



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

## **MEETING OF INTERNAL QUALITY ASSURANCE CELL**

<b>S.NO.</b>	<b>IQAC MEETING MINUTES</b>
1	04.03.2021
2	17.12.2021
3	23.02.2022
4	05.05.2022
5	16.12.2022
6	17.02.2023
7	14.08.2023
8	01.11.2023



**MINUTES OF MEETING HELD ON 04.03.21**

**Agenda:-**

1. Introduction of new IQAC Coordinator and IQAC team
2. The infrastructural requirements for NAAC accreditation
3. Methods to improve research activities
4. Increase IQAC meetings with external experts
5. Increase the number of cells and clubs

**Minutes:-**

The Principal introduced the new IQAC team and welcomed the members, expressing the importance of their cooperation for the accreditation process. Dr. R. Jagannathan, the President of the College, appreciated the faculty members who completed their Ph.D. research and encouraged all members to register for Ph.D. programs. He also stressed the need to improve the research culture in the college, emphasizing the importance of presenting and publishing papers regularly. Dr. Sethu Kumanan, Chairman, discussed the infrastructural requirements for NAAC accreditation. He agreed to add computers to the Computer Science lab and the Browsing Centre and to purchase more computers for the labs. The Principal and Vice Principal encouraged the IQAC to organize frequent meetings with the heads of criteria and cells. Dr. R. Sandhya Lakshmi, the new IQAC Coordinator, expressed gratitude to the Chairman, President, Principal, and Vice Principal for their presence and motivation. She also mentioned that the IQAC would continue to organize meetings regularly.

*[Handwritten signature]*

Signature of the IQAC Coordinator

(Dr. R. Sandhya Lakshmi)

*[Handwritten signature]*

Signature of the Principal

(Dr. M. Samskath)

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





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04.03.2021

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Sethu Kumaran	Chairman	
2.	Dr. R. Jagannathan	President	
3.	Dr. M. Samshath	Principal	
4.	Mrs. B. Meera Muruges	Vice-Principal HOD, Biochemistry	
5.	Dr. R. Sandhya Lakshmi	IQAC Coordinator HOD, English	
6.	Mrs. S. Kanmani	HOD, Tamil	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs. S. Guna Chithra	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. V. Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs. G. Vijaya Girija	HOD, ISM	
13.	Mrs. H. Nirmala	HOD, Economics	
14.	Dr. Abila Marselin	HOD, Physics	
15.	Ms. A. Vaishnavi	HOD, TTM	
16.	Dr. M.A. Syed Fathima	HOD, Psychology	
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
18.	Dr. A. Vinnarasi	HOD, HRM	
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
20.	Mrs. M. Bhuvaneswari	HOD, Corporate Secretaryship	
21.	Dr. B. Anuradha	HOD, A&F	

Signature of the IQAC Coordinator



Signature of the Principal

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**Action Taken Report on the meeting held on 04.03.2021**

**Action planned-**

1. Conduct meetings regularly
2. Add more computers for browsing in the library
3. Increase the cells and clubs

**Action taken-**

1. On 16.03.21, IQAC conducted a meeting on NAAC Accreditation.
2. Computers were added in library
3. Research and Development Cell, Career Guidance Cell, Women Cell, Special Needs Cell, Skills Development Cell, Fine Arts Club, Green Club, Heritage Club, Human Values Club were formed and activities were initiated through it.

**Signature of the IQAC Coordinator:-**

(Dr. R. Sandhya Lakshmi)

**Signature of the Principal:-**

(Dr. M. Samsha Th)

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**MINUTES OF MEETING HELD ON 17.12.2021**

**Agenda:-**


1. Changes in course planning
2. Improved ICT facility in the campus
3. Organizing conferences and seminars
4. Developing videos for the courses

**Minutes:-**

The Principal instructed the Heads of Departments to modify the method of course planning. Specifically, she wanted to include relevant web links in the course plans and make these links available to students. The HODs requested an improvement in Information and Communication Technology (ICT) facilities in the campus. The Principal insisted that more conferences and seminars to be organized to provide opportunities for faculty and students to learn from experts, present their own research or papers, and network with professionals in their field. IQAC suggested all faculty members to create educational videos related to the courses they teach. Principal instructed the HODs to do the same and these videos should be uploaded in the website and made accessible to students.

