Date: 30.05.2025

Dr. M. C. Subhashini,
Principal,

It is acknowledged that Internal Quality Assurance Cell (IQAC) of the institution has conducted meetings during the academic year 2024-2025 as the details given below.

S. No.	Date of the Meeting	Agenda	Venue	Minutes of meetings
1	26th June, 2024 (Friday)	To discuss about the file work completion towards ISO Surveillance Audit to be held on 12th July, 2024	College Block Room No. 103	Recorded
2	30th July, 2024 (Tuesday)	Placement Training Classes for Students, Conduct of Add-on Classes and Scholarship for the Academic Year 2024 - 2025.	College Block Room No. 103	Recorded
3	7th August, 2024 (Wednesday)	To discuss about completion and review of the progress of NAAC files, verification and quality check of prepared documents and random checking of NAAC files by the Principal.	College Block Room No. 103	Recorded
4	14th August, 2024 (Wednesday)	To discuss about department events, planning of academic and extra/co-curricular activities for institutional records and NAAC requirements.	College Block Room no.: 103	Recorded
5	9th September 2024 (Tuesday)	To discuss about completion of club and department events file	Principal's Cabin	Recorded
6	31st December2024 (Wednesday)	To discuss about planning for conference, monitoring of the Mentor – Mentee system and Department-wise preparation for the Educational Expo.	Chairman's Cabin	Recorded
7	20thJanuary 2025 (Tuesday)	To discuss about first-aid awareness programme, organizing Conference for the Academic Year 2024-2025 & 2025 - 2026 and staff approval process for qualified faculty members.	Chairman's Cabin	Recorded
8	17thFebruary 2025 (Tuesday)	To discuss about PTM Meeting, identification of Best Performers (Department – wise) and Advanced Learners Activity.	Principal's Cabin	Recorded
9	3rd April 2025 (Friday)	To discuss about Campus Interview, conduct of Departmental Events and Stock Verification of all Departments.	Principal's Cabin	Recorded
10	21st April 2025 (Tuesday)	To discuss about completion of NAAC files, encouragement for Paper and Article Publication by Faculty Members and Participation in ICT Academy Faculty Development Programmes (FDP).	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 - 635 803,
VELLORE DISTRICT.

SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
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Minutes of Meeting (MoM)

Agenda: To discuss about the file work completion towards ISO Surveillance Audit to be held on 26th June, 2024

Venue : Room No. 103

Date : 26th June, 2024 (Friday)

Time : 3.00 to 3.45 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. V. Aravamudhan,** Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	
HoD's	**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 with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

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- The members of the Internal Quality Assurance Cell **(IQAC)** discussed about the forthcoming institutional quality assurance audits and the preparatory measures required to ensure effective compliance with quality standards.
- It was informed that there will be ISO Surveillance Audit. It is emphasized that all the departments must ensure that their academic, administrative, and quality-related records are properly updated and maintained in accordance with ISO requirements.
- In preparation for the surveillance audit, an Internal Audit will be conducted on 6th July 2024. This internal review aims to verify the implementation of institutional processes, examine documentation practices, and identify areas that may require improvement prior to further evaluation.
- It was further noted that the ISO surveillance audit by External experts is scheduled to take place on 12th July 2024. The external evaluation will assess the institution's adherence to established quality standards and the effectiveness of its quality assurance mechanisms.
- Discussed about the auditing of NAAC documentation files. It was resolved that the **NAAC** files audit will be carried out after the completion of the ISO audit, ensuring systematic verification and proper organization of all accreditation-related records.
- The IQAC members stressed the need for active cooperation from all the departments and staff members to facilitate a smooth and successful audit process.
- The meeting reaffirmed the institution's commitment to continuous quality enhancement, transparency in documentation and adherence to national and international quality standards.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : Placement Training Classes for Students, Conduct of Add-on Classes and Scholarship for the Academic Year 2024 - 2025.

Venue : Room No. 103

Date : 30th July, 2024 (Tuesday)

