

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - 1


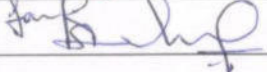

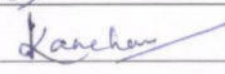
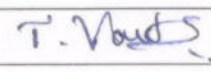
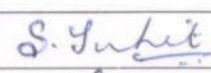
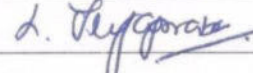
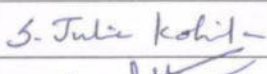
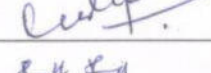
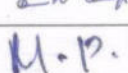
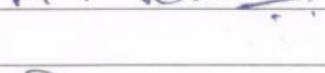
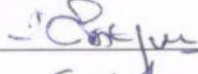
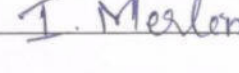
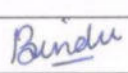
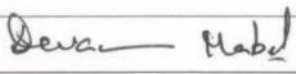

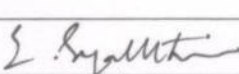
Date : 02.06.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To check Library stock
- Workload & Timetable preparation
- Test Week to be declared
- Rules & Regulations for Examination
- To conduct Academic Audit
- To finalize Generic Elective Course
- Reframing of Mentee Record
- To declare third Saturday as talent exhibiting day
- To collect proof for extra credit
- Vote of Thanks

Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	
4.	Economics	
5.	Commerce	
6.	Mathematics	
7.	Physics	
8.	Chemistry	
9.	Botany	
10.	Zoology	
11.	Tamil S/F	
12.	English S/F	
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Physics S/F	
16.	Computer Science S/F	
17.	Food Science & Nutrition S/F	
18.	Nano science S/F	
19.	Computer Application S/F	
20.	Zoology S/F	
21.	PG History S/F	
22.	Dean of Arts	
23.	Dean of Science	
24.	Dean of Student Welfare	
25.	IQAC Coordinator	
26.	Librarian	
27.	Physical Director	

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC MINUTES

Date : 02.06.2022

- The meeting began with the opening prayer offered by Dr. F. Jeyamangalam, Dean of Science.
- Principal welcomed the heads of the departments of History, Economics and Physics who have taken charge from 1st June 2022.
- The following points were discussed :
 1. The last working day will be on 11th June 2022. If it is a government holiday then the last working day will be on 13th June 2022.
 2. The staff members are expected to be present during all meetings conducted in the college even after the college hours.
 3. The names of the staff members in charge of various activities for the academic year 2022-2023 should be brought and submitted during business meeting which will be held on 8th June 2022.
 4. Library stock should be checked, inter checked and counter signed by the Principal on or before 10th June 2022.
 5. Workload and Time table should be submitted to the Dean office on or before 15th June 2022(Both hard copy and soft copy).
 6. Generic Elective Course will be during the last two hours of IV day order.
 7. Students should be strictly informed that if they are caught in malpractice during any internal test they will not be allowed to write the external exam.
 8. The internal exam will be conducted as common exam in the same way as external examination. The staff members of the particular hours are in charge of invigilation. The whole week will be named as 'Test week' and no day order will be followed. The students can be made to study after the test hours.
 9. Staff fasting prayer will be on 10th June 2022 in the Chapel. The closing prayer for students will be conducted in the same day in the New auditorium. The discipline committee staff are in charge of the discipline.
 10. Academic audit will be held on 11th or 13th June 2022(last working day).
 11. Generic Elective Course(GEC) for II PG
 - II Day - II hour
 - IV Day - IV hour
 - VI Day - IV hourThe coordinator for GEC

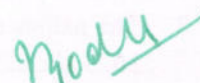
Degree	Name of the Staff
PG	Dr. G. Indra Jaculine, Head, Department of Economics
	Dr. I. Viji Margaret, Head, Department of Zoology(Unaided)
UG	Dr. M. P. Rameela, Head, Department of Physics(Unaided)
	Ms. T. Jones, Asst. Prof. Department of Mathematics(Aided)

12. The details of scholarship should be sought for the current batch of students(I Year to III Year) in the Bio data in the column mentioned as others.
13. A new format for bio data will be sent for the next year by the IQAC office and students should be made to fill the form at the earliest.
14. Also three passport size photographs and three Aadhaar card xerox should be got from the students and maintained by the mentors for all classes.

