SRI SARADA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC, CGPA-2.76)
Affiliated to Manonmaniam Sundaranar University
A Branch of Sri Ramakrishna Tapovanam, Tirupparaithurai
Ariyakulam, Tirunelveli Thoothukudi-High Road, Maharaja Nagar Post

TIRUNELVELI – 627011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 1   03-12-2016

Matter Tabled for Discussion

To instruct the Chief Examiners regarding valuation of answer scripts of November 2016
University Examinations

Resolutions adopted

1. Faculty members should go to the Valuation Hall only during leisure hours.
2. A Teacher can serve as Chief Examiner only in one board.
3. Ensure that the answer scripts are evaluated sincerely.
4. Ensure that the examiners sign in the Attendance Register.
5. Answer scripts should be kept only in the Valuation Hall.
6. Ensure that there isn't any wrong shading or wrong entry in the OMR sheets.
7. Ensure that there is an equal distribution of answer scripts.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	
2	Dr. (Smt.) M.Malarvizhi	Principal	
3	Smt. M.Muthulakshmi	HOD of Commerce	
4	Smt. N.Renuka	HOD of English	
5	Smt. V. Rajarajeswari	HOD of Chemistry	
6	Smt. S.Parvatha Krishnammal	HOD of Tamil	
7	Smt. N.Kamala	HOD of Commerce(CA)	
8	Smt. T.Radha Jeyalakshmi	Director of Computer Applications	
9	Smt. B.Thamaraiselvi	HOD of Computer Applications	
10	Smt. V.Vallinayagi	HOD of Computer Science	
11	Smt. J.Umai Parvathy	HOD of Physics	
12	Smt. M.Indra	HOD of Information Technology	
13	Smt. S.Meenakshi	HOD of Mathematics	
14	Smt. S.Ammani	Asst. Prof. in Mathematics	
15	Smt.T.Kalavathi	HOD of Economics	
16	Smt. S.Viji	Asst. Prof. in English	
17	Smt.M.Sivakala	Asst. Prof. in English	
18	Smt. N.Lavanya	HOD of BBA	
19	Smt.S.Mahara Jothilakshmi	Asst. Prof. in Physics	

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Secretary   Principal

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TIRUNELVELI– 627 011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 2   03-01-2017

<u>Matters Tabled for Discussion</u>

1. To discuss about College Day and Diamond Jubilee Celebrations
2. To allot duties to faculties and students for the functions

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S. No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary, Sri Sarada College for Women	
2	Yatiswari Thavapriya Amba	Secretary, Sarada Matriculation School	
3	Prof. Major P.Chandarasekaran	Academic Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	
4	Smt. M.Muthulakshmi	IQAC Coordinator	
5	Smt. N.Renuka	IQAC Steering Coordinator	
6	Smt. V. Rajarajeswari	HOD of Chemistry	
7	Smt. S.Parvatha Krishnammal	HOD of Tamil	
8	Smt. N.Kamala	HOD of Commerce(CA)	
9	Smt. T.Radha Jeyalakshmi	Director of Computer Applications	
10	Smt. B.Thamaraiselvi	HOD of Computer Applications	
11	Smt. V.Vallinayagi	HOD of Computer Science	
12	Smt. J.Umai Parvathiy	HOD of Physics	
13	Smt. M.Indra	HOD of Information Technology	
14	Smt. S.Meenakshi	HOD of Mathematics	
15	Smt.T.Kalavathi	HOD of Economics	
16	Smt. N.Lavanya	HOD of BBA	
17	Sr. Mayil	HOD of Sanskrit	
18	Smt V.Vidhya	Physical Director	
19	Smt.S.Gomathy	Librarian	
20	Smt. V. Latha	Office Superintendent	

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Secretary   Principal   IQAC Coordinator

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TIRUNELVELI – 627011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 3   Staff Council Meeting   23-01-2017

Matters Tabled for Discussion

1. To select IQAC Coordinator, IQAC Steering Coordinator, IQAC Joint Coordinators
2. To select Autonomy Coordinators

Resolutions adopted

The following faculty members were selected for the following posts.

