



SOKAIKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

MINUTES OF COUNCIL MEETING

2022-2023

Minutes of Meeting held on 15/06 /2022

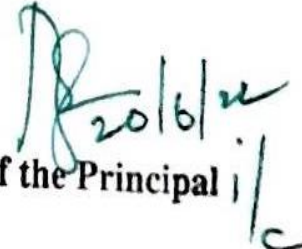
Agenda: Fee collection, Reports and workloads, Admission duty

Principal i/c, Dr. Meera Murugesan in chair,

The following points were discussed in the council meeting



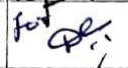


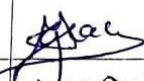

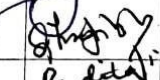
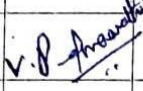
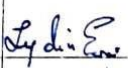


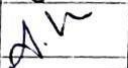



- Stock reports should be given on 15/06/2022 or by 23/06/2022.
- The HOD's are asked to submit the workload by today.
- As painting work is going on in the campus, teachers can instruct students not to lean anywhere in the corridors and send the students as soon as they finish the examination
- Admission Duty starts from 23/06/22 and the timing will be 9.00 am to 4.00 pm
- College will be working on both the Saturdays (18/06/2022 and 25/06/2022)
- All Allied papers should be handled by the staff specialized in the subject.
- HODs are instructed to collect the 10th, 11th, 12th mark sheet of the students for the scholarship purpose


Signature of the Council Secretary


Signature of the Principal i/c




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.R.Sandhyalakshmi		Dr.D.Rani Elizabeth	
Mrs.D.Subhashini		Mrs. N.S.Kiruthika	
Mrs Ramya Devi		Mrs. Vijaya Sumathi	
Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Padmavathy .V-		Ms.Pradita	
Dr.Lydia Eric		Mrs. M. Bhuvaneswari	
Mrs. J. Vimal Rosy		Mrs. Dhanalakshmi	
Dr. A. Vinnarasi		Dr.M.Suganya	
Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 20/06 /2022

Agenda: Admission Duty, Fee collection, Duty Allocation

Principal i/c, Dr. Meera Murugesan in chair,

The following points were discussed in the council meeting.



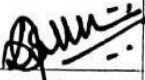
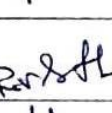

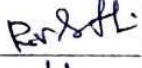



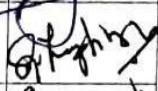


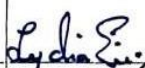
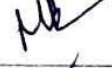




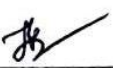
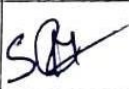
- Admission duty will commence from 20.6.2022.
- Admission incharge should be there for full day.
- Application form fee of Rs 50 should be collected and other fees will also be collected for processing.
- All departments should follow the guidelines strictly
- Admission Procedures should be followed as:
Entries should be made by Admission incharge and Admission committee will check once and get sign from Principal, Parents should meet the Principal during admission
- Collect Income certificate during admission and community certificate is mandatory
- Hostel fees should be paid once in three months- Rs 4000 as Monthly fees, Rs 4000 as Deposit
- MOOVALUR RAMAMIRTHAM HRDEN ASSURANCE SCHEME
Documents should be given to the committee before 22/06/2022
- Students should pay the semester fee within 10 days of reopening of the college.
- Hostel students should know about the hostel rules during admission
- Admission duty should not be exchanged and if any, substitution to be arranged
- Valuation Duties also to be arranged according to the slots.


Signature of the Council Secretary


Signature of the Principal




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Dr.Karpagam			
Dr.S.Mahadevi			




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Minutes of Meeting held on 05/07 /2022


Agenda: Admission Strategies, Bridge course,

Principal i/c, Dr. Meera Murugesan in chair,

The following points were discussed in the council meeting.

- Link should be sent to the students to forward to their known contacts for admissions
- As per govt instruction College reopens for 2nd and 3rd year on 18th July and for first years tentatively may start from 1st August and bridge course can be started from the same day 1st August
- 1st Internal Exam starts from August 24th and 2nd Internal from 18th September and Model Exam from 10th October
- Students should be insisted about discipline from the beginning of academic year
- Mobile phones are restricted inside the campus and Dress code should be strictly followed
- Moovalur scholarship details should be submitted to MsKruthika before 8th July
- Payment of fee should be intimated to the students from 18th July and inform them about the penalty of Rs 200/- should be paid from August 10th, and for Hall tickets and ID cards RS 100 if lost/ missed
- Free scholarships and sponsorships should be followed separately
- Faculty development program will be from 11-16th July 2022
- All should wear mask from July 18th onwards, Covid SOP should be followed in the lobby with sanitizers
- Staff profile should be updated before Monday (11/07/22)


Signature of the Council Secretary


Signature of the Principal




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Minutes of Meeting held on 07/07 /2022


Agenda: Cinema shooting, PG Registration

Principal i/c, Dr. Meera Murugesan in chair,

The following points were discussed in the council meeting



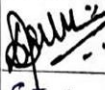


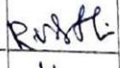

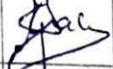


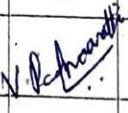
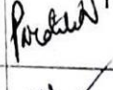
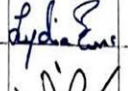

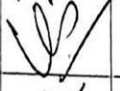




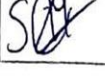
- Principal has asked to select one student from each department who have studied in govt school from 6th – 12th std and that name list should be given by 1.30 Pm to the office. That selected student should get bonafide certificate from the school.
- PG registrations can be done with Rs 5000/- which is non refundable and rest of the amount can be paid after the results while admission.
- Asusual like last year, Concession of Rs 1500 can be given in odd semester for the students who have studied UG in our college


Signature of the Council Secretary


Signature of the Principal




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PRINCIPAL
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Minutes of Meeting held on 08/07 /2022


Agenda : Cinema shooting, Scholarship

Principal i/c, Dr. Meera Murugesan in chair,

The following points were discussed in the council meeting
















- Moovalur Government scholarships link has been sent and it should be followed according to the procedures directed by the circular given by the RJD.
- It is mandatory for the students who is applying for the scholarship must have completed her studies in govt school from standard 6-12th
- TNPSC exam will be on 24th July 2022, faculties should enrol their names as early as possible


Signature of the Council Secretary


Signature of the Principal




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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 13/07 /2022

Agenda: Admission Strategies, New staff entry, Requirements

Principal i/c, Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.


- New comers from Department of Sociology, History, psychology, Accounting & finance, Tourism, Commerce can join the duty on 18th July 2022
- 2nd and 4th Saturday will be holiday for students
- Principal thanked all the department for the tireless work for fee collection and moovalur scholarships
- Make sure that any eligible candidates left out for Moovalur scholarship
- Each department has to give action plan before August 1st 2022
- Following the Induction, Inauguration of department association can be done
- Individual target should be fixed by the HODS about the Department staff and insist staff to do the monthly activities and ensure them to be qualified as per UGC norms
- Instruct students not to scribble in the new painted wall and appoint representative to check
- Furniture and requirement list should be given to Council secretary
- Department should be kept clean and dispose unwanted papers from the racks
- College reopening for 2nd and 3rd year on 18th July and the timing will be 8;30-2;45 for shift I and 11;00- 5;15 for shift II
- Insist students to pay the fees from beginning itself and fees is not refundable
- Boards to be checked, if required HODS can give requisition
- NME hour can be taken in major hour
- Health checkup can be done in Nalam Clinic
- Timetable should be submitted to Mrs. Bency
- Rack painting or any repair works can be done and Electrical appliances can be asked
- Reserved category of SC/ST should not extend the sanctioned list
- Mrs. Krishnaveni and Mrs. Pushpalthawill be the incharge for the NSS activities for this academic year
- Shobana and Anitha Devi for Rotaract
- Allocate staff members to do some new project and fix the target and fund-raising projects




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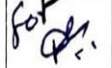
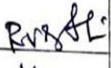





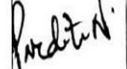
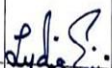







- Checking should be done by the department Hod and all the staff members before printing and get sign after verification
- Activity based program should be conducted and invite other school students to attend department program
- Ask the student to write request letter and come on scheduled days for receiving TC
- Free education students can be encouraged to do PG
- In Soka admin and Professors of Soka group, faculties can send messages regarding any Academic work
- Class test can be conducted for 5 to 10 minutes everyday
- Assembly can be conducted from 18th July 2022


Signature of the Council Secretary


Signature of the Principal




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PRINCIPAL
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Minutes of Meeting held on 26/07 /2022

Agenda: Admission Strategies, Duties, Valuation OD

Principal i/c, Dr. Meera Murugesan in the chair.

The following points were discussed in the council meeting.

- > There will be holiday on 28th July 2022. Admission duty will be taken care by admission committee and two staff members from the office.
- > Department of History will have Commission on 4th August 2022
- > For 1st years, reopening will be on first week of August and bridge course will be conducted on the first day onwards.
- > Department of BBA has accepted to take care of Exam committee for this academic year 2022-2023
- > Mrs. Vijaya Girija Assistant professor and Head Department of ISM and Mrs. Dhana Lakshmi Assistant Professor and Head Department of MSW will be the ISO coordinators
- > Principal has requested to collect the contact list of the students from aided colleges for the purpose of first year admission.
- > OD letter should be submitted by the faculties those who are going for valuation in Madras University.
- > Moovalur scholarship scheme form has to be submitted to Dr. Mary Sujatha Head, Assistant Professor, Department of Commerce along with name list.
- > Fresher's Day will be celebrated on the day of reopening for the 1st year students.
- > Hostel has no vacancy for further new admissions.
- > Teachers should not use harsh towards to students, and the Class-in charge is requested to note the timings whether students are attending their classes on time.
- > Students who receive chairman sir scholarship scheme should concentrate more on studies for the successful completion of degree program.


Signature of the Council Secretary


Signature of the Principal ^{16/9/22} /c




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.R.Sandhyalakshmi		Dr.D.Rani Elizabeth	
Mrs.D.Subhashini		Mrs. N.S.Kiruthika	
Mrs Ramya Devi		Mrs. Vijaya Sumathi	
Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Padmavathy.V.		Ms.Pradita	
Dr.Lydia Eric		Mrs. M. Bhuvaneswari	
Mrs. J. Vimal Rosy		Mrs. Dhanalakshmi	
Dr. A. Vinnarasi		Dr.M.Suganya	
Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 02/08 /2022

Agenda:Reopening for 1st years,Independence Day Programme,Fees, Induction Programme

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.

- The reopening for the first years will be on 11th August 2022. Following that bridge course will begun from 12th August 2022. The class teachers should inform the hostel students about the reopening of the college hostel
- College timing for both shifts I and II will be at 8:30 am- 2:45 pm on 11th August 2022.
- Students are requested to pay their semester fees at the earliest.
- For Moovalur scholarship scheme, HODs are requested to instruct students to get letter from their school for any disapproval.
- Induction ceremony will be conducted on 24th August 2022
- Independence Day celebration will be celebrated on 15th August 2022 in our college premises from 7:30 am – 9:00 am. The duties will be shared by part V and Union.
- There will be a holiday on every 2nd and 4th Saturday for the students and every 1st and 3rd Saturday will be a working day. No leave for hostel students on 13th, 14th, and 15th August 2022.
- An awareness program about Bone and Joint care will be conducted by NSS on 5th August 2022
- HODs are requested to make necessary arrangements for the 1st year students to come on 1st August 2022.
- If the hostel students' parents want to stay back, they can stay till noon on 11th August 2022
- Staff members are asked to take 3 copies of the reports and documents and file it for the purpose of NAAC
- HODs are requested to suggest their ideas and views for the welfare of staff and students.

