

**SWAMI DAYANANDA COLLEGE OF ARTS & SCIENCE  
MANJAKKUDI**

**IQAC - MINUTES OF MEETING**

**ACADEMIC YEAR**

**2022-2023**



# SWAMI DAYANANDA COLLEGE OF ARTS & SCIENCE

Affiliated to Bharathidasan University, Tiruchirappalli – 24.

UGC Recognized u/s. 2(f) & 12 (B), An ISO 9001:2015 Certified Institution

Accredited by NAAC - 'B++' Grade with CGPA 2.99 (I Cycle)

Swami Dayananda Campus, Manjakkudi – 612 610, Tiruvarur District.

## CIRCULAR

### IQAC Meeting

Ref: SDC-IQAC/CIR/2023/JAN/002

Date: 23.01.2023

An Internal Quality Assurance Cell - IQAC meeting is arranged on 23.01.2023 at IQAC Cell. All the members of IQAC are requested to attend the meeting at 02.50 p.m. The following points are to be discussed with the Chairperson.

#### Agenda

- Preview of the Previous meetings by Coordinator
- Action taken on the Previous meetings
- Planning to debut NAAC Criteria and Sub- criteria in - charges
- To discuss about attending seminar and organizing seminar, conferences and Workshop in Regional level, National and International level under recognized sponsorship.
- To discuss about attending seminar and organizing seminar, conferences and Workshop in Regional level, National and International level under recognized sponsorship
- To discuss on enhancing research publications among students and faculties
- To discuss on sending proposal for research funding agencies and grant funds from them
- To discuss student's support and progression
- To discuss on registration of alumni

Other issues if any raised by the members

K. Lakshminarayanan — 23/01/2023  
Dr. K. Lakshminarayanan

IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,

Manjakkudi - 612 610.

Dr. V. Hema

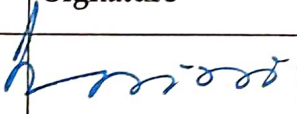

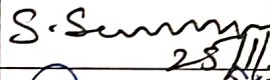
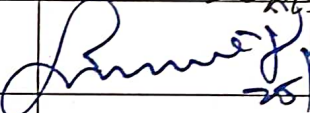
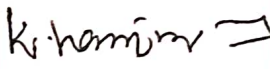
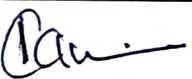
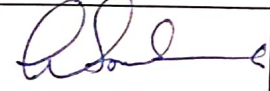

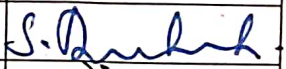
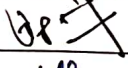


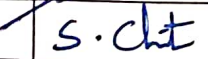
Chairman, IQAC  
Principal

Swami Dayananda  
College of Arts & Science  
Manjakkudi-612 610

Date: 25.01.2023

Attendance of the meeting - IQAC

As per the guidelines of the NAAC, IQAC meeting was held on 25.01.2023 at 03.00 p.m. in IQAC Room. The following members are present.

S. No	Name	Department	Designation	Signature
1.	Shri. M. G. Srinivasan,	--	Trustee & Correspondent	
2.	Dr. V. Hema		Chair Person	
3.	Mr. S. Senthilvel,	Bank Management	HOD & Vice-Principal	 25/1/23
4.	Mr. T. Venkatesan	Computer Science	HOD	 25/1/23
5.	Dr. K. Lakshminarayanan	Bank Management	Assistant Professor & IQAC Coordinator	
6.	Dr. V. Kavitha	Computer Science	Assistant Professor	
7.	Mr. G. Saravanakumar	Chemistry	HOD & Assistant Professor	
8.	Dr. R. Vanitha	B.Com - Computer Applications	HOD & Assistant Professor	
9.	Dr. S. Arulmozhi	Management	Assistant Professor	
10.	Mr. M. Balamurugan	English	Assistant Professor	
11.	Mr. M.R. Rajagopal	Industrial Person		
12.	Mr. Prasenjit Bhattarcharjee	Admin	Administrative Officer	
13.	Smt. S. Chithra	Office	Manager	



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Swami Dayananda Campus, Manjakkudi – 612 610, Tiruvarur District.

### Minutes of Meeting

Minutes of first IQAC Meeting was held on 25.01.2023 at IQAC Room in New Block.

