



**SOKAIKEDA 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
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)

**PRINCIPAL**  
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