

SRI SARADA COLLEGE FOR WOMEN
(Reaccredited with 'A' Grade by NAAC)
Affiliated to Manonmaniam Sundaranar University
A Branch of Ramakrishna Tapovanam, Tirupparaiturai
Ariyakulam, Thoothukudi-High Road, Maharaja Nagar Post
TIRUNELVELI- 627 011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number :24

18-06-2018

Matters Tabled for Discussion

1. Discussion on Orientation classes for II & III year students.
2. Commencement of Value Education Classes.
3. Prompt submission of Absentees list.
4. Reminder of the regular academic activities of the college.

Resolutions adopted:

1. Decided to start orientation classes for II& III year students on 19.6.2018.
2. Decided to conduct Value Education classes from 2018.
3. Decided that absentees list should ready by 11.00 am daily.

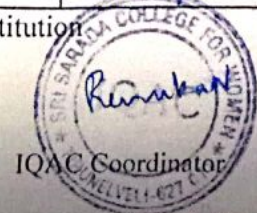
Members present in the meeting.

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Ambaji	Secretary	<i>Saravanabhavan</i>
2	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
3	Dr. (Smt.) R.Muthulakshmi	Vice Principal & HOD, Commerce	<i>R. Muthulakshmi</i>
4	Smt. N.Renuka	IQAC Coordinator & HOD, English	<i>Renuka</i>
5	Smt. V.Raja Rajeswarai	Roster Vice Principal & HOD, Chemistry	<i>V. Rajeswarai</i>
6	Dr. (Smt.) S.Parvatha Krishnammal	HOD, Tamil	<i>S. Parvatha</i>
7	Dr. (Smt.) N.Kamala	HOD, Commerce(CS)	<i>N. Kamala</i>
8	Dr. (Smt.) T.Ratha Jeyalakshmi	Director Cum Head, Comp. Applications(PG)	<i>T. Ratha</i> 21/7/18
9	Dr.(Smt.)V.Vallinayagi	HOD, Comp. Science	<i>V. Vallinayagi</i>
10	Dr.(Smt.)J.Umai Parvathiy	HOD, Physics	<i>J. Umai</i>
11	Smt. M.Indra	HOD, Information Technology	<i>M. Indra</i>
12	Smt. S.Ammami	HOD, Mathematics	<i>S. Ammani</i>
13	Dr. (Smt.) T.Kalavathi	HOD, Economics	<i>T. Kalavathi</i>
14	Smt.P.Anusha	IQAC Steering(I/C)	<i>P. Anusha</i>
15	Smt. N. Lavanya	HOD, BBA	<i>N. Lavanya</i>
16	Sr. Mayil	HOD, Sanskrit	<i>Sr. Mayil</i>

Signed and Certified by the Principal with the seal of the Institution

M. Malarvizhi
PRINCIPAL

SRI SARADA COLLEGE FOR WOMEN
TIRUNELVELI - 627 011
Principal



Saravanabhavan
SECRETARY
Sri Sarada College for Women
Tirunelveli - 627 011.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number :25

02-07-2018

Matters Tabled for Discussion

1. Proposal to be send for sponsorship to DST, ICSSR, UGC
2. Publishing papers in peer reviewed journals & proceedings
3. Coaching classes for NET/SET, IAS, Civil Service Examinations
4. Gandhian Thought should be taught during 3.30 pm - 4.30 pm
5. Bhajan classes should be mandatory
6. Arrange for the availing scholarship for the students early.
7. Encouraging faculty and students to publish the articles in Pragnavani Journal.
8. Reminder regarding fortnightly departmentwise staff meeting.
9. Apply for funded projects.
10. Apply for the Study Centre from IGNOU, TNOU, BHARATHITHASAN UNIVERSITY, ALAGAPPA University.
11. Explain about the need of compendium by class mentors to the students especially for the freshers.

