MEETING OF INTERNAL QUALITY ASSURANCE CELL

S.NO.	IQAC MEETING MINUTES
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
- The infrastructural requirements for NAAC accreditation
- Methods to improve research activities
- Increase IQAC meetings with external experts
- 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.

Signature of the IQAC Coordinator

(Dr. R. Sandhya Lakshi)

M. gamil

Signature of the Principal
(Dr. M. Samshath)



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

04.03.2021

NAME		DESIGNATION	SIGNATURE
Dr.Sethu Kum	anan	Chairman	The same of the sa
Dr.R.Jagannath		President	Ob youran.
Dr. M. Samsha	th	Principal	M dange
Mrs. B.Meera	Murugesh	Vice-Principal HOD, Biochemistry	18-
Dr. R.Sandhya		IQAC Coordinator HOD,English	968
Mrs. S. Kanma		HOD, Tamil	88 Bishor
Mrs. N.S. Kiru	thika	HOD, Computer Science (Shift I)	NSKINTSKE
Mrs. S.Guna C	hithra	HOD, Mathematics	N.
Mrs. M. Vijaya	Sumathi	HOD, BBA	Rudi
77 Cuintha		HOD, Commerce	1
M Grace		HOD, BCA	Jaca
C Vijava		HOD, ISM	ens.
II Niemals		HOD, Economics	Nix
11 1 Mars		HOD, Physics	- Mil
1 Mainhan	A STATE OF THE PARTY OF THE PAR	HOD, TTM	V
		HOD, Psychology	fathin
Dr.M.A.Syed I	The state of the same of the s	HOD, Computer Science, (Shift II)	107
Mrs. J. Vimal F	The same of the sa	HOD, HRM	2.00
Dr. A.Vinnaras		HOD, MSW	1/1/1/0
Mrs. Dhanalak	shmi		h. Mar
Rajendran Mrs. M.Bhuva	neswari	HOD, Corporate Secretaryship	124
Dr. B.Anuradh		HOD, A&F	May

As

Signature of the IQAC Coordinator



Signature of the Principal



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 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.

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Signature of the IQAC Coordinator:-

(Dr. R. Sandhya Lakohi)

M. James

Signature of the Principal:-

(Dr. M. Samshath)



SOKATKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN (Affiliated to the University of Madras) Chennal 600 099, Tamilnadu,

MINUTES OF MEETING HELD ON 17.12.2021

Agenda:-

- 1. Changes in course planning
- 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.

Dr. R. Sandhye Lakehi)

Signature of the Principal

(Dr. Meera Murugesan)



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

S.NO.	NAME	17.12 DESIGNATION	2021
1.	Dr. Meera Murugesan	Principal	SIGNATURE
2.	Dr.Kanmani Subramanian	Vice-Principal	18
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	85 50000
4.	Dr.D.Rani Elizabeth	HOD, Tamil	M
5.	Mrs.D.Subhashini	HOD, Biochemistry	Opul
6.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	White .
7.	Mrs.S.Guna Chithra	HOD, Mathematics	No Valor
8.	Mrs. M. Vijaya Sumathi	HOD, BBA	W.
9.	Dr. S. Mary Sujatha	HOD, Commerce	Sup
10.	Mrs. M. Grace	HOD, BCA	200
11.	Mrs.G.Vijaya Girija	HOD, ISM	1
12.	Mrs.S.Joseph Bency Prisca	HOD, Economics	Burb
13.	Dr.Abila Marselin	HOD, Physics	- Alex
14.	Ms.A.Vaishnavi	HOD, TTM	The state of the s
15.	Mrs.K. Maheswari	HOD, Psychology	VIL.
16.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II) 10
17.	Dr. A. Vinnarasi	HOD, HRM	dh
18.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	1
19.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	130
20.	Dr. B. Anuradha	HOD, A&F	Jut
21.	Dr.S.Mahadevi	HOD, Historical Studies	S. Nahada
22.	Dr.M.Suganya	HOD, Sociology	Me

88

Signature of the IQAC Coordinator



Signature of the Principal



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

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
- Increase the number of conference and seminars

Action taken-

- 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. Sandluge Lakshi)

Signature of the Principal:-CDr. Meera Huruguan



SOKATKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN (Affiliated to the University of Madray) Chennai 600 099, Tumilnada

MINUTES OF MEETING HELD ON 23.02.2022

Agenda:

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

Members Present:

- Dr. Meera Murugesan, Principal
- Dr. Kanmani Subramanian, Vice Principal
- 3. Dr. R.Sandhya Lakshmi, IQAC Coordinator
- 4. Dr. D. Rani Elizabeth, Member, IQAC
- Mrs. P. Kalpana, Member, IQAC
- 6. HODs
- 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. Sandlyge Lakeli)

Signature of the Principal

Car Meira Murugesan)



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

S.NO.	NAME		02 2022
- Nation commission and the		DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal 1/4	1
2.	Dr. Kanmani Subramanian	Vice-Principal	Co sondon
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	188
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	charl
5.	Mrs.P.Kalpana	Member of IQAC, ISM	PKA
6.	Mrs.D.Subhashini	HOD, Biochemistry	Buti
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	N & Kinst Oak
8.	Mrs.S.Guna Chithra	HOD, Mathematics	II
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	2440
10.	Dr. S. Mary Sujatha	HOD, Commerce	· ·
11.	Mrs. M. Grace	HOD, BCA	Her
12.	Mrs.G.Vijaya Girija	HOD, ISM	Fire
13.	Mrs.S.Joseph Bency Prisca	HOD, Economics	B
14.	Dr.Abila Marselin	HOD, Physics	Suit
15.	Ms.A. Vaishnavi	HOD, TTM	1
16.	Dr.Lydia Eric	HOD, Psychology	Lidis
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	(V)
18.	Dr. A. Vinnarasi	HOD, HRM	125
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	1.00
1	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	M
	Dr. B. Anuradha	HOD, A&F	Par
	Dr.S.Mahadevi	HOD , Historical Studies	5 Mahadani
23.	Dr.M.Suganya	HOD, Sociology	My

CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	The state of the s	BCA	Alace)
HEADS	Dr. D. Rani Elizabeth	Tamil	alread .
I LIJI KAO W	Mrs. P. Dhanalakshmi	Maths	QL V

CRITERIA - II

and the second	NAME OF THE STAFF	DEPARTMENT	C. C
WITTON	Mrs. J. Vimal Rosy	Computer Science Shift II	SIGNATURE
W WONATON	Dr. P.L. Alamelu	Commerce	
HEADS	Dr. C. Latha	Bio-Chemistry	Hamo
	and the state of t	The second secon	115

CRITERIA - III

TON	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
POSITION POSITION	Dr.M. Suganya	Sociology	MATURE
I COORDINA	Mrs. G. VijayaGirija	B.Com ISM	and the same of th
HEADS	Mrs. R. Krishnaveni	Commerce	Olas I
		Commence of the Commence of th	thank.

CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	No Knothile
HEADS	Mrs. T.S . Helen Mabel	Computer Science, S-I	No IN
	Ms. P. Raja Subha	B.Com ISM	Dun Ha

CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.S.Mary Sujatha	Commerce	A
HEADS	Mrs. T. Jeeva	Commerce	P
	Dr. A. Vinnarasi	HRM	26

CRITERIA - VI

	NAME OF THE STAFF		SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	6 towolow
HEADS	Mrs. M. Bhuvaneswari	B.Com CS	the
	Dr. V. Padmavathy	Physics With CA	Mal/

CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	PUSH
HEADS	Mrs. R. Suganthi	English	6
	Mrs. R. Dhanalakshmi	MSW	9

Signature of the IQAC Coordinator

Signature of the Principal



SOKA IKEDA 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 23.02.2022

Action planned-

- 1. Collection of data for metrics
- 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

On-R-Sandhye hakehii)

Signature of the Principal

(Dr. Meera Murugesay)



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

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
- 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 inceased. Principal asked the HODs to increase the number of collaboration with other institutions before accreditation.

Signature of the IQAC Coordinator

Dr. R. Sandluge Lakehin)