  
Signature of the IQAC Coordinator

Dr. R. Sandhya Lakshmi

  
Signature of the Principal

CDr. Meera Murugesan

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17.12.2021

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	
2.	Dr.Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator	
4.	Dr.D.Rani Elizabeth	HOD, English	
5.	Mrs.D.Subhashini	HOD, Tamil	
6.	Mrs. N.S. Kiruthika	HOD, Biochemistry	
7.	Mrs.S.Guna Chithra	HOD, Computer Science (Shift I)	
8.	Mrs. M. Vijaya Sumathi	HOD, Mathematics	
9.	Dr. S. Mary Sujatha	HOD, BBA	
10.	Mrs. M. Grace	HOD, Commerce	
11.	Mrs.G.Vijaya Girija	HOD, BCA	
12.	Mrs.S.Joseph Bency Prisca	HOD, ISM	
13.	Dr.Abila Marselin	HOD, Economics	
14.	Ms.A.Vaishnavi	HOD, Physics	
15.	Mrs.K. Maheswari	HOD, TTM	
16.	Mrs.K. Maheswari	HOD, Psychology	
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
18.	Dr. A. Vinnarasi	HOD, HRM	
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
20.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
21.	Dr. B. Anuradha	HOD, A&F	
22.	Dr.S.Mahadevi	HOD, Historical Studies	
	Dr.M.Suganya	HOD, Sociology	

  
Signature of the IQAC Coordinator



  
Signature of the Principal

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**Action Taken Report on the meeting held on 17.12.2021**

**Action planned-**


1. To include web links in the course planning
2. Improved ICT facilities in campus
3. Increase the number of conference and seminars

**Action taken-**

1. Faculty added the web links in the course planning
2. The Bandwidth was increased (ACT- 300 MBPS, BSNL- 140 MBPS)
3. Research and Development Cell organized International and National Conferences

  
**Signature of the IQAC Coordinator:-**

(P. Sandhya Lakshmi)

  
**Signature of the Principal:-**

(CDr. Meera Murugan)

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**MINUTES OF MEETING HELD ON 23.02.2022**

**Agenda:**


1. Criteria Metrics and other clarifications
2. Implementation of ERP

**Members Present:**


1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian, Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

**Minutes:**

The Principal discussed the metrics of each criterion and the documents needed to support all these metrics. The policies needed for criteria-VI were discussed. Principal said that the suggestion of IQAC will be forwarded to the Management. Principal also instructed the HODs to give the data required for criteria correctly and promptly.

  
**Signature of the IQAC coordinator**

(R. Sandhya Lakshmi)

  
**Signature of the Principal**

Dr. Meera Murugesan

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23.02.2022

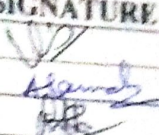
S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal i/c	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpana	Member of IQAC, ISM	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs.S.Guna Chithra	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Mrs.S.Joseph Bency Prisca	HOD, Economics	
14.	Dr.Abila Marselin	HOD, Physics	
15.	Ms.A.Vaishnavi	HOD, TTM	
16.	Dr.Lydia Eric	HOD, Psychology	
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
18.	Dr. A. Vinnarasi	HOD, HRM	
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
20.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
21.	Dr. B. Anuradha	HOD, A&F	
22.	Dr.S.Mahadevi	HOD , Historical Studies	
23.	Dr.M.Suganya	HOD, Sociology	

**CRITERIA - I**

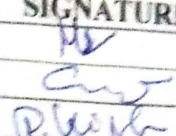
POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
HEADS	Dr. D. Rani Elizabeth	Tamil	
	Mrs. P. Dhanalakshmi	Maths	



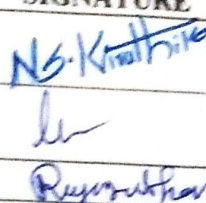
### CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Mrs. J. Vimal Rosy	Computer Science Shift II	
	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

