

**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 - 23**

**DATE: 06.08.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/Minutes/AY: 2022-23/001**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. Reopening of I Year & II Year
4. Introduction of College Management System (CMS)
5. SSR Compilation & Event Calendar
6. Special Practices at SLCS
7. Admission status
8. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr. R. Sujatha	Principal
2	Dr. K. Archunan	Vice Principal
3	Dr. S. Priya	Dean Academics
4	Mrs. R. Suganthi Hepzibha	Asst. Coord (IQAC) cum Asst Professor
5	Dr. M. Subramanian	HoD-MBA
6	Dr. D. Selvaraj	HoD – Commerce (ACCA)
7	Mr. C. Suresh Kumar	HoD – MC&HM
8	Mr. V. Gangadharan	Assistant Professor - MCHM
9	Mr. M. Abdul Aziz Hakkim	Assistant Professor - Animation
10	Dr. S. Sekar	Placement Officer

11	Dr. T. Manikuar	HoD - CS
12	Mr. V. Vishnu Sankar	PRO
13	Mr. Aathi Gopal	HoD – Networking
14	Dr. K. U. Pavitra Krishna	HoD - FSPM
15	Mr. S. Ravishankar	HoD – Commerce (Hons)
16	Mr. I. Vivek Ramkumar	HoD - FIS

The following are the minutes of the meeting held on 06.08.2022 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr. S. Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. Reopening of I Year & II Year for the AY: 2022 - 23**

- The Principal announced about the College re-opening for I Year and II Year.
- It was informed to the members to follow all the academic activities to be conducted in a regular manner.

**4. Introduction of College Management System (CMS)**

- The demo of College Management System (CMS) for the Ay: 2022 - 23 was made by the Principal along with the System Technical Person Mr. Gnanadoss.

**5. SSR Compilation & Event Calendar**

- The data for the SSR compilation shall be continued and data can be collected till August 2022.
- The Event Calendar has been circulated to all the departments for proceeding with all the activities.

**6. Special Practices at SLCS**

- The Dean-Academics discussed regarding PURL, LKG, CITP, Course File, Course Plan and OBE Calculation.

**7. Admission status**

- The PRO presented the admission status as on 06.08.2022 in the forum.

**8. Any other matter brought forward (IIC Coordinator)**

- The IIC Coordinator Dr. B. Meenakshi Sundaram represented to complete the process of Report finalizing in-order to upload the contents in the website for the next quarter report.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**DATE: 06.08.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/ATR/August Month Meeting/AY 2022-23/001**

The following is the Action Taken Report of the meeting held on 06.08.2023 in the Board Room:

**1. Reopening of I Year & II Year for the AY: 2022 - 23**

- The College re-opened for I Year and II Year on July 3rd.

  
IQAC

  
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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 03.09.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/Minutes/AY: 2022-23/002**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. I Internal Examination – III Years
4. AQAR 2021 - 22 and SSR Compilation
5. Curricular aspect – Course File and Course Diary
6. Discipline of the student
7. Placement
8. Any other matter brought forward by the Management and the Principal

**Members Present**

<b>Sl. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Dr.S.Pugalanthi	Assistant Professor -MBA
5	Mrs.R.SuganthiHepzibha	Asst. Coord (IQAC) cum Asst Professor
6	Dr.T.Kumaran	HoD – BBA
7	Mr.R.Ganesh	Assistant Professor - MCHM
8	Dr.D.Selvaraj	HoD – Commerce (ACCA)
9	Mr.M.Aathi Gopal	HoD – Networking
10	Dr.K.U.Pavitra Krishna	HoD - FSPM

11	Mr.V.Gangadharan	Assistant Professor - MCHM
12	Mr.P.Kishorekumar	Assistant Professor - Animation
13	Dr.S.Sekar	Placement Officer
14	Mr.Maniraj Rajan	Placement Officer
15	Dr.D.Abraham Pradeep	Assistant Professor-MBA
16	Mr.I.VivekRamkumar	HoD - FIS
17	Mr.S.Ravishankar	HoD – Commerce (Hons)
18	Mr.D.Pandiarajan	Director of Physical Education
19	Mrs.V.Padmavathy	HoD-Commerce
20	Mrs.S.Nirmala Devi	Assistant Professor-CS
21	Mr.V.Vishnu Sankar	PRO

The following are the minutes of the meeting held on 03.09.2022 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. I Internal Examination - III Years**

- The Heads of the Departments are asked to inform the students about the grooming during the Internal Test.

**4. AQAR 2021 - 22 and SSR Compilation**

- The process of SSR compilation should be done along with the supporting documents.
- The process of preparing AQAR 2021-22 shall be initiated once the format is received from the IQAC.
- The format has been circulated to all the departments' mail on 05.09.2022.

**5. Curricular aspect - Course File and Course Diary**

- The Programme Coordinators & HoDs are asked to verify the documents before sending the files to Dean-Academics.
- The HoDs are also asked to monitor the process of Course Diary updates by the faculty members.

#### **6. Discipline of the student**

- The grooming of the students should be monitored daily.
- The girl students should not have pony-tail and they are not permitted to use excessive cosmetics while coming to the college.

