



SREE AYYAPPA COLLEGE FOR WOMEN

(Reaccredited with A Grade by NAAC)

CHUNKANKADAI, NAGERCOIL - 629 003

KANYAKUMARI DISTRICT.

Phone : 9384822334

Ref:

Date :

Minutes of the IQAC Meeting held on January 23, 2025

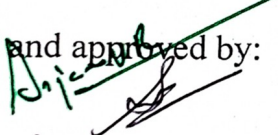
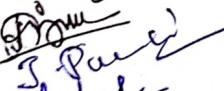
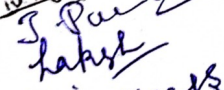
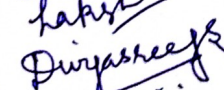
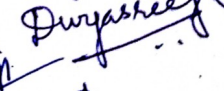


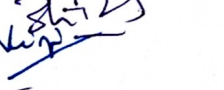





Agenda

1. Approval of the minutes of the previous meeting.
2. Submission of AQAR 2023-24

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
2. The meeting discussed the status of the AQAR submission. The work of AQAR was reviewed and it was decided to be submitted at the earliest.
3. Review of NAAC revisit preparations. Duties were allocated to concerned staff.


The meeting was attended and approved by:

1. Dr. V. R. Anjana 
2. Dr. Smitha Nair
3. Mrs. Divyasree S. 
4. Dr. J. Prasanna Kumari 
5. Dr. C. Lakshmi Prasad 
6. Mrs. J. S. Divyasree 
7. Dr. Y. C. Viji 
8. Dr. S. Prathika 
9. Dr. Gayathry Devi S. 
10. Mrs. A. K. Viji 
11. Dr. R. Radha 
12. Dr. B. Sajeetha 
13. Mrs. J. Sreeethi Krishna 
14. Ms Prasaja V P 

Action Taken Report of IQAC meeting held on January 23, 2025

Sl No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	Submission of AQAR 2023-24	AQAR 2023-24 was submitted on time.
3.	Review of NAAC revisit preparations	Duties were allotted for the NAAC revisit. Documents were reverified. Instructions for staff and students were given for a smooth NAAC Revisit.


IQAC Coordinator


Principal



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Minutes of the IQAC Meeting held on February 3 2025

Agenda

1. Approval of the minutes of the previous meeting.
2. Internal Academic Audit on February 4 & 5, 2025.
3. Mock NAAC Visit on February 6, 2025.
4. Preparations for NAAC Revisit on February 13 & 14, 2025.

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
2. The schedule for the Internal Academic Audit was reviewed. Departments were instructed to ensure that all necessary documents, including course files, attendance records, assessment reports, and faculty achievements, are updated. Emphasis was placed on identifying areas for improvement and aligning documentation with NAAC criteria.
3. The purpose of the mock visit was discussed, aiming to simulate the NAAC Peer Team's interaction and evaluation process. Departments were advised to be prepared with data verification, presentations, and responses to expected queries. An external expert was designated to conduct the mock visit and provide immediate feedback for improvements.
4. The IQAC team reviewed the key points raised during the previous NAAC visit and discussed corrective measures taken. Final preparations were outlined:

Documentation Team: Ensuring updated and well-organized department files, records of extension activities, and institutional achievements.

Infrastructure & Logistics Committee: Arranging hospitality, campus readiness, and display of best practices.

Faculty & Student Readiness: Conducting briefing sessions for faculty, staff, and students to ensure smooth interactions during the revisit.