Signature of the Council Secretary

Signature of the Principal i/c



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Dr. Padmavathy.V.		Ms.Pradita	
Dr.Lydia Eric		Mrs. M. Bhuvaneswari	
Mrs. J. Vimal Rosy		Mrs. Dhunalakshmi	
Dr. A. Vinnarasi		Dr.M.Suganya	
Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Agenda: Independence day Programme, Breast Feeding Awareness Programme, Exam dates, Important dates for Exams, Submission dates of Mark Register,

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.










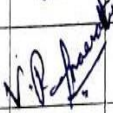









- Class teachers of II and III UG and II PG students are asked to send the name list of the students with University Reg No to college mail id.
- College fees for the odd semester should be informed to II- & III-years students.
- HODs should instruct the students that, there will be no refund after paying fees.
- University qualification approval name list has to be given to Mrs. Tamil Selvi.
- Sanctioned list and admitted list of 1st year student should be given by the admission committee.
- HODs are requested to send the students list those who are eligible for Moovalur scholarship scheme from the admitted list.
- Ask 1st years to do all the essential procedure for Moovalur scheme, students should bring their Aadhar card and Rs 1050 for opening bank account, and the entries should be similar.
- Timing is scheduled at 9:00am -2:00 pm on 6th August and there will be holiday for students and staffs on 9th August due to Muharram
- Students should be trained to practice mother's song and college song with staff in-charge and class representative.
- Independence Day will be celebrated on 15th August at 7:30AM. All the staff and students are requested to attend the 75th year of Independence Day. compulsory attendance will be taken for students, class in-charge are requested to mark the attendance.
- Timing will be as usual for shift – II on 12th August 2022
- Women cell is going to organise an Awareness programme on Drug Abuse on 22nd August 2022
- Internal Exam will commence from 25th August for II UG and III-year UG and PG students.
- The first internal exam for 1st year students will be conducted along with the second Internal exam for II- and III-year students.
- Bridge course will be conducted from 11th August 2022 to 18th August 2022.
- HODs are requested to submit Question papers on 13th August to Exam committee, Mark register should be submitted on 7th September 2022
- Breast Feeding Awareness Programme will be conducted by MSW on 8th August 2022.
- International days can be celebrated as activity days by department instead of giving guest lectures or seminars.
- Staff members are requested to bring laptops on Saturday to clarify their doubts with Mr. Manikandan on 6th August 2022

Signature of the Council Secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

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Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Padmavathy .V.		Ms.Pradita	
Dr.Lydia Eric		Mrs. M. Bhuvaneswari	
Mrs. J. Vimal Rosy		Mrs. Dhanalakshmi	
Dr. A. Vinnarasi		Dr.M.Suganya	
Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 12/08 /2022

Agenda:Database collection, Discipline

Principal i/c, Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.


- The admission duty of 13th August 2022 will be taken care by admission committee. If they have any doubts during admission, they will contact concern department HODs.
- Reporting time for staff and students will be at 7:30 AM and the buses will ply from Ambattur, Retteri, and Redhills at 7:00 AM sharp on 15th August 2022 for celebrating 75th year Independence Day
- Namelist of the students availing college bus should be collected and the buses will not stop in between DRJ and college/Kallikuppam and College
- First year UG should open an account in Indian Bank for Moovalur scheme and the name list of the eligible students should be collected by the class incharge
- Late comers will not be entertained during the college function and the discipline should be ensured and attendance must be taken
- Tamilnadu Govt has organized a program at Kalaivaanar Arangam on 13th August from 6:00 pm to 9:00 pm. Hostelites will attend the program.
- Mrs. Reeta will be the incharge for housekeeping staff
- Department of social work has signed an MOU with Nirbhaya counselling centre and initiative of Tamil Nādu Government. Students can avail internship as part of collaborations
- National academy of customer is going to organise an Awareness program on 22nd August 2022 at 10:00 am to 1:00 pm for the II years. The class incharges and hour incharges should combine with them for discipline. They need one staff coordinator from our college and Ms. Jabamalai Priya of Bcom CS will be the coordinator.
- Students database will be collected by Ms. Bency, Head Department of Economics, and Dr. A. Vinnarasi Head Department of HRM. The database will split up as three batches.

2000-2010

2011-2020

2021-2022


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 16/08 /2022

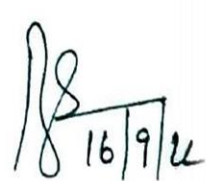
Agenda:Extension of Admission

Principal i/c, Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting






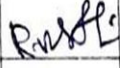



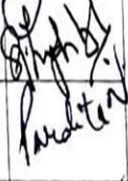
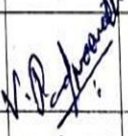
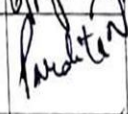
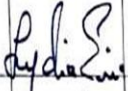



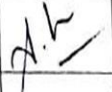



- Admission of I UG has been extended up to 30th August 2022
- The namelist of the students those who are availing the college bus from I&II UG and II PG should be given to the Department of Mathematics.
- All the first years should assemble in physics lab on 18th August 2022 at 11 o'clock *for attending bridge course programme.*


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 17/08 /2022

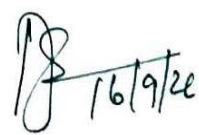
Agenda: Student Exchange Programme, Japanese class

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- HODs are requested to prepare Questions for Students Exchange Programme and framed Questions should be sent to Dr .R. Jagannathan
- The test for the students exchange Programme is scheduled on 29th August 2022 and the test will be taken care by Mrs. Kiyomi Tanaka. Students name list should be given to Mrs. Kiyomi
- Saturday will be the working day for the staff members and the Timing is scheduled at 9:00 am– 2:00 pm on 20th August 2022.
- ~~For~~ Japanese classes will be conducted on 25th, 26th, 29th August 2022 for 1st year students by the Japanese teachers.


Signature of the Council Secretary


Signature of the Principal




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Dr.Karpagam			
Dr.S.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 20/08 /2022

Agenda: Discipline, Scholarships

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- HODs are requested to give final list of the moovalur scholarships scheme with Serial no, Name, Reg no, Department, Bank, Batch, to Dr Mary Sujatha Head, Department of Commerce
- Students should not bring mobile phones to the college and the penalty of Rs 1000/- will be collected if the students used their phones in the college premises.
- HODs are instructed to check the attendance every day and the attendance should be entered every hour without any mistakes.
- Students Union should go for rounds every day to maintain the discipline in all the classes and corridors.
- Disciplinary committee should take care of discipline every day and the committee members will be Dr. Revathy Physical Director/ Lt. Amudhavalli NCC officer and all the staff members from the Department of BCA
- Students should wear ID cards without fail.
- Gate pass is mandatory for both Staff members and students
- If students taking leave more than one day, Class incharges are requested to inform their informed their parents
- Students Leave forms should be collected from the office and it should be submitted to the principal.
- Class teachers are informed to collect full details of the students and Parents. Parents those who are having high profile with the following occupations like (Bank officials, political, Advocate) can be collected and submitted to the council secretary.

Signature of the Council Secretary

Signature of the Principal



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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

MINUTES OF MEETING

DATE: SEPTEMBER 5, 2022 (12 NOON – 1 PM)
MEETING CHAIRED BY: Dr. Meera Murugesan – Principal i/c
AGENDA: PG Admission, Moovalur scheme , Japanese classes,
Onam celebration, Instant Revaluation.

The following points were discussed in the council

- The meeting started with the exchange of teacher's day wishes. On account of teacher's day, one hour (1.20 pm to 2.15 pm) will be monitored by the class representatives/secretaries and joint secretaries. This will enable students to take up charge and leadership qualities in the future.
- The Admission of PG courses are open from September 5, 2022. The fee concession of Rs. 1500/- for the old student can be given in the odd semester fees if a student enrolls for PG course. The respective departments are requested to take charge of the duty.
- Instant Revaluation form will be issued from the office to the students who wish to apply for revaluation. The class incharges and HODs are requested to cross- check the details in each form and submit to Ms. Bhuvaneshwari , the then Controller of Examinations. The changes in result percentage post-revaluation can be considered for 100% result and submitted to Principal's office.
- To promote cultural harmony, Onam festival will be celebrated in the college campus on September 7, 2022 between 12.30 pm and 2.00 pm. College Union along with Fine Arts Club will organize the cultural and conduct the proceedings. The function duty committees are requested to take charge of their respective duties.
- The list of students receiving Moovalur Scheme is yet to be received from the Government. The HODs are requested to collect details of students, in case of any communication received in the students' end. It is further insisted that the students who are yet to open bank accounts, should open savings account in the Indian Bank for seamless application of the same.
- Dr. Sandhyalakshmi- Head - Department of English and IQAC Coordina.or represented the college for a NAAC assessment meeting at MOP Vaishnav College. She has received award for presenting two best practices of the college – silent prayer in the morning assembly and for spoken Japanese course for students with native teachers on board.




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- In continuation of the same practice, it has been decided to continue the same practice for the UG Ist years under the title "SEIKO". The Classes will commence from september 7, 2022 to September 17, 2022 and if required online classes will be conducted on Saturdays. Students after undergoing the basic programme can enrol for Japanese course scheduled on septembre 19, 2022. Ms. Bency , Time table incharge will schedule the classes and the time table will be circulated to all the departments.
- The dates for IInd Internal Question Paper – September 13, 2022 and Mark Register Submission is October 10, 2022.
- Library Day will be observed on September 16, 2022 preceeded by a two day book exihibition. The librarian shared the details in the council and requested all the department HODs to motivate the students to take part in the competitions and lecture.

COUNCIL SECRETARY

L. Anandalekshmi
Recorded by

PRINCIPAL i/c

[Signature]
6/9/22



[Signature]
PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 15/09 /2022


Agenda: Talent meet, Mobile phone

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting





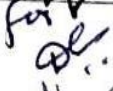

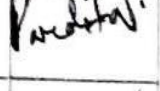





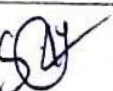
- Mobile phone will be strictly prohibited in our college
- Staff members are asked to take classes effectively.
- PO and CO can be placed in the notice board so that the students can read and learn
- Fresher's talent meet will be conducted on 17th September 2022 at 9:30 am.


Signature of the Council Secretary


Signature of the Principal i/c




PRINCIPAL
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Dr.Karpagam			
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Minutes of Meeting held on 21/09 /2022

Agenda: Academic exchange program, Gandhi Jayanthi and Golu celebration, Late comers, Question Paper, Opening of 1st PG

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting








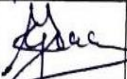



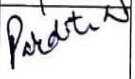
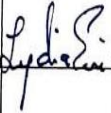

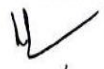





- If the student is getting TC, it should be informed to the admission committee and office.
- For academic Exchange Programme, Interview will be held on 26th September 2022 at 10:00 Am
- Criteria is organising a workshop on 'Managing Files and time'. One staff member from each department and office staff members will attend the workshop. And the timing will be from 12:00 Pm to 2:30 Pm
- Attendance should be marked on 24th September 2022, Saturday
- Opening of 1st year PG students will be on 26/09/2022 at 9:30 am
- Late comers should show their ID cards to the discipline committee, if 1st years are coming late, then it will be verified with their class in charges.
- Details of the 1st year students should be collected by the class incharges and the details should be Name of the parents, Mobile number and occupation.
- For admission duty, Staff incharge of admission should sit in the lobby.
- PO should hung in the class windows and geo tag photos should be taken after putting in the windows.
- Mentoring class will be on 30th September 2022
- Gandhi Jayanthi Celebration will be on 1st October 2022.
- Pooja celebration will be conducted on 3rd October 2022.
- HODS are asked to give the model question paper on 10th October 2022.

