Date: 09.09.2024

Dr. M. C. Subhashini,
Principal i/c,

It is acknowledged that Internal Quality Assurance Cell (IQAC) of the institution has conducted meetings during the academic year 2023-2024 as the details given below.

S. No.	Date of the Meeting	Agenda	Venue	Minutes of meetings
1	02.06.2023	Pre-Academic works for the academic year 2023-2024	College Block Room no.: 104 (IQAC Room)	Recorded
2	23.06.2023	One day mentorship programme on NAAC guidelines for Assessment and Accreditation Process	College Block Room no.: 216	Recorded
3	14.08.2023	Audit Schedule of NAAC files and AQAR 2022-2023 work progress	College Block Room no.: 103	Recorded
4	22.08.2023	Remarks of the Audit on NAAC files held on 16th – 21st August, 2023	College Block Room no.: 103	Recorded
5	26.09.2023	NAAC files work completion status for the submission of AQAR 2022-2023	College Block Room no.: 103	Recorded
6	01.02.2024	AQAR 2022-2023 submission progress and remarks	College Block Room no.: 103	Recorded
7	26.03.2024	Approval Status of AQAR 2022-2023 and Continuation of NAAC files work for the submission of AQAR 2023-2024	College Block Room no.: 103	Recorded

SREE ABIRAAMI ARTS & SCIENCE COLLEGE FOR WOMEN ★ GUDIYATTAM

M.C. Subha

PRINCIPAL
SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
GUDIYATTAM - 635 303,
VELLORE DISTRICT.

SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
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2023-2024

Minutes of Meeting (MoM)

Agenda: To discuss the approval status of AQAR 2022-2023 and continuation of NAAC files work for the submission of AQAR 2023-2024.

Venue : Room no. 103

Time : 3:00 pm **Date:** 26th March, 2024 (Tuesday)

Internal Quality Assurance Cell (IQAC) organized a meeting at 3:00 pm on 26th March, 2024 (Tuesday) with all the criterion managers to thank for the support provided for the submission of AQAR 2022-2023 and the approval status of it, and to discuss the continuation of the NAAC files work for the submission of AQAR 2023-2024.

The following members were present in the meeting:

Designation	Name of the member	Signature
Director	**Mr. Jothiram,** Managing Trustee Cum Director	
Director / IQAC	**Dr. V Aravamudhan,** **Principal**	
Vice-Principal	**Dr. M. C. Subhashini,** Head & Asst. Prof. of English	
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	26/3/24
Criterion Managers	**1. Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **2. Mrs. S. Sankari,** Asst. Prof. of Tamil **3. Dr. M. Sakthivel,** Head & Asst. Prof. of Chemistry **4. Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration. **5. Ms. N. Sarigha,** Asst. Prof. of Mathematics **6. Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil	26/3/24 26/3/24 26/3/24

	7. Ms. S. Umamageshwari, Asst. Prof. of English **8. Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	26/3/24 26/3/24

- The IQAC coordinator initiated the meeting by informing the criterion managers that the AQAR for the academic year 2022-2023 has been successfully submitted on 29th February, 2024.
- The query raised by NAAC team has been sorted out and the IQAC Minutes of the Meetings for the academic year 2022-2023 have been updated in the NAAC portal and in our college website.
- She thanked everyone for all their support provided towards the submission of AQAR 2022-2023.
- The successful approval status of AQAR 2022-2023 is announced in the meeting by the Principal.
- Mr. Jothiram, Director congratulated and appreciated the team.
- Finally, the meeting was ended up by seeking the support of the team for the continuation of the NAAC files work towards the submission of AQAR 2023-2024.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda: To discuss the AQAR work Progress

Venue : Room no. 103

Time : 3:00 pm **Date:** 1st February, 2024 (Thursday)

The Internal Quality Assurance Cell (IQAC) organized a meeting with all the criterion managers and Heads of various department at 3:00 pm on 1st February, 2024 (Thursday).

