

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

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	

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

Secretary

Principal

IQAC Coordinator