Signature of the Council Secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.D.Rani Elizabeth		Dr.R.Sandhyalakshmi	
Mrs.D.Subhashini		Mrs. S. Gunachithra DHANA LAKSHMI	
Mrs. N.S.Kiruthika		Mrs. Vijaya Sumathi	
Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Abila Marselin		Ms. A. Vaishnavi	
Dr.Lydia Eric			
Mrs. J. Vimal Rosy		Mrs. M. Bhuvaneswari	
Dr. A. Vinnarasi		Mrs. Dhanalakshmi	
Dr. B. Anuradha		Dr.M.Suganya	
Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 28/09 /2022

Agenda:Eye-opener, Syllabus Revision, Remedial class, Accident Insurance Policy, Lesson Plan, Scribe Letters,

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting





















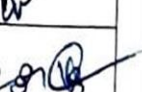
- An eye-opener session starts from 29th September 2022 according to the college calender.
- Accident Insurance Policy' for students under the government scheme will be implemented and the students should pay Rs 15/- to the office.
- Ist year syllabus has been revised.
- Remedial classes will commence from 1st October and the register should be signed by the principal.
- Peer teaching can be done by the Advanced learners.
- 'Thirukurral' can be elected as a core- elective by any department if they are interested.
- Teachers are requested to follow punctuality.
- CO should be intimated to students through GCR, Notice Board, Mentoring session and every department should read their PO during that particular department turn in the assembly.
- General circular will be displayed in the notice board.
- Department secretary and Joint secretary should explain about the code of conduct to their respective department students.
- News headlines should be shortened in the assembly.
- All the staff members are requested to submit a copy of their research certificates to criteria III.
- Nalam Clinic will be considered as Mentoring/ counselling centre and the Doctor will be the mentor.
- Scribe letters must be collected from WD students.
- Teachers ~~must~~ ^{shall} speak in a respectful manner to the parents.
- Teachers are instructed to attend all the events organised by the department as well as by the college.
- Model exam question paper should be submitted on 17th October 2022.
- Attendance should be marked on 24th September 2022
- Lesson plan should be submitted on 7th October 2022.
- Value Education question paper will be taken by the department of ISM
- Professional English question paper will be taken by the department of English.
- Personality Enrichment question paper will be taken by the department of Economics

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30/11/21



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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.D.Rani Elizabeth		Dr.R.Sandhyalakshmi	
Mrs.D.Subhashini		Mrs. S. Gunachithra	
Mrs. N.S.Kiruthika		P-DHANALAKSHMI	
Dr. S.Mary Sujatha		Mrs. Vijaya Sumathi	
Mrs. G. Vijaya Girija		Mrs. M. Grace	
Dr. Abila Marselin		Mrs. S.Joseph Bency Prisca	
Dr.Lydia Eric		Ms. A. Vaishnavi	
Mrs. J. Vimal Rosy			
Dr. A. Vinnarasi		Mrs. M. Bhuvaneswari	
Dr. B. Anuradha		Mrs. Dhanalakshmi	
Dr.Mahadevi		Dr.M.Suganya	




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 01/10 /2022


Agenda: Pooja celebration and class timing, Remedial class, Pending fees,

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting






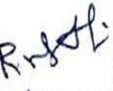

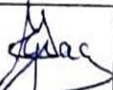










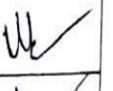

- Both shift I and shift II will work on the same timing. And the timing will be at 8:30 Am- 2:00 Pm for the staff members and 9:00 ~~AM~~ – 12:40 Pm for the students.
- Class timings:
 - Ist Hour- 9:00 Am- 9:40 Am
 - IInd Hour- 9:40 Am- 10:20 Am. (10:20- 10:40 Break)
 - IIIrd Hour- 10:40 Am- 11:20 Am
 - IVth Hour- 11:20 Am- 12:00 Pm
 - Vth Hour- 12:00 Pm- 12:40 Pm
- Pooja celebration will be done from 9:00 Am- 10:00 Am. Staff who are free during the celebration should attend the pooja.
- Accidental Insurance policy amount of Rs 15/- should be submitted today.
- Declared Holiday on 4th and 5th October 2022.
- Hostelites will leave to their native today.
- Ist year Ug will collect their 12th Marksheet from their school on Monday.
- PG- Those who are paid Rs 5000/- Pending amount should be paid at the earliest.
- Remedial classes should be commenced as per the schedule.
- Any clarification in the duty allotted to the staff will be discussed with the respective HOD's or with the principal.
- Increment will be given at the earliest.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.D.Rani Elizabeth		Dr.R.Sandhyalakshmi	
Mrs.D.Subhashini		Mrs. S. Gunachithra	
Mrs. N.S.Kiruthika		Mrs. Vijaya Sumathi	
Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S. Joseph Bency Prisca	
Dr. Abila Marselin		Ms. A. Vaishnavi	
Dr. Lydia Eric			
Mrs. J. Vimal Rosy		Mrs. M. Bhuvaneswari	
Dr. A. Vinnarasi		Mrs. Dhanalakshmi	
Dr. B. Anuradha		Dr.M.Suganya	
Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 06/10/2022

Agenda: Admission date extension, Lesson Plan, Unom Data.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting


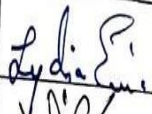







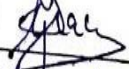








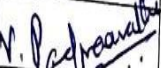
- PrajapitaBrahmakumariIshwariyaVidhyalaya is organising Golden Jubilee celebration for their organisation on 8th October 2022 at Lady Andal Auditorium. The staff members are requested to attend the function, and Human values club, Hostel students, Ms. Subarna Physical director, Ms. Kiyomi Tanaka, Ms. Zizuka will also join with them.
- Saturday will be holiday for the students and staff members.
- University of Madras needs some details from the departments. HODS are requested to give details before 2:00 pm to Mrs. Grace Assistant professor & Head, Department of BCA.
- Admission is extended till 10/10/2022.
- Dr. Abila Assistant Professor, Department of Physics has given resignation and Dr. Padmavathy will be heading the department.
- Mr. Sibikumar, Civil Service Academy is conducting coaching classes to the students, PG students can register and attend the program and the students' names should be given to Dr. A Vinnarasi Assistant Professor & Head Department of HRM
- Students late coming has been increased, Hods are asked to take necessary steps to reduce the late comers.
- There will be assembly on Monday and Department of commerce will conduct the assembly.

Signature of the Council Secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
Dr.D.Rani Elizabeth		Dr.Lydia Eric	
Dr.R.Sandhya Lakshmi		Mrs. J. Vimal Rosy	
Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099


Minutes of Meeting held on 07/10 /2022

Agenda: National Conference, Paper Presentations, Action Plan, Question Paper

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting


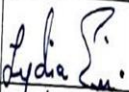








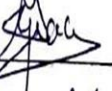

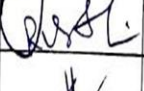







- National conference will be conducted on 19th and 20th October 2022. Mr. Vishesh Gupta will be the Chief guest and the Topic is Peace and Sustainability.
- HODS are asked to do their department duties for the conference.
- Staff members are requested to invite other college students and staff for the conference. PG students can also present papers.
- National conference abstract can be given on or before 15th October 2022.
- Principal have asked HODs to give Department action plan for the academic year.
- Lesson plan date is extended till 20th October 2022.
- Question paper should be submitted on or before 17th October 2022.


Signature of the Council Secretary


Signature of the Principal




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SOKA IKEDA COLLEGE OF ARTS
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Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




 PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Minutes of Meeting held on 28/10/2022

Agenda: Inspection, PO CO, Remedial class, International Seminar, Exhibition, Workshop on Entrepreneurship, Student grievance, PTA meeting, Staff recruitment, Question paper submission.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- Moovalur Scheme Application form should be filled and the form has to be submitted in online.
- The incharge of Electoral committee is Ms..Anitha, Asst. Professor, Department of Maths.
- Moovalur scheme- Dr. Mary Sujatha Asst Prof & Head, Department of Commerce.
- RJD Details- Ms. Kruthika. Asst. Prof & Head, Department of Comp. Science.
- Naan Mudhalvan Scheme- Ms. Bency, Asst. Prof & Head, Department of Economics.
- ISO- Ms. Vijaya Girija, Asst Prof & Head, Department of Information system Management.
- AISHE- Dr. Rani Elizabeth, Asst Prof & Head, Department of Tamil.
- NIRF-Dr. Mary Sujatha Asst Prof & Head, Department of Commerce.
Ms. Kalpana, Asst. Prof & Head, Department of ISM.
- General Inspection will be held on 17th November 2022, 3 externals are expected to visit from the university.
- If students are not producing community certificate, then they must be considered as OC category and a consent letter must be obtained from the students
- PO and CO must be pasted in their respective classrooms, and a geotag photo of the same must be taken.
- Principal instructed HODS to conduct Remedial classes for students.
- Advance Learners should
 1. Attend and present papers in conference and seminars
 2. Peer teaching
 3. Remedial classes
 4. Advance learners can be trained by faculties
- International Seminar is organised on 6th December 2022. Guest for the international seminar will coming from Soka school of Malaysia.
- Human Value club is organising an Exhibition on 2nd January 2023.

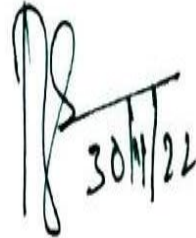



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CHENNAI - 600 099

- PTA meeting can be conducted in department level and geotag photos must be taken.
- Mentoring session will be held on November 4th 2022
- Original Certificates must be given for 2nd and 3rd year students before the commencement of exams.
- PE, NME exam will be conducted on 10th November 2022.
- All the internal and model exam Question papers should be checked and verified by the HODS.
- Increments will be based on staff performance from the next academic year.




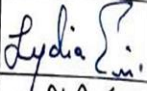








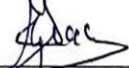






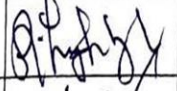

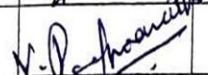
Signature of the Council Secretary



Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
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Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 1/11 /2022

Agenda: Moovalur Scheme, NIRF Registration, AISHE Data Submission.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- Moovalur Scholarship portal has been opened for 1st year students and it has been renamed as Puthumai pen but the procedures will be same.
- AISHE data should be collected and that should be corrected and checked twice
- While uploading student's details in university portal, if community certificate of the students is not produced, community need not be mentioned.
- All the certificates and documents submitted to Criteria V should be submitted to NIRF
- If students are placed/appointed through our college campus drive, their appointment order should be submitted to NIRF
- General Inspection may occur before Monday. No one should avail leave during the inspection.