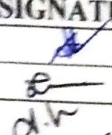
### CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Dr.M. Suganya	Sociology	
	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

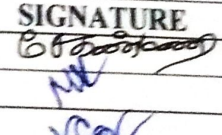
### CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	
HEADS	Mrs. T.S . Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

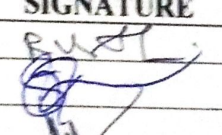
### CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	
HEADS	Mrs. T. Jeeva	Commerce	
	Dr. A. Vinnarasi	HRM	

### CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	
HEADS	Mrs. M. Bhuvaneswari	B.Com CS	
	Dr. V. Padmavathy	Physics With CA	

### CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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**Action Taken Report on the meeting held on 23.02.2022**

**Action planned-**


1. Collection of data for metrics
2. Implementation of ERP

**Action taken-**

1. Heads of criteria were instructed to collect the data on a monthly basis
2. Management agreed to implement ERP and the process started in April

  
**Signature of the IQAC Coordinator**

(Dr. R. Sandhya Lakshmi)

  
**Signature of the Principal**

(Dr. Meera Murugesan)

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
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**MINUTES OF MEETING HELD ON 05.05.2022**

**Agenda:**


Rubrics for correcting internal examination, participating in NIRF, new format for assignments mapping the COs, increase MoUs with other institutions

**Members Present:**


1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian, Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

**Minutes:**

The Principal asked the HODs to frame rubrics for correcting the internal examination papers. She asked the HODs to scrutinize the question papers before submitting to the exam committee. HODs are asked to check the answer papers of the students. As per the suggestion from IQAC, it was decided that the college should participate in NIRF. To enable the students to understand the Course Outcomes, a new format was framed by IQAC. Principal asked the HODs to forward the format to the students and to keep a copy of the format with the assignments. IQAC recommended that MoUs with other institutions must be increased. Principal asked the HODs to increase the number of collaboration with other institutions before accreditation.

  
Signature of the IQAC Coordinator

*Dr. R. Sandhya Lakshmi*

  
Signature of the Principal

*Dr. Meera Murugesan*

PRINCIPAL  
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Date : 05.05.2022

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs.S.Guna Chithra	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Mrs.S.Joseph Bency Prisca	HOD, Economics	
14.	Dr.Abila Marselin	HOD, Physics	
15.	Ms.A.Vaishnavi	HOD, TTM	
16.	Dr.Lydia Eric	HOD, Psychology	
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
18.	Dr. A. Vinnarasi	HOD, HRM	
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
20.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	ABSENT
21.	Dr. B. Anuradha	HOD, A&F	
22.	Dr.S.Mahadevi	HOD , Historical Studies	
23.	Dr.M.Suganya	HOD, Sociology	

**CRITERIA - I**

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
HEADS	Dr. D. Rani Elizabeth	Tamil	
	Mrs. P. Dhanalakshmi	Maths	



### CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Mrs. J. Vimal Rosy	Computer Science Shift II	
	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

### CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Dr.M. Suganya	Sociology	
	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

### CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Mrs.N.S.Kiruthika	Computer Science, S-I	
	Mrs. T.S . Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

### CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR HEADS	Dr.S.Mary Sujatha	Commerce	
	Mrs. T. Jeeva	Commerce	
	Dr. A. Vinnarasi	HRM	

### CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	
HEADS	Mrs. M. Bhuvaneswari	B.Com CS	
	Dr. V. Padmavathy	Physics With CA	

### CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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**Action Taken Report on the meeting held on 05.05.2022**

**Action planned-**


1. Rubrics for correction.
2. Participation in NIRF.
3. Format for assignments mapping Course Outcomes.
4. Increasing the MoUs with other institutions.

**Action taken-**

1. Rubrics was framed and the faculty members set question papers with that.
2. College participated in NIRF.
3. Format was given to the students and the assignments were collected with that.
4. The Department of English signed a MoU with the Department of English, Vivekananda College, Kanniyakumari.

