



SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN

Approved by Govt. of Tamil Nadu | Affiliated to Thiruvalluvar University, Vellore
Accredited by NAAC with B++ Grade | An ISO 9001: 2015 Certified Institution
Katpadi Road, Keelalathur, Gudiyattam-635 803. Vellore Dt.

Dr.V.Aravamudhan.
Principal.

Date 16.03.2024

It is acknowledged that Internal Quality Assurance Cell (IQAC) of the institution has conducted meetings as the details given below.

S. No.	Date of the Meeting	Agenda	Venue	Minutes of meetings
1	30.06.2022	Acceptance of IIQA Submission and Progress of SSR submission	College Block Room no.: 103	Recorded
2	30.09.2022	DVV clarifications	College Block Room no.: 115	Recorded
3	14.11.2022	NAAC pre-qualified status	College Block Room no.: 115	Recorded
4	26.01.2023	Confirmation of Dates for NAAC PTV	College Block Room no.: 103	Recorded
5	15.02.2023	Preparedness for NAAC PTV	College Block Room no.: 104	Recorded
6	20.02.2023	Mock NAAC PTV by GVG Vishalakshi College for Women, Udumalaipettai.	College Block Room no.: 104	Recorded
7	04.05.2023	Preparation of AQAR 2022-2023	College Block Room no.: 104	Recorded



V. Aravamudhan
16/03/2024
PRINCIPAL
SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
GUDIYATTAM - 635 803,
VELLORE DISTRICT.

Date : 30.6.2022

Venue: Room No. 103

Time : 10:30 am

Members attended: Principal.

IQAC coordinator & members

The points discussed in the meeting are as follows:

NAAC has approved our IIQA submission for the future submission of SSR on 29.6.2022.

To work for the submission of SSR, effectively.

Last date to submit SSR is 12.08.2022

All the documents are to be submitted in IQAC on or before 31.07.2022.

Criteria - 1 Curricular Aspects

Q_nM → Add-on courses

Project, Field work and Internship

Feedback (Students, Teachers, Employer & Alumni)

and action taken report.

Q₁M → All the supporting documents related to curriculum planning and delivery, Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum have to be completed.

Criteria - 2 - Teaching - Learning and Evaluation

Q_nM → Admitted and Sanctioned strength of students for the last five years and to be segregated based on various reserved categories

(SC, ST, OBC, Divyangjan, etc.)

Student - full time teacher Ratio.

Percentage of full-time teachers against sanctioned posts during the last five years.

Number of full time teachers with NET/SET/SCET/Ph.D/D.M/M.Ch./D.N.B Super-specialty/D.Sc/D.Litt year wise during the last five years.

Pass percentage of students during last five years.

Online students satisfaction survey regarding teaching learning process.

Q₄M → Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools.

Mechanism of Internal/External assessment is transparent and the grievance redressal system is time-bound and efficient.

Programme Outcomes (POs) and Course Outcomes (COs) for all programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated.

Criteria - 3 Research, Innovations and Extension

Q₄M1 → Grants received from Government and non-governmental agencies for research

projects/endowments in the Institution during the last five years

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years.

Number of research papers published, books and chapters edited volumes/books published and papers published in UGC care journal, national/international conference proceedings per teacher during last five years.

Extension activities (NSS/NCC/Red Cross)

Q₁ M → Ecosystem for System
Awards and recognitions received for extension activities.

Criteria - 4 Infrastructure and Learning Resources

Q_n M → Expenditure including salary for Infrastructure (last 5 years)

Students Computer ratio (last 5 years academic year)

Q₁ M → Adequate Infrastructure and Physical facilities

e-resources, Integrated library, IT facilities.

