



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

**CHENNAI - 01**



16.03.2024

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **18.03.2024** at **1.30 p.m.** at **IQAC ROOM.**

The Agenda is as follows:

1. To discuss about the format of policy reports
2. To review the activities conducted by the Clubs
3. To finalize the date of submission of Policy Report.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Anand Kumar*  
16/3/24

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
16/3/2024

**PRINCIPAL**

**Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001**



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**



CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 18.03.2024**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree T	<i>Mohanashree</i>
<b>Coordinator</b>		Dr. Barani Kumari P	<i>P. Barani</i>
<b>Co-Coordinator</b>		Dr. Geetha C	<i>C. Geetha</i>
<b>CORE TEAM</b>		<b>Criteria - II</b>	
Dr. Lakshmi K	<i>Lakshmi</i>	Dr. Kavitha P S	<i>Kavitha</i>
Dr. Sudha Ramkumar A	<i>Sudha</i>	<b>Criteria - VII</b>	
Dr. Sheeba Alorcious I M	<i>Sheeba</i>	Dr. Priyanka M	<i>Priyanka</i>
Ms. Jayalakshmi S	<i>Jayalakshmi</i>	<b>CLUB MEMBERS</b>	
<b>CLUB MEMBERS</b>		Dr, Vanitha G	<i>Vanitha</i>
Dr. Vijayalakshmi D	<i>Vijayalakshmi</i>	Ms. Ramya V S	<i>Ramya</i>
Dr. Durga Devi A	<i>Durga</i>	Ms. Kavithagayathri T M	<i>Kavitha</i>
Dr. Nagalatha A S	<i>Nagalatha</i>	Ms. Vaishnavi J	<i>Vaishnavi</i>
Ms. Bavithra D	<i>Bavithra</i>	Ms. Amudha R	<i>Amudha</i>
Dr. Monisha D	<i>Monisha</i>	Dr. Arul Selvam S	<i>Arul Selvam</i>
		Ms. Rudhra J	<i>Rudhra</i>

**Agenda**

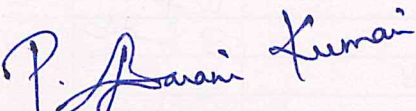
1. To discuss about the format of policy reports
2. To review the activities conducted by the Clubs
3. To finalize the date of submission of Policy Report.

**Points Discussed**

*Mohanashree*  
**Dr. T MOHANASHREE**  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
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1. All the clubs were asked to maintain uniformity in submitting their policy report.
2. Club members were asked to submit their events commemoration date.
3. Objective of the Membership and Activities should be in the policy of Clubs.
4. Departments should submit their Department Celebration Date.
5. Inception date of the Clubs to be mentioned.
6. 25.03.2024 is the date of submission of Policy Report.
7. Club Logo to be inserted in the Club Reports.
8. Cycle 3 SKPC CLUB will be the new group where information will be forwarded to all.
9. Next year details of the commemoration should be sent to IQAC mail. Hard copy with attestation should be submitted to IQAC committee.
10. Electoral club to spread awareness among students.
11. Names of Clubs and staff members were noted

  
**IQAC COORDINATOR**

  
**PRINCIPAL**

**Dr. T MOHANASHREE  
PRINCIPAL  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



15.03.2024

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **16.03.2024** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about the launching of internal policies.
2. To review the seating space in library.
3. To verify if the external funded projects are completed.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Barani Kumari*  
15/3/24  
**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
15/3/2024  
**PRINCIPAL**

**DR. T. MOHANASHREE**  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
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CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 16.03.2024**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	
<b>Coordinator</b>		Dr. Barani Kumari. P.	
<b>Co-Coordinator</b>		Dr. Geetha. C.	
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.		Dr. Vinotha. K.	
Dr. Sudha Ram Kumar. A		<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.		Dr. Rani. B.	
Ms. Gajavalli. J.		<b>Criteria - V</b>	
Ms. Jayalakshmi. S.		Ms. Latha. M.	
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.		Dr. Vanitha G	
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.		Ms. Prathiba Bharathy. T.	

