



# SREE AYYAPPA COLLEGE FOR WOMEN

(Reaccredited with B Grade by NAAC)

CHUNKANKADAI, NAGERCOIL - 629 003  
KANYAKUMARI DISTRICT.

Phone : 9384822334

19-06-2003

Date : .....

Ref:

## Minutes of IQAC Meeting held on 19 June 2023

### Agenda

- Deeksharambh – Orientation Program
- Plan of Action for the Academic Year 2023-24
- Orientation on Code of Conduct (Discipline Committee)
- Anti-Ragging Orientation Program
- Submission of AQAR for 21-22
- Any other matter **Minutes**
- Deeksharambh – Orientation Program  
Discussion focused on the orientation program for first-year students, including the need to create a detailed schedule and assign responsibilities to departments for the smooth conduct of Deeksharambh. The focus will be on introducing students to college culture, resources, and facilities.
- Plan of Action for the Academic Year (AY)  
Discussion on various academic and administrative plans for the year, such as faculty development programs, workshops, and student-centric activities. Special emphasis on sustainability and community outreach programs.
- Orientation on Code of Conduct (Discipline Committee)  
The Discipline Committee will hold sessions for students regarding the Code of Conduct, highlighting expected behaviour, academic integrity, and college policies on discipline. The IQAC suggested more active involvement of faculty members in discussing these policies during class hours as well.
- Anti-Ragging Orientation Program  
Anti-ragging awareness program details were discussed, including collaboration with external resource persons (e.g., legal experts, counselors) to educate students on the consequences of ragging. A dedicated team will monitor compliance with anti-ragging policies.
- Submission of AQAR for 21-22  
The meeting discussed the status of AQAR submission for the pending years. It was decided that, the IQAC has to take necessary steps to submit the 2 pending AQARs at the earliest and start preparing for the SSR.

It was unanimously decided that all activities should be conducted before the end of the odd semester to ensure proper implementation.

Departments were asked to integrate the orientation on discipline and anti-ragging into their respective Deeksharambh programs.

The meeting was attended and the minutes was approved by,

Dr. K V Jayashree

Dr. V R Anjana

Dr. D Lekha


Dr. M. Suma

Dr. Smitha Nair

Dr. K. Meena

Dr. V Soniya

Dr. S Sudhambika











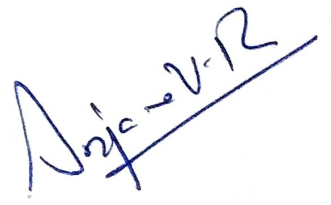



ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19 JUNE 2023

- Deeksharambh – orientation program for first year students was conducted from June to 3<sup>rd</sup> July 2023.
- IQAC in collaboration with ICT academy organised 'Rising star - self learning program' for all final year students on 18<sup>th</sup> July 2023.
- The code of conduct of the institution were circulated to all departments. It was also displayed in the notice board. Departments took steps into integrate the orientation on discipline and anti-ragging into their respective Deeksharambh programs held on 3<sup>rd</sup> July 2023.
- The AQAR for the academic year 2021-22 was successfully submitted by the IQAC on 28<sup>th</sup> July 2023.
- As discussed in the meeting, workshops, seminars, skill development programs, motivational talks, were planned and executed.

  
Principal



  
IQAC Coordinator





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CHUNKANKADAI, NAGERCOIL - 629 003

KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

18.10.2023.....

## Minutes of IQAC Meeting held on 18, October 2023

### Agenda:

- Introduction of New Principal – Dr. V. R. Anjana
- New IQAC Coordinator
- Reconstitution of IQAC Composition
- Students' Union Inauguration
- Faculty Development Program (FDP)

### Minutes

- Introduction of New Principal – Dr. V. R. Anjana  
The meeting commenced with a formal introduction and warm welcome to the newly appointed principal, Dr. V. R. Anjana. She shared her vision for the institution, focusing on academic excellence, innovation, and holistic student development.
- New IQAC Coordinator  
The appointment of the new IQAC Coordinator was announced. Dr. Smitha Nair has taken over the role and will be responsible for leading the quality initiatives and compliance for NAAC-related activities.
- Reconstitution of IQAC Composition  
The IQAC composition has been reconstituted to reflect the changes in staff and administration. A new set of members, including representatives from various departments and student representatives, was confirmed. The updated IQAC team was introduced, and roles and responsibilities were discussed.
- Students' Union Inauguration  
Discussion on the inauguration of the Students' Union for the academic year. The event will focus on introducing the newly elected student representatives and outlining their responsibilities.  
IQAC emphasized the need for the union to actively participate in both academic and cocurricular events.
- Faculty Development Program (FDP)  
Planning for upcoming Faculty Development Programs (FDP) was discussed. The focus of the next FDP will be on capacity building, new teaching methodologies, and technology integration in classrooms. Suggestions were made to include sessions on research methodologies and mental health for faculty.

