Date: 01.06.2026

Dr. M. C. Subhashini,
Principal,

It is acknowledged that Internal Quality Assurance Cell (IQAC) of the institution has conducted meetings during the academic year 2025-2026 as the details given below. The minutes of meeting were recorded and maintained the file in IQAC.

S. No.	Date of the Meeting	Agenda	Venue
1	28th June, 2025 (Friday)	To discuss the work progress of NAAC files and AQAR 2023-2024 & 2024-2025	Principal Room (Room no. 102)
2	3rd November, 2025 (Monday)	To discuss the NAAC file audit for the academic years 2024 -2025 and 2025-2026 and plan for the upcoming ISO Audit.	Principal Room (Room no. 102)
3	28th November, 2025 (Friday)	To discuss the inclusion of the Internship File, completion of feedback, PTA and PTM file, Academic Calendar, NAAC File audit report and scholarship updates.	Principal Room (Room no. 102)
4	4th December, 2025 (Thursday)	To discuss the documentation, submission and reporting of club and committee activities in accordance with the academic calendar and IQAC guidelines.	Principal Room (Room no. 102)
5	18th February, 2026 (Wednesday)	To discuss about updating of faculty profile for the 2024 - 2025 and 2025-2026 academic years.	Principal Room (Room no. 102)
6	26th March, 2026 (Thursday)	To discuss feedback collection and completion for the academic years 2024 – 2025 and 2025 - 2026.	Principal Room (Room no. 102)
7	2nd April, 2026 (Thursday)	Agenda : Discussion on NAAC file audit (2025 -2026) and preparation of intemnal and ISO audits.	Principal Room (Room no. 102)

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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Website: https//sawcollege.com, Phone : 04171-290222, Mobile : 7639003545/7639003546
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Minutes of Meeting (MoM)

Agenda: To discuss the work progress of NAAC files and AQAR 2023-2024 & 2024-2025

Venue : Principal Room (Room no. 102)

Time : 12:30 pm **Date:** 28th June, 2025 (Friday)

Internal Quality Assurance Cell (IQAC) organized a meeting at 12:30 pm on 28th June, 2025 (Friday) with all criterion managers to discuss the work progress of NAAC files and AQAR 2024-2024 & 2024-2025.

The following members were present in the meeting:

Designation	Name of the member	Signature
Principal i/c	**Dr. M. C. Subhashini,**	
IQAC Coordinator	**Dr. T. V. Sravanthi,** Asst. Prof. of Chemistry	
IQAC Additional Coordinator	Dr. M. Saravanan, Head & Asst. Prof. of Mathematics Mrs. S. Sankari, Asst. Prof. of Tamil Mrs. D. Sumathi, Head & Asst. Prof. of Tamil Mrs. R. Priya, Asst. Prof. of Mathematics Mrs. P. Anjali, Asst. Prof. of Mathematics sMrs. K. Kowsalya, Asst. Prof. of English Mrs. C. Kirthika, Asst. Prof. of English Dr. M. Vinitha, Asst. Prof. of English Mrs. M. Vijayalakshmi, Asst. Prof. of Commerce Ms. V Sindhu, Lab Assistant	28/6/25

- Principal i/c Dr. M. C. Subhashini initiated the meeting.
- Dr. T V Sravanthi updated the work progress of the AQAR 2023-2024. Criterion 1 & 6 are yet to complete, the pending works in them were discussed.
- Principal i/c Dr. M. C. Subhashini insisted the team to complete the work towards AQAR 2024-2025.
- Dr. T V Sravanthi discussed the changes expected in the NAAC manual for Binary Accreditation system, as received from other institution IQAC co-ordinators who have attended the meeting conducted by NAAC during and July 2024 & its follow ups.

- It is informed the criterion managers will be revised as per new manual. Until that the work will be carried out as previously.
- Tentative revised manual will be circulated once updated in the NAAC portal.
- The meeting is ended at 1:05 PM.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss the NAAC file audit for the academic years 2024 - 2025 and 2025-2026 and plan for the upcoming ISO Audit.

Venue : Principal's Cabin

Date : 3rd November, 2025 (Monday)

Time : 12.45 to 1.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
HoD's	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration **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 IQAC meeting was conducted on the above-mentioned date and time under the guidance of the Chairperson.