- IQAC coordinator briefly explained the previous meeting to the members.
- The IQAC members were constituted and got approved from the chairman.
- Criteria wise in-charges were decided with members of the IQAC and subject to approval from the principal.
- It was proposed to conduct various seminars, workshops and conferences related with IPR.
- Students should be encouraged to excel in attending the seminars and conferences in the academic year.
- It was proposed to conduct a seminar on research writings to enhance research publications among both the faculties and students.
- It was proposed to try for getting fund from research funding agencies.
- The departments were instructed to conduct seminars and conferences
- It was proposed to heads of the science departments to celebrate science day celebration and approved by the principal.
- The extracurricular and cocurricular in-charges like NCC, NSS, YRC, RRC were requested to conduct awareness programmes on empowering the student's skill.
- It was recommended for an internal academic audit for the respective departments and for clubs.

K. hamini m — 25/01/2023  
Dr. K. Lakshminarayanan

**Dr. K. Lakshminarayanan**  
IQAC Coordinator  
IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.

  
Dr. V. Hema

**Dr. V. Hema**  
Chairperson  
Principal  
Swami Dayananda  
College of Arts & Science  
Manjakkudi-612 610





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## CIRCULAR IQAC Meeting

Ref: SDC-IQAC/CIR/2023/JAN/001

Date: 05.01.2023

An Internal Quality Assurance Cell - IQAC meeting is arranged on 10.01.2023 at Principal office. The members mentioned below are instructed to attend the meeting at 02.50 p.m. The following points are to be discussed with the Chairperson.

### Agenda

- Review on NAAC Peer team visit and report - a detailed analysis
- Reconstitution of IQAC Cell

Other issues if any raised by the members

### Faculties

Dr. V. Kavitha, Dept. of Computerscience  
Mr. G. Saravanakumar, HOD, Dept. of Chemistry  
Dr. R. Vanitha, HOD, Dept. of Commerce CA  
Dr. R. Arulmozhi, Dept. of Management  
Mr. M. Balamurugan, Dept. of English

*K. Lakshminarayanan*  
Dr. K. Lakshminarayanan

**Dr. K. Lakshminarayanan**  
IQAC Coordinator  
**IQAC Coordinator,**  
**Swami Dayananda College of**  
**Arts & Science,**  
**Manjakkudi - 612 610.**

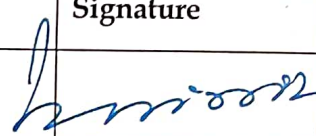
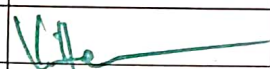

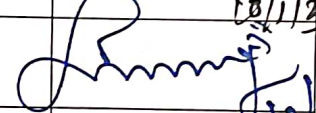


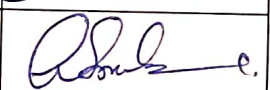
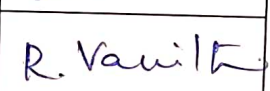

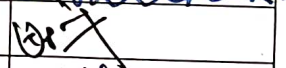
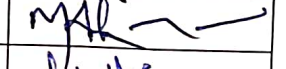

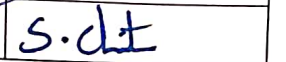
*Dr. V. Hema*  
Dr. V. Hema

**Chairperson**  
**Principal**  
**Swami Dayananda**  
**College of Arts & Science**  
**Manjakkudi-612 610**

Date: 10.01.2023

Attendance of the meeting - IQAC

As per the guidelines of the NAAC, IQAC meeting was held on 10.01.2023 at 03.00 p.m. in Principal office. The following members are present.

S. No	Name	Department	Designation	Signature
1.	Shri. M. G. Srinivasan,	--	Trustee & Correspondent	
2.	Dr. V. Hema		Chair Person	
3.	Mr. S. Senthilvel,	Bank Management	HOD & Vice-Principal	
4.	Mr. T. Venkatesan	Computer Science	HOD	
5.	Dr. K. Lakshminarayanan	Bank Management	Assistant Professor & IQAC Coordinator	
6.	Dr. V. Kavitha	Computer Science	Assistant Professor	
7.	Mr. G. Saravanakumar	Chemistry	HOD & Assistant Professor	
8.	Dr. R. Vanitha	B.Com - Computer Applications	HOD & Assistant Professor	
9.	Dr. S. Arulmozhi	Management	Assistant Professor	
10.	M. Balamurugan	English	Assistant Professor	
11.	Mr. M.R. Rajagopal	Industrial Person		
12.	Mr. Prasenjit Bhattarcharjee	Admin	Administrative Officer	
13.	Smt. S. Chithra	Office	Manager	



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### Minutes of Meeting

Minutes of first IQAC Meeting was held on 10.01.2023 at IQAC Room in New Block.