The following members were present in the meeting:

Role	Name of the member	Signature
Vice-Principal	**Dr. M. C. Subhashini,** Head & Asst. Prof. of English	
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	
Criterion Managers	**1. Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **2. Mrs. S. Sankari,** Asst. Prof. of Tamil **3. Dr. M. Sakthivel,** Asst. Prof. of Chemistry **4. Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration. **5. Ms. N. Sarigha,** Asst. Prof. of Mathematics **6. Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **7. Ms. S. Umamageshwari,** Asst. Prof. of English **8. Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	
HoDs	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce (CA)	

	Mrs. R. Swathi, Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	
Staff Member	**Dr. R. Balasubramani,** Physical Director	

Dr. Sravanthi, IQAC coordinator, initiated the meeting, and announced that the required files for the AQAR submission for the Academic year 2022-2023 has to be submitted on or before 7th February 2024.

- All HoDs are asked to complete the Class Committee Meeting (CCM) on or before 18th February 2024
- Academic audit for the submission of AQAR will be conducted on 8th and 9th February 2024
- All HoDs are encouraged to do MoUs.
- OBE Manual with the appropriate rubrics has to be submitted soon by the departments.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda: To discuss the NAAC files completion status for the submission of AQAR 2022-2023

Venue : Room no. 103

Time : 3:00 pm **Date:** 26th September, 2023 (Tuesday)

Internal Quality Assurance Cell (IQAC) organized a meeting at 3:00 pm on 26th September, 2023 (Tuesday) with all the criterion managers to discuss NAAC files completion status for the submission of AQAR 2022-2023

The following members were present in the meeting:

Designation	Name of the member	Signature
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	T.V. 26/9/23
Criterion Managers	**1. Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **2. Mrs. S. Sankari,** Asst. Prof. of Tamil **3. Dr. M. Sakthivel,** Head & Asst. Prof. of Chemistry **4. Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration. **5. Ms. N. Sarigha,** Asst. Prof. of Mathematics **6. Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **7. Ms. S. Umamageshwari,** Asst. Prof. of English **8. Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	M.Y-Y. 26/9/23 26/9/23 P. 26/9/23 — x — 26/9/23 26/9/23 26/9/23

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The IQAC coordinator initiated the meeting, and called the criterion managers to give a report regarding the NAAC files completion status.

The following points were discussed in the meeting.

- The pending files of criterion 1 are the Project file and Feedback file, which are asked to be completed
- The OBE manual in the Criterion 2 has to be completed.
- The rank list process has been discussed
- The Club reports has to be submitted by the club coordinators for the Criterion 3
- The criterion 5 manager reported that the Government scholarship details will be opted during the end of the semester
- Organic Farming and One-rupee/ day saving scheme status are discussed
- The Criterion managers are asked to complete the incomplete files within the first week of October.
- All faculty members orientation for the NAAC file works completion has been discussed.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda: To discuss the remarks of the Audit on NAAC files held on 16th - 21st August, 2023
Venue : Room no. 103
Time : 3:00 pm **Date:** 22nd August, 2023 (Tuesday)

Internal Quality Assurance Cell (IQAC) organized a meeting at 3:00 pm on 22nd August, 2023 (Tuesday) with all criterion managers and the heads of the departments (HoDs) to discuss the remarks of the Audit on NAAC files held on 16th - 21st August, 2023.

The following members were present in the meeting:

Designation	Name of the member	Signature
Director	**Mr. Jothiram,** Managing Trustee Cum Director	
Vice-Principal	**Dr. M. C. Subhashini,** Head & Asst. Prof. of English	23/8/23
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	23/8/23
Criterion Managers	**1. Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **2. Mrs. S. Sankari,** Asst. Prof. of Tamil **3. Dr. M. Sakthivel,** Asst. Prof. of Chemistry **4. Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration. **5. Ms. N. Sarigha,** Asst. Prof. of Mathematics **6. Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **7. Ms. S. Umamageshwari,** Asst. Prof. of English **8. Mrs. Y. Nafeesa,** Asst. Prof. of Computer Science.	23/8/23 23/8/23 23/8/23 23/8/23 23/8/23 23/8/23 23/8/23
HoDs	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce (CA) **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science **Dr. R. Balasubramani,** Physical Director	23/8/23 23/8/23 23/8/23 23/8/23

- IQAC coordinator initiated the meeting, and called the criterion managers to disclose the remarks of their respective criterion files during the audit held as below:
  - 16th & 17th August 2023 - Criterion 1 & 2 files Audit
  - 18th August 2023 - Criterion 3,4,6 & 7 files Audit
  - 21st August 2023 - Criterion 5 files Audit

- The following points were discussed in the meeting.