15. Every third Saturday can be utilized for exhibiting the talents of the students. The fine arts club will be in charge of planning the programme..
 16. Ward meeting will be conducted monthly once on III day order. The mentors should give instructions regarding all the rules and regulations to the students(regarding College discipline & Examination norms).
 17. The proof for extra credits should be collected every semester by the mentors. Award of credit, filing and overall check must be made by the second senior. The extra credits can be bounded and maintained in the department.
 18. The mentors should check that their ward had paid the fees on time.
- The meeting came to an end with a closing prayer offered by Dr. I. Merlin, Department of Nano Science.



IQAC Coordinator



Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - II

Date : 21.07.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To conduct orientation programme for Fresher's
- New mentee record to be prepared
- To conduct Entry Level Test
- To conduct Student Union Election
- First Saturday to be declared as talent exhibiting day
- To submit Teaching Plan and Action Plans
- To finalize CIA Timetable
- To submit articles for Sarah Journal
- Vote of Thanks

Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	for S. Venila
3.	History	
4.	Economics	J.P.
5.	Commerce	Kaalam
6.	Mathematics	J.S.W.
7.	Physics	F. Jayamangal
8.	Chemistry	L
9.	Botany	S. Subiel
10.	Zoology	Adhikari
11.	Tamil S/F	J. Mary Selva
12.	English S/F	J. Mary
13.	Commerce S/F	Chelva
14.	Mathematics S/F	21.2.1
15.	Physics S/F	M.P. Rameeb
16.	Computer Science S/F	A. Vijay
17.	Food Science & Nutrition S/F	J. Mary
18.	Nano science S/F	I. Merlon
19.	Computer Application S/F	J. Mary
20.	Zoology S/F	Vijay Mary
21.	PG History S/F	
22.	Dean of Arts	Deva - Madal
23.	Dean of Science	F. Jayamangal
24.	Dean of Student Welfare	Adhikari
25.	IQAC Coordinator	J. Sub
26.	Librarian	S. Subiel
27.	Physical Director	J. Mary

SARAH TUCKER COLLEGE(AUTONOMOUS),TIRUNELVELI-7
IQAC MINUTES

Date : 21.07.2022

- The meeting started with a prayer offered by Dr. A. Valarmathi, Vice Principal of the college.
- Principal appreciated all the Heads and the staff members for the efforts taken and help rendered during the admission, as a result of which the admissions have increased.
- The following points were discussed:

1. The College commences for the first year on 1st August 2022. Orientation programme will be conducted for five days during which the students should be on time after giving the attendance in the respective classes.
2. The new mentee record will be circulated by the IQAC. Students should be informed beforehand to bring all the necessary documents like Aadhar card, photos, etc., on their first day to college.
3. The list for Part V to be submitted to the IQAC office.
4. Entry test to be conducted and mark to be submitted to the IQAC office immediately after Orientation Programme.
5. Election for Students union will be on 10th August 2022. Student Union inauguration to be held in the week thereafter.
6. Talent Exhibit for students will be held on all first Saturday of every month when there is fasting prayer for the staff. Science and Arts department can take turns on alternative months. Fine arts and Youth Welfare will take charge of it. One staff should be made responsible for each department.
7. OD forms should be submitted in advance before going for valuation. The signature of the heads should be affixed on all OD forms.
8. Action plan to be submitted by all the heads, cells and clubs as early as possible.
9. Teaching plan also to be submitted as soon as possible.
10. The time table for Continuous Internal Assessment is as following:

S.No.	CIA	Date
1	I CIA	24.08.2022
2	II CIA	07.10.2022
3	III CIA	01.11.2022

11. Arrangements to be made to reduce malpractice during internals. Students who copy in internals will not be allowed to write the external exams also. Students should be strictly instructed and informed about this.
 12. Attendance to be taken for every hour to avoid unnecessary problems.
 13. Articles for Sarah Journals to be given by all PG departments.
- The meeting came to an end with the closing prayer offered by Dr. S. Vennila, Department of English.