  
**Signature of the IQAC Coordinator**

(CDr. P. Sandhya Lakshmi)

  
**Signature of the Principal**

(CDr. Meera Murugesan)

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## MINUTES OF MEETING HELD ON 16.12.2022

### Agenda:

1. To conduct Environment Audit, Green Audit, Waste Management Audit, Energy Audit and Gender Audit.
2. Enhance experiential learning.

### Members Present:

1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian, Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

### Minutes:

IQAC suggested that Audits must be conducted for criteria VII. The Principal discussed this in the meeting and it was decided that audits must be spearheaded at the earliest. Principal asked the HODs to enhance the teaching learning process. She said that students must be encouraged to do models and learn through it.

Signature of the IQAC coordinator

*(Dr. R. Sandhya Lakshmi)*

Signature of the Principal

*(Dr. Meera Murugesan)*

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DATE : 16.12.2022

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal i/c	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpna	Member of IQAC, Business Administration	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs..P.Dhanalakshmi	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Dr.Lydia Eric	HOD, Psychology	
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
15.	Dr. A. Vinnarasi	HOD, HRM	
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
18.	Ms.Pardita Ningthoujam	HOD, TTM	
19.	Dr.V.Padmavathy	HOD, Physics	
20.	Mrs.S.Joseph Bency Prisca	HOD, Economics	
21.	Mrs.G.Bhuvaneswari	HOD, A&F	
22.	Dr.S.Mahadevi	HOD , Historical Studies	
23.	Mrs.K.Srimathi	HOD, Sociology	



### CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
	Mrs. P. Dhanalakshmi	Maths	
HEADS	Mrs.P.Hemalatha	Computer Science Shift-II	

### CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs. J. Vimal Rosy	Computer Science Shift II	
HEADS	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

### CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.A.Vinnarasi	HRM	
HEADS	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

### CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	
HEADS	Mrs. T.S . Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

### CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	
HEADS	Mrs. T. Jeeva	Commerce	
	Mrs.V.Thilagavathy	Computer Science,S-I	

### CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr..Kanmani Subramanian	Tamil	
HEADS	Mrs.D.Subhashini	Biochemistry	
	Mrs.E.Praveena	Maths	

### CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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





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


**Action Taken Report on the meeting held on 16.12.2022**

**Action planned-**


1. To conduct Environment Audit, Green Audit, Waste Management Audit, Energy Audit and Gender Audit
2. Enhance Experiential Learning

**Action taken-**

1. Audit on Environment, Green, Waste Management, Energy and Gender was initiated
2. Students are encouraged to participate in Science Day Programme and Higher education stall at Trade Fair, where they exhibited the models they made in the college.

  
**Signature of the IQAC Coordinator**

(Dr. P. Sandhya Lakshmi)

  
**Signature of the Principal**

(Dr. Meera Murugesan)

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**





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

**MINUTES OF MEETING HELD ON 17.02.2023**

**Agenda:**

1. Class Representative Meeting
2. Making the college - NPTEL Local Chapter

**Members Present:**


1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian – Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

**Minutes:**

The Principal insisted that all the activities of the college should reach students promptly. IQAC suggested that Class Representative Meetings can be conducted periodically and the information can be passed through them. Principal told that the suggestions of the Class Representatives can be considered and analyzed. It was decided that to disseminate the information and to involve students in decision making, Class Representative Meetings have to be initiated. Principal asked the Faculty Advisor of Students Union to work along with IQAC and organize CRM periodically. Principal said that a representative from IQAC Facilitating Team to take up the work.

  
**Signature of the IQAC Coordinator**

*Dr. R. Sandhya Lakshmi*

  
**Signature of the Principal**

*Dr. Meera Murugesan*

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
CHENNAI - 600 099





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

DATE : 17.02.2023

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpna	Member of IQAC, Business Administration	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs..P.Dhanalakshmi	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Dr.Lydia Eric	HOD, Psychology	
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
15.	Dr. A. Vinnarasi	HOD, HRM	
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
18.	Ms.Pardita Ningthoujam	HOD, TTM	
19.	Dr.V.Padmavathy	HOD, Physics	
20.	Mrs.S.Joseph Bency Prisca	HOD, Economics	ABSENT
21.	Mrs.G.Bhuvaneswari	HOD, A&F	
22.	Dr.S.Mahadevi	HOD , Historical Studies	
23.	Mrs.K.Srimathi	HOD, Sociology	



### CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
	Mrs. P. Dhanalakshmi	Maths	
HEADS	Mrs.P.Hemalatha	Computer Science Shift-II	

### CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs. J. Vimal Rosy	Computer Science Shift II	
HEADS	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

### CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.A.Vinnarasi	HRM	
HEADS	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

### CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	
HEADS	Mrs. T.S . Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

### CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	
HEADS	Mrs. T. Jeeva	Commerce	
	Mrs.V.Thilagavathy	Computer Science,S-I	

### CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr..Kanmani Subramanian	Tamil	
HEADS	Mrs.D.Subhashini	Biochemistry	
	Mrs.E.Praveena	Maths	

### CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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





**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
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Chennai 600 099, Tamilnadu.

**Action Taken Report on the meeting held on 17.02.2023**

**Action Planned-**

1. Class Representative Meeting
2. Making the college - NPTEL Local Chapter

**Action Taken Report-**

1. Class Representative Meeting was started by the Students' Union 2022-2023.
2. The College is made the local chapter of NPTEL.

**Signature of the IQAC Coordinator**

*Dr. R. Samedhya Lakshmi*

**Signature of the Principal**

*C.Dr. Meera Murugesan*

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





**MINUTES OF MEETING HELD ON 14.08.2023**

**Agenda:**


1. Increase outreach programmes
2. Academic Audit
3. Formation of ICC
4. Promotion of Faculty Members

**Members Present:**


1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian, Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

**Minutes:**

Principal asked the HODs to organize outreach programmes extensively. She insisted that all departments must actively engage in extension activities. She asked IQAC to inform all the coordinators of Cell and Club to conduct Outreach programmes. To check the performance of the departments, IQAC recommended conducting an Academic Audit. Principal said that the request will be forwarded the Management. Principal suggested that Internal Complaints Committee should be formed. Principal said the Management wishes to promote faculty members to next grade. In this connection, she asked IQAC to frame guidelines and forward to faculty members. The norms for the promotion was decided as Ph.D with NET/SET/ 12 years in Soka Ikeda College of Arts and Science for Women with two publications in UGC CARE/Peer Reviewed Journals with ISSN.

  
**Signature of the IQAC coordinator**

(Dr. R. Sandhya Lakshmi)

  
**Signature of the Principal**

(Dr. Meera Murugesan)

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**





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

Date : 14.08.2023

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	ABSENT
8.	Mrs.P.Dhanalakshmi	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Dr.Lydia Eric	HOD, Psychology	
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
15.	Dr. A. Vinnarasi	HOD, HRM	
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
18.	Dr.V.Padmavathy	HOD, Physics	
19.	Mrs.T.Sasikala	HOD, Economics	
20.	Mrs.J.Jabamalai Priya	HOD, A&F	
21.	Dr.S.Mahadevi	HOD , Historical Studies	
22.	Mrs. Dhanalakshmi Rajendran	Head Incharge, Sociology	

**CRITERIA - I**

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
HEADS	Mrs. P. Dhanalakshmi	Maths	
	Mrs.P.Hemalatha	Computer Science - Shift II	



### CRITERIA – II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs. J. Vimal Rosy	Computer Science Shift II	
HEADS	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

### CRITERIA – III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.A.Vinnarasi	HRM	
HEADS	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

### CRITERIA – IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	ABSENT
HEADS	Mrs. T.S.Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

### CRITERIA – V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	
HEADS	Mrs. T. Jeeva	Commerce	
	Mrs. V. Thilagavathy	Computer Science, S-I	

### CRITERIA – VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	
HEADS	Mrs.D.Subhashini	Biochemistry	
	Mrs.E.Praveena	Mathematics	

### CRITERIA – VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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