Sl.No.	Post	Name	Department
1	IQAC Coordinator	Smt. N.Renuka	English
2	IQAC Steering Coordinator	Smt. N.Rajeswari	Computer Science
3	IQAC Joint Coordinators	Smt. A.Usha	Tamil
		Smt. S.Shankari	Information Technology
4	Autonomy Coordinators	Smt. J.Umai Parvathy	Physics
		Smt. A.Arunadevi	Commerce(CA)
		Smt. N.Lavanya	BBA

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary, Sri Sarada College for Women	
2	Yatiswari Thavapriya Amba	Secretary, Sarada Matriculation School	
3	Prof. Major P.Chandarasekaran	Academic Director	
3	Dr. (Smt.) M.Malarvizhi	Principal, Sri Sarada College for Women	
4	Smt. M.Muthulakshmi	HOD of Commerce	
5	Smt. N.Renuka	HOD of English	
6	Smt. V. Rajarajeswari	HOD of Chemistry	
7	Smt. S.Parvatha Krishnammal	HOD of Tamil	
8	Smt. N.Kamala	HOD of Commerce(CA)	
9	Smt. T.Radha Jeyalakshmi	Director of Computer Applications	
10	Smt. B.Thamaraiselvi	HOD of Computer Applications	
11	Smt. V.Vallinayagi	HOD of Computer Science	
12	Smt. J.Umai Parvathiy	HOD of Physics	
13	Smt. M.Indra	HOD of Information Technology	
14	Smt. S.Meenakshi	HOD of Mathematics	
15	Smt.T.Kalavathi	HOD of Economics	
16	Smt. N.Lavanya	HOD of BBA	
17	Sr. Mayil	HOD of Sanskrit	
18	Smt V.Vidhya	Physical Director	
19	Smt.S.Gomathy	Libraian	
20	Smt. V. Latha	Office Superintendent	

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Secretary   Principal   IQAC Coordinator

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TIRUNELVELI– 627 011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 4   30-01-2017

Matters Tabled for Discussion

1. Appointing new Joint Coordinators for Autonomy
2. To discuss the procedures regarding Autonomy proposal
3. To activate placements as suggested by the NAAC Peer Team
4. To extend the period of Website Coordinator and to appoint a Joint Coordinator and a Technical Assistant

Resolutions adopted

The following faculty members were selected for the following posts.

Sl.No.	Post	Name	Department
1	Placement Coordinator	Smt. I.Indra	Information Technology
2	Placement Joint Coordinator	Selvi B.Revathy	Mathematics
3	Website Coordinator	Smt. P.Anusha	Computer Applications
4	Website Joint Coordinator	Smt. K. Amutha	Computer Applications
5	Website Technical Assistant	Selvi M.Sudarveni @ Subha	Computer Lab
6	Autonomy Joint coordinators	Smt. E. Sankari	Commerce(CA)
		Selvi. V.Sangeetha	Commerce(CA)

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary, Sri Sarada College for Women	
2	Yatiswari Thavapriya Amba	Secretary, Sarada Matriculation School	
3	Prof. Major P.Chandarasekaran	Academic Director	
4	Dr. (Smt.) M.Malarvizhi	Principal, Sri Sarada College for Women	
5	Smt. N.Renuka	IQAC Coordinator	
6	Smt. N.Rajeswari	IQAC Steering Coordinator	
7	Smt. J.Umai Parvathy	Autonomy Coordinator	
8	Smt. N.Lavanya	Autonomy Joint Coordinator	
9	Smt. E.Sankari	Asst. Prof, Commerce(CA)	
10	Selvi V.Sangeetha	Asst. Prof, Commerce(CA)	

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Secretary   Principal   IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 5   02-02-2017

Matters Tabled for Discussion

1. To select more Editorial Board members for Diamond Jubilee Souvenir
2. To discuss about the various sections of the Souvenir.