Criteria 1:

- Lesson plan, Lecture notes, Log book – Periodical Verification by HoDs & then signed by Principal
- Yet to complete the Feedback analysis
- Segregation of students into Slow learners and Advanced learners list to be maintained
- Project file – Plan and documents to be maintained
- Add-on courses certificates to be issued
- Smart class room usage to cover 20% syllabus
- Insist MOOC among students and staff
- Reports of Field trips, Case studies, Survey and Group Discussion should be filed
- Class committee meetings report to be completed
- Insist students and staff to participate in Workshops / Conferences / Seminars and Guest Lectures
- Model Question Paper and Answer key of 2022-2023 Even semester to be submitted to Exam cell.

Criterion – 2:

- Rank list file and Reservation file works to be completed

Criterion – 3:

- Books and Research Paper publications to be listed year wise and file the first page of them
- Need to organize IPR Activity – Workshop / Seminar / Research Methodology to PG Students

Criterion – 4:

- Register & Enter for smart class room usage
- Yet to receive Financial Audit Report 2022-2023

Criterion – 5:

- Dates in the Scholarships files have to be updated
- Dept. of Physical Education have to submit the annual summary, accordingly department wise list to be prepared
- Cultural Participants list to be prepared

Criterion – 6:

- From the entry list in the events notebook – list will be given to which skill the event is related under which criteria, based on it HoDs should submit the list of participants from their respective departments.
- Yet to complete the Student Progression file (Placement / Higher Education)
- HoDs have to maintain a list of staff received the financial assistance – Festival advance, Fee for FDP / Seminars /Conferences /…
- Documents of Career guidance for TNPSC Exams and Career counselling to be filed.

Criterion – 7:

- Continue the Organic farming by involving the I year students
- Educate the importance of 1 Rupee/Day saving scheme among the students, follow up the activities – donations

- All criterion managers are asked to update the work progress towards regular NAAC file works to Dr. Sravanthi T V, IQAC coordinator on every Friday 6th Hour.
- The meeting was concluded at 4:00 pm.

T.V. 23/8/23
IQAC Coordinator

Principal 23/8/23

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Minutes of Meeting (MoM)

Agenda: To discuss the Audit schedule of NAAC files and AQAR work Progress

Venue : Room no. 103

Time : 3:00 pm **Date:** 14th August, 2023 (Tuesday)

Internal Quality Assurance Cell (IQAC) organized a meeting with all criterion managers and the heads of the departments (HoDs) to discuss the Audit schedule of NAAC files at 3:00 pm on14th August, 2023 (Tuesday).

The following members were present in the meeting:

S. No.	Name of the member	Signature
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	T.V. 16/8/23
Criterion Managers	**1. Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **2. Mrs. S. Sankari,** Asst. Prof. of Tamil **3. Dr. M. Sakthivel,** Asst. Prof. of Chemistry **4. Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration. **5. Ms. N. Sarigha,** Asst. Prof. of Mathematics **6. Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **7. Ms. S. Umamageshwari,** Asst. Prof. of English **8. Mrs. Y. Nafeesa,** Asst. Prof. of Computer Science.	M. 16/8/2023 S. 16/8/23 16/8/23 P-M 16/8/23 N. 16/8/23 D. 16/8/23 S.U 16/8/23 16/8/23
HoDs	**Dr. M. C. Subhashini,** Head & Asst. Prof. of English **Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce (CA) **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science **Dr. R. Balasubramani,** Physical Director	M.C.S 16/8/23 M.D 16/08/23 G.S 16/08/23 R.L 16/8/23 S. 16/8/23 16/08/23

- Dr. Sravanthi, IQAC coordinator initiated the meeting, and announced the audit schedule of NAAC files as below:

  16th & 17th August 2023 - Criterion 1 & 2 files Audit
  18th August 2023 - Criterion 3,4,6 & 7 files Audit
  21st August 2023 - Criterion 5 files Audit

  So that, HoDs are asked to depute the faculty member to be readily available with the respective criterion files during the visit of respective criterion managers.
- All HoDs are asked to inform their department staff members to use their college domain official mail id for official communications and newly joined staff to get the mail id from Dr. Sravanthi, IQAC coordinator.
- All HoDs are informed to inform their department staff members to enter the details of the event organized by the departments, clubs, committees and cells in the event details notebook kept in IQAC room (Room. No. 104)
- All HoDs are informed to inform the class tutors to update the student profile completely.
- All criterion managers are asked to update the work progress towards regular NAAC file works to Dr. Sravanthi T V IQAC coordinator on every Friday 6th Hour.
- Finally, Dr. M Saravanan, IQAC Additional Coordinator, asked the criterion managers to update the work progress towards AQAR submission for the academic year 2022-2023 during the discussion to be held on every Friday 6th Hour.
- The meeting was concluded at 3:30 pm.

