

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ Online Class Demo /001 28.05.2020

Agenda:

- **Item No. 01: Online Class Demo**
- **Item No. 02: Creation of New email id for faculty & students**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal (i/c)
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Dr. M. Subramanian	Head- MBA
7.	Mrs. V. Padmavathy	HoD- Commerce
8.	Dr. K. Rajesh Kumar	HoD- BBA
9.	Mr. M. Athi Gopal	HoD -Networking
10.	Mrs. N. Anuradha	HoD- Computer Science
11.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
12.	Mr. Babu Shajan Kevin	HoD -Visual Communication
13.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
14.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
15.	Ms. A. Sona	HoD- Food Science & Processing Management
16.	Mrs.N.Selvi	HoD - Tamil
17.	Mr. P. Thangamuthu	Director - Physical Education

Minutes of the Meeting:

- As requested by all the HoDs regarding the demo class for conducting the Online Classes in the held on 21.05.2020, the meeting was scheduled to conduct the same.
- It was planned to conduct the online classes through G-suite, since it was already purchased by the college, as the initiative of IQAC.
- It was planned to create new official e-mail ids for all the faculty members and the students.
- Creation of Classrooms, Adding People in the classroom, Posting Assignments, Quiz Assignments, Report generating, generating Google Meet link such as were explained by the technical people.
- A demo was done lively with all the members present on the day.
- The doubts raised by the members were clarified.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (01)/AY 2020-21/ Online Class Demo /001 28.05.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ **Online Class Demo /001**, dt: 28.05.2020.

- It was decided to start the online classes from 06.08.2020 onwards for the II & III year students.
- The resolution was passed by the Management & the Principal.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ NAAC Criterion Orientation/002 17.08.2020

Agenda:

- **Item No. 01: NAAC Grade acquired in 4 cycles**
- **Item No 02: The points to be minute in the BoS of all the departments.**
- **Item No: 03: Discussion cum orientation of all Criterion**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
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8.	Dr. K. Rajesh Kumar	HoD- BBA
9.	Mr. M. Athi Gopal	HoD -Networking
10.	Mrs. N. Anuradha	HoD- Computer Science
11.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
12.	Mr. Babu Shajan Kevin	HoD -Visual Communication
13.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
14.	Mrs.Balasubbulakshmi	Assistant Professor, Hons
15.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety

16.	Ms. A. Sona	HoD- Food Science & Processing Management
17.	Mr.Purushothaman	Assistant Professor, Animation
18.	Mr.V.Gangadharan	Assistant Professor, MC&HM
19.	Mr.P.Selvam	Assistant Professor, MBA
20.	Dr.P.Joe Arun Raja	Assistant Professor, Networking
21.	Dr.S.Pugalenthi	Associate Professor, MBA
22.	Dr.S.Sekar	Associate Professor, MBA
23.	Mr.P.Kishore Kumar	Assistant Professor, Animation
24.	Mr.M.Abdul Aziz Hakkim	Assistant Professor, Animation
25.	Mrs.Geetha.H	Assistant Professor, Tamil
26.	MS.Sailakshmi.R	Assistant Professor, Tamil
27.	Mr.Sivakumar.S	Assistant Professor, English
28.	Ms.Sridevi.T.S	Assistant Professor, English
29.	Mr.Senthil Kumar.C	Assistant Professor, English
30.	Mr.Sundaram.V.V	Assistant Professor, English
31.	Dr.Gurupriya.S	Assistant Professor, Commerce
32.	Mr.Dhamotharan.R	Assistant Professor, Commerce
33.	Dr.Selvaraj.D	Assistant Professor, Commerce
34.	Mr.Kodiyarasu.A	Assistant Professor, Commerce
35.	Mrs.Nirmaladevi.S	Assistant Professor, CS(SSS)
36.	Mrs.Varalakshmi.J	Assistant Professor, CS(SSS)
37.	Mrs.Gayathri.V.	Assistant Professor, CS(SSS)
38.	Mr.Rajkumar.J	Assistant Professor, CS(SSS)
39.	Mr.Sivasubramanian.R	Assistant Professor, Maths
40.	Mr.Suriaprakash.S	Assistant Professor, Maths
41.	Mr.Jaiveer Kumar.A	Assistant Professor, F&IS
42.	Mr.Brameshwaran.R	Assistant Professor, F&IS

43.	Mr.Satheeshprabu.B	Assistant Professor, F&IS
44.	Mr.Dhamotharan.V	Assistant Professor, F&IS
45.	Mr.Navaneethakrishnan.P	Assistant Professor, F&IS
46.	Mr.Vairamuthu.B	Assistant Professor, BBA
47.	Dr.Meenakshisundaram.B	Assistant Professor, BBA
48.	Mr.Anand.P	Assistant Professor, MC&HM
49.	Mr.Perumal Kannan.K	Assistant Professor, MC&HM
50.	Mr.Jacob Jebaraj.E	Assistant Professor, MC&HM
51.	Mr.Ramesh.N	Assistant Professor, MC&HM
52.	Mr.Ganesh.R	Assistant Professor, MC&HM
53.	Mr.Deepan Chakkaravarthy.V	Assistant Professor, Networking
54.	Mrs.Deepalakshmi.P	Assistant Professor, FS&PM
55.	Mrs.Venkata Subbulakshmi.M	Assistant Professor, FS&PM
56.	Dr.Gowrimeenal.A	Assistant Professor, FS&PM
57.	Mr.Rajavardhan.C	Assistant Professor, Viscom
58.	Mr.Sivarajan.C	Assistant Professor, Viscom
59.	Mr.Arul Prince Raaj. A.R.R.	Assistant Professor, Viscom
60.	Ms.Catherin Esther Roselin.A	Assistant Professor, Viscom
61.	Mrs.S.Neela	Assistant Professor, Hindi

Minutes of the Meeting:

- The NAAC 4 cycles grades were discussed and the lacking stream is identified.
- The Criterion In-charges and the HoDs were asked to conduct activity based on the lacking metrics.
- All the Criterion In-Charges explained the metric that in which we are lacking in.
- It was also planned to conduct the Criterion wise discussion in the evening 3.00 pm to 4.00 pm in the evening every day.