**Agenda**

1. To discuss the launching of internal policies.
2. To review the seating space in the library.
3. To verify if the external funded projects are completed.

Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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## Points Discussed

1. Launching of internal policies should be completed before external auditing
2. Defaulters of policy should submit immediately
3. Suggestion was invited on forming uniformity in format
4. Heads meeting to be arranged to check if the previous external examiner's suggestion was completed
5. Rani mam informed seating space in library has increased
6. External Funded Projects to be completed by March'24
7. Bharani mam suggested to Vinodha mam to conduct a program on 'How to conduct Funded and Non Funded Projects'
8. Policy of Clubs should have Aim and Objectives as common policy
9. IQAC valedictory to be arranged
10. Each Criterion Heads to prepare themselves for their presentation
11. Bharani mam informed that the format of Feedback is being reframed

*P. Anani Kumar*  
16/3/24

**IQAC COORDINATOR**

*Dr. T. Mohanashree*

**PRINCIPAL**

Dr. T. MOHANASHREE  
PRINCIPAL  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



14.03.2024

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **15.03.2024** at **1.30 p.m.** at **IQAC ROOM.**

The Agenda is as follows:

1. To check if previous year's suggestion by the external auditor is accomplished.
2. To review the feedback methodology.
3. To discuss about website maintenance.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Sarani Kumari*  
14/3/2024  
**IQAC COORDINATOR**

*T. Mohanashree*  
14/3/2024  
**PRINCIPAL**  
Dr. T MOHANASHREE  
PRINCIPAL  
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CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 15.03.2024**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree T	
<b>Coordinator</b>		Dr. Barani Kumari P	
<b>Co-Coordinator</b>		Dr. Geetha C	
<b>CORE TEAM</b>			
Dr. Lakshmi K		<b>FEEDBACK COMMITTEE</b>	
Dr. Sudha Ramkumar A		Ms. Ramya D	
Ms. Gajavalli. J.		Ms. Kamakshi V	
Ms. Jayalakshmi S		Ms. Saranya P	
<b>Criteria - I</b>		Ms. Subbulakshmi A	
Dr. Gouthami. S.		Ms. Kanimozhi R	
Ms. Maidhili B			

**IQAC MEETING WITH CRITERIA 1 & FEEDBACK COMMITTEE**

**Agenda**

1. To check if previous year's suggestion by the external auditor is accomplished.
2. To review the feedback methodology.
3. To discuss about website.

Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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CHENNAI - 800 001



## Points Discussed

1. Checked if external examiner's suggestion was completed
2. Feedback methodology to be improvised
3. Gowthami mam briefed about the functioning of Feedback committee
4. Bharani mam suggested to design the feedback format common for all stakeholders
5. She suggested to first prepare separately for all and then integrate as one

### 6. Points to considered for students feedback

a. Academics

b. Amenities

c. Syllabus

d. Course content

e. Library

7. Website (maintenance and update) to be handed over to resource person.

8. Bharani mam explained about the direct and indirect stakeholders

9. The existing feedback are:

Students satisfactory feedback

Aluminee feedback

Exit feedback

Parents feedback

Faculty feedback

Examiner feedback

10. Gowthami mam was assigned to frame the questions for students feedback

11. Lakshmi mam for parents feedback

12. Faculty and exit feedback by Bharani mam and Sudha mam
13. Placement feedback by Nitisha mam
14. Aluminee feedback by Alumni President
- 15 Examiner feedback by Gaja mam
16. Deadline for questionnaire submission is 25.03.2024

*P. Bharani Kumari*  
*15/3/24*  
**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESHWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 01**



23.01.2024

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **24.01.2024** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about the supporting documents for AQAR 2022-2023.
2. To finalize the format of filing the documents.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Anani Kumari*  
23/1/24

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
23/1/2024

**PRINCIPAL**

Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 24.01.2024**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i>
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudha Ram Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
Ms. Jayalakshmi. S.	<i>[Signature]</i>	Ms. Latha. M.	<i>[Signature]</i>
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.	<i>[Signature]</i>	Dr. Vanitha G	<i>[Signature]</i>
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.	<i>[Signature]</i>	Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

