MINUTES OF IQAC MEETING
&
ACTION TAKEN REPORT 2023-2024

Minutes of the IQAC Meeting

held on 28/08/2023

- Orientation Programme on Data collection and documentation process was conducted on 28/08/2023.
- Ms. Revathy Meenal gave the Welcome Address.
- Principal addressed the gathering and introduced the new IQAC members.
- IQAC Objectives and Policies to be noted by and adhered to .
- Dr. Hannah Vijaykumar insisted on accuracy of data while submitting for India Today, AISHE and NIRF.
- Dr. Shirline David detailed the proceedings of the IQAC work for this academic year 2023-2024.
- A five-day FDP for staff will be conducted shortly on Outcome based . Education based on PO, CO, Rubrics, Mapping etc.
- Add on Course to be conducted based on Skill development.
- Feedback forms to be collected from Stakeholders.
- Financial Sponsorship for teachers who publish papers.
- Academic Registers to be maintained.
- Events template to be filled as and when a programme is conducted.
- Staff and Student achievements to be documented date wise.
- Mentor-Mentee Circular to be ready by 6th September and proof of the same to be ready by 16th September.
- PTA meeting to be conducted after Model Exams.
- Students Satisfaction Survey to be conducted. III UG and II PG are the target group. Mail Id to be collected from the above students by 3rd September.

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ANNA ADARSH COLLEGE FOR WOMEN

IQAC Meeting- 28/08/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal Shift-I	Anita Raman 31/8/23 23
Dr. V. Meena Kumari	Vice- Principal Shift-II	31/Aug/23

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	28/9/23
2	Dr. Hannah Vijaykumar	Computer Science	Hannah Vijaykumar
3	Ms. M.Revathy Meenal	Computer Science	H. Revathy Meenal
4	Dr. V. Anitha	Home Science-NFSM&D	
5	Dr. M R Vidhya	Accounting & Finance Shift II	
6	Dr. C.Chitra	Commerce - Comp App Shift II	C. chitra
7	Dr. Annie George Raphael	English Shift II	
8	Dr. M. Arunma	Mathematics	
9	Ms S. Jayanthi	Computer Application	S.Jayanthi
10	Ms R. Charu Maheshwari	Accounting & Finance	

R. Shanthi

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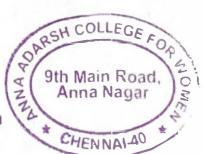**Re-accredited by NAAC with A++ Grade**
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IQAC Meeting- 28/08/2023

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	
2	Dr. R. V. Soupraja	English	
3	Ms. N Abiramasundari	Bank Management	
4	Dr Sharmila K	Corporate Secretaryship	
5	Dr. E.Charumathy	Commerce	
6	Dr. K Sangeetha	Chemistry	
7	Dr. P. Pakutharivu	Computer Science	
8	Dr. V R. Anurathi	Home Science	
9	Ms. R Mary Mercy Priya	Mathematics	
10	Ms M. Mahalakshmi	Psychology	
11	Dr. P. Gunasundari	Computer Science with Data Science	
12	Dr Zubaida Sultana, Shift-II	Hindi	N. Zuhaida Sultana
13	Dr.J Sujatha	Tamil	
14	Ms Ranjani S, Shift-II	French	S.Ranjani
15	Ms.Abhinaya R	Social Work	
16	Dr A Amudha	Public Administration	

R.Ranthi

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ANNA ADARSH COLLEGE FOR WOMEN

IQAC Meeting - 28/08/2023

Shift-II

S NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. N Jeeva	Commerce	
2	Ms R Saranya	Commerce - Computer Applications	
3	Ms A Akshaya	Accounting and Finance	
4	Dr B Anuradha	Commerce Honours	
5	Ms S M Pavithra	Corporate Secretaryship	
6	Ms A Vincy	Computer Science	
7	Dr V Sowmya	Computer Science with AI	
8	Ms.R Sahana	Marketing Management	
9	Dr Abarna	Bank Management	
10	Ms Kumari Krishna	Business Admistration	
11	Dr K Madhumathi	Computer Application	
12	Ms. K. Mary Suzan Monisha	Psychology	
13	Ms. K Pavithra Bharathi	Social Work	
14	Dr. L Jayalakshmi	Tamil	
15	Ms.Maria Jenitta	English	

