

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirappalli)

Meeting number: 1

IQAC MEETING

13.12.2021

S.no.	Points Discussed	Responsibility
1.	Discussed the work analysis and reason for late of work	All Faculty
2.	Planned how to manage the resources	All Faculty
3.	Discussed the 6 <sup>TH</sup> Criterion FDP	Ms.Ilakkiya
4.	Planned for the Legal awareness program	Ms. Jayabharathipriya
5.	Discussed the maintaining attendance for communicative English	English Dept.,
6.	Allotted the projector donated by Rotary club.	Criterion 4
7.	Discussed the preparation of report for Exnora club	Ms.Vanitha
8.	Discussed the Voters' day programme	Criterion-3
9.	Infrastructure responsibility given to criterion 4	criterion 4
10.	Allocated the sports work's report to PET mam	Ms.Narmada
11.	Allocated the competition work	Ms.Thaju and Ms.Monica
12.	Planned to conduct exhibition on Subash Chandra bose's birthday	Criterion 7
13.	Planned to implement the 30 hours certificate course	All HODs
14.	Discussed the constituting curriculum development	All Faculty
15.	Report of Field visits should be submitted by the students	All Faculty
16.	Planned to focus on E-resources	All HODs
17.	Discussed to have submission of the Mentor Report	Ms.Jayalakshmi
18.	Planned to give 50% amount for book chapter/paper publishing	All Staff
19.	Planned to collaborate with other colleges	Management
20.	Minutes of meeting should be submitted by HODs	HODs

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

# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 2

## IQAC MEETING

27.12.2021

S.no.	Points Discussed	Responsibility
1.	Discussed the status of club activities and to conduct the activities in it	Club incharges
2.	Discussed the admission, student welfare and concession in terms of cost and fees	Management
3.	Analyzed the usage of smart TV	All Faculty
4.	Planned for the Legal awareness program	Ms. Jayabharathipriya
5.	Discussed the pending reports of thought process club and the schedule of annaiyar jeyanthi	Ms.Niraimathi
6.	Discussed the website work updations	IQAC
7.	Discussed the E-content development and E-resources	All Faculty
8.	Discussed the sports day work allotment and status enquired	Ms.Narmada
9.	Discussed the MOU status	IQAC
10.	Discussed the endowments and chairs	Principal
11.	Discussed the INTERNSHIP FOR COMMERCE STUDENTS	BBA AND B.COM HOD
12.	Planned to conduct alumni virtual meet	Alumni committee
13.	Planned to conduct green auditing for SSNC campus	Criterion 7
14.	Suggested some points to class in charges to make the students to get university rank, and to publish papers.	All class in charges

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

(Affiliated to Bharathidasan University, Tiruchirappalli)

Meeting number: 3

**IQAC MEETING**

25.1.2022

S.no.	Points Discussed	Responsibility
1.	Discussed the conducting Republic day celebration	All faculty
2.	Discussed the requirements for admission	Management
3.	Planned the fees for arts, science and commerce and declared as official message	All Faculty
4.	Discussed the advertisement possibilities to promote our college among public	management
5.	Discussed the pending reports of MERA BHARAT MAHAN	Mrs. Suganthi
6.	Discussed the project proposal of PUPA Home care	IQAC
7.	Discussed the staff approval letter and procedure of completion on time	All Faculty
8.	Discussed the journal club updations	Journal club members
9.	Analyzed the registration details of NPTEL in all departments	All faculty
10.	Discussed the IQAC works	IQAC
11.	Announced the admission fees for UG is Rs. 1500 and PG is Rs. 1700	-
12.	Discussed to instruct everyone to do surya namaskar at Auditorium as per UGC circular.	-

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 4

**IQAC MEETING**

15.2.2022

S.no.	Points Discussed	Responsibility
1.	Discussed the new format of AQAR (20-21) and the data needed accordingly	All criterion in charges
2.	Discussed the department wise home page	All the HODs
3.	Planned for the area of specialization and qualified staff names to be appeared in the web pages	Mrs.Suganthi
4.	Verified the E-content and hyperlink file updations	Mrs.Suganthi
5.	Finalized the exam cell files	Principal
6.	Described the new file name transparency register and its process of work was explained to all staff members.	IQAC
7.	Discussed the updating the stock register for all labs and need to submit soon.	Stock committee
8.	Enquired the pending reports and asked the deadline for the submission	IQAC
9.	All criterion files' status are verified	IQAC