Time : 10.30 to 11.00 AM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M C Subhashini,** Vice-Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	30/7/24.
HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal addressed the importance of strengthening students' employability skills. It was resolved to conduct placement training classes for the final year students to enhance their aptitude, communication, and interview skills. The training programme aims to prepare students effectively for campus recruitment and future career opportunities.
- It was decided that the Add-on Classes for I & II Year students will be conducted from 05.08.2024 to 01.10.2024. These classes are intended to provide additional knowledge and skill-based learning beyond the regular curriculum, to enrich students' academic exposure and improve their competency in relevant subject areas.
- Also discussed the importance of financial assistance for deserving and economically weaker students. The committee reviewed the scholarship provisions for the academic year 2023 - 2024 and emphasized the need to ensure that all eligible students apply for and receive the available scholarships. Informed the HoDs to convey the respective class tutors to guide students in completing the application process and submitting the required documents within the stipulated time.
- HoDs were informed to actively monitor these activities and ensure maximum student participation. And also instructed to ensure active student participation and proper documentation of these activities for institutional records.
- The chairperson resolved to implement the above initiatives effectively to strengthen student support services, academic enrichment and career development.
- The meeting concluded with the assurance that all the above initiatives will be implemented effectively to promote academic excellence, skill development, and student welfare, in alignment with the quality objectives of the institution.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about completion and review of the progress of NAAC files, verification and quality check of prepared documents and random checking of NAAC files by the Principal.

Venue : Room No. 103
Date : 7th August, 2024 (Wednesday)
Time : 12.30 to 1.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Vice-Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan**, Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa**, Asst. Prof. of Computer Applications	
HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The meeting commenced with a brief address by the Vice-Principal emphasizing the importance of maintaining accurate and complete documentation for the forthcoming NAAC process.
- The IQAC Coordinator presented a detailed overview of the current status of NAAC documentation prepared by various departments.
- It was noted that most of the criteria files were nearing completion and HoDs were advised to ensure that all required supporting documents were properly organized and indexed.
- Discussed the remaining documentation that needed to be completed. HoDs were instructed to finalize all pending NAAC files within the stipulated timeframe. Special emphasis was placed on ensuring that all criteria-wise documents, supporting evidence, and statistical data were arranged systematically in both soft and hard copy formats.
- Members of the IQAC stressed the importance of maintaining consistency, accuracy, and clarity in the documentation process. Departments were instructed to cross-check all information, including student data, faculty achievements, extension activities, and institutional initiatives.
- It is recommended that each department should conduct an internal review to eliminate discrepancies before submission to the IQAC.
- The Principal informed the members that **a** random verification of NAAC files would be conducted to assess the accuracy and completeness of the documentation prepared by each department. This initiative was undertaken to ensure transparency, accountability and adherence to NAAC guidelines.
- Departments were advised to keep all documents readily available and to address any corrections suggested during the verification process.
- All departments must complete their NAAC documentation within the specified deadline.
- Supporting documents and evidences should be properly labelled, arranged, and verified.
- Departments must conduct internal verification.
- The meeting concluded with the Principal appreciating the efforts of the IQAC members and faculty in preparing the NAAC documentation. All departments were encouraged to maintain the same level of commitment and coordination to ensure the successful completion of the NAAC process.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about department events, planning of academic and extra/co-curricular activities for institutional records and NAAC requirements.

Venue : Room No. 103

Date : 14th August, 2024 (Wednesday)

Time : 12.30 to 1.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. V. Aravamudhan,** Principal	For M.C. Subha
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	T.V. Sra
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	P. Malar
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	M.S 14/8/24 S. R. Priya S. U D. 14/8/24 Y. Naf
HoD's	**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 with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	M.C. Subha M G. S R. S. D

- The meeting began with the Principal highlighting the significance of conducting various departmental activities to enhance students' academic knowledge, creativity, and overall personality development.
- All departments must organize academic and co-curricular events regularly during the academic year.
- Departments should encourage active student participation in all activities.
- The Heads of Departments discussed the need to organize a variety of academic and co-curricular activities throughout the academic year. These activities include seminars, workshops, guest lectures, quizzes, debates, paper presentations, and cultural competitions.
- Each department was encouraged to prepare an activity schedule and ensure that events are conducted regularly.
- Departments should explore opportunities for collaborative and interdisciplinary event. Proper documentation and reporting of events must be maintained for IQAC and NAAC purposes.
- The committee emphasized that department events should focus on maximum student participation. Faculty members were advised to motivate students to actively take part in competitions, academic presentations, and innovative activities. Such events help students improve their communication skills, critical thinking, and confidence.
- The IQAC Coordinator stressed the importance of proper documentation of all departmental events. Departments were instructed to maintain detailed records including event notices, invitations, photographs, attendance sheets, reports, and feedback. These documents are essential for institutional records and also serve as supporting evidence for **NAAC** accreditation and quality assurance processes.
- Departments were also encouraged to collaborate with other departments or institutions to organize interdisciplinary events, webinars, and conferences. This approach would help broaden students' academic exposure and encourage innovative learning practices.
- The meeting concluded with the Principal encouraging all departments to conduct meaningful and well-organized events that contribute to the academic excellence and holistic development of students. Departments were advised to submit event reports to the IQAC after the completion of each activity.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about completion of club and department events file
Venue : Principal's Cabin
Date : 9th September 2024 (Tuesday)
Time : 10.30 to 11.00 AM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	9/9/24
HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal instructed all the Heads of the Departments and Club Coordinators to submit the complete event files of all departmental and club activities conducted during the academic year to the IQAC.
- The files should include all necessary supporting documents such as event notices, brochures, photographs, attendance sheets, reports, and feedback forms.
- It was emphasized that these documents must be properly organized and submitted to the IQAC & soft copy of the reports to IQAC official mail id, within the stipulated deadline for proper record maintenance and quality assurance purposes.
- It is highlighted the importance of updating all academic and activity-related details in the UMIS (University Management Information System) and PPS portals.
- Regular updates are necessary to maintain transparency, ensure proper documentation, and meet institutional and accreditation requirements.
- All HoDs are informed to plan for the conference and begin the work towards it.
- The meeting concluded with the Principal emphasizing the importance of timely submission and accurate digital documentation to ensure smooth institutional functioning and effective quality assurance practices.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about planning for conference, monitoring of the Mentor – Mentee system and Department-wise preparation for the Educational Expo.