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Minutes of the IQAC Meeting

held on 13/09/2023

The following points were discussed:

- Questionnaire regarding Students' Satisfaction Survey for the academic year 2022-2023 was given. II PG and III UG students have to be briefed by their class incharge regarding the same

- Scholar Support Programme aims to identify the Slow Learners/ Bloomers and the efforts taken for their improvement like giving tests regularly or innovative methods should be documented.

- Similarly, Walk the Scholar Programme aims to identify the Advanced Learners. The students may be encouraged to enroll in NPTEL/MOOC Courses, present Papers, attend workshops, etc.

- Mentor-Mentee details (List of students, meetings conducted, issues addressed, action taken & report) to be updated in the department drive by 25th September

- 100% accountability to be maintained for Student Progression - placement, higher education, entrepreneurship.

- The validity of department MOUs has to be checked. Expiring ones to be renewed and new ones may be signed. Make it a point to do one activity through the respective MOU.

- Collection of proof for AQAR 2022-2023 to begin

  Criterion I proof documents to be submitted by 25th September.

  → CIA registers
  → Lesson plan
  → TimeTable
  → Bridge Course (syllabus, list of students, hours, attendance)
  → Academic Calendar with department events entered
  → Letters - Member of Board of Studies, Question paper setting, Valuation
  → Add on / Certificate Courses (flyers, syllabus, attendance, sample Certificate with Ul no)
  → Experiential Learning - Project, Internship, Field work

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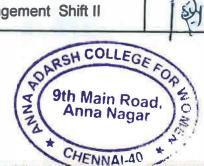# ANNA ADARSH COLLEGE FOR WOMEN
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IQAC Meeting- 13/09/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal Shift-I	
Dr. V. Meena Kumari	Vice- Principal Shift-II	

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	—
3	Ms. M.Revathy Meenal	Computer Science	M. Revathy Meenal
4	Dr. V. Anitha	Home Science	
5	Dr. M.R.Vidhya	Accounting & Finance Shift II	
6	Dr. C.Chitra	Commerce - Comp App Shift II	—
7	Dr. Annie George Raphael	English Shift II	
8	Dr. A. Sumitha	Chemistry	—
9	Dr. M. Arunma	Mathematics	
10	Ms.S. Jayanthi	Computer Application	
11	Ms.R. Charu Maheshwari	Accounting & Finance	
12	Ms. Subiksha	Bank Management Shift II	

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IQAC Meeting - 13/09/2023

SHIFT - I

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1	Dr Anne Benedexa C A	Business Economics	
2	Dr. R. V. Soupraja	English	
3	Ms. N.Abiramasundari	Bank Management	
4	Dr.Sharmila K	Corporate Secretaryship	
5	Dr.E.Charumathy	Commerce	
6	Dr. K.Sangeetha	Chemistry	
7	Dr. P. Pakutharivu	Computer Science	
8	Dr. V.R. Anurathi	Home Science	
9	Ms. R.Mary Mercy Priya	Mathematics	
10	Ms.M. Mahalakshmi	Psychology	
11	Dr. P. Gunasundari	Computer Science with Data Science	
12	Dr. Zubaida Sultana, Shift-II	Hindi	
13	Dr.J.Sujatha	Tamil	
14	Ms.Ranjani S, Shift-II	French	
15	Ms.Abhinaya R	Social Work	
16	Dr.A.Amudha	Public Administration	

