

IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10		Version 1.5		
Meeting No. & Date of Meeting:	No.69&19.07.2024	Time:	11.00a.m.–12.00 noon.	
Minutes Prepared By:	Dr.M.Kamalam	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
<ol style="list-style-type: none"> 1. ATR 2. Highlights and Awards 3. IQAC Activities 4. Teaching – Learning, Feedback & Research 5. Student Progression 6. Staff Enrichment & Extension Activities 7. Future Plans 				
2. Attendance at Meeting				
Name		Present / Absent	Signature	
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
	Detailed plan of action for the Vision 20250 has been prepared			
4. Discussions		Owner	Timeline	
The 69 th IQAC meeting commenced by invoking the blessings of the Almighty.				
1. The Principal Dr. S. Padmavathi welcomed the gathering and the IQAC director Ms. N. M. Kavitha initiated the meeting by presenting the data pertaining to the period January 2024 – June 2024.				
2. Mr. Aloysius Francis (Senior Manager, Verizon) appreciated the overall growth of the college and expressed his concern about the meagre number of placements in Verizon. He insisted upon improving the technical skills of the students and further emphasized on developing a profound knowledge about the programming languages like Java and its family and staying updated about the current trends in Artificial Intelligence.				
3. Mr. Aloysius Francis opined that though certifications and projects related to enhancing the technical skills will be given weightage a profound knowledge about the programming languages matter the most.				
4. The Vice Principal Dr.Rukmani queried whether Verizon will be interested in training the faculty members in technical skills. In response to this, Mr. Aloysius Francis replied that since the money invested on training per employee is huge, offering such a training from Verizon's end is doubtful.				
5. The Principal opined that a faculty internship with Verizon may help the faculty to upgrade their technical skills and the Vice Principal too pointed out that the practical exposure can be given only from the industry end. Mr. Aloysius consented to this and requested the college to coordinate with Mr.Anand, HR Campus – Verizon Data services.		Placement Officer		

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Minutes Prepared By:	Dr.M.Kamalam	Department & Location:	IQAC Room (2004)
6. The placement officer Ms.Shanmugapriya shared the reason behind the meagre number of placements in Verizon. She pointed out that the term agreement makes the students uncomfortable and they are a bit hesitant to enter into an agreement for a period of five years. Mr Aloysius Francis agreed to address this issue by mailing the same to his team head. Also he expressed that the students need not be scared of agreement as, after the mentioned period she can procure a master's degree from a reputed institution during this tenure which is of more value in the job market.	Placement Officer		
7. Mr. Aloysius Francis opined that apart from orienting the students, parents can also be oriented about the facilities offered at the company's end like work from home during the maternity period and the flexibility in the work timings. He felt that a proper orientation about the allowances and privileges for female employees offered by the employer could attract more students.	Placement Officer		
8. Ms.Yokaraghavi(Alumna) expressed her gratitude towards the institution for providing numerous platforms to enrich the knowledge and technical skills thereby shaping her career path.			
9. Ms.Keerthana (Vice Chair Person) felt that the ongoing placement training session is very useful and it helps the students to acquire aptitude skills. Also she was appreciative of the orientation provided on the availability of the NPTEL courses which enabled them to take up a course in parallel (free of cost) along with academics since it adds weightage to their resume.			
10. Mr. Aloysius Francis suggested to bring in a few courses like M.Sc. IT and MCA for which principal ma'am opined that there may not be much takers for such courses.			
11. Mr. Aloysius Francis concluded the meeting with a positive note about the numerous programmes conducted by the college in the interest of the students and remarked that he would be happy if the recruitment number raises to a double digit.			
12. The meeting concluded with the IQAC Director thanking the gathering			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		Time:	
Objective:		Location:	


 Signature of the Principal



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ATTENDANCE SHEET FOR THE 69th IQAC MEETING - 19.07.2024 - 11.00 a.m. - 12.00 noon.