The following things will be inspected

- A) Laboratory
- B) Library
- C) Infrastructure
- D) Documents (office & Department)
- E) Student strength
- F) Scholarship
- G) Random faculty checking


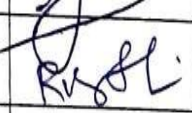

- Working time on 02.11.22, Wednesday will be from 9:30 am – 1:00 am, if it is declared holiday for students.

Signature of the Council Secretary

Signature of the Principal



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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099


Minutes of Meeting held on 08/11 /2022


Agenda: Convocation, 1st UG and PG model exam, Semester fee Outstanding.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting



- It is decided to conduct the Annual convocation on 6th January 2022 and college day on 7th January 2022 for the batch 2018-2021 (UG) and 2019- 2021 (PG)
- The guest of honor for convocation will be Vice Chancellor of Agriculture college and another guest from Equador and the guests will be confirmed shortly.
- Personality Enrichment and Value Education examinations will be conducted on 10th or 11th or 12th of November 2022
- There will not be 2nd Internal exam for 1st year PG but model exams will be conducted for both UG and PG 1st year students
- All outstanding fee of students for this semester must be collected as early as possible.
- Attendance sheet should be submitted before their exams.


Signature of the Council Secretary


Signature of the Principal




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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Minutes of Meeting held on 11/11 /2022


Agenda: Inspection from University, Staff Recruitment Advertisement.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- Saturday will be a holiday for students and staff members. So staff members are instructed to complete the paper valuation.
- General inspection from the university of madras is expected to happen on 17th November 2022. Therefore, HODs are requested to keep all the necessary documents ready
- Advertisement to recruit new staff members are given in newspaper and interview for the same will happen on 21st November 2022.
- Required documents must be given to the governing body committee.
- The viva voce for Life and Managerial skills will be conducted on 14th November 2022.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
Dr.D.Rani Elizabeth		Dr.Lydia Eric	
Dr.R.Sandhya Lakshmi		Mrs. J. Vimal Rosy	
Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Minutes of Meeting held on 14/11 /2022

Agenda: Study Holiday, Hall ticket, Invigilation duty Regulations.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- In lieu of university exams study holidays for 2nd and 3rd UG along with 2nd PG will be from 15th – 17th November. Hall tickets will be issued to the students on 18th November 2022. Classes will be conducted as usual for 1st UG and 1st PG.
- Smart watches will not be allowed inside the exam hall
- Invigilators are advised not to sit in the examination hall and invigilation duties should be done strictly.
- List of students with single parent from 1st years and 2nd year students should be submitted tomorrow to the Union Staff.

Signature of the Council Secretary

Signature of the Principal



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SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Minutes of Meeting held on 16/11 /2022


Agenda: Hall ticket, Attendance for writing exam, Papers for WOW, Inspection, Fee Dues.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

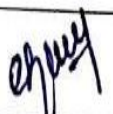
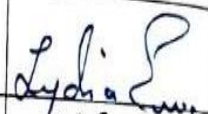








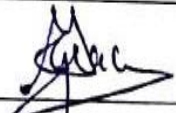
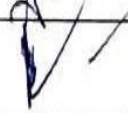
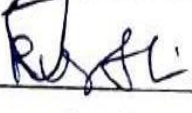




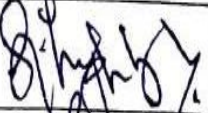
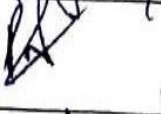
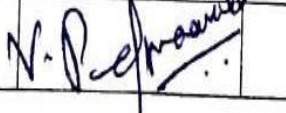
- The hall tickets will be issued on 18th November for the university exams.
- Attendance should be calculated till 17th November 2022.
- Students must clear all the dues to obtain their hall tickets.
- Students with less than ~~55~~ percentage will not be allowed to write the exam.
- Collected junk papers to be given to wow as ^{early} ~~soon~~ as possible.


Signature of the Council Secretary


Signature of the Principal




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 PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 18 /11 /2022

Agenda: Timing, Qualification approval, Nalam clinic, PG research centre, PPT in department, University rank holders, Staff meeting, Governing Body meeting, Claim for theory and practical, Model exam for PG 1st year, Question paper submission, Invigilation duty.

Principal i/c: Dr. Meera Murugesan in the chair,


The following points were discussed in the council meeting


- Principal thanked everyone for the successful completion of Inspection.
- Classes will be conducted for 1st PG and 1st UG on 19/10/22 is from 9.00 am to 2:15 pm and for the staff members from 8:30 am to 2:45 pm. HODs are requested to inform the students to come regularly to the college.
- Management has requested all the HODs to give PPT about the history of the department and university Rank holders from the inception period.
- Qualification approval will be conducted as a drive in the respected colleges in near future. Principal has requested everyone to give the names for staff approval for those who have not yet get their approval can give their names to office for the further process.
- Staff meeting is scheduled on 21st November 2022.
- Inspection Committee has given some suggestions to be followed
 1. PG research centre can be started with two PG departments.
 2. Eligible staff members should be appointed. The staff should have either Net/Set or Mphil, Ph.D or they should have registered for Ph.D.
 3. Staff room can be reshuffled
 4. University ranks can be displayed in the board from the beginning year.
 5. Nalam clinic can be changed to downstairs for easy access.
 6. Shift 2 classrooms and lab has to be altered to some other place.
- Management has given suggestions that all the HODs should keep PPT ready at any time about the department
 1. Preamble of the department (UG/PG/Research Starting Year)
 2. History
 3. Program objective, Programme specific objective
 4. Staff strength and details.
 5. Admission details.
 6. Upgradation in the department.
 7. Year/ Achievements.
 8. University rank holders.




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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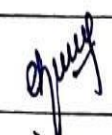
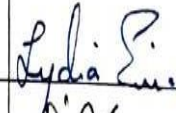





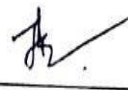




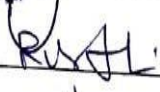




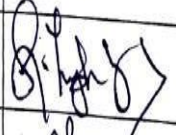

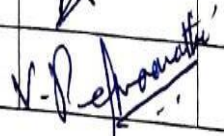
9. Students' intake from 2000.
 10. Students Passed out
 11. Higher education
 12. Qualified for civil services/ Exam
 13. Sports quota.
 14. Notable Alumni.
 15. Seminars, conferences, Paper presentations, symposium
 16. Career guidance.
 17. Competition among colleges.
 18. Certificate course, Addon course.
 19. Result analysis
 20. Staff approval drive.
- Invigilation can be changed only on emergency time; staff members must do their invigilation strictly.
 - Governing body meet will be conducted on 29th or 30th November 2022.
 - Accounts can be maintained in the departments for valuation claims, Invigilation duties, and scholarship.
 - Principal has instructed staff members to get sign in the documents before submitting any documents or files.
 - Model exams will be conducted from 1st December 2022. *for 1st years*
 - Question paper submission date is on 25th November 2022.
 - NME exam can be conducted for 2 hours and Personality Enrichment exam For 1 hour


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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 PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
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 CHENNAI - 600 099

Minutes of Meeting held on 26/11 /2022

Agenda: Discussions on Convocation, Christmas and College day celebrations, Invigilation, Blood donation camp, Endowment Award and Proficiency Award discussions, Research committee Program.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

- Rotary club will be celebrating pongal celebrations in our college campus on 8th January 2023
- Graduation day will be on 6th January for the batch of 2018-2021 and 2019-2021 batch students and College Day celebrations will be on 7th January 2023.
- January 2nd has been observed as Global harmony day and Blood donation camp will be held on commemoration of Dr. Daisaku Ikeda's birthday.
- Seed of Hope and Action exhibition will take place in our college on 2nd January 2023.
- Christmas celebrations will be held on 17th December 2022.
- Pongal day will be celebrated on 12th January 2023
- Endowment Award list should be given for the batch of 2018-2021 and 2019-2021 by considering only first semester.
- Ikedian award will be given to the topper of the college and that name list should be given to the Head, Department of Bcom CS.
- Names of a women social activist can be recommended for Manjula Srinivasa award with the proof.
- Graduation Day details should be informed to the parents
- Alumni day will take place on convocation day itself
- Department of Tamil is planning to organise a National Conference.
- For IDE and university paper valuation staff are requested to go after the college hours
- For first year, registration for moovalur scheme will be done only after getting the registration number
- For first UG, Last working day will be calculated till December 9th 2022 and number of working days will be 87 days.
- From 10th December to 14th December students will have study holidays.
- Subjects should be handled individually as it affects the result analysis.
- Personality enrichment and NME and soft skill should not be considered for result analysis.
- Staff members should maintain the proof of all the duties done. In case of any programme, Invite, Report should be submitted to all cells and clubs coordinators.




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099



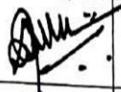









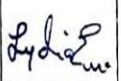




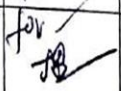



- Personality enrichment and NME and soft skill should not be considered for result analysis.
- Staff members should maintain the proof of all the duties done. Incase of any programme, Invite, Report should be submitted to all cells and clubs coordinators.
- No due forms should be collected from 1st UG
- Tentative date of reopening for the IInd and IIIrd year will be on 10th December 2022
- Ist year PG incharge should complete their internships during holidays.
- English Department should perform the skit for Christmas celebrations.
- ISO internal will be done by the internal auditors.
- Individual staffroom will be allotted as per university inspection suggestions.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Names	Sign	Names	Sign
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Dr. B. Anuradha		Dr. M. Suganya	
Dr.Mahadevi		Mrs. K. Srimathi	




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 02/12 /2022

Agenda: Fee due, StudyHolidays, Award discussions, New staff joining, Photo session.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting

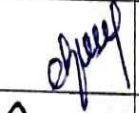

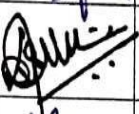







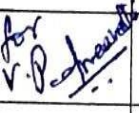

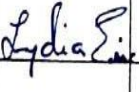




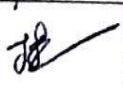


- College will reopen for 2nd year students on 7th December 2022 and for 3rd year students on 12th December 2022.
- Study holidays will commence on 10th December 2022 for the 1st year students.
- Students can leave at 1:20 pm till 23rd December 2022.
- Attendance closure dates for 1st year students will be on 10th December 2022.
- Hall tickets will be issued for all students from 15th December 2022.
- All Fee dues for the current semester for all the students must be cleared in the month of December 2022.
- Christmas Celebration will be conducted on 22nd December 2022.
- Dr. Ikeda award will be given to Ms. Bhuvaneshwari from the Department of Mathematics for the good academic record.
- Viswanathan Gold Medal Award will be given to Ms. Bhuvaneshwari from the Department of Mathematics for best outgone student in under-graduate and VIT Chancellor Viswanathan Gold Award will be given to Ms. K. Pavithra from the Department of Mathematics for best outgone student in post-graduate.
- Ikedian Young Achiever Award will be given to Ms. Gunamani for Excellence in Sports.
- Women's Day celebration is scheduled to happen on 6th March 2023.
- New staff can join on 5th December 2022.
- Photo Session for the 3rd year UG and 2nd year PG students will be held on 14th December 2022. whereas 1st and 2nd year students will occur on 7th December 2022.