#### **7. Placement**

- The Placement Officer Mr. Maniraj Rajan was introduced in the forum.
- The HoDs are asked to cooperate with the person by submitting the companies' names to visit by the person regarding the Internship & Placement.
- The HoDs can approach the Placement Officer to conduct special training at the time of Placement Drive.

#### **8. Attendance**

- The CMS attendance entry should be done on regular basis. The process of incompleteness should be completed by the end of September month.

#### **9. Any other matter brought forward by the Management and the Principal**

- It is decided to follow the report drafting format as it was followed before. The new format which was implemented during the month of July will be continued only for the IIC Events. The same reports shall be also drafted in the Paragraph formats.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**DATE: 03.09.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/ATR/September Month Meeting/AY 2022-23/002**

The following is the Action Taken Report of the meeting held on 03.09.2023 in the Board Room:

**1. I Internal Examination - III Years**

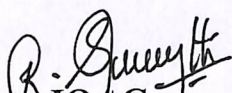
- The Heads of the Departments checked the grooming of the students.

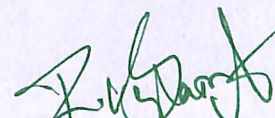
**2. AQAR 2021 - 22 and SSR Compilation**

- The format has been circulated to all the departments' mail on 05.09.2022 for compiling AQAR 2021-22

**3. Attendance**

- The CMS attendance entry is done on regular basis.

  
IQAC

  
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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 01.10.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/Minutes/AY: 2022-23/003**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. SSR Compilation
4. 23<sup>rd</sup> Convocation Day
5. Board of Studies AY: 2022 – 23 (Even Semester)
6. Toast Masters club an introduction
7. Introduction of NEP related course content in the Even BoS of 2022
8. Placement prospects
9. OBE details
10. Any other matter brought forward by the Management and the Principal

**Members Present**

<b>Sl. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vice Principal
3	Dr.S.Priya	Dean Academics
4	Dr.S.Pugalanthi	Assistant Professor -MBA
5	Mrs.R.Suganthi Hepzibha	Asst. Coord (IQAC) cum Asst Professor
6	Dr.T.Kumaran	HoD – BBA
7	Dr.D.Selvaraj	HoD – Commerce (ACCA)
8	Mr.M.Aathi Gopal	HoD – Networking



9	Dr.K.U.Pavitra Krishna	HoD - FSPM
10	Mr.V.Gangadharan	Assistant Professor - MCHM
11	Mr.P.Kishorekumar	Assistant Professor - Animation
12	Mrs.D.Padmapriya	HoD i/c - CS
13	Dr.D.Abraham Pradeep	Assistant Professor-MBA
14	Mr.I.VivekRamkumar	HoD i/c - FIS
15	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
16	Mr.D.Pandiarajan	Director of Physical Education
17	Mrs.V.Padmavathy	HoD-Commerce

The following are the minutes of the meeting held on 01.10.2022 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. 23<sup>rd</sup> Convocation Day**

- It was informed by the Principal that all the faculty members should put their fullest effort in bringing up the 22<sup>nd</sup> Convocation Day in a successful Manner. The Committee Convenors should take up their roles in a volunteer manner to proceed the work without any delay.

**4. Board of Studies AY: 2022 – 23 (Even Semester)**

- It is expected to complete the Board of Studies on or before 20.10.2022. The members were informed to check the circular PRINCE/CIRC/2022-23/002 dt: 12.09.2022.

**5. SSR Compilation**

- **The Review 1 for the Criterion was discussed**
  - Criterion 1 - 29.10.2022
  - Criterion 2 - 05.11.2022

- Criterion 3 - 05.11.2022
- Criterion 4 - 05.11.2022
- Criterion 5 - 15.11.2022
- Criterion 6 - 15.11.2022
- Criterion 7 - 16.11.2022

**6. Toast Masters club an introduction**

- Dr. S.Priya, explained about the Toast Master which is proposed to be introduced as recommended by the Management Executive for the Faculty Members.

**7. Introduction of NEP related course content in the Even BoS of 2022**

- It was informed by the Dean-Academics to incorporate or introduce New Courses related to the NEP 2020 in this AY: 2022-23 even semester.

**8. Placement prospects**

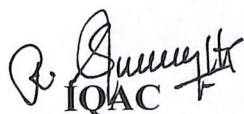
- Mr.Maniraj, Placement Officer informed the forum that CUB is going to visit our campus for the placement during the 3 week of October.

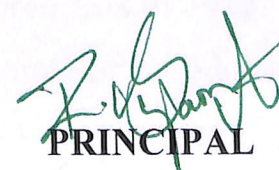
**9. OBE details**

- It was informed by the Dean-Academics to speed-up the process of completing OBE calculations as well as the Course Files.