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IQAC Meeting- 13/09/2023

Shift-II

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1	Dr. N.Jeeva	Commerce	
2	Ms. R. Saranya	Commerce - Computer Applications	
3	Ms. A.Akshaya	Accounting and Finance	
4	Dr. B.Anuradha	Commerce Honours	
5	Ms. S.M. Pavithra	Corporate Secretaryship	
6	Ms. A.Vincy	Computer Science	
7	Dr. V.Sowmya	Computer Science with AI	
8	Ms.R. Sahana	Marketing Management	
9	Ms. Kumari Krishna	Business Admistration	For Kumari Krishna - H.R. (Ishwarya)
10	Dr . K. Madhumathi	Computer Application	
11	Ms. K. Mary Suzan Monisha	Psychology	
12	Ms. K. Pavithra Bharathi	Social Work	for Meenanthu (M. Jeevanthi)
13	Dr. L. Jayalakshmi	Tamil	
14	Ms.Maria Bridget Jenitta	English	

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Minutes of the IQAC Meeting conducted on 25/9/2023

The following points were discussed :

➢ The hard and soft copy of Criterion 1 template will be shared with all the departments soon.

➢ Parents feedback will be done online. It's applicable only to the parents of II UG, III UG, and II PG students. The last date to complete this will be 29/9/2023.

➢ The following are the data and proof for **Criterion 2** to be kept ready and uploaded when the data template is shared with the departments. The last date to complete this will be 3/10/2023.

- 2.1.2 - Community Certificate details
- 2.2.1 - Advanced Learners/Bloomers - report cards, News Letters, Peer Teaching
- 2.3.1 - Student-Centric Methods adopted - field trips, industrial visits, exhibitions, models.
- 2.3.2 - ICT Tools:

    (i) All classes must have a live GCR

    (ii) Screen shots of G-Meet

    (iii) Activity done online - Kahoot, mentimeter, Quiz

- 2.3.3 - Mentor-Mentee: Circular, followed by a report
- 2.4.1 - No. of full-time teachers
- 2.4.2 - No. of Ph.D / NET/ SLET teachers - appointment letters, Certificate
- 2.5.1 - Mechanism of Internal Assessment

    (i) CIA

    (ii) University Exam timetable

    (iii) Question Bank

- 2.6.1 - Course Handout which includes syllabus with objective and Outcomes.
- 2.6.2 - Attainment of PO and CO - galley sheet
- 2.6.3 - Pass % - registers for odd and even semesters

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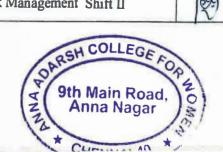**(Affiliated to University of Madras)**
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IQAC Meeting- 25/09/2023

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Dr. Anita Raman	Vice- Principal Shift - I	
Dr. V. Meena Kumari	Vice- Principal Shift - II	

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5	Dr. C.Chitra	Commerce - Comp App Shift II	
6	Dr. Annie George Raphael	English Shift II	
7	Dr. A. Sumitha	Chemistry	
8	Dr. M. Arunma	Mathematics	
9	Ms.S. Jayanthi	Computer Application	
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11	Ms. R. Subiksha	Bank Management Shift II	

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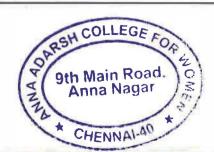## Punjab Association's
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IQAC Meeting- 25/09/2023

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6	Dr. K.Sangeetha	Chemistry	
7	Dr. P. Pakutharivu	Computer Science	
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9	Ms. R.Mary Mercy Priya	Mathematics	
10	Ms.M. Mahalakshmi	Psychology	
11	Dr. P. Gunasundari	Computer Science with Data Science	
12	Dr. Zubaida Sultana, Shift-II	Hindi	
13	Dr.J.Sujatha	Tamil	
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IQAC Meeting- 25/09/2023

Shift-II

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1	Dr. N.Jeeva	Commerce	
2	Ms. R. Saranya	Commerce - Computer Applications	
3	Ms. A.Akshaya	Accounting and Finance	
4	Dr. B.Anuradha	Commerce Honours	
5	Ms. S.M. Pavithra	Corporate Secretaryship	
6	Ms. A.Vincy	Computer Science	
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8	Ms.R. Sahana	Marketing Management	
9	Ms. Kumari Krishna	Business Admistration	
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Minutes of the IQAC Meeting held on 12/10/23

The following points were discussed :

→ Instructions regarding the format for AQAR submission were given. Times New Roman and font size 12 to be used.

