



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

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

PRINCIPAL
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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)

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