**10.Any other matter brought forward by the Principal**

- The Principal informed the forum to initiate an ECO GARDEN. The place will be allocated by the NSS PO. Each department will be allocated with a place wherein the respective departments can plant any kind of plants, climbers or trees to make the campus as green campus.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**DATE: 01.10.2022**

**VENUE: BOARD ROOM**

**TIME: 9.30 AM**

**SLCS-IQAC/ATR/October Month Meeting/AY 2022-23/003**

The following is the Action Taken Report of the meeting held on 01.10.2023 in the Board Room:

**1. 23<sup>rd</sup> Convocation Day**

- The Committee was formed for the 22<sup>nd</sup> Convocation Day Conveners.

**2. Board of Studies AY: 2022 – 23 (Even Semester)**

- It is expected to complete the Board of Studies on or before 20.10.2022.  
The members were informed to check the circular PRINCE/CIRC/2022-23/002 dt: 12.09.2022.

**3. SSR Compilation**

- **The Review 1 for the Criterion was discussed**
  - Criterion 1 - 29.10.2022
  - Criterion 2 - 05.11.2022
  - Criterion 3 - 05.11.2022
  - Criterion 4 - 05.11.2022
  - Criterion 5 - 15.11.2022
  - Criterion 6 - 15.11.2022
  - Criterion 7 - 16.11.2022

**4. Introduction of NEP related course content in the Even BoS of 2022**

- It was informed by the Dean-Academics to incorporate or introduce New Courses related to the NEP 2020 in this AY: 2022-23 even semester.

**5. Placement prospects**

- The City Union bank visited our campus for the placement during the 3<sup>rd</sup> week of October.

## 6. OBE details

- It was informed by the Dean-Academics to speed-up the process of completing OBE calculations as well as the Course Files.

*D. Sanyal*  
IQAC

*[Signature]*  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 05.11.2022**

**VENUE: BOARD ROOM**

**TIME: 2.30 PM**

**SLCS-IQAC/Minutes/AY: 2022-23/004**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. Initiative of Eco Garden
4. SLCS – Samaaj Seva – Extension Activities
5. Sales Day
6. Academic Council for the AY: 2022 – 23 (Even Semester)
7. SSR Compilation Process
8. NSS Activities
9. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Mrs.R.Suganthi Hepzibha	Asst. Coord (IQAC) cum Asst Professor
5	Dr.K.U.Pavitra Krishna	HoD - FSPM
6	Mrs.V.Padmavathy	HoD-Commerce
7	Dr.T.Kumaran	HoD – BBA
8	Dr.D.Selvaraj	HoD – Commerce (ACCA)
9	Mr.M.Aathi Gopal	HoD – Networking



10	Mr.C.Suresh Kumar	HoD - MCHM
11	Mrs.D.Padma Priya	HoD i/c - CS
12	Mrs.N.Anuradha	Assistant Professor - CS
13	Mrs.S.Nirmala Devi	Assistant Professor - CS
14	Mr.D.Rajavel	HoD i/c – Viscom
15	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
16	Mr.V.Gangadharan	Assistant Professor - MCHM
17	Mr.I.VivekRamkumar	HoD i/c - FIS
18	Mr.Babu Shajan Kevin	Assistant Professor - Viscom
19	Mr.P.Kishorekumar	Assistant Professor - Animation
20	Mr.P.Selvam	Assistant Professor - MBA
21	Dr.D.Abraham Pradeep	Assistant Professor-MBA
22	Dr.K.S.Karthik Babu	Assistant Professor-MBA

The following are the minutes of the meeting held on 05.11.2022 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. Initiative of Eco Garden**

- The Eco Garden Plan is initiated and the process of ploughing and plantation will be started by the month of January.

**4. Sales Day**

- Department of Animation has planned and scheduled to conduct the Sales Day on 26.11.2022.

**5. Academic Council for the AY: 2022 – 23 (Even Semester)**

- The Academic Council was successfully conducted on 27.11.2022 for the AY: 2022 – 23 (Even Semester)

**6. SSR Compilation Process**

- The Process of Compiling SSR and AQAR (AY:2021-22) is in process

**7. NSS Activities**

- The NSS PO presented the Activities for the AY: 2021-22 & 2022-23

**8. Any other matter brought forward by the Management and the Principal**

- As per the instructions given by the Management and the Principal, the Dean Academics announced the forum to register either in Capshine or in Toast Master for the Language Enhancement.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**DATE: 05.11.2022**

**VENUE: BOARD ROOM**

**TIME: 2.30 PM**

**SLCS-IQAC/ATR/November Month Meeting/AY 2022-23/004**

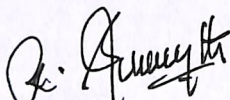
The following is the Action Taken Report of the meeting held on 05.11.2023 in the Board Room:

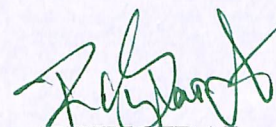
**1. Sales Day**

- Department of Animation conducted the Sales Day on 26.11.2022.

