SREE ABIRAAMI
ARTS AND SCIENCE COLLEGE FOR WOMEN
Approved by Govt. of Tamil Nadu | Affiliated to Thiruvalluvar University, Vellore
Accredited by NAAC with B++ Grade | An ISO 9001: 2015 Certified Institution
Katpadi Road, Keelalathur, Gudiyattam-635 803. Vellore Dt.

Dr.V.Aravamudhan.
Principal.

Date: 16.03.2024

It is acknowledged that Internal Quality Assurance Cell (IQAC) of the institution has conducted meetings as the details given below.

S. No.	Date of the Meeting	Agenda	Venue	Minutes of meetings
1	30.06.2022	Acceptance of IIQA Submission and Progress of SSR submission	College Block Room no.: 103	Recorded
2	30.09.2022	DVV clarifications	College Block Room no.: 115	Recorded
3	14.11.2022	NAAC pre-qualified status	College Block Room no.: 115	Recorded
4	26.01.2023	Confirmation of Dates for NAAC PTV	College Block Room no.: 103	Recorded
5	15.02.2023	Preparedness for NAAC PTV	College Block Room no.: 104	Recorded
6	20.02.2023	Mock NAAC PTV by GVG Vishalakshi College for Women, Udumalaipettai.	College Block Room no.: 104	Recorded
7	04.05.2023	Preparation of AQAR 2022-2023	College Block Room no.: 104	Recorded

SREE ABIRAAMI ARTS & SCIENCE COLLEGE FOR WOMEN GUDIYATTAM

16/03/2024

PRINCIPAL
SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
GUDIYATTAM - 635 803,
VELLORE DISTRICT.

Date : 30.6.2022 Venue: Room No: 103

Time : 10:30 am

Members attended: Principal.

IQAC coordinator & members

The points discussed in the meeting are as follows:

NAAC has approved our IIQA submission for the further submission of SSR on 29.6.2022.

To work for the submission of SSR, effectively.

Last date to submit the SSR is 12.08.2022

All the documents are to be submitted in IQAC on or before 31.07.2022.

- Criteria-1 Curricular Aspects

  Q_nM→Add-on courses

  Project, Field work and Internship

  Feedback (Students, Teachers, Employers & Alumni)

  and action taken report.

  Q_1M → All the supporting documents related to curriculum planning and delivery, Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum have to be completed.

  Criteria-2 - Teaching-Learning and Evaluation

  Q_nM→ Admitted and Sanctioned Strength of Students for the last five years and to be segregated based on various reserved categories

(SC, ST, OBC, Divyangjan, etc.)

Student - full time teacher Ratio.

Percentage of full-time teachers against sanctioned posts during the last five years.

Number of full time teachers with the NET/SET/SCET/Ph.D/D.M/M.Ch./D.N.B Superspeciality /DSc/D.Litt year wise during the last five years.

Pass percentage of students during last five years.

Online students satisfaction survey regarding teaching learning process.

Q_1M → Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools.

Mechanism of Internal/External assessment is transparent and the grievance redressal system is time-bound and efficient

Programme Outcomes (POs) and Course Outcomes (COs) for all programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Criteria-3 Research, Innovations and Extension

Q_nM1 → Grants received from Government and non-governmental agencies for research

projects / endowments in the Institution during the last five years.

Number of workshops / Seminars / conference including on Research Metaodology, Intellectual Property Right (IPR) and entrepreneurship conducted during the last five years.

: Number of research papers published, books and chapters edited volumes / books published and papers published in UGC care Journal, national / international conference proceedings per teacher during last five years.

Extension activities (NSS/NCC/Red Cross)

Q_1 M → Ecosystem for System

Awards and recognitions received for extension activities.

Criteria - 4 Infrastructure and Learning Resources

Q_n M → Expenditure including salary for Infrastructure (last 5 years)

Students Computer ratio (last 5 yes academic year)

Q_1 M → Adequate infrastructure and Physical facilities

e-resources, Intergrated library.

IT facilities.