Criteria 5 Students Support and Progression

Q_nM → Various scholarships

Capacity building and Skill enhancement
Initiatives

Students benefited by the guidance for competitive examination and career counselling

Transparent mechanism for timely redressal of student grievances

Placement and higher education

Student qualifying in government examinations

Awards and medals in Sports and Cultural activities

Q_xM → Alumni Association

Criteria 6 Governance, leadership and Management

6.1 Institutional Vision and leadership

6.2 Strategy Development and Deployment

6.3 Faculty Empowerment Strategies

6.4 Financial Management and Resource Mobilization

6.5 Internal Quality Assurance System

Criteria 7 Institutional Values and Best Practices

7.1 Institutional Values and Social

Responsibilities

7.2 Best Practices &

7.3 Institutional Distinctiveness.

The following members have attended the meeting:

1. Dr. R. S. Vethivel -
Principal

2. Dr. M. Saravanan -
IQAC Coordinator

M. S. - 30/6/22

3. Dr. T. V. Sraventai -
Addl. IQAC Coordinator

T. V. - 30/6/22

4. Ms. S. Teewitha -
Member

S. T. - 30/6/22

5. Mrs. S. Sankari -
Member

S. S. - 30/6/22

6. Mrs. R. Lakshmi -
Member

Lakshmi - 30/6/22

7. Dr. M. Saktivel -
Member

M. S. - 30/6/22

8. Mrs. P. Malavizhi -
Member

P. M. - 30/6/22

9. Ms. N. Saigha -
Member

N. S. - 30/6/22

10. Ms. S. Urmageswari -
Member

S. U. - 30/6/22

11. Mrs. D. Sumathi -
Member

D. S. - 30/6/22

12. Dr. G. Jagan Kumar -
Member

G. J. - 30/6/22

13. Mrs. V. Nafeesa -
Member

V. N. - 30/6/22

14. Ms. N. Pooja -

N. Pooja

15. Ms. S. Wanifa Fathima -

S. Wanifa Fathima

Action taken Report

12.9.2022

All the criterion documents are received from the criterion managers and verified by the IQAC coordinator and Additional coordinator (both Qualitative and Quantitative).

All the verified documents are uploaded in the NAAC portal on 9.9.2022 in the presence of IQAC Director.

Date : 30.09.2022

Venue : Room no. 115

Time : 3.00 pm

Members Attended :

Principal

IQAC Coordinator & members

The following points were discussed in the meeting :

The queries were raised by the NAAC on 30.9.2022 based on the uploaded criterion documents.

Criterion managers are asked to work on the queries and to report with correct data on their respective metrics on or before 08.10.2022.

The corrected data will be verified by the IQAC director and coordinator and will be uploaded in NAAC portal.

The following members attended the meeting

1. Dr. R.S. Vetrivel -

Principal

2. Dr. M. Saravanan -

IQAC Coordinator

3. Dr. T.V. Sravanthi -

Add. IQAC Coordinator

4. Mrs. S. Teevitha -

Member

5. Mr. S. Sankar -

Member

6. Mrs. R. Lakshmi -

Member

7. Dr. M. Saktivel -

Member

8. Mrs. P. Malavizhi -

Member

9. Ms. N. Saighe -

Member

10. Mr. S. Unnageshwar -

Member

11. Mrs. D. Sumathi -

Member

12. Dr. G. Jagan kumar -

Member

13. Mrs. Y. Nafesa -

Member

14. Ms. N. Pooja -

15. Ms. S. Wasifa Fathima - S. Wasifa Fathima

Action Taken Report

17.10.2022

As discussed in the meeting, the criteria manager worked on the queries and provided the required data. The provided data were uploaded on the NAAC portal, on 14.10.2022

Date: 14.11.2022

Venue: 115

Time: 10:30am - 11:00am, Breakfast

Members Attended: All no. teachers

Principal

IQAC coordinator & Members

The following points are discussed in the meeting:

The institution has passed in the pre-qualification level of NAAC on 12th November 2023.

The communication was received from

NAAC

All the criterion managers and Heads of department are asked to work towards the successful completion of Peer Team Visit.