**Agenda**


1. To discuss about the supporting documents for AQAR 2022-2023.
2. To finalize the format of filing the documents.

*[Signature]*  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001

**Points Discussed**

1. Supporting documents for AQAR filing 2022-2023 to be scanned and hardcopy to be filed.
2. One box file per question to be maintained.
3. Filing to be done in descending order.
4. Each Staff Room will be provided with one printer.
4. Next meeting will be held on 15th February

*P. Sarani Kumar*  
*24/1/24*  
**IQAC COORDINATOR**

  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001

Sl. No.	Name of the Staff	Signature	Remarks
1	Ms. Jeyapriya	<i>(Signature)</i>	
2	Ms. Jeyapriya	<i>(Signature)</i>	
3	Ms. Jeyapriya	<i>(Signature)</i>	
4	Ms. Jeyapriya	<i>(Signature)</i>	
5	Ms. Jeyapriya	<i>(Signature)</i>	
6	Ms. Jeyapriya	<i>(Signature)</i>	
7	Ms. Jeyapriya	<i>(Signature)</i>	
8	Ms. Jeyapriya	<i>(Signature)</i>	
9	Ms. Jeyapriya	<i>(Signature)</i>	
10	Ms. Jeyapriya	<i>(Signature)</i>	





**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



14.11.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **15.11.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To schedule the dates for uploading the documents of AQAR
2. To allot staff to assist the criterians in completing the documents

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Sarani Kumari*  
14/11/23  
**IQAC COORDINATOR**

*[Signature]*  
14/11/2023  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 15.11.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	
<b>Coordinator</b>		Dr. Barani Kumari. P.	
<b>Co-Coordinator</b>		Dr. Geetha. C.	
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.		Dr. Vinotha. K.	
Dr. Sudharam Kumar. A		<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.		Dr. Rani. B.	
Ms. Gajavalli. J.		<b>Criteria - V</b>	
Ms. Jayalakshmi. S.		Ms. Latha. M.	
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.		Dr. Vanitha G	
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.		Ms. Prathiba Bharathy. T.	

**Agenda**

1. To schedule the dates for uploading the documents of AQAR
2. To allot staff to assist the criterians in completing the documents

Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001

## Points Discussed

### Schedule for uploading AQAR

1. 16.11.2023 - Extended Profile for CR 4&6  
Dr. Lakshmi mam to assist
2. 17.11.2023 - CR 1&3  
Dr. Sudharamkumar to assist
3. 18.11.23 - CR 5 & 7  
Ms. Gajavalli mam to assist
4. 21.12.2023 - CR2  
Extended profile CR 1,3 & 4
5. 17.11.2023 - CR 1

*P. Barani Kumari*  
15/11/23

**IQAC COORDINATOR**

*Gajavalli*

**PRINCIPAL**

Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 01**



04.10.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **05.10.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To reschedule the dates of SSR
2. To discuss the Pros and Cons of upgrading the college to autonomous.
3. To submit the opinion of the Heads regarding upgradation.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Anani Kumar*  
4/10/23

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
4/10/2023

**PRINCIPAL**

**DR. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001**



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 05.10.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i>
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudharam Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
Ms. Jayalakshmi. S.	<i>[Signature]</i>	Ms. Latha. M.	<i>[Signature]</i>
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.	<i>[Signature]</i>	Dr. Vanitha G	<i>[Signature]</i>
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.	<i>[Signature]</i>	Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

**Agenda**

1. To reschedule the dates of SSR
2. To discuss the Pros and Cons of upgrading the college to autonomous.
3. To submit the opinion of the Heads regarding upgradation.

*[Signature]*  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 800 001

**Points Discussed**

- 1.SSR is rescheduled from June to May.
- 2.College is planning to upgrade from affiliated to University of Madras to Autonomous.
- 3.All the Heads and Steering committee to discuss the Pros and Cons and submit their opinion in the next meeting.
- 4..Next meeting on Monday.