→ All information submitted for AQAR should pertain to the period 1st June 2022 to 31st May 2023.

→ Criterion 2 add-on inputs, missed-out data details in the last meeting, and all data templates of Criterion 3 were explained.

→ The order of students' details to be provided will be: II PG, I PG, III UG, II UG, and I UG

→ Only 50% of the students' reservation details is to given.

→ Proof for Bloomers will be the report sheets, and for Advanced learners it is Certificates of NPTEL, MOOC Courses.

→ Experiential Learning includes projects & Internships.

→ Proof for ICT tools will be a video of Online teaching.

→ Mentor-Mentee proof will be Circular & details of Mentees

→ PO, CO, and Course Handout of 22-23 denoting syllabus change, if any, need to be provided.

→ Result analysis register to be scanned and sent. Both odd and even semesters.

→ No. of sanctioned posts for staff and no. of staff in the department.

→ Proof for Criterion 3 to be collected:

- Workshop/Seminar conducted on Research Methodology
- Events of the department
- Research papers of staff in UGC website
- Awards & Recognition for extension activities.
- Outreach program conducted by the departments
- Passed out students who are entrepreneurs
- MoU which is is functional with activities conducted

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IQAC Meeting- 11/10/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal Shift – I	
Dr. V. Meena Kumari	Vice- Principal Shift – II	

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Ms. M.Revathy Meenal	Computer Science	
3	Dr. V. Anitha	Home Science - N FSM & D	
4	Dr. M.R.Vidhya	Accounting & Finance Shift II	
5	Dr. C.Chitra	Commerce - Comp App Shift II	
6	Dr. Annie George Raphael	English Shift II	
7	Dr. A. Sumitha	Chemistry	
8	Dr. M. Arunma	Mathematics	
9	Ms.S. Jayanthi	Computer Application	for K.MADHUMATHI (K.MADHUMATHI)
10	Ms.R. Charu Maheshwari	Accounting & Finance	
11	Ms. R. Subiksha	Bank Management Shift II	

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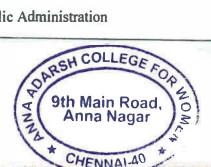# Punjab Association's
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IQAC Meeting- 11/10/2023

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1	Dr Anne Benedexa C A	Business Economics	
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4	Dr.Sharmila K	Corporate Secretaryship	
5	Dr.E.Charumathy	Commerce	
6	Dr. K.Sangeetha	Chemistry	
7	Dr. P. Pakutharivu	Computer Science	
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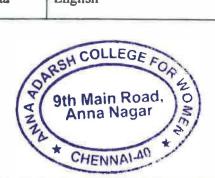# ANNA ADARSH COLLEGE FOR WOMEN
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IQAC Meeting- 11/10/2023

Shift-II

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1	Dr. N.Jeeva	Commerce	for Dr.H.Pushpalatha
2	Ms. R. Saranya	Commerce - Computer Applications	
3	Ms. A.Akshaya	Accounting and Finance	
4	Dr. B.Anuradha	Commerce Honours	
5	Ms. S.M. Pavithra	Corporate Secretaryship	
6	Ms. A.Vincy	Computer Science	
7	Dr. V. Sowmya	Computer Science with AI	V. Sowmya
8	Ms. R. Sahana	Marketing Management	—
9	Ms. Kumari Krishna	Business Admistration	
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Minutes of the IQAC Meeting

held on 7/11/23

Agenda - Status of AQAR 2022 - 2023
Members present - IQAC Core & AQAR Committee members
The following points were discussed:

➢ QLM - All proof related to QLM metrics should be consolidated, merged and filed in the QLM folder in the AQAR mail.