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Sri. S.Abhaya Srisrimal Jain, Honorable General Secretary	Management Member	- ABSENT -
2	Smt. Usha Abhaya Srisrimal, Secretary	Management Member	Usha A
3	Dr. Harish L Metha, Associate Secretary	Management Member	Harish
4	Dr. S. Padmavathi	Chairperson & Principal	S. Padma 19/7/24
5	Dr. S. Rukmani	Vice Principal	N. Rukmani 19/7/24
6	Dr. A.J. Vanisree Professor, Department of Bio Chemistry, University of Madras.	University Nominee	- ABSENT -
7	Mr. Aloysious Francis	Senior Manager, Verizon (HR)	Aloysious
8	Mr. Shankar P.R	Senior Delivery Manager, (Director Projects) Cognizant Technology solutions	- ABSENT -
9	Ms. N.M.Kavitha	Director, IQAC	N.M. Kavitha
10	Ms. K.Suma	Associate Director, IQAC	K.Suma
11	Dr. M.Kamalam	Member, IQAC	M.Kamalam
12	Ms. S.Dhanalakshmi	Member, IQAC	S.Dhanalakshmi
13	Ms. Kimberly Zohaib	HR Head, Member, IQAC	Kimberly Zohaib
14	Ms. S. Shanmugapriya	Placement Officer, Member, IQAC	S. Shanmugapriya
15	Ms. S. Bhavani	Homemaker ((Parent)	S. Bhavani
16	Mr. R. Viswanathan	Consultant (Parent)	- ABSENT -
17	Ms. R. Yokaraghayi (Alumna of B.Sc Maths)	Pursuing M.Sc. Acutarial Science, University of Madras	R. Yokaraghayi
18	Maitri Vijay Sheth III BCA Shift II	Chairperson, Student Council	Maitri
19	Keerthana N III B.Com Honours Shift 1	Vice Chair Person, Student Council	Keerthana



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IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10	Version 1.5			
Meeting No. & Date of Meeting:	No.70 & 13.09.2024	Time:	12.30 am to 1:30 pm	
Minutes Prepared By:	Ms. S. Mahalakshmi	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
1. AQAR 2023-24 2. NAAC binary accreditation Framework				
2. Attendance at Meeting				
Name	Present / Absent	Signature		
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
3	The Placement officer has been informed to contact the HR Campus – Verizon Data services for the faculty internship			
4. Discussions		Owner	Timeline	
1. The steering Committee members were informed that the NAAC portal for AQAR 2023-24 has been opened for submission and the members were asked to complete the data collection for all the metrics. The data to be verified with all supporting documents and uploaded in the drive on or before 15.11.2024.		Steering Committee		
2. The final submission of the AQAR 2023-24 to be completed in the NAAC portal on or before 31 st -December-2024		IQAC Team		
3. The Director informed that the orientation on binary accreditation framework will be conducted for the Steering Committee members once the final draft is released from NAAC.		IQAC Team		
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)		Time:		
Objective:		Location:		

Signature of the Principal



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ATTENDANCE SHEET FOR THE 70th IQAC MEETING - 13.09.2024 - 12.30 pm - 1.30 pm

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Padmavathi	Chairperson & Principal	S. Padmavathi
2	Dr. S. Rukmani	Vice Principal	S. Rukmani
3	Ms. N. M. Kavitha	Director, IQAC	N. M. Kavitha
4	Ms. K. Suma	Associate Director, IQAC	K. Suma
5	Dr. D. Sumathi	Member, Steering Committee	-AAA-
6	Ms. Rohini Unnikrishnan	Member, Steering Committee	
7	Dr. V. Mary Diana	Member, Steering Committee	V. Mary Diana
8	Dr. A. Jeyalakshmi	Member, Steering Committee	A. Jeyalakshmi
9	Dr. S. Prasanna	Member, Steering Committee	S. Prasanna
10	Dr. B. Sree Vidya	Member, Steering Committee	B. Sree Vidya
11	Ms. S. Shandhini	Member, Steering Committee	S. Shandhini
12	Ms. Thahira Banu	Member, Steering Committee	Thahira Banu
13	Ms. Vidhya Venkatraman	Member, Steering Committee	V. Vidhya Venkatraman
14	Ms. K. Vani	Member, Steering Committee	K. Vani
15	Ms. Rishiga Ramesh	Member, Steering Committee	Rishiga Ramesh
16	Ms. Raghini M	Member, Steering Committee	M. Raghini
17	Dr. V. Gayathri	Member, Steering Committee	V. Gayathri
18	Ms. Pratibha	Member, Steering Committee	Pratibha
19	Dr. S. Ananthi	Member, Steering Committee	S. Ananthi
20	Ms. Muthulakshmi	Member, Steering Committee	M. Muthulakshmi



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IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10	Version 1.5			
Meeting No. & Date of Meeting:	No.71 & 07.10.2024	Time:	12.30 am to 1:30 pm	
Minutes Prepared By:	Ms. S. Mahalakshmi	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
1. Conduct of AAA for the Academic & Administration Department				
2. Attendance at Meeting				
Name	Present / Absent	Signature		
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
3	Data collection and verification process of the supporting documents for the AQAR 2023-24 is ongoing			
4. Discussions		Owner	Timeline	
1. The Director informed that the steering committee members will be acting as internal auditors for the Mock AAA scheduled on 08 th & 9 th , October, 2024 and the orientation on the checklist was given.				
2. All internal auditors were requested to complete the audit within the schedule and submit the report to IQAC				
3. It was informed that the External AAA has been scheduled on 17 th & 18 th & 21 st of October 2024 and the auditors from other colleges have been appointed as external auditors. All internal auditors should coordinate with the external auditors and make sure the audit is completed as per the schedule.				
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)		Time:		
Objective:		Location:		