- ❖ Dr. V. Hema, Principal and Chairperson, IQAC Committee extended a cordial welcome to the members present.
- ❖ The principal presented a detailed analysis on the NAAC Peer Team visit held on 28-12-2022 and 29-12-2022. She discussed briefly on the criteria to be concentrated and mentioned specifically about the lack in research publications and instructed IQAC to enhance research publications. She also instructed Dr. K. Lakshminarayanan, IQAC coordinator to carry over the meeting's agenda.
- ❖ The coordinator briefly explained about the constitution, guidelines and role of IQAC to the committee members.

K. Lakshminarayanan — 10/01/2023

Dr. K. Lakshminarayanan

IQAC Coordinator

IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.

V. Hema

Dr. V. Hema

Chairperson  
Principal

Swami Dayananda  
College of Arts & Science  
Manjakkudi-612 610



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Swami Dayananda Campus, Manjakkudi – 612610, Tiruvarur District

Ref.No: SDC-IQAC/CIR/2022/NO.3

Date: 20/12/2022

### Circular

A meeting an Internal Quality Assurance Cell has been arranged on 21/12/2022 at 2.00 PM in the IQAC room. The members of the cell are requested to attend the meeting.

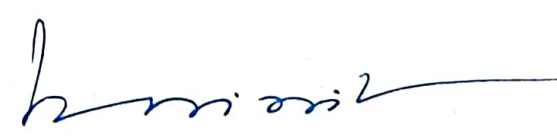

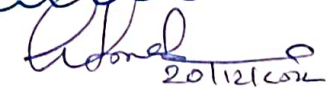

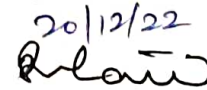
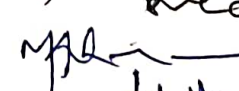

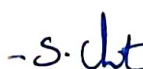
#### AGENDA

1. Informing about the date of NAAC peer team visit.
- 2.Document Arrangements for NAAC visit from criteria 1 to criteria 7 and its follow up works.

  
Co-Ordinator, IQAC  
IQAC CoOrdinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.

  
Chair-Person  
(Dr.V.Hema)

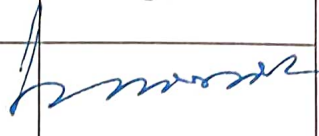
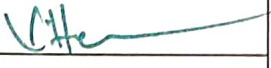

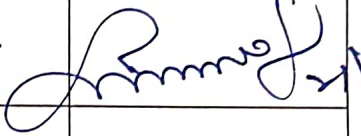


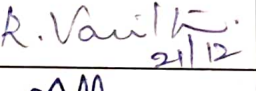
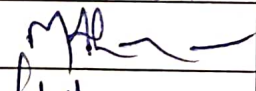
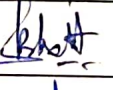

#### IQAC Members:

1. Sri.M.G.Srinivasan (Trustee & Correspondent) - 
2. Mr.S.Senthilvel(Vice - Principal) - 
3. Mr.G.Saravanakumar (Head, Dept of Chemistry) -   
20/12/2022
4. Dr.R.Vanitha (Head, Dept of B.Com(CA)) -   
20/12/22
5. Dr.S.Malathi (Senior Professor, Dept of Comp.Sci) -   
20/12/22
6. Mr.M.R.Rajagopal (Industrial Person) -   
20/12/22
7. Mr. Prasenjit Bhattacharjee (Administrative Officer) - 
8. Smt.S.Chithra (Office Manager) - 



Date: 21.12.2022

Attendance of the meeting – IQAC

S. No	Name	Department	Designation	Signature
1.	Shri. M. G. Srinivasan,	--	Trustee & Correspondent	
2.	Dr. V. Hema	--	Principal & Chair Person	
3.	Mr. S. Senthilvel,	Bank Management	HOD & Vice-Principal	
4.	Mr. T. Venkatesan	Computer Science	IQAC Coordinator	
5.	Dr. S. Malathi	Computer Science	Assistant Professor	
6.	Mr. G. Saravanakumar	Chemistry	HOD & Assistant Professor	
7.	Dr. R. Vanitha	B.Com - Computer Applications	HOD & Assistant Professor	
8.	Mr. M.R. Rajagopal	Industrial Person		
9.	Mr. Prasenjit Bhattacharjee	Admin	Administrative Officer	
10.	Smt. S. Chithra	Office	Manager	



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### Minutes of Meeting


**Venue:** IQAC Room

**Date:** 21.12.2022

- The IQAC discussed the NAAC Peer team visit on 28.12.2022 and 29.12.2022
- The IQAC members are instructed to certain arrangements for document verifications for all the seven criteria.
- The IQAC shall follow up the documentation work for NAAC peer team visit and recommended to assign faculty for assisting NAAC team.