Resolutions adopted:

1. Decided to carry out all the above said activities on time.

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Ambaji	Secretary	<i>Saravanabhavapriya</i>
2	(Major).Prof.P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
4	Dr. (Smt.) R.Muthulakshmi	Vice Principal	<i>R. Muthulakshmi</i>
5	Smt. N.Renuka	IQAC Coordinator	<i>N. Renuka</i>
6	Smt. V.Rajarajeswarai	Roster Vice Principal	<i>V. Rajarajeswarai</i>
7	Dr. (Smt.) S.ParvathaKrishnammal	Dean & HOD(Tamil)	<i>S. Parvatha Krishnammal</i>
8	Dr. (Smt.) N.Kamala	HOD, Commerce(CS)	<i>N. Kamala</i>
9	Dr. (Smt.) T.RathaJeyalakshmi	Director cum HOD Computer Applications	<i>T. Ratha Jeyalakshmi</i>
10	Dr.(Smt.)V.Vallinayagi	HOD, Computer Science	<i>V. Vallinayagi</i>
11	Dr.(Smt.)J.Umai Parvathiy	Dean -Research & Development	<i>J. Umai Parvathiy</i>
12	Smt. M.Indra	Dean-Training & Development	<i>M. Indra</i>
13	Smt. S.Ammami	HOD(i/c)(Mathematics)	<i>S. Ammani</i>
14	Dr. (Smt.) T.Kalavathi	HOD(Economics)	<i>T. Kalavathi</i>
15	Smt. N. Lavanya	HOD(BBA)	<i>N. Lavanya</i>
16	Sr. Mayil	HOD(Sanskrit)	<i>Sr. Mayil</i>
17	Smt.K.Lakshmi	Dean-Students' Discipline	<i>K. Lakshmi</i>
18	Smt.B.Revathy	Joint Vice President	<i>B. Revathy</i>
19	Smt.A.Usha	IQAC-Joint Coordinator	<i>A. Usha</i>
19	Smt.J.Ponrenga	Dean-ISR, Extension & Development	<i>J. Ponrenga</i>
	Selvi.A.Mahalakshmi	Autonomy coordinator	<i>Selvi.A. Mahalakshmi</i>
20	Smt.K.Ramalakshmi	IQAC-Joint Coordinator	<i>K. Ramalakshmi</i>
21	Smt.Shanmuga Nirmala	Autonomy Joint coordinator	<i>S. Shanmuga Nirmala</i>
22	Smt.S.Gomathy	Librarian	<i>S. Gomathy</i>

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Saravanabhavapriya
Secretary

M. Malarvizhi
Principal

SECRETARY
Sri Sarada College for Women
Tirunelveli - 627 011,

PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number :26

02-07-2018

Matters Tabled for Discussion

1.To discuss about the new format of AQAR Report.

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Ambaji	Secretary	<i>Saravanabhavapriya</i>
2	(Major).Prof.P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
4	Smt. N.Renuka	IQAC Coordinator	<i>N. Renuka</i>
5	Smt.C.Jeyagowri	Criteria I -Coordinator	<i>C. Jeyagowri</i>
6	Smt.A.Shunmuga Priya	Criteria I -Joint Coordinator	<i>A. Shunmuga Priya</i>
7	Smt.T.Vennimalai	Criteria II -Coordinator	<i>T. Vennimalai</i>
8	Selvi.S.Karthikadevi	Criteria II -Joint Coordinator	<i>S. Karthikadevi</i>
9	Dr.(Smt)T.Dhanalakshmi	Criteria III -Coordinator	<i>T. Dhanalakshmi</i>
10	Dr.(Smt).T.Vela	Criteria III -Joint Coordinator	<i>T. Vela</i>
11	Smt.P.Rajeswari	Criteria IV -Coordinator	<i>P. Rajeswari</i>
12	Dr.(Smt).M.Balarani	Criteria IV -Joint Coordinator	<i>M. Balarani</i>
13	Selvi.A.Shunmuga priya	Criteria V -Coordinator	<i>Selvi.A.Shunmuga priya</i>
14	Smt.C.Preethi	Criteria V -Joint Coordinator	<i>C. Preethi</i>
15	Dr.(Smt).A.Mariammal	Criteria VI -Coordinator	<i>A. Mariammal</i>
16	Smt.S.Ramalakshmi	Criteria VI -Joint Coordinator	<i>S. Ramalakshmi</i>
17	Smt.S.Muthu Ramalakshmi	Criteria VII -Coordinator	<i>S. Muthu Ramalakshmi</i>
18	Smt.P.Rajeswari	Criteria VII -Joint Coordinator	<i>P. Rajeswari</i>

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Saravanabhavapriya
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M. Malarvizhi
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number :27

17-07-2018

Matters Tabled for Discussion

To discuss about the inviting guest for Alumni meet.