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- The IQAC discussed and finalized the plan to conduct the internal audit of NAAC files for the academic years 2024–2025 and 2025–2026 to ensure proper documentation and compliance with quality standards.
- The Internal Audit is scheduled to be conducted on 21st and 22nd November 2025.
- All the departments are instructed to keep their records updated, to ensure the completion and proper documentation of records prior to the audit for effective verification and review.
- Heads of the Departments are asked to take Geo-tagged photos during the audit.
- Criteria wise files will be checked for its completeness and accuracy.
- Discrepancies identified during the audit should be rectified immediately.
- Final consolidated report need to be submitted to IQAC after audit completion.
- The ISO Audit is tentatively scheduled on 28th November 2025.
- Heads of the Departments are advised to ensure completeness and accuracy of all documents prior to the audit.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : To discuss the inclusion of the Internship File, completion of feedback, PTA and PTM file, Academic Calendar, NAAC File audit report and scholarship updates.

Venue : Principal's Cabin

Date : 28th November, 2025 (Friday)

Time : 11.30 to 12.15 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
HoD's	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration **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 discussion on the academic calendar for the academic year 2025 - 2026. All Heads were instructed to take printouts of the finalized academic calendar and maintain them in the respective department files.

- The IQAC assessed the status of scholarship documentation. Heads were directed to update the scholarship files and collect all necessary documents from students to ensure timely submission.
- The Heads of Departments are instructed to verify and check the Rank File for accuracy and completeness.
- It was resolved that the internship file will be included as part of departmental documentation from the academic year 2025–2026 and all Heads were advised to maintain proper records accordingly.
- Further, it was instructed that separate files must be maintained for PTA (Parent-Teacher Association) and PTM (Parent-Teacher Meeting) to ensure organized record-keeping.
- IQAC will collect complete feedback for the academic year 2024–2025, focusing mainly on curriculum feedback. Heads of Departments were directed to independently collect feedback related to teaching.
- The meeting also emphasized the importance of the NAAC file audit. Heads were instructed to present clear and updated reports during the audit.
- A random verification of files will be carried out to ensure proper maintenance and accuracy.
- If any file is found incomplete, the concerned file in-charge must complete it within the stipulated time.
- The meeting concluded with a note on timely compliance and effective documentation practices across all departments.

IQAC Coordinator

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Minutes of Meeting (MoM)

Agenda : To discuss the documentation, submission and reporting of club and committee activities in accordance with the academic calendar and IQAC guidelines.

Venue : Principal's Cabin

Date : 4th December, 2025 (Thursday)

Time : 11.40 to 12.30 PM

The following members were present in the meeting:

Designation	Name of the Member	Signature
Chairperson	**Dr. M.C. Subhashini,** Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
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- All clubs and committees were instructed to plan their activities in advance and prepare a structured calendar of events.
- All clubs and committees were instructed to meticulously record their activities on a month-wise basis, ensuring that every programme and event is conducted and

documented as per the schedule. This initiative aims to maintain consistency, transparency and proper evidence for institutional records.

- The IQAC further directed all clubs and committees to compile and submit their respective files to the IQAC without delay. Proper documentation and timely submission were highlighted as essential components for maintaining quality benchmarks and ensuring preparedness for audits and assessments.

- PTA files must be updated and maintained properly.

- All clubs and committees are instructed to send geo-tagged and non-geo-tagged photographs to photos@sawcollege.com. Heads of the Departments are also requested to share relevant photographs of the department activities.

- Further, club and committee coordinators were instructed to prepare and submit a concise report of their respective activities. These reports are to be submitted to Dr. M. Saravanan, Head and Assistant Professor, Department of Mathematics, on or before 18th December 2025.

- The meeting concluded with an emphasis on systematic documentation of month-wise club and committee activities as per the academic calendar, submission of files to IQAC, updating of PTA records, collection and sharing of geo-tagged and non-geo-tagged photographs, and timely submission of event reports.

IQAC Coordinator

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Minutes of Meeting (MoM)

Agenda : To discuss about updating of faculty profile for the 2024 – 2025 and 2025 – 2026 academic years.