**2. Academic Council for the AY: 2022 – 23 (Even Semester)**

- The Academic Council was successfully conducted on 27.11.2022 for the AY: 2022 – 23 (Even Semester)

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 - 23**

**DATE: 03.12.2022**

**VENUE: F-32 HALL**

**TIME: 2.30 PM**

**SLCS-IQAC/Minutes/AY: 2022-23/005**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. Course Committee Meetings in the Department
4. External Examination - Theory & Practical
5. Faculty Trip to Kodaikanal
6. Talent Day - For the month of January 2023
7. SSR Compilation Process
8. NSS Activities
9. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Mrs.R.Suganthi Hepzibha	Asst. Coord (IQAC) cum Asst Professor
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6	Mr.M.Aathi Gopal	HoD – Networking
7	Mrs.V.Padmavathy	HoD-Commerce
8	Mr.I.VivekRamkumar	HoD i/c - FIS
9	Mr.P.Kishorekumar	Assistant Professor - Animation



10	Dr.D.Abraham Pradeep	Assistant Professor-MBA
11	Mr.P.Selvam	Assistant Professor -MBA
12	Dr.T.Kumaran	HoD – BBA
13	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
14	Mrs.S.Nirmala Devi	Assistant Professor - CS
15	Mr.Babu Shajan Kevin	Assistant Professor - Viscom
16	Mr.D.Rajavel	HoD i/c – Viscom
17	Mrs.N.Selvi	Assistant Professor - Tamil
18	Mr.D.Pandiarajan	Physical Education Director
19	Mrs.P.Deepalakshmi	Assistant Professor -FSPM
20	Mrs.D.Padma Priya	HoD i/c - CS
21	Mr.V.Muthu Ganesan	Assistant Professor -Networking
22	Mr.R.Dhamotharan	NSS-PO
23	Mr.R.Madhumohanraj	AO / AFS
24	Mr.C.Ragunath	Transport Manager

The following are the minutes of the meeting held on 03.12.2022 in the F-32 Hall:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. Course Committee Meetings in the Department**

- Every department should conduct the Course Committee Meetings for the 3 years students. If any incompleteness is identified the same should be taken into consideration by the respective department HoDs.

**4. External Examination - Theory & Practical**

- The Exam Cell Coordinator Mrs.N.Selvi, informed the forum about the Examination rules and regulations. She also insisted the members to render



their full cooperation in conducting the External Theory & Practical Examination.

**5. Faculty Trip to Kodaikanal**

- Faculty Trip to Kodaikanal is planned on 16.12.2022 & 17.12.2022

**6. Talent Day - For the month of January 2023**

- As a part of Pongal Celebration, the Talent Show shall also be conducted on the same day. The proposed date shall be on 13.01.2023

**7. SSR Compilation Process**

- Along with the compilation of SSR, the AQAR for the Academic Year 2021-22 should also be prepared. The same shall be proposed to upload during the 3<sup>rd</sup> week of January 2023

**8. NSS Activities**

- The NSS activities conducted till the month December 2023 should be submitted in the Principal's Office and a copy to IQAC

**9. Any other matter brought forward by the Management and the Principal**

- **Announcement of University Nominees**

- ✓ The Principal Announced the list of University Nominees allotted for the Academic Council, Finance Committee, Awards Committee & Governing Body.

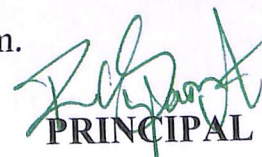
- **Preparation of Time Table for the Even Semester**

- ✓ The dean-Academics fixed a meeting for preparing the Time table for all departments in the Board Room in the next week

- **Transport & Canteen**

- ✓ The respective department HoDs should inform the count of the students who are going to be at the College in the afternoon to the Transport Manager and to the Canteen before 10 am.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**DATE: 03.12.2022**

**VENUE: F-32 HALL**

**TIME: 2.30 PM**

**SLCS-IQAC/ATR/December Month Meeting/AY 2022-23/005**

The following is the Action Taken Report of the meeting held on 03.12.2023 in the Board Room:

**1. External Examination - Theory & Practical**

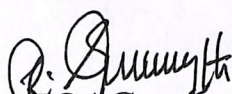
- The External Theory & Practical Examination was conducted without any grievances.

**2. Faculty Trip to Kodaikanal**

- Faculty Trip to Kodaikanal was organized on 16.12.2022 & 17.12.2022

**3. Talent Day - For the month of January 2023**

- The Talent Show was conducted on 13.01.2023

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 07.01.2022**

**VENUE: F-32 HALL**

**TIME: 2.30 PM**

**SLCS-IQAC/Minutes/AY: 2022-23/005**

**Agenda**

**AGENDA**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. Course Committee Meetings in the Department
4. Pongal Celebration & Talent Day
5. SSR Compilation Process
6. NSS Activities
7. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
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5	Dr.M.Subramanian	HoD-MBA
6	Mr.I.VivekRamkumar	HoD i/c - FIS
7	Mr.Babu Shajan Kevin	Assistant Professor - Viscom
8	Dr. D. Selvaraj	HoD-Commerce- ACCA
9	Dr.K.U.Pavitra Krishna	HoD - FSPM
10	Dr.B.Meenakshi Sundaram	Assistant Professor - BBA

11	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
12	Mrs.V.Padmavathy	HoD-Commerce

The following are the minutes of the meeting held on 07.01.2022 in the F-32 Hall:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. Course Committee Meetings in the Department**

- Every department should conduct the Course Committee Meetings for the 3 years students. If any incompleteness is identified the same should be taken into consideration by the respective department HoDs.

