



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10		Version 1.4		
Meeting No. & Date of Meeting:		No.50 & 21.07.2022	Time:	12:30 pm to 1:30 pm
Minutes Prepared By:		A. Haarika	Department & Location:	IQAC Room (2004)
<b>1. Meeting Agenda</b>				
1. IQAC Extended members - Department data collection for SSR preparation				
<b>2. Attendance at Meeting</b>				
Name		Present / Absent	Signature	
Attendance enclosed				
<b>3. Action Taken Report</b>				
Min No.	Particulars	Owner	Time	Status
3	Zoho Software will be procured and used in commerce lab.			
5	The audit was completed and the report has been submitted for action taken.			
6	Full time Career Guidance Counselor has been appointed on 12.09.2022 ( Ms.Sweatha Manoj )			
7	Score analysis presented to management on 10.10.2022			
9	Mr.Manikandan P, System Administrator has identified the vendor and Quotation has been requested.			
13	The facility team is already taking care of the same. Additionally Department Secretaries will be taking care of the issues.			
14	Administrative training programmes and achievements are included in the 54 <sup>th</sup> IQAC Meeting presentation.			
<b>4. Discussions</b>		Owner	Timeline	
Criteria wise data collection status was discussed for AQAR 2020-21				
Supporting documents and data to be finalized for AQAR 2020-21 by 15 <sup>th</sup> August 2022				
Data Templates to be completed for quantitative data and first draft of qualitative data to be kept ready				



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution





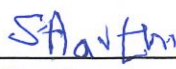






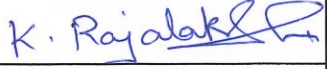


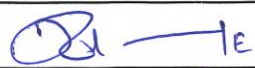
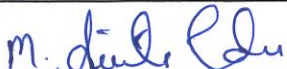
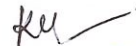


IQAC MEETING MINUTES			
<b>SOP NO:</b> SOP/ACD/10	Version 1.4		
<b>Meeting No. &amp; Date of Meeting:</b>	No.50 & 21.07.2022	<b>Time:</b>	12:30 pm to 1:30 pm
<b>Minutes Prepared By:</b>	A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
Five years data completion for quantitative data for SSR to be completed on or before 31 <sup>st</sup> August 2022			
SSR data to be compiled as per revised manual			
<b>5. Next Meeting (if applicable)</b>			
<b>Signature of the Principal</b>  <b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>	
<b>Objective:</b>		<b>Location:</b>	

Signature of the Principal

PRINCIPAL  
SHRI S.S. SHASUN JAIN COLLEGE  
FOR WOMEN  
No.3, MADLEY ROAD,  
T.NAGAR, CHENNAI-600 017



**ATTENDANCE SHEET FOR THE STEERING COMMITTEE MEMBERS ON 21.07.2022**

S.NO.	NAME	DEPARTMENT	SIGNATURE
1	Dr. S. Padmavathi	Principal & Chairperson	
2	Dr. S. Rukmani	Vice Principal	
3	Ms. N.M.Kavitha	Director, IQAC	
4	Ms.K.Suma	Associate Director, IQAC	
5	Dr.S.Aarthi	Member, Steering Committee	
6	Ms.K.Akilandeswari	Member, Steering Committee	
7	Ms.D.Prathiba	Member, Steering Committee	
8	Dr.S.Prasanna	Member, Steering Committee	Absent
9	Dr.A.Jeyalakshmi	Member, Steering Committee	
10	Ms.Shobana Padmanabhan	Member, Steering Committee	Absent
11	Dr.B.Sree Vidya	Member, Steering Committee	
12	Ms.S.Shandhini	Member, Steering Committee	
13	Dr.V.Mary Diana	Member, Steering Committee	
14	Dr. <del>S</del> Rajalakshmi	Member, Steering Committee	
15	Dr.G.Umamaheswari	Member, Steering Committee	
16	Ms.S.Selvi	Member, Steering Committee	
17	Ms.E.Rajathi	Member, Steering Committee	
18	Dr.M.Anitha Indu	Member, Steering Committee	
19	Ms.K.Vijayalakshmi	Member, Steering Committee	
20	Ms.T.Yegammai	Member, Steering Committee	
21	Ms.S.Rajameenakshi	Member, Steering Committee	