IQAC Coordinator


Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - III

Date : 27.07.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- For effective learning strategy to conduct mentor-mentee meet
- To give topics for discussion
- Vote of Thanks

NOTICE

27.07.2022

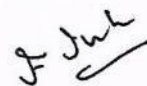
Dear Mentors,

To enhance the effective learning strategy, it is mandatory to have a Mentor-mentee meet on every first IIIrd day order of every month. To empower their positive mental health, we have planned to mentoring them with the following topics for this academic year 2022 – 2023.

S.No	Month	Topic
1	July	Goal setting
2	August	Family Expectations & Peer Pressure
3	September	Healthy Friendship
4	October	Time Management
5	December	Self-confidence
6	January,2023	Stress Management
7	February	Healthy Life style
8	March	Sharing experience by the students
9	April	Career guidance



Dean of Student's Welfare



IQAC Co-ordinator



Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - IV

Date : 10.10.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To regularize the Tamil classes for BCA, BCom & Nano Science Departments
- To conduct Viva voce for Arts and Practical for Science Departments
- Vote of Thanks

SARAH TUCKER COLLEGE(AUTONOMOUS), TIRUNELVELI-7
IQAC MINUTES

Date : 10.10.2022

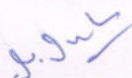
- The meeting started with a prayer offered by Dr. Jessie Theodore, Assistant Professor, Department of Mathematics.
- The following points were discussed:

1. The II internal test will commence from 13th October 2022.

Subject	I Year	II Year
Part I Tamil	21.10.2022	20.10.2022
Part II English	20.10.2022	21.10.2022

2. The II internal portion should be taught now by Tamil and English staff members for the II B.Com, II BCA and II year Nano science departments.
3. The I internal portion can be taught by the Tamil and English staff on Saturdays and test can be conducted after completing the portions.
4. The III internal will start by 7th November 2022.
5. The Practical Examinations for Science Departments will commence from 22nd October 2022 and will be completed by 4th November 2022.
6. The Viva Voce Examinations for Project (Arts) will be conducted on
PG - 12.11.2022
UG - 11.11.2022

- The meeting came to an end with the closing prayer offered by Dr. S. Juliet Santha Jothi, Head, Department of Botany.



IQAC Coordinator



Principal i/c

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - V

Date : 10.10.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To register in NDLI (National Digital Library of India)
- To make the staff, students and research scholars to enrol in NDLI
- Vote of Thanks

SARAH TUCKER COLLEGE, TIRUNELVELI-627 007
(An Autonomous Institution, affiliated to Manonmaniam Sundaranar University)
(Re-Accredited with 'A+' Grade by NAAC)

Circular

II Criteria (Teaching Learning and Evaluation)

10.10.2022

Mentor-Mentee

To make available to the learners community learning resources through a single-window, National Mission on Education through Information and Communication Technology (NMEICT) has sponsored the National Digital Library of India (NDLI) project and arranged funding through Ministry of Education.

All the faculty members, research Scholars and Students are asked to register your name in NDLI data base

Go to NDLI website, <https://ndl.iitkgp.ac.in/acc-registration.php>


Click Register and fill the online form given in the website

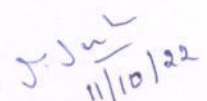
- | | | |
|---------------------|---|---------------------------------------|
| 1. Full name | : | |
| 2. Email.ID | : | |
| 3. Password | : | |
| 4. Confirm Password | : | |
| 5. DOB | : | |
| 6. Gender | : | Female |
| 7. State | : | Tamilnadu |
| 8. City | : | Tirunelveli |
| 9. Educational role | : | Lifelong learner |
| 10. Language | : | English |
| 11. Institute name | : | Sarah Tucker College
(Autonomous), |

After Sign up you will immediately get verification Email from NDLI. Once you verify you can access the resources available in NDLI.