Criteria 5 Student Support and Progression

Q.M → Various scholarships

Capacity building and Skill enhancement initiatives

Students benefited by the guidance for competitive examination and career counselling

Transparent mechanism for timely redressal of student grievances

Placement and higher education

Student qualifying in government examinations

Awards and medals in Sports and Cultural activities

Q.M → Alumni Association

Criteria 6 Governance, leadership and Management

6.1 Institutional Vision and leadership

6.2 Strategy Development and Deployment

6.3 Faculty Empowerment Strategies

6.4 Financial Management and Resource Mobilization

6.5 Internal Quality Assurance System

Criteria 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.2 Best Practices &
7.3 Institutional Distinctiveness.

The following members have attended the meeting:

1. Dr. R. S. Vetrivel - Principal
2. Dr. M. Saravanan - IQAC Coordinator — M. S — 30/6/2022
3. Dr. T. V. Sraventai - Addl. IQAC Coordinator — T.V. 30/6/22
4. Ms. S. Jeevitha - Member — S. 30/6/22
5. Mrs. S. Sankeeri - Member — S. S. 30/6/22
6. Mrs. R. Lakshmi - Member — 30/6/22
7. Dr. M. Saktaivel - Member — 30/6/22
8. Mrs. P. Malavizhi - Member — 30/6/22
9. Ms. N. Sarigha - Member — N. 30/6/22
10. Ms. S. Umamageshwari - Member — 30/6/22
11. Mrs. D. Sumathi - Member — D. 30/6/22
12. Dr. G. Jagan Kumar - Member — 30/6/22
13. Mrs. V. Nafeesa - Member — 30/6/22
14. Ms. N. Pooja — N. Pooja
15. Ms. S. Wasifa Fathima — S. Wasifa Fathima

Action taken Report 12.9.2022

All the criterian documents are received from the criterion managers and verified by the IQAC coordinator and Additional coordinator (both Qualitative and Quantitative).

All the verified documents are uploaded in the NAAC portal on 9.9.2022 in the presence of IQAC Director.

Date : 30.09.2022 Venue : Room no.: 115

Time : 3.00 pm

Members Attended :

Principal

IQAC Coordinator & members

The following points were discussed in the meeting :

The queries were raised by the NAAC on 30.9.2022 based on the uploaded criterion documents.

Criterian managers are asked to work on the queries and to report with correct data on their respective metrics on or before 08.10.2022

The corrected data will be verified by the IQAC director and coordinator and will be uploaded in NAAC portal.

The following members attended the meeting

1. Dr. R.S. Vetrivel - Principal
2. Dr. M. Saravanan - IQAC Coordinator — 30/9/22
3. Dr. T.V. Sravanthi - Add. IQAC coordinator — 30/9/22
4. Mrs. S. Jeevitha - Member — 30/9/22
5. Mrs. S. Sankari - Member — 30/9/22
6. Mrs. R. Lakshmi - Member — 30/9/2022
7. Dr. M. Sakthivel - Member
8. Mrs. P. Malarvizhi - Member — 30/9/22
9. Ms. N. Saigha - Member — 30/9/22
10. Ms. S. Umamageshwari - Member — 30/9/22
11. Mrs. D. Sumathi - Member — 30/9/22
12. Dr. G. Jagan kumar - Member — 30/9/22
13. Mrs. Y. Nafeesa - Member — 30/9/22
14. Ms. N. Pooja - N. Pooja
15. Ms. S. Wasifa Fathima — S. Wasifa Fathima

Action Taken Report

17.10.2022

As discussed in the meeting, the criteria managers worked on the queries and provided the required data. The provided data were uploaded on the NAAC portal on 14.10.2022

Date: 14.11.2022 Venue: 115

Time: 10:30am - 11:00am

Members Attended:

Principal

IQAC coordinator & Members

The following points are discussed in the meeting:

The institution has passed in the pre-qualifier level of NAAC on 12th November 2023.

The communication was received from NAAC

All the criterion managers and Heads of department are asked to work towards the successful completion of Peer Team Visit.