Resolutions Adopted

Decided to invite Smt.T.Vasantha, Assistant Professor of Computer Science, Fatima College, Madurai, Alumni of our college

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Swami Bhakthanandaji	Administrator	
2	Yatiswari Saravanabhavapriya Ambaji	Secretary	Saravambhavapriya
3	(Major).Prof.P.Chandrasekaran	Director	
4	Dr. (Smt.) M.Malarvizhi	Principal	M.Malarvizhi
5	Smt. N.Renuka	IQAC Coordinator	Renuka
6	Smt.U.Latha @ Venkateshwari	President	
7	Smt.S.Uma	Vice President	
8	Dr.(Smt).J.Umai Parvathiy	Secretary	
9	Selvi.B.Revathy	Joint Secretary	B.Revathy
10	Smt.B.Parvathi Devi	Treasurer	B.Parvathi
11	Smt.S.Arumuga selvi	Member	S.Ar. Selvi
9	Smt.A.Aruna Devi	Member	A.Aruna
10	Smt.K.Amutha	Member	K.Amutha

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Saravambhavapriya.
Secretary
17/7/2018.
SECRETARY
Sri Sarada College for Women
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M.Malarvizhi
Principal 17/7/18
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Renuka
IQAC Coordinator



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 TRAINING & DEVELOPMENT CELL

28-08-2018

Matter Tabled for Discussion

1. Discussion on Redington Foundation Activity

Resolutions adopted:

1. Online course -Artha Vidhya is going to be organized for B.Com,B.Com(CS),BBA, Economics students to enrich their accounts knowledge
2. Online course -TEKNOTURF is going to be conducted for B.C.A,B.Sc(CS),B.Sc(IT) students to develop Programming skill
3. Art of Living (AOL) Program is planned for all final year UG and PG students for one week
4. Subject matter training(SMT) is planned and scheduled for one day

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatishwari Saravanabhavapriya Ambaji	Secretary	<i>Saravanabhavapriya</i>
2	Dr. (Smt.) M. Malarvizhi	Principal	<i>M. Malarvizhi</i>
3	(Major) P. Chandrasekaran	Director	
4	Smt. N. Renuka	IQAC Coordinator	<i>N</i>
5	Smt.P. Anusha	IQAC Steering Coordinator	
6	Smt M.Indra	Dean T&D	<i>M.Indra</i>
7	Selvi. S. Prema	Elite Enabler of Redington Foundation	<i>S. Prema</i>
8	Sister Mayil	Asst.Prof,Sanskrit	<i>Sister Mayil</i>
9	Selvi T.Miruna Devi	Asst.Prof, Economics	<i>Selvi T. Miruna Devi</i>
10	Smt P.Rajeswari	Asst.Prof, Commerce with Corporate Secretaryship	<i>P. Rajeswari</i>
11	Smt T.Vennimalai	Asst.Prof, Mathematics	<i>T. Vennimalai</i>
12	Smt D.Gana Saraswathy	Asst.Prof, Chemistry	<i>D. Gana Saraswathy</i>
13	Smt S.Rajalakshmi	Asst. Prof, Computer Science	<i>S. Rajalakshmi</i>
14	Selvi P.K.Kasthuri	Asst.Prof, Sanskrit	<i>P. K. Kasthuri</i>
15	Smt Milka Vijayan	Asst.Prof, Commerce	<i>Milka Vijayan</i>
16	Smt M Subbulakshmi	Asst.Prof, Commerce with Corporate Secretaryship	<i>M. Subbulakshmi</i>

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

03-09-2018

Meeting Number :29

Matters Tabled for Discussion

To discuss about the guest speakers for Faculty Enrichment Programme on Stress Management & various duties.

Resolutions adopted

Decided to invite Mr.Celestine Paulraj, CSR Lead, Chennai as guest speaker.

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Ambaji	Secretary	<i>Saravanabhavapriya</i>
2	(Major).Prof.P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
4	Smt. N.Renuka	IQAC Coordinator	<i>Renuka</i>
5	Smt.P.Anusha	IQAC Steering	
6	Smt.M.Indra	Dean Training & Development	<i>M. Indra</i>
7	Dr.(Smt).Mariammal	Asst. Prof.Dept of BBA	<i>Mariammal</i>
8	Selvi.T,Miruna Devi	Asst. Prof. Dept. of Economics	<i>Selvi.T</i>
9	Selvi.P.Rajeswari	Asst.Prof. Dept. of commerce CS	<i>P.Rajeswari</i>
10	Selvi.D.Gana Saraswathy	Asst. Prof. Dept of Chemistry	<i>D.Gana</i>

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Saravanabhavapriya
Secretary
SECRETARY 03/09/2018
Sri Sarada College for Women
Tirunelveli - 627 011.

