



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


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


PRINCIPAL
SOKAIKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
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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.J. Vimal Rosy	HOD, Psychology	
17.	Dr. A. Vinnarasi	HOD, Computer Science, (Shift II)	
18.	Mrs. Dhanalakshmi Rajendran	HOD, HRM	
19.	Mrs.M. Bhuvaneswari	HOD, MSW	
20.	Dr. B. Anuradha	HOD, Corporate Secretaryship	
21.	Dr.S.Mahadevi	HOD, A&F	
22.	Dr.M.Suganya	HOD, Historical Studies	
		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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