The following members attended the meeting:

1. Dr. R. S. Vehrivel

Principal

[Signature]

2. Dr. M. Soodanran

IQAC Coordinator

M. S. Soodanran
14/11/22

3. Dr. T. V. Sruvanti

Add. IQAC Coordinator

T. V. Sruvanti
14/11/22

4. Mrs. S. Jeevitua

Member

S. Jeevitua
14/11/22

5. Mrs. S. Sanbaai

Member

S. Sanbaai
14/11/22

6. Mrs. R. Lakshmi

Member

R. Lakshmi
14/11/22

7. Dr. M. Sakthivel

Member

M. Sakthivel
14/11/22

8. Mrs. P. Malavizhi

Member

P. Malavizhi
14/11/22

9. Ms. N. Saigla

Member

N. Saigla
14/11/22

10. Ms. S. Unnamageshvari

Member

S. Unnamageshvari
14/11/22

11. Mrs. D. Sumathi

Member

D. Sumathi
14/11/22

12. Dr. G. Jagannathan

Member

G. Jagannathan
14/11/22

13. Mrs. V. Nafesa

Member

V. Nafesa
14/11/22

14. Ms. N. Pooja

N. Pooja

15. Ms. S. Wasifa Fathima

S. Wasifa Fathima

Date : 26.01.2023

Venue: 103

Time : 10:00 - 10:30am

Members Attended

Principal

IAAC Coordinators and members

The following points are discussed in the meeting:

A communication is received from the NAAC office regarding the confirmation of NAAC Peer Team visit.

NAAC peer team visit will be on 1st March 2023 and 2nd March 2023.

Before the NAAC Peer Team visit to the institution should go for a mock visit by the Mentor institution, GVG Visalakshi College for Women, Uthumalaipeetai.

The following members attended the meeting:

1. Dr. R.S. Vetrivel

Principal

2. Dr. M. Saravanan

IQAC Coordinator

3. Dr. T.V. Bravante

IQAC Addl Coordinator

4. Mrs. S. Jeevitha

Member

5. Mrs. S. Sankar

Member

6. Mrs. R. Laleshnu

Member

7. Mr. M. Sakthivel

Member

8. Mrs. P. Malavizhi

Member

9. Mrs. N. Saighe

Member

10. Ms. S. Umamageshwar

Member

11. Mr. D. Suresh

Member

12. Mr. G. Jagan Kumar

Member

13. Mrs. Y. Nafeesa

Member

14. Mrs. N. Pooja

S. S. Wasifathima

C. J. for

M. J. 26/1/2023

T.V. Bravante 26/1/23

S. J. 26/1/23

S. S. 26/1/23

Laleshnu 26/1/23

M. Sakthivel 26/1/2023

P. Malavizhi 26/1/2023

N. Saighe 26/1/23

S. U. 26/1/23

D. Suresh 26/1/23

G. Jagan Kumar 26/1/23

Y. Nafeesa 26/1/23
N. Pooja
S. Wasifathima

Date: 15.02.2023

Venue: 104

Time: 10-30 AM

Members attended: Principal
BAC Team
Heads of the Departments

The following points were discussed in the meeting:

The NAAC Peer Team visit has been confirmed on 1st and 2nd March 2023.

Before the Peer Team visit the Institution has to go for a mock audit by the Mentor Institution.

The mentor institution, GVC, Madabekki College for Women, Udumalpettai, has confirmed the mock audit on 20th February 2023.

The criterion managers are asked to make the visit as a real NAAC Peer Team visit.

All the files should be clear without any error.

The following members have attended the meeting:

1. Dr. R. S. Uthivel
Principal

[Signature]

2. Dr. M. Saravanan
IQAC Coordinator

M. S. - VJ
15/2/2023

3. Dr. P. V. Sravanthi
Add. IQAC Coordinator

P. V. *[Signature]*
15/2/23

4. Mrs. S. Jeevitha
Member

S. J. *[Signature]*
15/2/23

5. Mrs. S. Sankari
Member

S. S. *[Signature]*
15/2/23

6. Mrs. R. Lakshmi
Member

Lakshmi - *[Signature]*
15/2/23

7. Mr. M. Saktivel
Member

M. S. *[Signature]*
15/2/23

8. Mrs. P. Malavizhi
Member

P. *[Signature]*
15/2/2023

9. Ms. N. Sarigha
Member

N. *[Signature]*
15/2/23

10. Mr. S. Umamageshwaran
Member

S. U. *[Signature]*
15/2/23

11. Mrs. D. Surratni
Member

D. *[Signature]*
15/2/23

12. Dr. G. Jagan Kumar
Member

J. K. *[Signature]*
15/2/23

13. Mrs. Y. Nafesa
Member

Y. *[Signature]*
15/2/23

14. Mr. N. Pooja

N. Pooja

15. Ms. S. Wasifa Fathima

S. Wasifa Fathima

Date : 20.09.2023

Venue : 104

Members External Audit Members
Principal
IQAC Team

Mock Audit visit

Mock audit was conducted by the externals from the Mentor Institution, Sri G.V.G. Visalakshi College for Women, Udumalaipettai.