➢ Each Criterion team was briefed on their proof requirements and collection

- Criterion 1 - lesson plan, time table, academic calendar, CIA mark register, syllabus....

- Criterion 2 - scholar support programme, field visits, course handouts, practical details, GCR screenshots, result analysis

- Criterion 3 - Workshops, seminars, NSS, NCC events, publications

- Criterion 4 - infrastructure photos, Library

- Criterion 5, Student council, Clubs, financial support, grievance redressal

- Criterion 6- Staff Council minutes, organogram, club committee activities, newsletters

- Criterion 7- college, clubs, department events, photos, policies, entrepreneur details.

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IQAC Meeting- 07/11/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal Shift - I	
Dr. V. Meena Kumari	Vice- Principal Shift - II	

S.NO	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
1	Dr. Shirline David	Coordinator IQAC , A& F Shift I	
2	Ms. M.Revathy Meenal	Computer Science Shift I	M. Revathy Meenal
3	Dr. V. Anitha	Home Science-NFSM&D Shift I	
4	Dr. M.R.Vidhya	Accounting & Finance Shift II	
5	Dr. C.Chitra	Commerce - Comp App Shift II	
6	Dr. Annie George Raphael	English Shift II	
7	Ms.S. Jayanthi	Computer Application Shift I	
8	Ms.R. Charu Maheshwari	Accounting & Finance Shift I	
9	Ms. R. Subiksha	Bank Management Shift II	
10	Dr . K. Madhumathi	Computer Application Shift II	
11	Dr.E.Charumathy	General Shift I	
12	Dr. P. Gunasundari	Computer Science with DS Shift I	
13	Dr. B.Anuradha	Honours Shift II	
14	Ms. Kumari Krishna	Business Admistration Shift II	
15	Dr. M. Aruna	Mathematics Shift I	
16	Dr.Sharmila K	Corporate Secretaryship Shift I	
17	Dr. K.Sangeetha	Chemistry Shift I	
18	Ms. S.M. Pavithra	Corporate Secretaryship Shift II	
19	Ms.R. Sahana	Marketing Management Shift II	
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Anna Nagar

Minutes of the IQAC Meeting
held on 17.11.23.

The following points were discussed:

- This meeting was held to clarify details regarding submission of documents and also a follow up of the pending documents to be uploaded by the various departments and clubs.
- Under Criterion 1.1.1, Department Events to be filled in the Academic Calender will be shared shortly. Lesson Plan, Master Timetable, and CIA Register are to be uploaded.
- All details for AQAR will pertain from 1 June 2022 to May 2023.
- 1.3.1 deals with Cross Cutting Issues where topics pertaining to Value Education, Gender Sensitisation, Environment and Sustainability are to be highlighted in the given syllabus.
- 2.2.1 is about Scholar Support Program for the Bloomers and Walk the Scholar Program for the Advanced Learners.
- 2.3.1 - Course Handout should contain the syllabus of all the 5 years along with Preamble and Objective
- For Experiential Learning, the first page of the student's Projects along with name list is the required proof
- In 6.5.1 - Proof to be given is respective News Letter
- In 6.5.3 - Proof is Academic Audit Details.
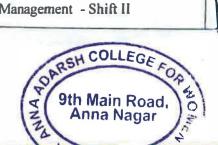
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IQAC Meeting- 17/11/2023

Dr. R. Shanthi	Principal	R. Shanthi 13/3/24
Dr. Anita Raman	Vice- Principal Shift – I	Anita Raman 13/3/24
Dr. V. Meena Kumari	Vice- Principal Shift – II	13/mar/24