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution




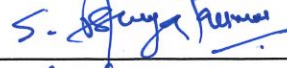


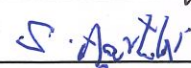


IQAC MEETING MINUTES				
<b>SOP NO:</b> SOP/ACD/10		Version 1.4		
<b>Meeting No. &amp; Date of Meeting:</b>		No.51 & 27.07.2022	<b>Time:</b>	12:30 pm to 1:30 pm
<b>Minutes Prepared By:</b>		A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
<b>1. NAAC 3<sup>rd</sup> Cycle Score analysis presented to IQAC team form AVINUTY, Coimbatore.</b> 1. Metric wise SWOC Analysis to be done 3. Suggestions to improve the scores were given by the team				
<b>2. Attendance at Meeting</b>				
<b>Name</b>		<b>Present / Absent</b>	<b>Signature</b>	
Attendance enclosed				
<b>3. Action Taken Report</b>				
<b>Min No.</b>	<b>Particulars</b>	<b>Owner</b>	<b>Time</b>	<b>Status</b>
1	AQAR data 2020-21 data verified set for approval			
<b>4. Discussions</b>		<b>Owner</b>	<b>Timeline</b>	
The metric wise score analysis for the 2021-22 data was prepared and the same has been presented to the IQAC team form AVINUTY, Coimbatore				
The team suggested to do the metric wise SWOC analysis and comparative score analysis of the previous cycle.				
Suggestions were given to improve the research publications, alumni engagement and funded research project.				
<b>5. Next Meeting (if applicable)</b>				
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		
<b>Objective:</b>		<b>Location:</b>		

Signature of the Principal

PRINCIPAL  
SHRI S.S. SHASUN JAIN COLLEGE  
FOR WOMEN  
No.3, MADLEY ROAD,  
T.NAGAR, CHENNAI-600 017



**ATTENDANCE SHEET FOR THE VISIT OF IQAC TEAM, AVINUTY - 27.07.2022**

S.NO.	NAME	DEPARTMENT	SIGNATURE
1	Prof. S.P. Thyagarajan	CHANCELLOR, AVINUTY	
2	Dr. U. Jerinabi	IQAC Co-ordinator, Former Dean, School of Commerce and Management, AVINUTY	
3	Dr. K. Arockia Maraichelvi	Assistant Co-Ordinator IQAC, Associate Professor, Department of Human Development, AVINUTY	
4	Dr.K. Ramya	Member, IQAC Assistant Professor (SG), Business Administration, AVINUTY	
5	Sri. S. Abhaya Srisrimal Jain	Honorable General Secretary	
6	Smt.Usha Abhaya Srisrimal	Secretary	
7	Dr.Harish L Metha	Associate Secretary	
8	Dr. S. Padmavathi	Principal & Chairperson	
9	Dr. S. Rukmani	Vice Principal	
10	Ms. N.M.Kavitha	Director, IQAC	
11	Ms.K.Suma	Associate Director, IQAC	
12	Dr.S.T.Deepa	Director of Research	
13	Dr.M.Malarkodi	Director - SAI/SHABASH	
14	Dr.S.Aarthi	Member, Steering Committee	
15	Ms. <del>R</del> .Akilandeswari	Member, Steering Committee	
16	Ms.D.Prathiba	Member, Steering Committee	
17	Dr.S.Prasanna	Member, Steering Committee	
18	Dr.A.Jeyalakshmi	Member, Steering Committee	
19	Ms.Shobana Padmanabhan	Member, Steering Committee	
20	Dr.B.Sree Vidya	Member, Steering Committee	

21	Ms.S.Shandhini	Member, Steering Committee	<i>Shandhini</i>
22	Dr.V.Mary Diana	Member, Steering Committee	<i>Dr. V. Mary Diana</i>
23	Dr. <del>K</del> Rajalakshmi	Member, Steering Committee	<i>K. Rajalakshmi</i>
24	Dr.G.Umamaheswari	Member, Steering Committee	<i>G.U.</i>
25	Ms.S.Selvi	Member, Steering Committee	<i>S. Selvi</i>
26	Ms.E.Rajathi	Member, Steering Committee	<i>Dr. E. Rajathi</i>
27	Dr.M.Anitha Indu	Member, Steering Committee	<i>M. Anitha Indu</i>
28	Ms.K.Vijayalakshmi	Member, Steering Committee	<i>K.V.</i>
29	Ms.T.Yegammai	Member, Steering Committee	<i>Yegammai</i>
30	Ms.S.Rajameenakshi	Member, Steering Committee	<i>S. Rajameenakshi</i>