IQAC Coordinator 16/8/23

Principal 16/08/23

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Minutes of Meeting (MoM)

Agenda: A one day mentorship programme on NAAC guidelines for Assessment and Accreditation process

Venue: IQAC room & Room No. 216 (Smart classroom)

Time: 11:00 pm – 4:00 pm Date: 23rd June, 2023 (Friday)

The Principal of SSS College, Arcot requested to the Dr. R S Vetrivel, Principal of Sree Abiraami Arts and Science College for Women, Gudiyattam on 22nd June, 2023 to get information about the details of NAAC records filing as the institution to NAAC from this Academic year 2023-24. With the grant permission and guidance of Dr. R S Vetrivel, Principal, Dr. T V Sravanthi, Asst. Prof. of Chemistry & IQAC Coordinator organized a "A one day mentorship programme on NAAC guidelines for Assessment and Accreditation process" on 23rd June, 2023 with the help of the criterion managers.

The following members were present in the meeting:

S. No.	IQAC Designation	Name of the Head	Signature
1	Chairperson	**Dr. R. S. Vetrivel,** Principal	
2	IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	T.V. 24/6/23
3	IQAC Additional Coordinator & Criterion – 1 Manager	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics	M. 24/6/23
4	Criterion –2 Manager	**Mrs. S. Sankari,** Asst. Prof. of Tamil	24/6/23
5	Criterion – 3 Manager	**Dr. M. Sakthivel,** Head & Asst. Prof. of Chemistry	
6	Criterion – 4 Manager	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	24/6/2023
7	Criterion – 5 Managers	**Ms. N. Sarigha,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English	22/6/23 23/6/23
8	Criterion – 6 Manager	**Mrs. D. Sumathi,** Head & Asst. Prof. of English	24/6/23
9	Criterion – 7 Manager	**Mrs. Y. Nafeesa,** Asst. Prof. of Computer Science.	24/6/23

The following members were present in the meeting:

S. No.	Name	Signature
1.	Dr. G. Rajalakshmi Principal, SSS college of Arts, Science and Management, Arcot	C. P 23/6/23
2	Dr. M. Thamizh Thendral Head of the department (chemistry)	M. Thendral 23/6/23
3.	M. LAKSHMI. Department of commerce	M. Lakshmi
4.	D. SANKARI Department of Tamil	D. Sankari
5.	N. BALACHANDAR Department of BBA	N. Balachandar 23/6/23
6	R. SELVAKUMAR HOD of Maths	23/6/23

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A team of six members led by the Principal, Ms. G. Rajalakshmi, SSS College of Arts, Science and Management attended a "One day mentorship Programme on NAAC guidelines for Assessment and Accreditation Process" on 23rd June, 2023.

Dr. T.V. Sravanthi, IQAC Coordinator began the programme by giving an introduction to the IQAC members and all the key indicators and metrics of NAAC file framework. Followed by the IQAC Coordinator the criterion managers explained in detail about the supporting documents need for each metrics in their criteria and the maintenance of files, as follows

1. Criterion 1 by Ms. S. Umamageshwari, Head & Assistant Professor of English
2. Criterion 2 by Mrs. S. Sankari, Assistant Professor of Tamil
3. Criterion 3 by Dr. M. Sakthivel, Head & Assistant Professor of Chemistry
4. Criterion 4 by Mrs. P. Malarvizhi, Head & Assistant Professor of Business Administration
5. Criterion 5 by Ms. N. Sarigha, Assistant Professor of Mathematics and
   Ms. S. Umamageshwari, Head & Assistant Professor of English
6. Criterion 6 by Mrs. D. Sumathi, Head & Assistant Professor of Tamil
7. Criterion 7 by Mrs. Y. Nafeesa, Assistant Professor of Computer Applications

In the afternoon session the IQAC Coordinator presented the IIQA and SSR of the institution, the files required for the IIQA submission. She also shared the URL links for the submission process and to find the SSRs of various institutions with the team.