The externals were Mrs. B. Nirmala, Dr. P. Geetha, and Dr. R. Angel Joy.

Mock Peer Team visit began with Red Carpet welcome by the NSS and YRC volunteers followed by Library audit and PPT presentation by the Principal and Heads of the Department.

For the post lunch session, departments, administrative office, laboratories and other infrastructure are audited.

Students' meet was conducted in the Ashwamei Seminar Hall and Alumni meet was conducted through Google Meet platform.

Department files are audited in concern department and IQAC file are audited in IQAC room.

All faculty meeting was conducted in conference room (103) followed by exit meeting.

The externals gave following suggestions

In department presentations uniqueness of the department need to be highlighted.

The number of Workshops, Seminars and FDPs attended by Faculty members should be added.

The following members attended the meeting.

1. Dr. R.S. Vetrivel

Principal

2. Mrs. B. Nirmala

(External) UGC Paramarsh Coordinator

3. Dr. P. Geetha

External (Member)

4. Dr. R. Angel Joy

External (Member)

5. Mrs. D. Suresh

Assistant Professor & Head
Department of Tamil

6. Ms. S. Unnamageshwar

Assistant Professor & Head
Department of English

7. Mr. P. Malanigali

Assistant Professor & Head

Department of Business Administration

8. Mrs. M. Vijalakshmi

Assistant Professor & Head

Department of Commerce

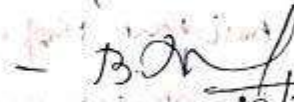
9. Ms. G. Saniya

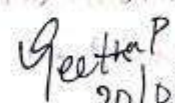
Assistant Professor & Head

Department of Commerce

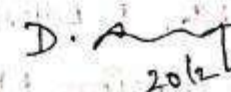
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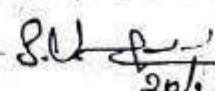


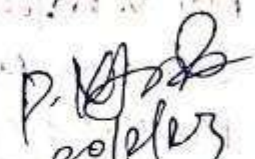

20/2/23


20/02/2023


20/2/23


20/2/23


20/2/23


20/2/23


20/2/23


20/2/23

10. Mrs. R. Sengupta
Assistant Professor & Head
Department of Computer Applications

P. 1/20/23

11. Mrs. S. Dey

S. Dey
20/02/23

Assistant Professor & Head
Department of Computer Science

12. Mr. M. Sankarivel

Assistant Professor & Head
Department of Chemistry

M. Sankarivel
20/02/23

13. Mrs. S. Jeevitaa

Assistant Professor & Head
Department of Mathematics

S. J. 20/02/23

14. Mrs. Sarleshi S

Criterion Manager

S. S. 20/02/23

15. Mrs. R. Lakshmi

Criterion Manager

Lakshmi R. 20/02/23

16. Mr. N. Sridhar

Criterion Manager

N. S. 20/02/23

17. Mrs. V. Narayana

Criterion Manager

V. Narayana
20/02/23

18. Ms. N. Pooja

N. Pooja

19. Ms. S. Narisara Fathima

S. Narisara Fathima

J. V. A. 20/02/23

M. Y. 20/02/2023

Additional
IQAC Coordinator
(Dr. T. V. Sravanthi)

IQAC Coordinator
(Dr. M. Saravanan)

Date : 04.05.2023

Venue: 104

Time : 3:00 - 3:30 pm

AQAR Meeting

Members attended

Principal

IQAC coordinators and Members

The following points were discussed in the meeting:

The Principal and the IQAC coordinator have convened the meeting to discuss the submission of AQAR for the academic year 2022-2023.

The criterion managers are asked to follow the departments to get the required data on time.