M. Malarvizhi
Principal 03/09/18
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
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Renuka
IQAC Coordinator



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TIRUNELVELI - 627011

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 31

06-03-2019

Matter Tabled for Discussion

1. To apply for INSA, ICSSR funding projects for Arts departments.
2. To discuss about seminar proposals offered by impress

Resolutions adopted

1. Arts and Humanities departments were urged to apply for the INSA, ICSSR financial support.
2. Each department should apply for both mini and major projects.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	Saravabhavapriya
2	Prof.(Major).P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	M. Malarvizhi
4	Smt. N.Renuka	IQAC Coordinator & HOD of English	Renuka
5	Dr.(Smt).P.Krishnammal	HOD of Tamil	
6	Dr.(Smt).Kalavathy	HOD of Economics	
7	Smt.N.Lavanya	HOD of BBA	Kalavathy
8	Smt.P.Anusha	IQAC Steering & Asst. Prof. in Computer Applications	
8	Dr.(Smt.)A.Aruna Devi	Dean R&D & Asst. Prof. in Commerce with Corporate Secretaryship	A Aruna Devi
9	Dr.(Smt).T.Dhanalakshmi	Asst.Prof. in Tamil	
10	Dr.(Smt).BalaRani	Asst. Prof. in Tamil	BalaRani
11	Smt.Ramalakshmi	Asst. Prof. in Economics	Ramalakshmi P
12	Dr.(Smt).Mariammal	Asst. Prof. of BBA	
13	Dr.(Smt).Shanmuga Thangam	Asst. Prof. of BBA	

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Saravabhavapriya.
Secretary
06/3/19.

SECRETARY

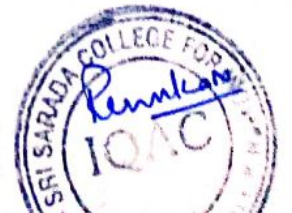
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M. Malarvizhi
Principal 6/3/19

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 32

01-04-2019

Matter Tabled for Discussion

1. To prepare for the ARIIA commission.
2. To apply for INSA , ICSSR funding projects for science departments.
3. To discuss about seminar proposals offered by impress
4. To discuss about the certificate and diploma courses offered by UGC.
5. To initiate more number of Incubation Centres in the different fields.

Resolutions adopted

1. Proper Documentation should be kept for ARIIA Commission.
2. Science departments were urged to apply for the INSA,ICSSR financial support.
3. In Sri Vidhya Block , Incubation Centre to be established.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	<i>Saravanabhavapriya</i>
2	Prof.(Major).P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
4	Smt. N.Renuka	HOD of English	<i>Renuka</i>
5	Dr.(Smt).V.Vallinayagi	HOD of Computer Science	<i>V. Vallinayagi</i>
6	Dr.(Smt). T.Ratha Jeyalakshmi	Director of Computer Applications	<i>T. Ratha Jeyalakshmi</i>
7	Dr.(Smt.)A.Aruna Devi	Asst. Prof of Commerce with Corporate Secretaryship	<i>A. Aruna Devi</i>
8	Smt. A.Mahalakshmi	Asst. Prof. Mathematics	<i>A. Mahalakshmi</i>
9	Smt.K.Ramalakshmi	Asst. Prof. in Mathematics	<i>K. Ramalakshmi</i>
10	Dr.(Smt).V.Sangeetha	Asst. Prof. of Commerce with Corporate Secretaryship	<i>V. Sangeetha</i>
11	Smt.N.Lavanya	HOD of BBA	<i>N. Lavanya</i>

Signed and Certified by the Principal with the seal of the Institution

Saravanabhavapriya
Secretary

SECRETARY

Sri Sarada College for Women
Tirunelveli - 627 011,

M. Malarvizhi
Principal 1/4/19

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Number : 33

09-04-2019

Matter Tabled for Discussion

1. To prepare for the Autonomy commission.
2. To discuss about parameters for attaining NIRF.
3. To increase the article publication by the faculties.
4. To discuss about the division of department notice board display as Conference, Higher studies, Placement.
5. To discuss about the workload and mutual sharing of workload with the Mathematics and Commerce departments.
6. To discuss about the responsibilities of HODs and second person to assist them.
7. To discuss about the Best Outgoing Students for the academic year 2018-2019.