**4. Pongal Celebration and Talent Show**

- It is planned to celebrate the Pongal on 13.01.2023. For the Talent Show the department of Visual Communication has taken the initiative of inviting the famous celebrity Mr.Madurai Muthu.
- It is planned to prepare the Pongal by 7.50 am and to start the Talent Show by 11 am. All the faculty members should take care of the discipline during the celebrations. Mobile Phones are strictly banned for the students.

**5. SSR Compilation Process**

- The AQAR for the Academic Year 2021-22 is proposed to be completed before the month of January. The same shall be submitted during the 3<sup>rd</sup> week of February 2023

**6. NSS Activities**

- The NSS activities conducted till the month January 2023 should be submitted in the Principal's Office and a copy to IQAC.

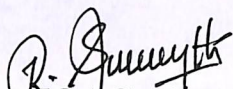
**7. Any other matter brought forward by the Management and the Principal**

- College Management System (CMS)

- ✓ The data should be entered by the faculty in the CMS on the day itself. All the problems arose by the faculty was sorted out in the meeting with the help of the software developer.

- **Road Safety Awareness Week**

- ✓ Mr. I. Vivek Ramkumar, Head Department of Fire & Industrial Safety informed the forum about the rally which is going to be organized by the department. He motivated the faculty members to participate in the rally on their willingness.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**COLLEGE COUNCIL MEETING– 2022 – 23**

**ACTION TAKEN REPORT**

**SLCS-CCM/ATR/January Month Meeting/AY 2022-23/006**

The following is the Action Taken Report of the meeting held on 07.01.2022 in the Board Room:

**1. Course Committee Meetings in the Department**

- It was audited by IQAC that the departments have conducted the CCM regularly and the same was recorded.

**2. Pongal Celebration and Talent Show**

- The Pongal Celebration and the Talent Show was conducted successfully on 13.01.2023 with the famous celebrity Mr.Madurai Muthu.

**3. Admission**

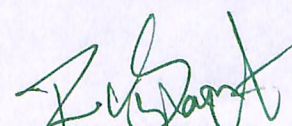
- The Photo-shoot for the department of Animation was completed during the 3<sup>rd</sup> week of January 2023.

**4. Any other matter brought forward by the Management and the Principal**

**- Road Safety Awareness Week**

- ✓ The Department of Fire & Industrial Safety conducted the awareness rally on 21.01.2023.

  
IQAC

  
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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 04.02.2022**

**VENUE: F-32 HALL**

**TIME: 2.30 PM**

**SLCS-IQAC/Minutes/AY: 2022-23/007**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. AQAR 2021-22 Submission
4. Class Test & I Internal for UG
5. 28th Sports Day Events
6. Sales Day
7. Talent Show
8. NSS Activities
9. Admission
10. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vice Principal
3	Dr.S.Priya	Dean Academics
4	Mrs.R.Suganthi Hepzibha	Asst.Coord (IQAC) cum Asst Professor
5	Dr.M.Subramanian	HoD-MBA
6	Mr.S.Ravishankar	HoDi/c – Commerce (Hons)
7	Dr.T.Kumaran	HoD-BBA
8	Mr.P.Kishore Kumar	HoD I/C - Animation

9	Mr.M.Athigopal	HoD I/C - Networking
10	Mrs.A.Dhavapandiammal	Assistant Professor - Networking
11	Mr.R.Dhamotharan	NSS PO
12	Mrs.S.Nirmaladevi	Assistant Professor - CS
13	Dr.D.Abraham Pradeep	Assistant Professor - MBA
14	Mrs.N.Anuradha	Assistant Professor - CS
15	Mr.P.Selvam	Assistant Professor - MBA
16	Mrs.D.Padmapriya	HoD I/C - CS
17	Dr. K. U. Pavitra Krishna	HoD - FSPM
18	Mrs.A.Pandiselvi	Assistant Professor - FIS
19	Mr.V.Gangadharan	Assistant Professor - MCHM
20	Mr.Babu Shajan Kevin	Assistant Professor - Viscom
21	Dr. D. Selvaraj	HoD-Commerce- ACCA
22	Mr.D.Rajavel	HoD I/C - Viscom

The following are the minutes of the meeting held on 04.02.2022 in the F-32 Hall:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. AQAR 2021-22 Submission**

- The AQAR 2021 – 22 was placed before the Course Committee Meeting members and the same was approved for uploading.
- It was proposed to submit the AQAR 2021 – 22 on 25.02.2023.

**4. Class Test & I Internal for UG**

- It was informed that the class test should have been completed on or before 06.02.2023 and the slow learners shall be assessed through the test marks.

- The I Internal Test was proposed to be conducted from 27.02.2023 onwards. The HoDs were asked to inform the faculty members to complete the portions on time.