All the faculty members are asked to register in NDLI and use the resources for all your academic related works.

The mentors are requested to inform your students to register in NDLI. Please guide them to access. If any Clarification Please contact Dr J.Shakina, Assistant Professor of Chemistry.


II Criterion(faculty Incharge)


11/10/22
IQAC Coordinator


Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - VI

Date : 13.10.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To collect undertaking form for UG and PG students.
- To insist the rules and regulations for the students regarding ID cards and mobile
- Rules regarding arrear papers to be framed
- To follow new rules for completion of course as per university norms
- To frame new programme code for all departments
- Vote of Thanks

Members Present

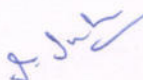
S.No	Departments	Signature
1.	Tamil	
2.	English	<i>for Balaji</i>
3.	History	<i>M.S. Rangam</i>
4.	Economics	<i>DP</i>
5.	Commerce	<i>Karibas</i>
6.	Mathematics	<i>J. S. U. L.</i>
7.	Physics	<i>F. S. Jayaraman</i>
8.	Chemistry	<i>J</i>
9.	Botany	<i>S. Subil</i>
10.	Zoology	<i>L. Jayaprasad</i>
11.	Tamil S/F	<i>J. S. S. S.</i>
12.	English S/F	
13.	Commerce S/F	<i>P. S. S.</i>
14.	Mathematics S/F	<i>B. S. S.</i>
15.	Physics S/F	<i>M. P. Ramesh</i>
16.	Computer Science S/F	<i>B. S. S.</i>
17.	Food Science & Nutrition S/F	<i>N. S. S.</i>
18.	Nano science S/F	<i>F. S. S.</i>
19.	Computer Application S/F	<i>S. S. S.</i>
20.	Zoology S/F	<i>J. S. S.</i>
21.	PG History S/F	<i>Genila</i>
22.	Dean of Arts	<i>S. S. S.</i>
23.	Dean of Science	<i>F. S. Jayaraman</i>
24.	Dean of Student Welfare	
25.	IQAC Coordinator	<i>J. S. S.</i>
26.	Librarian	
27.	Physical Director	


SARAH TUCKER COLLEGE(AUTONOMOUS), TIRUNELVELI-7
IQAC MINUTES

Date : 13.10.2022

- The meeting started with a prayer offered by Dr. G. Indra Jaculine, Head, Department of Economics and Research Centre.
- The following points were discussed:
 1. Generic Elective Test for UG and PG students should be conducted on the IV day order (ie.,) 20th October 2022.
 2. No name should be removed or added in the students attendance register by the staff members. All changes should be made only through the office members.
 3. The undertaking form should be collected from the II and III year (UG) and II year (PG) students.
 4. Students should compulsorily come in uniform wearing ID card.
 5. Students should be strictly instructed not to bring cell phones to the college. If anyone is caught she should be taken under the custody of the staff and parents should be called to the college and then they should be handed over.
 6. No programme should be conducted without the permission of the Principal. All the instruction discussed in the Council meeting should be strictly adhered.
 7. Hourly attendance should be taken by the staff. Students should be instructed to bring leave letter
 8. Students with shortage of attendance will not be allowed to write the exams, which should be informed to the students.
 9. The Practical Examinations for Science Departments will commence from 27th October 2022 onwards.
 10. III CIA will commence from 14th November 2022.
 11. The last working day is on 25th November 2022. External exam starts from 1st December 2022.
 12. Students can write only maximum 6 arrear papers. They can write only the odd semester arrears now. They can pay the arrear fee only for the subject which they have informed earlier to Mr. Johnson.
 13. Students should be instructed that if they involve in malpractice in the internal exams they cannot write the external exams also.
 14. Self learning fees should be paid before 21st October 2022.
 15. UG Students should finish their course within 5 years from the commencement of their study.