Signature of the Council Secretary


Signature of the Principal




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Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 08/12 /2022


Agenda: Award discussions, Group Photo, Proficiency Award.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting:

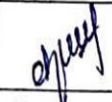









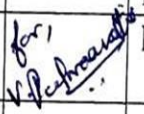

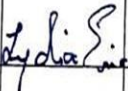







- Kawamura Award will be given to Ms. Poongodi from the Department of English.
- Ikedian Young Achiever Award will be given to Ms. S. Harini.
- Kriya Award is suspended for this academic year.
- Nishikori Award will be given to Ms. Krishnapriya from the Department of Computer Science Shift-II.


Signature of the Council Secretary


Signature of the Principal




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		Mrs. K. Srimathi	
Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 11/01 /2023


Agenda: Research cell formation, Pongal holidays, Farewell for Japanese, Scholarship.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,

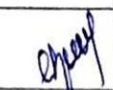

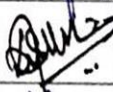




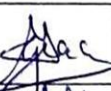


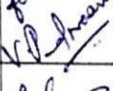

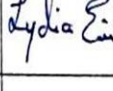







- Research & Development cell must be developed and a Director must be appointed as per the guidance from the Registrar of the University of Madras.
- Advance Learners should meet Dr. Sandhyalakshmi, IQAC Co-ordinator on 11th January 2023.
- Scholarship details for SC/ST students must be uploaded in the University portal at the earliest.
- Farewell for the Japanese exchange students will be on 24th January 2023.
- Department heads can give grades to Ms. Kiyomi Tanaka for the exchange students.
- Hostel students can leave for Pongal Holidays on 11th January 2023..


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.D.Rani Elizabeth		Dr.R.Sandhyalakshmi	
Mrs.D.Subhashini		Mrs. S. Gunachithra	
Mrs. N.S.Kiruthika		Mrs. Vijaya Sumathi	
Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Abila Marselin		Ms. A. Vaishnavi	
Dr.Lydia Eric			
Mrs. J. Vimal Rosy		Mrs. M. Bhuvaneswari	
Dr. A. Vinnarasi		Mrs. Dhanalakshmi	
Dr. B. Anuradha		Dr.M.Suganya Mrs. K. Srimathi	
Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 15/12 /2022

Agenda: Graduation day, Pongal celebration, Annual report,

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,







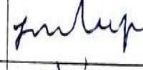



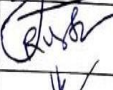





- 17th December 2022 will be a holiday for all the students.
- University valuation may commence from 26th December 2022.
- Christmas Celebration will be conducted on 22nd December 2022 from 11AM to 1 PM.
- Pongal Celebration is scheduled on 10th January 2023.
- Rotary Club will conduct a Pongal Celebration Event in our College Premises on 8th January 2023.
- Breakfast and Lunch on the Convocation day will be provided for all the staff.
- Snacks will be given on the College Day for staff and students.
- Ms. Parveen Sultana will be the Chief Guest on our College Day Celebrations.

Signature of the Council Secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
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Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 21/12 /2022

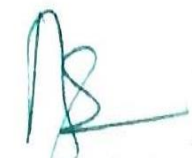
Agenda:Exhibition, Graduation day timings, Internal marks, Online entry, Graduate photo.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,













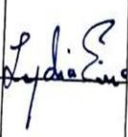







- All the students are asked to come for the Christmas day Celebration without fail.
- Christmas Holidays will be observed on 24th, 25th, 26th, 31st December 2022.
- Hostel students are asked to go for their vacation in the evening on 24th December 2022.
- Graduates are asked to assemble by 12:30PM on the Convocation day.
- All students should remain in the college till 5 PM for college day celebration on 7th January 2023.
- Details for AISHE and NIRF should be given promptly for the registration. Staff are requested to submit their Pan Card & Aadhar Card photo copies for the registration.
- Timing for staff members on the Convocation day on 6th January 2023 will be at 8AM.and for College Day on 7th January 2023 will be at 9AM.
- Till Pongal timing for students will be from 9AM to 1:15 PM.


Signature of the Council Secretary


Signature of the Principal




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SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
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Mrs. G. Vijaya Girija		Mrs. S.Joseph Bency Prisca	
Dr. Abila Marselin		Ms. A. Vaishnavi	
Dr.Lydia Eric			
Mrs. J. Vimal Rosy		Mrs. M. Bhuvaneswari	
Dr. A. Vinnarasi		Mrs. Dhanalakshmi	
Dr. B. Anuradha		Dr.M.Suganya Mrs. K. Srimathi	
Dr.Mahadevi			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 05/01/2023


Agenda: Nostalgia, , Alumni Feedback form.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,

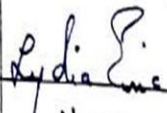


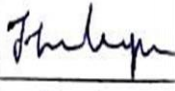




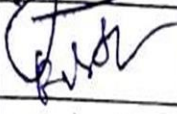



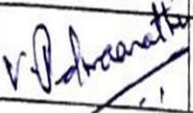
- Group photo will be taken on the stage soon after the vote of thanks on the Convocation Day on 6th January 2023.
- Nostalgia to the graduates will be given in electronic format.
- Ms. Jebamalai Priya, Assistant Professor in the Department of B.Com CS will be promoted as Head Department of Accounting and Finance.
- Alumni feedback form must be collected from the graduates.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

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Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
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Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr. V Padmavathy			




 PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Minutes of Meeting held on 07/01/2023


Agenda: Discussion on College day program, NAAC meeting, Pongal celebrations.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,



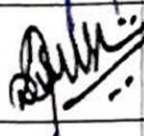









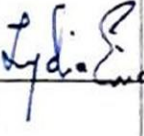

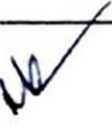



- Principal thanked all the Departments for the successful completion of the Convocation Day.
- President Dr. Jaganathan will conduct NAAC meeting on 9th January 2023.
- Students strictly advised not to take photos and videos during the College Day Program.
- All the Head of the departments are requested to start the process of making Pongal before 9:00 am.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Sign	Names	Sign
Dr.D.Rani Elizabeth		Dr.R.Sandhyalakshmi	
Mrs.D.Subhashini		Mrs. S. Gunachithra	
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Dr. S.Mary Sujatha		Mrs. M. Grace	
Mrs. G. Vijaya Girija		Mrs. S. Joseph Bency Prisca	
Dr. Abila Marselin		Ms. A. Vaishnavi	
Dr.Lydia Eric			
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Dr. A. Vinnarasi		Mrs. Dhanalakshmi	
Dr. B. Anuradha		Dr.M.Suganya	
Dr.Mahadevi			




 PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Minutes of Meeting held on 09/01/2023

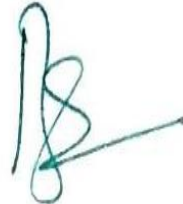
Agenda: Alumni Database, Research publication, Exhibition, Lesson plan, Sports for staff and students.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,

- Staff members are advised to publish articles in research journals with high impact factor of 3.
- Placement offers of students with salary package details should be collected with necessary proof.
- Collegiate of Higher Education has requested to setup 3-4 stalls in 3 day exhibition from 24th to 26th of January 2023 from 3:00 PM to 7:00 PM.
- Dr. A. Vinnarasi will be a Co-ordinator for Criteria 3.
- Sports Day is scheduled on 28th January 2023.
- Staff sports and games will be conducted on 10th January 2023.
- Lesson plan must be submitted on or before 1st February 2023.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

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Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
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Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Minutes of Meeting held on 20/01/2023


Agenda: Fees penalty, GITS, question paper submission, Commission, Farewell.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,


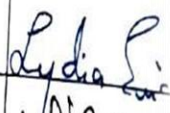


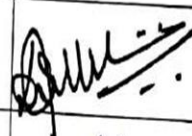


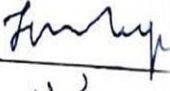


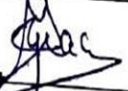









- Hereafter fee payment dates and deadlines must be followed as per the college calendar.
- Mr. Manikandan and Ms. Radha from GITs will be coming tomorrow to clarify the doubts.
- During examination students must not be allowed to go outside for any reasons.
- Submission of question paper for 1st internal exams will be on 25th January 2023.
- Scrutinise the question paper before submitting.
- There will be a visit from continuous provision official commission for the department of History, Sociology and Physics.
- Sports Day is scheduled on 28th January 2023 from 9am to 1am and students may leave from 1:30PM onwards.
- HOD's are requested to send students to participate in dance and march past events.
- Farewell for the exchange students will be held in the Physics Lab.
- Staff room for MSW and History departments are relocated to the 2nd floor.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
Dr.D.Rani Elizabeth		Dr.Lydia Eric	
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Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 25/01/2023


Agenda: Optional Paper discussions, Japanese language class, Admission, Canvassing Duties.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,


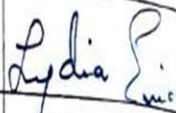








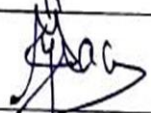

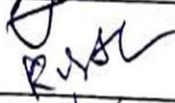




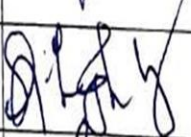

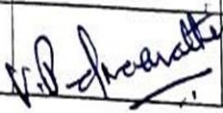
- University has requested all the colleges to add optional thirukural subject from the next academic year. And Principal asked all HODs to confirm with other colleges and board of studies.
- Valuation may commence from 30/01/23
- Reporting time for Republic day celebrations will be 7:30 am for all the staff and the students.
- Students other than college bus should come at 8:45 am on 28th January 2023 for Sports day celebrations.
- Principal has requested all the HODs to plan for Admission for the next academic year.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
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Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
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Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 03/02/2023


Agenda: Research writing program, Communication for paper valuation, ISO audit, Discussions for committee, NAAC work.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting,

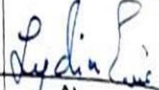

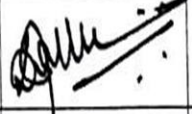


- For research writing program, II PG students name list, staff less than 45 years list has to be given to Dr. Sandhya Lakshmi IQAC Coordinator by today.
- Paper valuation communication has been received from the university. Staff members are asked to go half day after making class arrangements.
- HODs are asked to send the staff members for the valuation duty after 2:15 pm on 15th February 2022 for the ISO audit
- As per the Government instructions college will function on all Saturdays for this current semester.
- Weekly schedule will be given for the completion of Criteria work. Staff members should plan accordingly and finish it on time.
- All criteria coordinator should give task on all Mondays.
- Department of Bio chemistry will be the Incharge for Union for the next academic year 2023-2024
- Exam committee- Department of Economics.
- Calender committee- Department of Commerce.
- Classroom, Timetable- Department of English
- From the next academic year single digit admissions will not be permitted to exist.
- Management has decided that three-month notice or else three-month salary should be given by the staff members during middle of the year.
- Any NAAC work print can be taken in IQAC room.


Signature of the Council Secretary


Signature of the Principal




PRINCIPAL
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

Minutes of Meeting held on 10/02/2023

Agenda: Valuation duty, Nan mudhalvan scheme, SC/ST scholarships.

Principal i/c: Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.

- Staff members those who are going for valuation duties are asked to submit the attendance certificate compulsorily and also on duty letter should be duly submitted to the office before going for valuation.
- If there is no certificate for SC/ST scholarship students or any other schemes we should get letter from the students.
- Community and Income certificate should be given compulsorily
- Students should get attestation for sixth to twelfth standard certificate from the school for Non Mudhalvan scheme.


