

STUDENTS QUALITY ASSURANCE CELL (SQAC)

The minutes of first meeting of the Students Quality Assurance Cell (SQAC) held on 23/06/2025 at 2.15 pm in the IQAC Room, A1 Block is as follows:

Members List:

S.No.	Name	Designation	Signature
1	Dr. N. Ramya	SQAC Co-Ordinator	N. Ramya
2	Dr. Radha Palaniswamy	SQAC Co-Ordinator	Radha
3	Mrs. R. Revathi	SQAC Representative - Faculty of Basic and Applied Science	Revathi 23/6/25
4	Dr. C. Sasikala	SQAC Representative - Faculty of Bioscience	Sasikala
5	Dr. A. Priya	SQAC Representative - Faculty of Bioscience	Priya 23/6/25
6	Ms.V. Preethika	SQAC Representative - Faculty of Commerce	Preethika 23/6/25
7	Dr.T. Sumathi	SQAC Representative - Faculty of Commerce	T. Sumathi 23/6/25
8	Mr.R. Kalaichelvan	SQAC Representative - Faculty of Computer Science	Kalaichelvan
9	Dr.M. Kavitha	SQAC Representative - Faculty of Humanities	Kavitha 23/6/2025

1 Approval of Minutes of the first meeting held on 23/06/2025

Resolution: Decision taken to nominate SQAC volunteers for the AY 2025-26

2 Action Taken Report based on first meeting

Resolution: To collect nomination through Google forms

3 Discussion of Agenda pointwise

- Faculty wise nomination of SQAC volunteers from II UG & I PG
- Discussion with SQAC staff representatives regarding the eligibility for nomination and the roles and responsibilities of SQAC volunteers
- Discussion on the initiatives to be taken by SQAC to enhance communication skills for all interested UG final year students after class hours

After a brief discussion, since there were no other items, the meeting was concluded. The Coordinator of SQAC thanked all the members for their active participation and cordially invited them for the next meeting.

Attendance: (mention the names of members who are absent)

S.No.	Name	Signature
1	Dr. N. Ramya	N. R. 27/6/25
2	Dr. Radha Palaniswamy	Radha 27/6/25
3	Mrs. R. Revathi	Revathi 27/6/25
4	Dr. C. Sasikala	Sasikala 27/6/25
5	Dr. A. Priya	Priya 27/6/25
6	Ms. V. Preethika	Preethika 27/6/25
7	Dr. T. Sumathi	T. Sumathi 27/6/25
8	Mr. R. Kalaichelvan	R. Kalaichelvan 27/6/25
9	Dr. M. Kavitha	M. Kavitha 27/6/25

N. R. 27/6/25
Dr. N. Ramya

(SQAC Co-ordinator)

N. R. 27/6/25
Prof. Mr. N. Kumar

(IQAC Co-ordinator)

S. Saravanan 27/6/25
Prof. Dr. S. Saravanan

(Principal)

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STUDENTS QUALITY ASSURANCE CELL (SQAC)

The minutes of the first meeting of the Students Quality Assurance Cell (SQAC) held on 02/09/2025 at 2.15 pm in the IQAC Board Room.

Members Present:

1. Mrs. R. Revathi (Faculty of Basic and Applied Science)
2. Dr. C. Sasikala (Faculty of Bioscience)
3. Dr. A. Priya (Faculty of Bioscience)
4. Ms.V. Preethika (Faculty of Commerce)
5. Dr.T. Sumathi (Faculty of Commerce)
6. Mr.R. Kalaichelvan (Faculty of Computer Science)
7. Dr.M. Kavitha (Faculty of Humanities)

Agenda:

1. Welcome Note

The meeting commenced with a welcome address delivered by Dr. N.Ramya, SQAC Coordinator. She also formally introduced all SQAC members to Dr. K. Ramamurthi, Dean Academics, explaining their roles, responsibilities and contributions with achievements for the previous years.

2. Leave of Absence

NIL

3. Approval and Adoption of Minutes of the Previous Meeting

The minutes of the previous meeting held on 20/02/2025 were presented before the members.

The meeting featured with the goal of upskilling students' skills through various Online Courses like Infosys Springboard/MOOC/Udemy/ Saylor Academy/Alison/NPTEL. The members were given explicit instructions by the Cell coordinators to carry out their duties with diligence and cooperate in order to make these activities a success.

The meeting's minutes were read and unanimously approved.

4. Action Taken Report (ATR)

The SQAC provided an update on how the resolutions from the last meeting were being implemented. Several online courses were successfully completed by students from across the faculty-wise stream during the previous semester. In accordance with the success of previous year, a proposed idea is being carried out for the current AY 2025-26.

5. Agenda Items

Item 1.1 - To discuss about the mode of dissemination of information about Extra Credits and Credit Transfer

Discussion: Dissemination of information on Extra Credits and Credit Transfer

Resolution: Resolved to conduct meeting on 15/09/2025 for the SQAC volunteers and disseminate information to all students of III UG & II PG about Extra Credits and Credit Transfer

Item 1.2 - To inform about the various sources of information and platforms for Multilingual Proficiency of students

Discussion: To provide information on various platforms for Multilingual Proficiency

Resolution: Resolve to disseminate information to all students on the awareness of Multilingual Proficiency

Item 1.3 - To discuss about the collection of feedback on academic activities, curriculum, mentors, student support system, etc.