Signature of the Principal



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ATTENDANCE SHEET FOR THE 71ST IQAC MEETING - 07.10.2024 - 12.30 pm - 1.30 pm

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Padmavathi	Chairperson & Principal	
2	Dr. S. Rukmani	Vice Principal	
3	Ms. N. M. Kavitha	Director, IQAC	
4	Ms. K. Suma	Associate Director, IQAC	
5	Dr. D. Sumathi	Member, Steering Committee	
6	Ms. Rohini Unnikrishnan	Member, Steering Committee	
7	Dr. V. Mary Diana	Member, Steering Committee	
8	Dr. A. Jeyalakshmi	Member, Steering Committee	
9	Dr. S. Prasanna	Member, Steering Committee	
10	Dr. B. Sree Vidya	Member, Steering Committee	
11	Ms. S. Shandhini	Member, Steering Committee	
12	Ms. Thahira Banu	Member, Steering Committee	
13	Ms. Vidhya Venkatraman	Member, Steering Committee	
14	Ms. K. Vani	Member, Steering Committee	
15	Ms. Rishiga Ramesh	Member, Steering Committee	
16	Ms. Raghini M	Member, Steering Committee	
17	Dr. V. Gayathri	Member, Steering Committee	
18	Ms. Pratibha	Member, Steering Committee	
19	Dr. S. Ananthi	Member, Steering Committee	
20	Ms. Muthulakshmi	Member, Steering Committee	



IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10	Version 1.5			
Meeting No. & Date of Meeting:	No.72 & 11.12.2024	Time:	12.30 am to 1:30 pm	
Minutes Prepared By:	Ms.K.Suma	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
1. Uploading of AQAR 2023-24 data in the NAAC portal				
2. Attendance at Meeting				
Name	Present / Absent	Signature		
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
3	AAA Completed for all the academic and other departments as per the schedule			
4. Discussions		Owner	Timeline	
1. The director thanked the steering committee members for the successful completion of the internal and external AAA. Also, it was informed that all the non-conformities raised during the external AAA were closed				
2. The Director informed the members that the AQAR portal was opened and the data for the year 2023-24 is being uploaded with the supporting documents.				
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)		Time:		
Objective:		Location:		

Signature of the Principal



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ATTENDANCE SHEET FOR THE 72nd IQAC MEETING – 11.12.2024 – 12.30 pm – 1.30 pm

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Padmavathi	Chairperson & Principal	S. Padmavathi
2	Dr. S. Rukmani	Vice Principal	S. Rukmani
3	Ms. N. M. Kavitha	Director, IQAC	N. M. Kavitha
4	Ms. K. Suma	Associate Director, IQAC	K. Suma
5	Dr. D. Sumathi	Member, Steering Committee	D. Sumathi
6	Ms. Rohini Unnikrishnan	Member, Steering Committee	Rohini Unnikrishnan
7	Dr. V. Mary Diana	Member, Steering Committee	V. Mary Diana
8	Dr. A. Jeyalakshmi	Member, Steering Committee	A. Jeyalakshmi
9	Dr. S. Prasanna	Member, Steering Committee	S. Prasanna
10	Dr. B. Sree Vidya	Member, Steering Committee	B. Sree Vidya
11	Ms. S. Shandhini	Member, Steering Committee	S. Shandhini
12	Ms. Thahira Banu	Member, Steering Committee	Thahira Banu
13	Ms. Vidhya Venkatraman	Member, Steering Committee	Vidhya Venkatraman
14	Ms. K. Vani	Member, Steering Committee	K. Vani
15	Ms. Rishiga Ramesh	Member, Steering Committee	Rishiga Ramesh
16	Ms. Raghini M	Member, Steering Committee	M. Raghini
17	Dr. V. Gayathri	Member, Steering Committee	V. Gayathri
18	Ms. Pratibha	Member, Steering Committee	Pratibha
19	Dr. S. Ananthi	Member, Steering Committee	S. Ananthi
20	Ms. Muthulakshmi	Member, Steering Committee	Muthulakshmi

IQAC MEETING MINUTES

SOP NO: SOP/ACD/10		Version 1.5		
Meeting No. & Date of Meeting:	No.73 & 14.02.2025	Time:	12.30 am to 1:30 pm	
Minutes Prepared By:	Ms.S.Shopana	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
1. AQAR 2023-24 submission and queries				
2. Attendance at Meeting				
Name	Present / Absent	Signature		
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
3	AQAR 2023-24 submitted and the queries were closed			
4. Discussions		Owner	Timeline	
1. The Director informed that the AQAR 2023-24 was submitted on 17.01.2025 and was opened for editing on 21.10.2025 with 7 queries. Among the raised questions, 5 were not related to our college and the issue was registered on the NAAC helpdesk. After reviewing, the AQAR was opened for editing on 10.02.2025 with one query.				
2. The query raised was related to web link of the academic calendar 2023-24 on the website. The issue was sorted and the final AQAR has been submitted on 13.02.2025. Once the AQAR is accepted by the NAAC team, the final draft will be uploaded on the website.				
3. Ms.Shandhini informed that the green and energy audit is due for the next academic year. It was discussed with the members and planned to be conducted during July'2025.				
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)		Time:		
Objective:		Location:		