Venue : Chairman's Cabin

Date : 31st December2024 (Wednesday)

Time : 2.55 to 3.30 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Director	**Mr. K. Jothiram** Founder Trustee Cum Director	
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
HoD's	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	31/12/24 31/12/24

- The Principal emphasized the importance of strengthening the Mentor - Mentee system to ensure continuous academic and personal support for students.
- Faculty members were assigned as mentors to a group of students to guide them in their academic progress, personal development, and career planning.

- Mentors were instructed to conduct regular meetings with their mentees, monitor their academic performance, and provide necessary guidance to overcome learning difficulties.
- Proper records of mentor - mentee meetings, student progress and counselling sessions should be maintained by each department for institutional documentation and quality assurance purposes.
- The mentor - mentee system will be implemented effectively with regular meetings and proper documentation.
- Discussed about the organization of an Educational Exhibition (Educational Expo) to showcase the academic strengths and innovative learning practices of each department.
- It was decided that the exhibition would be conducted department-wise, where each department will prepare displays, working models, charts, posters and presentations related to their subject areas.
- The objective of the expo is to promote experiential learning, encourage student creativity, and provide awareness about various academic disciplines to visiting school students and the community.
- Faculty members and students will work collaboratively to present informative and engaging exhibits representing their respective departments.
- Departments were advised to plan their exhibits carefully and ensure that the displays are informative, innovative, and interactive. The event will also serve as an opportunity to highlight departmental achievements, academic activities, and research contributions.
- The meeting concluded with the Principal encouraging all departments to actively participate in these initiatives to enhance student support systems, academic engagement, and institutional outreach.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about first-aid awareness programme, organizing Conference for the Academic Year 2024-2025 & 2025 - 2026 and staff approval process for qualified faculty members.

Venue : Chairman's Cabin

Date : 20th January 2025 (Tuesday)

Time : 12.30 to 1.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Director	**Mr. K. Jothiram** Founder Trustee Cum Director	
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
HoD's	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal emphasized the importance of conducting a First Aid Awareness Programme for students and staff to promote health and safety awareness within the institution.

- The programme aims to educate participants on basic first aid techniques, emergency response procedures and the importance of timely medical assistance during accidents or health emergencies.
- Departments were encouraged to coordinate with medical professionals or trained personnel to conduct the programme effectively. The event will help enhance safety preparedness and create awareness about handling emergency situations within the campus.
- Discussed about the proposal to organize an academic conference to encourage research, academic collaboration and knowledge sharing among faculty members and students.
- Departments were instructed to begin planning the conference by identifying suitable themes, inviting resource persons, and preparing a detailed proposal.
- The Principal informed the HoDs to inform the qualified faculty members to proceed for staff approval process from Thiruvalluvar University.
- The meeting concluded with the Principal encouraging faculty members to actively participate in academic and professional development activities and to contribute towards enhancing the institution's academic environment and quality standards.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about PTM Meeting, identification of Best Performers (Department – wise) and Advanced Learners Activity.