- Criterion 1:
 - ✓ Employability Courses should have high relevance.
 - ✓ The course teacher should focus on conducting events based on the topics.
- Criterion 2:
 - ✓ More weightage is given to this particular Criterion.
 - ✓ The Qualitative metric should be filed perfectly in the departments.
 - ✓ The ICT enabled classrooms should be equipped with more facilities.
 - ✓ Policy for Mentoring system should be drafted.
- Criterion 3:
 - ✓ Clarity regarding the seed money was given.
 - ✓ Journals published in UGC Care list alone is considered in the metrics.
 - ✓ If a journal/paper is published in the UGC Care list, the screen shot of the particulars should be taken as a proof.
 - ✓ MoUs should not be counted / renewed every year instead new MoU can be made between industries.
- Criterion 4:
 - ✓ Main focus on infrastructure should be given in learning resources.
 - ✓ ILMS data should be updated
 - ✓ E-Contents should be prepared by all the faculty members.
 - ✓ The department of Visual Communication will assist all the faculty in the process of recording for the e-content development.
- Criterion 5:
 - ✓ The department should have proper record of the students receiving scholarships in non-government organisations.
 - ✓ Students should be motivated to undergo extra-curricular activities.

- ✓ Students Council should be more active
- Criterion 6:
 - ✓ MIS / Erp / e-governance should be implemented completely and not partially.
 - ✓ Policy documents for the above should be prepared.
 - ✓ Internal & External Audit should be done.
 - ✓ AAA will be done internally and externally by the IQAC.
- Criterion 7:
 - ✓ Ethics Course should be added in all the programs.
 - ✓ Gender equity programmes to be conducted.
 - ✓ The Department should conduct the events on the topics of Ethics, rights, duties, national / international day commeration, values and so on.



IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (02)/AY 2020-21/NAAC Criterion Orientation /002

17.08.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ NAAC Criterion Orientation /002, dt: 17.08.2020.

- The points discussed in the meeting were taken into consideration and the same was incorporated in the BoS Minutes of respective Departments.
- As scheduled the Criterion Discussion was done on the following Dates:

1. 17.08.2020	4. 20.08.2020	7. 25.08.2020
2. 18.08.2020	5. 21.08.2020	8. 27.08.2020
3. 19.08.2020	6. 24.08.2020	9. 28.08.2020


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ Webinar-NEP 2020/003

24.08.2020

Agenda:

- **Item No. 01: Conduction of Webinar on the topic “NEP-2020”**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal (i/c)
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor

Minutes of the Meeting:

- It was planned to conduct a Webinar on the topic “National Education Policy 2020” on 26.08.2020.
- It was also decided to invite the right person for the webinar.
- Finally it was suggested by the IQAC Coordinator to invite “Dr.M.G.Sethuraman, Gandhigram Rural University, Gandhigram”.
- The guest availability of date and time to be finalized by the IQAC.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (03)/AY 2020-21/Webinar-NEP 2020/003 24.08.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ Webinar-NEP 2020/003, dt: 24.06.2020.

- The appointment of the Guest Dr.M.G.Sethuraman was finalized and he whole heartedly accepted to present in the webinar.
- The Webinar was planned and fixed on 26.08.2020, in the morning.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ SIP-2020/04

27.08.2020

Agenda:

- **Item No. 01: Conduction of Student Induction Programme (SIP) for I year students.**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mr.P.Kishore Kumar	Assistant Professor, Animation – SIP Coordinator

Minutes of the Meeting:

- It was planned to conduct Student Induction Programme (SIP) for the I year students.
- Since it was initiated for the first time, one faculty representation should be sorted from the departments for checking up the students activities.
- The Coordinator of this programme was asked to submit the schedule of conducting the SIP 2020.
- The schedule was finalized with topics and with the respective Internal & External resource persons.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

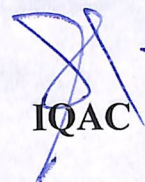
IQAC-Action Taken Report

SLCS-IQAC/ATR (04)/AY 2020-21/SIP-2020/004

27.08.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ **SIP- 2020/004**, dt: 27.08.2020.

- The invitation for SIP-2020 was sent to all the departments.
- It was planned to conduct SIP- 2020 from 31.08.2020 to 04.09.2020.
- All the I year students were intimated to attend the programme without fail.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ Webinar-Research/005

05.09.2020

Agenda:

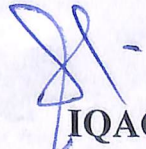
- Item No. 01: Webinar conduction on the topic “Research Article Writing & Publishing”

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor

Minutes of the Meeting:

- To motivate the faculty members in the field of Research, it was planned to conduct a webinar on the topic “Research Article Writing and Publishing”.
- The IQAC Coordinator suggested inviting Dr.J.Meenakumari, Bangalore for the webinar.
- It was also planned to conduct in the mode of Online.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (05)/AY 2020-21/ Webinar-Research/005 05.09.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ **Webinar-Research/005**, dt: 05.09.2020.

- Dr.J.Meenakumari from Bangalore, has been invited for the Webinar on the topic “Research Article Writing and Publishing.
- The date was also finalized to conduct on 12.09.2020.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ SSR Discussion /006

21.09.2020

Agenda:

- **Item No. 01:** Discussion about the SSR Compilation process.

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Lakshmipathy	Honorable President, SLCS
2.	Dr. R. Sujatha	Principal
3.	Dr. S. Priya	Dean-Academics
4.	Dr. R. Parthiban	IQAC Coordinator
5.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
7.	Dr. M. Subramanian	Head- MBA
8.	Mrs. V. Padmavathy	HoD- Commerce
9.	Dr. K. Rajesh Kumar	HoD- BBA
10.	Mr. M. Athi Gopal	HoD -Networking
11.	Mrs. N. Anuradha	HoD- Computer Science
12.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
13.	Mr. Babu Shajan Kevin	HoD -Visual Communication
14.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
15.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
16.	Ms. A. Sona	HoD- Food Science & Processing Management
16.	Mr.Purushothaman	Assistant Professor, Animation
17.	Mr.V.Gangadharan	Assistant Professor, MC&HM