Signature of the Principal

CDI Meera Murugesan



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

Date: 05.05.2022

S.NO.	NAME	DESIGNATION	SIGN
I s	Dr. Meera Murugesan	Principal	SIGNATUR
2.	Dr. Kanmani Subramanian	Vice-Principal	0.82
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	8 Fooder
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	Oh Ad
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	P. Kalpa
6.	Mrs.D.Subhashini	HOD, Biochemistry	Bull.
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	NAVAR
8.	Mrs.S.Guna Chithra	HOD, Mathematics	Manaly
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	DUX
10.	Dr. S. Mary Sujatha	HOD, Commerce	A STATE OF THE STA
11.	Mrs. M. Grace	HOD, BCA	Lynna
12.	Mrs.G.Vijaya Girija	HOD, ISM	Can
13.	Mrs.S.Joseph Bency Prisca	HOD, Economics	B
14.	Dr. Abila Marselin	HOD, Physics	Mil
15.	Ms.A. Vaishnavi	HOD, TTM	19
16.	Dr.Lydia Eric	HOD, Psychology	21:3
17.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	TON'
18.	Dr. A. Vinnarasi	HOD, HRM	11.12
19.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	16
20.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	ABSEN
21.	Dr. B. Anuradha	HOD, A&F	Loon
22.	Dr.S.Mahadevi	HOD, Historical Studies	S. Mahad
23.	Dr.M.Suganya	HOD, Sociology	Mr

CRITERIA - I

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

CRITERIA - II

NAME OF THE STAFF	DEPARTMENT
NAME OF Mrs. J. Vimal Rosy	Computer Science Shift II
POSITION MIS.	Commerce
COORDINA Dr. C. Latha	Bio-Chemistry Acan
HEADS DI.C.	410
CONTENT	TA III

CRITERIA - III

	NAME OF THE STAFF	DEPARTMENT	SIGN
CITIO!	OR Dr.M. Suganya	Sociology	SIGNATURE
POSINAT	Mrs. G. VijayaGirija	B.Com ISM	NV
COORD	Mrs. R. Krishnaveni	Commerce	W. Jan
HEADS		And the second s	normal

CRITERIA - IV

251	NAME OF THE STAFF	DEPARTMENT	SIGN
POSITION COORDINATOR	Mrs.N.S.Kiruthika	Computer Science, S-I	SIGNATURE
HEADS	Mrs. T.S . Helen Mabel	Computer Science, S-I	La Main Sto
TILA	Ms. P. Raja Subha	B.Com ISM	Ruse
			Raynished

CRITERIA - V

OTTION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
POSITION	Dr.S.Mary Sujatha	Commerce	STOTATURE
	Mrs. T. Jeeva	Commerce	P.
HEADS	Dr. A. Vinnarasi	HRM	1/2
	A STATE OF THE PROPERTY OF THE		

CRITERIA - VI

POSITION	NAME OF THE STAFF		SIGNATURE
COORDINATOR	Dr.Kanmani Subramanian	Tamil	Extraoriosoo)
HEADS	Mrs. M. Bhuvaneswari	B.Com CS	ABSENT
TIEADO	Dr. V. Padmavathy	Physics With CA	Very/

CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	Bust.
HEADS	Mrs. R. Suganthi	English	8 . /
	Mrs. R. Dhanalakshmi	MSW	Tille

Signature of the IQAC Coordinator

CHEANIAL SO

Signature of the Principal



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

Action Taken Report on the meeting held on 05.05.2022

Action planned-

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

Action taken-

- 1. Rubrics was framed and the faculty members set question papers with that.
- 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

(Dr. P. Sandhya Lakshii)

Signature of the Principal

PRINCIPAL SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CDr. Mura Hurugesan

CHENNAI - 600 099



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

MINUTES OF MEETING HELD ON 16.12.2022

Agenda:

- 1. To condet Environment Audit, Green Audit, Waste Management Audit, Energy Audit and Gender Audit.
- 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
- Mrs. P. Kalpana, Member, IQAC
- 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. P. Sandhye Lakshi)

Signature of the Principal (Dr. M. eira Murugesan)



SOKATKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN (Affiliated to the University of Madras) Chennal 600 099, Tamilnadu,

DATE: 16.12.2022

S.NO.	NAME	DESIGNATION	CIC
1.	Dr. Meera Murugesan	Principal 1/4	SIGNATURE
2.	Dr. Kanmani Subramanian	Vice-Principal	1/2
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	6 Box ond
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	146
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	P. Kolpa
6.	Mrs.D.Subhashini	HOD, Biochemistry	Rolpa
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	Wall.
8.	MrsP.Dhanalakshmi	HOD, Mathematics	N.S MITTING
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	Poi
10.	Dr. S. Mary Sujatha	HOD, Commerce	Bust.
11.	Mrs. M. Grace	HOD, BCA	H
12.	Mrs.G.Vijaya Girija	HOD, ISM	Ca-
13.	Dr.Lydia Eric	HOD, Psychology	PIO
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	Lighta Cur
15.	Dr. A. Vinnarasi	HOD, HRM	7/2
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	W.W.
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	118
18.	Ms.Pardita Ningthoujam	HOD, TTM	De
19.	Dr. V.Padmavathy	HOD, Physics	TOP
20.	Mrs.S.Joseph Bency Prisca	HOD, Economics	B
21. 1	Mrs.G.Bhuvaneswari	HOD, A&F	zhi
22. I	Dr.S.Mahadevi	HOD, Historical Studies	S. Mahadevi
3. N	Ars.K.Srimathi	HOD, Sociology	18