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 5

## IQAC MEETING

30.3.2022

S.no.	Points Discussed	Responsibility
1.	Discussed the Invitation preparation	All criterion in charges
2.	Discussed the staff welfare	All the HODs
3.	Planned for the department event register	Mrs.Suganthi
4.	Planned for the seed money for the students	Mrs.Suganthi
5.	Planned for the research article workshop	Principal
6.	Prepared the "illam thedi kalvi" name list	IQAC
7.	Discussed the new format of AQAR (20-21)	Stock committee
8.	Enquired the soft copy of reports (PDF)	IQAC
9.	Enquired the department activities and club plans	IQAC
10.	Enquired the mentor, mentee register	Ms.Jayalakshmi
11.	Planned program for the office staff members	Management
12.	Enquired the participative learning status	All faculty
13.	Enquired the website data requirements	All the HODs
14.	Enquired about the canteen requirements for the new canteen with all faculty	Management
15.	Staff welfare for faculty-OD for government exams, SET,NET,NPTEL	Management

16.	Club programs should be activated	All faculty
17.	Discussed the need of students for IEDC	IEDC
18.	PESY club activities are checked	PET staff
19.	Enquired about the YRC AND RRC program status	Criterion 7
20.	Readers club should be activated	Library committee
21.	Hindi and English basic level of classes need to be implemented	management
22.	April 10 <sup>th</sup> is the last date for submitting plans of dept. and clubs	All faculty
23.	planned to give the best reader award	Library committee
24.	EXNORA club should take care of their events	EXNORA club
25.	Planned to collaborate with other colleges at Karur surrounding	Management
26.	Planned to conduct environmental science programs	Criterion 7
27.	Planned to form Sanskrit club and Hindi club	management

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 6

IQAC MEETING

23.4.2022

S.no.	Points Discussed	Responsibility
1.	Discussion about the Annual Day programme to be held on 24.4.2022	All faculty
2.	Work allocated to all the departments: Rangoli and reception Culturals Students' arrangement Food Stage decoration Seating Arrangement and VIP register Mike MC Chief guest Refreshments Photo,Feedback Flag Newspaper Discipline	IQAC Microbiology English Chemistry C.S Mathematics Commerce Outsiders Tamil BBA Physics Ms.Chinnamuthammal Ms. Keerthana (student staff) PET Dept.,

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 7

**IQAC MEETING**

27.4.2022

S.no.	Points Discussed	Responsibility
1.	Discussion about the NAAC Seminar related things	All faculty
2.	External AAA (Academic and Administrative Audit) staff must provide their documents hard copy and soft copy.	All faculty
3.	All the staff members should give their presentation about their criteria	Criteria in charges

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 8

**IQAC MEETING**

9.5.2022

S.no.	Points Discussed	Responsibility
1.	Discussion about the NAAC seminar to be held on 14.5.2022	All faculty
2.	Seminar Work allocated to all the departments: Invitation: Circulation of Invitation Reception Certificate design & distribution Food Registration Dias, Seating Arrangement Refreshment Mike, PPT, and Video MC Transport / Hospitality Feedback Newspaper	IQAC Microbiology Chemistry C.S Mathematics Commerce Physics Ms.Muthukaleeshwari English Tamil BBA Tamil
3.	Rs. 100 as the registration fees for the seminar	Maths
4.	Only Palm plates will be used to supply the refreshments	Ms.Muthukaleeshwari

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 9

## IQAC MEETING

16.5.2022

S.no.	Points Discussed	Responsibility
1.	Planned for the report collection-informed to submit on time	All faculty
2.	Planned for the model exam on May 30 <sup>th</sup> – question paper submission	All faculty
3.	Exam Dates will be: 30 <sup>th</sup> - Tamil 31 <sup>st</sup> -English 1 <sup>st</sup> June-allied 2 <sup>nd</sup> -major I 3 <sup>rd</sup> - Non-major 4 <sup>th</sup> -major II 6 <sup>th</sup> -skilled paper 7 <sup>th</sup> -professional subject 8 <sup>th</sup> -general studies	All faculty
4.	Discussion about the syllabus of the Certificate courses	All Department Heads
5.	Discussed the mentor-mentee status	Ms. Jayalakshmi
6.	Discussed the protocols for the students during class hours in case of an emergency	All faculty

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# SRI SARADA NIKETAN COLLEGE FOR WOMEN, KARUR

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Meeting number: 10

**IQAC MEETING**

23.5.2022

S.no.	Points Discussed	Responsibility
1.	Discussion about the convocation day to be held on 28-5-2022	All faculty
2.	Work allocated to all the departments: Dias, Prayer song & Flux Reception Hospitality, Water supply and Discipline Lunch Seating Arrangement Mike VIP register, Moment, Photographs and Rangoli Flag/ Drums Hostel Arrangement/Live function broadcasting in TV for the family of the graduates Rank Holders, shield	Mathematics Physics Chemistry Commerce BBA CS English Physical Education Ms. M. Ragavi/IQAC Ms.Kavitha/Microbiology

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