18.	Mr.P.Selvam	Assistant Professor, MBA
19.	Dr.P.Joe Arun Raja	Assistant Professor, Networking
20.	Dr.S.Pugalenthi	Associate Professor, MBA
21.	Dr.S.Sekar	Associate Professor, MBA
22.	Mr.P.Kishore Kumar	Assistant Professor, Animation
23.	Mr.M.Abdul Aziz Hakkim	Assistant Professor, Animation
24.	Mrs.Geetha.H	Assistant Professor, Tamil
25.	MS.Sailakshmi.R	Assistant Professor, Tamil
26.	Mr.Sivakumar.S	Assistant Professor, English
27.	Ms.Sridevi.T.S	Assistant Professor, English
28.	Mr.Senthil Kumar.C	Assistant Professor, English
29.	Mr.Sundaram.V.V	Assistant Professor, English
30.	Dr.Gurupriya.S	Assistant Professor, Commerce
31.	Mr.Dhamotharan.R	Assistant Professor, Commerce
32.	Dr.Selvaraj.D	Assistant Professor, Commerce
33.	Mr.Kodiyarasu.A	Assistant Professor, Commerce
34.	Mrs.Nirmaladevi.S	Assistant Professor, CS(SSS)
35.	Mrs.Varalakshmi.J	Assistant Professor, CS(SSS)
36.	Mrs.Gayathri.V	Assistant Professor, CS(SSS)
37.	Mr.Rajkumar.J	Assistant Professor, CS(SSS)
38.	Mr.Sivasubramanian.R	Assistant Professor, Maths
39.	Mr.Suriaprakash.S	Assistant Professor, Maths
40.	Mr.Jaiveer Kumar.A	Assistant Professor, F&IS
41.	Mr.Brameshwaran.R	Assistant Professor, F&IS
42.	Mr.Satheeshprabu.B	Assistant Professor, F&IS
43.	Mr.Dhamotharan.V	Assistant Professor, F&IS
44.	Mr.Navaneethakrishnan.P	Assistant Professor, F&IS
45.	Mr.Vairamuthu.B	Assistant Professor, BBA

46.	Dr.Meenakshisundaram.B	Assistant Professor, BBA
47.	Mr.Anand.P	Assistant Professor, MC&HM
48.	Mr.Perumal Kannan.K	Assistant Professor, MC&HM
49.	Mr.Jacob Jebaraj.E	Assistant Professor, MC&HM
50.	Mr.Ramesh.N	Assistant Professor, MC&HM
51.	Mr.Ganesh.R	Assistant Professor, MC&HM
52.	Mr.Deepan Chakkaravarthy.V	Assistant Professor, Netwoirking
53.	Mrs.Deepalakshmi.P	Assistant Professor, FS&PM
54.	Mrs.Venkata Subbulakshmi.M	Assistant Professor, FS&PM
55.	Dr.Gowrimeenal.A	Assistant Professor, FS&PM
56.	Mr.Rajavardhan.C	Assistant Professor, Viscom
57.	Mr.Sivarajan.C	Assistant Professor, Viscom
58.	Mr.Arul Prince Raaj. A.R.R.	Assistant Professor, Viscom
59.	Ms.Catherin Esther Roselin.A	Assistant Professor, Viscom

Minutes of the Meeting:

The IQAC Administrator welcomed the gathering. The honorable President presided over the meeting. The following are the points were discussed in the meeting.

Points discussed by the Criterion VI In-charge

- The Criterion VI In-charge Mr.V.Gangadharan, presented the session on the respective Criterion.
- He stated this criterion secured second least score of all the 7 criteria. So special attention to be given to this particular criterion.
- He also stated that in many metrics we have upgraded like organizing professional training for Teaching & Non-Teaching staff, IQAC quality initiatives and so on.

Points discussed by the Criterion VII In-charge

- The Criterion In-charge, Dr.Joe Arun Raja, explained about the Criterion VII.

- He insisted the forum that we have met out lot of new things like LED bulbs, Solar Plant installation, Effluent water plant which suits the particular Criterion even after the submission of SSR.

Points discussed by the Honorable President

- The Honorable President stated the points regarding NAAC. He explained about the situation, if we lose the autonomy status. He also insisted that to attain A+ in the NAAC grade, cooperation from the faculty members is needed each and every day.
- The honorable President insisted the Dean Academics to finalize the Cells and Committees along with the Principal. The same can be circulated to the faculty members and the events can be taken forwarded by the respective coordinators as per the policy, roles and responsibilities.

Points discussed by the Principal

- Madam stated that as per the President's suggestion, review meetings are conducted by the IQAC daily from 17.09.2020 onwards. So far it comes around to 20 meetings.
- The main reasons for conducting Review meetings are to upgrade ourselves.
- The faculty members should utilize this forum to clarify their doubts regarding AQAR, SSR and SOP-SSR.
- Madam also reiterates that cooperation is needed to attain A+ grade.

Points discussed by the IQAC Administrator

- He stated that faculty members should attend the meetings regularly and if needed, they can inform the IQAC regarding their absence.
- He also insisted the faculty members to share their views in the review meetings.
- He informed the Management that each criterion needs Cells and Committees. The Coordinators of the same should frame a policy, frame Operating Procedures and draft minutes of the meeting. The framework should be submitted to Dean Academics.
- He also informed the forum that for further clarification the members can approach the IQAC. In addition to that the policies should also be posted in the college website.

Points discussed by the Criterion V In-charge Mr.P.Selvam

- He informed the forum to have a Career Counselling Cell.
- A separate room should be allotted for the above mentioned cell.
- The Cell can train and share the announcements to the students about the Government Examinations.


General Points discussed

- The initiative of Vocational education. Few Departments are having the proposals for the same and that should be drafted accordingly the format that will be given by the IQAC in a couple of days. The following are departments having the proposals:
 - Animation
 - Visual Communication
 - Mariner Catering & Hotel Management
 - BBA
- The departments are asked to submit the same on or before Friday.

The following were points discussed by the faculty regarding the Accounts section:

- The IQAC Administrator stated that as per the metrics few heads to be added in the SLF accounts like Faculty Welfare, Faculty Enrichment and so on.
- He also insisted the Management that followed by the BoS, the Academic Council a meeting by the Finance committee should be organized before the Governing Body meeting.
- He again reiterated that Mr.D.Abraham Pradeep was nominated and suggested by the Management Executive as Finance Committee Coordinator.
- Mr.D.Abraham Pradeep explained the SLF people regarding the heads and the ledger at the time of auditing.
- The honorable President ordered the SLF members to take into consideration and get it done in 2019-20 itself.
- The IQAC Administrator insisted that City Union Bank is doing lot of CSR initiatives and they can be informed organizing the same in our College. The President asked for a road map for the same to the IQAC Admin.