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


**Action Taken Report on the meeting held on 14.08.2023**

**Action planned-**

1. Increase outreach programmes
2. Academic Audit
3. Formation of ICC
4. Promotion of Faculty Members

**Action taken-**

1. All the departments actively started the extension work.
2. Academic Audit was conducted on 28.10.23
3. Internal Complaints Committee was formed.
4. Promotion of Faculty Members was discussed in Governing Body Meeting

  
**Signature of the IQAC coordinator**

CDr. R. Sandhya Lakshmi

**Signature of the Principal**

CDr. Maria Murugesan

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





**SOKAIKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
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Chennai 600 099, Tamilnadu

**MINUTES OF MEETING HELD ON 01.11.2023**

**Agenda:**


1. Reduce the excessive usage of paper
2. Disseminating department activity through YouTube to the Stakeholders.

**Members Present:**

1. Dr. Meera Murugesan, Principal
2. Dr. Kanmani Subramanian - Vice Principal
3. Dr. R. Sandhya Lakshmi, IQAC Coordinator
4. Dr. D. Rani Elizabeth, Member, IQAC
5. Mrs. P. Kalpana, Member, IQAC
6. HODs
7. All Criteria Coordinators & Heads

**Minutes:**

Principal expressed her concern over the excessive use of paper during documentation process. She said that the college should evolve strategies to minimize paper and asked IQAC to prepare a format where all the details of the events can be put together. IQAC coordinator agreed to do it with the help of her team. The second important thing analysed was displaying all department activities to the stakeholders. IQAC suggested that each department can have their own YouTube channel, through which they can disseminate the department activities to the stakeholders. Principal asked the HODs to start a YouTube channel at the earliest.

  
**Signature of the IQAC coordinator**

(Dr. R. Sandhya Lakshmi)

  
**Signature of the Principal**

(Dr. Meera Murugesan)

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**





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

Date : 01.11.2023

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	
2.	Dr. Kanmani Subramanian	Vice-Principal	
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	
6.	Mrs.D.Subhashini	HOD, Biochemistry	
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	
8.	Mrs.P.Dhanalakshmi	HOD, Mathematics	
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	
12.	Mrs.G.Vijaya Girija	HOD, ISM	
13.	Dr.Lydia Eric	HOD, Psychology	
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	
15.	Dr. A. Vinnarasi	HOD, HRM	
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	
18.	Dr. V.Padmavathy	HOD, Physics	
19.	Mrs.T.Sasikala	HOD, Economics	
20.	Mrs.J.Jabamalai Priya	HOD, A&F	
21.	Dr.S.Mahadevi	HOD , Historical Studies	
22.	Mrs. Dhanalakshmi Rajendran	Head Incharge, Sociology	

**CRITERIA - I**

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
HEADS	Mrs. P. Dhanalakshmi	Maths	
	Mrs.P.Hemalatha	Computer Science – Shift II	



### CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs. J. Vimal Rosy	Computer Science Shift II	
HEADS	Dr. P.L. Alamelu	Commerce	
	Dr. C. Latha	Bio-Chemistry	

### CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.A. Vinnarasi	HRM	
HEADS	Mrs. G. VijayaGirija	B.Com ISM	
	Mrs. R. Krishnaveni	Commerce	

### CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	
HEADS	Mrs. T.S.Helen Mabel	Computer Science, S-I	
	Ms. P. Raja Subha	B.Com ISM	

### CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	
HEADS	Mrs. T. Jeeva	Commerce	
	Mrs. V. Thilagavathy	Computer Science, S-I	

### CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	
HEADS	Mrs.D.Subhashini	Biochemistry	
	Mrs.E.Praveena	Mathematics	

### CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M. Vijayasumathi	BBA	
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator



Signature of the Principal

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





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
**Action Taken Report on the meeting held on 01.11.2023**

**Action planned-**


1. Reduce the excessive usage of paper
2. Disseminating department activity through YouTube to the Stakeholders.

**Action taken-**

1. IQAC created a form through which all the requirements for conducting events can be merged.
2. All departments started creating their YouTube channel.

  
**Signature of the IQAC coordinator**

(Dr. R. Sandhya Lakshmi)

  
**Signature of the Principal**

(CDr. Meera Murugesan)

**PRINCIPAL**  
**SOKAIKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**