UG -- (3 + 2) or (End + 2) years
PG -- (2 + 2) or (End + 2) years
 16. New programme code will be sent to all the departments by IQAC.
 17. Syllabus Book should be printed and distributed to the first and second year students. Also copies should be made for all the staff members and 5 copies should be printed extra.
 18. 22nd October 2022 and 19th November 2022 are holidays.
- The meeting came to an end with the closing prayer offered by Mrs. Mary Sugirtha Pandian, Head, Department of Tamil S/F.


IQAC Coordinator


Principal i/c

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - VII


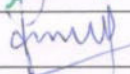

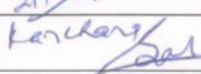
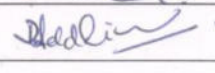

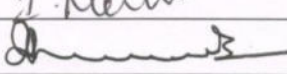
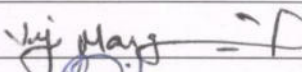
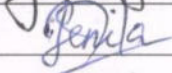
Date : 07.11.2022

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To conduct PTA meet
- To consolidate internal marks
- To conduct "Pattimandram"
- To go for Extension Activity
- Vote of Thanks

Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	M.S. Changan 31/11/22
4.	Economics	
5.	Commerce	For Kanchang 
6.	Mathematics	J. S. O. C.
7.	Physics	M. Jayaraman
8.	Chemistry	J. Rajula Jaramine Usha
9.	Botany	S. Sudhit
10.	Zoology	
11.	Tamil S/F	
12.	English S/F	S. Julie Kishor
13.	Commerce S/F	
14.	Mathematics S/F	R. H. S. R.
15.	Physics S/F	M. P. Rameesh
16.	Computer Science S/F	R. G. S. J.
17.	Food Science & Nutrition S/F	J. Chaya
18.	Nano science S/F	J. Mertha
19.	Computer Application S/F	
20.	Zoology S/F	
21.	PG History S/F	
22.	Dean of Arts	
23.	Dean of Science	M. Jayaraman
24.	Dean of Student Welfare	
25.	IQAC Coordinator	J. J. S.
26.	Librarian	
27.	Physical Director	

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC MINUTES

Date : 07.11.2022

- The meeting started with a prayer offered by Dr. S. Felicia Gladys, Head, Department of English and Research Centre.
- The following points were discussed:
 1. Students Attendance must be marked by the staff for each and every hour by read out their names.
 2. PTA meeting will be held on 18th November 2022. Mentors have to give proper instruction to the parents regarding the mobile phones.
 3. Mentor must be careful to instruct the students about the payment of the examination fees before 11th November 2022. In case of delay, the mentor has to give the proper explanation for their wards.
 4. Students must be strictly instructed to be present on Saturdays, otherwise they have to bring their parents on Monday with leave letter.
 5. Students are not permitted to go near the main gate during the interval and lunch hours.
 6. The project Viva Voce for the department of Arts will be conducted on 11th November 2022 for UG and 14th November 2022 for PG.
 7. Generic Elective Examinations should be conducted only in the IV day order.
 8. Department meetings should be conducted only after the proper arrangements, should be done by the Tamil and English departments staff with their respective departments.
 9. The last working day is on 24th November 2022.
 10. Self - Learning examinations will be held on 23rd November 2022.
 11. The internal marks must be distributed and get signed by the students before 24th November 2022.
 12. Internal consolidation mark sheet must be signed by the proper students, not by their friends.
 13. "Pattimandram" is arranged on 10th November 2022 (Afternoon) for the II UG, III UG and II PG students.
 14. Students should go for the Extension activities in the afternoon on 21st and 22nd December 2022.
 15. All the heads of the department have to check, all the classrooms about the presence of the staff.
 16. Ask the students to bring their parent, if she is continuously late during the first hour in the morning.
- The meeting came to an end with the closing prayer offered by Dr. M. P. Rameela, Head, Department of Physics (S/F).