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution


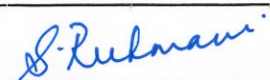
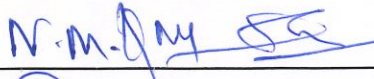
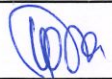

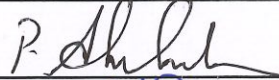
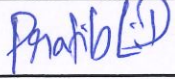
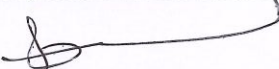
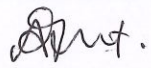
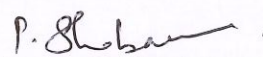
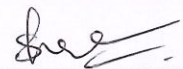

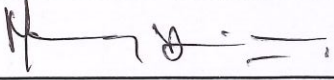
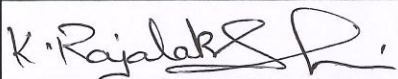


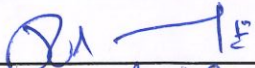
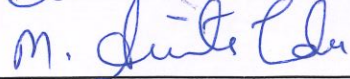
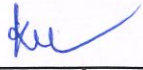
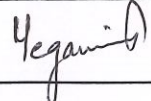

IQAC MEETING MINUTES				
<b>SOP NO:</b> SOP/ACD/10		Version 1.4		
<b>Meeting No. &amp; Date of Meeting:</b>		No.52 & 13.09.2022	<b>Time:</b>	12:30 pm to 1:30 pm
<b>Minutes Prepared By:</b>		A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
1. Readiness for NAAC sponsored Seminar.				
<b>2. Attendance at Meeting</b>				
<b>Name</b>		<b>Present / Absent</b>	<b>Signature</b>	
Attendance enclosed				
<b>3. Action Taken Report</b>				
<b>Min No.</b>	<b>Particulars</b>	<b>Owner</b>	<b>Time</b>	<b>Status</b>
1	Metric wise data for the period 2017-18 to 2021-22 as per the new NAAC framework has been prepared.			
2	Metric wise SWOC Analysis and comparative analysis was prepared.			
<b>4. Discussions</b>		<b>Owner</b>	<b>Timeline</b>	
Readiness for the NAAC Sponsored Seminar Scheduled on 15 <sup>th</sup> & 16 <sup>th</sup> Sep was discussed				
Minute to Minute agenda was finalized for the inauguration session				
Readiness status of the duty assigned to the committee members was discussed.				
<b>5. Next Meeting (if applicable)</b>				
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		
<b>Objective:</b>		<b>Location:</b>		

Signature of the Principal

PRINCIPAL  
SHRI S.S. SHASUN JAIN COLLEGE  
FOR WOMEN  
No.3, MADLEY ROAD,  
T.NAGAR, CHENNAI-600 017



**ATTENDANCE SHEET FOR THE STEERING COMMITTEE MEMBERS ON 13.09.2022**

S.No	NAME	DEPARTMENT	SIGNATURE
1	Dr. S. Padmavathi	Principal & Chairperson	
2	Dr. S. Rukmani	Vice Principal	
3	Ms. N.M.Kavitha	Director, IQAC	
4	Ms.K.Suma	Associate Director, IQAC	
5	Dr.S.Aarthi	Member, Steering Committee	
6	<del>Dr. P.</del> Ms.K.Akilandeswari	Member, Steering Committee	
7	Ms.D.Prathiba	Member, Steering Committee	
8	Dr.S.Prasanna	Member, Steering Committee	
9	Dr.A.Jeyalakshmi	Member, Steering Committee	
10	Ms.Shobana Padmanabhan	Member, Steering Committee	
11	Dr.B.Sree Vidya	Member, Steering Committee	
12	Ms.S.Shandhini	Member, Steering Committee	
13	Dr.V.Mary Diana	Member, Steering Committee	
14	Dr. <del>K.</del> Rajalakshmi	Member, Steering Committee	
15	Dr.G.Umamaheswari	Member, Steering Committee	
16	Ms.S.Selvi	Member, Steering Committee	
17	Ms.E.Rajathi	Member, Steering Committee	
18	Dr.M.Anitha Indu	Member, Steering Committee	
19	Ms.K.Vijayalakshmi	Member, Steering Committee	
20	Ms.T.Yegammai	Member, Steering Committee	
21	Ms.S.Rajameenakshi	Member, Steering Committee	

22. Ms.K.Vani

"

"