*P. Barani Kumari*  
5/10/23  
**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



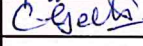



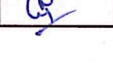


**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 04.10.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>	Dr. Mohanashree. T.	
<b>Coordinator</b>	Dr. Barani Kumari. P.	
<b>Co-Coordinator</b>	Dr. Geetha. C.	
<b>CORE TEAM</b>		
Dr. Lakshmi. K.		
Dr. Sudharamkumar. A		
Ms. Sheeba Alorcious. I.M.		
Ms. Gajavalli. J.		

**Agenda**

- 1.To discuss with Steering Committee regarding NAAC regulations
- 2.To decide about NAAC Orientation for Non Teaching Staff.
- 3.To finalize the policies for SKPC-External Audit .

  
DR. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
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**Points Discussed**

1. Plan of Action handled by Dr. Sudha mam- To be modified
2. Green Audit to be submitted
3. Naac Orientation to Non-Teaching Staff to be arranged.
4. Criteria - VII to submit their policies
5. Policies of SKPC - External Audit Meet to be released.
6. To enhance Criteria-wise Learning, Sheeba mam - will prepare 6 Questions

*P. Sarani Kumari*  
*4/10/23*  
**IQAC COORDINATOR**

*[Signature]*  
**PRINCIPAL**  
Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESHWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 01**



22.09.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **25.09.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about the changes to be implemented in PTA feedback
2. Criteria II to submit their supporting documents for verification

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Baranikumari*  
*22/9/23*

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
*22/9/23*

**PRINCIPAL**

**Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 25.09.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i> 19/9/2024.
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudharam Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
<b>Criteria - I</b>		Ms. Latha. M.	<i>[Signature]</i>
Dr. Gouthami. S.	<i>[Signature]</i>	<b>Criteria - VI</b>	
<b>Criteria - II</b>		Dr. Vanitha G	<i>[Signature]</i>
Dr. Kavitha. P.S.	<i>[Signature]</i>	<b>Criteria - VII</b>	
		Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

*[Signature]*

Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001

**Agenda**

- 1.To discuss about the changes to be implemented in PTA feedback
- 2.Criteria II to submit their supporting documents for verification

**Points Discussed**

1. Discussed about the changes to be implemented in PTA feedback
2. Criteria 2 supporting documents were checked and corrections updated

*P. Sarani Kumari*  
*25/9/23*  
**IQAC COORDINATOR**

*T. Mohanashree*  
**PRINCIPAL**  
Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
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**SRI KANYAKA PARAMESWARI  
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CHENNAI - 01**



23.08.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **24.08.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about the feedback policies.
2. To schedule the result analysis meeting
3. To finalize the format of Survey forms.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Parani Kumari*  
*23/8/23*  
**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
*23/8/2023*  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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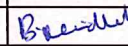
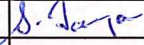
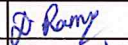
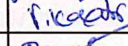

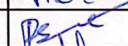

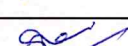
CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 24.08.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	
<b>Coordinator</b>		Dr. Barani Kumari. P.	
<b>Co-Coordinator</b>		Dr. Geetha. C.	
<b>CORE TEAM</b>		<b>FEEDBACK COMMITTEE</b>	
Ms. Gajavalli. J.		Ms. Maidhili B	
Ms. Jayalakshmi. S.		Ms. Ramya D	
<b>Criteria - I</b>		Ms. Kamakshi V	
Dr. Gouthami. S.		Ms. Saranya P	
<b>Criteria - II</b>		Ms. Subbulakshmi A	
Dr. Kavitha. P.S.			

**Agenda**

1. To discuss about the feedback policies.
2. To schedule the result analysis meeting
3. To finalize the format of Survey forms.

