



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

MINUTES OF MEETING HELD ON 01.11.2023

Agenda:

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

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 expressed her concern over the excessive use of paper during documentation process. She said that the college should evolve strategies to minimize paper and asked IQAC 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. Sandhya Lakshmi)


Signature of the Principal

(Dr. Meera Murugesan)

PRINCIPAL
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Date : 01.11.2023

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.Kalpana	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.	Dr. V.Padmavathy	HOD, Physics	
19.	Mrs.T.Sasikala	HOD, Economics	
20.	Mrs.J.Jabamalai Priya	HOD, A&F	
21.	Dr.S.Mahadevi	HOD , Historical Studies	
22.	Mrs. Dhanalakshmi Rajendran	Head Incharge, Sociology	

CRITERIA - I

POSITION	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
COORDINATOR	Mrs.M.Grace	BCA	
HEADS	Mrs. P. Dhanalakshmi	Maths	
	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	Mathematics	

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 01.11.2023

Action planned-

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

Action taken-

1. 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

(Dr. R. Sandhya Lakshmi)


Signature of the Principal

(CDr. Meera Murugesan)

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