An oral feedback session was held.

Mrs. S. Sankari, Assistant Professor of Tamil, delivered the vote of Thanks.

The session was ended with a group photo session at Arts block lobby.

T.V.

Dr. T. V. Sravanthi
IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda: To discuss the pre-academic works for the academic year 2023 - 2024

Venue: IQAC room

Time: 12:00 pm Date: 2nd June, 2023 (Friday)

As per the direction of Principal Dr. R S Vetrivel, Dr. T V Sravanthi, Asst. Prof. of Chemistry & IQAC Coordinator organized a meeting with all the Heads of the Departments in IQAC room at 12:00 pm on 2nd June, 2023 to discuss the following pre-academic works and plans for the academic year 2023 - 2024.

The following members were present in the meeting:

S. No.	Department	Name of the Head	Signature
1	Tamil	D. SUMAITHI	D. 2/6/2023
2	English	Ms. S. Umamageshwari	S. U 2/6/23
3	Business Administration	Mrs. P. MALARVIZHI	P.M 2/6/2023
4	Computer Applications	Mrs. R. Swathi	R. 4/7/23
5	Commerce	Mrs. M. Vijayalakshmi	M. 4/7/23
6	Commerce (CA)	G. SONIYA	
7	Chemistry	Dr. M. GAYATHRI	3/7/23
8	Computer Science	S. Deepha	S. 4/7/23
9	Mathematics	Dr. M. SARAVANAN	M. 02/6/23

- It is informed that the academic calendar will be circulated among the faculty members once the timetable is made ready.
- HoDs are informed to submit the subject allocation of their respective department faculty members on or before 5th June, 2023. HoDs are informed to exclude EVS subject from your department workload. EVS subject will be handled by chemistry department faculty members.
- HoDs are informed to submit class time-table of their respective department faculty members in excel sheet on or before 12th June, 2023.

  Combination of class for common subjects will be as below:

  1) Tamil + English

  2) Commerce + Commerce (CA) + BBA

  3) Mathematics + Chemistry

  4) BCA (Section A & B)

  5) Computer science (Section A & B).

  Accordingly, subject allocation and time table should be completed.
- As academic director informed, all faculty members are informed that Lecture notes should be written in the notebook, which will be given shortly, two hours notes must be written well in advance, test questions for 25 marks (1 hour) should be written in the last working day of the week. This notebook will be verified by HoDs and submitted to Principal on the last working day of the week.
- Two hours classes in a month will be compensated due to general events.
- As ISO surveillance audit will be on 12th July, internal audit will be held in the last week of this month, so faculty members are informed to give your fullest support in completing the file works including course file.
- HoDs are informed to fill the student and staff details coming from the adopted villages under UBA scheme in the sheet under the respective villages.
- HoDs are informed to verify the faculty log book and lecture notes submitted by the faculty members at every weekend.
- Each faculty member must attend a minimum of one FDP, Seminar, Workshop, Conference, publish one paper in UGC care list journals / book / book chapter, submit at least 2 e-contents in an academic year.

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- Faculty members are informed to adopt effective teaching methodologies.
- Faculty members are informed to have G-suite college domain mail-id, so that all circulars and academic information will be shared through this platform.
- Insist faculty members and students to follow and subscribe our institution social media channels.
- Faculty seminar will be properly scheduled.
- Finally, the initiatives of IQAC discussed in the meeting among the criterion IQAC members held on 25th May, 2023 are informed to the HoDs and asked to insist their respective department faculty members and students to give and show their support and progress.
- The meeting was ended up at 1:00 pm.