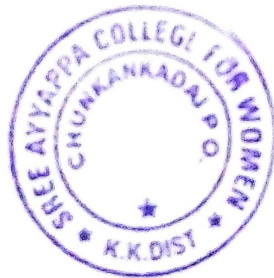


The IQAC resolved to ensure the smooth transition of responsibilities with the new principal and coordinator.

It was unanimously agreed to conduct the Students' Union inauguration and FDP before the end of the semester to facilitate academic planning.

The meeting was attended and the minutes was approved by,

1. Dr. V. R. Anjana *Anjana V.R.*
2. Dr. Smitha Nair *Smitha*
3. Mrs. S. Divyasree *Divyasree*
4. Dr. J. Prasanna Kumari *J. Prasanna Kumari*
5. Dr. C. Lakshmi Prasad *Lakshmi Prasad*
6. Dr. G. Sumathy *Sumathy*
7. Mrs. J. S. Divyasree *Divyasree*
8. Dr. Y. C. Viji *Y.C. Viji*
9. Dr. P. V. Radhika *Radhika*
10. Dr. S. Prathika *Prathika*
11. Dr. S. Gayathry Devi *Gayathry Devi*
12. Dr. A. K. Viji *A.K. Viji*
13. Dr. Radha. R *Radha R*
14. Dr. S. Sudhambika *Sudhambika*
15. Dr. R. B. Akhila *R.B. Akhila*



**ACTION TAKEN REPORT OF IQAC MEETING HELD ON 25 AUGUST 2023**

- Dr. Anjana met with department heads to discuss future strategies.
- The new IQAC coordinator submitted a plan for AQAR submission and other quality enhancement initiatives.
- Finalized the roles and duties of the new members and updated the composition in the IQAC portal.
- Students' Union inauguration was held on 27<sup>th</sup> October 2023, with IQAC providing support for planning and coordination.
- One week long National virtual FDP on 'Empowering Educators – Nurturing Innovation and Entrepreneurship in Academia' was conducted in collaboration with Kalasalingam TBI and EDII, Tamil Nadu from November 15<sup>th</sup> to 21<sup>st</sup>.
- As discussed in the previous meetings, various departments, different cells, clubs and committees were actively organized international conferences, seminars, workshops, extension activities, add-on/certificate courses etc.

*Anjana V.R.*

Principal



*[Signature]*

IQAC Coordinator





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CHUNKANKADAI, NAGERCOIL - 629 003

KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

11-12-2023

Date : .....

## Minutes of IQAC Meeting held on 11, December 2023.

### Agenda

- Review of Activities of Clubs and Committees
- Submission of AQAR 2022-23 and accreditation process
- Internal Academic Audit
- Faculty Development Program (FDP)
- Annual Sports Day
- Fine Arts Day
- Graduation Day
- College Day

### Minutes

#### 1. Review of Activities of Clubs and Committees

It was decided to review the activities of various clubs and committees for improvement and suggestions. The IQAC team members were assigned for the verification of the activity reports submitted by the clubs and committees.

#### 2. Submission of AQAR 2022-23 and accreditation process

It was decided to submit the AQAR for the academic year 2022-23 at the earliest and to take subsequent steps for next accreditation cycle.

#### 3. Internal Academic Audit

The IQAC discussed the internal academic audit conducted for the semester, assessing curriculum delivery, student performance, and departmental activities. It was decided to be scheduled on March.

#### 4. Faculty Development Program (FDP)

Discussion on the recently concluded FDP focused on feedback from participants. Overall, the program was well-received, with a special mention of sessions on digital tools for teaching. Plans were made for the next FDP to be held in the upcoming semester, focusing on mapping and attainment of CO and PO.

#### 5. Annual Sports Day

Preparations for the Annual Sports Day were discussed. It was agreed that the event would be held in [Month], the Sports Committee was assigned to ensure proper planning.

6. Fine Arts Day

The Fine Arts Day celebration was also discussed. The committee proposed adding more culturally diverse events to encourage broader student participation.

7. College Day

Plans for the College Day function were outlined, including the proposal to invite a distinguished guest as the chief guest. The event would recognize academic and extracurricular achievements, with the involvement of both staff and students.

The IQAC resolved to ensure the timely execution of all planned events with active involvement from students and faculty.