- Dr. Joe Arun Raja, insisted the President to donate for installing a lab for the college by the Dinamalar. The President takes into consideration for installing a lab. A proposal regarding the same was asked to submit to the President by Dr. Joe.
- Mr. V. Chenthilkumar, informed the President that the old printing machines at Dinamalar can be shifted to the college especially to train the students about the old printing procedures. This particular can be shown as an experiential learning.
- As per the instruction given by the honorable President, the IQAC Administrator informed the forum about the new schedule for the IQAC meetings. The following is the schedule:
 - Monday - Computer Science & Networking
 - Tuesday - Marine Catering & Hotel Management & Food Science & Processing Management
 - Wednesday - B.Com (B&I, Hons & ACCA) and BBA
 - Thursday - Visual Communication, Animation, Mathematics and Languages
 - Friday - MBA, Fire & Industrial Safety and Physical Education.
 - Saturday - IQAC & DQAC Meetings
- The above mentioned is the schedule. Every day 3.30 to 4.30 in the evening the mentioned departments alone can attend the meeting. The other department faculty members can carry forward the NAAC work.
- The Criterion In-charges can be informed well in advance regarding their presence. From Thursday onwards the department shall meet accordingly. The meeting will be scheduled with Criterion I.
- The President once again reiterates the faculty members to be present in the meeting on time and should clarify their doubts along with the cooperation to the IQAC.
- The IQAC Administrator also finally informed about the NSQF registration and the format will be sent to the department. The proposals made for certification courses can be altered accordingly and can be submitted to the IQAC tomorrow itself.


IQAC

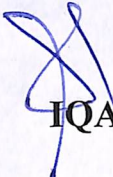
SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (06)/AY 2020-21/ SSR Discussion/006 22.09.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ File Audit /006, dt: 21.09.2020.

- All the points discussed in the meeting were stated to the respective accounts departments and to the Principal's office.
- The NAAC meeting as planned held in the Board Room regularly.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ File Audit /0007

26.09.2020

Agenda:

- **Item No. 01:** File Audit to the department of CS, Networking, B.Com (B&I) & BBA.

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Sujatha	Principal SLCS
2.	Dr.S.Priya	Dean Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepziba	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mrs. V. Padmavathy	HoD - Commerce
7.	Dr. K. Rajesh Kumar	HoD - BBA
8.	Mr. M. Athi Gopal	HoD -Networking
9.	Mrs. N. Anuradha	HoD- Computer Science

Minutes of the Meeting:

The IQAC has done the files verification on **26.09.2020 (Saturday)**.

The following departments' files were verified:

- Computer Science (FN)
- Networking (FN)
- B.Com (Banking & Insurance) (AN)
- BBA (AN)

The following were the points observed during the files verification in the departments.

Department of Computer Science

- All the files were maintained metric wise according to the SSR of 4th Cycle.

- Every file can have the preamble about the records maintained in the files.
- The documents has been segregated year wise and to be tagged.

Department of Networking

- All the files were maintained metric wise according to the SSR of 4th Cycle.
- Tagging can be made in the proper manner.

Department of B.Com (Banking & Insurance)

- All the files were maintained metric wise according to the SSR of 4th Cycle.
- Every file can have the preamble about the records maintained in the files.
- Lack of files. So the records have been filed in the Admission files.

Department of BBA

- All the files were maintained metric wise according to the SSR of 4th Cycle.
- Preamble of file maintenance was found and the same can be followed by all the departments.
- The documents has been segregated year wise and to be tagged.

The following were points observed during the file verification:

- Name and number of the file can be updated according to the New SSR.
- The 5th Cycle is started from the academic year 2017-18. The departments are having the data from the previous cycle also. So a Strong Room can be identified to maintain the previous cycle records or files.
- Format for the preamble for all the files can be given to the departments.
- The records maintained in the one side papers should be stroked on the other sides.
- The NAAC records that to be filed can be taken in the fresh A4 sheet paper from the academic year 2020-21 onwards.
- The departments can be given sufficient files for maintaining records.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (07)/AY 2020-21/ File Audit/007

26.09.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ File Audit /007, dt: 16.09.2020.

- The order was placed for purchasing the Files that to be distributed to the departments.
- The departments have started to file the content in the respective files.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ NAAC Process /008

26.09.2020

Agenda:

- **Item No. 01:** Understanding about NAAC.
- **Item No. 02:** Resource Person Dr.Theenathayalan

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Lakshmipathy	Honorable President, SLCS
2.	Dr.Theenathayalan	Resource Person
3.	Dr. R. Sujatha	Principal
4.	Dr. S. Priya	Dean-Academics
5.	Dr. R. Parthiban	IQAC Coordinator
6.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
7.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
8.	Dr. M. Subbramanian	Head- MBA
9.	Mrs. V. Padmavathy	HoD- Commerce
10.	Dr. K. Rajesh Kumar	HoD- BBA
11.	Mr. M. Athi Gopal	HoD -Networking
12.	Mrs. N. Anuradha	HoD- Computer Science
13.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
14.	Mr. Babu Shajan Kevin	HoD -Visual Communication
15.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
16.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
16.	Ms. A. Sona	HoD- Food Science & Processing Management

17.	Mr.Purushothaman	Assistant Professor, Animation
18.	Mr.V.Gangadharan	Assistant Professor, MC&HM
19.	Mr.P.Selvam	Assistant Professor, MBA
20.	Dr.P.Joe Arun Raja	Assistant Professor, Networking

Minutes of the Meeting:

The Principal, Dr.R.Sujatha welcomed the gathering. The IQAC Coordinator Dr.R.Parthiban introduced the External Expert to the forum. The Expert presented a presentation on the topic “**Understanding about NAAC**” to all the Criterion In-charges. The expert completed Criterion I, II & III and the remaining Criteria are planned to schedule to complete on 10.10.2020.


The following are the points shared in the review meeting by the Expert Dr.Theenathayalan in the meeting.