Resolutions adopted

The following faculty members were selected

Sl.No.	Name	Department
1	Smt. M.Sivakala	English
2	Smt. T.Dhanalakshmi	Tamil
3	Smt. K.Amutha	Computer Applications
4	Smt. R.Ahila	Physics
5	Smt. N.Gayathri	English
6	Smt. M.Karthika	Tamil
7	Selvi M.Subashini	Commerce
8	Selvi S.Krishnaveni (Tech.Asst.)	Library

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	
2	Prof.(Major).P.Chandrasekaran	Academic Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	
4	Smt. N.Renuka	IQAC Coordinator	
5	Dr. (Smt.) T.Ratha Jeyalakshmi	Director, Computer Applns.	
6	Smt. T.Dhanalakshmi	Asst. Prof. of Tamil	
7	Smt. K.Amutha	Asst. Prof. of Computer Applns.	
8	Smt. R.Ahila	Asst. Prof. of Physics	
9	Smt. M.Karthika	Asst. Prof. of Tamil	
10	Selvi M.Subashini	Asst. Prof. of Commerce	
11	Selvi S.Krishnaveni (Tech.Asst.)	Library	

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Secretary   Principal   IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 6   14-02-2017

Matters Tabled for Discussion

1. To discuss about the National Science Day Commemoration
2. To allot duties to faculties and students for that function

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Dr. (Smt.) M.Malarvizhi	Principal	
2	Smt. N.Renuka	IQAC Coordinator	
3	Smt. V. Rajarajeswari	HOD, Chemistry	
4	Dr. (Smt) T.Radha Jeyalakshmi	Director, Computer Applications	
5	Smt. B.Thamaraiselvi	HOD, Computer Applications	
6	Smt. V.Vallinayagi	HOD, Computer Science	
7	Smt. N.Rajeswari	IQAC Steering Coordinator	
8	Smt. S. Meenakshi	HOD, Mathematics	
9	Smt. M.Indra	HOD, Information Technology	
9	Smt. S. Magara Jothi Lakshmi	Asst. Prof, Physics	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 7   18-03-2017

Department wise Result Analysis of November 2016 University Examinations with Faculties

Members present in the meeting

S.No.	Name	Portfolio	Time 10A.M-1P.M	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	10.00-01.00	
2	Prof. (Major) P.Chandarasekaran	Academic Director	10.00-01.00	
3	Dr. (Smt.) M.Malarvizhi	Principal	10.00-01.00	
4	Smt. N.Renuka	IQAC Coordinator	10.00-01.00	
5		Tamil	10.10-10.40	
6		Sanskrit	10.10-10.40	
7		English	10.10-10.40	
9		Economics	10.10-10.40	
10		BBA	10.40-11.30	
11		Chemistry	10.40-11.30	
12	Faculties	Computer Science	11.30-12.15	
13		Information Technology.	11.30-12.15	
14		BCA & MCA Departments	11.30-12.15	
15		Commerce	11.30-12.15	
16		Commerce CA	11.30-12.15	
17		Mathematics	12.15-01.00	
18		Physics	12.15-01.00	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 8   23-03-2017

Orientation for all Class Counselors regarding online fees payment of April 2017 University Examinations

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Dr. (Smt.) M.Malarvizhi	Principal	
2	Smt. N.Renuka	IQAC Coordinator	
3	Smt. N.Rajeswari	IQAC Steering Coordinator	
4		English	
5		Economics	
6		Mathematics	
7		Physics	
8		Chemistry	
9	Class Counselors	Computer Science	
10		Computer Applications	
11		Information Technology.	
12		Commerce	
13		Commerce CA	
14		BBA	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. : 9   24-03-2017

Orientation for the students regarding online fees payment of April 2017 University Examinations

Members present in the meeting

S.No.	Name	Portfolio	Signature	
1	Dr. (Smt.) M.Malarvizhi	Principal		
2	Smt. N.Renuka	IQAC Coordinator		
3	Smt. N.Rajeswari	IQAC Steering Coordinator		
			Faculties	Students
4	Faculties & Students	English		
5		Economics		
6		Mathematics		
7		Physics		
8		Chemistry		
9		Computer Science		
10		Computer Applications		
11		Information Technology.		
12		Commerce		
13		Commerce CA		
14		BBA		

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TIRUNELVELI - 627011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 10   12-04-2017

Matter Tabled for Discussion

To select the best outgoing students at College level and Department level

Resolutions adopted

1. One student each from UG, PG, and M.Phil were selected as the Best Outgoing Student at the College level.
2. Decided that the ten percentage of the total strength of the final year students of each department should be certified as well-behaved students.

