



**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	<b>ABSENT</b>
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**  
(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
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**