  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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## Points Discussed

1. Feed Back policy should contain.
  - a. Stake Holders
  - b. Resource Person
  - c. How many times Feedback received annually.
2. Parameters of Feedback should be known to everyone.
4. Result Analysis Meeting will be held next week
5. The following format to be upgraded
  - a. Exit Survey form
  - b. Student Survey form.
  - c. Alumni Feedback.
6. Gajavalli mam will be Inchange for Feedback system

*P. Parani Kumari*  
24/8/23

**IQAC COORDINATOR**

*Dr. T. Mohanashree*

**PRINCIPAL**

Dr. T. MOHANASHREE  
PRINCIPAL  
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**SRI KANYAKA PARAMESWARI**  
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CHENNAI - 01



22.08.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **23.08.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To finalize the policies to be followed and documented.
2. To decide the Best Practice
3. To discuss about reframing our Vision and Mission and rebranding our logo.

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Anand Kumar*  
22/8/23

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
22/8/2023

**PRINCIPAL**

**Dr. T. MOHANASHREE**  
PRINCIPAL  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**



CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 23.08.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	
<b>Coordinator</b>		Dr. Barani Kumari. P.	
<b>Co-Coordinator</b>		Dr. Geetha. C.	
<b>CORE TEAM</b>		<b>Criteria -IV</b>	
Dr. Lakshmi. K.		Dr. Rani. B.	
Dr. Sudharamkumar. A		<b>Criteria - VI</b>	
Ms. Sheeba Alorcious. I.M.		Ms. Nithisha P M	
Ms. Gajavalli. J.		<b>Criteria - VII</b>	
Ms. Jayalakshmi. S.		Ms. Prathiba Bharathy. T.	
<b>Criteria - II</b>		<b>LIBRARY</b>	
Dr. Kavitha. P.S.		Dr. Malathi K	
<b>Criteria - III</b>		<b>PHYSICAL EDUCATION</b>	
Dr. Vinotha. K.		Mr. Naveenkumar D	

**Agenda**

- 1.To finalize the policies to be followed and documented.
- 2.To select the Best Practice.
3. To discuss about reframing our Vision and Mission and rebranding our logo.

Dr. T MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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## Points Discussed

1. Prepare Policies.
2. AQAR starts from 2022-2023
3. Teacher Policy - Each faculty should attend- One Seminar / FDP / Workshop/ Paper Publish.
4. Best Practice- Sarvodaya Policy
- 5 Placement Policy - To be submitted
6. Sports Policy – To start NCC
7. Library Policy – To be submitted
8. ISO Quality Policy - To be improved.
9. All policies should be completed & Consolidated by Sep 15th 2023
10. Foreign language teaching to be started for PG Studens.
11. Swayam course - Registration to be done for Advance learners, PG & PhD.
12. IQAC Members Meeting- Annual Plan for Meeting to be drafted
13. Feed Back Committee Policy –  
Staff Feedback  
Student feedback  
Employer Feedback  
To be monitored by Gajavalli mam
14. Reframing Vision Mission & Re Branding of college Logo to be considered. This will be for 2022- 2025.
15. From September 1st CRITERIA checking will commence. Checking should be completed before September 15th
16. All Criterion Heads should come with their policy list on September 15th

*P. Ravani Kumari*  
23/8/23  
IQAC COORDINATOR

*T. Mohanashree*  
PRINCIPAL  
Dr. T. MOHANASHREE  
PRINCIPAL  
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CHENNAI - 01



18.07.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **20.07.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about institution's Best Practice
2. Instructions about the documents to be submitted for AQAR
3. To discuss about PDP (Professional Development Program)

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Saveni Durai*  
18/7/23

**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
18/7/2023  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 20.07.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i>
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudha Ram Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
Ms. Jayalakshmi. S.	<i>[Signature]</i>	Ms. Latha. M.	<i>[Signature]</i>
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.	<i>[Signature]</i>	Ms. Nithisha. P.M.	<i>[Signature]</i>
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.	<i>[Signature]</i>	Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

**Agenda**

1. To discuss about institution's Best Practice
2. Instructions about the documents to be submitted for AQAR
3. To discuss about PDP (Professional Development Program)

**Points Discussed**

1. Applying for 'Best Practices:
2. Rural Power Empowerment

Transgender Program (Gender Equity)

*[Signature]*  
DR. T. MOHANASHREE  
PRINCIPAL  
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Distribution of Saplings to outsiders.