- Reductions of questions, days of visit and size of the Report in the New SSR.
- The Benchmark in the Revised Assessment & Accreditation Framework.
- The importance of pre-qualifier, 70% system generator score and 30% peer team visit.
- The importance of the Presentations of the Principal, IQAC Coordinator and the Heads of the Departments.
- The Criterion In-charges to have this number in mind “7343898136 – 7 Criteria, 34 Key indicators, 38 Qualitative Metrics, 98 Quantitative Metrics and 136 Metrics”.
- Differentiation of SSR and RAR which means Self Study Report and Re-Accreditation Report. Since SLCS is in 5th Cycle the college is in the RAR process.
- Importance of Student Satisfaction Survey. He also suggested that the same can be collected from the students every year.
- The National Education Policy 2020 can be added in one of the Units in the Value Education Course. Skill Based and Vocational Courses can be offered.
- Reformations for CoE.
 - As per the key indicator “Academic Flexibility” - Repeat Test can be conducted for Internal test also.

- Before the conduction of External Examination, the marks of the Internal Test can be uploaded in the website.
 - New pattern of Questions can be implemented. The three types of questions are Objective, Subjective and Descriptive, apart from that Challenging questions can be asked.
 - Examination Reform Meeting should be organized.
 - External Examinations can be conducted within 21 days.
 - External valuation can be started from the next day of the completion of the examination. The result for the same can be published as the Provisional Mark Statement. The consolidated result can be published in Awards Committee Meeting.
 - A workshop may be organized on the topic "Examination Reforms".
- Regarding the Criterion II he stated that autonomy should be implemented in Teaching, Learning and Evaluation.
 - The teachers shall publish National / International Level Journals with ISSN / ISBN numbers.
 - The college can publish books in all the Courses.
 - The UGC-Care List can be circulated to all the faculty members.
 - The faculty members can be motivated towards applying for Minor Project and Consultancy Services.
 - Organize Faculty & Student Exchange Programme may be conducted maximum for 3 days.

The following are the points discussed by the Honorable President.

- Depute substitute for all the Criterion In-charges.
- Faculty shall contribute towards National / International Level Paper and the seed money / registration fee can be given by the Management.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (08)/AY 2020-21/ NAAC Process /008 26.09.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ NAAC Process /008, dt: 03.10.2020.

- As informed by the Resource Person Dr.Theenathayalan, Madura College, Madurai, he presented a presentation about the understanding about the NAAC to all the HoDs and Criterion In-charges on 10.010.2020.
- As stated by the Honorable President, the IQAC in discussion with the Principal nominated the Assistant Criterion In-Charges immediately.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ Best Practices /009

25.10.2020

Agenda:

- **Item No. 01:** Scoring of Grades in NAAC 5th Cycle.
- **Item No. 02:** Resource Person Dr.M.G.Sethuraman, Gandhigram University, Gandhigram.

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Lakshmipathy	Honorable President, SLCS
2.	Dr.M.G.Sethuraman,	Resource Person, Gandhigram University, Gandhigram
3.	Dr.R.Ramkumar	Management Executive, SLCS
4.	Dr. R. Sujatha	Principal (i/c)
5.	Dr. S. Priya	Dean-Academics
6.	Dr. R. Parthiban	IQAC Coordinator
7.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
8.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
9.	Mrs. V. Padmavathy	HoD- Commerce
10.	Dr. K. Rajesh Kumar	HoD- BBA
11.	Mr.P.Selvam	Assistant Professor, MBA
12.	Dr.P.Joe Arun Raja	Assistant Professor, Networking

Minutes of the Meeting:

- The following Points were stated by the Resource person in the Meeting
- Criterion 1
 - ✓ New Course Introduction on the topics “Indian Culture, tradition and so on “
 - ✓ Incorporating Professional Ethics
 - ✓ Implementing Add-on Courses
 - ✓ Course Validation
 - ✓ New program introduction
 - ✓ MoU with TCS
- Criterion 2
 - ✓ Can approach IIT Chennai Teaching Learning Center
 - ✓ E-Content Development
 - ✓ Pattern of Question Bank & Paper revision
 - ✓ Walk the Scholar Programme implementation
 - ✓ Result publication in 15 days
 - ✓ Guide ship can be claimed to other Universities.
- Criterion 3
 - ✓ Visit MHRD website regularly RAR Ranking
 - ✓ Approaching DST for EDC
 - ✓ Linkages – having an activity with a company for a student without having an MoU
 - ✓ Implementing Venture Capital Scheme
 - ✓ Focus on out of the box activity
 - ✓ PCRA – programme through NSS
 - ✓ Approaching companies or industries to join together with CSR initiatives

- Criterion 4
 - ✓ Website updation
 - ✓ Update in Library Management
 - ✓ More computers can be purchased
 - ✓ Enabling the classes with projectors
- Criterion 5
 - ✓ Organising Students Symposium
 - ✓ Yearly report for Club activities
 - ✓ Unnat Bharath Abiyan – PM Scheme implementation
 - ✓ Awards for Students for Proficiency, Best Club, Best Library User and many awards can be given.
 - ✓ Applying for Swachaa Bharath ranking and Internship
 - ✓ ATAL Ranking
- Criterion 6
 - ✓ BoS, Academic Council, Governing Body & Awards Committee meeting twice a year
 - ✓ Perspective Plan since the institution is in 25th year.
 - ✓ Long term plan and short term plan.
 - ✓ IQAC should maintain with Meeting Minutes, Feedback, Analysis and Action taken reports.
- Criterion 7
 - ✓ Academic Value of the College
 - ✓ Students performance to be initiated
 - ✓ Visibility of the College
 - ✓ Identifying distinctiveness from all the Programs


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (09)/AY 2020-21/ Best Practices/009 25.10.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ **Best Practices** /009, dt: 25.10.2020.

- As stated by the Resource person many initiatives have been taken by the Departments in all the Criterion.


IQAC Coordinator

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/ File Framing /0010

27.10.2020

Agenda:

- **Item No. 01:** File Framing according to the New SSR.
- **Item No. 02:** Allocating File In-charges in all the departments.

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Sujatha	Principal
2.	Dr.S.Priya	Dean Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepziba	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor

Minutes of the Meeting:

- It was decided to update the files that are maintained in the departments.
- It was maintained as per the previous cycle format.
- The committee decided the file counts based on the count, the department were asked to allocate with the members.
- it was decided to circulate the copy of the file and to start the file processing for the AYs: 2017-18 to 2019-20.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (10)/AY 2020-21/ File Framing/010

27.10.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ **File Framing** /010, dt: 27.10.2020.