#### **5. 28th Sports Day Events**

- Mr.D.Pandiarajan, Physical Education Director informed the forum that the 28<sup>th</sup> Sports Day is planned to conduct on 11.03.2023.
- The committee has been formed and a meeting was conducted to decide the games and sports events for the Sports Day.
- The events and games were decided to conduct in the afternoon from 06.02.2023 onwards.

#### **6. Sales Day**

- The sales day was planned to be conducted on 24.02.2023 by the department of Marine Catering & Hotel Management.

#### **7. Talent Show**

- The Talent Show for the month of February was planned to be conducted on 25.02.2023.
- The Extra Curricular cell will be associating with Radio City for organizing the talent show.

#### **8. NSS Activities**

- The NSS planned to organize Blood Donation Camp on 16.02.2023 & 17.02.2023.
- The Government Rajaji Hospital & the Meenakshi Mission Hospital will be visiting the College on both the days.

#### **9. Admission**

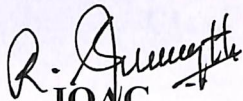
- The strategies of admissions were discussed for the Academic year 2023-24
- PRO presented the details of School Visit.
- The details of Vazhikatti were also discussed.



**10. Any other matter brought forward by the Management and the Principal**

**- ATHLON 2023**

- ✓ The Head of the Department of MBA Dr.M.Subramanian informed the forum about the conduction of Athlon-2023 State Level Sports on 22.02.2023, 23.02.2023 & 24.02.2023.
- ✓ Volley Ball, Cricket and Futsal are the events planned to be conducted. It is expected to have around 20 teams to be participated.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACTION TAKEN REPORT**

**SLCS-IQAC/ATR/February Month Meeting/AY 2022-23/007**

The following is the Action Taken Report of the meeting held on 04.02.2023 in the Board Room:

**1. AQAR 2021-22 Submission**

- The AQAR 2021 – 22 was submitted on 25.02.2023.

**2. Class Test & I Internal for UG**

- The class test has been completed and the slow learners were assessed through the test marks.
- The I Internal Test was conducted from 27.02.2023 onwards. The HoDs monitored the completion of portions through the Course Committee Meeting.

**3. 28th Sports Day Events**

- As planned the events and games was conducted in the afternoon from 06.02.2023.

**4. Sales Day**

- The sales day was conducted on 24.02.2023 by the department of Marine Catering & Hotel Management.

**5. Talent Show**

- The Talent Show by the Extra Curricular cell in association with Radio City was organized successfully on 25.02.2023.

**6. NSS Activities**

- The NSS organized Blood Donation Camp in association with the Government Rajaji Hospital on 16.02.2023 and with the Meenakshi Mission Hospital on 17.02.2023.

**7. ATHLON 2023**

✓ The Athlon-2023 State Level Sports was successfully conducted on 22.02.2023, 23.02.2023 & 24.02.2023. More than 500 students from various colleges participated in the sports meet.

*P. Gnanapriya*  
IQAC

*P. Gnanapriya*  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 04.03.2023**

**VENUE: BOARD ROOM**

**TIME: 2.30 PM**

**SLCS-IQAC/Minutes/AY: 2022-23/008**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. SSR Compilation
4. I Internal Retest for UG
5. 28<sup>th</sup> Sports Day
6. PTA Meeting (*Proposed 25.03.2023*)
7. Sales Day Report by the Department of Marine Catering & Hotel Management
8. Planning of College Day & Annual Day (*Proposed 28.04.2023 & 29.04.2023*)
9. NSS Activities
10. Placement details
11. Examination details
12. Any other matter brought forward by the Management and the Principal

**Members Present**

Sl. No.	Name of the Faculty	Designation
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Dr.M.Meera	COE
5	Dr.K.Lakshmi	COE - Designate
6	Mrs.R.Suganthi Hepzibha	Asst.Coord (IQAC) cum Asst Professor



7	Dr.M.Subramanian	HoD-MBA
8	Mr.S.Ravishankar	HoDi/c – Commerce (Hons)
9	Dr.T.Kumaran	HoD-BBA
10	Mr.P.Kishore Kumar	HoD I/C - Animation
11	Dr.D.Padma Priya	HoD - CS
12	Mrs.N.P.Rajeswari	Assistant Professor - Networking
13	Mrs.A.Dhavapandiammal	Assistant Professor - Networking
14	Mr.R.Dhamotharan	NSS PO
15	Mrs.S.Nirmaladevi	Assistant Professor - CS
16	Dr.D.Abraham Pradeep	Assistant Professor - MBA
17	Mrs.N.Anuradha	Assistant Professor - CS
18	Mr.P.Selvam	Assistant Professor - MBA
19	Mrs.D.Padmapriya	HoD I/C - CS
20	Mrs.P.Deepalakshmi	Assistant Professor - FSPM
21	Mr.B.Satheeshprabhu	Assistant Professor - FIS
22	Mr.V.Gangadharan	Assistant Professor - MCHM
23	Mrs.K.Jhansirani	Assistant Professor - Viscom
24	Mr.N.Arunkumar	Assistant Professor –Commerce (B&I)

The following are the minutes of the meeting held on 04.03.2023 in the F-32 Hall:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. SSR Compilation**

- Review - I from 15.03.2023- 20.03.2023
- II Review will be done in the 1<sup>st</sup> week of May, 2023.