The criterion managers are also asked to conduct internal audit on regular interval.

The following Members were attended the meeting

1. Dr. R.S. Vektrivel
Principal -
2. Dr. M. Saravanan
QAAC Coordinator - M. S-47 4/5/2023
3. Dr. T.V. Srewanthi
Addl. QAAC coordinator - T.V. AS 4/5/2023
4. Mrs. S. Sankari
Member - S. S 4/5/23
5. Mrs. R. Lakshmi
Member - Lakshmi R 4/5/23
6. Dr. M. Sakthivel
Member - S 4/5/23
7. Mrs. P. Malavighi
Member - P 6/5/2023
8. Ms. N. Sarigha
Member - N. Sarigha 4/5/23
9. Ms. S. Umamageshwari
Member - S. U 4/5/23
10. Mrs. D. Sumathi
Member - D. 4/5/23
11. Dr. G. Jagankumar
Member -
12. Mrs. Y. Nafesa
Member - Y. Nafesa 4/5/23

Date :- 12. 4. 2021

Time :- 10.31am - 12.45pm

Organised by : co-ordinator IQAC

Attended by : All IQAC members & All HOD's

Points Discussed :-

- ⇒ English Dept HOD told that they finished about 60 - 70% work completed on criterion I, II, V.
- ⇒ From chemistry dept they told that 2nd criteria works were finished.
- ⇒ From BBA Dept 75% of work finished in all criterias.
- ⇒ From Maths dept about 80 - 90% of work was completed.
- ⇒ commerce & CS HOD's didn't attend the meeting.
- ⇒ Dr. Kumaresan asked all HOD's to make ready of Master Timetable for 5 years.
- ⇒ collect all participation certificates in all department.

- => Asked to view Feedback related work.
- => By Next Monday [19.4.2021] all should complete the above said works.
- => All HOD's are asked to give the Budget proposal for Add on courses.
- => Asked to create LP for 2016 [odd/even] in 2019 LP format.
- => Project completion certificate & Internship done Report of all final years students from BBA Dept were asked to concern Dept HOD by club activity coordinator.
- => club activity Incharge R. Manjula Ma'am Reported the work done.
- => By 1st March initiated, conducted

⇒ No faculty related grievances from any department side.

⇒ By 23.04.2019 all depts should finish their work except English Department.

⇒ All faculties are asked to come to college on all Monday's & Friday's.

⇒ All official work should be uploaded through G-suite mail account.

⇒ Maintain the details in a folder.

⇒ For feed back have to create a folder for easy access.

⇒ certificates should be collected and have a copy in Excel sheet - Academic year wise.

⇒ consolidate the bondi

⇒ Scholarship work minority students not responded well.

⇒ They collect about student details [community, Aadhar card etc.]

⇒ Collected certificates only.

⇒ B.com & B.com (CA)

L.P ⇒ 2016 [ODD] Not completed

⇒ From 2016 [Even] - 2021 is there

Feedback ⇒ Processing

⇒ criterion II ⇒ Mailed Sankari Ma'am

⇒ Not given Budget Proposal

⇒ BBA Dept

criterion I -

First sem - I year Not yet sent the link

⇒ Time table ⇒ 2016 [Not available]

⇒ Budget Proposal is there

⇒ criterion II, Completed.

⇒ criterion V, Passed students data

Processing

⇒ HOD's meeting ends by 2.10pm.

⇒ Asked about the Requirements regarding criteria.

⇒ Audition on 2^{3rd} 10am-12pm should be done on computer lab

[All HOD's & IQAC co-ordinators should present there].

HOD :-

1. Mrs. M. Vijayalakshmi M.Com, M.Phil - M.uz
2. S. Anandeeswari - S. Anand
3. ✓ Dr. M. SAKTHI - HOD/Chem.
4. L. Suganthi MCA, MPhil - Supte.
- 5.
- 6.
- 7.

IQAC members :-

- 1.
2. R. YUVARAJ - R. Y.
3. P. Malavizhi - P. Malavizhi
4. D. SUMATHI - D. S.
5. S. SANKARI - S. S.
6. K. SUGANTHI - K. S.