- The list of files was circulated to the departments.
- Followed by that the departments have also sent the file allocation list to IQAC office.
- New file were distributed based on the availability in the departments.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/AQAR 2017-18/011

28.11.2020

Agenda:

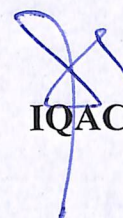
- **Item No. 01:** AQAR 2017-18 (submitted Offline) discussion.

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Dr. M. Subramanian	Head- MBA
7.	Mrs. V. Padmavathy	HoD- Commerce
8.	Dr. K. Rajesh Kumar	HoD- BBA
9.	Mr. M. Athi Gopal	HoD -Networking
10.	Mrs. N. Anuradha	HoD- Computer Science
11.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
12.	Mr. Babu Shajan Kevin	HoD -Visual Communication
13.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
14.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
15.	Ms. A. Sona	HoD- Food Science & Processing Management
16.	Mr.Purushothaman	Assistant Professor, Animation
17.	Mr.V.Gangadharan	Assistant Professor, MC&HM
18.	Mr.P.Selvam	Assistant Professor, MBA
19.	Dr.P.Joe Arun Raja	Assistant Professor, Networking

Minutes of the Meeting:

- AQAR 2017-18 was submitted through Offline mode and mail was sent to NAAC during the year 2018-19 itself.
- The meeting was planned to check whether all the data entered in the Old format suits with the new one.
- It was observed that the new template varies completely from the old one.
- So, it was decided to get suggestion from NAAC through raising a query in HEI portal.
- For SSR compilation, the data collection as per the new format for the AQAR 2017-18 can be done by the criterion in-charges.



IQAC

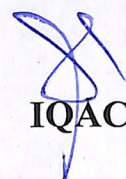
SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (11)/AY 2020-21/AQAR 2017-18/011 28.11.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ AQAR 2017-18/011, dt: 28.11.2020.

- The AQAR Data 2017-18 was collected by the Criterion In-Charges.
- The same was verified with the departments along with the proof.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY 2020-21/WS –MS Office/012

30.11.2020

Agenda:

- **Item No. 01:** Workshop on the usage of MS-Office to the Faculty Members.

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Sujatha	Principal
2.	Dr.S.Priya	Dean Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepziba	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mr.V.Chenthil kumar	HoD – In-charge

Minutes of the Meeting:

- It was decided to conduct a Workshop for the Faculty members in order to learn the correct usage of MS Office.
- The IQAC Coordinator informed the team from Animation Department to conduct it. Since the department is taking the role of compiling document for Academic Council, the responsibility was given to them.
- The Department HoD i/c whole heartedly accept to conduct the event.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (12)/AY 2020-21/ WS –MS Office/012 30.11.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/ AY 2020-21/ WS –MS Office/012, dt: 30.11.2020.

- The Department of Animation scheduled to conduct the Workshop on 03.12.2020 for the faculty members in the Animation Lab on the topic “Effective Usage of MS Office”.



IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ Seminar-E-Content Development/13 10.12.2020

Agenda:


- Item No.-01: Seminar on the topic “E-Content Development” for the faculty members.

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mr. M. Athi Gopal	HoD -Networking
7.	Mrs. N. Anuradha	HoD- Computer Science

Minutes of the Meeting:

- It was informed the ICT Committee members to conduct a Seminar on the Topic “E-Content Development” for the faculty members.
- The Dean Academics informed the forum about the resource person who is available in the Madurai Kamaraj University, Mr.N.Ramkeerthi, EMRC.
- The Committee members were asked to fix the person and to get the date of appoint for the Seminar


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report


SLCS-IQAC/ATR (13)/AY 2020-21/ Seminar-E-Content Development /13

10.12.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ Seminar-E-Content Development /13, dt:

10.12.2020.

- The ICT Committee Coordinator approached the person over phone and fixed the date for conducting the event on 15.12.2020.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ Saturday Meeting-February / 14 29.02.2021

Agenda:

➤ Item No.-01: AQARs Data Verification

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Dr. M. Subbramanian	Head- MBA
7.	Mrs. V. Padmavathy	HoD- Commerce
8.	Dr. K. Rajesh Kumar	HoD- BBA
9.	Mr. M. Athi Gopal	HoD -Networking
10.	Mrs. N. Anuradha	HoD- Computer Science
11.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
12.	Mr. Babu Shajan Kevin	HoD -Visual Communication
13.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
14.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
15.	Ms. A. Sona	HoD- Food Science & Processing Management
16.	Mr.Purushothaman	Assistant Professor, Animation
16.	Mr.V.Gangadharan	Assistant Professor, MC&HM
17.	Mr.P.Selvam	Assistant Professor, MBA
18.	Dr.P.Joe Arun Raja	Assistant Professor, Networking

19.	Dr.S.Pugalenth	Associate Professor, MBA
20.	Dr.S.Sekar	Associate Professor, MBA
21.	Mr.P.Kishore Kumar	Assistant Professor, Animation
22.	Mr.M.Abdul Aziz Hakkim	Assistant Professor, Animation
23.	Mrs.Geetha.H	Assistant Professor, Tamil
24.	MS.Sailakshmi.R	Assistant Professor, Tamil
25.	Mr.Sivakumar.S	Assistant Professor, English
26.	Ms.Sridevi.T.S	Assistant Professor, English
27.	Mr.Senthil Kumar.C	Assistant Professor, English
28.	Mr.Sundaram.V.V	Assistant Professor, English
29.	Dr.Gurupriya.S	Assistant Professor, Commerce
30.	Mr.Dhamotharan.R	Assistant Professor, Commerce
31.	Dr.Selvaraj.D	Assistant Professor, Commerce
32.	Mr.Kodiyarasu.A	Assistant Professor, Commerce
33.	Mrs.Nirmaladevi.S	Assistant Professor, CS(SSS)
34.	Mrs.Varalakshmi.J	Assistant Professor, CS(SSS)
35.	Mrs.Gayathri.V	Assistant Professor, CS(SSS)
36.	Mr.Rajkumar.J	Assistant Professor, CS(SSS)
37.	Mr.Sivasubramanian.R	Assistant Professor, Maths
38.	Mr.Suriaprakash.S	Assistant Professor, Maths
39.	Mr.Jaiveer Kumar.A	Assistant Professor, F&IS
40.	Mr.Brameshwaran.R	Assistant Professor, F&IS
41.	Mr.Satheeshprabu.B	Assistant Professor, F&IS
42.	Mr.Dhamotharan.V	Assistant Professor, F&IS
43.	Mr.Navaneethakrishnan.P	Assistant Professor, F&IS
44.	Mr.Vairamuthu.B	Assistant Professor, BBA
45.	Dr.Meenakshisundaram.B	Assistant Professor, BBA
46.	Mr.Anand.P	Assistant Professor, MC&HM