**4. I Internal Retest for UG**

- The HoDs were asked to inform the faculty members to send the Retest Question Paper and to complete the valuations on time.

#### **5. 28th Sports Day**

- The 28<sup>th</sup> Annual Sports Day was planned to conduct 17.03.2023. The Chief Guest was Mr.N.Annavi, an International Athlete.

#### **6. PTA Meeting (Proposed 25.03.2023)**

- The PTA meeting was proposed to conduct on 25.03.2023.

#### **7. Sales Day Report**

- Sales Day Report and other accounts details to be submitted by the department of BBA, Animation & MCHM to the EDP cell.
- The department of Fire & Industrial Safety has accepted to conduct the next Sales Day.

#### **8. Planning of College Day & Annual Day (Proposed 28.04.2023 & 29.04.2023)**

- The 29<sup>th</sup> Annual Day is proposed to be conducted in the 1<sup>st</sup> week of May, 2023.
- The Committee details will be circulated and the conveners should take up their role for the successful completion of the Annual Day Celebration.

#### **9. NSS Activities**

- NSS activities were discussed in the forum. It was informed that monthly minimum of 10 activities are planned and conducted through NSS / YRC / RRC

#### **10.Placement**

- The Placement Officer Mr.Maniraj presented the current year status of placement. He was informed to present the comparison of Placement details for the past 3 years.

## 11.Examination

- New designated Controller of Examination Dr. Lakshmi was introduced in the forum.
- Dr. Meera current COE, informed the forum to speed up the process of preparing Question paper, submission of Foil Cards and Valuation which will help the Controller Office to publish the results in an early manner.
- The Extra Credit Courses details were expected to send by the departments within a week.

## 12.Any other matter brought forward by the Management and the Principal

- Principal informed the HoDs to finalise the topic and date for conducting Workshop for 12<sup>th</sup> passed out students in regard to Admission 2023-24.

  
IQAC

  
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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**SLCS-IQAC/ATR/March Month Meeting/AY 2022-23/008**

The following is the Action Taken Report of the meeting held on 04.03.2023 in the Board Room:

**1. SSR Compilation**

- Review - I was completed by all the Criterion i/c from 15.03.2023-20.03.2023

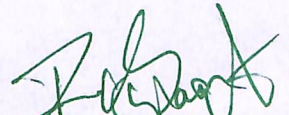
**2. 28th Sports Day**

- The 28<sup>th</sup> Annual Sports Day was successfully conducted on 17.03.2023 with the Chief Guest Mr.N.Annavi, an International Athlete.

**3. PTA Meeting**

- The PTA meeting was conducted on 25.03.2023.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 01.04.2023**

**VENUE: BOARD ROOM**

**TIME: 10.00 AM**

**SLCS-IQAC/Minutes/AY: 2022-23/009**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. NSS Activities
4. Placement details
5. Examination details
6. SSR Compilation
7. Sales Day
8. College Day & Annual Day
9. Extra Curricular Cell
10. Any other matter brought forward by the Management and the Principal

**Members Present**

<b>Sl. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Dr.K.Lakshmi	COE - Designate
5	Mrs.R.Suganthi Hepzibha	Asst.Coord (IQAC) cum Asst Professor
6	Dr.M.Subramanian	HoD-MBA
7	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
8	Dr.T.Kumaran	HoD-BBA

9	Mr.P.Kishore Kumar	HoD I/C - Animation
10	Dr.D.Padma Priya	HoD - CS
11	Mrs.N.P.Rajeswari	Assistant Professor - Networking
12	Mrs.A.Dhavapandiammal	Assistant Professor - Networking
13	Mr.R.Dhamotharan	NSS PO
14	Mrs.S.Nirmaladevi	Assistant Professor - CS
15	Dr.D.Abraham Pradeep	Assistant Professor - MBA
16	Mrs.N.Anuradha	Assistant Professor - CS
17	Mr.P.Selvam	Assistant Professor - MBA
18	Mrs.D.Padmapriya	HoD I/C - CS
19	Mrs.P.Deepalakshmi	Assistant Professor - FSPM
20	Mr.B.Satheeshprabhu	Assistant Professor - FIS
21	Mr.V.Gangadharan	Assistant Professor - MCHM
22	Mrs.K.Jhansirani	Assistant Professor - Viscom
23	Mr.N.Arunkumar	Assistant Professor –Commerce (B&I)

The following are the minutes of the meeting held on 01.04.2023 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. NSS Activities**

- The NSS Officer presented the list of events conducted along with the photographs.
- The Plan for distributing Deworming & Folic Acid Tablets was informed in the forum.

**4. Placement details**

- The Placement Officer presented the list of companies visited the Institution and he also presented the list of companies visited along with the recruitment process.

#### **5. Examination details**

- The Controller of Examinations informed the forum that the Question Papers for the Semester Exams shall be sent on time without any delay.

