



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



ACADEMIC YEAR 2024-2025

MEETING – I

24.06.24

AGENDA

- Assign annual responsibilities to staff members for the academic year 2024–2025.
- Prepare and finalize the academic calendar for the upcoming year.
- Organize and conduct the Fresher's Orientation Programme.

M. P. Lpa Rao
IQAC Coordinator

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



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MINUTES

The IQAC meeting was conducted on 24.06.2024. The following IQAC members were presented at the meeting.

S.No.	Name	Designation
1.	Mrs.M.Kavitha	Principal , HOD, Department of Physics.
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.R.Ranjani	Assistant Professor, Department of CS,IT,BCA
5.	Mrs.K.Karpagam	HOD, Department of Mathematics.
6.	Mrs.P.Ganga Parameswari	Assistant Professor, Department of Commerce (CA).
7.	Mrs.S. Jeyalakshmi	Assistant Professor, Department of Commerce.
8.	Mrs.G.Meenalochini	Assistant Professor, Department of Computer Science.
9.	Mrs.S.Akilandeswari	Assistant Professor, Department of Business Administration.
10.	Mrs.B.Pandeeswari	Assistant Professor, Department of History

M. Pushpa Rani
IQAC Coordinator

[Signature]
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The Principal discussed the following matters.

1. The Principal assigned staff members to take responsibility for various committees and events, including the Student Union Staff Advisor Committee, Life Skill forums, Prayer coordinator, Parents–Teachers Meeting organization, Programme Recording, EDC coordinator, Magazine Committee, Annual Report Committee, Club coordinator and other related duties.
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. Lpa Devi

IQAC Coordinator

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Signature of the Principal (i/c)



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For the academic year 2024-2025

S.No.	Resolution	Action Taken
1.	To determine the responsibilities for the staff during Academic Year 2024-2025.	Duties were allotted for the Academic Year 2024-2025.
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. Lpa Dan
IQAC Coordinator

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