Resolutions adopted

1. Proper Documentation should be kept for Autonomy Commission.
2. Parameters for NIRF were considered.
3. Workload submission date was announced.
4. Best Outgoing students were selected for UG and PG level based on the criteria.

Meeting started and concluded with Ohm Sahanavavathu prayer

Members present in the meeting

S.No.	Name	Portfolio	Signature
1	Yatiswari Saravanabhavapriya Amba	Secretary	<i>Saravanabhavapriya</i>
2	Prof.(Major).P.Chandrasekaran	Director	
3	Dr. (Smt.) M.Malarvizhi	Principal	<i>M. Malarvizhi</i>
4	Smt. N.Renuka	IQAC Coordinator & HOD of English	<i>N. Renuka</i>
5	Smt.V.RajaRajeswari	HOD of Chemistry	<i>V. Rajarajeswari</i>
6	Dr.(Smt).S.ParvathaKrishnammal	HOD of Tamil	<i>S. Parvatha Krishnammal</i>
7	Dr.(Smt).N.Kamala	HOD of Commerce with Corporate Secretaryship	<i>N. Kamala</i>
8	Dr.(Smt).V.Vallinayagi	HOD of Computer Science	<i>V. Vallinayagi</i>
9	Smt.M.Indra	HOD of Information Technology	<i>M. Indra</i>
10	Smt.S.Ammani	HOD of Mathematics	<i>S. Ammani</i>
11	Dr.(Smt).T.Kalavathi	HOD of Economics	<i>T. Kalavathi</i>
12	Selvi.B.Revathy	Asst. Prof. of Mathematics	<i>B. Revathy</i>
13	Smt.P.Anusha	IQAC Steering & Asst. Prof. of Computer Applications	<i>P. Anusha</i>
14	Smt.S.Arumuga Selvi	Asst. Prof. of Commerce with Corporate Secretaryship	<i>S. Arumuga Selvi</i>
15	Smt.S.Viji	Asst. Prof. of English	<i>S. Viji</i>
16	Smt.N.Lavanya	HOD of BBA	<i>N. Lavanya</i>
17	Smt.S.Shanmuga Nirmala	Asst. Prof. of Commerce	<i>S. Shanmuga Nirmala</i>
18	Smt.S.Magarajothi lakshmi	Asst. Prof of Physics	<i>S. Magarajothi lakshmi</i>
19	Smt.S.Gomathy	Librarian	<i>S. Gomathy</i>

Signed and Certified by the Principal with the seal of the Institution

Saravanabhavapriya

SECRETARY
 Sri Sarada College for Women
 Tirunelveli - 627 011,

09/04/2019. *M. Malarvizhi*
 PRINCIPAL
 SRI SARADA COLLEGE FOR WOMEN
 TIRUNELVELI - 627 011



ADMISSION COMMITTEE MEETING Date : 3.1.2019

Members of the committee			
S No	Name	Designation	Status/responsibility
1	Smt. N.Renuka	IQAC Coordinator & Head, English	Senior faculty cum IQAC Coordinator
2	Dr.S.Parvathakrishnammal	Head, Tamil	Senior Faculty Arts Subjects
3	Dr.V.Vallinayagi	Head, Computer Science	Senior Faculty Science Subjects
4.	Dr.T.Dhanalakshmi	Assistant Professor Department of Tamil	Faculty from SC/ST/Arts Subject

MATTER TABLED FOR DISCUSSION

1. Rules and regulation as per norms.
2. HOD and Next Senior are responsible for admission.
3. Effective evaluation of application form.
4. Allotment of rooms for admission In charge Staff.
5. Allocation of Student Volunteers for admission.

RESOLUTIONS ADOPTED

1. Remarks column should be provided in the Rank and Dispatch register
2. Refundable Amount in case of TC given should give in a letter format.
3. Bright students are screened and motivated
4. Fees should be returned with 10% deduction if the student want to leave the college before attending the first day of the college.
5. Helpdesk should be arranged to help parents in filling the form and give guidance for relevant course selection.

Meeting started and concluded with Ohm Sahanavavathu prayer



----- IN THE MEETING