Committees were encouraged to submit their reports and event proposals promptly to avoid any last-minute arrangements.

The meeting was attended and the minutes was approved by.

1. Dr. V. R. Anjana
2. Dr. Smitha Nair
3. Mrs. S. Divyasree
4. Dr. J. Prasanna Kumari
5. Dr. C. Lakshmi Prasad
6. Dr. G. Sumathy
7. Mrs. J. S. Divyasree
8. Dr. Y. C. Viji
9. Dr. P. V. Radhika
10. Dr. S. Prathika
11. Dr. S. Gayathry Devi
12. Dr. A. K. Viji
13. Dr. Radha. R
14. Dr. S. Sudhambika
15. Dr. R. B. Akhila

*Anjana V.R.*

*Smitha*

*Divyasree*

*J. Prasanna*

*Lakshmi*

*Sumathy*

*Divyasree*

*Y.C. Viji*

*P.V. Radhika*

*S. Prathika*

*S. Gayathry Devi*

*A.K. Viji*

*Radha.R*

*S. Sudhambika*

*R.B. Akhila*





ACTION TAKEN REPORT OF IQAC MEETING HELD ON 11, DECEMBER 2023

- The activities of various student clubs and committees were reviewed. Feedback from students and staff was taken into account, with suggestions for improvement in coordination and involvement. It was noted that some clubs were more active than others, and efforts would be made to ensure balanced participation and visibility of all committees.
- The AQAR for 2022-23 was successfully submitted on 1<sup>st</sup> February 2024.
- As decided in the meeting an internal Academic Audit was done on March 11, 2024. The audit found that most departments were adhering to academic schedules, though there was room for improvement in documentation and use of innovative teaching practices.
- A faculty enrichment workshop on OBE- CO. PO Mapping and attainment was organized on 16<sup>th</sup>, March 2024.
- Annual Sports Day was celebrated as decided on 25<sup>th</sup> March 2024.
- The Valedictory function of fine arts day was conducted on 12<sup>th</sup> April 2024.
- Graduation Day was conducted on 13<sup>th</sup> April 2024.
- College day was celebrated on April 15<sup>th</sup> 2024.



Principal



IQAC Coordinator





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KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

Date : .....08-01-2024.....

## Minutes of the IQAC core committee meeting held on 8<sup>th</sup> January 2024.

### Agenda:

1. Submission of AQAR for the Year 2022-23
2. Planning and Preparations for SSR
3. Any other matter

### Minutes:

#### Submission of AQAR for 2022-23:

- The IQAC Coordinator presented an overview of the AQAR for the academic year 2022-23.
- The team reviewed the data gathered across departments and made final checks for compliance with NAAC requirements.
- It was decided that the AQAR would be submitted to NAAC by the end of January 2024.

#### Planning and Preparations for SSR:

- The committee discussed the upcoming SSR process, with an emphasis on ensuring all departments are fully prepared.
- The principal emphasized the importance of gathering evidence and documentation to support each SSR criterion.
- A timeline for SSR preparation was set, with specific deadlines for departments to submit updates.

#### Other Points Discussed:


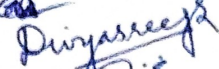



- Regular follow-up meetings would be scheduled to monitor progress on SSR preparations.

The meeting was attended and the minutes was approved by,

1. Dr. V. R. Anjana
2. Dr. Smitha Nair
3. Ms. Divyasree S
4. Dr. C. Lakshmi Prasad
5. Dr. G. Sumathy

Anjana V.R.  
Smitha Nair  
Divyasree S  
Lakshmi Prasad  
Sumathy



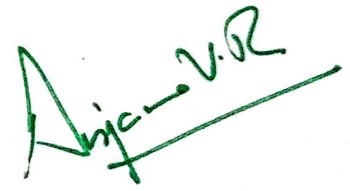
5. Dr.G.Sumathy 
6. Mrs.J.S.Divyasree 
7. Dr.S.Gayathry Devi 
8. Dr.Radha.R 
9. Ms Sreethi Krishna J 

**Action Taken Report of IQAC core committee meeting held on 8<sup>th</sup> January 2024**

- The AQAR for the year 2022-23 was submitted on 1<sup>st</sup> February 2024.
- A draft schedule was prepared for departmental meetings for SSR updates.
- Core Committee members were assigned responsibilities to streamline data collection and analysis
- Next core committee meeting was scheduled on the first week of February 2024.



**IQAC-COORDINATOR**



**PRINCIPAL**





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KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

Date : .....05-02-2024.....