J. Sub
IQAC Coordinator

Moody
Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - VIII

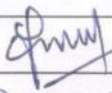
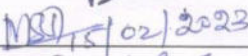



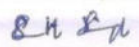

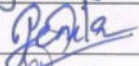
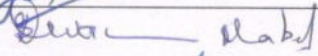
Date : 15.02.2023

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To organize seminar by all departments
- To submit certificate course details
- To record the mentee details with the mentors
- To invite the adopted village students for Science Expo
- Vote of Thanks

Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	 MSD 15/02/2023
4.	Economics	
5.	Commerce	For H. of the D. I. Claya Sector
6.	Mathematics	J. S. W.
7.	Physics	F. Sugamangal
8.	Chemistry	
9.	Botany	S. Subit
10.	Zoology	J. J. J.
11.	Tamil S/F	J. May Jay M.
12.	English S/F	S. Julie K. K.
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Physics S/F	M. P. Rameeb
16.	Computer Science S/F	R. R. R.
17.	Food Science & Nutrition S/F	J. J. J.
18.	Nano science S/F	J. J. J.
19.	Computer Application S/F	
20.	Zoology S/F	V. J. J.
21.	PG History S/F	
22.	Dean of Arts	
23.	Dean of Science	F. Sugamangal
24.	Dean of Student Welfare	
25.	IQAC Coordinator	J. J. J.
26.	Librarian	S. S. S.
27.	Physical Director	

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7

IQAC MINUTES

Date : 15.02.2023

- The meeting started with the opening prayer by Dr. S. Felicia Gladys, Head, Department of English and Research Centre
- The following points are discussed:
 1. The Departments those who had not conducted the seminars must complete their seminars before the end of March 2023.
 2. 18th and 25th February 2023 will be holidays.
 3. To motivate the Students to pursue their Higher Education, a group of school students (12th Std) with their NSS Programme Officers will visit our college. All the Head of the Departments must prepare a PPT for 3-5 minutes about the achievements of their departments. The date of visit will be informed later.
 4. Late comers will be there in the Library for 10 days from 3.30 pm to 4.30 pm under the supervision of the Librarian and the physical education staff.
 5. For Certificate Course, Rs.150/- per hour has been fixed for an Instructor.
 6. Certificate Course details must be submitted and get signed by the Principal.
 7. Amounts in the department must be put in the department account.
 8. Students should not enter inside the departments staff room unnecessarily.
 9. Students those who had not obtained the degree because of the arrears can write the arrear examinations in this semester.
 10. Scripture and Moral examinations date will be announced later.
 11. Mentors have to look after their wards and inform them about their arrears and credits. They must have a record about their wards.
 12. 22nd February 2023 Ash Wednesday will be a working day. Staff can sign in the register up to 10 am on that day. Brother Jebaveeran, Missionary will deliver the Lord's Message.
 13. School children from the Adopted village will come and visit the Science Exhibition on 23rd February 2023.
- The meeting came to an end with a closing prayer offered by Dr. I. Merlin, Assistant Professor, Department of Nano Science.

S. J. L.

IQAC Coordinator

M. S. S.

Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - IX

Date : 27.03.2023

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To submit the reports of all the clubs and cells
- Vote of Thanks

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - IX


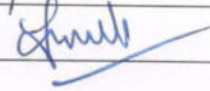

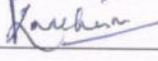
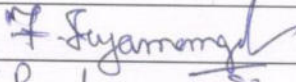


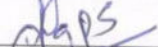
Date : 27.03.2023

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To submit the reports of all the clubs and cells
- Vote of Thanks

Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	
4.	Economics	
5.	Commerce	
6.	Mathematics	
7.	Physics	
8.	Chemistry	J. Rajub for S. Suresh
9.	Botany	
10.	Zoology	A. Jayaprabha
11.	Tamil S/F	
12.	English S/F	J. Mary Latha S. Julie Kothala
13.	Commerce S/F	
14.	Mathematics S/F	En En.
15.	Physics S/F	M. P. Rameesh
16.	Computer Science S/F	B. Anji
17.	Food Science & Nutrition S/F	S. Anja
18.	Nano science S/F	J. Merlin
19.	Computer Application S/F	
20.	Zoology S/F	
21.	PG History S/F	
22.	Dean of Arts	Dean Habel
23.	Dean of Science	J. Jayamangal
24.	Dean of Student Welfare	
25.	IQAC Coordinator	J. Jula
26.	Librarian	S. Suresh
27.	Physical Director	