Dr. T. V. Sravanthi
IQAC Coordinator

Principal

2022 - 2023

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Accredited by NAAC with B++ | An ISO 9001:2015 Certified Institution
KATPADI ROAD, KEELALATHUR, GUDIYATTAM – 635803, VELLORE DISTRICT, TAMIL NADU, INDIA
Website: https//sawcollege.com, Phone : 04171-290222, Mobile : 7639003545/7639003546
Mail id: abiraami.office@gmail.com / abiraami.college@gmail.com

Minutes of Meeting (MoM)

Agenda: To discuss the IQAC Action Plan for the academic year 2023 - 2024

Venue: IQAC room

Time: 3:15 pm Date: 25th May, 2023 (Thursday)

As per the direction of Principal Dr. R S Vetrivel, IQAC Chairperson, Dr. T V Sravanthi, Asst. Prof. of Chemistry organized a meeting with all the criterion managers of IQAC in IQAC room at 3:15 pm on 25th May, 2023 to discuss the following IQAC Action Plan for the academic year 2023 – 2024.

- The meeting started with the announcement of the changes in the IQAC composition since 24th May, 2023
  - Dr. T V Sravanthi will be the IQAC Coordinator
  - Dr. M. Saravanan will be the IQAC Additional Coordinator, Criterion 1 manager, Head of the Department of Mathematics.

The following members were present in the meeting:

Name and Designation of the Faculty members	Signature
Dr. M. Saravanan, Head & Asst. Prof. of mathematics, IQAC Additional Coordinator & Criterion 1 manager	
Dr. T. V. Sravanthi, Asst. Prof. of Chemistry, IQAC Coordinator	
Mrs. S. Sankari, Asst. Prof. of Tamil, Criterion 2 manager	
Mrs. R. Lakshmi, Asst. Prof. of Computer Science, Criterion 2 manager	
Dr. M. Sakthivel, Head & Asst. Prof. of Chemistry, Criterion 3 manager	
Mrs. P. Malarvizhi, Head & Asst. Prof. of Business Administration, IQAC Additional Coordinator, Criterion 4 manager	
Ms. N. Sarigha, Asst. Prof. of Mathematics, Criterion 5 manager	
Ms. S. Umamageshwari, Head & Asst. Prof. of English,	

2022 - 2023

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Mrs. S. Sankari, Asst. Prof. of Tamil, Criterion 2 manager	
Mrs. R. Lakshmi, Asst. Prof. of Computer Science, Criterion 2 manager	
Dr. M. Sakthivel, Head & Asst. Prof. of Chemistry, Criterion 3 manager	
Mrs. P. Malarvizhi, Head & Asst. Prof. of Business Administration, IQAC Additional Coordinator, Criterion 4 manager	
Ms. N. Sarigha, Asst. Prof. of Mathematics, Criterion 5 manager	
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Criterion 5 manager	
Mrs. D. Sumathi, Head & Asst. Prof. of Tamil, Criterion 6 manager	D. A 26/5/23
Mrs. Y. Nafeesa, Asst. Prof. of Computer Science, Criterion 7 manager	Y.N 26/5/23

IQAC Action Plan for the 2023 - 2024

- Awareness Programme on Environmental issues, Health issues, Human Rights (Values)
- One day seminar on Intellectual Property Rights (IPR) / Innovative Ecosystem
- Workshop on personality development of Non-Teaching Staff
- FDP on Effective teaching strategies
- FDPs through ICT academy of Tamil Nadu.
- One day seminar on Gender Equity / Women in Contemporary India
- Workshop on "NAAC revised framework"
- Regular Audits – Academics, Clubs, Criterion works – External 2/year, Internal 2/semester
- Placements to be strengthened through Soft skill training programmes to students
- Feedback Analysis – Students, Staffs, Guests
- **Research Based Activities:**
    - How to write a research paper / proposal
    - Choice of publications
    - One interdisciplinary conference / semester
- Workshop on E-content development
- **Seminar on emerging challenges and progress**
    - In TLM & Evaluation
    - Accreditation work
    - Student Progression
- Workshop on NEP (based on parameters like OBE, innovative ecosystem) – 1 / Semester
- Debates on social issues among students in order to educate the students
- Alumni interaction / Telecast of education & Sci-fi movies – 1 per month
- Faculty seminar – every third sataurday
- Digital circulars / data collection – paperless environment