CRITERIA - I

	OF THE STAFF	DEPARTMENT SIGNATURE
2 4 5 7 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	NAME OF THE STAFF	BCA
COORDINATOR	Mrs.M.Grace	Maths
	Mrs. P. Dhanalakshmi Mrs.P.Hemalatha	Computer Science Shift-II

CRITERIA - II

OF THE CTAFF	DEPARTMENT SIGNATURE
	Computer Science Shift II
Mrs. J. Villiai Rosy	Commerce Ala.
IN F.L. Ammen	
Dr. C. Latha	Bio-Chemistry
	Dr. P.L. Alamelu

CRITERIA - III

NAME OF THE STAFF	DEPARTMENT	SIGNATURE
The state of the s	HRM	0./
Mrs. G. VijavaGirija	B.Com ISM	
	Commerce	Q. hugh
	Dr.A.Vinnarasi Mrs. G. VijayaGirija	Mrs. G. VijayaGirija B.Com ISM

CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
	2 11	Computer Science, S-I	N.6 KINT DIRE
COMPANIANCE	Mrs. T.S. Helen Mabel	Computer Science, S-I	Sal
LLEILING		B.Com ISM	Reyerubher
	CO ITEM		/

CRITERIA - V

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

CRITERIA - VI

NAME OF THE STAFF	DEPARTMENT	SIGNATURE
DrKanmani Subramanian	Tamil	(d) 5000 (000)
Mrs.D.Subhashini	Biochemistry	sun-
Mrs.E.Praveena	Maths	9
	DrKanmani Subramanian Mrs.D.Subhashini	DrKanmani Subramanian Tamil Mrs.D.Subhashini Biochemistry

CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Vijayasumathi	BBA	Bride.
HEADS	Mrs. R. Suganthi	English	
	Mrs. R. Dhanalakshmi	MSW	101.0

Signature of the IQAC Coordinator

Signature of the Principal



SOKATKEDA COLLEGE OF ARTS AND SCIENCE FOR WOME (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 Lakelin)

Signature of the Principal CDr. Neera Muriquai

> PRINCIPAL SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

CHENNAI - 600 098



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

Os. P. Sandhya Lakehini)

Signature of the Principal



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	TO URI
2.	Dr. Kanmani Subramanian	Vice-Principal	Considera
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	48
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	Church
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	P.Kilpan
6.	Mrs.D.Subhashini	HOD, Biochemistry	& Bulli
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	N.S.Karathika
8.	MrsP.Dhanalakshmi	HOD, Mathematics	De.
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	Risoffi
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	grace
12.	Mrs.G.Vijaya Girija	HOD, ISM	ans
13.	Dr.Lydia Eric	HOD, Psychology	Lydia
14.	Mrs. J. Vimal Rosy	HOD, Computer Science, (Shift II)	100
15.	Dr. A. Vinnarasi	HOD, HRM	d.V
16.	Mrs. Dhanalakshmi Rajendran	HOD, MSW	V.Nie
17.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	ill
18.	Ms.Pardita Ningthoujam	HOD, TTM	A
19.	Dr.V.Padmavathy	HOD, Physics	B
20.	Mrs.S.Joseph Bency Prisca	HOD, Economics	ABSEN
21.	Mrs.G.Bhuvaneswari	HOD, A&F	G. Bhy
22.	Dr.S.Mahadevi	HOD, Historical Studies	S. Mahada
23.	Mrs.K.Srimathi	HOD, Sociology	8

CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	CA COM
COOPDINATOR	Mrs.M.Grace	BCA	SIGNATURE
COOKDINATOR	Mrs. P. Dhanalakshmi	Maths	- Colonia
HEADS	Mrs.P.Hemalatha	Computer	011
	CDUTED	Science Shift-II	YV