47.	Mr.Perumal Kannan.K	Assistant Professor, MC&HM
48.	Mr.Jacob Jebaraj.E	Assistant Professor, MC&HM
49.	Mr.Ramesh.N	Assistant Professor, MC&HM
50.	Mr.Ganesh.R	Assistant Professor, MC&HM
51.	Mr.Deepan Chakkaravarthy.V	Assistant Professor, Netwoirking
52.	Mrs.Deepalakshmi.P	Assistant Professor, FS&PM
53.	Mrs.Venkata Subbulakshmi.M	Assistant Professor, FS&PM
54.	Dr.Gowrimeenal.A	Assistant Professor, FS&PM
55.	Mr.Rajavardhan.C	Assistant Professor, Viscom
56.	Mr.Sivarajan.C	Assistant Professor, Viscom
57.	Mr.Arul Prince Raaj. A.R.R.	Assistant Professor, Viscom
58.	Ms.Catherin Esther Roselin.A	Assistant Professor, Viscom
59.	Mrs.S.Neela	Assistant Professor, Hindi

Minutes of the Meeting:

- It was decided to find out the lacking in all the AQARs.
- The Data verification for all the AQARs has been done. The correction informed in few files to be updated in a week.
- The Criterion in-charges may visit the concern department for verification.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (14)/AY 2020-21/ Saturday Meeting-February / 14

29.02.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ / Saturday Meeting-February / 14, dt: 29.02.2021.

- The deficiencies in the file were rectified and all the data for AQARs are ready in the files maintained by the departments along with the proof.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ NAAC A&A Process /15

15.03.2020

Agenda:

- **Item No.-01:Planning of Guest Lecture –“ NAAC A&A Process”**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor

Minutes of the Meeting:

- It was decided to conduct a Guest Lecture on NAAC Process with an eminent person who worked recently in this New SSR.
- It was suggested by the members that if an IQAC Coordinator of a College is invited, it will really benefit the forum.
- Finally, the IQAC Coordinator suggested the Chief Guest Capt.Dr.N.Arun Nagendran, IQAC Coordinator cum Associate Professor of Zoology, Thiagarajar College (Autonomous), Madurai
- The Principal informed to get the date approval of the Chief Guest.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (15)/AY 2020-21/ NAAC A&A Process /15 15.03.2020

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ NAAC A&A Process /15, dt: 15.03.2020.

- The IQAC Coordinator spoke and got the available date from the Chief Guest.
- It was decided to conduct the Guest Lecture on the topic “NAAC A&A Process” by the eminent Chief Guest Capt.Dr.N.Arun Nagendran, IQAC Coordinator cum Associate Professor of Zoology, Thiyagarajar College (Autonomous), Madurai on 20.03.20221.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ SSR Compilation / 16

27.03.2021

Agenda:

- **Item No.-01: SSR Compilation for the AYs: 2017-18 to 2019-20**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr. R. Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Dr. M. Subbramanian	Head- MBA
7.	Mrs. V. Padmavathy	HoD- Commerce
8.	Dr. K. Rajesh Kumar	HoD- BBA
9.	Mr. M. Athi Gopal	HoD -Networking
10.	Mrs. N. Anuradha	HoD- Computer Science
11.	Mr. V. Chenthil Kumar	HoD (i/c)- Animation
12.	Mr. Babu Shajan Kevin	HoD -Visual Communication
13.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
14.	Mrs.Balasubbulakshmi	Assistant Professor, Commerce - Hons
15.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
16.	Ms. A. Sona	HoD- Food Science & Processing Management
16.	Mr.Purushothaman	Assistant Professor, Animation
17.	Mr.V.Gangadharan	Assistant Professor, MC&HM
18.	Mr.P.Selvam	Assistant Professor, MBA

Minutes of the Meeting:

- It was decided by the IQAC Team in discussion with Principal to compile the SSR to find out the deficiency.
- It was also informed that the SSR compilation with the in hand data of AQAR 2018-19 & 2019-20 has been completed by Mrs. K. P.Maheswari. The columns which were not filled should be done by the Criterion i/c in association with the departments.
- The SSR compilation should also have for 2017-18, so after collecting & finalizing the data from the department the Criterion i/c can continue the process.
- The discussion was made with the criterion in-charges regarding the uploading of AQAR 2017-18 through online.
- As per the response received through NAAC HEI portal, it was decided to collect the data for AQAR 2017 -18 in new format and the uploading in online is not necessary.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

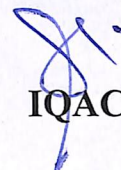
IQAC-Action Taken Report

SLCS-IQAC/ATR (16)/AY 2020-21/ SSR Compilation /16

27.03.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ SSR Compilation /16, dt: 27.03.2021.

- The Criterion i/c has started the process of collecting the data.
- Due to the second wave lock down the process is still in pending


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ Data Collection - Relieving Staff /17 01.04.2021

Agenda:

- **Item No.-01:** Data Collection from the relieving faculty members

Members Present:

Sl.No.	Name	Designation
1.	Dr.R.Lakshmipathy	Honorable President, SLCS
2.	Dr. R. Sujatha	Principal
3.	Dr.S.Priya	Dean Academics
4.	Dr. R. Parthiban	IQAC Coordinator
5.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
6.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
7.	Dr.Joe Arun Raja	Assistant Professor, Networking
8.	Mr.Navaneethan	Assistant Professor, F&IS
9.	Mr.Purushothaman	Assistant Professor, Animation
10.	Mrs.Venkata Subbulakshmi	Assistant Professor, FS&PM
11.	Ms.Catherine Esther Roseline	Assistant Professor, Viscom

Minutes of the Meeting:

- It was informed the members those who are relieving to submit the needed data to the IQAC, Dean Office and to the departments at the earliest.
- Since Mr.Purushothaman is in-charge of Criterion IV, the swapping of Data to Mr.V.Gangadharn the new Criterion 4IV in-charge should be done clearly.
- All the relieving faculty members are asked to submit the necessary data on or before 15.04.2021.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (17)/AY 2020-21/ Data Collection - Relieving Staff /17

01.04.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ Data Collection - Relieving Staff /17, dt:

01.04.2021.