Signature of the Council Secretary


Signature of the Principal




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Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Minutes of Meeting held on 23/02/2023

Agenda: Duties allotment, Internal mark photo copy, Scholarship, Women's Day, Kalakshya stage, PPT video, Self-assessment form, Alumni Meet, Parent teacher meet.

Principal : Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.

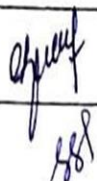
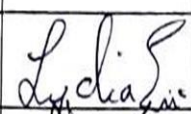
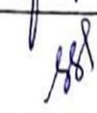


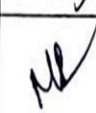



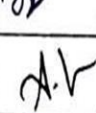
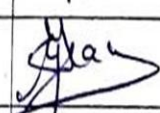


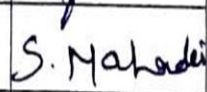





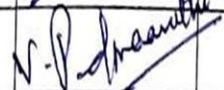
- Community Certificate is mandatory for NAAC and also for admission purpose especially for SC/ST students. So, students should bring the community certificate on the day of admission.
- Students should get the income certificate for the current period; Staff members are asked to get the letter from the students if the students don't have the community certificate.
- Parent teacher meeting should be done effectively from the next academic year and involve the parents in some activities to improve rapport with them.
- HODs are requested to collect the google reviews from the alumni Students with batch wise. Parents and guests can also give their reviews.
- Internal marks photo copies should be taken for NAAC according to department wise from 2018 November till 2022 semester wise.
 - ✓ Tamil, English, and Biochemistry-23/02/2023
 - ✓ Commerce, Economics, BBA- 24/02/2023
 - ✓ ISM, CS I, BCA- 25//02/2023
 - ✓ HRM, Maths, Physics, Psychology, TTM- 27/02/2023
 - ✓ MSW, History, Sociology, CS Shift I, Corporate, A/F- 28/02/2023
- Criteria members can also send any communication to the group for any official information.
- Ms. Thilagavathy, Assistant professor, Department of Computer Science will be as a head in Criteria V.
- Resigned staff names can be removed from the group.
- Staff members are asked to fill the Criteria VI self-assessment form for the academic year June 2022- May 2023.
- Kalakshya on stage event will be conducted on 24th February 2023.
- HODs are asked to give PPT video for You-tube content for 5-10 minutes.
- Library executive member will be Mrs. Jeeva, Assistant Professor, Department of Commerce.
- Clubs can also help criteria coordinators for conducting programs.
 - ✓ Criteria V- Placement, ED cell.
 - ✓ Criteria I- Career Guidance cell.
 - ✓ Criteria III- NSS, NCC, R&D
 - ✓ Criteria IV- Librarian
 - ✓ Criteria VI- Green club
- Department minutes note book can be maintained in the department and the minutes should be informed to the staff members promptly.

Signature of the Council secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Names	Signature	Names	Signature
Dr.D.Rani Elizabeth		Dr.Lydia Eric	
Dr.R.Sandhya Lakshmi		Mrs. J. Vimal Rosy	
Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




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DUTIES ALLOTMENT FOR THE ACADEMIC YEAR 2023-2024

TAMIL	Admission, Convassing, Compering, Report & Editing	Shyama 03/03/23
ENGLISH	Timetable, Classroom, compering report and Editing	AS 3/3/23
MATHS	Scholarship, Hospitality	Ananti
BIO CHEMISTRY	Union, Nalam Clinic. Discipline (lobby)	Shyama 3/3/23
SHIFT I CS	Fine arts, Discipline	AS 3/3/23
BCA	Documentation, Hospitality	Shyama 3/3/23
COMMERCE	Calender, Transport	Fan, Mithal 3/3/23
BBA	Photo, Video, Seating	P. S. S. L.
ISM	Endowment, Reception	C. S. S. 3/3/23
ECONOMICS	Examination, Discipline.	Q. P. S. S. L.
PHYSICS	Media, Seating	V. D. S. S. L.
PSYCHOLOGY	Nastalgia, Stage	S. S. S. L.
CS SHIFT II	Proficiency, Invitation	
CORPORATE SECRETARYSHIP	Aspiration, Gifts honouring	M. S. S. L.
ACCOUNTING FINANCE	Union, Discipline(lobby) II	J. S. S. L.
HRM	Exam committee, Discipline	M. S. S. L.
MSW	Mentoring, Council Secretary	R. S. S. L.
TTM, HISTORY, SOCIOLOGY	Report, Media, Tv	K. S. S. L.
STAFF CLUB	Ms. Helen Mabel	
FACEBOOK AND INSTAGRAM	Ms. Jijitha Mary, Ms. Thilagavathy	
WEBSITE	Ms. Rajeswari Shift II	C. R. S. L.



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Agenda: Files to be maintained, Duty change, Cambridge course, Naan mudhalvan scheme course, IQAC Queries, Scholarship, Exhibition, PPT Video, Women's day Rally

Principal : Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.

- All queries should be completed and that should be mailed to IQAC within a week.
- Files to be maintained in the department for Criteria I
 - ✓ Certificate course file for NPTEL
 - ✓ Internship file
 - ✓ PO and CO file.
 - ✓ Community File
 - ✓ Internal Exam Question paper file
 - ✓ ICT file
 - ✓ Staff Publication
 - ✓ Extra activity file
 - ✓ MOU file
 - ✓ Awards, recognition and Funds
 - ✓ Students Achievement
 - ✓ Students program file
 - ✓ Scholarship file (Both government and non-government file)
 - ✓ Placement file
 - ✓ Qualifying Exam file
 - ✓ Staff profile
 - ✓ Career counselling file
- All files for each criteria should be ready before 9th March 2023.
- Extra files should also to be maintained are as follows.
 - ✓ Extension activity file
 - ✓ Community Certificate file
 - ✓ Staff profile and achievement file.
 - ✓ Scholarship file
- Changes in duty allocation: Department of Tamil- Admission, Department of BBA- Photos and video
- Credit mark is mandatory for Naan Mudhalvan scheme
 - For II semester- Language proficiency for employability skills will be handled by Ms. Hemavathy and Ms. Gandhimathi. Hence it is Cambridge university it will be taken through online
 - IV semester- Digital skills for employability through online will be handled by Ms. Kruthika, Asst Prof and Head, Department of Computer science and Ms. Rajeswari Asst Prof, Department of Computer science shift II.
 - VI semester- Commerce, BBA, ISM, Economics, Corporate, A and F- Business analytics, NLC- will be handled by Ms. Shobana, Asst Prof, Department of Commerce and Ms. Sivakalai, Asst Prof, Department of corporate secretaryship




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- Get the letter from the SC/ ST scholarship student if the application is not ready.
- Tamil Nādu Science Expo programs should be conducted with some quiz competitions by the departments.
- PPT videos should be kept ready for 2 to 3 minutes before 10th March 2023. Video for E resources for each course PPT video to be done by all the staff members. Selected videos will be uploaded in website.
- Two programs like Rally and Embracing equity will be conducted on 8th March 2023 for women's day. Two-wheeler rally will be done by NSS and Sports students from Kallikuppam to OT and OT to kallikuppam.
- All students are asked to come in any of these colors like purple, magenta and Lavender for the formation of women theme and one staff will be the incharge from each department will be coordinating for the formation.
- Timing for shift II will be at 8: 30 am for the staff members and 9:00 am- 2:15 pm for the students on 8th march 2023.

Signature of the council secretary

Signature of the Principal



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Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 06/03/2023

Agenda:, Naan mudhalvan scheme course, IQAC Queries, Scholarship, Internal marks papers,NDL, MOU, Student union namelist.

Principal : Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.

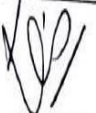
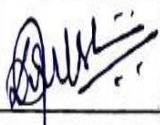




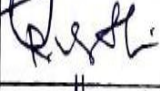
- SC/ST scholarship should be completed as soon as possible.
- Staff members are asked to continue with the GITS software automation work and three phonenumbers have been to rectify the issue given by the coordinators.
- HODs are asked to remind semester fees, hostel fees and bus fees to the students.
- All original MOUs should be given to Vice Principal Dr.KanmaniSubramanian and Photo copies should be kept in the document.
- Staff members and students should possess license, and insist staff and students to get the license soon.
- HODs are asked to give the names for student union selection to Dr. Rani Elizabeth Head, Department of Tamil
- Management have signed MOU with INFOX for solar LED litterers
- 4 Bins like Green for Wet waste, Blue for Dry waste, Red for Specimen/ Glass waste
- Hereafter to minimise paper wastage, Use note book from the office for shawls, pens and refreshments.
- Management is providing Mediclaim policy for the staff members, interested name list should be given to Dr. Uma neela Assistant Professor, Department of English.
- Systems and printers will be given to the departments, but notebook has to be maintained for all the work done.
- SPSS faculty development program will be held shortly.
- Staff members and students should register NDLI for online resources before 18th March 2023.
- All the programs should be arranged according to the metrics given in all the criteria
- Get Nostalgia from the final year students.

Signature of the council secretary

Signature of the Principal



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Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Giriya		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 15/03/2023

Agenda: Metrics, Alumni meet, Naac data, Model Exam, New staff, Duties for National Science day, NDL program, Union Selection, Tour

Principal : Dr. Meera Murugesan in the chair,

The following points were discussed in the council meeting.



















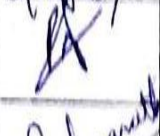


- Criteria metrics to be given on the specified date
- Any program and activities conduction should be connected with the metrics and all the activities should project towards college on the whole. Motivate all the staff members to do the NAAC work.
- For Alumni meet, minimum student graduates from each department should attend the program, if the students are more, more the advantage for our college.
- Staff achievements and students' achievement should be given before 17th March 2023.
- Attendance sheet for all the programs should be given for the certificate count
- Institutional mail ID will be given to all the staff members
- HOD's are asked to sign in the relieving order if any staff members are resigning job, and the resigned staff may leave the college by the end of April month
- Model exam is scheduled on 10th April 2023
- Many resumes have been received as of now and HODs are asked to get the resume from the office for the selection of new staff.
- National Science Day will be conducted for 2 days with Tamil Nādu state council for science and technology involving all the students on 27th and 28th March 2023, School students should be invited for the program by conducting any competitions. HODs are asked to do the department duties for the program.
- NDL program will be conducted online on 18th March 2023. II BCOM A, B, C sections and shift II students will be the audience for the program and the timing will be 10:00 am to 12:00 pm, and the staff members are asked to register in NDL
- Union student selection will be done on 20th March 2023 and PG students from all the departments can also give the list to Union Advisor, Dr. Rani Elizabeth, Head Department of Tamil
- E certificate will be given to the students of 2018-2019 batch and physical certificate will be given to the students of 2021-2022 batch
- Mentor hour will be conducted on 31st March 2023.
- Staff members are asked to have a despatch note book for all the data
- Appoint any one student to monitor students for unusual events during the break time
- Students should get a letter from the parents for the tour. Transport letter and Fund letter should be filed in the department.
- During admissions students should produce medical certificate and other certificates.

Signature of the Council secretary

Signature of the Principal



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Mrs P.Dhanalakshmi		Ms.Jahamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija		Dr.R.Sandhya Lakshmi	
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
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 PRINCIPAL
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Minutes of Meeting held on 18/03/2023

Agenda: NAAC, Model exam questions, E-Resources, Criteria V, Certificate course, membership, tour, Naan mudhalvan, Xerox machine, Outreach program

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.

