



**NADAR MAHAJANA SANGAM
SERMATHAI VASAN COLLEGE FOR WOMEN,
MADURAI
(ACCREDITED WITH 'B' GRADE)**



ACADEMIC YEAR 2025-2026

MEETING – I

20.06.25

AGENDA

- Allocation of Annual Responsibilities
- Finalization of Academic Calendar
- Orientation Programme for Fresher's

N. P. Lpa Dan

IQAC Coordinator

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Signature of the Principal (i/c)



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MINUTES

The IQAC meeting was conducted on 20.06.2025. The following IQAC members were represented at the meeting.

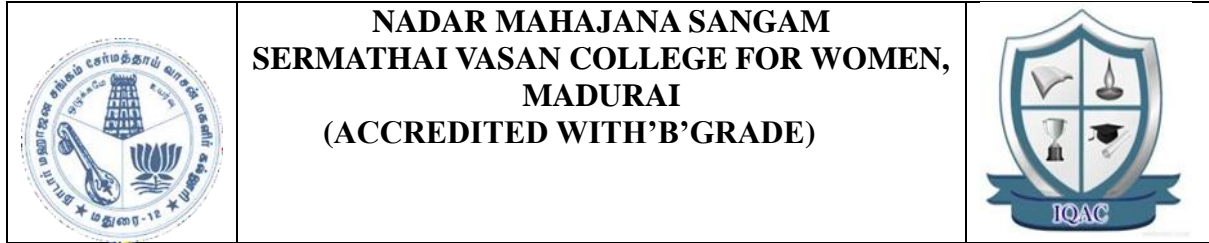
S.No.	Name	Designation
1.	Mrs.M.Kavitha	Principal,HOD,Department of Physics.
2.	Mrs.M.PushpaRani	IQAC Coordinator&HOD, Department of Commerce(CA).
3.	Mrs.M. Thenmozhi	IQAC Joint Coordinator&HOD, Department of Business Administration.
4.	Mrs.R.Ranjani	Assistant Professor, Department of CS,IT,BCA
5.	Mrs.P.GangaParameswari	Assistant Professor, Department of Commerce (CA).
6.	Mrs.S. Jeyalakshmi	Assistant Professor, Department of Commerce.
7.	Mrs.G.Meenalochini	Assistant Professor, Department of Computer Science.
8.	Mrs.K.Pandiselvi	Head, Department of Tamil.
9.	Dr.A.Deepa	Assistant Professor, Department of Physics

M.P. Lpa Rao

IQAC Coordinator

[Signature]

Signature of the Principal (i/c)



ACADEMIC YEAR 2025-2026

MEETING – I

- The Principal emphasized the need to assign and document specific responsibilities to staff members for the academic year 2025–2026, ensuring clarity of roles and accountability in both academic and administrative functions.
- It was discussed that the academic calendar for the upcoming year should be prepared, reviewed, and finalized at the earliest. This will provide a structured framework for academic activities, examinations, co-curricular events, and institutional programs.
- The Principal highlighted the importance of organizing and conducting a comprehensive orientation programme for newly admitted students. This initiative will help freshers familiarize themselves with the college environment, academic expectations, and available support services.

M. P. Lpa Daw

IQAC Coordinator

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



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**Action Taken Report
For the academic year 2025-2026**

S.No.	Resolution	Action Taken
1.	To determine the responsibilities for the staff during Academic Year 2025-2026	Duties were allotted for the Academic Year 2025-- 2026.
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 30.06.2025.

M. P. Lpa Rao
IQAC Coordinator

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