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7

IQAC MINUTES

Date : 27.03.2023

- The meeting started with the opening prayer by Dr. A. Valarmathy, Vice Principal of the college.
- Principal and Vice principal appreciated the efforts taken by all the staff in charge of various programs of the college day. The co-operation of the Heads, Staff and Students for the successful conduct of the college day was very much acknowledged.
- The following points are discussed:
 1. The dates for the III CIA are as follows :

Date	I Year	II Year
13.04.2023	Tamil	English
17.04.2023	English	Tamil

2. The dates for the following programmes are as follows :

Programmes	Dates
Group Photo Science	28 th March 2023
PTA	31 st March 2023
Communion Service & Fasting Prayer	1 st April 2023 (9.30 am)
Alumni Enrolment	3 rd April 2023
Scripture & Moral	5 th April 2023
Motivational Talk by Dr. Jeyanthi Shri Natarajan	6 th April 2023
Students Farewell	10 th April 2023
Group Photo Arts	20 th April 2023
Valedictory	28 th April 2023 (Morning)
Staff Farewell	28 th April 2023
Closing service	29 th April 2023

3. Students should be informed to pay the Exam fees as per the old structure as given in the college website. The extra fees if any paid by the students will be refunded.
 4. All the reports of the clubs and cells should be submitted to the IQAC office on or before 31st March 2023.
- The meeting came to an end with a closing prayer offered by Dr. Lighty George, Department of Zoology and Research Centre.



IQAC Coordinator



Principal

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7
IQAC BUSINESS MEETING - X

Date : 25.04.2023

Venue : Council Chamber

AGENDA

- Prayer
- Welcome Address
- To maintain the stock register and library register of the department
- To get approval from the principal for various department accounts and files
- To collect SSS, the details of the students
- To prepare the soft copy and hardcopy for all criteria for AQAR submission
- Vote of Thanks

SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7

IQAC MINUTES

Date : 25.04.2023

- The meeting started with the opening prayer by Dr. S. Kanchana, Head, Department of Commerce.
- The following points are discussed:
 1. The change of date should be noted :

28.04.2023	Closing Service (Morning)
	Lunch
	Valedictory (Afternoon)
	Farewell (Evening)

2. 29th April 2023 is the last working day. College will be from 9.30 am to 1.15 pm.
3. Consolidated mark statement should be submitted by 29th April 2023.
4. Semester examination commences on 8th May 2023 and ends on 27th May 2023.
5. Department stock register and Library register should be submitted to the principal and get signed on or before 29th April 2023.
6. Certificate course, Sarah sales, Extension activity, Department money and Seminar/Conference account should be properly maintained. It should be approved by the principal.
7. Care should be taken while allotting substitute for invigilation duty.
8. Invigilation duty need not be allotted to the Heads of the departments.
9. The college reopens on 19th June 2023 for the next Academic year.
10. Staff retreat will be on 17th June 2023 in the chapel.
11. Student Satisfaction Survey (SSS) should be filled by all the final year students. The ward mentors should check and make their ward complete it.
12. Executed teaching plan is not necessary to be prepared.
13. All files should be got ready in soft copy. After it is been checked by the criterion coordinators hard copy can be taken. Academic audit will be held after the re-opening.
14. The time table and workload should be ready after the council meeting which will be held on 5th June 2023 at 10 am.
15. The staff in charge for common syllabus are

1	Dr. T. Sheela Retna Joy & Dr. J. Santhibai	Moral
2	Dr. J. Beryl Sheela and Dr. Jessie Theodore	Scripture

- The meeting came to an end with a closing prayer offered by Dr. J. Golden Ebenezer Jebamani, Controller of Examinations.


IQAC Coordinator


Principal