Venue : Principal's Cabin

Date : 18th February, 2026 (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,** Principal	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
HoD's	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration **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	

- Internal Quality Assurance Cell (IQAC) convened the meeting to discuss the process of updating faculty profiles for the academic years 2024–2025 and 2025–2026.

- The IQAC Coordinator informed that spreadsheet will be shared with all Heads of Departments through their official mail IDs for updating faculty profile.
- All Heads of Departments were instructed to carefully review and update the faculty details in the provided spreadsheet, ensuring that all relevant academic and professional information is accurately entered.
- The deadline for submission of the updated faculty profiles is on or before 10th March 2026. HoDs are requested to adhere strictly to the timeline to facilitate timely compilation and verification by the IQAC.
- The IQAC Coordinator emphasized the importance of maintaining updated faculty records as part of quality assurance and NAAC documentation requirements.
- The meeting concluded with a note of cooperation from all departments for the successful completion of the task within the stipulated time.

IQAC Coordinator

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Minutes of Meeting (MoM)

Agenda : To discuss feedback collection and completion for the academic years 2024 - 2025 and 2025 - 2026.

Venue : Principal's Cabin

Date : 26th March, 2026 (Thursday)

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	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
HoD's	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration **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 was convened by the IQAC Coordinator for the discussion on the completion of feedback for the academic years 2024–2025 and 2025–2026.

- IQAC Coordinator highlighted the importance of collecting feedback from the students, teachers, parents, alumni and recruiters, as part of institutional quality enhancement and NAAC requirements.

- It was informed that the feedback link will be shared to the Heads of Departments. In this regard, Heads were instructed to ensure proper circulation of the feedback link among students, faculty members and parents to facilitate maximum participation.

- Further discussion emphasized the need for timely completion of the feedback process and maintaining proper documentation. All Heads were requested to monitor the progress and ensure that the responses are submitted within the stipulated time.

- The meeting concluded by emphasizing the importance of effective circulation and timely completion of the feedback process in enhancing the overall quality of the institution.

IQAC Coordinator

Principal

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Minutes of Meeting (MoM)

Agenda : Discussion on NAAC file audit (2025 - 2026) and preparation of internal and ISO audits.

Venue : Principal's Cabin

Date : 2nd April, 2026 (Thursday)

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	
IQAC Coordinator	**Dr. T.V. Sravanthi,** Head & Asst. Prof. of Chemistry	
Additional Coordinator & Members	**Dr. M. Saravanan,** Head & Asst. Prof. of Mathematics **Mrs. S. Sankari,** Asst. Prof. of Tamil **Mrs. R. Priya,** Asst. Prof. of Mathematics **Mrs. K. Kowsalya,** Asst. Prof. of English **Mrs. D. Sumathi,** Head & Asst. Prof. of Tamil **Mrs. C. Kirthika,** Head & Asst. Prof. of English **Mrs. M. Vijayalakshmi,** Asst. Prof. of Commerce	
HoD's	**Mrs. P. Malarvizhi,** Head & Asst. Prof. of Business Administration **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 Internal Quality Assurance Cell (IQAC) convened meeting on the above mentioned date under the chairmanship of the Principal to discuss audit preparedness.

- The Coordinator emphasized the importance of systematic documentation and timely completion of all records. All departments were instructed to complete their respective files, ensuring accuracy and proper verification.
- The IQAC Coordinator informed that the Internal Audit is scheduled to be conducted in the month of May. Departments were advised to adhere strictly to the timelines and maintain all necessary supporting documents.
- Emphasis was placed on maintaining updated records, systematic documentation and readiness for internal evaluation.
- The committee also discussed the preparation for the ISO Audit scheduled in July 2026. Departments were advised to ensure proper maintenance of records, adherence to standard procedures and compliance with quality parameters as prescribed under ISO guidelines.
- The importance of consistency, transparency and accuracy in documentation was highlighted.
- The Chair emphasized the need for timely preparation and coordinated efforts from all departments to ensure the smooth and successful conduct of both audits.
- The meeting concluded with a note on collective responsibility and timely compliance by all departments.

IQAC Coordinator

Principal

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