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC - Shift I	Shir—
2	Dr. Hannah Vijaykumar	Computer Science - Shift I	—
3	Ms. M.Revathy Meenal	Computer Science - Shift I	M. Revathy Meenal
4	Dr. V. Anitha	Home Science – NFSM&D - Shift I	V. A
5	Dr. M.R.Vidhya	Accounting & Finance - Shift II	Vidhya
6	Dr. C.Chitra	Commerce – Computer App - Shift II	C. Chitra
7	Dr. Annie George Raphael	English - Shift II	A—
8	Dr. A. Sumitha	Chemistry - Shift I	—
9	Dr. M. Arunma	Mathematics - Shift I	de—
10	Ms.S. Jayanthi	Computer Application - Shift I	for Jayanthi
11	Ms.R. Charu Maheshwari	Accounting & Finance - Shift II	Charu
12	Ms. R. Subiksha	Bank Management - Shift II	Roy.

R. Shanthi

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IQAC Meeting- 17/11/2023

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	
2	Dr. R. V. Soupraja	English	
3	Ms. N.Abiramasundari	Bank Management	—
4	Dr.Sharmila K	Corporate Secretaryship	
5	Dr.E.Charumathy	Commerce	
6	Dr. K.Sangeetha	Chemistry	
7	Dr. P. Pakutharivu	Computer Science	
8	Dr. V.R. Anurathi	Home Science – NFSM&D	
9	Ms. R.Mary Mercy Priya	Mathematics	
10	Ms.M. Mahalakshmi	Psychology	
11	Dr. P. Gunasundari	Computer Science with Data Science	
12	Dr. Zubaida Sultana. Shift-II	Hindi	
13	Dr.J.Sujatha	Tamil	
14	Ms.Ranjani S. Shift-II	French	
15	Ms.Abhinaya R	Social Work	—
16	Dr.A.Amudha	Public Administration	

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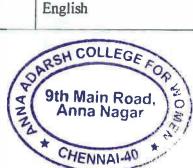# ANNA ADARSH COLLEGE FOR WOMEN

IQAC Meeting- 17/11/2023

Shift-II

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. N.Jeeva	Commerce	
2	Ms. R. Saranya	Commerce - Computer Applications	
3	Ms. A.Akshaya	Accounting and Finance	
4	Dr. B.Anuradha	Commerce Honours	
5	Ms. S.M. Pavithra	Corporate Secretaryship	
6	Ms. A.Vincy	Computer Science	
7	Dr. V. Sowmya	Computer Science with AI	
8	Ms. R. Sahana	Marketing Management	
9	Ms. Kumari Krishna	Business Admistration	
10	Dr . K. Madhumathi	Computer Application	
11	Ms. K. Mary Suzan Monisha	Psychology	
12	Ms. K. Pavithra Bharathi	Social Work	
13	Dr. L. Jayalakshmi	Tamil	
14	Ms.Maria Bridget Jenitta	English	

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MINUTES OF THE MEETING

Date: 6.3.2024   Venue - Room No. 74

Time: 12.30 pm

The following points were discussed:

- General Instructions - Follow the Times New Roman font, 12 font size, events template should be updated as and when the programme gets over, participant list should have the Principal's signature and college seal, extension and outreach programmes only outside the campus, all proof should be validated with Principal's signature except GCR screenshots and Certificates.
- Academic Calendar - the Academic Calendar for odd semester alone will be shared. All departments have to update their department events of odd semester in the calendar.
- Academic audit - Internal audit for all departments will be conducted in the first week of April. The External audit will be in the following week.
- Documentation for the next cycle for accreditation will be taken from the year 2022-23 onwards. Hence all data documentation to be projected from this year onwards.
- The List of documents, department registers, staff registers and student registers will be shared with all departments. All files to be kept ready as per this list for the academic audit.
- In the soft copy of the Lesson plan, the last page for each staff member should be replaced with the scanned copy (the last page for each staff member in the hard copy of the lesson plan with the Principal's signature and college seal)
- Bloomers sheets were distributed to all department IQAC members
- SSS link will be shared soon and all final year UG and PG students have to complete this feedback.