  
M. T. Venkatesan  
IQAC Coordinator

**IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.**

  
Dr. V. Hema  
Chairperson



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Ref.No: SDC-IQAC/CIR/2022/NO.2


Date: 17/10/2022

### Circular

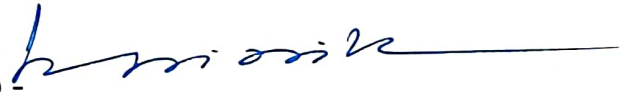

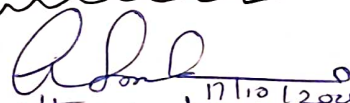
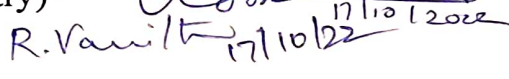
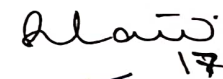

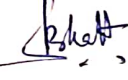

A meeting an Internal Quality Assurance Cell is going to conduct on 18/10/2022 at 3.00 PM in the IQAC room. The IQAC members are requested to attend the meeting. The agenda are as follows.

1. Discuss the NAAC visit dates
2. Enhancing the browsing facilities of library
3. New rooms allotment
4. Training, job fair and MOUs of placement cell
5. Certificate course for Fine arts.

  
Co-Ordinator, IQAC  
(Mr.T.Venkatesan)

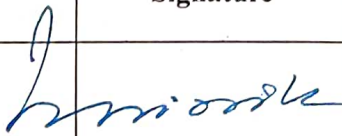

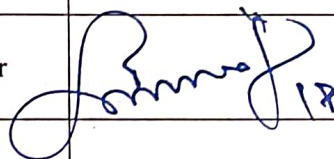
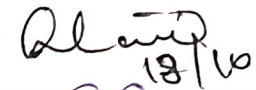
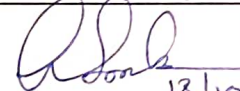

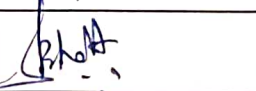
  
Chair-Person  
(Dr.V.Hema)

#### **IQAC Members:**

1. Sri.M.G.Srinivasan (Trustee & Correspondent) - 
2. Mr.S.Senthilvel(Vice - Principal) - 
3. Mr.G.Saravanakumar (Head, Dept of Chemistry) - 
4. Dr.R.Vanitha (Head, Dept of B.Com(CA)) -   
17/10/22
5. Dr.S.Malathi (Senior Professor, Dept of Comp.Sci) -   
17/10/22
6. Mr.M.R.Rajagopal (Industrial Person) -   
17/10/22
7. Mr. Prasenjit Bhattacharjee (Administrative Officer) - 
8. Smt.S.Chithra (Office Manager) - 

Date: 18.10.2022

Attendance of the meeting – IQAC

S. No	Name	Department	Designation	Signature
1.	Shri. M. G. Srinivasan,	--	Trustee & Correspondent	
2.	Dr. V. Hema	--	Principal & Chair Person	
3.	Mr. S. Senthilvel,	Bank Management	HOD & Vice-Principal	S. Senthilvel
4.	Mr. T. Venkatesan	Computer Science	IQAC Coordinator	 18/10
5.	Dr. S. Malathi	Computer Science	Assistant Professor	 18/10
6.	Mr. G. Saravanakumar	Chemistry	HOD & Assistant Professor	 18/10/2022
7.	Dr. R. Vanitha	B.Com - Computer Applications	HOD & Assistant Professor	R. Vanitha 18/10/22
8.	Mr. M.R. Rajagopal	Industrial Person		
9.	Mr. Prasenjit Bhattacharjee	Admin	Administrative Officer	
10.	Smt. S. Chithra	Office	Manager	S. Chithra





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Swami Dayananda Campus, Manjakkudi – 612610, Tiruvarur District

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### Minutes of Meeting

Venue: IQAC Room

Date: 18.10.2022

- ❖ IQAC has deliberately discussed NAAC visit dates and recommended to plan in the month of December or January.
- ❖ Recommended for Net surfing facility for students in library.
- ❖ Providing new room for exam cell, fine arts and NCC with backdrop provisions.
- ❖ Advised to increase more MoU's and insist to expand additional activities in MoU.
- ❖ Instructing Training and Placement cell to offer more internship programmes related to a career interest.
- ❖ Mentioning and motivating staff students to avail the project funds for research work.
- ❖ Recommended to introduce new certificate course for fine arts.

  
Mr. T. Venkatesan  
IQAC Coordinator  
IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.

