

SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,
TIRUNELVELI 627011

Date: 07.01.2025

Agenda:

Discussion about the preparation of documents for NAAC 3.

Minutes:

1. Suggested to accept/organize the government examinations for women Candidates only.
2. Instructed to prepare and post in the notice board about the invigilation duty 3 days before the commencement of CIA examinations for the purpose of advance exchange.
3. If anybody is on leave or absent or on duty during internal days individual and respective HoD must inform to the CIA cell through Principal for information and suitable alternative if required.
4. After seeing the performance in the first two semesters, it is suggested to Motivate the topper students to apply for dual degree programme
5. Instructed to encourage the PG students (Minimum 20) to apply ^{for} the crash courses (NPTEL etc.)
6. Instructed to permit the day scholar students to attend the Typewriting classes during 03.30 p.m. – 04.30 p.m.
7. Suggested to review and control over the fee structure for driving class and corresponding certification.
8. Instructed to inform the HoD/Class teachers/students to enroll (90 %) and to register for the examination (40%) for NPTEL/SWAYAM courses from each department.
9. Instructed to utilise the LMS tools for PG and lesser strength UG departments.
10. Instructed to update the profile with photo of Students, Staff (TS, NTS), Security, Farm, Hostel and Casual/contract staff before January 30, 2025.
11. Instructed to collect the CV of final year students through class counsellors.
12. Instructed to maintain the Ph.D., Scholars profile from Admission to Award in box file with index.

Members Present

S.No.	Name of the member	Status	Signature
1	Yatiswari Mugunthapriya	Advisor	Mugunthapriya
2	Prof.(Major) P. Chandrasekaran	Director	Chandrasekaran
3	Dr. (Smt.) N. Kamala	Principal	Kamala
4	Dr. (Smt.) B.Revathy	Vice Principal	Revathy
5	Dr. (Smt.) M.Sivakala	HoD of English	Sivakala
6	Dr. (Smt.) A. Mahalakshmi	IQAC – Coordinator	A. Mahalakshmi
7	Dr. (Smt.) N.Boomadevi	IQAC – Joint Coordinator	N. Boomadevi
8	Dr. (Selvi) A. Shunmugapriya	CIA Coordinator	Shunmugapriya
9	Smt. S. Gomathy	Librarian	S. Gomathy
10	Smt. P. Anitha	Certificate Course Coordinator	P. Anitha
11	Selvi S. Murugeswari	Faculty - Information Technology	S. Murugeswari
12	Selvi S. Nambi Rajathi	Faculty - Computer Science	S. Nambi Rajathi