

13.12.2023

## MINUTES OF MEETING

Date of Meeting : 13.12.2023

The Second Internal Quality Assurance Meeting was held on 13.12.2023 at 11.30 a.m. in the Principal room. The following members were present in the meeting.

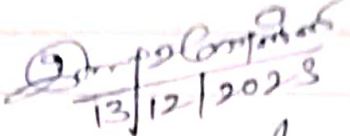
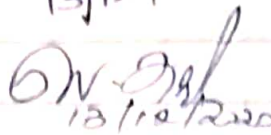
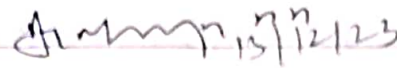
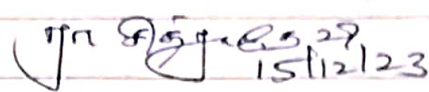
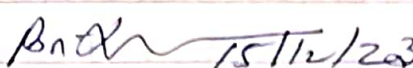
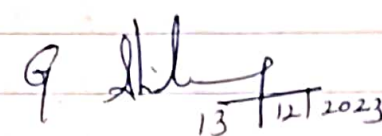
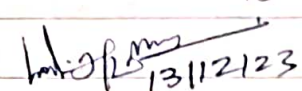
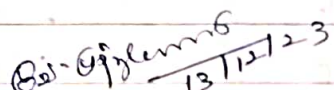
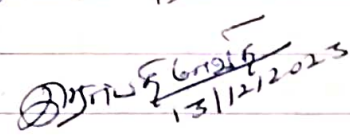
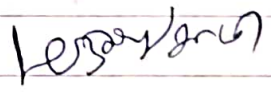
- |                            |                              |
|----------------------------|------------------------------|
| 1. Dr. M. Govindaraju      | - Principal                  |
| 2. Dr. L. Jothi            | - IQAC Coordinator           |
| 3. Dr. P. Suganthi         | - NAAC Coordinator           |
| 4. Dr. G. Sharmila Banu    | - Coordinator                |
| 5. Mrs. V. Esmal Navajothi | - HOD, Mathematics           |
| 6. Dr. R. P. Buvaneshwari  | - HOD, Economics             |
| 7. Dr. R. Sujatha          | - HOD, Nutrition & Dietetics |
| 8. Dr. R. Chithradevi      | - HOD, Physics               |
| 9. Dr. N. Subbalakshmi     | - HOD, English               |
| 10. Dr. M. Lakshmi         | - HOD, Chemistry             |
| 11. Dr. V. Muthumani       | - HOD, Microbiology          |
| 12. Dr. R. Padmarathi      | - HOD, History               |
| 13. Dr. M. Nallusamy       | - HOD, Commerce              |

Principal Dr. M. Govindaraju, presided over the meeting. Dr. P. Suganthi, NAAC Coordinator addressed all the Heads of the departments about the current status in the preparation of SSR for NAAC process in the college. HODs are informed to prepare the data required for Criterion I to Criterion VII. It was also informed that emails will be sent to all departments to collect the data in the prescribed format.

*LSL*  
13/12/2023  
IQAC Coordinator

*[Signature]*  
13.12.2023  
PRINCIPAL  
Namakkal Kavignar Ramalingam  
Govt. Arts College for Women  
NAMAKKAL - 637 001.

Signature of members:

1. Mrs. V. Emimal Navijothi :  13/12/23
2. Dr. R. P. Buvaneshwari :  13/12/2023
3. Dr. P. Suganthi :  13/12/2023
4. Dr. R. Sujatha :  13/12/23
5. Dr. R. Chithradevi :  15/12/23
6. Dr. N. Subbalakshmi :  15/12/2023
7. Dr. B. Shaemila Banu :  13/12/2023
8. Dr. M. Lakshmi :  13/12/23
9. Dr. V. Muthumani :  13/12/23
10. Dr. R. Padmavathi :  13/12/2023
11. Dr. M. Nallusamy :  13/12/2023



23.08.2023

2023 - 2024

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date of Meeting : 23.08.2023.

The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-2024 was held on 23.08.2023 at 10.30 a.m. in the Principal room.

The following members were present in the meeting.

1. Dr. M. Govindarajee — PRINCIPAL
2. Dr. L. Jothi — IQAC Coordinator
3. Mrs. V. Emimal Navajothi — HoD, Mathematics
4. Dr. G. Sharmila Banu — HoD, Zoology
5. Dr. R. P. Buvaneswari — HoD, Economics
6. Dr. P. Suganthi — HoD, Computer Science
7. Dr. R. Sujatha — HoD, Nutrition & Dietetics
8. Dr. R. Chithradevi — HoD, Physics
9. Dr. N. Subbalakshmi — HoD, English
10. Dr. M. Lakshmi — HoD, Chemistry
11. Dr. V. Muthumani — HoD, Microbiology & I/c of Botany
12. Dr. R. Padmarathi — HoD, History
13. Dr. M. Nallusamy — HoD, Commerce
14. Mrs. R. Gopika — Physical Directress.

Principal Dr. M. Govindarajee presided over the meeting. Principal addressed the IQAC members about the various activities to be conducted in the college as given in the 'Plan of Action' for the academic year 2023-2024. and the following were also discussed in the meeting.

1. Internal Examination - Second : will be conducted from 11.09.2023 to 15.09.2023.
2. Time Table of the department for odd semester

is to be submitted on or before 25.08.2023.  
3. Hand Book for 2023-2024, will be finalized for printing.

4. Welcome function for I year will be organized on 26.08.2023.

5. Uniform - Dress code for I, II Year UG and I, II P<sup>g</sup> will be arranged by the Uniform Committee on or before 28.08.2023.

6. Departmental Activities can be organized from 23.08.2023.

7. NAAC Steering Committee is constituted for initiating the NAAC 4th cycle Accreditation process

1. Dr. P. Suganthi

HOD, Computer Science

2. Dr. G. Sharmila Banu

HOD, Zoology

— NAAC Coordinator

— Co-coordinator

Dr. P. Suganthi  
23/08/2023.  
Co-ordinator

Principal  
23-8-23  
PRINCIPAL

PRINCIPAL

Namakkal Navignar Ramalingam  
Govt. Arts College for Women

NAMAKKAL 23/08/23

Signature of Members:

1. Mrs. V. Emimal Navajothi

2. Dr. R. P. Buvaneshwari

3. Dr. P. Suganthi

4. Dr. R. Seetha

5. Dr. R. Chithradevi

6. Dr. G. Sharmila Banu

: 23/08/23

: 23/08/2023

: 23/8/23

: 23/8/23

: 23/08/23

: 23/8/2023



7. Dr. N. Subbalakshmi : *[Signature]* 28.08.23
8. Dr. M. Lakshmi : *[Signature]* 23/8/23
9. Dr. V. Muthusani : *[Signature]* 23/8/23
10. Dr. R. Padmarathi : *[Signature]* 23/8/2023
11. Dr. M. Nallusamy : *[Signature]* 24/9/2023
12. Mrs. R. Gopika : *[Signature]* 07/09/2023