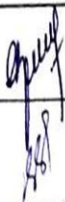
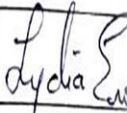








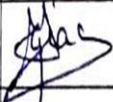

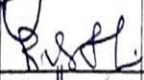





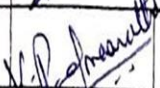
- Attendance sheet should be given and signed by the HOD/ Principal for the certificate purpose. This certificate will be useful for criteria V.
- E certificate will be provided for the batch 2020-2021 and physical certificate has to be provided for the batch 2021-2022
- All staff members can come and give suggestions or opinions for NAAC purpose and for the development of our college at any time.
- HODs are asked to use GCR frequently
- Staff members are asked to give assignments and seminars on regular basis.
- E Resources should be submitted on 25th March 2023 to criteria II
- All department outreach program should be done along with part V members
- Internal audit will be done for NAAC as we have done for ISO.
- Classroom observation and rubrics should be done for newly appointed staff.
- Question paper for model exam should be submitted on 03/04/2023
- KVIC bakery classes will be conducted from 10th to 15th April 2023
- All HODs are asked to conduct certificate courses for more than 32 hours.
- Staff members are asked to register in institutional membership with professional bodies and Management is ready to sponsor for registration
- The department, those who are going for tour, they should submit the Permission letter, reporting time, and gate pass also should be maintained.
- Lt K. Amudhavalli will take care of hostel from 18th March 2023 till 23rd March 2023.
- Students of 1st year and 2nd year should register for Naan mudhalvan scheme and that should be submitted to the class incharge.
- New photo copying machine has been purchased and kept in the library.

Signature of the Council secretary

Signature of the Principal



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PRINCIPAL
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Minutes of Meeting held on 21/03/2023

Agenda: TANCET exam, Holiday, attendance,

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.







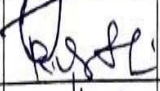


- HODs are asked to file any circular related to the department.
- Due to TANCET exams on 25th March 2023, final year students has been declared holiday on the same day
- Class incharge should check with the students those who are going for tour they should arrange accordingly to write the TANCET exam on 25th March 2023.
- On account of Telugu new year, college will be holiday on 22nd march 2023 for all.
- Those who are bringing school students for 27th and 28th programme, they must contact Mrs. Vimal Rosy Head, Department of Computer science, shift II and Mrs. Dhanalakshmi Head Department of Mathematics for transport

Signature of the Council secretary

Signature of the Principal



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PRINCIPAL
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CHENNAI - 600 099

Minutes of Meeting held on 24/03/2023

Agenda: Best practices, course plan, Lesson plan, Result analysis, TANSHE, Science Day

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.


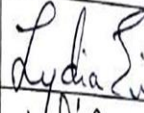




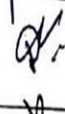



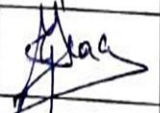

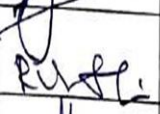
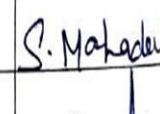

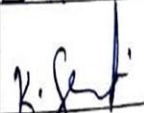




- Principal have asked suggestion for Selection of best practices in the meeting
 - Silent prayer is unanimously selected as the best practices for 30 marks
 - SEED can be inducted as institutional distinctiveness for our best practices.
 - SISS: Sethu Irani Scholarship Scheme also suggested for best practices
- Course plan and lesson plan has to be completed for the last semester
- Result analysis should be submitted on 24th march 2023 with the signature of course incharge, class incharge and HOD
- Class Representative meeting can be conducted once in a month
- Practical exams can be scheduled after 15th April 2023
- For conducting National science and mathematics day, TANSHE has credited Rs 90000/-
- Nearly 800 students are expected to come on 27th and 28th March 2023
- Classes can be combined on 27th and 28th March 2023 and teachers help also needed for the discipline of the students.
- Naan mudhalvan scheme has to be compulsory done by the students and the class incharges are responsible to complete the work.
- Don't enroll long absentees for exams unless exempted for some reasons.
- Attendance copies has to be submitted for certificates for passed out students.
- Staff members are asked to give correct list for writing certificates
- Value education arrear list should be given
- Personality enrichment question paper will be prepared by Mrs. M. Bhuvaneswari Head, Department of Corporate secretaryship.
- Career guidance programme will be conducted for 3rd years on 17th and 19th April 2023
- Eyeopener session will be conducted by computer science shift II about E certificate on next Wednesday

Signature of the Council secretary

Signature of the Principal



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Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Ms.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
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Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 29/03/2023

Agenda: NSS camp, Exam registration, GITS, No vehicle day, Course plan, Sports certificate

Principal: Dr. Meera Murugesan in the chair


The following points were discussed in the council meeting.


- Principal has thanked all the department for the successful completion of National science and Mathematics day.
- All the chief guests have appreciated all the projects who have exhibited and the arrangements of the programme.
- Check the attendance of hostel students those who are absent
- NSS team have gone to the camp at villangadupakkam
- Placement cell is organising a job fair on 1st April 2023 for all the third year, if required staff members can call the 1st and 2nd year for taking class.
- Soft skills exam will be conducted on 20th April 2023 for 1st PG and 21st April 2023 for 1st UG
- HODs are asked to select the subject code for online exam registration with utmost care.
- Ask the students to pay the fees before model exam
- GITS work to be completed at the earliest, issues should be raised individually or make calls to rectify all the issues
- HODs are asked to give the name list of the staff members those who have not completed the course plan to Mrs. kalpana , Assistant professor, Department of BBA for not completing course plan.
- There will be a mentor hour on 31st March 2023 at 1:20 Pm.
- 4th, 7th, 8th and 9th April 2023 will be a holiday.
- Nostalgia for the current third year should be collected.
- Principal asked all the HODs to give the sports certificate to Dr, Revathy Physical Director
- Enquiry form has been updated in the college website, and this can be circulated to the known ones for the purpose of admission in the next academic year.
- Long absentees and lack of attendance should be removed and those should be informed to the students and the parents through letter/ mail
- HODs are asked to check the visa dates for foreign students' admission
- Medical certificates, income certificates, community certificates should be checked during admission
- FSSAI certificate has been applied for our canteen and the name will be Sakura and Mushroom cell also will be named soon
- HODs are asked to give the list for the new staff requirement for the next academic year.
- Principal asked all the HODs to suggest any staff for the recruitment for the Department of Sociology and History




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SOKA IKEDA COLLEGE OF ARTS
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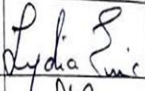

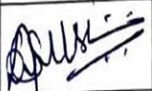



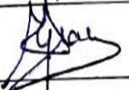

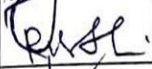

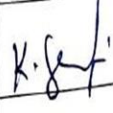

- Valedictory, Farewell, Hostel Day and Investiture ceremony programme will be arranged shortly and hall tickets can also be given on the same day


Signature of the council secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099


Minutes of Meeting held on 01/04/2023

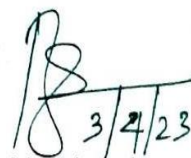
Agenda: online registration, subject selection, Model questions PE and NME, practical exam, Website enquiry form, Fees, School canvassing.

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.

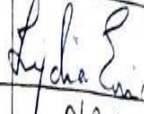
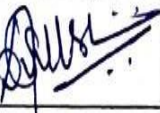





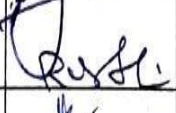




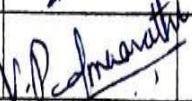
- HODs are asked to remind students for the payment of fees.
- Last date for uploading online permanent registration will be on 5th April 2023.
- If any difficulty in subject selection, we can contact university for the query and rectify the issues
- Personality enrichment and non-major examinations will be conducted for 50 marks.
- University is conducting naan mudhalvan meeting on 3rd April 2023.
- Naan mudhalvan should get cleared without any pending work
- Digital marketing have been started for admission in Website, students can get the information through the website and enquiry form will be filled by the students and that will be received in our college mobile number. We can get the student information from office for the admission.
- Staff members are asked to have the flyer in whatsapp status for the admission.
- HODs are asked to conduct programs in schools. Hereafter no need to collect the address from plus 2 students from next year, instead do some programs on June or July month


Signature of the council secretary


Signature of the Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 03/04/2023

Agenda: Students feedback, Course details, cultural club program, invigilation duty

Vice Principal: Dr. Kanmani Subramanian in the chair

The following points were discussed in the council meeting.













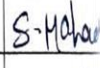





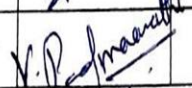
- Students feedback will be collected before the exam in their respected classrooms, after that they can go for exam
- Course details should be sent through email to IQAC for feedback entry
2020-2023 – All 6 semester for UG
2021-2024 – 4 Semester and 4 semester- II PG
2022-2025 – 2 semester and 2 Semester – I PG
- HODs are informed that we are going for NAAC for sure in this academic year
- Cultural club is organising cultural program and conducting competition on 6th April 2023 at 1:15 pm- 2:15pm
- Waste paper will be collected on 6th April 2023 and staff members and students will be awarded for the quantity
- Staff members and students are requested to register in NDL
- HODs are asked to send the department aspiration page before 12th April 2023
- Invigilation duty will be given on 4th April 2023, if there is any change in the duties, staff members are asked to change it soon and there after no change should be made
- There will be an IPR seminar for PG students on 10th April 2023
- I PG soft skill exam on 21st April 2023
- External valuation for personality enrichment on 24th April 2023

Signature of the council secretary

Signature of the Vice Principal




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 05/04/2023

Agenda: Naan mudhalvan, Anti Ragging program, Exam fees, IPR seminar, Feedback, Attendance

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.


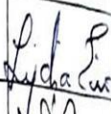










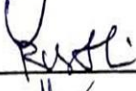
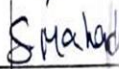





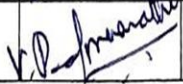
- Students who have registered for university exam should complete their Naan mudhalvan portal.
- Anti ragging cell is conducting awareness program on 6th April 2023
- HODs are asked to submit the condonation list and Exam fees outstanding list on 6th April 2023
- Last date for the payment of exam fees without penalty is on 6th April 2023. Semester fees, Exam fees, bus fees and hostel fees should be paid soon
- IPR seminar for PG students is on 10th April 2023 in seminar hall
- Model exam time:
 - 9:30am- 12:30 pm, 12:30 pm – 1:00 pm- lunch, 1:00 pm- 2:15 pm- class
 - Feedback for UG on 10th April 2023
 - Feedback for PG on 11th April 2023
 - Naan mudhalvan for all UG on 11th April 2023- 15th April 2023
- Payment of fees, Naan mudhalvan has to be completed before receiving hall ticket.
- Attendance can be closed on 15th April 2023 for 100 percentage attendance calculation and for calculating internal marks.

Signature of the council secretary

Signature of the Principal



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SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 12/04/2023

Agenda: Practical exam, Fees, staff requirement, Naan mudhalvan, Hall ticket, ISO objective, PO and CO Format, Farewell Day, Condonation, Admission duty.

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.