- Due to the Second wave lock down the process was not able to done on time, but all the faculty members completed the process by submitting all the data.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ New AQAR 2020-21 /18

28.04.2021

Agenda:

- Item No.-01: Workshop on New Templates of AQAR 202-21

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Dr.R.Parthiban	IQAC Coordinator
4.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor

Minutes of the Meeting:

- It was suggested by the IQAC Team to conduct a Workshop on the New Templates of AQAR 2020-21 before starting the process of collecting the data.
- It was informed by the Principal that the 2 IQAC Coordinators can conduct on the convenience date before commencing the regular classes from the AY:2021-22.
- It was also finalized to conduct the event on 26.06.2021.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (18)/AY 2020-21/ New AQAR 2020-21/18 28.04.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ New AQAR 2020-21/18, dt: 28.04.2021.

- The Workshop was conducted successfully on 26.06.2021 & 30.06.2021 by the IQAC Assistant Coordinators Mrs.R.Suganthi Hepzibha and Mrs.K.P.Maheswari.



IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ File Audit Review /19

22.06.2021

Agenda:

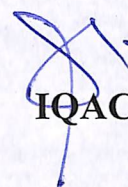
- **Item No.-01: File Audit Review Meeting for the AYs: 2017-18 to 2019-20**

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
	Dr.R.Parthiban	IQAC Coordinator
3.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
4.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Dr. M. Subramanian	Head- MBA
6.	Mrs. V. Padmavathy	HoD- Commerce
7.	Dr. K. Rajesh Kumar	HoD- BBA
8.	Mr. M. Athi Gopal	HoD -Networking
9.	Mrs. N. Anuradha	HoD- Computer Science
10.	Mr.P.Kishore kumar	HoD (i/c)- Animation
11.	Mr. Babu Shajan Kevin	HoD -Visual Communication
12.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
13.	Mr.Ravishankar	Assistant Professor, Commerce - Hons
14.	Dr.D.Selvaraj	Assistant Professor, Commerce - Hons-ACCA
15.	Mr. I. Vivek Ramkumar	HoD – Fire and Industrial Safety
16.	Ms. A. Sona	HoD- Food Science & Processing Management

Minutes of the Meeting:

- The IQAC Coordinator Dr.R.Parthiban presented the status of Completion of File audit Process.
- The Honorable President joins the meeting virtually and inform the members to complete the process at the earliest.
- The Principal informed the forum to attain the highest grade in NAAC, file processing plays a vital role.
- It was also informed by the Heads of the Departments that the process will be completed on or before 15.07.2021.



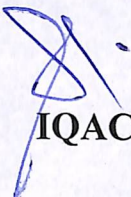
SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (19)/AY 2020-21/File Audit - Review/19 22.06.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/File Audit Review/19, dt: 22.06.2021.

- As informed the File Audit Process for the AYs: 2017-18 to 2019-20 was completed on 15.07.2021.


IQAC

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Minutes of the Meeting

SLCS-IQAC/ AY: 2020-21/ NAAC A&A Process /20

29.06.2021

Agenda:

- **Item No.-01:** Plan for attending NAAC Q&A Session

Members Present:

Sl.No.	Name	Designation
1.	Dr. R. Sujatha	Principal
2.	Dr. S. Priya	Dean-Academics
3.	Mrs. R. Suganthi Hepzibha	Assistant Coordinator (IQAC) cum Assistant Professor
4.	Mrs.K.P.Maheswari	Assistant Coordinator (IQAC) cum Assistant Professor
5.	Dr. M. Subramanian	Head- MBA
6.	Mrs. V. Padmavathy	HoD- Commerce
7.	Dr. K. Rajesh Kumar	HoD- BBA
8.	Mr. M. Athi Gopal	HoD -Networking
9.	Mrs. N. Anuradha	HoD- Computer Science
10.	Mr. P.Kishore kumar	HoD (i/c)- Animation
11.	Mr. Babu Shajan Kevin	HoD -Visual Communication
12.	Mr. C. Suresh Kumar	HoD –Marine Catering & Hotel Management
13.	Mr.Ravishankar	Assistant Professor, Hons
14.	Dr.D.Selvaraj	Assistant Professor, Hons-ACCA
15.	Mr. I. Vivek Ramkumar	HoD – Fire & Industrial Safety
16.	Ms. A. Sona	HoD- Food Science & Processing Management
17.	Mrs. R. Suganthi Hepzibha	HoD- Languages
18.	Mrs.K.P.Maheswari	Assistant Professor, CS(SSS)
19.	Mr.Purushothaman	Assistant Professor, Animation
20.	Mr.V.Gangadharan	Assistant Professor, MC&HM
21.	Mr.P.Selvam	Assistant Professor, MBA

Minutes of the Meeting:

- It was informed by the IQAC Assistant Coordinators to all the members to register for the NAAC Q&A Session which is to be conducted on 01.07.2021 by NAAC.
- The Criterion In-charges were also asked for a questionnaire regarding the program and the same was asked to send to IQAC Mail.
- It was also informed if the queries were not able to raise in the forum, the same will be posted in our NAAC Portal for further clarification.


IQAC

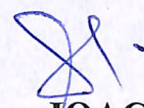
SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

IQAC-Action Taken Report

SLCS-IQAC/ATR (20)/AY 2020-21/NAAC A&A Process/20 29.06.2021

The following is the Action Taken Report of the IQAC meeting minutes SLCS-IQAC/Minutes/AY 2020-21/ NAAC A&A Process /20, dt: 29.06.2021.

- The Principal, the Dean Academics, the IQAC Coordinators, All the Criterion In-charges and the HoDs have registered the program and attended the meeting in the F-32 hall virtually on 01.07.2021.
- The IQAC Office has received queries from all the Criterion In-charges.


IQAC