Outcome & Achievement should be submitted.

'Feed the Need'- Count can be represented for a year

Health Card to be implemented

Confidence Building and Training Program  
(Policy Required - from Psychology Department)

EP Policy should be generated.

3. PDP (Professional Development Program) has more weightage.

4. AQAR - Logo should be perfect - Uniformity

5. SSR - AQAR 2022-2023 (First year).

6. Check all the Fire Extinguisher - Expiry Date.

7.'2F' and 'B' in NAAC is sufficient for Autonomous Eligibility for colleges.

8. Sponsored Events to be conducted - By Steering Committee for the upcoming years.

9. 2023-2024 Year

Best Practices

1. Survival Project
2. E-Waste

10. Documents for submission should be clear

Scanned copy to be submitted

Certificates should be in colour

Appointment order can be in black and white

ISO documents should be same as NAAC

ISO for Green Audit - Durga mam and Viji mam to submit report

Best practice

Grinders to be provided for needy girl's parents

ID Dept has helped Autism children through their Art work



Computer department to conduct classes for needy children and also provide certificate for the same (30 hours). This is to be done using the old and to be discarded computers

E WASTE - Photo evidence to show the beneficiaries who received the computers.

Report to be obtained from Sarvodaya by Amutha mam

*P. Sarani Kumari*  
*20/7/23*  
IQAC COORDINATOR

*Sarani Kumari*  
*20/7/2023*  
PRINCIPAL  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 600 001





**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

CHENNAI - 01



16.06.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **19.06.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To discuss about the implementation of the Strategic Plan
2. Plan of Action of ECO CLUB
3. Decide the Internal Examination dates

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Parvathi Kumari*  
16/6/23  
**IQAC COORDINATOR**

*[Signature]*  
16/6/2023  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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CHENNAI - 600 001



**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**



CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 19.06.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i>
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudha Ram Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
Ms. Jayalakshmi. S.	<i>[Signature]</i>	Ms. Latha. M.	<i>[Signature]</i>
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.	<i>[Signature]</i>	Ms. Nithisha. P.M.	<i>[Signature]</i>
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.	<i>[Signature]</i>	Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

**Agenda**

1. To discuss about the implementation of the Strategic Plan
2. Plan of Action of ECO CLUB
3. Decide the Internal Examination dates

**Points Discussed**

1. Strategic Plan.

Regarding Foreign language teaching : 1. French 2. German

- Should consult with Mr. Ragunathan

(or) NPTEL Course certificate for Foreign language for PG students

2. S/W for better comprehension.

3. Discuss about Creche with Principal Madam

*[Signature]*  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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4. SKPC Band to be ready for Freshers Day (light music)
5. ECO CLUB to organize 'NO MOBILE DAY' on 20.6.2023
6. Enquire about NCC
7. 2022-23 AQAR Report arrived without any change
8. For Criteria 2 All Departments should produce the documents.
9. All club Reports should be duly signed by Club Incharges and Principal Madam.
10. Names should be highlighted in Valuation Letter for uniformity.
11. Feedback System. Reminder
12. EXIT SURVEY - REPORT
13. Criterial 4  
Gym Initiation.
14. CRITERIA 7- Plan of Action. - Meeting required
15. Plan of Action and Achievements to be submitted to Lakshmi mam
16. Criterion Heads, should Submit the Requirement Details on 21.06.2023.
17. Internal Assesment I -on August 1st (2 Units)  
Internal Assessment II - on September 10th (3 units)

*P. Barani Kumari*  
19/6/23  
IQAC COORDINATOR

*Dr. T. Mohanashree*  
19/6/2023  
PRINCIPAL  
DR. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESHWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN  
CHENNAI - 01**



07.06.2023

**MEETING NOTICE**

Dear IQAC Members,

This is to inform that our **IQAC Meeting** will be held on **08.06.2023** at **1.30 p.m.** at IQAC ROOM.