Meeting started and concluded with Ohm Sahanavavathu prayer
Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	
2	Dr. (Smt.) M.Malarvizhi	Principal	
3	Smt. M.Muthulakshmi	HOD , Commerce	
4	Smt. N.Renuka	IQAC Coordinator	
5	Smt. V. Rajarajeswari	HOD, Chemistry	
6	Smt. S.Parvatha Krishnammal	HOD, Tamil	
7	Smt. N.Kamala	HOD, Commerce(CA)	
8	Smt. V.Vallinayagi	HOD, Computer Science	
9	Smt. N.Rajeswari	IQAC Steering Coordinator	
10	Smt. M.Indra	HOD, Information Technology	
11	Smt. S.Meenakshi	HOD, Mathematics	
12	Smt.T.Kalavathi	HOD, Economics	
13	Sr. Mayil	HOD, Sanskrit	
14	Smt. N.Lavanya	HOD, BBA	
15	Smt. G.Parameswari	Music Teacher	
16	Smt. V.Vidhya	Physical Directress	
17	Smt. S.Gomathi	Librarian	
18	Sevi P. Avudaiammal	Asst. Prof., Physics	

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TIRUNELVELI– 627 011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 11   7-04-2017

Matter Tabled for Discussion

To discuss with the following final year class counselors about the duties for the proper functioning of Padha Pooja for the final year students and their parents

Meeting started and concluded with Ohm Sahanavavathu prayer

S.No.	Name	Signature
1	Yatiswari Saravanabhavapriya Amba	
2	Dr. (Smt.) M.Malarvizhi	
3	Prof. (Major) P.Chandrasekaran	
	Smt. N.Renuka	
4	Smt. N.Rajeswari	
5	Selvi B.Revathy	
6	Smt. P.Anusha	
7	Smt. S.Shankari	
8	Smt. S. Arumugaselvi	
9	Smt. S. Viji	
10	Smt. K.Rajalakshmi	
11	Smt. M.Sivakala	
12	Selvi S.Velammalselvi	
13	Smt. M.Magarasi	
14	Selvi A.Mahalakshmi	
15	Smt. E.Sankari	
16	Smt. K.Amutha	
17	Selvi A.Shunmugapriya	
18	Dr. (Smt) V.Sangeetha	
19	Smt. T.Annalakshmi	
20	Smt. B.Jeyalakshmi	
21	Smt. M.Karhika	
22	Selvi S.Karthigadevi	
23	Selvi M.Nagajothi	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 12   17-04-2017

Matter Tabled for Discussion

1. To select roaster-wise Additional Vice Principal for effective academic implementations.
2. To select IQAC-ICT Coordinator.
3. To provide relaxation in workload for NCC Officer.
4. To discuss about general academic plans and staff duties for systematic execution for the year 2017-18.

Resolutions adopted

1. Dr. (Smt) S.Parvatha Krishnammal, Head & Asso. Prof. Dept. of Tamil is selected as Additional Vice Principal.
2. Smt. P.Anusha, Asst. Prof. Dept. of Computer Applications is selected as IQAC-ICT Coordinator.
3. One hour relaxation in the weekly workload is granted to NCC Officer.
4. Decided that Padha Pooja (Blessing Ceremony) will be celebrated on February 2nd Saturday, every year.
5. Departmental fortnightly meet and the record of the outputs.
6. At the eve of every day, IAQC should discuss the plans for the next academic day with the Principal which should be recorded in the Daily Planner.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	
2	Prof. (Major) P.Chandrasekaran	Academic Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	
4	Smt. N.Renuka	IQAC Coordinator	
5	Smt. N.Rajeswari	IQAC Steering Coordinator	

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Secretary   Principal   IQAC Coordinator