

N.M.S.SERMATHAI VASAN COLLEGE FOR WOMEN

MADURAI-12

MEETING-I

For the academic year 2021-2022

AGENDA

22.06.2021

- To assign Annual Duties to the staff for the Academic Year 2021-2022.
- To prepare the Academic Calendar.
- To organize Induction Programme for the staff.
- To organize Faculty Development Programme for the staff.
- To conduct Orientation Programme for the freshers.

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The IQAC meeting was conducted on 22.06.2021. The following IQAC members presented at the meeting:

S.No.	Name	Department
1	Mrs.D.Karthiga Rani	Principal , HOD of Computer Science & IQAC Chairman
2	Mrs.M.Pushpa Rani	IQAC Coordinator & HOD of Commerce (CA)
3	Mrs.M. Thenmozhi	IQAC Joint Coordinator & HOD of Business Administration
4	Mrs.M.Kavitha	HOD of Physics
5	Mrs.M.Deepalakshmi	Assistant Professor, Department of Computer Science
6	Mrs.K.Karpagam	HOD of Maths
7	Mrs.P.Ganga Parameswari	Assistant Professor, Department of Commerce (CA)
8	Mrs.S. Jeyalakshmi	Assistant Professor, Department of Commerce (CA)
9	Mrs.G.Meenalochini	Assistant Professor, Department of Computer Science
10	Mrs.S.Akilandeswari	Assistant Professor, Department of Business Administration


IQAC Coordinator


Signature of the Principal

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Minutes

The Principal discussed the following matters:

22.06.2021

1. The Principal and IQAC members allocated the staff members the responsibilities for running different activities for various Clubs, Cells, and Life skill forums.
2. After discussion with the Principal, preparation of the Academic calendar for the year 2021-2022, the dates for the internal exams for students and the Intercollegiate meet were chosen.
3. She insisted that IQAC to conduct Faculty Development Programmes and Staff Induction Programmes for the staff.
4. The Orientation Programme date was fixed.


IQAC Coordinator



Signature of the Principal


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Action Taken Report

S.No.	Resolution	Action Taken
1.	Determining the staff's responsibilities for the academic year 2021-2022.	Duties were allotted for the academic year 2021-2022.
2.	To design the Academic Year calendar.	The calendar for the academic year was created.
3.	To set up Faculty Development Programmes and Staff Induction Programmes.	The Staff Induction Programme was completed on July 15, 2021. Innovation-related Faculty development programme continued as of 20.07.2021.
4.	To conduct Orientation programme for the students.	Organized an Orientation programme for students on 15.09.2021.


M. Pushpa Rani
IQAC Coordinator


Signature of the Principal