CRITERIA - II

Mrs. J. Vimal Rosy	Computer Science Shift II	SIGNATURE
	Commerce	Mamel
	Bio-Chemistry	148
	Or. P.L. Alamelu Or. C. Latha	Or. P.L. Alamelu Commerce

CRITERIA - III

NAME OF THE STAFF	DEPARTMENT	SIGNATURE
Dr.A.Vinnarasi	HRM	d'h
Mrs. G. VijayaGirija	B.Com ISM	R
	Commerce	Plerith
	NAME OF THE STAFF Dr.A.Vinnarasi Mrs. G. VijayaGirija Mrs. R. Krishnaveni	Mrs. G. VijayaGirija B.Com ISM

CRITERIA - IV

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
	Mrs.N.S.Kiruthika	Computer Science, S-I	NEKINTTIKO
HEADS		Computer Science, S-I	
A ALLIE ALLIES	Ms. P. Raja Subha	B.Com ISM	Raymetha
	1410: 1 : 1419		/

CRITERIA – V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	a 1 1	Commerce	7
HEADS	Mrs. T. Jeeva	Commerce	7
	Mrs.V.Thilagavathy	Computer Science,S-I	W

CRITERIA - VI

DOCITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
POSITION COORDINATOR	101	Tamil	6 Francisco
	Mrs.D.Subhashini	Biochemistry	Sulu
	Mrs.E.Praveena	Maths	a

CRITERIA - VII

POCITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
I ONLA LO	.1:	BBA	Ryst!
	Mrs. R. Suganthi	English	
IIIIIII	Mrs. R. Dhanalakshmi	MSW	

Signature of the IQAC Coordinator

Signature of the Reincipal



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 17.02.2023

Action Planned-

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

Action Taken Report-

- 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. Sandhye Lakshii)

Signature of the Principal

PRINCIPAL

(Dr. Mura Murugesan)

SOKA IKEDA COLLEGE OF AND SCIENCE FOR WOM

CHENNAI - 600 099



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

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 Lakshi)

Signature of the Principal

(Dr. Mera



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	SICNATURE
	Dr. Meera Murugesan	Principal	18 ONE
1.	Dr. Kanmani Subramanian	Vice-Principal	CAT
2.		IQAC Coordinator	Co Baidpart
3.	Dr. R.Sandhya Lakshmi	HOD English	188
A	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	Chim
4.	Mrs.P.Kalpana	Member of IQAC, Business	1
5.	Mrs.P.Kaipana	Administration	P.Kelpan
6.	Mrs.D.Subhashini	HOD, Biochemistry	Dulli -
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	ABSENT
	Mrs.P.Dhanalakshmi	HOD, Mathematics	De -
8.	Mrs. M. Vijaya Sumathi	HOD, BBA	Ruff
9.		HOD, Commerce	
10.	Dr. S. Mary Sujatha	HOD, BCA	Mac
11.	Mrs. M. Grace	HOD, ISM	
12.	Mrs.G.Vijaya Girija	HOD, Psychology	7.0
13.	Dr.Lydia Eric	HOD, Computer Science, (Shift II)	dydraznic
14.	Mrs. J. Vimal Rosy		
15.		HOD, HRM	and the second
	Mrs. Dhanalakshmi Rajendran	HOD, MSW	1.60
16.	Mrs.M. Bhuvaneswari	HOD, Corporate Secretaryship	W
17.		HOD, Physics	Soot
18.	Dr.V.Padmavathy	HOD, Economics	18/
19.	Mrs.T.Sasikala	HOD, A&F	J. huly
20.	Mrs.J.Jabamalai Priya	HOD, Historical Studies	S. Mahadai
21.	Dr.S.Mahadevi		Man
	Mrs. Dhanalakshmi Rajendran	Head Incharge, Sociology	1- Aller

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNAT
COORDINATOR	Mrs.M.Grace	BCA	78
HEADS	Mrs. P. Dhanalakshmi	Maths	101
HEAD3	Mrs.P.Hemalatha	Computer Science – Shift II	IW

CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT
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	dv
HEADS	Mrs. G. VijayaGirija	B.Com ISM	Cut
	Mrs. R. Krishnaveni	Commerce	D. Juis

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	45
	Ms. P. Raja Subha	B.Com ISM	Reyordsher