The following members attended the meeting:

1. Dr. R.S. Velrivel
   Principal

2. Dr. M. Saravanan
   IQAC Coordinator — M.S — 14/11/22

3. Dr. T.V. Sravantai
   Add. IQAC Coordinator — T.V. — 14/11/22

4. Mrs. S. Jeevitha
   Member — S. J — 14/11/22

5. Mrs. S. Sankari
   Member — S.S — 14/11/22

6. Mrs. R. Lakshmi
   Member — Lakshmi — 14/11/22

7. Dr. M. Saktivel
   Member — 14/11/22

8. Mrs. P. Malarvizhi
   Member — P. — 14/11/22

9. Ms. N. Sangha
   Member — N.S — 14/11/22

10. Ms. S. Umamageshwari
    Member — S.U

11. Mrs. D. Sumathi
    Member — D. — 14/11/22

12. Dr. G. Jagan kumar
    Member — 14/11/22

13. Mrs. Y. Nafeesa
    Member — 14/11/22

14. Ms. N. Pooja — N. Pooja

15. Ms. S. Nasifa fathima — S. Nasifa Fathima

Date : 26.01.2023 Venue: 103

Time : 10:00 - 10:30am

Members Attended

Principal

IQAC Coordinators and members

The following points are discussed in the meeting:

A communication is received from the NAAC office regarding the confirmation of NAAC peer Team visit.

NAAC peer Team visit will be on 1st March 2023 and 2nd March 2023.

Before the NAAC Peer Team visit the institution should go for a mock visit by the Mentor institution, GVG Visalakshi College for Women, Udumalaipettai.

The following members attended the meeting:

1. Dr. R.S. Vetrivel
   Principal

2. Dr. M. Saravanan
   IQAC Coordinator — M. 26/1/2023

3. Dr. T.V. Sravanthi
   IQAC Addl. Coordinator — T.V. 26/1/23

4. Mrs. S. Jeevitaa
   Member — S. 26/1/23

5. Mrs. S. Sankari
   Member — S. 26/1/23

6. Mrs. R. Lakshmi — 26/1/23

7. Mr. M. Sakthivel
   Member — 26/1/2023

8. Mrs. P. Malarvizhi
   Member — 26/1/2023

9. Ms. N. Sasigha
   Member — N. 26/1/23

10. Ms. S. Umamageshwari
    Member — S.U. 26/1/23

11. Ms. D. Sumathi
    Member — D. 26/1/23

12. Mr. G. Jagan Kumar
    Member — 26/1/23

13. Mrs. V. Nafeesa.
    Member — 26/1/23

14. Ms. N. Pooja — N. Pooja
    S. S. Wasifafathima — S. Wasifafathima

Date : 15.02.2023 Venue : 104
Time : 10.30 AM

Members attended : Principal
IQAC Team
Heads of the Departments

The following point were discussed in the meeting:

The NAAC Peer Team visit has been confirmed on 1st and 2nd March 2023.

Before the Peer Team visit the institution has to go for a mock audit by the Mentor institution.

The mentor institution, GVG Visalakshi College for Women, Udumalaipettai, has confirmed the mock audit on 20th February 2023.

The criterion managers are asked to make the visit as a real NAAC Peer Team visit.

All the files should be clear without any error.

The following member have attended the meeting:

1. Dr.R.S. Vethivel
   Principal

2. Dr.M. Saravanan
   IQAC Coordinator — M.S. — 15/2/2023

3. Dr.T.V. Sravanthi
   Add. IQAC Coordinator — T.V. — 15/2/23

4. Mrs. S. Tearitha
   Member — S. — 15/2/23

5. Mrs. S. Sankari
   Member — S.S. — 15/2/23

6. Mrs. R. Lakshmi
   Member — Lakshmi — 15/2/23

7. Mr. M. Sakthivel
   Member — 15/2/23

8. Mrs. P. Malarvizhi
   Member — P. — 15/2/2023

9. Ms. N. Sangha
   Member — N. — 15/2/23

10. Ms. S. Umamageshwari
    Member — S.U. — 15/2/23

11. Mrs. D. Surrathi
    Member — D. — 15/2/23

12. Dr. G. Jagan Kumar
    Member — 15/2/23

13. Mrs Y. Nafeesa
    Member — 15/2/23

14. Ms. N. Pooja — N. Pooja

15. Ms. S. Wasifa Fathima — S. Wasifa Fathima

Date : 20.09.2023 Venue : 104

Members External Audit Members
Principal
IQAC Team

Mock Audit visit

Mock audit was conducted by the externals from the Mentor Institution, Sri G.V.G Visalakshi College for Women, Udumalaipettai.