- Semester Practical exam will be starting from 17th April 2023.
- Exam fees, Naan mudhalvan, Semester fees should be cleared before practical exam and others should be paid before 19th April 2023.
- Students those who have lack of attendance should pay their Condonation of Rs 500/- for science department and other department should be paid Rs 250/-
- Day order V will be followed on 15th April 2023.
- As of now 22nd April 2023 will be a holiday and if any changes in government announcement, there will be a change.
- Chairman will distribute lamp to all final years in the classroom itself on 17th April 2023
- Farewell day will be celebrated on 15th April 2023 on Saturday from 12:30 PM- 2:15 PM
- Valedictory, Investiture ceremony and Cambridge English exam will be on 24th April 2023
- Admission duty will be started from 5th May 2023, except Sundays and public holidays
- Hall ticket will be distributed on 24th April 2023
- Students can go for study holidays from 25th April 2023.
- Hostel students can leave on 25th April 2023 in morning, if they have more than 4 days of leave
- Professional photographers will take photos on 27th, 28th and 29th April 2023, Principal asked to keep the departments clean.
- Nalam clinic pending should be cleared soon
- HODs are asked to send the PG students for feedback analysis.
- As per ISO auditor's instruction frame the objectives which is measurable.
- Programme outcome should be minimum of 3 and maximum no limits
- Certificate course full payment has to be made before course begins.
- HODs are asked to give the list of students for certificate writing
- Master course for even semester can be started after finishing odd semester in GITS
- Get the username and password from the staff members those who are leaving the institution by this month.
- Staff members those who have not completed 8 months of service will be relieved on 30th April 2023 and they will be joining on the reopening of the college
- Orientation should be given to all the new staff members after the appointment.
- PO and CO for PG should be entered according to New syllabus only




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
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- TC format will be given on 12th April 2023, students should be filled and that should be submitted to the respective class teachers and for community details it will be entered as refer community certificate in Transfer certificate of the students.
- Mark registers and attendance registers should be calculated and checked carefully as we have stock verification every year.
- Day order I will be followed from 10th April 2023
- HODs are asked to give requisition letter for staff members if any vacancy and workload on 12th April 2023.
- Projects should be signed before two days of Viva voce.




Signature of the council secretary



Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
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 CHENNAI - 600 099

Minutes of Meeting held on 15/04/2023

Agenda: Certificate writing, Cambridge test, Investiture ceremony, Hostel Day, Assignment sheet, Exam dates

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.

- Chairman will distribute lamp to all final years in the classroom itself on 17th April 2023. All students should be present for receiving the lamps.
- Valedictory, Investiture ceremony will be conducted on 24th April 2023 from 9:30 am – 11:30 am and Cambridge test will be conducted on the same day from 12:30 pm – 2:15 pm
- HODs are asked to submit the attendance sheet for writing certificate.
- General breakage of Rs 20/- should be collected from the students and that should be paid on 17th April 2023 in the office.
- Staff members and students should give Rs 2/- for any personal use to take photo copy in the office.
- Admission duty will be started from 5th May 2023.
- All arrear, NME and Soft skill exam will be conducted on 19th April 2023.


Signature of the council secretary


Signature of the Principal




PRINCIPAL
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Ms.Pradita			
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11




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Minutes of Meeting held on 20/04/2023

Agenda: Investiture ceremony, Naan Mudhalvan, Library user Award, Certificate Writing, Ikedian books, Internal Marks.

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.

- Students should follow the rules to finish all the formalities to clear no due to write the practical and university Exam.
- Exam enrolled students should complete Naan Mudhalvan and the Exam completion list should be given on 25th April 2023
- Cambridge Exam will be conducted on 24th April 2023. All the students should be present.
- Students list should be given to IQAC for the purpose of Certificate writing
- Investiture ceremony will be conducted on 24th April 2023 at 10:00 am, Prize winners, Union members, Secretaries, and Joint secretaries will be the audience for the function
- Staff members those who have resigned and those who have not completed 8 months of service should submit No Due form to get the original certificate.
- Mark registers with online internal marks should be submitted on 2nd May 2023.
- Best library user award will be given to Ms. M. Vidhya Student of II MA Tamil.
- Ikedian books will be shifted to Research centre.
- Students of Economics department have donated books to library.
- Professional photographers will take photos on 28th, 29th, 30th April 2023.

Signature of the council secretary

Signature of the Principal



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SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
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 CHENNAI - 600 099

Minutes of Meeting held on 24/04/2023

Agenda: Nan mudhalvan, workload, work allotment, college timing.

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.


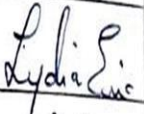


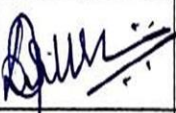





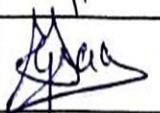
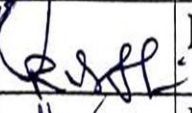
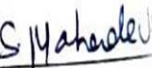

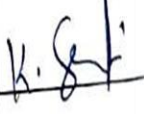




- Study holidays for II PG will be from 25th April 2023
- If there is any change in workload of both odd and even, HODs should inform the Principal immediately.
- HODs are asked to fix target for the staff members to finish the work within the allotted time and everything should be maintain in written form
- Students timing will be at 9:00 am to 1:10 pm from 25th April 2023.
- Last working day for students will be decided later after completion of Naan mudhalvan by II and III year students

Signature of the council secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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PRINCIPAL
 SOKA IKEDA COLLEGE OF ARTS
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 CHENNAI - 600 099

Minutes of Meeting held on 28/04/2023

Agenda: Admission duty, Photo session, Staff timing, Yoga session, Stock checking, No work day, Certificate for admission, Commission, Welfare holiday, old attendance register

Principal: Dr. Meera Murugesan in the chair

The following points were discussed in the council meeting.














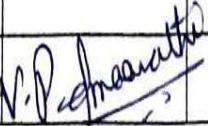
- Admission duty will be starting from 8th May 2023 onwards.
- Staff members are asked to make calls from the list which is given by admission committee for the next academic year and the report should be given to the committee
- Last working day for the students will be on 29th April 2023.
- Photos will be taken on 29th and 30th April 2023, smart rooms should be kept ready during photo session.
- As a token of remembrance gifts will be given to the resigning staff on 29th April 2023.
- University examination will commence after 15th May 2023.
- Staff timing will be at 9:00 am – 3:00 pm from 2nd May 2023.
- From 3rd May 2023 – 12th May 2023, staff members should work for their department between 9:00 am and 11:00 am, and for the clubs and criteria, staff members should work between 11:00 am and 3:00 pm.
- Admission duty will be held on all days except public holidays, one admission committee staff and one office staff will take care of admission on public holidays.
- Yoga session will be conducted for the staff members on 2nd May 2023 at 1:30 pm in physics lab.
- Stock checking report should be submitted on 5th June 2023.
- All original certificates is must during admissions, Inform the new students that payment will not be reimbursed after making fee payments.
- HODs are asked to collect the fitness certificate from the sports students during admissions
- Department of Sociology and Department of History, Department of physics staff members should be available for the completion of commission work.
- Enquiry note book should be maintained in the department for admission purpose including pudumai pen scheme.
- Medical certificate should be collected from the students during admission.
- Income and community certificates are must for IQAC purpose and the certificates should be checked thoroughly by the staff members
- No due should be cleared by all the resigning staff and those who have not completed 8 months of service.

Signature of the Council secretary

Signature of the Principal



PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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CHENNAI - 600 099

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Dr.D.Rani Elizabeth		Dr.Lydia Eric	
Dr.R.Sandhya Lakshmi		Mrs. J. Vimal Rosy	
Mrs.D.Subhashini		Mrs. M. Bhuvaneswari	
Mrs P.Dhanalakshmi		Mrs.Jabamalai	
Mrs. N.S.Kiruthika		Dr. A. Vinnarasi	
Mrs. M. Grace		Mrs. Dhanalakshmi	
Mrs. Vijaya Sumathi		Dr.S.Mahadevi	
Dr. S.Mary Sujatha		Ms.Srimathi	
Mrs. G. Vijaya Girija			
Mrs. S.Joseph Bency Prisca			
Ms.Pradita			
Dr.V Padmavathy			




PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
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Minutes of Meeting held on 06/05/2023

Agenda: Admission duty, Vacation leave, TC, Concession of Fee for old students, Front desk duty, Accident policy, Fee revision, Lateral entry fee, 10th original marksheet.

Principal: Dr. Meera Murugesan in the chair.

The following points were discussed in the council meeting.




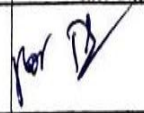

- Admission duty will be starting from 8th May 2023 and the timing will be from 9:00 am to 4:00 pm.
- Payment of fees Rs 2000/- has been increased for the Department of BCA and the Department of Commerce for this academic year and there is no change of fees for the current II year and III-year students.
- Lateral entry of II- and III-year students, payment of fees Rs 1000/- will be collected as a processing fee.
- UG Old students will be getting concession of Rs 1500 in the first semester for the joining PG in our college.
- Payment of Rs 1000 will be collected for issuing the duplicate TC.
- Sibling Students will be getting concession of Rs 1000 for joining UG in our college.
- Get 10th standard original marksheet till plus 2 original certificate is produced
- University examination will be starting from 17th may 2023 onwards tentatively
- Admission duty front desk will be taken care by physical directors Dr. Revathy and Ms. Subarna, Ms. Lakshmipriya Librarian, Lt.K. Amudhavalli NCC officer, and Ms. Ranjini
- During admission the application form should be signed by the staff member, office admin, Admission committee and then it should to the principal
- Payment of fees will not be reimbursed except for the admission in government college
- From 8th May 2023 staff members should work for the department from 9:00 am to 12:00 pm and for the criteria work from 12:00 pm to 3: 00 pm
- Accident policy for the staff members will be taken as the staff welfare measure and it will be contributed by the management.

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Minutes of Meeting held on 09/05/2023

Agenda: Admission duty, Japanese visit, Affiliation.

Principal: Dr. Meera Murugesan in the chair.

The following points were discussed in the council meeting.

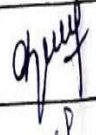










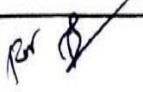
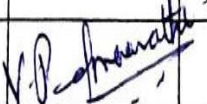
- Japanese visit will be on 15th May 2023. HODs are asked to call hostel students, NCC students, and sports students on 13th May 2023 for the visit
- They will conduct an interview with chairman and take photos on 15th May 2023
- From 10th May 2023, Criteria work should be done from 9:00 am to 12:00 pm and department work from 12:00 pm to 3:00 pm
- Continuous affiliation should be renewed in June 2023.
- From 10th May 2023 admission staff and front desk incharges will be ~~sitting~~ in the lobby and the admission duty staff will be called if any admission comes for the respective departments.


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Minutes of Meeting held on 11/05/2023


Agenda: Stock verification, Japanese visit, PG admission.

Principal: Dr. Meera Murugesan in the chair.

The following points were discussed in the council meeting.

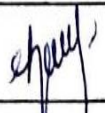
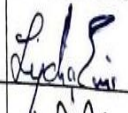











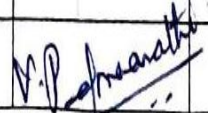
- Japanese visit is confirmed on 15th May 2023. There will be an interview with Chairman and photos will be taken by them.
- Duties should be taken care by all the departments. NCC students, hostel students, sports students, Japanese learning students, Secretaries and joint secretaries of the department will be the audience for the Japanese visit.
- Stock verification duty list will be circulated to all the departments, and the staff members are asked to finish the stock verification and submit the report on or before 9th June 2023.


Signature of the council secretary


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