S. Q. K.

Signature of the Principal



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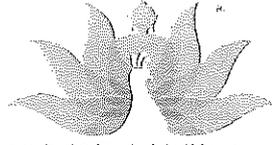
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ATTENDANCE SHEET FOR THE 73rd IQAC MEETING – 14.02.2025 – 12.30 pm – 1.30 pm

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Padmavathi	Chairperson & Principal	
2	Dr. S. Rukmani	Vice Principal	
3	Ms. N. M. Kavitha	Director, IQAC	
4	Ms. K. Suma	Associate Director, IQAC	
5	Dr. D. Sumathi	Member, Steering Committee	
6	Ms. Rohini Unnikrishnan	Member, Steering Committee	
7	Dr. V. Mary Diana	Member, Steering Committee	
8	Dr. A. Jeyalakshmi	Member, Steering Committee	
9	Dr. S. Prasanna	Member, Steering Committee	
10	Dr. B. Sree Vidya	Member, Steering Committee	
11	Ms. S. Shandhini	Member, Steering Committee	
12	Ms. Thahira Banu	Member, Steering Committee	
13	Ms. Vidhya Venkatraman	Member, Steering Committee	
14	Ms. K. Vani	Member, Steering Committee	
15	Ms. Rishiga Ramesh	Member, Steering Committee	
16	Ms. Raghini M	Member, Steering Committee	
17	Dr. V. Gayathri	Member, Steering Committee	
18	Ms. Pratibha	Member, Steering Committee	
19	Dr. S. Ananthi	Member, Steering Committee	
20	Ms. Muthulakshmi	Member, Steering Committee	

IQAC MEETING MINUTES				
SOP NO: SOP/ACD/10	Version 1.5			
Meeting No. & Date of Meeting:	No.74 & 30.05.2025	Time:	12.30 am to 1:30 pm	
Minutes Prepared By:	Ms.S.Shopana	Department & Location:	IQAC Room (2004)	
1. Meeting Agenda				
1. Plan of Action 2025-26				
2. Attendance at Meeting				
Name	Present / Absent	Signature		
Attendance enclosed				
3. Action Taken Report				
Min No.	Particulars	Owner	Time	Status
1	AQAR 2023-24 accepted and closed by the NAAC			
4. Discussions		Owner	Timeline	
1. The AQAR 2023-24 has been accepted on 24.04.2025 without any further query and the final draft has been uploaded on the website.				
2. The Plan of Action-2025-26 and the metrics as per new accreditation framework were discussed with the respective criterion members.				
3. After the approval of the PoA-2025-26, the steering committee members were asked to monitor the progress and collect the relevant data at the earliest.				
5. Next Meeting (if applicable)				
Date: (MM/DD/YYYY)		Time:		
Objective:		Location:		


 Signature of the Principal



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ATTENDANCE SHEET FOR THE 74th IQAC MEETING – 30.05.2025 – 12.30 pm – 1.30 pm

S.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Padmavathi	Chairperson & Principal	
2	Dr. S. Rukmani	Vice Principal	
3	Ms. N. M. Kavitha	Director, IQAC	
4	Ms. K. Suma	Associate Director, IQAC	
5	Dr. D. Sumathi	Member, Steering Committee	
6	Ms. Rohini Unnikrishnan	Member, Steering Committee	
7	Dr. V. Mary Diana	Member, Steering Committee	
8	Dr. A. Jeyalakshmi	Member, Steering Committee	
9	Dr. S. Prasanna	Member, Steering Committee	
10	Dr. B. Sree Vidya	Member, Steering Committee	
11	Ms. S. Shandhini	Member, Steering Committee	
12	Ms. Thahira Banu	Member, Steering Committee	
13	Ms. Vidhya Venkatraman	Member, Steering Committee	
14	Ms. K. Vani	Member, Steering Committee	
15	Ms. Rishiga Ramesh	Member, Steering Committee	
16	Ms. Raghini M	Member, Steering Committee	
17	Dr. V. Gayathri	Member, Steering Committee	
18	Ms. Pratibha	Member, Steering Committee	
19	Dr. S. Ananthi	Member, Steering Committee	
20	Ms. Muthulakshmi	Member, Steering Committee	