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IQAC Meeting- 06/03/2024

Dr. R. Shanthi	Principal	R. Shanthi 13/3/24
Dr. Anita Raman	Vice- Principal Shift – I	Anita Raman 13/3/24
Dr. V. Meena Kumari	Vice- Principal Shift – II	13/mm/24

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1	Dr. Shirline David	Coordinator IQAC - Shift I	Shir
2	Ms. M.Revathy Meenal	Computer Science - Shift I	M. Revathy Meenal
3	Dr. V. Anitha	Home Science – NFSM&D - Shift I	V. dr
4	Dr. M.R.Vidhya	Accounting & Finance - Shift II	—
5	Dr. C.Chitra	Commerce – Computer App - Shift II	C. Chi
6	Dr. Annie George Raphael	English - Shift II	
7	Dr. M. Arunma	Mathematics - Shift I	de
8	Ms.S. Jayanthi	Computer Application - Shift I	for Madhu 6.3.24
9	Ms.R. Charu Maheshwari	Accounting & Finance - Shift I	—
10	Ms. R. Subiksha	Bank Management - Shift II	

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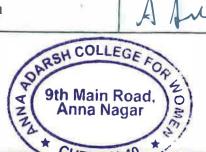CHENNAI-40

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IQAC Meeting- 06/03/2024

SHIFT - I

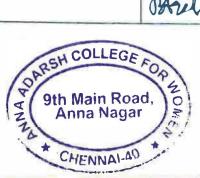| S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
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Shift-II

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1	Dr. N.Jeeva Dr. H.POSHPALATHA	Commerce	
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10	Dr . K. Madhumathi	Computer Application	
11	Ms. K. Mary Suzan Monisha	Psychology	—
12	Ms. K. Pavithra Bharathi	Social Work	
13	Dr. L. Jayalakshmi	Tamil	
14	Ms.Maria BridgeJemitta Ms. Archana B	English	

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IQAC MINUTES & ACTION TAKEN REPORT
ACADEMIC YEAR 2023-2024

SNO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
1	28-08-2023	Orientation on Data Collection and Documentation Process	Detailed proceedings of the IQAC work for the academic year and overview of the AQAR Data collection and Documentation process was discussed. Discussion regarding the PTA meeting, Student Satisfaction Survey to be carried out was also discussed. Appropriate actions were taken and monitored by IQAC CORE members.
2	13-09-2023	Orientation on Guidelines for documentation process	Review of Registers to be maintained in the department. Submission dates for Scholar support programme, Walk the Scholar Programme, SSS, Mentor-Mentee details. MoU of various departments to be checked. Appropriate actions were taken and monitored by IQAC CORE members.
3	25-09-2023	Orientation on Criterion 1 and Criterion 2 Data template and Proof	Details pertaining to Data template and Proof collection for various metrics of Criterion 1 and Criterion 2 were discussed.
4	11-10-2023	Preparation for AQAR Submission	Criterion 3 proof collection and data template details to be collected were discussed and AQAR format and basic guidelines to be followed were explained in a detailed manner. Follow-up of the process was checked by IQAC Core members.
5	07-11-2023	Status of AQAR 2022-2023 Process	Collection of proof sorting and uploading in AQAR mail of all qualitative and quantitative metrics were discussed among the AQAR Consolidation team. Criterion-in-Charges were given the responsibility to check the progress of AQAR completion process

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SNO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
6	17-11-2023	Final Documentation Process Clarification, and Submission of AQAR 2022-2023	Clarification regarding documents like Academic Calendar, Cross cutting issues were discussed and details about the final submission process was carried out. IQAC CORE team and Criterion in Charges were given the responsibility to check and report the progress of completion to IQAC coordinator and Principal
7	06-03-2024	Preparation for Academic Audit	Registers to be maintained in the department were listed and discussed. General guidelines to be followed while documentation was reinforced. Review of all registers and feedback pertaining to register maintenance in the department was given by the Internal academic audit members (IQAC). Experts from various disciplines conducted External Academic Audit and the department reports were consolidated bý the IQAC.

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