The externals were Mrs. B. Nirmala, Dr. P. Geetha, and Dr. R. Angel Joy.

Mock Peer Team visit began with Red Carpet welcome by the NSS and YRC volunteers followed by Library audit and PPT presentation by the Principal and Heads of the Department.

For the post lunch session, departments, administrative office, laboratories and other infrastructure are audited.

Students meet was conducted in the Abiraami Seminar Hall and Alumae meet was conducted through Google Meet platform.

Department files are audited in concern department and IQAC files are audited in IQAC room.

All faculty meeting was conducted in conference room (103) followed by exit meeting.

The externals gave following suggestions

On department presentations uniqueness of the department need to highlighted.

The number of Webinars, Seminars and FDPs attended by faculty members should be added

The following members attended the meeting.

1. Dr. R.S. Vetrivel
   Principal

2. Mrs. B. Nirmala
   (External) UGC Paramarsh Coordinator — B.N 20/2/23

3. Dr. P. Geetha
   External (Member) GeethaP 20/02/2023

4. Dr. R. Angel Joy
   External (Member) R. Angel Joy 20/2/23.

5. Mrs. D. Sundari
   Assistant Professor & Head
   Department of Tamil D. 20/2/23

6. Ms. S. Umamageshwari
   Assistant Professor & Head
   Department of English S.U 20/2/23

7. Mrs. P. Malarvizhi
   Assistant Professor & Head
   Department of Business Administration P. 20/2/23

8. Mrs. M. Vijalakshmi
   Assistant Professor & Head
   Department of Commerce M. 20/2/23

9. Ms. G. Soniya
   Assistant Professor & Head
   Department of Commerce with Computer Applications 20/02/23

10. Mrs. R. Sevalai
Assistant Professor & Head
Department of Computer Applications

11. Mrs. S. Deepha
Assistant Professor & Head
Department of Computer Science

12. Mr. M. Sakthivel
Assistant Professor & Head
Department of Chemistry

13. Mrs. S. Jeevitha
Assistant Professor & Head
Department of Mathematics

14. Mrs. Sankari. S
Criterion Manager

15. Mrs. R. Lakshmi
Criterion Manager

16. Mrs. N. Saigha
Criterion Manager

17. Mrs. V. Nafeesa.
Criterion Manager.

18. Ms. N. Pooja

19. Ms. S. Wasifa Fathima

Additional
IQAC Coordinator
(Dr. T. V. Sravanthi)

IQAC Coordinator
(Dr. M. Saravanan)

Date : 04.05.2023 Venue : 104

Time : 3:00 - 3:30 pm AQAR Meeting

Members attended

Principal

IQAC coordinators and Members

The following points were discussed in the meeting:

The Principal and the IQAC coordinator have convened the meeting to discuss the submission of AQAR for the academic year 2022-2023.

The Criterion managers are asked to follow the departments to get the required data on time.

The criterion managers are also asked to conduct internal audit on regular interval.

The following Members were attended the Meeting

1. Dr. R.S. Vetrivel — Principal

2. Dr. M. Saravanan — IQAC Coordinator — M. S — 4/5/2023

3. Dr. T.V. Sravanthi — Addl. IQAC coordinator — T.V. — 4/5/2023

4. Mrs. S. Sankari — Member — S. S — 4/5/23

5. Mrs. R. Lakshmi — Member — 4/5/23

6. Dr. M. Sakthivel — Member — 4/5/23

7. Mrs. P. Malarvizhi — Member — 6/5/2023

8. Ms. N. Sarigha — Member — 4/5/23

9. Ms. S. Umamaheswari — Member — 4/5/23

10. Mrs. D. Sumathi — Member — D. — 4/5/23

11. Dr. G. Jagankumar — Member —

12. Mrs. Y. Nafeesa — Member. — Y.N — 4/5/23