The meeting was attended and approved by:

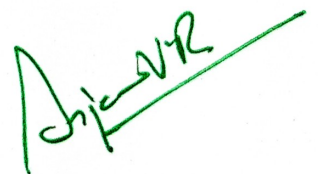
1. Dr. V. R. Anjana, Chair person *Anjana VR*
2. Dr. Smitha Nair, IQAC Coordinator
3. Dr. Prasanna Kumari, Member *J. P. ...*
4. Dr. C. Lakshmi Prasad, Member *Laksh*
5. Mrs. J. S. Divyasree, Member *Divyasree*
6. Mrs. Y. C. Viji, Member *Viji*
7. Dr. S. Prathika, Member *Prathika*
8. Dr. Gayathry Devi S. , Member *Gayathry*
9. Dr. A. K. Viji, Member *A. K. Viji*
10. Dr. R. Radha, Member *Radha*
11. Dr. B. Sajeetha, Member *Sajeetha*
12. Mrs. J. Sreeethi Krishna, Member *Sreeethi*
13. Ms. Prasaja V P, Member *Prasaja*
14. Dr. Radhika, Member *Radhika*

Action Taken Report of IQAC meeting held on February 3, 2025

Sl No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	Internal Academic Audit on February 4 & 5, 2025.	As per the schedule the internal academic audit was successfully completed on February 4 and 5, 2025.
3.	Mock NAAC Visit on February 6, 2025	Mock NAAC visit was completed on February 6, 2025. Dr. Gabriel Simon Thattil, Rtd. Prof. & Head, Department of Commerce, University of Kerala was the external expert for Mock visit.
4	Preparations for NAAC Revisit on February 13 & 14, 2025.	As discussed in the meeting, the key points raised during the previous NAAC visit were considered and ensured effective execution of the corrective measures. The assigned teams were worked hard and resulted in the smooth conduct of the NAAC peer team revisit.



IQAC Coordinator



Principal



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Date :

Minutes of the IQAC Meeting held on February 28, 2025

Agenda

1. Approval of the minutes of the previous meeting.
2. NAAC Grade Announcement
3. Discussion on Peer Team Recommendations
4. Future Plans

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
2. College was graded A by NAAC with recommendations for further progress. The chairperson acknowledged and appreciated the efforts of the IQAC team and the whole college community for bringing in A grade for the first time.
3. NAAC Peer Team recommendations were reviewed and discussed in the meeting. The recommendations were read, and suggestions were taken from the members. The meeting unanimously decided to follow up with the recommendations and take necessary action as per them.
4. The meeting also discussed the future plans of the IQAC. The plans, as discussed, had to be in accordance with the NAAC Peer Team recommendations.

The meeting was attended and approved by:

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

Anjana

Smitha

J-Prasanna

Raksh

Divyasree

Viji

Prathika

Gayathry

A.K. Viji

Radha

Sajeetha

Sreeethi

Prasaja

Radhika

Action Taken Report of IQAC meeting held on February 28, 2025

SI No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	Discussion on Peer Team recommendations and future plans	Future plans are to be in alignment with NAAC Peer Team recommendations.



IQAC Coordinator



Principal





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Minutes of the IQAC Meeting held on March 06, 2025


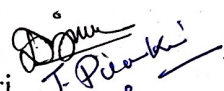
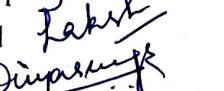
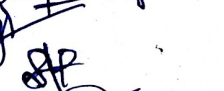


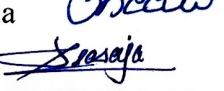




Agenda

1. Approval of the minutes of the previous meeting.
2. Conducting an FDP
3. Women's day celebrations
4. Any other matters

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
 2. The meeting reviewed the organisation of an FDP and suitable areas and dates were discussed. The focus of the FDP would be on innovation in education. Duties for the team members were also discussed.
 3. The meeting also discussed the events to be planned as part of the Women's Day.
- IQAC resolved to ensure the timely execution of all planned events with active involvement from teachers and students.

The meeting was attended and approved by:

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

Action Taken Report of IQAC meeting held on March 6, 2025

Sl No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	Planning of FDP	FDP on Fostering Innovation & Strengthening the Startup Ecosystem in Academia was conducted from 24 th to 30 th March 2025 in virtual mode.
3.	Women's Day Celebration	Women's Day was celebrated through Women's Cell.