The Agenda is as follows:

1. To finalize the Minutes of the Meeting format
2. Device Strategic Plan
3. Enquire about Research Publications

All the members are requested to attend the meeting without fail.

To,

All the IQAC Members

*P. Barani Kumari*  
7/6/23  
**IQAC COORDINATOR**

*Dr. T. Mohanashree*  
7/6/2023  
**PRINCIPAL**  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESWARI ARTS &  
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**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**



CHENNAI - 01

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DATE : 08.06.2023**

**VENUE : IQAC ROOM**

**Members Present:**

<b>Chairperson</b>		Dr. Mohanashree. T.	<i>[Signature]</i>
<b>Coordinator</b>		Dr. Barani Kumari. P.	<i>[Signature]</i>
<b>Co-Coordinator</b>		Dr. Geetha. C.	<i>[Signature]</i>
<b>CORE TEAM</b>		<b>Criteria - III</b>	
Dr. Lakshmi. K.	<i>[Signature]</i>	Dr. Vinotha. K.	<i>[Signature]</i>
Dr. Sudha Ram Kumar. A	<i>[Signature]</i>	<b>Criteria -IV</b>	
Ms. Sheeba Alorcious. I.M.	<i>[Signature]</i>	Dr. Rani. B.	<i>[Signature]</i>
Ms. Gajavalli. J.	<i>[Signature]</i>	<b>Criteria - V</b>	
Ms. Jayalakshmi. S.	<i>[Signature]</i>	Ms. Latha. M.	<i>[Signature]</i>
<b>Criteria - I</b>		<b>Criteria - VI</b>	
Dr. Gouthami. S.	<i>[Signature]</i>	Ms. Nithisha. P.M.	<i>[Signature]</i>
<b>Criteria - II</b>		<b>Criteria - VII</b>	
Dr. Kavitha. P.S.	<i>[Signature]</i>	Ms. Prathiba Bharathy. T.	<i>[Signature]</i>

**Agenda**

1. Deciding the Format of Minutes of the Meeting.
2. Strategic Plan -Discussion
3. Enquiry about Research Publications.

**Points Discussed**

1. Strategic Plan.

Offer Foreign Language to PG Students

Reference:

SSS has a Tie up with IGNOU. for foreign Languages like German - Fees 6,000/-.

2. ICT Infrastructure..

3. Update Curriculum .

Syllabus should be completed as follows:

*[Signature]*  
DR. T. MOHANASHREE  
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Unit 1 to 2 for IA -I  
UNIT 3 to 5 for IA - II  
Revision of Unit 1 to 5 for Presemester

4. Increase Library Seating Arrangements.  
(Rani mam & ID Dept. should coordinate)

5. ICT Tools in all class Rooms.

6. Research Scholars should take up MOOC & Swayam Courses.

7. Creche to be started. Nitisha mam & Kavitha mam should frame the rules and needs

8. Initiate Staff Exchange Program

9. Confidence Building Program to be organised by Ms. Latha mam

10. Criteria 6. Lakshmi mam to organise sponsorship organised programmes

11. NCC to be started- Ms. Anitha (Sports Mam) is incharge

12. Organize SKPC Band for Freshers Day. Gowthami mam is incharge

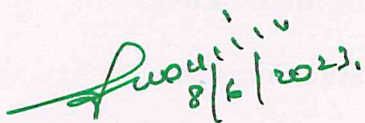
13. Invite Foreign Companies. (Domain Based companies) to interact with the students.

14. AQAR- to be submitted before 30 July 2023

15. Criteria 7 - To submit the details of the events conducted in 2022-23

16. Finalized the format for Minutes of the Meeting

  
8/6/23  
IQAC COORDINATOR

  
8/6/2023  
PRINCIPAL  
Dr. T. MOHANASHREE  
PRINCIPAL  
SRI KANYAKA PARAMESHWARI ARTS &  
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CHENNAI - 600 001