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- **Academic Preplan:**
  - Academic calendar / Handbook (IQAC)
  - Subject allocation, Time table (HoDs)
  - Lesson plan, Lesson notes, E-notes, Question Bank (Faculty members)
  - Log book (IQAC, Faculty Members, HoDs)
  - Template for syllabus completion status, 15 days attendance, Class Committee Meeting (CCM) (IQAC)
  - Slow learners & Advanced learners' activities report (HoDs)
  - Faculty should attend FDP / Seminar / Conference / Workshop - At least 1 / Semester
  - Parents-Teachers Meeting
  - Regular update of students' academic performance to parents
- Observation of commemorative days through concern clubs
- NSS / YRC activities to be enriched
- Each department should offer 2 Add-on courses, where the outcomes must be recorded
- Each department should conduct a welfare workshop / seminar (Staff welfare measures)
  - Like Insurance policies by commerce
  - Savings plan by Commerce (CA)
  - Digital Era by Computer Science & Computer Applications
  - Chemistry in everyday life by Chemistry
  - Traditions and Cultures by Tamil
  - Easy tricks in Mathematical calculations by Mathematics
  - Writing skills (LSRW) by English
  - Small scale business strategies & Leadership skills by BBA
  - Can take students for survey activity in adopted villages
- Each faculty member must publish one research article / Book per year
- Each club must conduct two events per semester
- Display of video includes achievements of stakeholders, Art works of students, Employment notifications, news – in the smart TV at the entrance –Either each Dept / week day or English Dept.
  - Monday – English

- Tuesday – Commerce & Commerce (CA)
- Wednesday – Tamil
- Thursday – Computer Science & Computer Applications
- Friday – Chemistry & BBA
- Saturday – Mathematics

Then, the criterion managers shared the status of their criteria work. And, they also given their assurance to execute the above discussed IQAC plans.

Dr. M. Saravanan, Former IQAC Coordinator was informed to submit the AQAR for the academic year 2022 – 2023 with the support of all criterion managers as before.

The meeting was ended up at 4:00 pm.

T.V.S 26/10/23

Dr. T. V. Sravanthi
IQAC Coordinator

26/10/23

Principal
IQAC Chairperson

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Minutes of Meeting (MoM)

Agenda: To discuss the progress of organizing the conference
Venue: IQAC room
Time: 3:15 pm Date: 13th April, 2023 Thursday)

Internal Quality Assurance Cell (IQAC) organized a meeting with all the heads of the departments (HoDs) to discuss the progress of organizing the conference in IQAC room at 3:15 pm on 13th April, 2023.

- Dr. Sravanthi, IQAC additional coordinator initiated the meeting, and asked the HoDs about the planned date/day, number of external participants expected with presentations and without presentations, registration fee, kit, lunch, certificate, proceedings, prizes and publication for the conference.
- All HoDs have said that,
  - The invitation work is only yet to fill the date and resource speakers of the conference
  - Expecting a minimum of 100 external participants to each department's conference respectively
  - Planned Rs. 150 to Rs. 250 towards the registration fee.
  - Lunch and kit contains file, proceedings softcopy (either CD or Mail attachment), scribbling pad and pen will be provided only to the external participants.
  - Need guidance for proceedings and publications.
- HoD/Computer Applications need to finalize whether the conference is national or international under the concurrence of the Principal, date of the conference as practical examination commences.
- Then, Dr. T V Sravanthi, IQAC additional coordinator informed to the HoDs that
  - Finalize date and resource speakers of the conference, complete the invitations and submit to IQAC on 17th April, 2023.
  - Fix two reputed speakers from reputed institutions/ organizations. Among them one can be allowed to deliver the lecture through online mode.
  - Fix registration fee reasonably for external and internal participants.
  - Submit the list of colleges from where the participants are expected, to send the invitations

- Prepare proceedings economically
- Avail sponsorships
- Fix publication charge to be collected from the authors
- Choose UGC care list/Scopus indexed journals with minimum publication charges.
- Submit budget plan along with invitation.
- Make sure that this conference is a good intiative for the forthcoming programmes and must be very beneficial for our students and participants.

➢ After all clarifications the meeting was closed at 4:10 pm.

Members present:

Dr. M Saravanan, IQAC coordinator

Dr. T V Sravanthi, IQAC additional coordinator

HoD/ English

HoD/ Mathematics

HoD/ Commerce

HoD/Commerce (CA)

HoD/Chemistry

HoD/Computer Science

HoD/Computer Applications –

HoD/BBA

Mrs. Sarthaj –

Ms. Anjali, AP/Mathematics – P. Anjali 17/4/23

T.V. 17/4/2023
Dr. T.V. Sravanthi
IQAC Additional
Coordinator

17/4
Principal