#### **6. SSR Compilation**

- Criterion In-Charges were insisted to complete the process of compilation. The HoDs were informed to send the data whenever it is required.

#### **7. Sales Day**

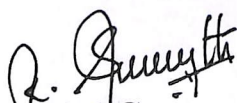
- Due to Internal & External Examination, the Sales Day is planned to schedule in the month of June 2023.

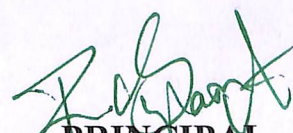
#### **8. College Day & Annual Day**

- The Annual Day competitions were planned to conduct on 11.04.2023 & 13.04.2023.
- All the departments were nominated to conduct 1 competition and the same shall be circulated to the students along with the rules & regulations.

#### **9. Extra Curricular Cell**

- The cell coordinators were insisted to organize a cultural event for SLCS Annual Cultural Meet 2023 which is planned to be held on 10.05.2023.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**SLCS-IQAC/ATR/April Month Meeting/AY 2022-23/009**

The following is the Action Taken Report of the meeting held on 01.04.2023 in the Board Room:

**1. NSS Activities**

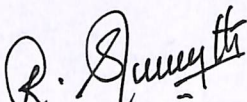
- Deworming & Folic Acid Tablets was distributed to all the students.


**2. College Day & Annual Day**

- The Annual Day competitions were successfully conducted on 11.04.2023 & 13.04.2023.

**3. Extra Curricular Cell**

- The cell coordinators organized the SLCS Annual Cultural Meet 2023 in a successful manner on 10.05.2023.

  
IQAC

  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES 2022 – 23**

**DATE: 03.05.2023**

**VENUE: BOARD ROOM**

**TIME: 10.00 AM**

**SLCS-IQAC/Minutes/AY: 2022-23/010**

**Agenda**

1. Confirmation of previous meeting minutes
2. Submission of DQAC minutes
3. SSR Compilation
4. Annual Day
5. Any other matter brought forward by the Management and the Principal

**Members Present**

<b>Sl. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>
1	Dr.R.Sujatha	Principal
2	Dr.K.Archunan	Vive Principal
3	Dr.S.Priya	Dean Academics
4	Mrs.R.Suganthi Hepzibha	Asst.Coord (IQAC) cum Asst Professor
5	Dr.M.Subramanian	HoD-MBA
6	Mr.S.Ravishankar	HoD i/c – Commerce (Hons)
7	Dr.T.Kumaran	HoD-BBA
8	Mr.P.Kishore Kumar	HoD I/C - Animation
9	Dr.D.Padma Priya	HoD - CS
10	Mrs.N.P.Rajeswari	Assistant Professor - Networking
11	Mrs.A.Dhavapandiammal	Assistant Professor - Networking
12	Mr.R.Dhamotharan	NSS PO
13	Mrs.S.Nirmaladevi	Assistant Professor - CS

14	Dr.D.Abraham Pradeep	Assistant Professor - MBA
15	Mrs.N.Anuradha	Assistant Professor - CS
16	Mrs.V.Padmavathy	HoD – Commerce (Banking & Insurance)
17	Mr.P.Selvam	Assistant Professor - MBA
18	Mrs.D.Padmapriya	HoD I/C - CS
19	Dr.K.U.Pavitra Krishna	HoD - FSPM
20	Mr.B.Satheeshprabhu	Assistant Professor - FIS
21	Mr.V.Gangadharan	Assistant Professor - MCHM
22	Mr.Babu Shajan Kevin	HoD - Viscom

The following are the minutes of the meeting held on 01.04.2023 in the Board Room:

**1. Confirmation of previous meeting minutes**

- Dr.S.Priya, Dean Academics read out the previous meeting and the same was confirmed.

**2. Submission of DQAC Minutes**

- The individual departments submitted the DQAC minutes note.

**3. SSR Compilation**

- In many Criterion, the IQAC Team has observed and insisted to prepare data based on the verification given on 03.04.2023.
- The Criterion In-Charges are instructed to send a mail regarding the observation and collect the data to complete the process.

**4. College Day & Annual Day**

- The Principal informed the forum about the SLCS Annual Cultural Meet on 10.05.2023 and the Annual Day on 20.05.2023
- Mrs.Meenakshi Srinivasan, Vice President IBM will be Chief Guest for the Annual Day.

*R. Srinivasan*  
IQAC

*[Signature]*  
PRINCIPAL

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**SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

**INTERNAL QUALITY ASSURANCE CELL**

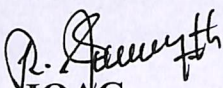
**ACTION TAKEN REPORT**

**SLCS-IQAC/ATR/May Month Meeting/AY 2022-23/010**

The following is the Action Taken Report of the meeting held on 03.05.2023 in the Board Room:

**1. College Day & Annual Day**

- The SLCS Annual Cultural Meet was celebrated on 10.05.2023 and the Annual Day on 20.05.2023
- Mrs.Meenakshi Srinivasan, Vice President IBM was the Chief Guest for the Annual Day.

  
IQAC

  
PRINCIPAL

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