



Swami Dayananda College of Arts & Science

(Affiliated to Bharathidasan University, Tiruchirappalli - 24)

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

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

Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

INTERNAL QUALITY ASSURANCE CELL - IQAC

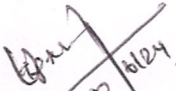
10.06.2024


CIRCULAR

A meeting of IQAC is convened on 14.06.2024 at 11.00 a.m. at Principal office. The IQAC shall formulate the efforts of the institution towards the academic excellence with focus on quality enhancement.

Agenda

- Reconstitution of IQAC members
- NAAC reassessment SSR submission
- Discussion on Outcome Based Education & attainment
- Reopening date of the institution
- Submission of Workload, Time table & Lesson plan
- Academic calendar Planning


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


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



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Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

The following members were attended the meeting on 14.06.2024

S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust - SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
5.	Mr. S. Senthilvel	Senior Member	Vice - Principal	
6.	Dr. V. Kavitha	Member Faculty	Assistant Professor - Computer Science	
7.	Mr. G. Saravanakumar	Member Faculty	Head - Department of Chemistry	
8.	Dr. R. Vanitha	Member Faculty	Head - Department of Commerce - CA	
9.	Dr. V. S. Kumar	Member Faculty	Assistant Professor - Physics	
10.	Ms. S. Vinotha	Member Faculty	Assistant Professor - Bank Management	
11.	Mr. K. Visagaswaruban	Member Faculty	Assistant Professor - Commerce	
12.	Mr. V. Pravinkumar	Student Representative	II B.Com - CA	
13.	Ms. R. Mohana		III BCA	
14.	Mr. S. Barathwaj		II M.Sc Chemistry	
15.	Mr. M. R. Rajagopal	Industrial Person	Delivery Head, Wipro - Manjakkudi	
16.	Mr. Pransanjith Bhattarcharjee	Admin	Administrative Officer	
17.	Ms. S. Chitra	Office	Office Manager	
18.	Ms. K. Vanitha	Local Representative	President, Manjakkudi	
19.	Mr. M. Balamurugan	Coordinator	Assistant Professor - English	



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Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

Dr. V. Hema
Principal

14.06.2024

CIRCULAR

The Internal Quality Assurance Cell – IQAC is reconstituted in the academic year 2024-2025 as per the guidelines of National Assessment and Accreditation Council (NAAC) for the enhancement of academic and administrative performance of the institution. The following members are constituted for the IQAC,

S. No.	Name of the Faculty	Designation	In IQAC
1.	Dr. V. Hema	Principal	Chair Person
2.	Mr. M. G. Srinivasan	Correspondent	Management
3.	Mr.S. Natarajan	Trustee	Trust - SDET
4.	Mr. T. Venkatesan	Head – Computer Science	Advisor
5.	Mr. S. Senthilvel	Vice-Principal	Member - Faculty
6.	Dr. V. Kavitha	Assistant Professor, Computer Science	Member - Faculty
7.	Mr. G. Saravanakumar	Head, Chemistry	Member - Faculty
8.	Dr. R. Vanitha	Head, Commerce – Computer Applications	Member - Faculty
9.	Dr.V.S. Kumar	Assistant Professor, Physics	Member - Faculty
10.	Ms. S. Vinotha	Assistant Professor, Bank Management	Member - Faculty
11.	Mr. K. Visagaswaruban	Assistant Professor, Commerce	Member - Faculty
12.	Mr. V. Pravin Kumar	II B.Com - CA	Student Representatives
13.	Ms. R. Mohana	III BCA	
14.	Mr. S. Barathwaj	II M.Sc., Chemistry	
15.	Mr. M. R. Rajagopal	Delivery Head – WIPRO, Manjakkudi	Industrial Person
16.	Mr. Prasenjit Bhattacharjee	Administrative Officer	Admin
17.	Mrs. S. Chitra	Office Manager	Admin
18.	Ms. K. Vanitha	President	Manjakkudi
19.	Mr. M. Balamurugan	Assistant Professor, Department of English	Coordinator - IQAC


Principal

**CC to all



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Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

Dr. V. Hema

Principal

Date: 14.06.2024

CIRCULAR

SUB: Reconstitution of Internal Quality Assurance Cell (IQAC) – Members List

As per the guidelines of the NAAC, the Internal Quality Assurance Cell of Swami Dayananda College of Arts & Science, Manjakkudi is reconstituted with the following members to develop and sustain the quality in education and for the documentation of IQAC process. This committee commences its effect from 14.06.2024.

