussed about the IPR webinar	Week End	Dr.Natarajan
2	Discussed about Workshop on “How to write Grant proposal”. May ask guest from ICT	Week End	Dr.Suganthi
3	Discussed about Refresher course for our faculty. Can be conducted for commerce faculty. Resource person may be used from Tiruvedagam college	Guest should be fixed within a week	Dr.Suganthi
4	About Dhamu sir Program. Need to be reconsidered by the management	-	-
5	Discussed about the Communication class of faculty members. Class can be divided into two (English speaking people and non speaking people) Class can be handled for half an hour for each team	Continuous	All the Faculty members
6	After AAA workshop meeting with RD sir should be conducted on Tuesday for work allotment	25.5.2021	Dr.Suganthi
7	Work chart should be prepared and report should be send every week	23.05.2021	Dr.N.Nagadeepa
8	Students should be engaged by the faculty members and HODs should ensure that.	24.5.2021	All the faculty members
<b>Prepared by : Dr.N.Nagadeepa</b>		<b>Approved by : Secretary Amba</b>	

Copy to: 1) Circulated among all the Members for needful action.

2) File.

**Members Present in the Meeting :**

<b>S.No</b>	<b>Name of the Faculty</b>	<b>Designation</b>	<b>Signature with Date</b>
<b>1</b>	<b>Yartiswari Neelakantapriya Amba</b>	<b>Secretary</b>	
<b>2</b>	<b>Dr.R.Natarajan</b>	<b>Research Director</b>	
<b>3</b>	<b>Dr.N.Nagadeepa</b>	<b>Principal</b>	
<b>4</b>	<b>Dr.R.Suganthi</b>	<b>Vice Principal</b>	
<b>5</b>	<b>Ms.S.Kavitha</b>	<b>HOD of Commerce</b>	
<b>6</b>	<b>Ms.T.Bhuvaneswari</b>	<b>OS</b>	

**Implementation Status:**

Points discussed in the previous meeting is implemented

**Principal**

# Sri Sarada Niketan College for Women, Karur

(Affiliated to Bharathidasan University Tiruchirapalli)

Meeting Number: 11

Date: 30.05.2021

## Minutes of the Management Meeting

The weekly Management meeting was held on 30/5/2021 at 09.30 am via Google meet and the following points were discussed:

S. No.	Points discussed	Target Date	Responsibility
1	College secretary, Amba suggested that staff members to be encouraged to go to other institutions or schools as a resource person.	Continuous	Principal & Vice-principal
2	Application for readmission and financial aid to college dropout students and preproposal for “Research Seed Money” to students and staff to be prepared.	15:06:2021	Dr. R. Natarajan
3	Deadlines for the Research Seed Money Scheme for every are suggested as: Call for proposal: 1 <sup>st</sup> July Last date for submission: 31 <sup>st</sup> July Announcement of award: 14 <sup>th</sup> August	01.07.2021	Vice-principal
4	IQAC Coordinator to send letters to NSS/YRC/RRC & IEDC Coordinators asking for their club activity report and status of the work. This letter should be cc to the Principal for follow up further action.	Continuous	Principal
5	Discussed the Refresher courses and Adjunct/Visiting faculty for each department.	Continuous	Principal
6	“Intellectual Property Rights” (IPR) for all staff members in our College will be conducted on 3 <sup>rd</sup> June.	3.6.2021	Dr.R.Natarajan
7	College Secretary, Amba advised to avoid using WhatsApp to communicate to students. She preferred to send all communications to their domain e-mails so that they use their e-mails properly and by reading the e-mails students may learn to communicate.	Continuous	Principal
Prepared by: Dr. R. Suganthi		Approved by : Secretary Amba	

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- 2) File.

**Members Present in the Meeting :**

<b>S. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>	<b>Signature with Date</b>
<b>1</b>	Yartiswari Neelakantapriya Amba	Secretary	
<b>2</b>	Dr. R. Natarajan	Research Director	
<b>3</b>	Dr. N. Nagadeepa	Principal	
<b>4</b>	Dr. R. Suganthi	Vice-principal	

**Implementation Status:** Points discussed in the previous meeting is implemented

**Principal**