IQAC Coordinator



Principal



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Minutes of the IQAC Meeting held on March 25, 2025

Agenda

1. Approval of the minutes of the previous meeting.
2. Launch of SAC DAILY
3. Reconstitution of purchase committee
4. Gender audit from next academic year

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
2. The meeting discussed the requirement for a College newsletter. It was unanimously approved to launch a newsletter to share the events, activities and achievements among the college community.
3. It was decided that the Purchase Committee will be reconstituted.
4. It also discussed the conduct of the Gender Audit. It was decided that Gender Audit will be conducted in the next academic year.

The meeting was attended and approved by

- 1) Dr. V. R. Anjana
- 2) Dr. Smitha Nair
- 3) Mrs. Divyasree S.
- 4) Dr. J. Prasanna Kumari
- 5) Dr. C. Lakshmi Prasad
- 6) Mrs. J. S. Divyasree
- 7) Dr. Y. C. Viji
- 8) Dr. S. Prathika
- 9) Dr. Gayathry Devi S.
- 10) Mrs. A. K. Viji
- 11) Dr. R. Radha
- 12) Dr. B. Sajeetha
- 13) Mrs. J. Sreeethi Krishna
- 14) Ms Prasaja V P
- 15) Dr. Radhika

[Handwritten signatures and initials corresponding to the list above]

Action Taken Report of IQAC meeting held on March 25, 2025

Sl No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	SAC Newsletter	SAC DAILY PULSE- College Newsletter was officially launched on 1 st April, 2025.
3.	Reconstitution of Purchase Committee	Purchase Committee was reconstituted.
4	Gender Audit	Gender Audit is initiated with its implementation in the academic year 2025-26.


IQAC Coordinator


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Minutes of the IQAC Meeting held on April 11, 2025

Agenda

1. Approval of the minutes of the previous meeting.
2. Excel template for AQAR 24-25
3. Feedback
4. Annual report and Plan of action from depts, clubs & cells
5. Deeksharambh- June 2025

Minutes

1. The Chairperson presented the minutes of the last IQAC meeting. After a brief discussion, the minutes were unanimously approved.
2. The meeting reviewed the Excel template for AQAR 2024-25 data collection. It was decided to be shared among the staff and filled before the reopening of the college in June 2025.
3. Links for collecting Feedback from students, teachers, parents and alumni were reviewed and finalised.
4. It was decided that the Annual Report from all departments, cells, clubs and committees to be collected before June 2025.
5. It was decided that all the departments, cells, clubs and committees have to prepare a plan of action for the next academic year. It has to be submitted before the reopening of the college.

The meeting was attended and approved by:

1. Dr. V. R. Anjana
2. Dr. Smitha Nair
3. Mrs. Divyasree S.
4. Dr. J. Prasanna Kumari
5. Dr. C. Lakshmi Prasad
6. Mrs. J. S. Divyasree
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9. Dr. Gayathry Devi S.
10. Dr. A. K. Viji
11. Dr. R. Radha
12. Dr. B. Sajeetha
13. Ms. Prasaja V P
14. Mrs. J. Sreeethi Krishna

[Handwritten signatures and initials corresponding to the list above]

Action Taken Report of IQAC meeting held on April 11, 2025

Sl No	Agenda	Action Taken
1.	Approval of the minutes of the previous meeting.	The minutes of previous IQAC meeting was unanimously approved.
2.	Excel template for AQAR 2025 & Feedback	Excel template and Feedback links were prepared and shared among the Heads of the departments to collect the data.
3.	Annual report	Instructions were given to share the annual reports from the departments and all the supporting cells, clubs and committees before the opening of the next odd semester.
4	Plan of action from depts, clubs & cells	Instructions were given to share the plan of action from the departments and all the supporting cells, clubs and committees before the opening of the next odd semester.
5	Deeksharambh- June 2025	Deeksharambh 2025 was conducted from 16 th to 24 th June 2025 for the first-year students. The respective tutors were given in charge of the organisation of the programme. The report of the programme was collected by the IQAC.


IQAC Coordinator


Principal