K.Vanum





SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN








A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

IQAC MEETING MINUTES				
<b>SOP NO:</b> SOP/ACD/10		Version 1.4		
<b>Meeting No. &amp; Date of Meeting:</b>		No.53 & 10.10.2022	<b>Time:</b>	12:30 pm to 1:30 pm
<b>Minutes Prepared By:</b>		A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
1. NAAC 3rd cycle –Projected Score Analysis was presented to the Management.				
<b>2. Attendance at Meeting</b>				
<b>Name</b>		<b>Present / Absent</b>	<b>Signature</b>	
Attendance enclosed				
<b>3. Action Taken Report</b>				
<b>Min No.</b>	<b>Particulars</b>	<b>Owner</b>	<b>Time</b>	<b>Status</b>
1	2 day NAAC Sponsored Virtual National Seminar was conducted on 15.09.2022 & 16.09.2022			
2	Reports and supporting documents were submitted to NAAC			
<b>4. Discussions</b>		<b>Owner</b>	<b>Timeline</b>	
NAAC 3 <sup>rd</sup> cycle projected score analysis was presented to the management for the period 2017-18 to 2021-22.				
SWOC analysis on each metrics was discussed				
The management members suggested to appoint the student interns for the data collection and follow-up				
Also suggested to link the staff research publications with the appraisal system to increase the research contributions.				
<b>5. Next Meeting (if applicable)</b>				
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		
<b>Objective:</b>		<b>Location:</b>		

Signature of the Principal

PRINCIPAL  
SHRI S.S. SHASUN JAIN COLLEGE  
FOR WOMEN  
No.3, MADLEY ROAD,  
T.NAGAR, CHENNAI-600 07

**ATTENDANCE SHEET FOR THE 53rd IQAC MEETING -10.10.2022-12:30 p.m.-1:30 p.m.**

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Shri.S.Abhaya Srisrimal Jain	Honorable General Secretary	
2	Smt.Usha Abhaya Srisrimal	Secretary	
3	Dr. Harish L Metha	Associate Secretary	
4	Dr. S. Padmavathi	Chairperson & Principal	
5	Dr.S. Rukmani	Vice Principal	
6	Ms.N.M.Kavitha	Director, IQAC	
7	Ms. K.Suma	Associate Director, IQAC	





SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

## IQAC MEETING MINUTES

<b>SOP NO:</b> SOP/ACD/10	<b>Version 1.5</b>			
<b>Meeting No. &amp; Date of Meeting:</b>	No.54&20.12.2022	<b>Time:</b>	3.00p.m.-4.15p.m.	
<b>Minutes Prepared By:</b>	A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)	
<b>1. Meeting Agenda</b>				
<ol style="list-style-type: none"> <li>1. ATR</li> <li>2. Highlights</li> <li>3. IQAC Initiatives</li> <li>4. Teaching and Learning</li> <li>5. Extension Activities</li> <li>6. Centre of Excellence</li> <li>7. Calendar of Events</li> <li>8. Future Plans</li> </ol>				
<b>2. Attendance at Meeting</b>				
<b>Name</b>	<b>Present / Absent</b>	<b>Signature</b>		
Attendance enclosed				
<b>3. Action Taken Report</b>				
<b>Min No.</b>	<b>Particulars</b>	<b>Owner</b>	<b>Time</b>	<b>Status</b>
1	Student Interns were appointed for departments for data collection.			
2	Revised reimbursement policy was drafted by research director and sent for approval.			
<b>4. Discussions</b>		<b>Owner</b>	<b>Timeline</b>	
The 54 <sup>th</sup> IQAC meeting commenced by invoking the blessings of the Almighty, followed by a brief introduction of the members present in the meeting.				
1. The meeting started on a positive note with a parent expressing satisfaction about the institution's performance.				
2. Mr. B. Santhosh Kumar, Employer, shared that similar to NPTEL courses, Google also offers many value addition certification courses, which can be of great help to the students to improve their knowledge base, if pursued.		SANKALP		



SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

### IQAC MEETING MINUTES

<b>SOP NO:</b> <b>SOP/ACD/10</b>	<b>Version 1.5</b>		
<b>Meeting No. &amp; Date of Meeting:</b>	No.54&20.12.2022	<b>Time:</b>	3.00p.m.–4.15p.m.
<b>Minutes Prepared By:</b>	A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
<p>3. The IQAC Director Dr. N. M. Kavitha expressed her concern that the NAAC insists the educational institutions to achieve at least 60% job placements or enrolment of students in higher education. However, only 40% has been achieved by our College. For this Mr. Santhosh Kumar opined that a better branding of the College would change this scenario. In addition, he also emphasized upon creating awareness amongst the students about the numerous jobs that are available in the IT sector apart from BPO.</p>		Career Guidance Counselor	
<p>4. The alumni Ms. Srinidhi expressed that the students need to be equipped with better skill sets to become job ready. In order to achieve this, they have to pursue value added courses simultaneously during their graduation. The Principal recalled that such value added courses were offered in the past for which there was only a lukewarm response from the students.</p>		Placement	
<p>5. The student council cultural secretary Ms. Aparna said that there is uncertainty amongst the students whether to go for placements or pursue higher education, which results in just a meager number of students opting for placements.</p>			
<p>6. The university nominee applauded and appreciated the College for its tremendous efforts and achievements. She opined that the College curriculum is based upon imparting quality education and hence tailoring the syllabus according to the needs of the recruiting companies could not be mandated. She added that the focus of the institution should be more on imparting the life skills, moral values and quality education. It is the responsibility of the recruiters to train the students according to their needs.</p>			
<p>7. The Principal shared that she has received three quotations from the vendors to set up the SAP lab.</p>			
<p>8. Ms. Aparna, Students Council, felt that students hailing from non-Computer Science streams can be offered more value added courses by the College. In response to this, the employer Mr. Santhosh Kumar, the IQAC Director Dr. N.M. Kavitha, the Associate Director, IQAC, and the Principal unanimously expressed that apart from the value added courses, the role of the students in this matter and their knowledge of fundamentals plays a vital role in their success.</p>			





SHRI SHANKARLAL SUNDARBAI  
**SHASUN**  
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC  
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

### IQAC MEETING MINUTES

<b>SOP NO:</b> SOP/ACD/10	<b>Version 1.5</b>		
<b>Meeting No. &amp; Date of Meeting:</b>	No.54&20.12.2022	<b>Time:</b>	3.00p.m.-4.15p.m.
<b>Minutes Prepared By:</b>	A. Haarika	<b>Department &amp; Location:</b>	IQAC Room (2004)
9. As a concluding remark, the employer Mr. Santhosh Kumar stated that, with the existing setup in the College has already achieved 40% placements and he was confident that after setting up the SAP lab, the placement percentage will soar high and breach the 60% which is expected by the NAAC.		SANKALP	
5. Next Meeting (if applicable)			
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>	
<b>Objective:</b>		<b>Location:</b>	

Signature of the Principal

PRINCIPAL  
SHRI S.S. SHASUN JAIN COLLEGE  
FOR WOMEN  
No.3, MADLEY ROAD,  
T.NAGAR, CHENNAI-600 027

**ATTENDANCE SHEET FOR THE 54th IQAC MEETING - 20.12.2022 - 3.00 p.m. - 4.00 p.m.**

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Shri.S.Abhaya Srisrimal Jain	Honorable General Secretary	AAA
2	Smt.Usha Abhaya Srisrimal	Secretary	Usha A
3	Dr. Harish L Metha	Associate Secretary	Harish
4	Dr. S. Padmavathi	Chairperson & Principal	S. Padmavathi
5	Dr.S. Rukmani	Vice Principal	S. Rukmani
6	Dr. A.J. Vanisree	University Nominee	Virtual Mode
7	Ms.N.M.Kavitha	Director, IQAC	N.M. Kavitha
8	Ms.K.Suma	Associate Director, IQAC	Suma
9	Dr.M.Kamalam	Member, IQAC	M.Kamalam
10	Ms.S. Dhanalakshmi	Member, IQAC	AAA
11	Ms. Kimberly Zohaib	HR Head, Member IQAC	Kimberly Zohaib
12	Ms.S.Shanmugapriya	Placement Officer	SL S
13	Mr.Santhosh Kumar ( Employer )	Head, Business Development Lorven Technologies, Chennai.	Santhosh
14	Ms.Subha. S ( Parent ) M/o Ms. Sangavi, III BCA	Homemaker	R. Subha
15	Ms. Srinidhi Suresh ( Alumna)	Pursuing Diploma in Management	Srinidhi
16	Aparna S Girish III B.Sc CS	Chairperson, Student Council	Aparna
17	Sudarshana . S III B.Com A/F	Cultural Secretary, Student Council	Sudarshana.S