Category	Name	Designation
Chair Person	Dr. V. Hema	Principal
Management	Mr. M. G. Srinivasan	Correspondent
Trustee	Mr. S. Natarajan	Trustee
Advisor	Mr. T. Venkatesan	Head - Department of Computer Science
Members - Faculty	Mr. S. Senthilvel	Vice – Principal, Head, Department of Bank Management
	Dr. V. Kavitha	Assistant Professor - Computer Science
	Mr. G. Saravanakumar	Head - Department of Chemistry
	Dr. R. Vanitha	Head - Department of Commerce - CA
	Dr.V.S. Kumar	Assistant Professor - Physics
	Ms. S.Vinotha	Assistant Professor – Bank Management
	Mr. K. Visagaswaruban	Assistant Professor – Commerce
Student Representatives	Mr. V. Pravinkumar	II B.Com – CA
	Ms. R. Mohana	III BCA
	Mr.S. Barathwaj	II M.Sc Chemistry
Industrial Person	Mr. M. R. Rajagopal	Delivery Head – WIPRO, Manjaakudi
Admin	Mr. Pransanjith Bhattarcharjee	Administrative Officer
	Ms. S.Chitra	Office Manager
Local Representative	Ms. K. Vanitha	President, Manjakkudi
Coordinator	Mr. M. Balamurugan	Assistant Professor – English


Principal

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Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

INTERNAL QUALITY ASSURANCE CELL – IQAC

09.08.2024

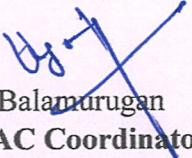
CIRCULAR


IQAC meeting is convened on 12.08.2024 at 11.00 a.m. at IQAC. The IQAC shall formulate the efforts of the institution towards the academic excellence with focus on quality enhancement.

Agenda

Internal Audit for the department, Clubs, Committees and Admin

NAAC Mock Visit


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson – IQAC

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

**Copy to the IQAC members



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Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District

The following members were attended the meeting on 12.08.2024

S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust - SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
5.	Mr. S. Senthilvel	Senior Member	Vice - Principal	
6.	Dr. V. Kavitha	Member Faculty	Assistant Professor - Computer Science	
7.	Mr. G. Saravanakumar	Member Faculty	Head - Department of Chemistry	
8.	Dr. R. Vanitha	Member Faculty	Head - Department of Commerce - CA	
9.	Dr. V. S. Kumar	Member Faculty	Assistant Professor - Physics	
10.	Ms. S. Vinotha	Member Faculty	Assistant Professor - Bank Management	
11.	Mr. K. Visagaswaruban	Member Faculty	Assistant Professor - Commerce	
12.	Mr. V. Pravinkumar	Student Representative	II B.Com - CA	
13.	Ms. R. Mohana		III BCA	
14.	Mr. S. Barathwaj		II M.Sc Chemistry	
15.	Mr. M. R. Rajagopal	Industrial Person	Delivery Head, Wipro - Manjakkudi	
16.	Mr. Pransanjith Bhattarcharjee	Admin	Administrative Officer	
17.	Ms. S. Chitra	Office	Office Manager	
18.	Ms. K. Vanitha	Local Representative	President, Manjakkudi	
19.	Mr. M. Balamurugan	Coordinator- IQAC	Assistant Professor - English	



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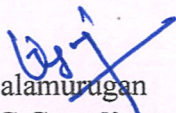
Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District


Minutes of the Meeting

13.08.2024

The IQAC meeting was held on 12.08.2024. The following points are discussed,

- Departments, clubs, and committees were informed to update the documents and be prepared for the internal academic and administrative audit.
- The NAAC Mock visit was planned in the month of September for the progression of NAAC Re-assessment
- It has been informed to concentrate on the regular academic works as discussed in the previous meetings
- It has been informed to organize more programmes under the MoUs


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson –IQAC

Principal
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INTERNAL QUALITY ASSURANCE CELL – IQAC

02.09.2024

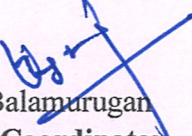
CIRCULAR


IQAC meeting is convened on 05.09.2024 at 11.00 a.m. at IQAC. The IQAC shall formulate the efforts of the institution towards the academic excellence with focus on quality enhancement.