## Minutes of IQAC Core Committee Meeting held on 5<sup>th</sup> February 2024

### Agenda:

1. Update on AQAR Submission
2. SSR Planning
3. Data Collection for SSR

### Minutes

#### Update on AQAR Submission:

- The IQAC Coordinator confirmed that the AQAR for 2022-23 has been successfully submitted to NAAC on 1<sup>st</sup> February 2024.
- The committee reviewed any pending documents and shared feedback on the submission process to streamline future reports.

#### SSR Planning:


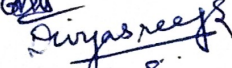



- The committee discussed a detailed plan for SSR preparation, including timelines and department-specific tasks.
- The importance of quality documentation and evidence collection for each criterion was emphasized.

#### Data Collection for SSR:

- The committee focused on methods for efficient data collection across departments, ensuring comprehensive coverage of all required metrics.
- A data submission schedule was established, with deadlines set for each department to provide information related to their SSR criteria.
- Core Committee members were assigned specific departments to facilitate data accuracy and completeness.

The meeting was attended and the minutes was approved by,

1. Dr. V. R. Anjana
2. Dr. Smitha Nair
3. Ms. Divyasree S
4. Dr. C. Lakshmi Prasad

5. Dr.G.Sumathy 
6. Ms. J.S.Divyasree 
7. Dr.S.Gayathry Devi 
8. Dr.Radha.R 
9. Ms Sreethi Krishna J 

### Action Taken Report of IQAC core committee meeting on 5<sup>th</sup> February 2024

- IQAC Coordinator and Assistant coordinator verified all the 5 AQARs submitted for the current assessment cycle.
- 6 coordinators were selected from the IQAC as Criterion coordinators for the monitoring of the SSR work criterion wise.
- Criterion coordinators along with assigned members started documentation and evidence collection for each criterion.
- Data submission schedules was distributed to each department.
- Progress of data collection was monitored regularly.



**IQAC-COORDINATOR**



**PRINCIPAL**







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KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

Date : .....19-04-2024.....

## Minutes of IQAC meeting held on 19, April 2024

### Agenda:

1. IIQA and SSR submission
2. Review of activities of the current academic year (2023-2024).
3. Planning for the next academic year (2024-2025).

### Minutes

#### 1. Submission of IIQA and SSR

- The Principal initiated the meeting by discussing the progress of the *Institutional Information for Quality Assurance (IIQA)* and *Self-Study Report (SSR)* submissions.
- The IQAC Coordinator agreed that the IIQA would be submitted within April 30, and updated the members on the completion of data collection for SSR.
- It was proposed that a dedicated team should finalize and proofread the reports for submission.
- The responsibilities for each criterion were reallocated to ensure smooth coordination and timely submission.

#### 2. Review of Activities for the Current Academic Year (2023-2024) • The activities of the current year were reviewed and commended.

- It was decided that a more structured feedback system would be implemented to improve communication between students and faculty.

#### 3. Planning for the Academic Year 2024-2025

- Plan of action for the upcoming academic year was discussed. Suggestions from the principal, faculty members and students were noted.

The meeting was attended and the minutes was approved by,


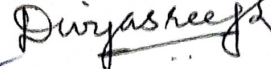




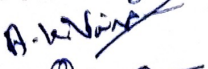



1. Dr. V. R. Anjana

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- 6. Dr.G.Sumathy 
- 7. Mrs.J.S.Divyasree 
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- 10. Dr.S.Prathika, 
- 11. Dr.S.Gayathry Devi 
- 12. Dr.A.K.Viji 
- 13. Dr.Radha.R 
- 14. Dr.S.Sudhambika 
- 15. Dr.R.B.Akhila 



**Dr. V.R. ANJANA**  
**PRINCIPAL**  
**Sree Ayyappa College for Women**  
**Chunkankadai**





**ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19, APRIL 2024**

- IIQA was submitted on 24 April 2024. All teams were instructed to expedite their final tasks for the preparation and submission of SSR.
- The coordinator presented the report on the activities conducted in the 2023-2024 academic year.
  - Successful completion of workshops, seminars, and conferences.
  - Hands-on training programs and skill development programs were conducted for various courses,
  - Alumni interactions and Placement drives were conducted ○ Add-on/ certificate courses were offered by all departments.
  - Effective use of flipped classrooms through Google Classrooms and WhatsApp groups was noted.
  - Students and faculty achievements were discussed.
  - Extension activities were done by NSS, UBA, YRC, various departments and other clubs and cells were mentioned.
- Strategic plan for the academic year 2023-24 was prepared and submitted to Principal.

  
Principal

  
IQAC Coordinator