Venue : Principal's Cabin

Date : 17^{h}February 2025 (Tuesday)

Time : 10.30 to 11.00 AM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	17/2/25 17/2/25
HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal emphasized the importance of conducting Parent–Teacher Meetings (PTM) to strengthen communication between the institution and parents. The meeting aims to discuss students' academic progress, attendance, discipline, and overall development.
- Faculty members were instructed to inform parents about their wards' academic performance and provide suggestions for improvement wherever necessary.
- Discussed about ways to recognize Best Performing Students in each department based on their academic achievements, attendance, participation in academic activities, and overall conduct.
- The IQAC emphasized the need to identify Advanced Learners who demonstrate exceptional academic performance and learning abilities. Departments were advised to provide additional academic opportunities for these students such as seminars, research activities, presentations, and participation in academic competitions.
- The meeting concluded with the Principal highlighting the importance of continuous academic monitoring, recognition of student achievements, and strengthening collaboration between parents and the institution to ensure holistic student development.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss about Campus Interview, conduct of Departmental Events and Stock Verification of all Departments.

Venue : Principal's Cabin

Date : 3rd April 2025 (Friday)

Time : 12.30 to 1.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
Criterion Managers	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Ms. S. Umamageshwari,** Head & Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. Y. Nafeesa,** Asst. Prof. of Computer Applications	
HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal discussed the importance of organizing Campus Interviews to enhance placement opportunities for final-year students.

- The Placement Cell was instructed to coordinate with various companies and organizations to arrange recruitment drives on campus.
- HoDs were advised to prepare students through placement training, aptitude sessions, communication skills training, and mock interviews to improve their employability. The institution aims to strengthen industry–institution interaction and provide better career opportunities for students.
- The committee emphasized that all departments should actively organize academic and co-curricular events such as seminars, workshops, guest lectures, quizzes, and competitions.
- These activities help in enhancing students' knowledge, skills, and participation. Departments were instructed to ensure proper planning, execution, and documentation of all events, including notices, reports, photographs, attendance records, and feedback forms for institutional documentation and quality assurance.
- The Principal instructed that stock verification of all departmental resources and equipment should be carried out periodically to maintain accurate records.
- HoDs were asked to verify laboratory equipment, furniture, books, and other institutional assets maintained in their respective departments. Proper records should be updated in the stock register, and any discrepancies should be reported to the administration immediately. This process will help maintain transparency and ensure proper maintenance of institutional resources.
- The meeting concluded with the Principal encouraging all the departments to actively support placement initiatives, to conduct meaningful academic events and to maintain proper records of departmental assets.

IQAC Coordinator

Principal

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

SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
APPROVED BY GOVT. OF TAMIL NADU / AFFILIATED TO THIRUVALLUVAR UNIVERSITY
Accredited by NAAC with B++ | An ISO 9001:2015 Certified Institution
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Minutes of Meeting (MoM)

Agenda : To discuss about completion of NAAC files, encouragement for Paper and Article Publication by Faculty Members and Participation in ICT Academy Faculty Development Programmes (FDP).

Venue : Room No. 103

Date : 21st April 2025 (Tuesday)

Time : 2.55 to 3.30 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal i/c	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration	
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HoD's	**Mr. M. Dhanasekaran,** Head & Asst. Prof. of Commerce **Ms. G. Soniya,** Head & Asst. Prof. of Commerce with Computer Application **Mrs. R. Swathi,** Head & Asst. Prof. of Computer Applications **Mrs. S. Deepha,** Head & Asst. Prof. of Computer Science	

- The Principal emphasized the importance of completing all NAAC related documentation within the stipulated time frame. All the departments were instructed to ensure that the NAAC files are completed and submitted on or before 30.04.2025.

- The files should include all necessary supporting documents such as reports, attendance sheets, photographs, circulars, and activity records.
- HoDs were advised to verify the accuracy and completeness of the documents before submission. Proper organization and timely completion of NAAC files are essential for maintaining institutional quality standards and ensuring readiness for the accreditation process.
- Discussed the need to encourage faculty members to actively engage in research and academic writing.
- Faculty members were advised to publish research papers and scholarly articles in reputed national and international journals. Such publications contribute to the academic growth of faculty members and enhance the institution's research profile.
- Departments were encouraged to motivate and support faculty members in undertaking research activities and publishing their work.
- The IQAC Coordinator highlighted the importance of Faculty Development Programmes (FDPs) conducted by the ICT Academy on various academic and professional topics.
- It was informed HoDs to encourage the faculty members are to participate in these programmes to update their knowledge, improve teaching methodologies and to enhance professional skills. Participation in such FDPs will help faculty members stay updated with emerging trends in education and technology.
- The meeting concluded with the Principal urging faculty members to actively contribute to research activities, professional development programmes and timely completion of NAAC documentation to strengthen the institution's academic and quality standards.

IQAC Coordinator

Principal

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