Agenda

Preparations for the NAAC Visit

Display models for NAAC visit


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson – IQAC

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

**Copy to the IQAC members



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S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust – SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
5.	Mr. S. Senthilvel	Senior Member	Vice – Principal	
6.	Dr. V. Kavitha	Member Faculty	Assistant Professor - Computer Science	
7.	Mr. G. Saravanakumar	Member Faculty	Head - Department of Chemistry	
8.	Dr. R. Vanitha	Member Faculty	Head - Department of Commerce – CA	
9.	Dr. V. S. Kumar	Member Faculty	Assistant Professor - Physics	
10.	Ms. S. Vinothya	Member Faculty	Assistant Professor – Bank Management	
11.	Mr. K. Visagaswaruban	Member Faculty	Assistant Professor – Commerce	
12.	Mr. V. Pravinkumar	Student Representative	II B.Com – CA	
13.	Ms. R. Mohana		III BCA	
14.	Mr.S. Barathwaj		II M.Sc Chemistry	
15.	Mr. M. R. Rajagopal	Industrial Person	Delivery Head, Wipro – Manjakkudi	
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17.	Ms. S.Chitra	Office	Office Manager	
18.	Ms. K. Vanitha	Local Representative	President, Manjakkudi	
19.	Mr. M. Balamurugan	Coordinator- IQAC	Assistant Professor - English	



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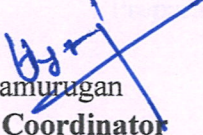
Swami Dayananda Campus, Manjakkudi-612610, Tiruvarur District


Minutes of the Meeting

07.09.2024

The IQAC meeting was held on 05.09.2024. The following points are discussed,

- All the departments were informed to prepare models for the display during the NAAC mock visit and to be streamlined after the NAAC Mock visit.
- NAAC visit was confirmed on 30.09.2024 & 01.10.2024 and all the heads, clubs and committees coordinators were informed to be prepared for the assessment.
- Departments, clubs, committees were informed to follow up the suggested points given in Internal academic audit and be prepared for the NAAC visit.


M. Balamurugan
IQAC Coordinator


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



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Swami Dayananda Campus, Manjakkudi – 612610, Tiruvarur District.

The following members were attended the meeting on 15.10.2024

S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust – SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
5.	Mr. S. Senthilvel	Senior Member	Vice – Principal	
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Swami Dayananda College of Arts & Science

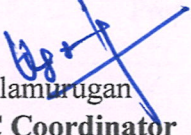
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Swami Dayananda Campus, Manjakkudi – 612610, Tiruvarur District.


Minutes of the Meeting

17.10.2024

The IQAC meeting was held on 15.10.2024. The following points are discussed,

- The Principal appreciated IQAC members, Heads and faculty for the effort and the coordination for the attainment of NAAC A grade in reassessment
- IQAC coordinator discussed the recommendations given by the NAAC peer team and asked for the suggestions to the members for the quality assurance.
- It was informed to conduct/organize national and international level conferences and workshops


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson –IQAC

Principal
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The following members were attended the meeting on 14.11.2024

S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust – SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
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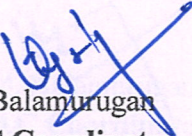
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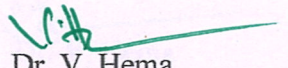
Minutes of the Meeting

17.11.2024

The IQAC meeting was held on 14.11.2024. The following points are discussed,

- All the departments were informed to submit the workload and timetable for the even semester
- IQAC members were informed to prepare the brochures for the college and placement cell
- All the members were informed to review the AQAR data needed for the submission
- All the members were informed to insist the departments to update the details in mentor-mentee


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson –IQAC

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The following members were attended the meeting on 24.03.2025

S. No	Name	Category	Designation	Signature
1.	Mr. M. G. Srinivasan	Correspondent	Correspondent	
2.	Dr. V. Hema	Principal	Principal	
3.	Mr. S. Natarajan	Trustee	Trust – SDET	
4.	Mr. T. Venkatesan	Advisor	Head - Department of Computer Science	
5.	Mr. S. Senthilvel	Senior Member	Vice – Principal	
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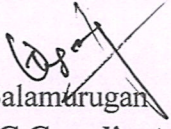
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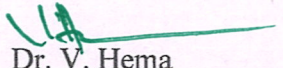
Minutes of the Meeting

27.03.2025

The IQAC meeting was constituted on 24.03.2025. The following points are discussed,

- All the departments were informed to submit the workload, timetable and lesson plan for the academic year 2025-2026
- It was discussed among the members about the academic calendar
- Feedback to be collected from the students, alumni, employer and faculty. The link for the feedback also to be displayed in college website.
- Members were instructed to update the regular documents as prepared earlier.


M. Balamurugan
IQAC Coordinator


Dr. V. Hema
Chairperson –IQAC

**Copy to the IQAC members

Principal
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