Discussion: To collect feedback from various sources on academic activities

Resolution: Resolved to collect feedback from all students of UG and PG regarding academic activities, curriculum, mentors, student support system, etc. for the AY 2025-26

Item 1.4 - To decide the schedule of orientation program on the 2026 Commonwealth Scholarship Scheme in UK

Discussion: To orient students on Commonwealth Scholarship Scheme in UK

Resolution: Resolved that 2026 Commonwealth Scholarship Scheme in UK be implemented and the information to be disseminated to all students of III UG & II PG be approved.

Item 1.5 - Any other matters

Discussion: Approval was sought to disseminate information to all students through SQAC Volunteers

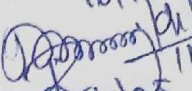
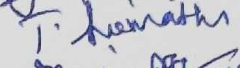
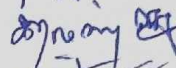
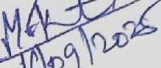
Resolution: Resolved to approve the conduct of the meeting, with coordination and communication managed by the Cell.

6. Vote of Thanks

The meeting concluded with a Vote of Thanks delivered by Dr. Radha Palaniswamy, who expressed sincere appreciation to the Chairperson, Coordinators, and members for

their active involvement and valuable contributions, with special acknowledgment of their continued support towards the initiatives of the Cell.

Signatures of Members:

Sl.No	Name	Designation & Role	Signature with Date
1.	Dr.N.Ramya	Co-ordinator	
2.	Dr. Radha Palaniswamy	Co-ordinator	Radha 16/09/25
3.	Mrs.R.Revathi	Member	Revathi 16/9/25
4.	Dr.C.Sasikala	Member	 16/9/25
5.	Dr.A.Priya	Member	
6.	Ms.V.Preethika	Member	 18/9/25
7.	Dr.T.Sumathi	Member	 18/9/25
8.	Mr.R.Kalaichelvan	Member	 16/09/2025
9.	Dr.M.kavitha	Member	

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STUDENTS QUALITY ASSURANCE CELL (SQAC)

The minutes of the second meeting of the Students Quality Assurance Cell (SQAC) held on 15/09/2025 at 1.30 pm in the AV Hall, Room No.218-A1 Block.

Members Present:

1. Mrs. R. Revathii (Faculty of Basic and Applied Science)
2. Dr. C. Sasikala (Faculty of Bioscience)
3. Dr. A. Priya (Faculty of Bioscience)
4. Ms.V. Preethika (Faculty of Commerce)
5. Dr.T. Sumathi (Faculty of Commerce)
6. Mr.R. Kalaichelvan (Faculty of Computer Science)
7. Dr.M. Kavitha (Faculty of Humanities)

Student Representatives:

List Enclosed

Agenda:

1. Welcome Note

The meeting commenced with a welcome address delivered by Dr. N.Ramya, SQAC Coordinator. She also formally introduced all SQAC Faculty members to the Student representatives explaining their roles, responsibilities and contributions with achievements for the previous years.

2. Leave of Absence

NIL

3. Approval and Adoption of Minutes of the Previous Meeting

The minutes of the previous meeting held on 12/09/2025 were presented before the members.

The meeting featured with the decision to conduct meeting for all SQAC volunteers on 15/09/2025. The members were given clear instruction to orient the same to SQAC volunteers and disseminate the information reachable to all students.

The meeting's minutes were read and unanimously approved.

4. Action Taken Report (ATR)

The SQAC provided an update on how the resolutions from the last meeting were being implemented. In accordance with the success of previous year, a proposed idea is being carried out for the current AY 2025-26 regarding Extra Credit Transfer, Scholarship Scheme, etc.

5. Agenda Items

- **2.1 - To review and finalize the previous meeting minutes held on 12/09/2025**

The meeting commenced with a welcome address delivered by Dr. N.Ramya, SQAC Coordinator. The minutes of the previous meeting held on 12/09/2025 was presented and approved unanimously without modifications.

Resolution: Resolved that the minutes of the previous meeting held on 12/09/2025 was confirmed and approved.

- **2.2 - To discuss the roles and responsibilities of SQAC volunteers**

Members discussed the roles and responsibilities of SQAC volunteers to disseminate the information to all students of III UG & II PG on Extra Credits and Credit Transfer through NPTEL Courses.

Resolution: Resolved to disseminate the information to all students of III UG & II PG about Extra Credits and Credit Transfer

- **2.3 - To decide the contents of the information that is to be disseminated to their fellow mates**

The committee oriented SQAC volunteers to collect students certificates on achievements and participation for the AY 2025-26 and submit the same to their concern SQAC faculty representative and also disseminate the information to all PG students regarding the Scholarship Scheme available in foreign countries.

Resolution: Resolved to inform all PG students regarding their Scholarship Scheme provided by the Universities in US and UK.

- **2.4 - Any other matters**

The SQAC volunteers were instructed to follow the guidelines given by SQAC team.

Resolution: Resolved to approve the conduct of the meeting, with coordination and communication managed by the Cell.

Vote of Thanks

After a brief discussion, since there were no other items, the meeting was concluded. The Coordinator of Student Quality Assurance Cell (SQAC) thanked all the members for their active participation and cordially invited them for the next meeting.

Sl.No	Name	Designation & Role	Signature with Date
1.	Dr.N.Ramya	Co-ordinator	N.R.A
2.	Dr. Radha Palaniswamy	Co-ordinator	Reds
3.	Mrs.R.Revathi	Member	Revathi
4.	Dr.C.Sasikala	Member	Sasikala
5.	Dr.A.Priya	Member	Priya
6.	Ms.V.Preethika	Member	Preethika
7.	Dr.T.Sumathi	Member	Sumathi
8.	Mr.R.Kalaichelvan	Member	Kalaichelvan
9.	Dr.M.kavitha	Member	Kavitha