  
Dr. V. Hema  
Chairperson  
Principal  
Swami Dayananda  
College of Arts & Science  
Manjakkudi-612 610



## Swami Dayananda College of Arts & Science

Affiliated to Bharathidasan University, Tiruchirapalli-24

UGC Recognised u/s. 2(f) & 12 (B), An ISO 9001:2015 Certified Institution

Swami Dayananda Campus, Manjakkudi – 612610, Tiruvarur District

Ref.No: SDC-IQAC/CIR/2022/NO.1

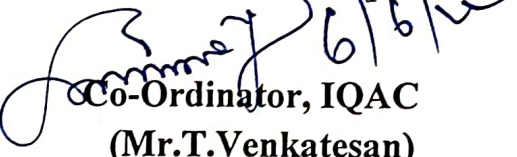
Date: 6/6/2022

### Circular

A meeting of Internal Quality Assurance Cell is convened on 8th June 2022 at 3.00 PM in the Room Number 04. All IQAC members are invited to attend the meeting.


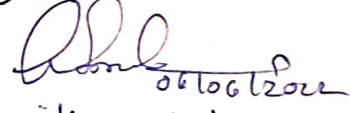
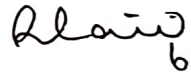

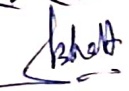
#### Agenda of the meeting:

1. Organizing department wise International seminars and workshop
2. Commencing Additional session of BCA
3. Date for Uploading SSR in the NAAC website
4. Commencing B.Sc (AI & ML) programme
5. Additional rooms for new programmes
6. Facilities for students to access Language lab
7. Action taken report for the year 2021-22.

  
Co-Ordinator, IQAC  
(Mr.T.Venkatesan)

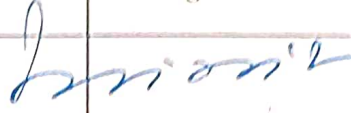


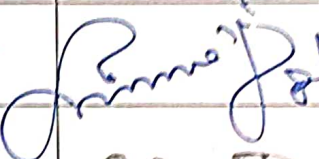




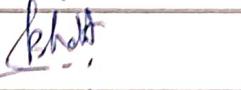

  
Chair-Person  
(Dr.V.Hema)

#### **IQAC Members:**

1. Sri.M.G.Srinivasan (Trustee & Correspondent) - 
2. Mr.S.Senthilvel(Vice - Principal) - S. Senthilvel
3. Mr.G.Saravanakumar (Head, Dept of Chemistry) -  06/06/2022
4. Dr.R.Vanitha (Head, Dept of B.Com(CA)) - R. Vanitha 6/6/22
5. Dr.S.Malathi (Senior Professor, Dept of Comp.Sci) -  6/6/22
6. Mr.M.R.Rajagopal (Industrial Person) - 
7. Mr. Prasenjit Bhattacharjee (Administrative Officer) - 
8. Smt.S.Chithra (Office Manager) - S. Chithra

Date: 08.06.2022

Attendance of the meeting – IQAC

S. No	Name	Department	Designation	Signature
1.	Shri. M. G. Srinivasan,	--	Trustee & Correspondent	
2.	Dr. V. Hema	--	Principal & Chair Person	
3.	Mr. S. Senthilvel,	Bank Management	HOD & Vice-Principal	
4.	Mr. T. Venkatesan	Computer Science	IQAC Coordinator	
5.	Dr. S. Malathi	Computer Science	Assistant Professor	
6.	Mr. G. Saravanakumar	Chemistry	HOD & Assistant Professor	
7.	Dr. R. Vanitha	B.Com - Computer Applications	HOD & Assistant Professor	
8.	Mr. M.R. Rajagopal	Industrial Person		
9.	Mr. Prasenjit Bhattacharjee	Admin	Administrative Officer	
10.	Smt. S. Chithra	Office	Manager	



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### Minutes of Meeting

**Venue:** IQAC Room

**Date:** 08.06.2022

IQAC has decided to express views on the following points as resolution in the meeting on 08.06.2022

- Advising all departments to organise more International Seminars & Workshops.
- Suggesting & Seeking permission for additional section for BCA from the University.
- The committee recommended to upload the compiled data for SSR submission on August 2022.
- Recommending to start UG programme B.Sc Artificial Intelligence & Machine Learning from this academic year 2022-2023.
- Recommended to access language lab for final year students.

  
Mr. T. Venkatesan

IQAC Coordinator  
IQAC Coordinator,  
Swami Dayananda College of  
Arts & Science,  
Manjakkudi - 612 610.

  
Dr. V. Hema

Chairperson

Principal  
Swami Dayananda  
College of Arts & Science  
Manjakkudi-612 610