



**Nadar Mahajana Sangam**  
**SERMATHAI VASAN COLLEGE FOR WOMEN,**  
**MADURAI-12.**  
**(Accredited with 'B' Grade)**



**For the academic year 2023-2024**

19.06.2023

MEETING – I

Agenda

- To assign the Annual duties to the staff for academic year 2023-2024.
- Plan to prepare the academic calendar for the year.
- Plan to organize Fresher's Orientation Programme.

*M. P. Lopa Devi*

**Signature of the IQAC Coordinator**

*[Handwritten Signature]*

**Signature of the Principal(i/c)**



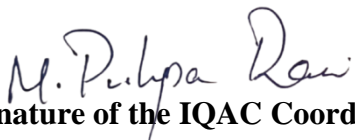
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MINUTES

The IQAC meeting was conducted on 19.06.2023. The following IQAC members were presented at the meeting.

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

  
Signature of the IQAC Coordinator

  
Signature of the Principal(i/c)



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The Principal discussed the following matters.

1. The Principal assigned the staff members the responsibility for a variety of events (i.e.) Student Union Staff Advisor Committee, CDC, Prayer in-charge, Parents Teachers Meeting in-charge, Programme Recorders, EDC Coordinator, Magazine Committee, and so on.
2. The Principal discussed about the dates for the Internal examination to prepare the Academic Calendar for the students.
3. The Principal had planned to organize Fresher's Orientation Programme for the new coming buds of our college on 03.07.2024.

*M. P. L. Ravi*  
**Signature of the IQAC Coordinator**

*[Signature]*  
**Signature of the Principal(i/c)**



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**For the academic year 2023-2024**

<b>S.No.</b>	<b>Resolution</b>	<b>Action Taken</b>
1.	To determine the responsibilities for the staff during Academic Year 2023-2024.	Duties were allotted for the Academic Year 2023-2024.
2.	To prepare the Academic calendar.	The calendar for the Academic Year was created.
3.	Plan to organize Fresher's Orientation Programme for students.	Organized Fresher's Orientation Programme on 03.07.2024.

*M. P. L. Ravi*

**Signature of the IQAC Coordinator**

*[Signature]*

**Signature of the Principal(i/c)**