CRITERIA - V

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

CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	
COORDINATOR	Dr.Kanmani Subramanian	Tamil	(A poor (and)
HEADS	Mrs.D.Subhashini	Biochemistry	&Silve:
	Mrs.E.Praveena	Mathematics	9

CRITERIA - VII

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

KE

Signature of the IQAC Coordinator



Signature of the Principa



SOKAIKEDA COLLEGE OF ARTS AND SCIENCE FOR WORKS Chennal 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.
- Academic Audit was conducted on 28.10.23
- Internal Complaints Committee was formed.
- 4. Promotion of Faculty Members was discussed in Governing Body Meeting

Signature of the IQAC coordinator

CD1. P. Sandlya (akshi)

Signature of the Principal

SOKA IKEDA COLLEGEOF ARTS AND SCIENCE FOR WOMEN

CHENNAL - 600 (88)



SOKA INEDA COLLEGE OF ARTS AND SCIENCE FOR WORK (Affiliated to the University of Madras) Chennal 600 099, Tamiloadu

MINUTES OF MEETING HELD ON 01.11.2023

Apenda

- Reduce the excessive usage of paper
- Disseminating department activity through YouTube to the Stakeholders

Members Present:

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

Minutes:

Principal expressed her concern over the excessive use of paper during documentarion process. She said that the college should evolve strategies to minimize paper and asked KOAL 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. Sandleys Lakelin) (Dr. Meira Murigeran

Signature of the Principal



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

Date: 01.11.2023

.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meera Murugesan	Principal	18
2.	Dr. Kanmani Subramanian	Vice-Principal	Composition
3.	Dr. R.Sandhya Lakshmi	IQAC Coordinator HOD, English	46)
4.	Dr.D.Rani Elizabeth	Member of IQAC ,HOD, Tamil	epul
5.	Mrs.P.Kalpana	Member of IQAC, Business Administration	P. Kolpan
6.	Mrs.D.Subhashini	HOD, Biochemistry	Selle
7.	Mrs. N.S. Kiruthika	HOD, Computer Science (Shift I)	N.S. Krath
8.	Mrs.P.Dhanalakshmi	HOD, Mathematics	g!
9.	Mrs. M. Vijaya Sumathi	HOD, BBA	Rust
10.	Dr. S. Mary Sujatha	HOD, Commerce	
11.	Mrs. M. Grace	HOD, BCA	- Jan
12.	Mrs.G.Vijaya Girija	HOD, ISM	Tani
13.		HOD, Psychology	Lydia
14.		HOD, Computer Science, (Shift II)	1 .00
15.		HOD, HRM	A.V
16.	111 Deigndron	HOD, MSW	1. Nue
17		HOD, Corporate Secretaryship	We
18		HOD, Physics	Sar
19		HOD, Economics	135
20	1:0:	HOD, A&F	Jule
21		HOD, Historical Studies	S. Mahade
22	111 Diandron	Head Incharge, Sociology	1 Alla

CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	The car
HEADS	Mrs. P. Dhanalakshmi	Maths	The state of the s
TID/ID/	Mrs.P.Hemalatha	Computer Science – Shift II	PH

CRITERIA - II

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATUL
COORDINATOR	Mrs. J. Vimal Rosy	Computer Science Shift II	一大学,
HEADS	Dr. P.L. Alamelu	Commerce	The state of
	Dr. C. Latha	Bio-Chemistry	- Fare

CRITERIA - III

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Dr.A.Vinnarasi	HRM	1140
HEADS	Mrs. G. VijayaGirija	B.Com ISM	20
	Mrs. R. Krishnaveni	Commerce	Downston

CRITERIA - IV

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

CRITERIA - V

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
T CONTRACT.	Dr.S.Mary Sujatha	Commerce	<i></i>
HEADS	Mrs. T. Jeeva	Commerce	R-
		Computer Science, S-I	12

CRITERIA - VI

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
	Dr.Kanmani Subramanian		& Transon)
HEADS	Mrs.D.Subhashini	Biochemistry	D. SILL
		Mathematics	4

CRITERIA - VII

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
		BBA	BANGT.
HEADS	Mrs. R. Suganthi	English	A
	Mrs. R. Dhanalakshmi	MSW	4/

Signature of the IQAC Coordinator



Signature of the Principal



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 01.11.2023

Action planned-

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

Action taken-

- 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
(D1 - R. Sandluge Lakelin)

Signature of the Principal
(Dr. Meera Murugeran)